AFLOAT SUPPLY PROCEDURES

CHAPTER 5: MATERIAL EXPENDITURE AND SHIPMENT

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CHAPTER 5

MATERIAL EXPENDITURE AND SHIPMENT

Part A: MATERIAL EXPENDITURES

Section I: GENERAL

5000 INTRODUCTION

1. GENERAL. The expenditure of material is the act of removing from the activity's stock records a specific quantity of an item that was passed to another user/activity or disposed of in accordance with directives from higher authority. Expenditure also occurs when stock material is lost or no longer usable or Non-Ready For Issue (NRFI) due to shelf-life restrictions or damage. This chapter will discuss the various types of expenditures and the procedures applicable to each.

2. TYPES OF EXPENDITURES. Expenditures of material are classified into four types as follows:

a. ISSUES. An issue is the physical act of turning over material by the supply department (either immediately upon receipt onboard or from supply department stocks) to the using shipboard department or supported unit as the result of a customer request. The term “issues” will not be used interchangeably with the term “transfers”. Detailed issue procedures are prescribed in pars. 6205-6213.

b. TRANSFERS. A transfer is the movement of material from the custody and records of a ship to the custody and records of another ship or shore activity. This includes transfer of RFI material to Other Supply Officers (OSO Transfer), transfer of RFI that is no longer desired to be stocked onboard to a shore activity (also known as Material Turned into Store or MTIS) and RFI and NRFI material that is transferred to a Defense Reutilization and Marketing Office (DRMO). Extended Money Value (EMV) will determine if RFI material is transferred to MTIS or DRMO.

c. SURVEY. Survey is the expenditure of material when it is lost, damaged, unserviceable, or Non-Ready For Issue (NRFI) and is not economically repairable. Surveys are accomplished on a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). When a FLIPL is approved, it becomes an expenditure document and will be assigned a serial number in the expenditure document series.

d. CASH SALES. Material expended to the following will be processed as a cash sale:

(1) U.S. Air Force, Coast Guard and Army activities;

(2) Military Sealift Command ships (APA and IQ cognizance material only);

(3) Merchant vessels and nonmilitary aircraft;

(4) Other U.S. government agencies;

(5) Foreign naval vessels and military aircraft;

(6) Foreign merchant ships and non-military aircraft

5001 EXPENDITURE DOCUMENT NUMBERING SYSTEM

Expenditure documents will be numbered in accordance with the Military Standard Requisitioning and Issue Procedures (MILSTRIP) numbering system. The document number consists of the service designator code, the ship's unit identification code (UIC), the four digit Julian date, and a four digit serial number (i.e. R52192-4013-7016). Expenditure document numbers will not be duplicated and will run consecutively throughout the fiscal year.

5002 AUTOMATED EXPENDITURE LOG

1. GENERAL. The automated expenditure log is used to record expenditure document number assignments and to provide a record of all expenditures or transfers of RFI and NRFI material from an activity's Stock Item Table (SIT) with the exception of issues to the activity's works centers and supported units. Each Automated Information System (AIS) including RSUPPLY Force and Unit Level, SUADPS-RT, Ported SNAP II and Micro SNAP, have automated Expenditure Logs.

2. EXPENDITURES LOGS. Expenditure Log entries will be made for each occurance for transfers, cash sales and surveys. Batch entries will be made for transfers generated by automated offload processing. The following information will be recorded in the automated Expenditure Log for each expenditure:

a. Expenditure Document Number;

b. Ship To UIC;

c. Advice Code;

d. Cog;

e. Material Condition Code (MCC);

f. National Item Identification Number (NIIN);

g. Nomenclture

h. Unit of Issue (UI);

i. Quantity;

j. Remarks;

k. Unit Price;

l. Extended Money Value (EMV).

AUTOMATED EXPENDITURE LOG

The sample Expenditure Log listing was generated from Relational Supply (RSUPPLY). Expenditure Log listing may appear slightly different depending on the AIS you are currently utilizing.

Expenditure Log Listing

Batch Rqst Nbr: JSL3054238223
Report I. D.: SL36202R
User I. D.: rsupaa

UIC: 22222

25 Aug 2004
09:02:56
Page: 1

Beginning Date	: 10/01/2003
Ending Date	: 08/25/2004
ALL	: ALL
OSO Transfer	:
MTIS	:
Offload	:
Survey	:
Miscellaneous	:

Batch Rqst Nbr: JSL3054238223 UIC: 22222 Expenditure Log 25 Aug 2004 Page: 1
Report I.D.: SL36202R Document Number Sequence 09:02:56
User I.D.: rsupaa Begin Date : 10/01/2003 End Date : 08/25/2004
** ALL **

Document Number	Ship To	Adv Code	Cog	MCC	NIIN/Ref Nbr	Nomenclature	UI	Qty	Remarks	UP	Ext
2222232807001	00189		1H		5130014730882	PWR SUPPLY	EA	2	Misc Expenditure	1528.00	3056.00
2222233037002	68620		7H		V22222-3303-7	CIRCUIT CARD ASSY	EA	1	Misc Expenditure	3985.00	3985.00
2222233087003	SG418		9Z		5830014122012	AN/PIQ-5 PUBLIC ADDRESS	EA	1	Misc Expenditure	1276.21	1276.21
2222233087004	00189		1H	M	012161555	CASE, SPRING	EA	1	OFFLOAD	2442.00	2442.00
2222233247005	00189		3N	D	012148626	ELECTRONIC MODULE,S	EA	1	OFFLOAD	1065.72	1065.72
2222233247006	00189		9G		012225527	POWER SUPPLY	EA	13	OFFLOAD	147.29	1914.77
2222233247007	00189		9C		011515641	PUMP UNIT, RECIPROCATING	EA	1	OFFLOAD	636.16	636.16
2222233257008	20635		9Q			CELL PHONES	EA	3	Misc Expenditure	100.00	300.00
2222233277009	49399		9Q		002402559	SPONGE	EA	4	OFFLOAD	1.14	4.56
2222233277010	49399		9Q		014138295	FLASHLIGHT	EA	2	OFFLOAD	12.40	24.80
2222233457012	49399		9Q		BDU TROUSERS	BDU TROUSERS	BX	5	Misc Expenditure	1.00	5.00
2222233457013	20635		9G		6850014450557	CATALYST CARBON MONOXIDE	CN	3	Misc Expenditure	570.15	1710.45

5003 EXPENDITURE INVOICE FILES

The expenditure invoice file will contain the original, or a copy when the original is required elsewhere, of each expenditure invoice prepared by the ship. Expenditure invoices will be filed by expenditure document number; however, expenditure invoices for DLR items will be placed in a separate file from other expenditure invoices. Forms used as expenditure invoices can be DD 1348-1A, or the DD 1149. The expenditure invoice file will be retained for three years after completion of expenditure action.

Section II: TRANSFER AND SALES

Subsection 1: AUTHORITY AND RESPONSIBILITY FOR TRANSFERS

5020 SUPPLY OFFICER'S RESPONSIBILITY

As prescribed in OPNAVINST 3120.32 series (Standard Organization and Regulations of the U.S. Navy par. 328), material transfer is one of the general duties of the Supply Officer. Therefore, unless otherwise directed by the Commanding Officer, the Supply Officer or designated assistant Supply Officers will be responsible for approving proper transfers of: consumables; equipage; repair parts; inert nuclear weapons material and associated test and handling equipment, tools and consumables; ships store and retail clothing stock; food items; and medical and dental supplies (on ships where Supply holds AMAL/ADAL material only). Although such responsibility need not be delegated in a Commanding Officer's letter, it should be specified in the Ship's Organization and Regulations Manual (SORM). Prior to transfer of material (other than unserviceable or excess items) to another activity, the Supply Officer or his designated assistants will ensure that it is not currently needed by the department(s) that normally uses it. In the absence of the Supply Officer or his designated assistants, material transfers may be approved by the Duty Supply Officer or the Command Duty Officer, as prescribed in the SORM.

5021 OTHER DEPARTMENT HEADS

Department heads, other than the Supply Officer, are not authorized to transfer stock or operating space material in their custody. When transfer of such material is appropriate (e.g., it is excess, unserviceable, or required by another activity), the custodial department head is responsible for turning it in to the Supply Department for documentation and transfer. Upon request, other department heads also are responsible for advising the Supply Officer of any existing or prospective need they may have for RFI material being considered for transfer.

5022 AUTHORITY FOR TRANSFER OF REQUESTED MATERIAL

1. GENERAL. Transfer of material requested by another activity will be made only upon receipt of an official request document (e.g., requisition, letter, message).

2. MAINTENANCE ASSISTANCE MODULE (MAMs). MAMs may only be transferred upon approval of the cognizant Type Commander.

Subsection 2: TRANSFER TO FORCES AFLOAT

5035 TRANSFER PROCEDURE FOR END USE MATERIAL

1. NSA TYPE MATERIAL. Transfers between ships of the same Type Commander are nonchargeable transactions; however, the value of such transactions will be included in the "B" summary of the transferring ship. Transfers between ships of different Type Commanders are chargeable transactions and the value of such transactions will be included in the "A" summary of the transferring ship. All inter ship transfers will be documented in accordance with par. 5036. Whether transfers are between ships of the same or different Type Commanders, the OPTAR of the transferring ship will not be credited; however the value of such transfers may be used to support a request for an OPTAR augmentation from the Type Commander.

2. APA TYPE MATERIAL. Inter ship transfers of APA type material are nonchargeable transactions which are not required to be summarized; however, such transactions are required to be documented in accordance with par. 5036.

3. MARINE CORPS. Transfers of material to Marine Corps organizations ashore, other than those submitting NSA stores return, will be covered by a DD Form 1348-1A and will be included in the "A" summary of the transferring ship.

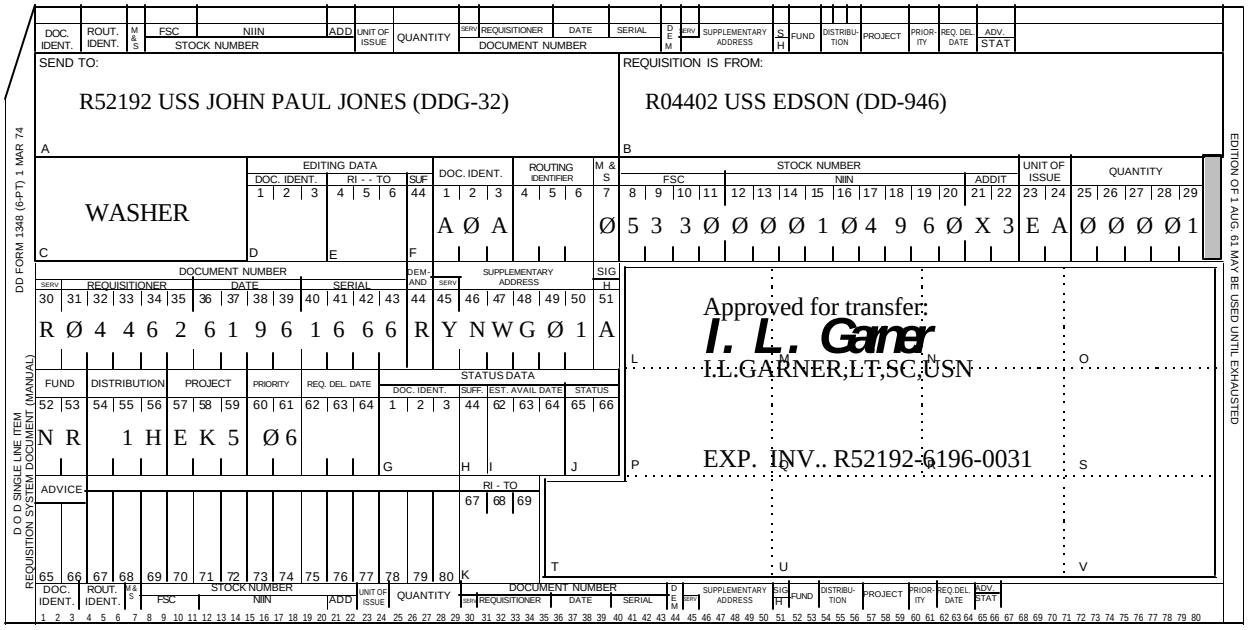
5036 DOCUMENT PREPARATION

1. GENERAL. Transfers between forces afloat normally are made on the DD Form 1348 prepared and submitted by the requesting ship in accordance with par. 3024, with additional entries made by the transferring ship as shown in the following subparagraph. When the requesting ship submits a request by a method other than a DD Form 1348, the transferring ship will prepare a DD Form 1348-1A in accordance with par. 5036-3.

2. DD FORM 1348. When a DD Form 1348 is used to request an inter ship transfer it will be prepared in accordance with par. 3024; However, the transferring ship must add the following data (see sample on following page):

Data Block	Entry
L-S	1. "Approved for transfer"; and the name, rank/grade, and signature of the person authorized to approve the transfer.
	2. Expenditure invoice number.
T	Current Unit Price (on hard back copy).
U	Total Price (on hard back copy).
V	"COST CHARGE ONLY" if applicable to APA type material.

EXAMPLE OF DD FORM 1348 FOR INTER SHIP TRANSFER



3. DD FORM 1348-1A. When a DD Form 1348-1A is used to document an intership transfer, it will be prepared as follows (see sample on following page):

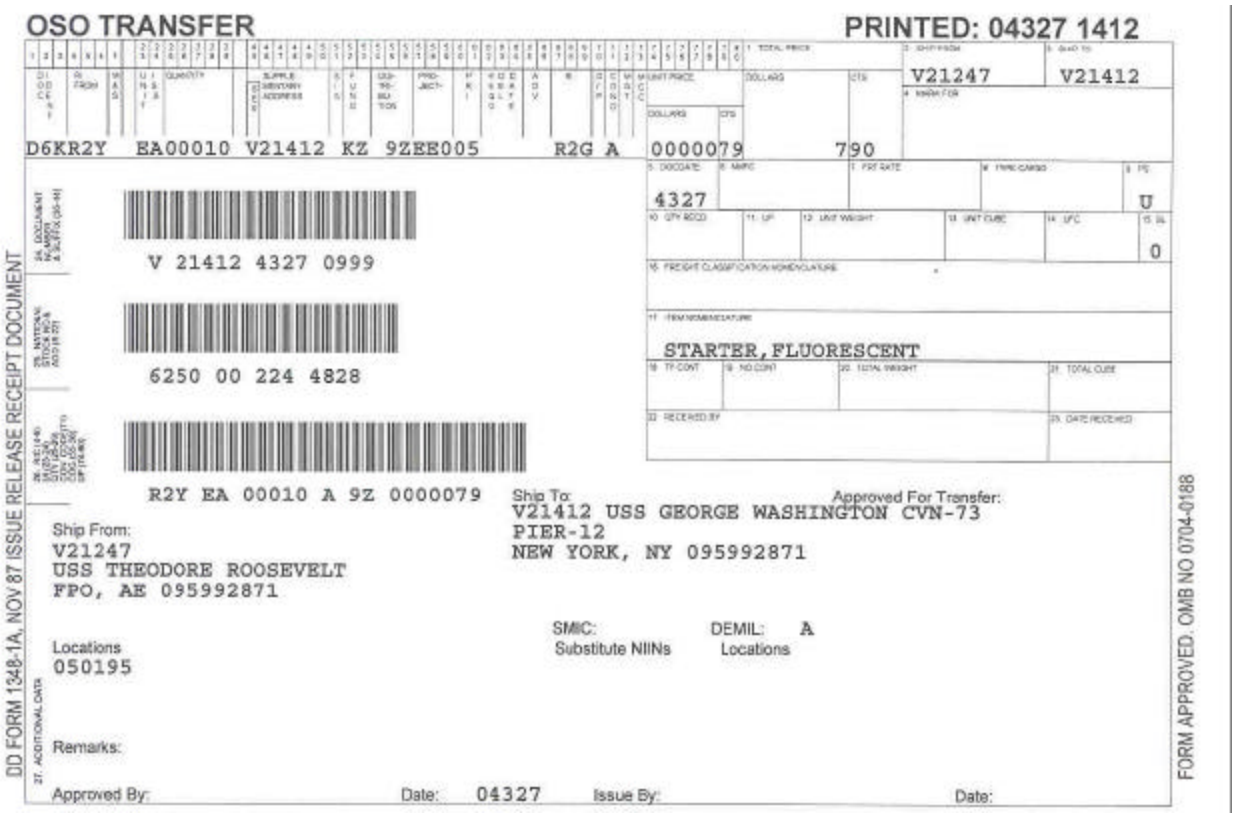
Card Columns	Entry
23-29	Unit of issue, and quantity of item transferred
45-66	Duplicated from the requisition
71	Supply condition code
74-80	Current unit price

Data Blocks	Entry
1	Total price (unit prices times quantity)
2	Service designator code and UIC of transferring ship
3	Service designator code and UIC of requisitioning ship
17	Item nomenclature
24	Duplicated from the requisition
25	Stock number
26	RIC (from cc 4-6), Unit of Issue, quantity of item transferred, supply condition code, cognizance symbol and unit price

Material Expenditure and Shipment 5036

Data Blocks	Entry
27	Service designator code, UIC, name and hull number of transferring ship and service designator code, UIC, name and hull number of requisitioning ship
27	Expenditure invoice number, plus “(COST CHARGE ONLY)” if fund code “Y6” is entered in cc 52-53
27	“Approved for transfer:” and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).
27	Additional information as necessary. If classified enter “C” for confidential; “S” for secret; “T” for top secret. When a security code is used, all the consignees’ copies of the DD Form 1348-1A will be placed inside the container.

EXAMPLE OF DD FORM 1348-1A FOR INTER SHIP TRANSFER


OSO TRANSFER
PRINTED: 04327 1412
V21247
V21412
D6KR2Y EA00010 V21412 KZ 9ZEE005 R2G A 0000079 790
4327
U
0
V 21412 4327 0999
STARTER, FLUORESCENT
6250 00 224 4828
R2Y EA 00010 A 9Z 0000079
Ship To:
Approved For Transfer:
V21412 USS GEORGE WASHINGTON CVN-73
PIER-12
NEW YORK, NY 095992871
Ship From:
V21247
USS THEODORE ROOSEVELT
FPO, AE 095992871
SMIC:
Substitute NIINs
DEMIL: A
Locations
Locations
050195
Remarks:
Approved By:
Date: 04327
Issue By:
Date:
DD FORM 1348-1A, NOV 87 ISSUE RELEASE RECEIPT DOCUMENT
FORM APPROVED, OMB NO 0704-0188

5037 DOCUMENT DISTRIBUTION

1. DD FORM 1348. When the requesting ship submits a DD Form 1348 for an inter ship transfer of material, the copies received will be distributed as follows:

Copy	Disposition
Original	Retained by transferring ship. Filed in expenditure invoice file after required posting has been accomplished.
White	Returned to requesting ship if receipt (see par. 4116) signature is required.
Hardback	Retained by requesting ship, or discarded, if not required.

2. DD FORM 1348-1A. Upon receipt of a DD Form 1348 or DD Form 1348-1A from another ship, the transferring ship will prepare a DD Form 1348-1A to document an inter ship transfer of material. Distribution of the copies will be as follows (see par. 8323-3 for distribution pertaining to DLR items):

Copy	Disposition
Original	Retained by transferring ship. Filed in expenditure invoice file after required receipt signature and posting has been accomplished.
Duplicate	Turned over to the requesting ship for use as a material receipt document.

Subsection 3: CASH SALES

5040 AUTHORITY FOR CASH SALES

The authority to transfer material by cash sale method is provided by Navy Regulations, DOD 7000.14R Financial Management Regulation (FMR), and NAVCOMPT Manual (NAVSO P-1000), Volume 8. These publications should be consulted whenever questions arise concerning the cash sale of material.

5041 SALES TO U.S. GOVERNMENT ACTIVITIES AND ORGANIZATIONS.

1. GENERAL. With the approval of the Commanding Officer, transfers of material may be made to the Army, Air Force, Coast Guard (except cog F and S material requests will be forwarded to NAVSEA), Military Sealift Command commissioned ships (APA and 1Q cognizance material only), and other U.S. government agencies. Prior to transfer of material, an official order or requisition signed by proper authority must be received from the requesting activity. The order or requisition will provide the appropriation of the department to be charged and the fiscal office from which reimbursement is to be obtained.

2. FUELS AND LUBRICANTS. Navy and Marine Corps activities issuing aviation fuel and lubricants to other government department's aircraft will use the DD Form 1348-1A and will include the following information:

a. aircraft type, model, and serial number;

b. major command to which the plane is assigned;

c. grade, quantity, standard price, total value, and date the product was issued;

d. name, rank, serial number, and signature of the pilot, co-pilot, or crew-chief.

5042 SALES TO MERCHANT VESSELS

Sales to merchant vessels in distress may be made when naval supplies can be spared. Written approval by the Commanding Officer of the selling ship is required on the requisition with a certification of circumstances that require the transfer. The invoice will show the name and address of the firm owning and operating the vessel, and the Navy appropriation, subhead and operating budget creditable with the proceeds of the sale. A receipt in duplicate will be obtained from the master or purser of the ship on the invoice.

5043 SALES TO FOREIGN NAVAL VESSELS AND MILITARY AIRCRAFT

1. GENERAL. Navy Regulations Article 0835 authorizes the sale of supplies or services to naval vessels and military aircraft of friendly foreign governments. The Commanding Officer of the selling activity must approve the sale in writing and certify the circumstances that required the sale. The following material and services are authorized to be sold or furnished on a reimbursable basis (without an advance of funds) when in the best interest of the United States:

a. routine port services in territorial waters of the United States or in waters under United States control including pilotage, tugs, garbage removal, line handling, and utilities;

b. routine airport services including landing and take off assistance, use of runways, parking and servicing;

c. miscellaneous supplies including fuel, subsistence, repair parts, and general stores but not including ammunition (subject to approval of the cognizant Fleet or Force Commander when provided overseas);

d. subject to the approval of the Chief of Naval Operations in each instance, overhauls, repairs and alterations together with necessary equipment and its installation required in connection therewith.

5044 SALES TO FOREIGN MERCHANT SHIPS AND NON-MILITARY AIRCRAFT

Navy Regulations Article 0925 authorizes the senior officer present to furnish assistance and repairs to distressed ships and aircraft of foreign states at peace with the United States. The sale of fuel, oil, equipment, mechanical services and other assistance to any aircraft by reason of an emergency is authorized. Additionally, the services authorized in par. 5043 may be issued in an emergency.

5045 NATO STANDARDIZED AGREEMENT

The Procedures for Logistic Support Between NATO Navies and Naval Port Information, Allied Logistics Publication (ALP-1(D) (Navy)), Chapter 15 describes the provisions for providing material and/or services between the Naval Forces of NATO Nations. The agreement is effective for transactions entered into under the authority of the NATO Mutual Support Act and other legislative authority that provides for reciprocal exchange of material and services.

5046 CASH COLLECTED LOCALLY

1. GENERAL. Cash will be collected locally when possible and a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared. The DD Form 1149 will contain the following information without exception:

a. a complete Line of Accounting (LOA);

b. one of the following cash sale customer codes (for additional information refer to NAVCOMPT Manual (NAVSO P-1000), paragraph 028302-3):

Source	Code
Foreign Governments	1003
Nonappropriated Fund Activities	1004
Private Parties	1005
Commissary Stores (Cash Sales)	1006
Ships' Stores (Cash Sales)	1007
Department of Interior	1400
Department of State	1900
Department of Army	2100

Source	Code
General Services Administration	4700
Department of Air Force	5700
Department of Transportation	6900
Department of Health, Education, and Welfare	7500
Department of Defense	9700
Other Non-Department of Defense Agencies	9900

c. operating budget holder;

d. organization to which the material is sold and a receipt signature;

e. document number in the units expenditure series;

f. name, ship and symbol number, and signature of the Disbursing Officer acknowledging receipt of the cash;

g. accounting period in which the collection will be reported by the Disbursing Officer.

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

a. the original and three copies of the DD Form 1149 will be sent to the Disbursing Officer;

b. one copy of the DD Form 1149 will be filed with the retained monthly financial reports;

c. one copy will be placed in the Expenditure Invoice File;

d. one copy will be provided to the customer;

e. for SUADPS-RT/RSUPPLY activities - one copy will be processed through SUADPS-RT/RSUPPLY and placed in the Stock Control History File.

5047 CASH NOT COLLECTED LOCALLY

1. GENERAL. When it is not possible to collect cash locally, a DOD Requisition and Invoice/Shipping Document (DD Form 1149) will be prepared and will contain the following information without exception:

a. name of the department, bureau, office, or branch, and specific activity to which the material was sold;

b. name and address of the fiscal office or commercial firm from which reimbursement is to be obtained;

c. date and number of the request placed by the ordering activity;

d. appropriation symbol data of the department which will bear the cost (not required for sales to foreign governments and commercial or private organizations);

e. receipt signature of a responsible representative from the receiving activity/organization;

f. Navy appropriation, subhead, operating budget, unit identification, and fund code to be credited (cite issuing ship's locally assigned document number and accounting data).

2. DD FORM 1149 DISTRIBUTION. Upon completion of the sale, the DD Form 1149 will be distributed as follows:

a. the original and three copies (original and one copy signed by consignee or person receiving merchandise) will be mailed to DFAS Norfolk, Attn: Code NIBMB, 1837 Morris St, Suite 1401, Norfolk, VA 23511-3431 on the day the sale is completed; each DD Form 1149 will be listed separately on a letter of transmittal showing the invoice/requisition number and amount;

b. one copy of the DD Form 1149 will be filed with the retained monthly financial reports;

c. one copy will be placed in the Expenditure Invoice File or Proof of Delivery File;

d. one copy will be provided to the customer;

e. for SUADPS-RT/RSUPPLY activities - one copy will be processed through SUADPS-RT/RSUPPLY and placed in the Stock Control History File.

5048 CASH SALE SHIPMENTS

When receipt signatures cannot be obtained due to geographic limitations, material will be shipped by certified mail with return receipt requested. The certified mail number will be indicated in block 2 of the DD Form 1149. Copies of all outstanding and completed certified mail shipments will be retained in the Expenditure Invoice File as documentation for challenged billings.

5049 SERVICES NOT CHARGEABLE

Routine port and airport services may be furnished at no cost to the foreign government concerned where such services are provided by the United States Naval personnel and equipment without direct civilian labor or material costs to the Navy. When furnishing routine port services to naval vessels of an allied country, such services may be furnished without reimbursement if such services are provided under a cross-servicing agreement that provides for the reciprocal furnishing by such country of routine port services to naval vessels of the United States without reimbursement. Confirmation as to whether a foreign country has a reciprocal port services agreement can be obtained from the references cited in par. 5045.

Subsection 4: EXCEPTIONS FOR SPECIAL MATERIALS

5051 CHRONOMETERS

The turn-in of chronometers will be documented in accordance with procedures set forth in pars. 8320-8325.

5052 SPECIAL CLOTHING

1. TRANSFERS TO OTHER SHIPS. Special clothing will not be transferred to other ships without the approval of the Commanding Officer. The transfer will be documented on a DD Form 1348-1A or DD Form 1149.

2. TRANSFERS TO STORE ASHORE. Special clothing will be turned in ashore when articles or quantities of articles are on hand which are in excess of the ship's authorized allowance. The turn-in/shipment will be documented on a DD Form 1348-1A.

5053 CHEMICAL, BIOLOGICAL, AND RADIOLOGICAL (CBR) CLOTHING

1. DEFECTIVE CBR CLOTHING. CBR clothing determined to be defective upon receipt or upon subsequent inspection prior to expiration of normal shelf life (10 years from impregnation date) will be reported as defective material in accordance with par. 4274.

2. EXCESS CBR CLOTHING. When new or unused clothing is discovered to be in excess of allowance, it will be turned into the nearest supply activity ashore. A DD Form 1348-1A memorandum (no price) invoice will be prepared to document the turn-in/shipment. The following statement will be placed in the "Remarks" section: "NEW OR UNUSED IMPREGNATED CLOTHING IN EXCESS OF ALLOWANCE."

3. OVERAGE CLOTHING. CBR clothing over 10 years old will be considered for use in training operations or turned in to the nearest supply activity ashore for disposal. The clothing should not be burned. Residual material from combustion of the impregnated clothing includes zinc chloride, a defoliant which could destroy plant life in adjacent areas.

5056 PRECIOUS METALS RECOVERY PROGRAM

1. COLLECTION, RECOVERY, AND PROCESSING OF PRECIOUS METALS. Under the Defense Logistics Agency, the Defense Reutilization Marketing Service (DRMS) is responsible for programs associated with the collection, recovery, and processing of precious metals.

2. GENERATING ACTIVITIES. Generating activities are required to turn-in all excess fine precious metals and precious metal-bearing material to their servicing DRMO. There may be times, however, when a generating activity desires and may be authorized to ship precious metal bearing materials; such as, electrolytic flake, film ash or electronics, directly to a commercial contractor. For precious metal-bearing material that requires special handling as a part of the turn in process, refer to the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, Property Requiring Special Processing. Generating activities shall:

a. turn in excess usable precious metal-bearing property, scrap, and waste material, in accordance with uniform turn in procedures contained in DOD 4160.21-M, Chapter 3, Receipt, Handling and Accounting.

b. include on the DD Form 1348-1A or attached documentation, any available information pertaining to the precious metals content; such as, metal type, quantity, location, PMIC, and any known/suspected hazardous components.

c. properly segregate precious metal-bearing scrap and waste material before turn in to the DRMO.

Subsection 5: MATERIAL TURNED INTO STORE

5066 TRANSFER PROCEDURE AND CREDIT POLICY

1. GENERAL. Supply support in a changing environment creates the need of a process by which consumer returns of unneeded material can be screened for further use. Turn-in of material from consumers to Navy stock points requires that activities turning in material be given credit for turn-ins as appropriate. Navy material returns to stock points have traditionally been called Material Turned into Store (MTIS) since stock points carry material in stores accounts. MTIS primarily exists to take RFI turn-ins from customer activities and return them to stock to meet other Navy requirements. Each transfer will be approved by the Supply Officer and entered in the expenditure record log. MTIS transactions do not include transfer of material to disposal or the transfer of DLR items in NRFI condition since such items must be expeditiously shipped to the nearest Advanced Traceability and Control (ATAC) Hub or Node as specified in pars. 8320-8325. MTIS is primarily for the return of excess RFI material to stock. It may also be used to return erroneous issues by the stock point (see par. 4271) or to obtain needed repackaging/represervation with prior arrangement with the stock point (normally with Customer Services). Large numbers of turn-ins should be coordinated in advance to permit automated pre-interrogation and reduce workload.

2. CREDIT. Credit for turn-ins is given to the Type Commander allotment indicated by the fund code on the expenditure/transfer document in accordance with the inventory managers' authorized stocking levels. Credit cannot be given for the following:

a. Appropriation Purchase Account (APA) - Free Issue Items.

b. Material transferred to MTIS without being identified to a NSN including NICN (see par. 2033) and Commercial And Government Entity (CAGE) (see par. 2073)/Part Number.

c. Material transferred (turned-in) to MTIS with an extended money value of $100 or less due to the cost of processing such credits.

d. Material bought using BP 28 funds such as NWCF inventory. These BP 28 funded inventories will be processed directly into FISC inventory by the Navy's MTIS processing agent.

5067 PREPARATION OF TURN-IN DOCUMENT

Except as otherwise provided in par. 4271, turn-ins of RFI material turned into MTIS will be accomplished by use of the Issue Release/Receipt Document (DD Form 1348-1A). DD Form 1348-1A for inert nuclear weapons material shall be prepared in accordance with Navy Special Weapons Ordnance Publication (SWOP) 100-1A. The following format is used for preparation of DD Form 1348-1A:

Material Expenditure and Shipment **5067**

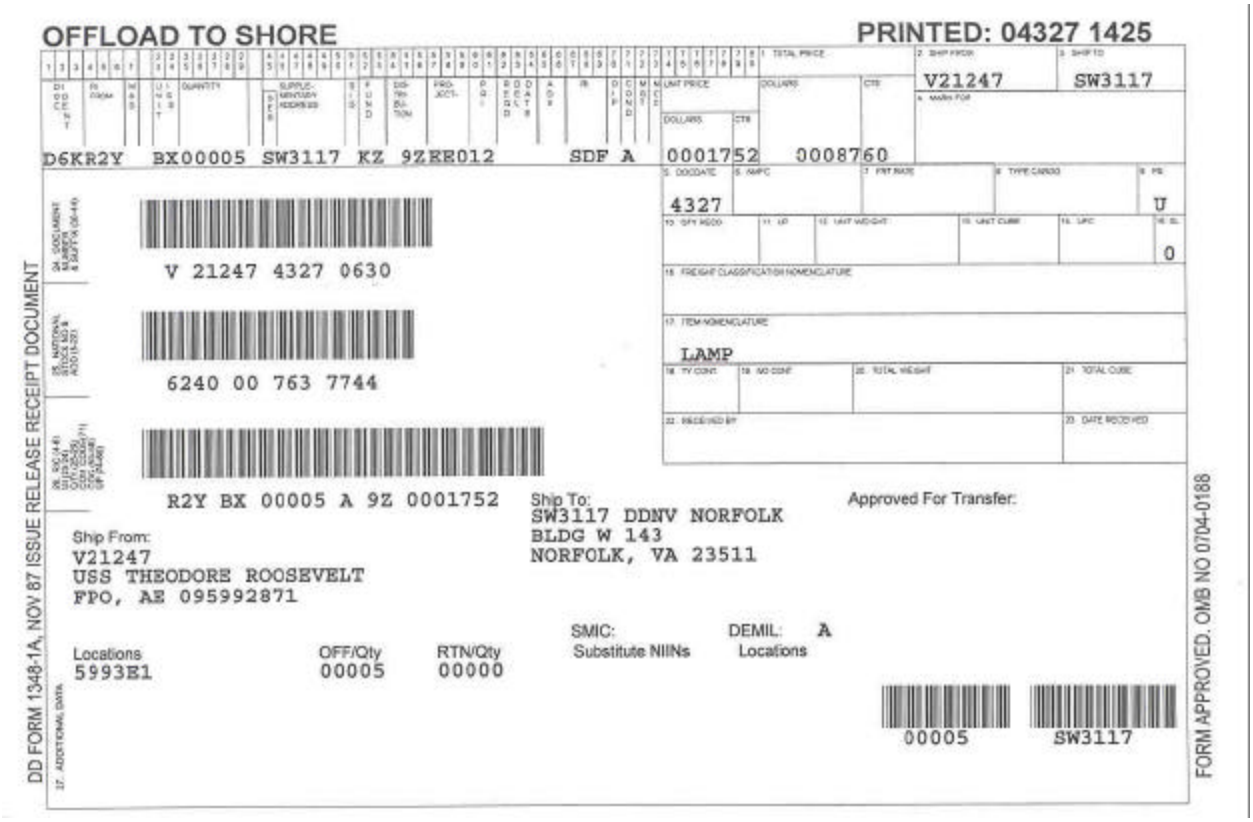
Card columns	Entry
1-3	Document Identifier (blank for 7 COG).
23-29	Unit of Issue and quantity.
52-53	Fund code normally used to requisition the same type of material. For SUADPS-RT/RSUPPLY applicable MFCS fund code or if the material is not carried on the BMF/SIT, the applicable end-use fund code.
55-56	Applicable cognizance symbol.
62	Precious metals indicator (disposal only).
63	ADP equipment code (disposal only).
71	Appropriate Supply Condition Code (see Appendix 10Q)
72	Enter “C” if a credit is being requested and enter “MTIS Credit (enter specific TYCOM) as appropriate” in block 27 for DLRs.
73	Material control code.
74-80	Current unit price listed in FEDLOG or for SUADPS-RT/RSUPPLY unit price from BMF/SIT.

Data Block	Entry
1	Total price (quantity x unit price).
2	Ship’s service designator code and UIC.
3	Service designator code and UIC of the activity to which the material is being transferred.
17	Noun name of the item. Also the CAGE and part number if no NSNs or NICN is indicated in cc 8-20. Serial number should be cited for reactor plant components with 2S Cog/X1 SMIC NSN’s (see par. 5079).
24	Ship’s service designator code and UIC; Julian date of the turn-in; and a serial number from the ship’s expenditure record log.
25	NSN, including SMIC, if applicable (see par. 2033 for items identified by a NICN).
26	RIC (from cc 4-6), Unit of Issue, quantity, supply condition code, cognizance symbol and unit price.
27	Ship’s service designator code, UIC, name, hull number and address.
27	Service designator code, UIC, name and address of the activity to which the material is being transferred.
27	Demilitarization code.
27	Shelf-life code and shelf-life action code.
27	Storeroom locations.

5067 Material Expenditure and Shipment

Data Block	Entry
27	Additional data as required. If classified, enter “C” for confidential; “S” for secret; “T” for top secret. (When a security code is used, all the consignees’ copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.)
27	“Credit Requested” when material being turned-in qualifies for credit as outlined in par. 5066.
27	MTIS credit (7 _ COG only).
27	“Approved for transfer:” and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).

TURN-IN DOCUMENT


OFFLOAD TO SHORE
PRINTED: 04327 1425
V21247
SW3117
D6KR2Y BX00005 SW3117 KZ 9ZRE012 SDF A 0001752 0008760
4327
U
0
V 21247 4327 0630
6240 00 763 7744
LAMP
R2Y BX 00005 A 9Z 0001752
Ship To:
SW3117 DDNV NORFOLK
BLDG W 143
NORFOLK, VA 23511
Approved For Transfer:
Ship From:
V21247
USS THEODORE ROOSEVELT
FPO, AE 095992871
SMIC:
Substitute NIINs
DEMIL: A
Locations
Locations
5993E1
OFF/Qty
00005
RTN/Qty
00000
00005
SW3117
DD FORM 1348-1A, NOV 87 ISSUE RELEASE RECEIPT DOCUMENT
FORM APPROVED. OMB NO 0704-0188

5068 DISTRIBUTION OF TURN IN DOCUMENTS

1. GENERAL. Copies of the DD Form 1348-1A will be distributed as follows:

Copy No.	Use
Original	Retain for proof of shipment or turn-in. File in ship's expenditure invoice file. When proof of receipt signature is required, it will be obtained at the time the material is turned in (e.g., transfer of small arms).
Duplicates	Consignee - place two copies inside container with material. In the event material is shipped in its original storage container which never has been opened, the container will not be opened for the sole purpose of inserting the consignee copies. In this instance, three copies will be placed in a waterproof envelope. Consignee. For unclassified material, place one copy in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container, or mail to the consignee if the document applies to small arms, major ordnance equipment, or 2S/X1 reactor plant components. For classified material, place three copies inside the container with the material. (When large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to the receiving personnel at their destination.) (a) If shipment of small arms is involved, forward one copy to Commander, Crane Division, Code 4086, Naval Surface Warfare Center, 300 Highway 361, Crane, IN 47522-5001. See par. 5075 for required entries and par. 7107 for shipping guidance. (b) When major ordnance equipment is turned in, forward one copy to Director, Naval Surface Warfare Center, Port Hueneme Det Louisville, 160 Rochester Drive, Louisville, KY 40214-2681, Attn: Code G30 (see par. 5077). (c) When 2S/X1 reactor plant components are turned in, forward one copy to Commander, Naval Sea Systems Command, Code 08H, 1240 Isaac Hull Ave SE, Stop 8022, Washington Navy Yard DC 20376-8022 (see par. 5079).

5069 INTERNAL RECORD PROCEDURES

The activity receiving the transferred material will initiate appropriate allotment and accounting action; therefore, no reporting (summarizing) is required by the transferring ship. The transfer will not be recorded in the ship's OPTAR record; however, the Type Commander will receive any credit allowed by the stock point. Although transfers have no impact on the transferring ship's OPTAR, large dollar value transfers may be used as a basis for requesting an OPTAR augmentation from the Type Commander.

5070 PREPARATION OF MATERIAL FOR TURN-IN

1. GENERAL. Material Turned into Store (MTIS) must be identified, tagged, and marked accurately to permit the receiving activity to process and grant credit, when applicable, to the Type Commanders' operating budget. Ships will observe the following rules when turning in material:

a. Copies of the turn-in document will be distributed as prescribed in par. 5068 (If more than one container is used for the material listed on the turn-in documents, the turn-in documents will be attached to container number 1);

b. Material classified as Depot Level Repairable (DLR) or cryptographic will not be packed with other items;

c. Radioactive material will be plainly marked with proper labels and segregated from other material being turned-in;

d. NRFI repairables (other than DLRs) will be turned in accordance with pars. 8320-8325;

e. Unserviceable DLR material will be turned in accordance with pars. 8320-8325;

f. Material fit for reissue, but not identified with a national stock number, will be separated physically from other material being turned-in;

g. Material having scrap value (determined by survey) will be segregated from other material and documented in accordance with par. 5105. Material containing reclaimable precious metals shall be directed to the servicing DRMO as authorized in par. 5056;

h. Heavy items will not be packed with delicate or small items;

i. Material with an extended line item value of $100 or less will be turned into the servicing DRMO vice MTIS;

j. Containers with only one item included will be marked with the stock number of the item;

k. All narcotics (morphine) and pyrotechnics (flares) will be removed from life rafts prior to shipment or turn-in;

l. All dry cell batteries will be removed from battery powered equipment prior to shipment or turn-in;

m. No GSA material will be turned-in directly to a General Services Administration (GSA) store or GSA depot. All GSA material will be processed under MILSTRIP material returns procedures. GSA managed items will be identified as 9Q COG and turned-in to the designated MTIS location such as the local FISC or Defense Depot. Credit, if applicable, will be given per paragraph 5066.

2. SAFES AND SAFE LOCKERS WITH COMBINATION LOCKS. When safes or safe lockers with combination locks are turned in to store or transferred to another ship, the combination for each item being transferred will be reset to 50-25-50. A tag containing the combination will be affixed to each item, or the combination will be marked on the exterior.

5071 TURN-IN OF EXPENDABLE ORDNANCE (AMMUNITION AND EXPLOSIVES)

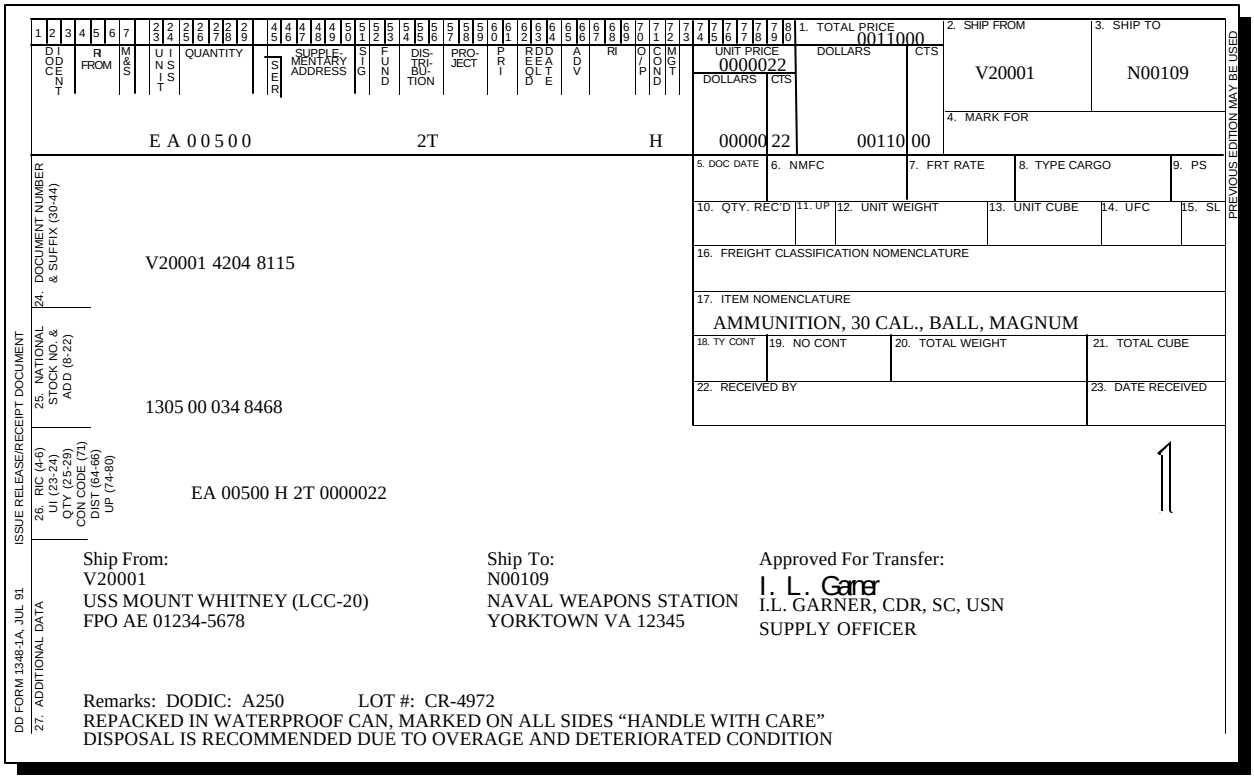
1. TURN-IN DOCUMENT. A DD Form 1348-1A is used to document the turn-in of ammunition and ammunition details. A separate DD Form 1348-1A is required for the transfer of each item of ammunition National Item Identification Number (NIIN), Activity Classification Code (ACC), and Condition Code (CC) including ammunition details. Almost all activities have a ROLMS system that will print the DD Form 1348-1A. Hand-written DD Form 1348-1As are strongly discouraged due to many accountability and identification problems. In addition to the DD Form 1348-1A, ships with ROLMS will provide a floppy disk with information on all the ordnance being transferred. When using the DD Form 1348-1A for this purpose, it will be prepared as described below, using only those spaces and blocks indicated and leaving all others blank (see sample on following page).

Card columns	Entry
23-29	Unit of Issue and quantity
55-56	Applicable cognizance symbol.
57-59	Project code (see Appendix 6) when directed by higher authority, otherwise blank.
71	Appropriate Supply Condition Code (see Appendix 10Q)
74-80	Current unit price listed in FEDLOG or for SUADPS-RT/RSUPPLY unit price from BMF/SIT.

Data Block	Entry
1	Total price (quantity x unit price).
2	Service designator code and UIC of ship turning in material.
3	Service designator code and UIC of the activity to receive material.
17	Noun name and amplifying nomenclature, such as mark and modification.
24	Document number constructed as described in par 5001.
25	National stock number.
26	RIC (from cc 4-6), Unit of Issue, quantity, supply condition code, cognizance symbol and unit price
27	Service designator code, UIC, name, hull number and address of ship turning in material.
27	Service designator code, UIC, name and address of the activity to receive material.
27	Department of Defense Identification Code (DODIC) or Navy Ammunition Logistics Code (NALC).
27	Lot and serial numbers of ammunition, if required. Lot or serial number and quantity by lot will be shown on all copies. Locator information of shipper will be annotated on last two copies only, leaving copies to be forwarded to receiving activity free for annotation of location information at that activity.

Data Block	Entry
27	UIC of activity to be credited (if applicable) and appropriate fund code (if applicable).
27	May be used in addition to blocks V and Y for list of serial number information and amplifying instructions or remarks, such as security restrictions on shipments.
27	Additional data as required. Blank if material is unclassified. If classified, enter “C” for confidential; “S” for secret; “ T”: for top secret. When a security code is used, all the consignee copies of the DD Form 1348-1A will be placed inside the container.
27	“Approved for transfer:” and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020.)

AMMUNITION TURN-IN DOCUMENT



DD FORM 1348-1A, JUL 91 — ISSUE RELEASE/RECEIPT DOCUMENT — PREVIOUS EDITION MAY BE USED

1–2 DODIC	3–4 RI FROM	5 M&S	6–7	23–24 UI	25–29 QUANTITY	30	44–49 SUPPLEMENTARY ADDRESS	50 SIG	51–53 FUND	54–56 DISTRIBUTION	57–59 PROJECT	60 PRI	61–63 REQDEA	64 QLTY	65 ADV	66–67	68 RI	69 O/P	70–72 COND	73 MGT
E A	0 0 5 0 0									2T										H

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
0011000	V20001	N00109

UNIT PRICE DOLLARS	UNIT PRICE CTS	DOLLARS	CTS
0000022			
00000	22	00110	00

4. MARK FOR

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS

10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE: AMMUNITION, 30 CAL., BALL, MAGNUM

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE

22. RECEIVED BY	23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44): V20001 4204 8115

25. NATIONAL STOCK NO. & ADD (8-22): 1305 00 034 8468

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80): EA 00500 H 2T 0000022

Ship From:
V20001
USS MOUNT WHITNEY (LCC-20)
FPO AE 01234-5678

Ship To:
N00109
NAVAL WEAPONS STATION
YORKTOWN VA 12345

Approved For Transfer:
I. L. Garner
I.L. GARNER, CDR, SC, USN
SUPPLY OFFICER

27. ADDITIONAL DATA

Remarks: DODIC: A250 LOT #: CR-4972
REPACKED IN WATERPROOF CAN, MARKED ON ALL SIDES “HANDLE WITH CARE”
DISPOSAL IS RECOMMENDED DUE TO OVERAGE AND DETERIORATED CONDITION

2. DISTRIBUTION OF TURN-IN DOCUMENTS. The original copy of the DD Form 1348-1A should be retained by the turn-in activity. All other copies should accompany the material being turned-in. On ships where the Weapons Officer is authorized to requisition and turn-in ammunition, expenditure files will be maintained by the Weapons Officer rather than the Supply Officer.

5072 TURN-IN OF RADIOACTIVE MATERIAL

1. RADIOACTIVE INSTRUMENTS AND COMPONENTS. When radioactive instruments and other radioactive material are unserviceable or no longer needed, they will be turned into the nearest shore supply activity for proper packaging and further shipment for disposition through a commercial company or government agency licensed by the United States Nuclear Regulatory Commission (USNRC) to accept the material for disposal. Documents and material will be marked and handled as required for hazardous materials (see NAVSUPINST 4030.55 series for additional disposal guidance and NAVSUPINST 4000.34 series for guidance in handling radioactive materials). Items lost through accidental means, or otherwise, will be reported by message or letter to NAVICP MECH or NAVICP PHIL for items related to aircraft. Complete details concerning the circumstances surrounding the loss will be supplied to that command. A copy of the report will be furnished to NAVSUP (SUP 09H2). When the loss is considered to present a serious hazard if personnel come into contact with the material, immediate notification will be made to the nearest USNRC Regional Office. Addresses of the USNRC Inspection and Enforcement Regional Offices follow:

UNITED STATES NUCLEAR REGULATORY COMMISSION REGIONAL OFFICES

Region	Address	Telephone (24 hour)	E-Mail
NRC Headquarters Operations Center	USNRC, Division of Incident Response Operations, Washington, DC 20555-0001	(301) 816-5100 (301) 951-0550 (301) 816-5151 (fax)	*H001@nrc.gov*
Region I: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.	USNRC, Region I, 475 Allendale Road, King of Prussia, PA 19406-1415.	(610) 337-5000, (800) 432-1156 TDD: (301) 415-5575	*RidsRgn1MailCenter@nrc.gov*
Region II: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, and West Virginia.	USNRC, Region II, Sam Nunn Atlanta Federal Center, Suite 23T85, 61 Forsyth Street, SW, Atlanta, GA 30303-8931.	(404) 562-4400, (800) 877-8510 TDD: (301) 415-5575	*RidsRgn2MailCenter@nrc.gov*
Region III: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.	USNRC, Region III, 801 Warrenville Road, Lisle, IL 60532-4351.	(630) 829-9500 (800) 522-3025 TDD: (301) 415-5575	*RidsRgn3MailCenter@nrc.gov*
Region IV: Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Kansas, Louisiana, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, and the U.S. territories and possessions in the Pacific.	USNRC, Region IV, 611 Ryan Plaza Drive, Suite 400, Arlington, TX 76011-4005.	(817) 860-8100 (800) 952-9677 TDD: (301) 415-5575	*RidsRgn4MailCenter@nrc.gov*

2. RADIOACTIVE BY PRODUCT MATERIAL. Items containing radioactive by product material will not be transferred or turned-in from the activities which they have been issued unless authorized by NAVICP MECH or PHIL, see NAVAIR Instruction 3400.1 series, or NAVSEA Technical Manual S9213-45-MAN-000/(N) as appropriate).

5073 TURN-IN OF AVIATION MATERIAL

Turn-in documents for ready for issue aviation material will be prepared in accordance with par. 5067. Turn-in documents for unserviceable DLR items will be prepared in accordance with par. 8323.

5074 REMOVAL OF MACHINERY OR EQUIPMENT

When installed machinery or equipment is removed from a ship, all repair parts peculiar to that machinery or equipment also will be turned-in. However, Supply Officers will check their allowance lists carefully to ascertain that repair parts listed for that machinery or equipment are not required to be stocked for other machinery or equipment that remains aboard.

5075 SMALL ARMS

1. GENERAL. The DD Form 1348-1A will be used for the turn-in or shipment of small arms. Activities transferring small arms will ensure that the weapons and their shipping container(s) are free of ammunition; and that the empty clips or magazines are removed from and security taped to the weapons being transferred. Packages containing small arms being turned-in or shipped will bear no external markings indicating the nature of their contents. A receipt signature will be obtained for all transferred small arms which are not mailed; and if the small arms are mailed, the registered mail slip provided by the post office will serve as a temporary receipt until a receipted document is returned by the consignee. Small arms allowance, requisitioning, and turn-in procedures is contained in the Small Arms and Weapons Management Policy and Guidance Manual, NAVSEAINST 8370.2 (series). The DD Form 1348-1A will include the data entries prescribed in par. 5067, and the following additional information:

a. the item nomenclature, including manufacturer, model, caliber, and serial number(s);

b. the certification “No ammunition is contained in this shipment.”; will be entered in the remarks section;

c. the certification will include the inspectors’ signature, his grade/rank and title, and the date of the inspection;

d. the notation “REQUEST RETURN OF A RECEIPTED COPY” will be conspicuously entered in the bottom margin of the form.

5076 TURN-IN OF CLASSIFIED MATERIAL

Turn-in of classified material will be handled in accordance with the Department of the Navy Information Security Program (ISP) Regulation (SECNAV Instruction 5510.36). Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top secret and secret material will be turned in under a continuous chain of receipts. Receipts for confidential material may be required at the discretion of the transferring activity. Receipts for hand delivered materials will be obtained on the original copy of the DD Form 1348-1A which will be returned to the ship and filed in the expenditure invoice file. When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in SECNAV Instruction 5510.36, Chapter 9, will be followed. In such cases, a duplicate copy of the DD Form 1348-1A (see par. 5068) will be stamped or annotated "Consignee sign and return this copy." When the receipted copy is returned, it will be filed (with the retained original) in the expenditure invoice file.

5077 REPLACEMENT AND TURN-IN OF MAJOR ORDNANCE EQUIPMENT

The Naval Sea Systems Command (NAVSEA) replaces gun mounts, rocket launchers, and gun fire control systems in accordance with the Type Commanders' request and the availability of new or overhauled equipment. Supply officers of ships from which equipment is being replaced or removed will prepare a DD Form 1348-1A in accordance with par. 8323.

5079 TURN-IN OF NAVSEA 08 CONTROLLED REACTOR PLANT COMPONENTS (EITHER IN EXCESS OR UNSERVICEABLE)

1. GENERAL. NAVSEA 08 controlled spare reactor plant components, identified by 2S Cognizance symbol and X1 Special Material Identification Code (SMIC), which are unserviceable, not used or in excess will be turned into the nearest Naval Shipyard, not the nearest ATAC HUB or NODE, which is listed in FEDLOG as a Designated Overhaul Point (DOP). NAVSEA Form 9210/23 and turn-in documents for unserviceable, not used or excess 2S/X1 components should be prepared in accordance with pars. 5067, 5080 or 8323, as appropriate. The turn-in document should list the reactor plant component serial number. Components under each (NSN) are uniquely identified by these serial numbers. NAVSEA Technical Manual S9213-45-MAN-000/(N) provides specific guidance on the turn-in of 2S/X1 reactor plant components.

2. DOCUMENTATION. As the inventory control point for 2S/X1 reactor plant components, NAVSEA 08 requires a copy of NAVSEA Form 9210/23 from the requisitioning activity, requesting specific information including serial numbers of components; placed in on board spares, installed, and turned-in. NAVSEA uses the information obtained from these forms to:

a. Track turn-in of unserviceable, not used or excess components; and

b. Maintain up-to-date reactor plant component configuration data by serial number for all nuclear powered ships, land-based prototypes, moored-training ships, and tenders designated to carry 2S/X1 load list spares.

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 1348-1A turn-in document in the DLR suspense file. When the turn-in is made, the original NAVSEA Form 9210/23 should promptly completed and returned, along with a copy of the turn-in document, to NAVSEA 08H (see par. 5068).

REACTOR PLANT COMPONENT INSTALLATION/CARCASS TRACKING REPORT

1. PREPARING ACTIVITY	2. REQUISITION NUMBER	
3. END USER	5. CHECK BOX: ☐ NOT USED ☐ EXCESS	
4. PLANT	IF THE COMPONENT IS BEING RETURNED NOT USED OR EXCESS, CHECK BLOCK 5 AND CONTINUE TO BLOCK 9.	
THE FOLLOWING IS INFORMATION PROVIDED CONCERNING THE DISPOSITION OF REACTOR PLANT COMPONENTS RECEIVED, INSTALLED, TURNED-IN, AND/OR EXCESS.		
6. COMPONENT(S) PLACED IN ON BOARD SPARES:		
a. NSN	b. SERIAL NUMBER(S)	
7. INSTALLED COMPONENTS(S):		
a. NSN	b. SERIAL NUMBER(S)	
8. SYSTEM LOCATION/VALVE MARK		
9. REMOVED/EXCESS COMPONENT(S):		
a. NSN	b. SERIAL NUMBER(S)	
10. RADIOACTIVE CONTAMINATED COMPONENTS: ROOM TAG NUMBER:		
11. TURN-IN DOCUMENT NUMBER	12. DESTINATION	
13. SHIP THE REMOVED/UNUSED/EXCESS COMPONENT UNDER MOVEMENT PRIORITY DESIGNATOR "03" RED STRIPE TO: NORFOLK NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON EAST COAST OR PUGET SOUND NAVAL SHIPYARD IF UNIT IS HOMEPORTED ON WEST COAST. COMPONENTS SHOULD BE MARKED FOR "APA STOCK". BY **SEPARATE** CORRESPONDENCE, PROVIDE A COPY OF THE TURN-IN DOCUMENT (ANNOTATED WITH THE CARCASS SERIAL NUMBER) AND A COPY OF THE MACHINERY HISTORY CARD (IF THE COMPONENT FAILED IN-USE) TO THE APPLICABLE NAVAL SHIPYARD, ATTENTION: CODE 500N. UPON COMPLETION, RETURN THIS FORM TO THE FOLLOWING ADDRESS: COMMANDER NAVAL SEA SYSTEMS COMMAND (CODE 08H) 1240 ISSAC HULL AVE SE STOP 8022 WASHINGTON NAVY YARD WASHINGTON DC 20376-8022 FOR QUESTIONS REGARDING THE COMPLETION OF THIS FORM, CALL DSN 326-5893 OR 5899; COMM: (202) 781-5893/5899/5926; FAX (202) 781-6416/15/14		
14. INDIVIDUAL COMPLETING FORM:		
a. TYPED OR PRINTED NAME AND TITLE	b. SIGNATURE	c. DATE
NAVSEA 9210/23 (4-93)		**NO FORM (When Filled In)**

5080 PREPARATION OF NAVSEA FORM 9210/23 FOR REACTOR PLANT COMPONENTS

1. GENERAL. The NAVSEA Form 9210/23 will be prepared as follows:

Data Block		Explanation
1	Preparing Activity	Name of the activity completing the form
2	Requisition Number	Requisition number that the 2S COG/X1 SMIC component(s) was requisitioned
3	End user	Hull number the 2S COG/X1 SMIC component(s) was requisitioned for or is in excess from
4	Plant	Plant number the 2S COG/X1 SMIC component(s) was installed in (Surface ships only).
5	Not Used/Excess	If the requisitioned 2S COG/X1 SMIC component(s) is either not used or excess check the box and proceed to block 9 to continue completing the form
6	Component(s) Placed In On Board Spares	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) placed in the end-user's stock, if applicable
7	Installed Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) installed on the end-user
8	System Location/ Valve Mark	Specific system location or valve mark the 2S COG/X1 SMIC component(s) was installed
9	Removed/Excess Component(s)	Annotate the 2S COG/X1 SMIC NSN and serial number(s) of the component(s) removed from the end-user
10	Radioactive Contaminated Component(s)	If the removed 2S COG/X1 SMIC component(s) is radioactive/ contaminated, annotate the RAM TAG number and location of the temporarily stored component(s)
11	Turn-In Document Number	Document number on which the removed, not used or excess 2S COG/X1 SMIC component(s) was turned-in to the Navy Supply System
12	Destination	Specific Naval Shipyard the removed, not used, excess 2S COG/X1 SMIC component(s) was turned-in to. If the removed, not used, or excess 2S COG/X1 SMIC component(s) was turned-in to an Intermediate activity also annotate the activity, as well)
13	Information	See example on previous page
14	Individual Completing Form	Type or print the name and title of accountable individual, signature and date the form was completed
15	Distribution	Original to NAVSEA 08H. Copy with the DD 1348-1A turn-in document. Copy for ship's files.

Subsection 6: TRANSFER TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

5105 TRANSFER PROCEDURE

1. GENERAL. Material turned into DRMO fall into one of three categories: items that need inventory manager disposal authority; items that do not need inventory manager disposal authority; or scrap and waste. Materials shipped/transferred to DRMO shall be accomplished with an Issue Release/Receipt document (DD Form 1348-1A). Activities should not prepare a shipment status document for items going to disposal until proper demilitarization is accomplished. Exception to this rule would occur if the DRMO has existing contracts for demilitarization of the item prior to sale.

2. DISPOSAL AUTHORITY CODES. Department of Defense imposed controls over material turned-in to DRMOs require the use of disposal authority codes (see Appendix 8M). Failure to include the disposal authority code on the Issue Release/Receipt document (DD Form 1348-1A) will result in rejection of the material by the DRMO. Since many DRMOs will accept turn-ins by appointment only, prior contact is encouraged. Fleet material turned into Navy shore activities will be exempt from this requirement.

3. DOCUMENT PREPARATION. Material will be turned into the DRMO by use of the DD Form 1348-1A prepared in the following format (see illustration on following page):

Card Columns	Entry
23-29	Unit of issue and quantity.
45-50	Enter DoDAAD (Equivalent of Navy UIC) of DRMO to receive material ("S" codes listed in Appendix 7).
64	Disposal authority code, as listed in Appendix 8M (see par. 5105-2).
71	Supply condition code, as listed in Appendix 10Q.
74-80	Enter the unit price for the NSN or part number shown in cc 8-22.
Data Block	**Entry**
1	Total price (unit price x quantity).
2	Service designator code and UIC of the unit turning in material.
3	DoDAAC of the DRMO to receive material.
4	Insert HM for Hazardous Material or HW for Hazardous Waste.
24	Expenditure document number (See pars. 5001-5003).
25	National Stock Number
26	RIC (from cc 4-6), Unit of issue, quantity, supply condition code, cognizance symbol and unit price.
27	Demilitarization (DEMIL) Code from FEDLOG (par. 2070).

Data Block	Entry
27	Navy NICN (par. 2033) or CAGE (par. 2073) and Part Number if they are the only identification available.
27	Service designator code, UIC, name, hull number and address of the unit turning in material.
27	DoDAAC, name and address of the Defense Reutilization and Marketing Office (DRMO) to receive material.
27	The category identifying the property as requiring special handling by disposal including, but not limited to, radioactive material (see par. 5072) or shelf-life material.
27	"Approved for transfer:" and name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020).

DRMO TURN-IN DOCUMENT

4. DISTRIBUTION OF TURN IN DOCUMENTS. The original and three copies of the DD Form 1348-1A will be forwarded or turned in with the material to the DRMO. A duplicate copy will be retained for internal use. After DRMO receipts for the material, the receipted copy will be filed in the ship's expenditure invoice file.

5106 INTRANSIT CONTROL OF PROPERTY SHIPPED/TRANSFERRED TO DRMO

1. GENERAL. The intransit procedures will be used when Material Turned Into Store (MTIS) facilities are neither available nor practical in order to provide control and accountability for materials shipped direct to DRMO. The procedures in this subsection should be adhered to.

2. SHIPPING ACTIVITY. At the time the material (excluding scrap and waste) is physically shipped/transferred to DRMO, and accountability is acknowledged by the DRMO showing the quantity actually received in the DD 1348-1A, shipment status (DI AS3) with distribution code 9 in cc 54, will be prepared in accordance with par. 5107, and submitted to Defense Reutilization and Marketing Services (DRMS) via DAAS. Shipment status (DI AS3) will be submitted on all shipments of $100 or more and on all shipments of pilferable or sensitive items regardless of dollar value. The shipment status (DI AS3) will initiate the suspense file at DRMS.

3. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO). Within 10 days after the material (excluding scrap and waste) is received and accepted, DRMO will acknowledge receipt of material to DRMS utilizing DRMS procedures.

4. DEFENSE REUTILIZATION AND MARKETING SERVICE. DRMS will match the receipt reported by DRMO with the shipment status (DI AS3), reported by the shipping activity held in the suspense file. The suspense file will remain open when the receipt card submitted by DRMO does not match a shipment status (DI AS3) and the discrepancy noted is more than $100 or the item is pilferable/sensitive. The following conditions will close the record in the suspense file:

a. When there is no discrepancy,

b. When the discrepancy is less than $100 and the material is not pilferable/sensitive,

c. When the material is scrap/waste, or

d. When the receipt card is for a “batch” of items and the item is not pilferable/sensitive. DRMOs will not include items with greater than $100 in line item value in batches.

5. DRMS SHIPMENT FOLLOW-UP. DRMS will send a Shipment Confirmation follow-up (DI AFX/AFZ) via DAAS to the activity in cc 30-35 of the receipt reported by DRMO, or the activity in cc 30-35 of the shipment status (DI AS3). Activities in receipt of DRMS Shipment Confirmation Follow-up card (AFX) will reply with a Shipment Confirmation (DI ASZ) in accordance with par. 5108 within 10 working days. Non response to an AFX will result in a second DRMS Shipment Confirmation Follow-up (AFZ). Continued non response of document identifier AFZ will close the suspense file but non response will be recorded and retained for two years for activities involved.

5107 SHIPMENT STATUS (DI AS3)

1. GENERAL. Shipment status (DI AS3) will be sent to DRMS via DAAS at the time the material is shipped/transferred direct to DRMO. The following format will be followed (see sample on following page):

Card Column	Field Legend	Entry
1-3	Document Identifier	AS3.
4-6	Routing Identifier	The Routing Identifier of the shipping activity or blank if none.
7	Media and Status Code	Blank.
8-22	NSN or Part No.	Enter the stock or part number of the material shipped/transferred.
23-24	Unit of Issue	Enter Unit of Issue.
25-29	Quantity	Enter Quantity.
30-43	Document Number	Enter document number used in the DD Form 1348-1A.
44	Demand Code	Blank.
45-50	Supplementary Address	Enter DoDAAC of predesignated DRMO as listed in Appendix 7.
51	Shipment Hold Code	Enter when applicable.
52-53	Fund Code	Blank.
54	Distribution Code	Enter “9”.
55-56	Blank	Blank
57-59	Date Shipped	Enter three digit Julian date when material was shipped.
60-61	Priority	Enter Priority 11.
62-76	TCN, GBL or other shipment unit number	For other than local shipment/transfer: (a) When a Transportation Control Number (TCN) applies, the requisition Document Number (minus service code) is entered in cc 62-74. (b) When a Government Bill of Lading (GBL) applies, the shippers’ Service Designator Code and UIC is entered in cc 62-67, the letter “B” in cc 68 and the GBL Number in cc 69-76. (c) For certified mail, enter the consignor, the letter “C” and the certified mail number.

Card Column	Field Legend	Entry
		(d) For registered parcel post shipments, the shipment unit number will consist of the shippers' service designator and UIC in cc 62-67 followed by the letter "R" in cc 68. The registration number will be contained in cc 69-76. If there are less than eight digits in the registration number, the significant digits will be preceded by zeros.
		(e) For insured parcel post, enter the consignor, the letter "I" and the insured number.
77	Mode of shipment	Enter applicable code (see Appendix 5).
78-80		Blank.

COMPLETED DISPOSAL SHIPMENT STATUS (DI AS3)

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UNCLAS //N04400//
MILSTRIP DOCUMENTS
AS3    5930006871431  EA00200R5219203080805 SX1493   9  308
115219203080805XXU
BT
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5108 DRMS SHIPMENT CONFIRMATION (DI ASZ)

1. GENERAL. DI ASZ will be prepared by shipping activity when responding to DRMS follow-up (DI AFX/AFZ) utilizing the following format (see sample on following page):

Card Column	Field Legend	Entry
1-3	Document Identifier	Enter ASZ.
4-6	Routing Identifier	Code of the Supply Source from which the Material Release or DRO document was received.
7	Media and Status	Blank.
8-22	Stock or Part Number	Data as shown in the AFX/AFZ.
23-24	Unit of Issue	Enter U/I as shown in the AFX/AFZ.
25-29	Quantity	Quantity receipted for by DRMO.
30-43	Document Number	As in the AFX/AFZ.
44	Suffix	Data as shown in the AFX/AFZ.
45-53	Various	Leave Blank.
54	Distribution Code	Enter "9".
55-80	Various	Leave Blank.

COMPLETED SHIPMENT CONFIRMATION (DI ASZ)

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UNCLAS //N04400//
MILSTRIP DOCUMENTS
ASZST1 5930006871431  EA00200R5219203080805          9
BT
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5109 SUPPLY STATUS (DI AE3)

1. GENERAL. Supply status DI AE3 with status code “BF” in cc 65-66 will be sent to DRMS in lieu of disposal confirmation DI ASZ when the following conditions exist:

a. when there is no record either of the shipment or the shipment status card (AS3);

b. when it is determined that a shipment status card (AS3) has been sent but no record of shipment was made.

2. PREPARATION. Supply Status (DI AE3) will be prepared as follows:

Card Column	Field Legend	Explanation and Instruction
1-3	Document Identifier	AE3.
4-6	Routing Identifier	Enter routing identifier of supply source furnishing status. Blank if none.
7	Media and Status	Blank.
8-22	Stock or Part Number	Enter the Stock or Part Number to which status is applicable.
23-24	Unit of Issue	Enter unit of issue applicable to the number.
25-29	Quantity	Enter quantity applicable to item being supplied
30-43	Document Number	Enter data as shown in the AFX/AFZ.
44-53	Various	Blank.
54	Distribution Code	Enter “9”.
55-61	Various	Blank.
62-64	Transaction Date	The Julian Date that corresponds to this reply.
65-66	Status Code	Enter “BF”.
67-69	Routing Identifier	RI if assigned or blank if none.
70-80	Various	Blank.

COMPLETED SUPPLY STATUS (DI AE3)

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UNCLAS //N04400//
MILSTRIP DOCUMENTS
AE3    5930006871431  EA00200R5219203080805          9       325BF
BT
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Section III: SURVEYS

5125 INTRODUCTION

1. GENERAL. Despite the physical security and quality control safeguards established by Navy activities in their stewardship of government property, discrepancies may occur between stock or property book balances and the physical status of material in storage. These discrepancies will be subjected to review/approval thresholds as described by their applicable category (i.e., Supply System Stock or Property Book Material). NAVSUP policy and procedures for physical inventory management, including detailed guidance for processing the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, are provided in NAVSUP P-723. All items are subject to FLIPL Procedures, with the exception of incoming shipment discrepancies that can be attributed to shipper or carrier liability and the item discrepancy is reported per applicable regulations (see NAVSUP P-723).

2. DEFINITIONS. The following definitions apply to the survey process:

a. Accountable Officer. An individual appointed by proper authority who maintains item and/or financial records in connection with Government property, (irrespective of whether the property is in his own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping) and may entail “Financial Liability” for failure to exercise his obligation.

b. Appointing Authority. An individual designated in writing by the Approving Authority. The Approving Authority may act as the Appointing Authority. The Appointing Authority appoints Financial Liability Officers, if required; approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority, or Financial Liability Officers; and recommends actions to the Approving Authority. The Appointing Authority is normally senior to the Responsible Officer, Reviewing Authority, Accountable Officer, and Financial Liability Officer.

c. Approving Authority. The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing. The Approving Authority is normally senior to the Appointing Authority. The Approving Authority will be the Commanding Officer, except as specified in par. 5127-6.

d. Causative Research. An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so corrective action can be taken. This consists of a complete review of all transactions to include supporting documentation: receipts, issues, catalog change actions (i.e., quantity per unit pack), location updates, unprocessed or rejected documentation occurring since the last completed inventory; the last location reconciliation; or within one year, whichever occurs first. This review begins with the analysis of transactions posted to the Cumulative Transaction Ledger (CTL) and concludes with the validation of source or supporting documentation processing. Causative research ends when the cause of the discrepancy has been discovered, or when after review of paperwork and database entries, an unresolved discrepancy exists (no conclusive findings are possible).

e. Financial Liability. The statutory obligation of an individual to reimburse the government for lost, damage, or destroyed government property as a result of negligence or abuse.

f. Financial Liability Board. Members of the financial liability board may be appointed by the appointing authority for the specific purpose of conducting the investigation. The primary purpose of financial liability board is to provide the appointing and approving authorities with the adequate information upon which to assess liability or relieve the involved individual from liability for the loss, damage, or destruction of government property. A board provides more resources to investigate losses that are large, complex, or unique. The board is administrative and not judicial, therefore, their reports are purely advisory; their opinions do not constitute final determinations or legal judgments, and their recommendations are not binding upon appointing and approving authorities. Financial liability boards shall be composed of commissioned officers, warrant officers, enlisted members in grades E-7, E-8, or E-9; or civilian employees GS-09 or above.

g. Financial Liability Officer. An individual who is appointed in writing by the Appointing Official to conduct an investigation to determine responsibility for gain, loss, damage, or destruction of government property. An individual so appointed shall not be either the Accountable or Responsible Officer or have any direct interest in the property being surveyed. The individual shall be a commissioned officer, warrant officer, or enlisted member in grades E-7, E-8, or E-9 or civilian employee GS-09 or above. The Financial Liability Officer's findings and recommendations are administrative and not judicial, therefore, their reports are purely advisory; their opinions do not constitute final determinations or legal judgments; and their recommendations are not binding upon appointing and approving authorities. The Appointing Authority may act as the Financial Liability Officer.

h. Preliminary Research. An investigation of potential discrepancies or pre-adjustment research which involves the consideration of recent transactions, unprocessed or rejected documentation, search of adjacent or temporary location areas, and certification of catalog data. The purpose of preliminary research is to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.

i. Property Book Material. All Government Property other than Supply System Stock, such as:

(1) Classified Equipment. The term "classified equipment" is defined as equipment which requires protection and control in the interest of national security.

(2) Inventory Held In Industrial Funds. Property of the Department of Defense consisting of raw materials, supplies, or work in process held in all Industrial Funds for production or services furnished to customer activities.

(3) Military Real Property. This category covers land, buildings, structures, utility systems, improvements, and appurtenances thereto. Includes equipment attached to and made part of the buildings and structures (such as heating systems) but not movable equipment (such as plant equipment). In addition, includes installed equipment such as fixed overhead crane runways, elevators, lavatories, plumbing, and electrical systems.

(4) Minor Property. Personnel property acquired for immediate use and having a unit cost between $2,500 and $100,000. This category includes, but is not limited to, furniture, fixtures, office or industrial equipment and personnel support equipment. Subcategories within minor property include classified, sensitive and pilferable equipment. All Navy commands are required to have internal controls to manage minor property.

(5) Pilferable Equipment. The term “pilferable equipment” is defined as equipment which is easily transportable or concealable, having a ready resale value or application for personal use and which is therefore especially subject to theft.

(6) Plant Property. Property with a unit cost of $100,000 or more and useful life over two years. This term includes all Navy-owned real property and that realty not owned, but for which accountability is the responsibility of the Navy; personal property of a capital nature located in activities of the Naval shore establishment or used by shore-based units of the operating forces under specified circumstances; such real or personal property out-granted to other entities not under Navy Department command, provided that title remains with, or reverts to, the Department of the Navy when the out-grant is canceled. It does not include equipment designated as minor property, special tooling or special test equipment, or personal property of a capital nature that is reported in a financial inventory account.

(7) Sensitive Equipment. The term “sensitive equipment” is defined as equipment which requires a high degree of protection and control due to statutory, regulatory, or mission requirements such as highly technical devices or gifts of silver and other valuable objects presented to U.S. ships/stations.

(8) Weapons And Other Military Equipment In Use. Items of material assigned to using units and includes all major weapons and supporting equipment (e.g., aircraft, missiles, tanks, combat vessels, communications, and electronics systems, heavy support equipment, ships, service craft, boats, floating derricks, harbor tugs, and ammunition)

j. Property Record. General term referring to any record of property. It is inclusive not only of stock record accounts, but also of organization and installation property books, clothing and equipment records, hand receipt records, or any system of files for property records. Also, called, “property account”.

k. Resolved Discrepancy. If through preliminary or causative research, it is determined that a discrepancy is due to paperwork or bookkeeping failure the proper accounting adjustment will be made to correct the stock or custody records and the discrepancy will be considered resolved. No Financial Liability Investigation of Property Loss (DD Form 200) support documentation is required.

l. Responsible Officer. An individual appointed by proper authority to exercise custody, care, and safekeeping of Property Book Material.

m. Reviewing Authority. An individual designated in writing by the approving authority to review and analyze the results of supply system stock research.

n. Supply System Stock. Material for which a stock record reflecting such data as receipts, issues, expenditures, and on hand balance is maintained. This includes end-use and stock funded repair parts and consumables held in a storeroom of the supply department, provisions, and ships store merchandise.

o. Survey. A procedure for determining the cause of gain, lost, damaged, or destroyed to Navy property (Supply System Stock or Property Book Material), establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records.

p. Unresolved Discrepancy. If, after preliminary and causative research, no evidence of paperwork or erroneous database entries is found, a discrepancy between the Supply System Stock or Property Book Material Record and the physical status of material in storage is considered to be an unresolved discrepancy.

q. Voluntary Payment. Individual may chose to voluntarily pay the government for lost, damaged, or destroyed government property any time prior to involuntary collection from their pay. Individuals offering the payment, do so on their own volition. The government does not seek any advantage or forgo any rights by accepting a voluntary payment. An individual must not be coerced or threatened with adverse action if payment is not voluntarily made. Individuals must be made aware that a voluntary payment may not be later withdrawn, avenues for relief will no longer be available, and that voluntary payment does not preclude other administrative or disciplinary action contemplated by an individual's Commanding Officer. Voluntary payment may be made in cash or by payroll deduction.

3. ASSIGNMENT OF ROLES IN THE SURVEY PROCESS. The following chart illustrates the roles in the survey process.

	MATERIAL CATEGORY			
	STORES INVENTORY	PROVISIONS INVENTORY	SHIP'S STORE INVENTORY	OTHER PROPERTY INVENTORY
Accountable Officer	SUPPO or Stores Officer	Food Service Officer	Sales Officer	Department Head
Responsible Officer	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Division Officer or LCPO/LPO	Department Head or Division Officer
Reviewing Authority	SUPPO/ASUPPO (if not accountable)	SUPPO/ASUPPO (if not accountable	SUPPO/ASUPPO (if not accountable)	XO
Appointing Authority	CO, XO, or SUPPO (if not accountable)	CO, XO, or SUPPO (if not accountable	CO, XO, or SUPPO (if not accountable)	CO, XO
Approving Authority	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable	CO, or SUPPO (if not accountable)	CO, or SUPPO (if not accountable)

5126 REQUIREMENTS

1. GENERAL. If through research it is determined that supply systems stock or property book material records do not agree with the physical status of the material due to specific paperwork errors or erroneous database entries, the proper accounting transaction will be made to the stock/ property book record to bring those records into balance (i.e., duplicate receipt/expenditure document, an unprocessed receipt/expenditure document or an unprocessed location update, etc.). Care should be taken to process the transaction properly (i.e., an issue posted twice should be corrected by a issue reversal, not a gain by physical inventory adjustment). These types of discrepancies are referred to as resolved discrepancies and do not require a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, regardless of dollar value or category.

2. SURVEY CRITERIA. For unresolved discrepancies which do not meet the criteria requiring a FLIPL, adjustment of the stock/custody record to the inventory on hand will be accomplished by means of a physical inventory adjustment. It is not required to substantiate these adjustments with a DD Form 200 to provide relief from Property Book Material or Supply System Stock accountability. The stock record will be adjusted with a physical inventory gain or loss when the discrepancy cannot be resolved after preliminary research. Contingent upon the extended dollar value of the adjustment and/or type of item involved, causative research (see par. 5125-2) will be conducted to determine the cause of the physical inventory adjustment. If the cause of the discrepancy is unresolved, a DD Form 200 will be initiated immediately for the following:

a. Criteria for Supply System Stock

(1) Sensitive items (i.e., narcotics and drug abuse items, precious metals, items which are highly technical or of a hazardous nature, ethyl alcohol) when any discrepancy exists, regardless of dollar value.

(2) Classified items regardless of dollar value.

(3) Arms, ammunition, explosives and demolition material regardless of dollar value.

(4) Pilferable items, valuable and attractive items which are easily convertible to personal use (i.e., hand tools, individual clothing, office machines, photographic equipment, etc.) when the extended dollar value of a line item discrepancy is $750.00 or more.

(5) Any discrepancy or repetitive loss when there is an indication or suspicion of fraud, theft or negligence.

(6) Bulk petroleum when the loss exceeds stated allowances. For example: On receipts for volatile fuel (i.e., AV-GAS, Motor Gasoline) one half of one percentage, and for less volatile fuel (i.e., JP-5, F-76) one quarter of one percent (see DOD Manual 4140.25-M and OPNAVINST 4020.25 series).

(7) Non-controlled items, when the extended dollar value of a line item physical inventory adjustment is equal to or greater than the causative research threshold of $2,500. This includes both Depot Level Repairables and CLF CARGO food items, including DLRs under the NAVICP automatic adjustment thresholds for in-transit material as discussed in paragraph 9514. Commanding Officers have authority to establish local causative research thresholds at less than $2,500.

b. Criteria for Property Book Material. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in use, Plant Equipment, GPETE. When Property Book Material is lost, the Commanding Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value, and extended dollar value not exceeding $750 per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates that there is no negligence, no personal injury and there is no claim against the government.

(3) Property lost during combat operations. These losses are accounted for in other regulations and are not subject to FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided that the value of the loss is less than $300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment reporting procedures will be provided by the cognizant laboratory or hardware systems command.

3. ADDITIONAL REPORTS. In addition to the above procedures, OPNAVINST 3100.6 series should be consulted with respect to the policy of OPREP3 reporting requirements. An initial OPREP3 NAVY BLUE message report is required for adjustments of sensitive or classified items such as arms, ammunition, and explosives. A FLIPL (DD Form 200) is required if a sensitive item is in inventory. A Supply Discrepancy Report (SF-364) will be submitted for discrepant shipments from contractors/manufacturers or vendors regardless of dollar value.

4. RESPONSIBILITY. All DOD components are accountable for Supply System Stocks and other Government owned property under their control. Efficient management of the Navy's assets is a matter of top priority to all personnel. It is Navy policy that all shore and afloat activities will comply with Survey requirements. Individual responsibility will be clearly designated for the purposes of initiating, evaluating and approving the FLIPL (DD Form 200) to determine the liability for the lost, damaged or destroyed property and to relieve responsibility when there is no evidence of negligence, abuse or personal responsibility.

5. FORMS. The FLIPL, DD Form 200 will be used to document all surveys. The DD Form 200 may be obtained through the Navy Supply System under NSN 0102-LF-011-9100.

5127 PROCEDURES

1. PURPOSE: This section prescribes general procedures on how to account for lost, damage, or destroyed government property. Detailed guidance, policies regarding the qualifications, duties, and responsibilities are contained in DOD 7000.14R, Vol. 12, Chap. 7. Specific guidance for preparation of the DD Form 200 is contained in par. 5128. Requirements for retaining the DD Form 200 and related documentation are summarized in par. 1184.

2. INITIATION OF INQUIRIES. An inquiry shall be initiated immediately after the gain, loss, damage, or destruction is discovered. This inquiry shall be an informal proceeding designed to determine the facts and circumstances leading to the gain, loss, damage, or destruction. The person conducting the inquiry shall be responsible for completing blocks 1 through 11 of the DD Form 200. At a minimum, this inquiry should identify:

a. What happened;

b. How it happened;

c. Where it happened;

d. Who was involved;

e. When it happened;

f. Is there any evidence of negligence, willful misconduct, deliberate unauthorized use or disposition of the property.

3. EVIDENCE OF NEGLIGENCE.

a. When inquiring into the loss, damage, or destruction of government property, the first matter to be determined is whether there is evidence of negligence. Some questions to be asked are: "Would a reasonably prudent individual have acted in this manner?" "Were there procedures governing the use of the property, and were they followed?" "What were the circumstances that existed when the loss actually occurred?" "Was the individual on the job?". For example, when the ship is underway and experiencing "heavy seas", a computer monitor that is sitting on top of the desk is not properly secured, a reasonable person would be expected to tie down the computer monitor on the desk, or place it on the deck under the desk not allowing it to move, before leaving the work center. If the person failed to properly secure

the computer monitor and it was damaged, this could be considered evidence of negligence. A reasonably prudent person would be expected to take precautions.

b. Evidence of simple or gross negligence depends on the conduct of the individual. If the individual failed to exercise precautions or good judgment, then simple negligence applies. If the individual's conduct was characterized by reckless, deliberate, or disregard of foreseeable consequences, then gross negligence applies. Evidence of whether simple or gross negligence was the proximate cause of the loss or damage is based on the facts and circumstances and shall be documented during the inquiry process.

4. REVIEW. After accountable and/or responsible officers have completed their inquiry, the DD Form 200 shall be sent to the appointing authority for review. The appointing authority shall determine if a financial liability officer or financial liability board is needed to conduct an investigation. Legal officials and the member's Commanding Officer must be consulted before statements are taken from anyone if suspected of a violation of the UCMJ (Title 10 U.S.C., Chap 47). Criteria for appointment of financial liability officer or financial liability board to conduct formal investigation is when:

a. Recommended by the responsible officer (Property Book Items) or reviewing authority (Supply System Stock);

b. Directed by higher authority;

c. Deemed appropriate by the appointing authority (i.e., repetitive losses, evidence of negligence or abuse, large dollar losses, etc.).

5. UNRESOLVED DISCREPANCIES WHICH INDICATE NO PERSONAL RESPONSIBILITY. The research conducted during the financial liability investigation is an extremely critical phase. The evidence and data presented in the causative research package and the impartial review by the Appointing Authority develop the actual facts and circumstances. For unresolved differences which meet the criteria set forth in par. 5126 for survey, the DD Form 200 is utilized to relieve Accountable/Responsible Officers from accountability:

a. The Financial Liability Investigation of Property Loss (DD Form 200) will be used to substantiate the physical inventory adjustment of the accountable record with the physical inventory on hand.

b. The Appointing Authority's review will include as a minimum the following actions:

(1) Review and evaluate existing property protection procedures.

(2) Determine procedural compliance with prescribed regulations.

(3) Determine involvement and responsibilities assigned.

(4) Determine whether negligence or abuse is evident.

(5) Review causative research performed.

(6) Determine cause or probable cause of discrepancy.

(7) Recommend actions to minimize recurrence.

c. The Appointing Authority may agree or disagree with the findings and recommendations as presented. If he agrees and there is no personal liability noted or recommended, the Appointing Authority will sign block 13 and forward to the Approving Authority. If he does not agree or if he suspects personal liability, he will make separate recommendations to the Approving Authority.

6. UNRESOLVED DISCREPANCIES WHICH INDICATE EVIDENCE OF PERSONAL RESPONSIBILITY. Criminal investigations must be initiated when research reveals evidence of theft. The Naval Criminal Investigative Service (NCIS) will be notified and criminal proceedings initiated. When research indicates evidence of negligence or abuse and the alleged individual responsible does not admit responsibility, a Financial Liability Officer will be appointed and will work with the Accountable and Responsible Officers to obtain and document the facts and circumstances of the gain or loss. The Financial Liability Officer will document all facts in a report for the Commanding Officer on whether or not an individual should be held responsible for the loss.

a. Legal counsel and the activity's Commanding Officer must be consulted before statements are taken from anyone, whether subject or witness.

b. If the individual involved is a military member, guidance should be obtained from the local Navy legal counsel or the Command's Staff Judge Advocate General.

c. If the individual involved is civilian, the cognizant civilian personnel office (in concert with the legal counsel) will provide guidance to determine the appropriate disciplinary action.

d. When the loss is determined to be due to a theft, the original adjustment (LBI) should be reversed and the approved Financial Liability Investigation of Property Loss (DD Form 200) is processed to update the stock records.

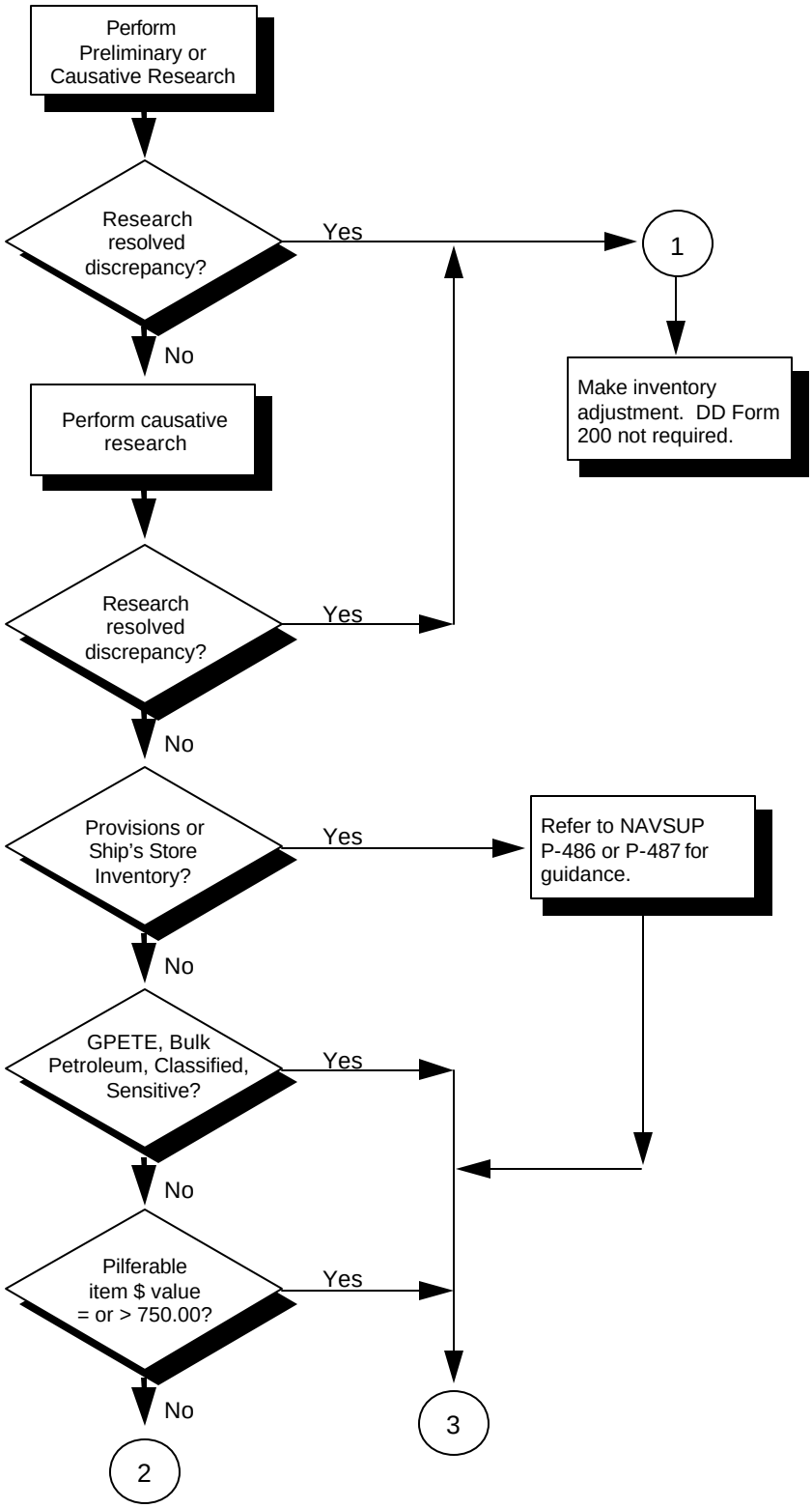
7. APPROVAL LEVELS. Approved FLIPLs are valid supply documents and will support entries made to accountable records for adjusting discrepancies which were disclosed during causative research. The Commanding Officer has full responsibility for all FLIPLs. He may authorize the Supply Officer to approve surveys of NWCF material valued at less than $10,000. subject to the following restrictions:

a. The Approving Authority may not be directly accountable or responsible for the property being surveyed.

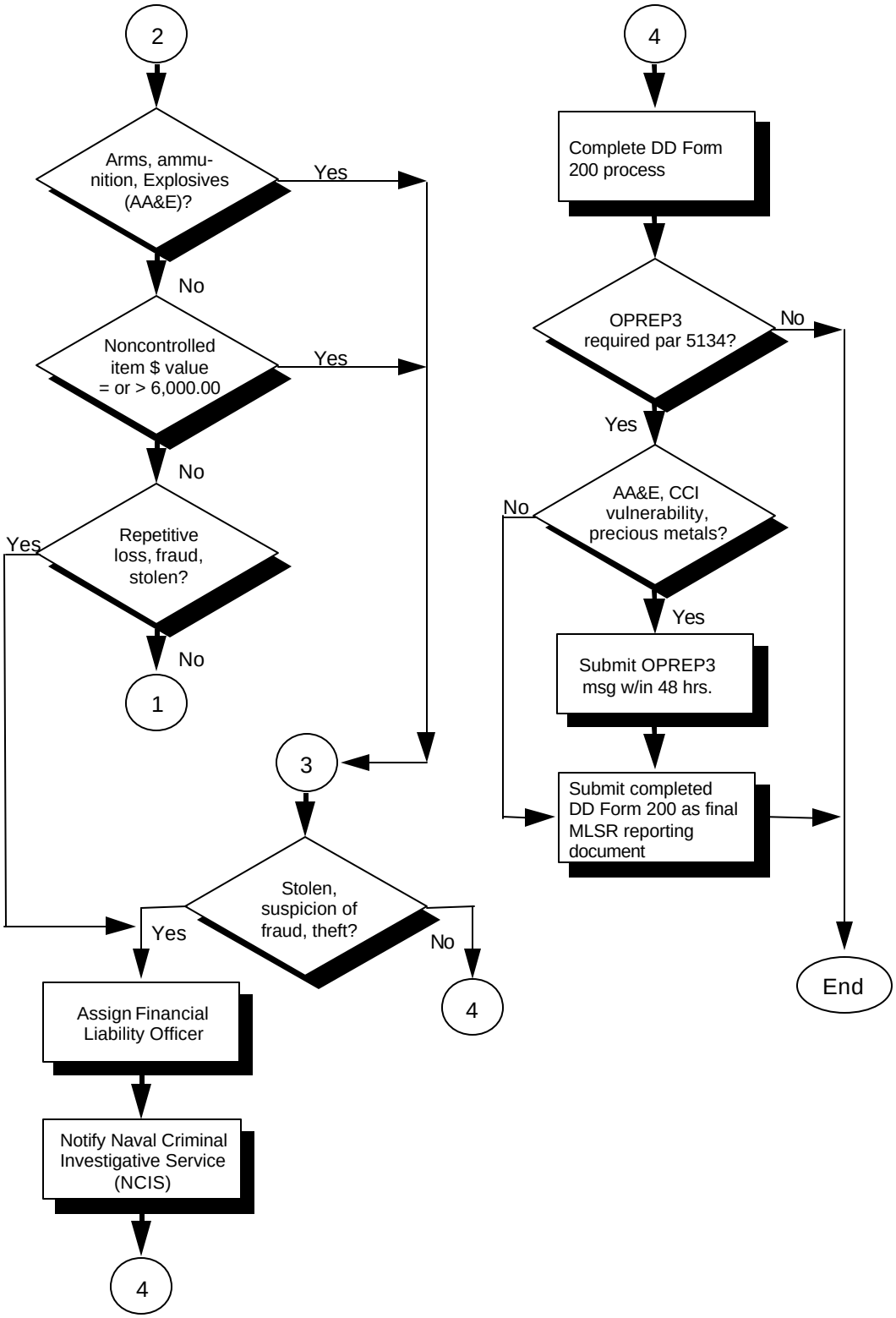
b. The Commanding Officer must approve surveys when there is evidence of personal responsibility or when the adjustment involves classified or sensitive material or arms, ammunition, or explosive items.

8. CONTROLLED SUBSTANCES. For losses of controlled substances, a separate report will be made to the Drug Enforcement Administration in accordance with NAVSUPINST 4440.146 (series), "Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply".

➔ SURVEY PROCESS FLOWCHART



SURVEY PROCESS FLOWCHART (CONT.)



5128 PREPARATION OF DD FORM 200

1. GENERAL. The Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, is used to document the report of survey and certify the survey process when government property is lost, gained, damaged, or destroyed. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for Supply System Stock and Property Book Material. Preparation of the form may vary slightly depending on the nature of the asset (Property Book Material or Supply System Stock). Preparation instructions for the DD Form 200 are as follows (see sample pages 5-49 and 5-50).

Block	Field Legend	Instructions For Preparation
1	Date Initiated	Self-explanatory.
2	Inquiry/Investigation No.	Enter NCIS Inquiry/Investigation Number or Not Applicable, as appropriate.
3	Date Loss Discovered	Enter actual date loss discovered. Line out word loss and insert gain when applicable.
4	National Stock Nos. (NSNs), include COG	Enter the NSNs(s) or Part Number(s). More than one line item may be included only if each is being surveyed for the same reason.
5	Item description	Enter the nomenclature. If known include serial number(s), security code(s),and model number(s). For nonstandard material, provide appropriate identifications or descriptions. Use a continuation sheet if necessary.
6	Quantity	Enter number of items and unit of issue. Examples: 1EA, 2DZ, 5PR.
7	Unit Cost	Enter cost per unit in FEDLOG, supply bulletins, etc.
8	Total Cost	Multiply block 6 by block 7 and enter the amount in this block.
9	Circumstances under which property was lost/damaged/destroyed	Check the appropriate block. Add additional block for gain when applicable. Provide complete statement of facts including the date, and place of the incident. Include the name and grade of all persons directly involved. The statement must answer the five basic questions of who, what, when, where, and how. Identify any appropriate contract(s), transaction number(s), control number(s), etc.
10	Actions taken to correct circumstances reported in block 9 and prevent future occurrences	Provide corrective actions and describe measures to prevent future occurrences.

Block	Field Legend	Instructions For Preparation
11	Individual completing blocks 1 through 10	Causative research validator - Supervisor of the individual(s) performing research documented in blocks 9-10 signs this block.
12	Responsible Officer and/or Reviewing Authority	For Property Records Items: Check Responsible Officer block. See par. 5125-3.
		For Supply System Stock: Check Reviewing Authority block. See par. 5125-3.
13	Appointing Authority	See par. 5125-3.
14	Approving Authority	See par. 5125-3.
15	Financial Liability Officer	This block will only be completed when personal responsibility is evident.
		15a Findings and Recommendations - Based on the facts established through research.
		15b Dollar Amount of Loss - The Financial Liability Officer will consider the standard price of the lost property.
		15c Not applicable.
		15d Recommended Financial Liability - The Financial Liability Officer should compute the financial loss to the government.
		15e-k Financial Liability Officer - Enter name of the appointed to perform the investigation.
16	Individual Charged	This block will only be completed if personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.
17	Accountable Officer	17a Enter the assigned expenditure number after the survey is approved.
		17b See par. 5125-3.

➔ FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (FRONT)

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

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.

1. DATE INITIATED *(YYMMDD)*	2. INQUIRY / INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED *(YYMMDD)*
920301	NOT APPLICABLE	920301

4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
7G 5955-00-478-6339	OSCILLATOR, CRYSTAL S/N 00124H	1 EA	$6,422.00	$6,422.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS *(X one)* [XX] LOST [ ] DAMAGED [ ] DESTROYED
(Attach additional pages as necessary)

During the ship's pre-overseas movement period, the S-1 division of the supply department was conducting a validity inventory of H-storeroom, which is the storage area for all DLR items, on JD 92063. During the inventory, the Oscillator could not be located (see attached details).

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES *(Attach additional pages as necessary)*

Re-emphasize the importance of proper receipt, storage, and issue of DLR items in accordance with current directives and instructions. Also, stress the importance of personal accountability for items lost, damage, or destroyed as a result of improper storage and/or inventory procedures. Material will be expended from stock records and reordered.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	b. TYPED NAME *(Last, First, Middle Initial)*	c. AUTOVON / DSN NUMBER
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Martinez, Richard, SKC, LCPO	564-3580
	d. SIGNATURE	e. DATE SIGNED 3/06/92

12. *(X one)* [ ] **RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)** [ ] **REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)**

a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED *(X one)*	b. COMMENTS / RECOMMENDATIONS
[ ] (1) Yes [X] (2) No	

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. AUTOVON / DSN NUMBER
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Davis, Larry C. ENS, SC, USN	564-3581
	f. SIGNATURE	g. DATE SIGNED 3/06/92

13. APPOINTING AUTHORITY

a. RECOMMENDATION *(X one)*	b. COMMENTS / RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED *(X one)*
[X] (1) Approve [ ] (2) Disapprove		[ ] (1) Yes [X] (2) No

d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	e. TYPED NAME *(Last, First, Middle Initial)*	f. AUTOVON / DSN NUMBER
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Landers, Coleman, CDR, SC, USN	564-3600
	g. SIGNATURE	h. DATE SIGNED 3/08/92

14. APPROVING AUTHORITY

a. ACTION *(X one)*	b. COMMENTS / RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED *(X one)*
[X] (1) Approve [ ] (2) Disapprove		[ ] (1) Yes [X] (2) No

d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	e. TYPED NAME *(Last, First, Middle Initial)*	f. AUTOVON /DSN NUMBER
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Johnson, Charles B. CAPT., USN	564-3601
	g. SIGNATURE	h. DATE SIGNED 3/10/92

DD Form 200, FEB 91 *Previous editions are obsolete.* S/N 0102-LF-011-9100

➔ FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) (BACK)

15. 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/LPO, and approved by the division officer for the proper security procedures for DLR items.

The stock record storekeeper is to incorporate a DLR check list to be supervised by the Leading Petty Officer (LPO) conducting receipt, storage, and issue of DLR items into division training programs. Furthermore, the storeroom storekeeper will insure that DLR items received are accounted for daily, and once a month as operational commitments permit, a complete inventory of H-Storeroom will be conducted in addition to annual inventory requirements for those such items. Also personnel accountability should be stressed both to the storeroom storekeepers and to all S-1 division personnel who may be entrusted with such material.

It is further recommended that SK2 Gleason and SK2 Benson be relieved of financial liability.

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle initial)*	g. AUTOVON/ DSN NUMBER
	Harris, J. T. LCDR, USN	564-1110
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYMMDD)* 920308	i. DATE APPOINTED *(YYMMDD)* 920306
	j. SIGNATURE	k. DATE SIGNED 92 MAR 08

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND (X one)

	(1) Submit the attached statement of objection.		(2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY

c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	d. TYPED NAME (Last, First, Middle initial)	e. SOCIAL SECUIRTY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/ DSN NUMBER		

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

R52707-2069-8130

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	c. TYPED NAME *(Last, First, Middle initial)*	d. AUTOVON/DSN NUMBER
R52707 USS WILLIAM H. STANDLEY (CG-32) FPO AP 96678-1155	Hunter, M. L. LT, SC, USN	564-1386
	e. SIGNATURE	f. DATE SIGNED 3/10/92

DD Form 200 (Back), FEB 91

2. DISTRIBUTION OF FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD FORM 200) AFTER FINAL ACTION.

a. Original. Original with all attachments will be retained at the activity (if not required by higher authority - refer to par. 5133).

b. Duplicate. Duplicate is returned to the appropriate property officer to replace quadruplicate copy which may then be destroyed (if not required by higher authority - refer to par. 5133).

c. Triplicate. Triplicate copy is destroyed if pecuniary liability is not assessed. If pecuniary liability is assessed, send a copy to the disbursing officer who will:

(1) Prepare a DD Form 139 “Pay Adjustment Authorization” for charging naval personnel. (See par. 5132.)

(2) File the document in the financial folder of officers pending collection.

(3) The remaining copies will be retained by the person who initiated the survey for local use.

(4) If material is to be repaired, send a copy to the activity performing repair.

d. Other. Copies of Reports of Survey exceeding $100,000 will be forwarded to the TYCOM.

5132 STATUTORY REQUIREMENTS AND LIMITATIONS REGARDING WITHHOLDING THE PAY OF PERSONNEL

1. STATUTORY AUTHORITY. There is no statutory authority for the withholding of pay of non-accountable persons for the loss of or damage to government property. It is the policy of the Department of the Navy that, in the absence of statutory authority, an individual’s pay may not be withheld for loss of or damage to government property unless the individual voluntarily consents to the withholding. However, under the provisions of Title 31, United States Code 3531, the Commander, Naval Supply Systems Command is authorized to make determinations relating to the responsibility of accountable officers for the loss of property entrusted to them, which occurred through the negligence of the accountable officers. Determinations by the Commander, Naval Supply Systems Command are made on the basis of technical and legal review of evidence contained in investigations conducted in accordance with the provisions of the JAG Manual, JAGINST 5800.7 (series), Section 0249. The indebtedness of an accountable officer is established when the commander or director certifies charges to the General Accounting Office; and this is considered sufficient to permit withholding of current pay, as well as final pay, as prescribed in the DOD 7000.14R, Vol. 7A, Ch 50. For non-accountable persons, indebtedness may be established pursuant to the provisions of the JAG Manual, Section 0167 and DOD 7000.14R Vol. 5.

2. REIMBURSEMENT TO THE GOVERNMENT. Collection or checkage of pay for loss or damage to government property by naval personnel is not authorized unless the member concerned voluntarily consents, in writing, to such action (refer to DOD 7000.14R, Vol. 12, Chap. 7). If the responsible individual voluntarily agrees, the following procedures apply.

a. Collections from Enlisted Personnel. The Commanding Officer, officer in charge, or designee advises the enlisted personnel of:

(1) right to legal counsel,

(2) right to rebut the findings,

(3) right to make remittance direct to the disbursing officer, and

(4) right to appeal the finding of FLIPL.

b. Collections from an Officer or Warrant Officer. When an officer or warrant officer is held pecuniary liable, the Commanding Officer, officer in charge, or designee performs the following:

(1) notifies the responsible individual of their rights and requests that they:

(a) remit the amount to the local disbursing officer and furnish a copy of the receipt to accompany the FLIPL (DD Form 200),

(b) authorize preparation of a DD Form 139 “Pay Adjustment Authorization” as provided in the DOD 7000.14R.

(2) sends a copy of the DD Form 200 to the disbursing officer for collection.

c. Evidence of Negligence - Reimbursement. If the results of the research are positive, and the responsible individual admits pecuniary liability for a loss, damage, or destruction not exceeding $500, the responsible individual may agree to reimburse the Government in one of two ways:

(1) the responsible individual may pay in cash, in which case a Cash Collection Voucher (DD Form 1131) will be processed.

(2) the responsible individual may authorize preparation of a DD Form 139 “Pay Adjustment Authorization” authorizing a deduction from their pay as provided in the DOD 7000.14R.

If the amount exceeds $500, a FLIPL (DD Form 200) will be processed.

5133 REVIEW OF THE SURVEY REPORTS BY BUREAUS, COMMANDS, AND INVENTORY CONTROL POINTS

The original of the FLIPL (DD Form 200) will be forwarded to the cognizant bureau, command, or inventory control point for approval, and a copy sent as follows:

Type of material surveyed	Survey sent to	Number of copies sent
Aviation fuel under SUADPS-RT/ RSUPPLY	NAVICP MECH (Code 7231) Appropriate DFAS	One One
Boats	NAVSEA	Original

Type of material surveyed	Survey sent to	Number of copies sent
Bulk fuels and bulk lubricating oil in Navy tankers	NAVICP MECH (Code 7231)	Original
Bulk fuels and bulk lubricating oil in all ships	NOLSC Petroleum Fort Belvoir, VA 22060-6224	One
Cognizance symbol 2S/ Special Material Identification Code (SMIC) X1 reactor plant components which cannot be located.	NAVSEA (Code 08H)	One
Cognizance symbol 2F/6D portable Radiac equipment which is missing or beyond repair	NAVICP MECH (Code 05835)	One copy, attached to the DD Form 1348 when requisitioning a replacement item (see par. 3280).
Cognizance symbol 7Z GPETE which is missing or beyond repair	NAVICP MECH (Code 05835)	One copy, attached to the DD Form 1348 for the replacement item, if requisitioned (see par. 3279-3).
Destruction of ammunition or explosives which has occurred without prior NAVSEA authorization	NAVSEA (Code 66)	Original
Lost, damaged, or destroyed United States Nuclear Regulatory Commission (USNRC) produced war reserve stockpile nuclear weapons, major assemblies and major components	see Navy Special Weapons Ordnance Publication 56 for additional details and distribution of survey report	
Lost or stolen small arms, ammunition, and explosives	Naval Surface Warfare Center, Crane, IN and NAVICP MECH	One copy, annotated NAVSEA Report 8370-1 One copy, annotated NAVSEA Report 8370-1
Presentation Silver (see par. 8133)	NAVSUP (SUP 51)	Original
Valuable gifts, other than presentation silver	Curator for the Navy Historical Center, Washington, DC 20374-0571	One

5134 MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY (OPNAV REPORT 5500-1)

1. GENERAL. The CNO eliminated the Missing, Lost, Stolen or Recovered (MLSR) program (via NAVOP message DTG 211534Z Jan 00). The only portion of the program remaining is the requirement to report the loss of high risk Arms, Ammunition and Explosives (AA&E) within 48 hours via a OPREP3 NAVY BLUE message. OPNAVINST 3100.6 (series) should be consulted for policy and procedures to complete the report.

Part B: TRANSSHIPMENT

Section I: FREIGHT CARRIED BY NAVAL SHIPS

5176 POLICY

1. GENERAL. Freight is defined as material received aboard naval ships, as cargo, for shipment to a specified consignee at another location. It is established Navy policy to stringently avoid any competition or resemblance of competition in the transportation of cargo and mail not under control, or not owned by, and not of direct interest to the Department of Defense. Consequently, without prior approval, ships may accept only the following material for transportation:

a. valuables, under the unusual circumstances cited in Art. 0763, Navy. Regs.,

b. material received from other naval ships for delivery to fleet and/or shore commands of the Navy;

c. subject to regulations of the Type Commander, any material offered by shore activities which are authorized to make shipments of Department of Defense sponsored cargo.

5177 CARGO SHIPPING DOCUMENTS

When a shore activity tenders material to a naval ship for transportation, it will be identified in the ocean manifest furnished by the loading activity. The ocean manifest consists of a Cargo Manifest (DD Form 1365) and a CARGO Manifest Recapitulation (Water) (DD Form 1386-1) generated from the Transportation Control and Movement Document (TCMD) (DD Form 1384) used to identify each piece of material loaded for transport..

5178 CARGO LOADING PLAN

A cargo loading plan will be prepared by the loading activity showing the location of all items of freight aboard. Stowage plans are subject to the approval of the ship's Master and/or Commanding Officer.

5179 RECEIVING OF FREIGHT

Supply officers are required to sign receipts for material accepted as freight. Such receipts will indicate only the identification and number of containers or pieces accepted as freight. Supply officers are not required to verify the contents of such containers with items and quantities listed on related invoices or similar material accounting documents; however, all containers or pieces will be visually inspected for evidence of damage or pilferage and exceptions recorded on the receipts.

5180 STOWAGE

Freight will be stowed in spaces under the custody of the Supply Officer unless the size or characteristics of the material being carried makes stowage by another department advisable, in which case the Master and/or Commanding Officer will direct stowage under the supervision and custody of such other department.

5181 FREIGHT RECORDS

Regardless of the department in whose custody freight is stowed, the Supply Officer will maintain a record of all freight received aboard, retain the shipping papers accompanying the material, and be responsible for its discharge upon arrival at the point of consignment. The record will in all instances indicate the consignor, the consignee, and the stowage location of the material.

5182 DELIVERY OF FREIGHT

When the point to which freight has been consigned is reached, the Supply Officer will notify the consignee or other receiving activity and will forward the shipping papers with the material. Supply officers are required to obtain signatures for receipt of freight.

5183 RELATIONSHIP OF SUPPLY OFFICERS TO CARGO OFFICERS

On ships which are primarily assigned to carrying freight, a cargo officer, who may or may not be in the supply department, will be assigned and will assume all responsibility for the receipt, custody, and delivery of freight.

5184 COMPLETE AIRCRAFT

1. RESPONSIBILITY OF THE COMMANDING OFFICER. When complete aircraft are aboard for ferrying, the Commanding Officer will transfer them to the activity to which they are consigned by the use of the Aircraft Inventory Record (OPNAV 4790/111). OPNAVINST 5442.2 (series) and OPNAVINST 4790.2 provide guidance and procedures for aircraft ferrying. The AIR consists of the following:

a. Binder, OPNAV 4790/109,

b. Title Page and Sectional Breakdown Diagram, OPNAV 4790/110,

c. Equipment List, OPNAV 4790/111,

d. Shortages List, OPNAV 4790/112,

e. Certification and Record of Transfer, OPNAV 4790/104.

2. AIRCRAFT INVENTORY RECORD (AIR). Complete aircraft will not be invoiced. Transfer will be made by use of the AIR, which is prepared by the aircraft manufacturer and approved by NAVAIRSYSCOM for each model of aircraft. The AIR contains lists of material to be inventoried at the time of transfer and a report of the inventory. The AIR is to be filled in jointly by both parties to the transfer. When completed, it will indicate in detail the items transferred and missing upon inventory. It provides a rapid and accurate method for the inventory of aircraft and is required as a record of the transfer of complete aircraft between naval activities and will remain with the aircraft in the same manner as other records pertaining to the aircraft. AIRs are furnished automatically with new aircraft. Air officers of activities handling aircraft which do not contain the AIR will reconstruct the AIR using a copy of the Master Aircraft

Inventory Record (MAIR) provided by the Naval Air Systems Command (NAVAIRSYSCOM) and a physical inventory. Upon the "striking" of the aircraft, disposition instructions for the AIR will be provided by NAVAIRSYSCOM. The AIR will list the following types of material:

a. Items essential to the execution of the designated function of the airplane, excluding items which are riveted, bolted, or rigidly fixed to the airplane;

b. items essential to the safety of the crew, excluding items which are personal issue;

c. items essential for maintenance purpose (usually none for carrier types);

d. items subject to pilferage.

3. MATERIAL MISSING ON INVENTORY. At the time of the inventory of an aircraft which is being transferred, it will be the responsibility of the Commanding Officer of the transferring activity to insure the completeness of the aircraft being transferred. It will be the responsibility of the transferring activity to supply any items which are found to be missing. If it is impossible for the transferring activity to supply the missing items, an appropriate entry will be made on the AIR in accordance with the guidance contained in OPNAVINST 4790.2 series.

4. SPECIAL EQUIPMENT. Special equipment is installed from time to time in order to fit aircraft for special missions or to meet peculiar operation conditions. Such additional equipment will be listed in the Aircraft Inventory Record on the blank pages headed "Force command Addenda". Appropriate note will be made on such pages, referencing the order which required the addition of the equipment. As long as the order remains in effect, the equipment thus added will be transferred and inventoried in the same manner as other equipment indicated by the AIR. If the order is revoked or terminated or if the aircraft containing the installation is transferred outside the area in which the order is effective, the transferring activity will remove the special equipment prior to transfer, and a notation to the effect will be made on the addenda. A report of such action will be forwarded to the authority who originally required installation, requesting orders concerning disposal of the equipment. If equipment listed in the AIR is removed pursuant to an order effective throughout a fleet or force command, a record of such removal will be made on the blank pages headed "Force command deletions". The order will be referenced, and a receipt covering temporary custody of the material will be entered on such blank pages. As long as the aircraft remains within the command issuing the order, it will be transferred without the material in question. If the aircraft is transferred to another command, the equipment will be reinstalled by the transferring activity prior to transfer.

5. SHIPMENT OF DAMAGED AIRCRAFT. When it becomes necessary to ship a damaged aircraft to a base or station, the pilot will report to the Commanding Officer of the ship or station to which the aircraft is assigned for information and to the commander of naval air bases in whose district the aircraft is located for assistance in dismantling the aircraft, preparation for shipment, and protection of classified equipment.

Part C: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

5202 MATERIAL EXPENDITURE

Users may enter the expenditure number of a survey document for stocked material as an MTIS transaction and avoid the LBI transaction (e.g. damaged DLR, expired shelf life material), thus promoting system data accuracy.

5205 MATERIAL TRANSFER IDENTIFICATION AND RECORDING

The SFM subsystem and RSUPPLY Unit Level allows users to identify and record material transfer from stock, either to another ship (OSO transfer) or to a supply activity (MTIS). The material being transferred can be identified by stock number or part number/CAGE. To record an OSO transfer of material, the receiving unit's requisition number, fund code and the quantity being transferred is recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record and to generate the appropriate "A" or "B" Summary. For RSUPPLY Unit Level, the OSO document number of the requesting activity is entered via the Material Requirements External (MRE) option. RSUPPLY Unit Level will not decrement the quantity from the Stock Item Table (SIT) of the the OSO transfer until the actual issue is posted via the Storeroom Issues process. To record an expenditure by MTIS, the expenditure number of the transferring unit, the routing identifier of the receiving supply activity and the quantity turned in will be recorded in the SFM subsystem to decrement the on hand balance of the applicable SRF record. For RSUPPLY Unit Level, the MTIS is entered via the Material Requirements External (MRE) option. RSUPPLY Unit Level will not decrement the quantity from the Stock Item Table (SIT) of the the MTIS transfer until the actual issue is posted via the Storeroom Issues process. Neither the transfer or turn-in of material will affect the ship's financial OPTAR balance. More information concerning Reports 021, 043 and 064 is provided in Appendix 25.

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: TRANSFERS, SALES AND SURVEYS

5300 INTRODUCTION

1. GENERAL. All transfers and cash sales of material from a MFCS activity to a non-supported activity (except excess offloads) will be processed using the SUADPS-RT/ RSUPPLY Material Requirements External (MRE) Function except USID A activities which will use UNREP. Transfers are classified into the following types:

a. Transfers To End-Use Operating Forces (DI X34). The service designator code assigned to the activity will normally be R or V and the fund or accounting code will indicate that DFAS will be the authorized accounting activity (AAA).

b. Transfers To End-Use Shore Activities (DI X38). The activity's service designator code is N, fund code or accounting data cited is not NWCF and the AAA is other than DFAS.

c. Transfers To NWCF Activities (Other Supply Officers) (DI X37). The accounting data cited or applicable to the fund code on the transfer document must contain the NWCF appropriation 97X4930. This category includes MFCS ships, MALS, and NWCF facilities ashore (FISC, NSY, or NAS).

d. Offload Of Excess Material (DI X37). See pars. 5320-5330.

e. Cash Sales (DI X35). See pars. 5040-5049.

5301 TRANSFERS TO MARINE CORPS, SHIP'S STORE, AND MSC ACTIVITIES

1. TRANSFERS TO MARINE CORPS UNITS. Transfers from any MFCS activity to Marine Corps units whose request cites Operations and Maintenance, Marine Corps funds will be processed using the MRE function transfer to end-use option via SUADPS-RT. RSUPPLY units will process the issue via the “Transfer to USA, USAF, USCG, USMC, Foreign Govt” option. Entries in the validation and control files are the same as for Navy afloat activities, except that service designator code M is used.

2. TRANSFERS TO SHIP'S STORES. When material is transferred from MFCS stock to either the activity's own ship's store or another activity's ship's store, the request must cite a ship's store serial number, fund code NZ, and cognizance symbol 1Q (regardless of the cognizance symbol assigned to the BMF/SIT record). The transfer will be processed using the MRE function, OSO transfer option via SUADPS-RT. RSUPPLY units will utilize the “Transfer to Ship’s Store” option.

3. TRANSFERS TO MILITARY SEALIFT COMMAND (MSC) SHIPS. Transfers of material (other than APA material and 1Q COG material) to MSC ships will be processed as a transfer to end-use operating forces (except that transfers to MSC T-AFS ships will be processed as OSO transfers in accordance with SUADPS-RT Support Procedures, Volume II/RSUPPLY transfer will be processed using the MRE option. Transfers of APA and 1Q COG material will be processed as cash sales in accordance with pars. 5040-5049.

5302 CONTROL AND VALIDATION FILES/TABLES

1. GENERAL. Entries in the following Control and Validation Files/Tables are required in order to process transfer/cash sale transactions in SUADPS-RT/RSUPPLY:

a. Customer Identification File(SUADPS-RT)/Other Activities Table (RSUPPLY) (this will include all supported and non-supported activity UICs and supported activities' serial numbers for assignment on the expenditure document),

b. Fund Code Data File (SUADPS-RT)/Fund Code Table (RSUPPLY),

c. Appropriation File/Table.

Instructions for establishing control and validation file records are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 6. RSUPPLY control and validation tables are discussed in detail in the NAVSUP P-731 Force User's Guide.

5303 PROCESSING PROCEDURES

1. GENERAL. The customer request will be submitted to the Customer Service Division for entry into SUADPS-RT/RSUPPLY for manual processing. Normally, transfers/cash sales will be accomplished on a Fill or Kill basis with quantities canceled that are not available.

2. TRANSFER/CASH SALE PROCESSING IN INTERACTIVE MODE. When online processing is used, the MRE data entry screen will be completed using data taken from the customer's request document. SUADPS-RT/RSUPPLY will validate the data, determine availability of the requested material or substitute, and produce a picking ticket. A record for each picking ticket produced will be established in the Issue Pending File. Storage personnel will locate and deliver the material to the customer using the computer-produced picking ticket. Picking tickets will be annotated and distributed according to pars. 6832-6833. The transfer/cash sale will be recorded using the Warehouse Processing Function described in Chapter 3 of the SUADPS-RT Support Procedures, Volume II or the Issuing function (Logistics>Issuing>Storeroom Issues) in RSUPPLY.

3. MANUAL TRANSFER/CASH SALE PROCESSING. The customer request will be compared to the MSSLL/Stock Item Query and the location of the material annotated on the document. If a substitute or updated stock number is to be issued, the original stock number will be lined out and the new number entered. One copy of the request document will be placed in the Issues Pending File (Manual). The annotated and approved issue document will be used to locate and deliver the material to the customer. The document will be processed in the same manner as off-line issue documents, except that all unfilled quantities will be canceled. After the material is delivered and the receipt signatures are obtained, the request document will be

returned to the customer service division for post-issue processing. The customer service division will remove (and destroy) the suspense copy of the request document from the Issues Pending File (Manual). The completed transfer/cash sale document will be placed in the Post-post Transaction Holding File until the transfer/cash sale can be recorded in SUADPS-RT/ RSUPPLY. When SUADPS-RT/RSUPPLY becomes available, the transactions in the Post-post Transaction Holding File will be recorded using the Post-post Option of the MRE function (see Chapter 3 of the SUADPS-RT Support Procedures, Volume II) or the MRE function (Logistics>Material Requirements>External Requests) in RSUPPLY.

5304 FILES UPDATED

1. BASIC MATERIAL FILE. Upon completion of a transfer/cash sale, the on-hand quantity will be reduced by the quantity transferred/sold to reconcile the BMF with storeroom quantities.

2. FINANCIAL HOLDING FILE. Upon completion of a transfer/cash sale, the transfer record (DIs X34, X35, X37, or X38) will be added to the file and held until all financial posting and reporting has been completed by the end of the month's financial processing.

3. MATERIAL TRANSACTION LEDGER FILE. Upon completion of a transfer/cash sale, this file will reflect the transfer image for subsequent research through the CTL.

5310 SURVEYS

Upon completion of the survey process, the approved DD Form 200 will be used to expend the material from the Basic Material File. If an inventory adjustment has been previously processed, the inventory adjustment must be reversed prior to processing the survey. Surveyed material will be expended from SUADPS-RT stock and financial files by the SUADPS-RT Survey Adjustment Function (DI X43). Instructions are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

Section II: MECHANIZED OFFLOAD

5320 INTRODUCTION

1. GENERAL. The SUADPS-RT mechanized offload (DI 083) program provides the Supply Officer with the capability to identify stock items with excess material on hand. Offload listings in NIIN and descending money value sequence will be produced to assist in the management of the offload evolution. Access to the mechanized offload programs should be granted only to appropriate personnel trained in offload updating procedures. SUADPS-RT will process offload transactions as other supply officer (OSO) transfers by batch MRE processing of records in the Offload File.

2. FREQUENCY. The mechanized offload programs should be requested at least once each month as part of the normal supply work load and whenever the SAMMA/SAL Report (DI 008, par. 6857) indicates excess material on hand exceeds established Fleet and Type Commander standards. Monthly offloads should not be processed until Demand History Processing and SAMMA/SAL reports have been produced and required corrective action has been accomplished. The offload of excess material will also normally be required after major changes to allowance or load lists are processed.

3. COORDINATION WITH SHORE ACTIVITY. A meeting with the activity's customer services officer should be arranged prior to commencing major offload evolution's. This meeting should be used to determine the procedures to be used during the offload and what assistance will be provided by the shore activity.

4. PROGRAMMED EXCLUSIONS. The SUADPS-RT mechanized offload is programmed to exclude BMF records meeting the following criteria:

a. cognizance symbol equals 9M (subsistence items), 9X (petroleum products), or 7Z (GPETE);

b. BMF offload-reorder indicator is set indicating a previous offload or reorder is in process in which the item is included.

5. EXCESS STOCK MATERIAL DEFINITIONS. The terms Unauthorized Long Supply (ULS) and Redistributable Assets Onboard (RAB) are used to describe that portion of stock material above the requisitioning objective (RO) and authorized retention levels. The quantity of material identified as excess by the mechanized offload program will vary according to the allowance type code assigned to the individual item. The formulas for SUADPS-RT computation of excess and offload quantities are defined in the SUADPS-RT Support Procedures, Volume I, Chapter 4.

a. For AT codes 1 - 5, excess material is that quantity greater than the requisitioning objective plus the authorized retention quantity for NSA material and all material over the requisitioning objective for APA/DLR material.

b. For AT codes 6 and 8, all material on hand is considered excess.

c. All AT code 7 material is excess, but because of it's relatively low money value it will only be offloaded from ships during Integrated Logistics Overhauls (ILO) or as part of ReAVCAL evolution's performed ashore. Other activities will offload AT code 7 material as workload or other circumstances permit.

d. All AT code 9 material on hand in quantities greater than that required to satisfy deficiencies of the primary stock number is considered excess.

5321 MATERIAL TURNED INTO STORE EXCESS AND DISPOSAL VISIBILITY PROGRAM (MEDVIS)

1. GENERAL. MEDVIS, which was developed to improve MTIS processing, is a front-end screen for MFCS Navy consumer level assets returning to the supply system. It provides the Navy with an automated means for offering MTIS assets to activities where shortages exist before offering those assets to DLA ICPs. The ship sends a tape of excess assets (DI 083, see par. 5320 or RSUPPLY offload output file) to the FISC. The FISC will then provide the ship with bar-coded pick tickets for all items.

5322 OFFLOAD PROCESSING

1. GENERAL. The offload process requires interactive and batch processing by SUADPS-RT/RSUPPLY and manual processing by storage and stock control personnel. The complete offload process is accomplished in phases as follows:

a. Select offload candidates and produce a tape/output file from RSUPPLY for delivery to the MEDVIS activity.

b. Locate, pick and stage material (using offload documents received from the MEDVIS activity).

c. Update offload records.

d. Release offload records for Material Requirements External (MRE) processing.

e. Deliver material.

5323 SELECT OFFLOAD CANDIDATES

1. GENERAL. The offload process is initiated by completing the mechanized offload select and batch processing request screens in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 4. When the job has been approved and processed, the Basic Material File (BMF) or Stock Item Query will be screened and those records in an excess position matching the request parameters will be selected for offload consideration and a record will be established in the Offload File (OFF). In RSUPPLY, offload processing is initiated under Inventory>Management>Inventory Actions>Offload Processing>Regular and DRMO. The following options are available:

a. Money Value One (MV1). A monetary value must be specified and only those records with an excess value greater than specified will be included. The value may be 0000 if all excess records are to be reviewed or included in the offload, but should be set to $100.00 to facilitate turn-in to MTIS. Material with an EMV of less than $100.00 should be turned into DRMO. This option allows selection of the fewest items with greatest impact on the total value of excess material on hand.

b. Money Value Two (MV2). This value is applicable to AT Code 6 records only and further constrains the records selected. When a value is specified, it must be greater than MV1. AT Code 6 material with an extended money value greater than MV2 will be selected for offload. Records with an extended money value less than MV2 but greater than MV1 will be retained as

AT code 6 material. When the extended money value of the AT Code 6 record on hand is less than MV1, the AT Code will be changed to 7 and the material retained onboard. MV2 will be set to the default value specified in the SUADPS-RT constants file (should be set to $100.00) if a money value is not specified by the requester. In RSUPPLY, offload values are set under Site>Activity Controls>Constants>Requisition/Offload Values.

c. POS/DBI Factor. This option allows the user to establish the authorized retention level of NSA POS material at a specified number of months usage. The BMF/SIT average monthly demand is multiplied by the factor selected and the result is added to the RO in the computation of the offload quantity. The number of months specified must be between 01 and 18.

2. OUTPUT OPTIONS. The offload select screen requires the user to specify the type of output desired. The option for DD Form 1348-1A will be used, then the FAS must coordinate with the ADP division to ensure a tape is produced for delivery to the MEDVIS activity. Listings may also be produced as follows:

a. Offload Stock Control Report. This report will list, in NIIN sequence, all items selected for offload (see sample Appendix 15). Items with more than four locations will have the fourth location field set to the notation “ADDLOC”. Stock control must query the BMF/Stock Item Query in RSUPPLY to determine the additional locations and write them on the documents forwarded to storage (DD Form 1348-1A). The report will be used by stock control to monitor the return of documents sent to stores division.

b. Offload Report by Extended Money Value (EMV). This report will list, in descending EMV sequence, all items selected for offload consideration (see sample Appendix 15). The report provides management the means to identify those items with a high money value that will have the greatest impact on reducing the total value of excess material onboard. These items should be offloaded first when workload precludes the offload of all items selected. In RSUPPLY, the Offload Report by Extended Money Value (EMV) maybe requested as an option during the initial input of offload processing.

c. General Selector. The general selector capability allows tailoring of the offload to almost any category of material identifiable by data elements in the BMF. Instructions for use of the general selector capability are contained in the SUADPS-RT Support Procedures, Appendix 19. In RSUPPLY, specific criteria maybe used to tailor offloads based upon need during the initial request of offload processing.

3. SUADPS-RT FILES UPDATED. The following SUADPS-RT files will be updated upon completing the mechanized offload select and batch processing request screens:

a. Basic Material File (BMF). The offload reorder indicator will be set to “O” on records selected for offload to prevent inclusion in subsequent stock reorders or offloads.

b. Offload File. A record in OSO Transfer format will be added to the file for each item to be included in the offload. This file will be used to update BMF stock and financial records.

4. RSUPPLY TABLES UPDATED. The following RSUPPLY tables are updated upon completion of offload Release/Cancel Processing:

a. Stock Item Table: The total on-hand quantity of a particular NSN is reduced based on the total quantity offloaded,

b. Offload Table: The offload table is updated either as released or canceled. The file will ultimately update the Stock Item (SIT) Table, Transaction Ledger, and the financial records.

5324 LOCATE, PICK AND STAGE MATERIAL

1. GENERAL. 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.

2. 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:

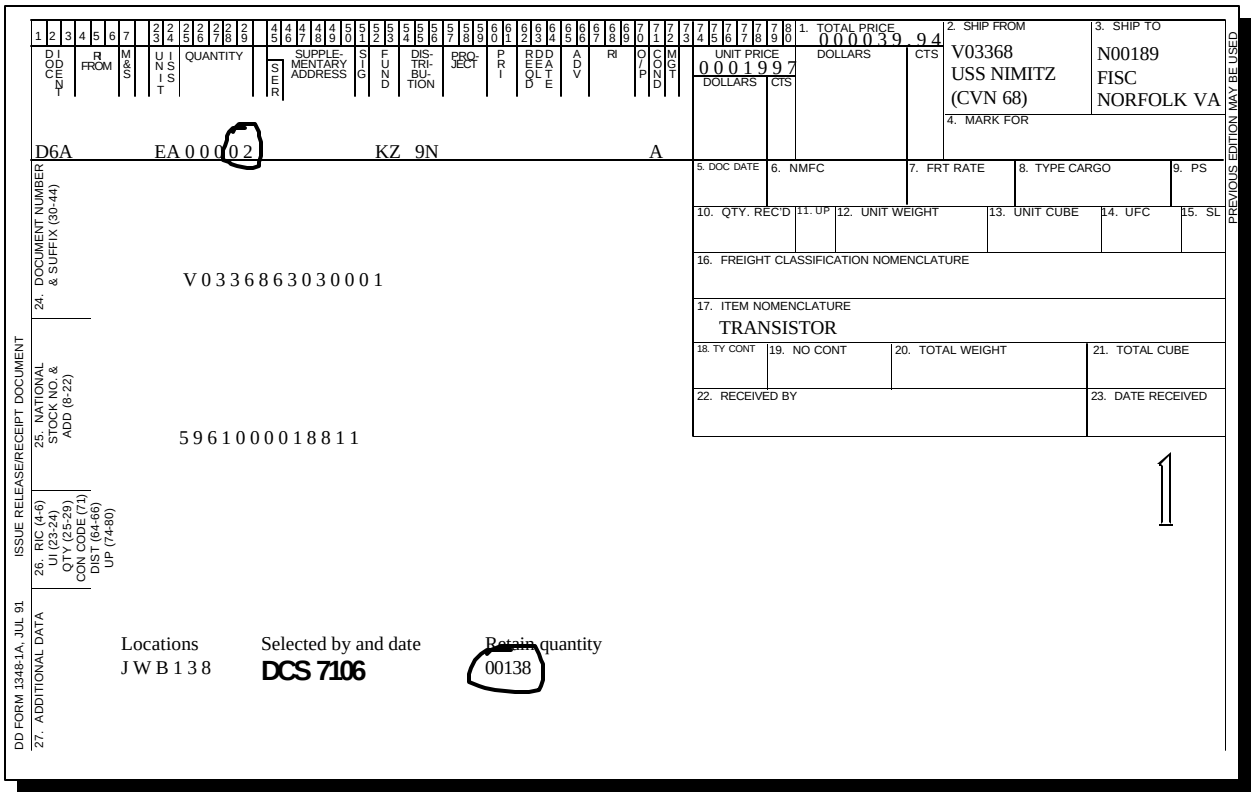
a. the offload quantity will be pulled and staged;

b. both quantities will be circled and the DD Form 1348-1A will be initialed and dated (see sample below).

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;

d. the original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN OFFLOAD AND RETAIN QUANTITIES ARE IN AGREEMENT


DD FORM 1348-1A, JUL 91 ISSUE RELEASE/RECEIPT DOCUMENT

DOCUMENT IDENT | FROM | M&S | UNIT | QUANTITY | SUPPLEMENTARY ADDRESS | SIG | FUND | DISTRIBUTION | PROJECT | PRI | REQUIRED DELIVERY DATE | ADV | RI | OP | COND | MGT

D6A EA 000002 KZ 9N A

1. TOTAL PRICE 000039 94 DOLLARS CTS

UNIT PRICE 0001997 DOLLARS CTS

2. SHIP FROM V03368 USS NIMITZ (CVN 68)

3. SHIP TO N00189 FISC NORFOLK VA

4. MARK FOR

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE TRANSISTOR

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

22. RECEIVED BY | 23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44) V0336863030001

25. NATIONAL STOCK NO. & ADD (8-22) 5961000018811

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80)

27. ADDITIONAL DATA

Locations JWB138 | Selected by and date DCS 7106 | Retain quantity 00138

PREVIOUS EDITION MAY BE USED

3. TOTAL QUANTITY IN STOCK LESS THAN RETAIN QUANTITY. When the total quantity in stock is less than the retain quantity shown on the offload document, no offload will be made. This action will require an inventory adjustment to be made (see par. 6802). The transaction will be processed as follows:

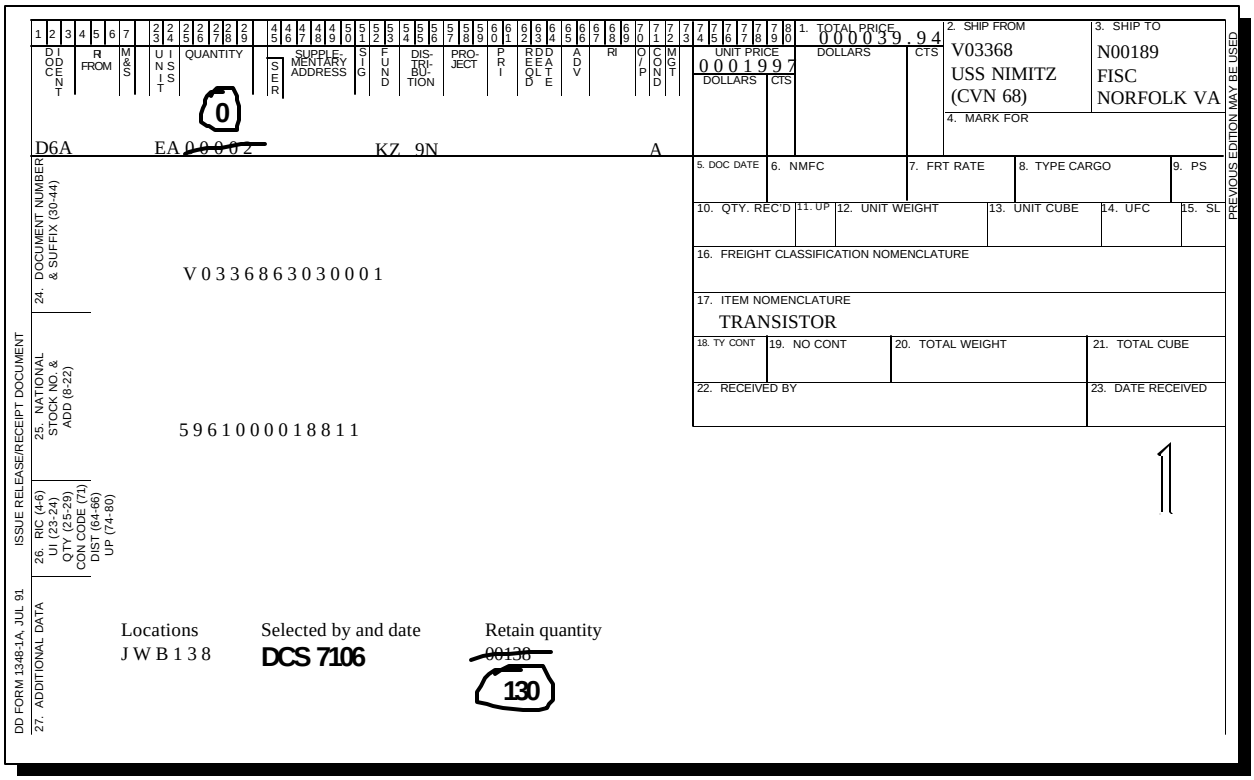
a. the offload quantity will be lined out and a zero will be entered and circled;

b. the retain quantity will be lined out and the actual quantity on hand will be entered and circled;

c. the DD Form 1348-1A will be initialed and dated (see sample below);

d. the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN QUANTITY IN STOCK IS LESS THAN RETAIN QUANTITY



4. 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 par. 6802). The transaction will be processed as follows:

a. the retain quantity will be circled;

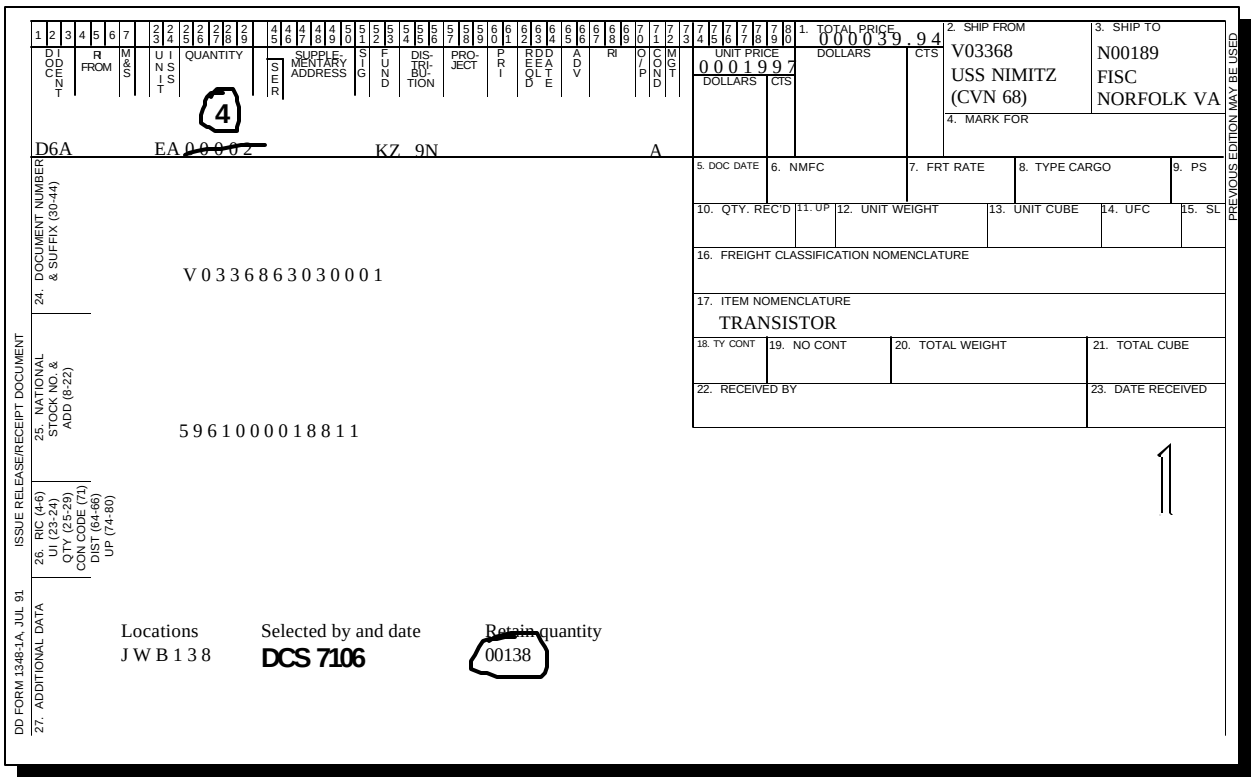
b. the offload quantity will be lined out and the quantity actually located and staged for offload will be entered and circled;

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;

e. the original and remaining copies of the DD Form 1348-1A will be returned to stock control for updating of SUADPS-RT files.

DD FORM 1348-1A WHEN OFFLOAD QUANTITY DIFFERS FROM DOCUMENT QUANTITY



5325 UPDATE OFFLOAD RECORDS

As the offload documents are received from the storeroom, they will be checked off on the Offload Stock Control Report. If changes have been made to the offload and/or retain quantity, the offload file records must be updated (see SUADPS-RT Support Procedures, Volume I, Chapter 4).

5326 RELEASE OFFLOAD RECORDS FOR MRE PROCESSING

1. GENERAL. Upon completion of the updating process, the updated offload records must be released for MRE batch processing (see SUADPS-RT Support Procedures, Volume I, Chapter 4).

2. INVENTORY ADJUSTMENT. When the actual offload quantity is less than or equal to the BMF on-hand quantity, the offload will be processed. If the actual offload quantity is greater than the BMF on hand, the offload will suspend. The retained and offload quantities on the DD Form 1348-1A must be reviewed by appropriate personnel to determine if adjustment is required.

3. RELEASE PROCESSING OUTPUT. Output from the Offload Release Processing Function will consist of an Offload Documents Released Listing and an Offload Actions Canceled Listing (see samples Appendix 15). These listings will be retained in stock control for historical purposes and together will account for each record appearing on the Offload Stock Control Report. The Supply Officer or designated assistant will sign the Offload Documents Released Listing indicating approval to transfer the material to the shore activity.

4. FILES UPDATED. Upon completion of offload release and MRE processing, the following SUADPS-RT files will be updated:

a. Basic Material File (BMF) - the on hand quantity will be reduced by the offload quantity and the offload reorder indicator will be cleared;

b. Financial History File (FHF) - the OSO transfer record will be added to the file and held until all financial posting and reporting have been completed by the monthly financial process;

c. Material Transaction Ledger (MTL) - the OSO transfer will be added to the file for historical and auditing purposes.

Section III: MANUAL OFFLOAD

5330 INTRODUCTION

1. GENERAL. When the volume of material does not warrant using mechanized offload procedures, the transfer may be accomplished manually and records adjusted using the SUADPS-RT MRE function. Material offload in this manner must be identified and the excess quantity determined prior to recording the transaction in SUADPS-RT using either the post-post or pre-post method. Any required inventory adjustments will be made in accordance with par. 6802.

2. POST-POST METHOD. When using the post-post method of offload, identification of items and quantities, documentation, and physical movement of material will all be accomplished prior to recording the transfer in SUADPS-RT. Documentation will be a DD Form 1348-1A prepared and distributed in accordance with pars. 5067-5068. The processing steps for the post-post method are as follows:

a. Stock control or other work centers will identify or recommend the items and quantities to be offloaded, then a DD Form 1348-1A will be prepared and forwarded to the stores division. The 6th copy of the DD Form 1348-1A will be retained by stock control as a suspense copy to monitor the progress of the offload and ensure return of all documents.

b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.

c. The material will be delivered to the shore activity and receipt signatures will be obtained as required. The original and remaining copies of the DD Form 1348-1A will be returned to stock control and matched with the suspense copy.

d. Stock control will record the transfer of the material using the Offload Option of the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.

e. The completed DD Form 1348-1A turn-in document will be filed in the Expenditure Invoice File for historical and auditing purposes.

3. PRE-POST METHOD. The material to be offloaded will be pre-determined by stock control or other supply work centers and the offload transaction initiated via the MRE function. SUADPS-RT will generate the DD Form 1348-1A and establish a record in the Issue Pending File (IPF). After the material has been removed from the storage location and staged for turn-in, the transaction will be completed via the SUADPS-RT Warehouse Processing function. The processing steps for the pre-post method are as follows:

a. Stock control will determine the items to be offloaded and initiate the offload transaction using the SUADPS-RT MRE function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.

b. Storage personnel will locate, pick, and stage the material for turn-in. The 2nd, 3rd, and 4th copies of the DD Form 1348-1A will be attached to the material.

c. Storage personnel will complete the transfer and update SUADPS-RT files using the Warehouse Processing function in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 3.

d. The material will be delivered to the shore activity and receipt signatures will be obtained as required.

e. The completed DD Form 1348-1A turn-in document will be forwarded to stock control for filing in the Expenditure Invoice File.

AFLOAT SUPPLY PROCEDURES

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CHAPTER 6

INVENTORY MANAGEMENT

Part A: GENERAL INSTRUCTIONS

Section I: INTRODUCTION

6000 SCOPE

Instructions contained herein have general application to all ships and are designed to provide optimum uniformity in afloat inventory management procedures. Effective inventory management cannot be the responsibility of any single functional area. It depends on the effective performance of receipt, procurement, expenditure, and inventory personnel in their respective areas.

6001 INVENTORY MANAGEMENT SEGMENT

1. GENERAL. Shipboard material inventories are divided into segments for management purposes as follows:

a. Reactor plant support material in nuclear powered ships (see par. 6009-3),

b. Operating Space Items (OSI) are those items in the custody and under the management of the department heads.

c. Repair parts are in the custody of the Supply Officer when supply department stowage space permits and always are under their management.

d. Consumables are in the custody of the Supply Officer when supply department stowage space permits. Stocked consumables (i.e., consumable items “carried” as supply department stock) are managed by the Supply Officer whether such items are stored in supply department spaces or in other departmental spaces. Non-stocked consumables (i.e., consumable items “not carried” as supply department stock) are in the custody and under the management of other department heads.

e. Maintenance Assistance Modules (MAMs) are in the custody of the cognizant department head and will be located in the appropriate operating and maintenance spaces under the sub custody of operating/maintenance personnel. Although MAMs are in the custody of other departments, the Supply Officer is accountable for the inventory and management of MAMs.

6002 OBJECTIVES

1. GENERAL. Adherence to established inventory control procedures and accurate documentation of valid usage data are essential to the maintenance of prescribed endurance levels of stock required to sustain shipboard operations and to insure maximum material readiness of the ship. Inventory control procedures prescribed in this chapter are designed to:

a. focus attention on the relatively few items that will satisfy the majority of on board demands for material;

b. provide for the accumulation of accurate consumption data required for the 3-M program and for maintaining adequate supply levels;

c. establish a historical demand file for accumulating usage data for not carried (NC) material;

d. ensure that there is COSAL support for the parent equipment of each requested NC repair part;

e. reduce physical inventory requirements and prescribe standard physical inventory procedures;

f. ensure inventory validity and data accuracy of the stock records and reduce the number of stock record data changes required to be made.

6003 SHIPBOARD STOCK LEVELS

The basic Navy policy governing the range and depth of stock material which each ship is required to carry for self-support is stated in OPNAV Instruction 4441.12 series. In essence, the range and depth of non-demand based items will be limited to COSAL items and quantities, and the range and depth of demand based items will be determined from usage and prescribed average endurance levels. To the extent of available stowage space, ships that are assigned missions involving extended deployment (in excess of 60 days) and which are not normally supported by Combat Logistic Forces (CLF) will provide endurance commensurate with the period of deployment required by their missions. The average endurance levels of demand based repair parts and consumables to be carried by each ship for self-support are as follows:

Ship types	Repair parts and equipment related consumables (days endurance)	Non equipment related consumables (days endurance)
Aircraft carriers and CLF ships	75	60
Cruisers	75	45
DD/DDG/FF/FFG and small combatant ships (excluding submarines) of at least 1,000 ton displacement	75	30
AS/Submarines (excluding FBM tenders and submarines which are governed by OPNAVINST 4000.57 series)	75	75
Amphibious ships		
No embarked troops	75	60
Embarked troops	75	45
Non self sustaining ships (landing craft, patrol gunboats, etc., of less than 1,000 ton displacement)	As required to accomplish assigned mission	

6004 FUNDING PRIORITIES

Type commanders will promulgate funding priority instructions to their forces when available operating funds are not adequate to maintain full range and depth of allowances.

6006 RELATIONSHIP TO THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT SYSTEM (3M)

Reporting of supply support and parts usage for maintenance actions is required by the 3M system and the Ships' 3M Manual (OPNAVINST 4790.4 series). Reporting is accomplished using the automated 3-M Up-Line Report generated by the automated maintenance systems.

6009 RESPONSIBILITY

1. STOCK MATERIAL IN SUPPLY DEPARTMENT SPACES. The Supply Officer is responsible for the storage, security, and inventory control of all stock material in their custody. The supply levels to be maintained will be based on authorized allowance lists or demands and the cognizant Type Commanders' funding authorizations (and procurement restrictions, when applied). Normally, the replenishment of frequently demanded items (SIM/DBI) will be assigned a high priority in the utilization of funds authorized by the Type Commander in the quarterly operating target (OPTAR).

2. STOCK MATERIAL IN OTHER DEPARTMENTAL SPACES. When supply department stock material is stored in other departmental spaces (see par. 4500), the Supply Officer will maintain stock records for all stocked material, and will exercise inventory control of such material.

3. REACTOR PLANT SUPPORT MATERIAL. In nuclear powered ships, all reactor plant support material is managed as stock material. Any stocked "Q" COSAL SNSL items (i.e., consumables, repair parts, or operating space items) that generally are required to be "in use" or readily available for use in operating spaces may be designated for departmental custody when so authorized by the Commanding Officer. When stocked "Q" COSAL SNSL items are intended to be stored in other departmental spaces, the procedures in par. 4500-2 will be followed. When stocked "Q" COSAL SNSL items are required to be "in use" in other departmental spaces, a list of such items will be prepared jointly by the Supply Officer and the "using" department head. The list will indicate the NSN (or other identification number), description, and allowance quantity of each "in use" item, as well as the name of the individual who normally is in charge of the operating space in which the item is generally used. The list will be included in a ship's instruction which will clearly delineate the Supply Officer's and custodial department heads' responsibilities for the proper management of stock material "in use". The custodial department head will be responsible for the security and physical inventory of "in use" items in their custody, and for the prompt submittal of issue request to the Supply Officer for replacement of "in use" items which are unserviceable or missing (see par. 6062-6).

4. NON-STOCKED MATERIAL. Allowed material (see Glossary) that is not stocked (i.e. not carried), but which is procured for direct turnover (DTO) to using departments, is managed by the department heads having custody of the material. However, the Supply Officer is required to maintain stock records to accumulate usage data for all DTO items.

Section II: APPLICABLE FORMS AND PUBLICATIONS

6040 REQUIRED FORMS

The following is a list of forms which may be required for supply management of general stores:

DD Forms	Title
200	Financial Liability Investigation of Property Loss
1149 (6c)	Requisition and Invoice/Shipping Document
1155-(8c)	Order For Supplies Or Services
1348 (6 PT)	DOD Single Line Item Requisition System Document (Manual)
1348-1A	DOD Issue Release/Receipt Document
1348-6	NON-NSN Requisition (Manual)
NAVSUP Forms	Title
306	Controlled Equipage Custody Record
1176-1	Julian Date Calendar Perpetual/Leap Year
1220-2	Allowance Change Request
1250-2(7 PT)	NON-NSN Requisition Document

6041 PERTINENT PUBLICATIONS AND INSTRUCTIONS

The following is a list of publications considered to be pertinent to inventory management of general stores in afloat units:

Afloat Shopping Guide (ASG) - NAVSUP P-4400 [1]

COMPACFLT Requisitioning Guide COMPACFLTINST 4235.3 Series (Not required in the United States except Alaska and Hawaii, except for preparation for overseas movement.)

Consolidated Afloat Requisitioning Guide Overseas (CARGO) - NAVSUP P-4998

Coordinated Shipboard Allowance List (COSAL)

COSAL Use And Maintenance Manual, NAVICPINST 4441.170A

Depot Level Repairable Requisitioning, Turn-in and Carcass Tracking Procedures, NAVSUP P-545 [1]

Federal Logistics Data (FEDLOG) CD-ROM

Fleet Ballistic Missile Weapons System Master Repairable Listing (FBM MRL) (for FBM ASs and selected AGs)

General Services Administration (GSA) Stock Catalog

Inventory Management 6041

Integrated Logistics Overhaul Policy and Procedures Manual (SL-AA-PRO-010 thru 070, Vols I-VII)

Integrated Stock List (ISL) (developed during ILO)

Micro SNAP Desktop Guide

MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409 [1]

Navy Comptroller Manual, Volume 2 (except for ASR type ships)

Navy Index of Publications and Forms, NAVSUP P-2002 [1]

Navy Packaging Data, NAVSUP P-700

RSUPPLY Support Procedures User's Manual (RS-SPUM), NAVSUP P-731 (Force Level Activities)

RSUPPLY Unit User's Guide, NAVSUP P-732, (Unit Level Activities)

Ship's Maintenance and Material Management (3M) Manual OPNAVINST 4790.4 series

Servmart Shopping Guide (of supporting supply activity with a Servmart facility)

Surface Force Supply Procedures (SURFSUP) , COMNAVSURFLANT/COMNAVSURFPAC-INST 4400.1J

SNAP II Desktop Guides

SUADPS-RT Support Procedures Manual

Submarine Supply Procedures Manual, COMSUBLANT/COMSUBPACINT 4406.1(Series)

Supply Operations Manual, COMNAVAIRLANT/COMNAVAIRPACINST 4440.1(Series)

[1] Available on the Naval Logistics Library (NLL) CD-ROM, NAVSUP P-600.

Section III: PHYSICAL INVENTORY

6060 PURPOSE

1. GENERAL. Physical inventory is a prerequisite to efficient inventory control. The primary objective of a physical inventory is to ensure that the inventory balances as reflected in stock or custody records agree with the actual physical quantities on hand. Other objectives are to:

a. determine stock deficiencies that require replenishment;

b. determine and reconcile all differences between physical counts and stock record balances;

c. determine and implement controls needed to preclude recurrence of significant discrepancies;

d. ensure that material is correctly identified, properly stowed and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and/or preserved;

e. update location and other management data on stock records;

f. consolidate stock items with the same stock number in one location or storeroom, where possible.

6061 TYPES OF PHYSICAL INVENTORY

1. BULKHEAD TO BULKHEAD INVENTORY. A bulkhead to bulkhead inventory requires a physical count of all stock material within the ship or within a specific storeroom or other storage area. A bulkhead to bulkhead inventory of the ship's entire stock of repair parts usually is taken during an Integrated Logistics Overhaul (ILO). A bulkhead to bulkhead inventory of a specific storeroom or other storage area is taken when a random sampling inventory of a particular storeroom or storage area fails to meet the inventory accuracy rate of 95% as prescribed in par. 6061-6c; when directed by the cognizant Type Commander incident to a Supply Management Inspection (SMI); when directed by the Commanding Officer; or when circumstances clearly indicate that it is essential to effective inventory control. Prior knowledge of specific stock numbers or individual item locations is not required for a bulkhead to bulkhead inventory of specified storerooms or other storage areas.

2. SPECIFIC COMMODITY INVENTORY. A specific commodity inventory requires the physical count of all items comprising a generic segment of material, i.e., items stocked under the same cognizance symbol or federal supply class or which support the same operational function (e.g., boat spares, electron tubes, copier repair parts, plastic waste processor spares, etc.). A complete physical inventory of stock material comprising a generic segment is taken under the same conditions as those described in par. 6061-1 for bulkhead to bulkhead inventories. Prior knowledge of specific stock numbers and item locations is required to conduct a specific commodity inventory.

3. SPECIAL MATERIAL INVENTORY. A special material inventory requires the physical count of all items which, because of their physical characteristics, cost, mission essentiality, criticality or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include, but are not limited to, stocked items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, in accordance with the frequency criteria prescribed in par. 6062-5 for each of the special material categories. Items comprising each special category can be related to a particular element of supply management data normally entered in stock records. For example, hazardous items to be inventoried may be determined from stock records that contain a hazardous SMCC. Prior knowledge of specific stock numbers (or other material identification) and item locations is required to conduct a special material inventory.

4. SPOT (SPECIFIC ITEM) INVENTORY. A spot inventory is an unscheduled type of physical inventory which is taken to verify the existence, nonexistence or actual physical quantity of a specific stock item. Normally, a spot inventory is conducted when the remaining inventory quantity on the issue request document disagrees with the remaining balance on the stock record. A spot inventory also is taken to determine the on hand quantity of a particular item when requested by the Commanding Officer, a Fleet or Type Commander, a cognizant inventory manager, or other competent authority. For example, the Commanding Officer may request the physical inventory of any item that he considers to be highly essential to upcoming operations; a Fleet or Type Commander may need to have total asset visibility of a particularly critical item; or an inventory manager may request physical inventory, disposition, and report of certain items which, after distribution within the supply system, are found to be defective.

5. VELOCITY INVENTORY. A velocity inventory is based on the premise that inaccuracies of stock record balances for any given items increase proportionately with issue frequency, and consequently, that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, therefore requires a periodic physical count of all stock items that experience relatively frequent demands (i.e., “fast movers”), and a physical count of items that experience infrequent or no demands (i.e., “slow movers”) only when such items are issued. Periodic inventories of SIM/DBI items and post issue inventories of non-SIM/non-DBI items, as prescribed in par. 6062-2 and 4, respectively, are examples of velocity inventories.

6. RANDOM (STATISTICAL) SAMPLING INVENTORY. The large number of items stocked by ships and the limited availability of physical inventory personnel dictate the need for a selective type of inventory for the greater majority of stock items which are infrequently demanded (i.e., non-SIM/non-DBI). Except for the small percentage of stock items which require complete and periodic inventories (see par. 6062-2, 5 and 6), an acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count of an inventory segment is the random (statistical) sampling technique. The random sampling inventory will be used by NWCF ships only. Random sampling is normally accomplished in conjunction with SMIs or relief of the Supply Officer. A random sampling inventory is a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment. The sampling technique fulfills most inventory requirements and provides for selective attention to sampled stock segments that require it. Guidelines for conducting a physical inventory by the random sampling technique are as follows:

a. Size of Sample Inventory. The percentage of stock items to be inventoried annually by the random sampling technique is five percent of the total range of items carried, less the number of items that are completely and periodically inventoried, such as SIM/DBI and special category materials. For example, if a ship carries 40,000 items of which 2,000 are SIM/DBI and 600 are special category materials (e.g., classified, hazardous, etc.), the number of items to be scheduled for annual inventory by the statistical sampling techniques will be 1,870 items (40,000 - 2,600 = 37,400 x 5% = 1,870).

b. Selection of Items. All current automated information systems (e.g. SUADPS, RSUPPLY Force Level) designed for NWCF ships have the capability to produce inventory listings and inventory aids for a specified percentage of carried stock.

c. Accuracy Rate. The minimum acceptable inventory accuracy rate is 95% for the physical count. If the inventory accuracy rate is less than acceptable, and if an audit of stock records or review of unposted documents does not reconcile sufficient differences to meet the minimum accuracy rate, another sample, twice the size of the first will be selected and inventoried. If the first and second samplings collectively fail to meet the minimum accuracy rates, a total item inventory of the segment will be scheduled and completed not later than 90 days following the month in which the random sampling inventory was completed.

However, the requirement for a total item inventory of the segment may be waived when an ILO is scheduled to occur within 120 days of the date on which the second unsatisfactory random sampling inventory was completed, provided that the items comprising the segment will be included in the ILO inventory.

7. LOCATION AUDITS. The purpose of a Location Audit is to physically verify that material in storage locations agrees with location data recorded on the stock record. A well-managed Location Audit Program will improve supply effectiveness, reduce inventory effort, and improve inventory accuracy and utilization of available storage space. A location audit should be scheduled so that it is accomplished just prior to the scheduled inventory of a particular storage area. The following data will be verified during the location audit:

a. NIIN

b. Location,

c. Unit of issue,

d. Shelf-life expiration date.

8. VALIDITY INVENTORY. Similar to a Random (Statistical) Sampling Inventory, Validity inventories can be conducted on non-NWCF (end use) activities to determine the overall inventory condition. Validity inventories are not considered part of the Annual Physical Inventory Program and are normally conducted during Supply Management Inspections (SMIs) and upon the relief of a Supply Officer.

6062 SCHEDULED INVENTORY REQUIREMENTS

1. GENERAL. Although a complete physical inventory of all stocked repair parts usually is conducted during Integrated Logistics Overhauls (ILOs) periodically scheduled for most ships, there is a continuing need in every ship (whether or not it undergoes an ILO) to conduct physical inventories to the extent necessary to ensure effective control of those materials normally required to perform its mission or which, because of certain characteristics, require special management attention. The scheduled inventory requirements prescribed in the following subparagraphs are considered to be minimal for effective inventory control of stock material. Items which can be included in more than one category will be inventoried in accordance with the criteria of the category that requires the greater inventory frequency. For example, if hazardous items are inventoried annually and SIM/DBI items are inventoried semiannually, then any hazardous item that is designated as SIM/DBI will be inventoried semiannually.

2. SIM/DBI ITEMS. SIM/DBI is comprised of those stock items which experience relatively frequent demands. SIM/DBI items will be scheduled for complete physical inventory, preferably prior to a major replenishment, in accordance with the following criteria:

a. All ships except NWCF ships, and except for load material in NWCF ships -Semiannually (inventory to be completed within two weeks after commencement)

b. NWCF ships except for aeronautical material on CV, CVN, LHA, LHD - Annually. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions.

c. NWCF ships (load material) - During or immediately upon return to the United States except Alaska and Hawaii from each overseas deployment

3. NON-SIM/NON-DBI. Non-SIM/non-DBI material is comprised of all stock items which do not meet the frequency of demand criteria for SIM/DBI in ships. Except for items designated as special material, or unless warranted under conditions described in par. 6061-1, no complete inventory of any segment of non-SIM or non-DBI material is required. However, to provide sufficient stock record accuracy for effective inventory control, non-SIM/non-DBI material will be physically inventoried as follows:

a. Inventory the remaining balance of each item after each issue. If the same item is stored in multiple locations, inventory the quantity remaining in the storage location from which issued; inventory the quantities in the other locations only when the sum of the quantities indicated in the “Location” data block do not agree with the stock record balance.

b. All aeronautical material in aircraft carriers will be completely inventoried during or immediately upon return to the United States except Alaska and Hawaii from an extended overseas deployment, in accordance with the cognizant Type Commanders instructions; all other material annually, consistent with the planned inventory schedule, conduct a random sampling inventory of each segment of material in accordance with par. 6061-6.

5. SPECIAL MATERIALS. Special materials consist of those items which because of their physical characteristics, cost, mission essentiality, or other reasons, are specifically designated for separate identification and inventory control. Complete physical inventories of stocked items of special materials are required as follows:

a. Classified items will be inventoried annually and upon each change of custodial responsibility.

b. Security type medical supplies, such as narcotics, precious metals, alcohol, and alcoholic beverages (coded “R” in the “Notes” column of the Federal Supply Catalog, Sections C65--IL) will be inventoried quarterly and upon each change of custodial responsibility. Other controlled medical items, such as barbiturates, antibiotics, nonalcoholic/non-narcotic excitant or 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. Depot level repairables will be inventoried annually and immediately upon return to the United States (except Alaska and Hawaii) from an overseas deployment. All repairables identified as excess will be turned in to the nearest ashore supporting activity or as directed by the Type Commander.

d. Presentation silver sets appraised at $90,000 or more will be inventoried annually. Sets appraised below $90,000 will be inventoried during each odd numbered year (see par. 8131) and upon change of custodian.

e. Flight clothing will be inventoried quarterly and upon change of custodian.

f. Deteriorative shelf-life items, other than those included in items 1-4, are not required to be periodically inventoried, but will be screened as often as necessary to ensure timely utilization or transfer prior to their shelf-life expiration dates (see par. 4664).

g. Organizational issue material and special clothing will be inventoried in accordance with Type Commander directives.

h. Material identified as Q-in-use will be inventoried quarterly.

6. STOCK MATERIAL IN DEPARTMENTAL CUSTODY. When supply department stocks of consumables and/or repair parts are stored in spaces controlled by other department heads, such material will be inventoried in accordance with par. 6062-2, 4 and 5. The inventory will be conducted jointly by supply department personnel and departmental custodians.

6063 NONSCHEDULED INVENTORIES

Nonscheduled inventories are those that are unexpectedly required incident to significant stock record inaccuracies discovered during an issue process, a random sampling inventory, or a Supply Management Inspection (SMI). Nonscheduled inventories also include those that are occasionally required of certain items when and as requested by an inventory manager, a Fleet or Type Commander, the Commanding Officer, or other authority. Spot inventories (see par. 6061-4) are examples of unscheduled inventories. Bulkhead to bulkhead inventories of specified storerooms and specific commodity inventories (see par. 6061-1 and 2) also are examples of unscheduled inventories when required as the result of an unsatisfactory random sampling inventory or Supply Management Inspection. Although unscheduled inventories cannot be planned nor included in fiscal year inventory schedules, the estimated effort required for such inventories must be considered in the fiscal year inventory program and in the assignment of supply department resources.

6064 PHYSICAL INVENTORY SCHEDULES

1. GENERAL. Inventory schedules outline, in chronological sequence, the segments of material planned for physical inventory during a fiscal year. The inventory schedule will be prepared by the Supply Officer prior to the commencement of each fiscal year and will conform to the material categories and applicable inventory frequency criteria described in par. 6062. For each segment of items listed, the physical inventory schedule (see sample on following page) will indicate the number of items to be inventoried, the applicable storeroom(s) or other storage area(s), and the inclusive dates between which the inventory of each segment is to be accomplished. Also, it will include a column for recording the stock records accuracy rate for each completed inventory (see par. 6072).

2. SCHEDULING. Physical inventories should be scheduled to permit accurate and timely physical counts, preliminary and causative research, and posting of records. Frequent inventories of a small range of items are preferable to less frequent inventories of a large range of items. Physical inventories should be conducted at a time when storeroom transactions can be frozen, except for emergency issues. For stock material in departmental custody, the inventory schedule will reflect the time frames jointly determined by the Supply Officer and the respective department heads. The Supply Officer will exercise maximum controls to adhere, as closely as possible, to the inventory schedule. If an inventory is accomplished during inclusive dates which differ from those indicated in the inventory schedule, line out the scheduled inventory date(s), and write in the actual inventory date(s). Following the physical inventory, controls should be implemented to preclude recurrence of significant discrepancies.

SAMPLE PHYSICAL INVENTORY SCHEDULE

PHYSICAL INVENTORY SCHEDULE FY 2005

INVENTORY SEGMENT	NO. OF ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM/DBI	322	C, D	10/1-10/7/04	
BULKHEAD MOUNTED SPARES	4	MER1, AUX2	11/1/04	
CLASSIFIED MATERIAL	2	A	1/5/05	
PRESENTATION SILVER	95	WARDROOM	2/15-2/25/05	
ORGANIZATIONAL CLOTHING	25	C	3/1–3/5/05	
SIM/DBI	322	C, D	4/15-4/22/05	
BULKHEAD MOUNTED SPARES	4	MER1, AUX2	5/1/05	
DEPOT LEVEL REPAIRABLES	1189	A, D	6/10-6/20/05	
ORGANIZATIONAL CLOTHING	25	C	9/1–9/5/05	

M. J. Burr

M. J. Burr, LCDR,SC,USN
Supply Officer

6065 INVENTORY PERSONNEL

1. GENERAL. The Supply Officer is responsible for the proper physical inventory of stock material in supply department custody and will provide advisory assistance relative to the physical inventory of stock material and presentation silver in the custody of other departments. Materials in supply department custody will be inventoried by qualified personnel assigned by the Supply Officer. Such assignments will be based on consideration of the knowledge and experience or training of individuals in relation to the size and/or complexity of the task to be accomplished in conformance with the inventory schedule. Unless personnel resources permit adequate training and constant utilization of selected inventory teams, inventories normally will be taken by the material custodians, provided they are considered to be properly qualified and provided the nature of the material does not require inventory by the Supply Officer personally or by a specifically designated person (e.g., certain classified material, precious metals, alcohol, narcotics, and other sensitive or highly pilferable items). Other department heads will assign inventory tasks of their respective departments to reliable personnel who will discharge their assignments consistent with supply department inventory procedures and/or guidance from the Supply Officer.

2. QUALITY ASSURANCE. A quality assurance team may be established consisting of a permanent group of trained personnel who will verify the accuracy of physical inventories and location audits after they are performed. The team will sample five percent of the inventoried material. The accuracy of the physical count should be 95 percent and 98 percent for the location audit. If these goals are not reached, the physical inventory should be repeated.

6066 PREPARATION FOR INVENTORY

1. STOCK RECORDS. Before performing an inventory, all outstanding receipt and issue transactions, suspense items, overdue receipts, and pending issues must be processed. Additionally, overaged stock requisitions should be reviewed and reconciled.

2. STOCK ARRANGEMENT. Prior to a physical inventory, materials comprising the stock segment to be inventoried should, when practicable, be inspected and arranged by supply department storekeepers or departmental custodians to ensure that:

a. loose units of small items are packaged in standard bulk lots;

b. all items are properly marked, labeled, tagged, or otherwise clearly identified;

c. cartons and other containers are stowed with labels or other identifying information plainly visible;

d. uniformly sized packages of identical units are stacked in rows and tiers to expedite counting (e.g., boxes of screws, nuts, bolts, padlocks, etc.);

e. containers with broken seals and full counts of originally packaged quantities are resealed;

f. multiple locations are reduced.

3. INVENTORY LISTINGS. Inventory listings authorized for conducting inventory counts of stock material include automated or manually prepared listings. As a minimum, inventory listings will contain the following information for each item:

a. national item identification number (NIIN) or part number;

b. brief item description

c. unit of issue;

d. all storage locations

e. space to record inventory counts

When conducting scheduled inventories using an AIS, the Storeroom listing and Supervisor's listing should be produced. The Storeroom listing will contain a blank space to record the actual quantity inventoried by inventory personnel. The Supervisor's listing will contain the stock record quantity.

4. ADVANCE NOTICE. At least one week prior to a scheduled inventory of stock material, the Supply Officer will publish an official notice of the particular segment of stock to be inventoried and the inclusive dates between which the inventory will be taken. The notice also should include a statement to the effect that while the prospective inventory is in progress, issues of items included in the material segment under inventory will be restricted to emergency requirements.

5. EMERGENT ISSUES. When emergent issues occur during a scheduled inventory, the issue request document will be annotated to show "Issue made during inventory" in order to assist in reconciling quantity mismatches.

6067 COUNT PROCEDURE

1. GENERAL. All inventories (with the exception of spot inventories) will be conducted using the "Count/Recount" method. Complete and correct item counts are basic to the physical inventory which, in turn, results in greater stock record accuracy, better inventory control, and increased supply effectiveness. Therefore, to preclude avoidable recounts or research, inventory personnel will ensure that the total quantity of each item is determined as accurately as possible during the initial count of a scheduled inventory. Inventory aids such as tape measures, scales, equivalency tables, and wire/rope/cable measuring devices will be used when available. Inventory personnel are authorized to open sealed containers when necessary for item identification and/or quantity verification, except that preservation packaging will not be broken without approval of the Supply Officer. All opened containers will be resealed after the identification and count have been determined and externally marked on each container. Each container so marked will be dated and initialed by the person who verified its contents. In conducting the inventory, inventory personnel will proceed from location to location in predetermined sequence, and will ensure that:

a. each item is legibly identified by an appropriate stock number or part number, and that each fragile or potentially hazardous item is conspicuously marked or labeled to indicate caution or warning, as appropriate;

b. each unit of each item is inspected for material condition, and that any quantity apparently unfit for issue or in need of repackaging is recorded as such;

c. each item is carefully counted, weighted or measured, as appropriate, and that the quantity inventoried is legibly recorded in the inventory listing. (If the same item is stored in multiple locations, the quantities in all locations will be recorded; however, consolidated storage of such items will be achieved when possible);

d. quantities and units of issue recorded in inventory listings are compatible (e.g., if 100 bearings are counted, record 50, not 100, if the unit of issue is PR);

e. a tag, label, or card, annotated with the inventory quantity and date, is attached to each reel or container from which an item is issued in a unit of measure (e.g., foot, pound, gallon, etc.) in order that future issues of such items can be tallied to reflect the remaining quantity on each reel or in each container;

f. a zero (0) is recorded as the on hand quantity inventoried for stock items not located in designated storage locations or the immediate vicinity;

g. the prerecorded location is lined through and the actual physical location and inventoried quantity is entered for stock items located in a storage location other than the prerecorded location (If it is impracticable to restow it in the prerecorded location);

h. when deemed advisable by the Supply Officer, lockers, cabinets, or drawers used for storage of infrequently demanded items are sealed after a complete inventory of their contents has been taken and verified.

6068 REVIEW OF INVENTORY LISTINGS

1. GENERAL. Promptly upon completion of the physical inventory of a material segment, and prior to posting the inventory to the Automated Information System (AIS), the storeroom inventory listings will be reviewed by inventory personnel to ensure that:

a. all items scheduled for inventory either have been counted or have been verified as nonexistent;

b. quantities counted are legibly recorded and compatible with related units of issue;

c. “added” items are adequately identified and legibly recorded;

d. any remarks are legibly entered and explicitly stated;

e. inventory listings are dated and initialed.

6069 RECONCILIATION OF INVENTORY LISTINGS AND STOCK RECORDS

1. POSTING INVENTORY COUNTS. Upon receipt of inventory listings from inventory personnel, the leading storekeeper will insure that:

a. all manual entries are legible;

b. all annotated remarks are clearly understood;

c. any obvious omissions or inconsistencies are reconciled immediately by the responsible inventory personnel.

2. POSTING INVENTORY FIRST COUNTS. Once the physical inventory has been conducted and the inventory listings reviewed for accuracy, the inventory will be posted to the AIS to reconcile the inventory counts and stock records. If the physical inventory count and the stock record are in agreement, the inventory flag is cleared and the date item inventoried (date posted) is recorded to the stock record. If the physical inventory count and the stock record do not match, a second count inventory listing will be created to aid in inventory reconciliation.

3. RECONCILIING QUANTITY DIFFERENCES. All items on the second count inventory listing should be reviewed and the following action taken prior to conducting the physical second count:

a. review all issue documents for emergent issues during a scheduled inventory. If the emergent issue is determined to be the cause of the quantity mismatch, add the emergent issue quantity to the initial count quantity and record this amount for the second count. All emergent issues made during a scheduled inventory should not be posted until the scheduled inventory is complete.

b. review all unposted receipts for material that was received and stowed in a recorded location creating a quantity mismatch.

c. review the outstanding requisitions listing (NIIN sequence) for stock dues with overaged shipping status for all gains by inventory (GBI). If the outstanding requisition with overaged shipping status quantity matches the GBI quantity, prepare a dummy receipt and post the receipt.

4. POSTING INVENTORY SECOND COUNTS. After the above actions have been taken and a quantity mismatch still exist, conduct the inventory second counts in the following manner:

a. have an inventory person other than the person who conducted the initial count perform the second count, if possible;

b. check all stowage locations above, beside and below the indicated stowage location.

Once the second counts are complete, post the second count results. All quantity mismatches that still exist will result in a Loss by Inventory (LBI) or Gain by Inventory (GBI). The inventory flag will be cleared and date item inventoried is recorded to the stock record.

6070 GAINS AND LOSSES AND PENDING SURVEYS

1. GAIN OR LOSS BY INVENTORY. Gains by Inventory (GBI) and Losses by Inventory (LBI) will be recorded on the GBI/LBI listing produced by each AIS. These listings are required to be printed on a monthly basis and signed by the Supply Officer.

2. PENDING SURVEYS. Inventory gains and losses that meet the criteria for survey will be recorded on the pending stock survey listing for each AIS. Gains and losses meeting the survey criteria (see par. 5126) will use an approved DD Form 200 as supporting documentation for the gain or loss. An expenditure number must be assigned to the DD Form 200. The DD Form 200 will be distributed in accordance with par. 5128-2. Once the expenditure number has been assigned, the gain or loss will be removed from the pending stock survey listing.

6072 STOCK RECORDS ACCURACY RATE

1. GENERAL. Upon completion of a scheduled inventory and after the stock records have been reconciled, the inventory listings will be reviewed to determine the number of items inventoried and the number of errors which had to be corrected or adjusted in the related stock records. The stock records accuracy rate then will be computed in accordance with par. 2. As a minimum, an accuracy rate of 95 percent is considered to be acceptable.

2. COMPUTATION OF ACCURACY RATE.

(1) Determination of Errors. All quantity and location differences determined from physical inventory will be adjusted in stock records. However, the differences to be considered as errors in computing the inventory accuracy rate are as follows:

(a) each location difference,

(b) each quantity difference.

As inventory differences are related to individual stock records, a location error and a quantity error in the same stock record will be counted as only one error in computing the inventory accuracy rate. Changes in cognizance symbols, stock numbers, units of issue, unit prices, management codes, etc., determined to be required as the result of physical inventory, are not to be considered as errors in computing the inventory accuracy rate.

(2) Mathematical Computation. To compute the inventory accuracy rate, subtract the number of inventory errors from the number of items inventoried; then divide the difference by the number of items inventoried. For example, if the number of items inventoried is 375 and the number of inventory errors is 18, the accuracy rate is determined as follows:

375 - 18 = 357
357 ÷ 375 =.9520 which = 95.2% accuracy rate

3. RECORDING OF ACCURACY RATE. The accuracy rate percentage will be recorded in the "Accuracy Rate Percentage" column of the physical inventory schedule. If the accuracy rate is less than the acceptable minimum of 95 percent, the Supply Officer immediately will initiate such remedial actions as are necessary to ensure more effective maintenance of the stock records.

6073 DISTRIBUTION OF INVENTORY LISTINGS

1. INVENTORY LISTINGS. After the stock records have been reconciled and the stock records accuracy rate (for scheduled inventories) has been determined and recorded in accordance with par. 6072, inventory listings will be placed in an appropriately labeled folder or binder and filed in a location which the Supply Officer considers to be most convenient for ready reference (listings will be retained until completion of the next scheduled Supply Management Inspection (SMI).

6074 DISPOSITION OF NRFI MATERIAL

When on hand NRFI stock material is expended as a loss by inventory, the damaged, deteriorated, or overaged material will be removed from its storage locations and disposed of as directed by the Supply Officer. If the material is a DLR item that is not completely destroyed, the disposition instructions in the DD Form 200 should be "Transfer to the nearest ATAC HUB or NODE in accordance with par. 8323".

Section IV: MINIATURE/MICROMINIATURE (2M) FIELD AND DEPOT LEVEL REPAIRABLE ITEMS

6138 CONTROL OF MINIATURE/MICROMINIATURE (2M) FIELD AND DEPOT LEVEL REPAIRABLE ITEMS

1. MATERIAL IDENTIFICATION. Future SM&R Codes will designate progressive Depot Level Repairables (DLRs) on allowance documents by use of a sixth digit. These codes should not be interpreted as prohibiting repair attempts by ships force, BFIMA or Regional Maintenance Center(RMC)/Fleet Maintenance Activity (FMA). The progressive repair concept requires SM&R codes to be viewed as guides, not lack of authorization. For identification of FLR's, see par. 3262-2. 2M items will be repaired in accordance with the Joint Fleet Maintenance Manual (COMLANTFLT/COMPACFLTINST 4790.3 series).

2. Supply Officers are authorized to delay issue, requisitioning, or NRFI carcass turn-in for up to 72 hours for items that are attempting to be repaired by the 2M work center, RMC or Fleet Maintenance Activity (FMA).

a. Storeroom Item non-emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the storeroom item is not emergent for mission essential equipment, the issue will be delayed for 72 hours while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment.

b. Storeroom Item emergent requirement. Material request for storeroom items, where the NRFI carcass is a 2M candidate and the requirement for the RFI storeroom item is emergent for mission essential equipment, the issue will be made and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is able to repair the item, the 2M work center or FMA will certify the item as RFI and the item will be placed in stock to fill the storeroom deficiency created by the issue. The original issue will be reversed. This will reconcile the physical on-hand quantity and the stock record, and credit the requesting department the original cost of the stock item.

c. Not Carried (NC)/Not-in-Stock (NIS) Item non-emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the NC/NIS item is not emergent for mission essential equipment, requisitioning will be delayed for 72 hours while the 2M work center or FMA attempts to repair the NRFI carcass. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment. The material request will be cancelled.

d. Not Carried (NC)/Not-in-Stock (NIS) Item emergent requirement. Material request for NC/NIS items, where the NRFI carcass is a 2M candidate and the requirement for the RFI item is emergent for mission essential equipment, the item will be requisitioned and the NRFI carcass will be turned over to the 2M work center for possible repair. If the 2M work center or FMA is successful in repairing the item, it will be certified as RFI and returned to the work center to effect the repair of the equipment. Every attempt will be made to cancel the outstanding DTO requisition.

2. RFI and NRFI TURN-IN PROCEDURES. Items certified RFI per the policy delineated in this manual will be returned to stock and the material requirement/issue canceled in supply records. If stock replenishment has already been initiated or the direct turnover requisition is still outstanding then attempts will be made to cancel the outstanding requisition. If the requisition cannot be canceled and stock is increased over allowances, then the following specific procedures apply:

a. DLRs returned NRFI from 2M stations will be turned in using document identifier BC1, the document number of the replacement requisition and the OPNAV 4790.2K documenting the failure.

b. EXCESS RFI DLRs will be turned into MTIS as “A” condition. Carcass tracking will be cleared by turn-in documentation with DD Form 1348-1A using a D6A Document Identifier with a designation of “C” in Card Column 72.

c. FLRs returned NRFI from 2M stations will be disposed of in accordance with SM&R Codes.

d. FLRs returned RFI from 2M stations will be packaged and labeled per par. 3263 and returned to stock per shipboard allowance if a stock issue was made and the original NRFI was repaired by the 2M work center.

3. 2M USAGE REPORTING. Failed CCAs/EMs returned to operating systems as a result of 2M repair rather than by supply issue/requisitioning constitute usage and will be documented by submission of Document Identifier (DI) DHA.

Section V: TOTAL ASSET VISIBILITY REPORTING PROCEDURES

6145 PROCEDURES FOR SUBMITTING INVENTORY REPORTS FOR CENTRALIZED CONSOLIDATION

1. TOTAL ASSET VISIBILITY (TAV). NAVSUP Headquarters maintains a centralized database providing total asset visibility of retail and end-use material onhand at afloat activities. Afloat TAV databases, including the Force Inventory Management Analysis Reporting System (FIMARS) application, is available through NAVSUP’s ‘One Touch’ support system. One Touch provides on-line inventory visibility by NIIN and access to FIMARS WEB ATAV (through the real time Stock Check option). This visibility is crucial to supply system responsiveness by ensuring that high priority requirements can be sourced under limited stockage conditions. Accordingly, this database must be regularly maintained by all activities by processing Force Inventory Transmission System (FITS) downloads. The FITS process varies between AISs (e.g. Force Inventory Transmissions, Force Inventory Drawdowns, Auto FITs). Regardless of the AIS or naming conventions, all AISs process FITS data the same. Regular updates help to ensure visibility of inventory range and depth of all Fleet activities. FIMARS WEB ATAV can be queried by material expeditors and all fleet activities in their attempts to fill outstanding material requirements which are not sourced locally.

2. INVENTORY REPORTING POLICY. All afloat units, all NWCF units and MALS will submit updates to FIMARS twice monthly (on the 10th and 25th) via procedures outlined below. Type Commanders may direct more frequent reporting to improve data integrity; or, under extenuating circumstances (e.g., special deployment, ship out of reporting status), may direct a minimum of monthly update reporting.

3. INVENTORY REPORTING PROCEDURES. As required, activities will engage the Force Inventory Transmission System (FITS) to draw down and process their material inventory update reports. Subsequently, FITS updates will be transmitted into FIMARS via WINSALTS software following the FITS file menu (or other automated submission procedures in use at the time by the activity).

Part B: INVENTORY CONTROL

Section I: INTRODUCTION

6165 SCOPE

Instructions herein are applicable to all ships, including provisions stores ships (T-AFS) (except for load material under NWCF). The instructions are designed and organized to provide for effective inventory management of maintenance assistance modules, repair parts and consumables required for the support of shipboard spaces and hull, mechanical, electrical, ordnance, and electronic equipment (installed or portable). Material commodities specifically excluded from these instructions are ships store stock, subsistence, ammunition, medical stores, publications, nuclear weapons support material, aeronautical, photographic, and meteorological material, and bulk fuels and bulk lubricating oil. Instructions applicable to the inventory management of Hazardous Material, Presentation Silver, Depot Level Repairables, and Fuel are contained in Chapter 8.

6167 RESPONSE TIMES

The following chart shows the maximum response times for processing issues or requisitioning material and will be adhered to as closely as possible:

Material on board

Urgency of need designator (UND)	Process and issue time
A	1 hour
B	2 hours
C	24 hours

Material not on board

Priority designator (PD)	Requisition preparation time
01-08	2 hours
09-15	24 hours

6168 SELECTED ITEM MANAGEMENT (SIM)/DEMAND BASED ITEM (DBI)

1. SIM/DBI CONCEPT. Selected Item Management (SIM)/Demand Based Item (DBI) is an inventory control principle which focuses management attention on the small percentage of items that experience the majority of demand. Inventory management of items designated as SIM/DBI requires:

a. close and continuing attention;

b. semiannual inventory;

c. verification or update of pertinent management data in stock records upon receipt of a new FEDLOG and/or processing of monthly change notices;

d. stock replenishment based on demand and in accordance with TYCOM policy.

2. FREQUENCY AND DEMAND. Under the SIM/DBI concept, action points (High Limit/Requisitioning Objective and Low Limit/Reorder Point) are set based on the frequency and demand. Frequency is defined as the number of times an item is requested. Demand is defined as the quantity of items requested with each frequency.

3. LEVEL SETTING. Initial stock levels (High Limit/Requisitioning Objective and Low Limit/Reorder Point) are based on applicable allowance quantities (see paragraph 6003). Level Setting is an automated process that reviews all stock records and computes an Average Monthly Demand (AMD) based on recorded frequency and demand information. Based on the frequency and demand, and the TYCOM established Demand Parameters, the Level Setting program will designate qualifying items as SIM/DBI and sets the action points accordingly. SIM/BDI items that no longer meet the critera for SIM/DBI will be converted to Non-SIM/DBI by the Level Setting process. Level Setting will be processed periodically in accordance with TYCOM directives.

4. REGISTERING DEMAND. Since frequency of demand relates to a specific time frame, it is necessary to consider when each demand is registered. To facilitate reviews of demand frequency, demands for stock items and demands for not carried (NC) items are registered differently, as explained in the following subparagraphs.

a. Stock Items. Demand for a stock item is registered when the requested item is issued and the issue has been posted in the stock record. When the requested quantity is totally NIS, the demand is not registered until the item has been requisitioned.

When the requested item is partially NIS, the demand is registered when the partial quantity is issued, the issue is posted and the remaining quantity is requisitioned for DTO. Whenever partial quantities are involved, all issues applicable to the same requirement are collectively considered as one demand (see par. 6211-5b).

b. NC Items. Demand for an NC item is registered when the requested item is requisitioned. If the requested item is requisitioned and the total quantity requisitioned is subsequently canceled because the requirement no longer exists, the previously registered demand is nullified.

5. DESIGNATION OF SIM/DBI ITEMS. SIM/DBI items are items which have experienced a frequency of demand two or more times within the past six months. Not carried (NC) items and items initially designated as NON-SIM/DBI items will be designated as SIM/DBI items by the Level Setting process after the second demand of a recurring nature within the required time frame. Depot Level Repairable (DLR) items are fixed allowance items and therefore not authorized to be stocked as SIM/DBI, regardless of the frequency of demand. Therefore, when the currently allowed quantities of such items need to be revised incident to increased/ decreased demand, authorization for the required changes must be requested in accordance with par. 2105.

6. ITEMS THAT NO LONGER QUALIFY AS NON-SIM/DBI ITEMS. When an item no longer meets the frequency of demand criteria for a SIM/DBI item (see par. 6168.6), it will be converted to a NON-SIM/DBI item. At the time Level Setting is processed, any SIM/DBI item which has had no demand during the TYCOM prescribed Retention Period will be redesignated as a NON-SIM/DBI item.

6169 STOCKING POLICY - REPAIR PARTS

1. RECORDS. The Supply Officer will maintain a stock record for each stocked repair part on board. The supply department will exercise control of stocked repair parts in the custody of other departments through custodians appointed by the department heads controlling the spaces in which the repair parts are stored. Demand data will be maintained for all NC repair parts ordered for DTO. All the above are normally accomplished by an Automated Information System (e.g. SNAP, RSUPPLY, Micro SNAP).

2. SIM/DBI ITEMS. Repair parts designated as SIM/DBI items will be stocked to achieve an average endurance level of 75 days, as prescribed in par. 6003.

3. NON-SIM/DBI ITEMS. Repair parts designated as NON-SIM/DBI items will be stocked to the allowance quantity except when otherwise prescribed by the TYCOM.

4. NC ITEMS. Each request for an NC repair part will be verified to ensure that the item is identified properly and that the parent equipment is supported in the COSAL. If the parent equipment is not supported in the COSAL, the equipment must be validated. All requests for NC items are automatically reported to the cognizant In-Service Engineering Activity (ISEA)/Technical Support Activity (TSA) for technical review and resolution via the 3M Up-Line Report. NC items having no allowance will not be ordered for stock except under the following conditions:

a. When an NC item receives two or more demands of a recurring nature within a six month period, the item may be procured, stocked, and managed as a SIM/DBI item in accordance with par. 6168.

b. When an NC item does not meet the frequency criteria to qualify as SIM/DBI in par. 6069.a, the item may be procured for stock only after submission and approval of an Allowance Change Request (NAVSUP Form 1220-2) in accordance with par. 2105. However, if the item is required to be stocked prior to approval of the NAVSUP Form 1220-2, a request for a minimum quantity (usually one) may be forwarded to the TYCOM for approval.

5. NUCLEAR PROPELLED SUBMARINES (SSN) AND NUCLEAR PROPELLED FLEET BALLISTIC MISSILE (FBM) SUBMARINES (SSBN/SSGN). The Supply Officer will maintain stock records for all FBM weapons and navigation systems repair parts and for SSN navigation system repair parts, including any operating space items (COSAL Part III Section B) that are of a repair part nature, even though such items may be held by cognizant department heads. Replenishment by department heads will be through the Supply Officer on a one for one basis.

6. REACTOR PLANT SUPPORT MATERIAL. The Supply Officer is responsible for all Reactor Plant support material (Q COSAL) except controlled 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

1. GENERAL. Only certain afloat activities will stock consumable items. Except for bulky items which must be replenished frequently due to inadequate shipboard storage space, consumables will be procured to maintain the average endurance levels prescribed in par. 6003; i.e., 75 days average endurance for equipment related consumables, and 30, 45, 60, or 75 days average endurance (as designated for each ship type) for non equipment related (general use) consumables. Normally, only consumables that qualify for SIM/DBI designation, and for which supply department storage space is adequate will be considered for stocking. Consumables generally will be ordered for DTO, but may be stocked if justified on the basis of mission essentiality or health and comfort. In small ships having extremely limited supply department storage space, all consumables normally will be ordered for DTO, rather than for stock.

6171 STOCKING POLICY - PRE-EXPENDED BIN (PEB) MATERIAL

1. CRITERIA. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from supply department stock and stored in departmental work centers for ready accessibility to maintenance personnel. Normally, only NWCF activities will maintain PEB material. Department heads will designate the work center(s) in which the PEB(s) will be located. The Supply Officer and department heads jointly will develop a list of the items and quantities to be pre-expended. The Supply Officer will set the PEB indicator on all stock records for items maintained as PEB. PEB material will be replenished by the petty officer designated by the department head in whose space the PEB is located. To ensure that only authorized items and minimum quantities are pre-expended from supply department stock, the following criteria are prescribed:

a. Only maintenance related SIM/DBI items will be pre-expended; non maintenance related SIM/DBI items and non-SIM/DBI items will not be pre-expended.

b. The item must have three demand frequencies per month in the work center to qualify for PEB. (Demand frequency, in this case, does not necessarily refer to the number of times that an item is requested from the supply department, but rather to the number of times that an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the supply department but may represent several applications to different maintenance jobs.

c. Quantities will be limited to one month usage, except for items such as frequently used bolts, nuts, and screws when the standard unit of issue (e.g., gross) may exceed maintenance requirements for one month.

d. The unit price will be limited to $50 or less. However, Type Commanders may increase the PEB unit price limit to $150.

e. Repairables (DLRs/FLRs) or "critical" items (see Glossary), will not be pre-expended.

f. Supply department stock in the custody of other departments will not be pre-expended.

g. Items with Controlled Item Inventory Codes (CIIC) will not be pre-expended.

h. Items with assigned Issue Restriction Codes for which issue approval must be provided by the Cognizant ICP, Systems Command or higher Navy authority will not be pre-expended.

i. Items with assigned Storage Codes indicating a requirement for specialized storage facilities (e.g., hazardous/flammable items) will not be pre-expended.

j. Items with assigned Special Material Content Codes will not be pre-expended.

2. QUARTERLY REVIEWS. On a quarterly basis, the Supply Officer will review the list of PEB items. When the PEB items no longer qualifies as SIM/DBI or meets the criteria in par. 6171.1, the Supply Officer will request the department head concerned to delete the unqualified item from their duplicate list, and to return any on hand quantity of the item to supply department stock. Conversely, if a not listed SIM/DBI repair part has experienced sufficient frequency of demand to qualify as PEB material, the item will be brought to the attention of the using department head(s) so that, if desired, it may be added to the duplicate list and requested as PEB material. The Supply Officer's list of PEB items will be revised, as necessary, to reflect all changes made in duplicate lists.

6172 STOCKING POLICY - MAINTENANCE ASSISTANCE MODULES (MAMS)

1. GENERAL. MAMs consist of those items identified in the COSAL by assignment of Allowance Note Code "N". The Supply Officer will maintain a stock record for each MAM authorized on board. Replenishment by department heads will be through the Supply Officer on a one for one basis. When necessary, cognizant departments will initiate maintenance actions/work candidates to report consumption and/or to initiate replenishment of missing items for which replacements were not requested.

6173 EXCESS STOCK

1. GENERAL. In the current era of rising costs and funding constraints, the identification and purging of excess stock has become an increasingly more important inventory control function. Excess repair parts should be identified and purged from shipboard stock in accordance with TYCOM directives. In all instances of excess stock dues, the Supply Officer will initiate immediate action to cancel or reduce the quantities in any applicable outstanding requisitions for which shipping status has not been received.

Section II: RECORDS AND FILES

6186 STOCK RECORDS

1. STOCK RECORDS. All AIS have the capability to maintain electronic stock records. Stock records will be maintained for all NIINs with COSAL allowances; all NIINs with on-hand quantities and/or stock dues; and all NIINs without on-hand quantities and/or stock dues will be maintained until the Level Setting process removes the stock record due to insufficient demand. All stock records will contain all allowance quantities for all allowance types, all storage locations and on-hand quantities and all management data required to maintain inventory control.

2. DATA ELEMENTS. Minimum mandatory data elements for the electronic stock record cards will include:

Data Elements	Explanation
NSN/PN	National Stock Number and/or part number
SMIC	Special Material Identification Code (if applicable)
Cog	Cognizance Symbol (See appendix 18)
MCC	Material Control Code (Mandatory entry for repairables. See appendix 9I)
UI	Unit of Issue (See appendix 19)
Nomenclature	Noun name of item
UP	Unit Price
NUP	Net Unit Price (Mandatory entry for MCC E, G, H, Q and X)
Locations	Each location in which item is stored
OH Qty	Total number of items on-hand
Allowance Type	Allowance type of the item
Allowance Qty	Allowance quantity for each allowance type
HL/RO	High Limt or Requisitioning Objective
LL/RP	Low Limit or Reorder Point
LMC	Local Management Code (if applicable)
TSC	Type Storage Indicator (if applicable)
SLC	Shelf Life Code (if applicable)

Data Elements	Explanation
ERC	Equipment Repair Code
	E – Equipage
	R – Repair Parts
	C – Consumables
	S – Equipage (signature required)
ARRC	Automatic Reorder Restriction Code (if applicable)
SLAC	Shelf Life Action Code (if applicable)
PMIC	Precious Metal Indicatior Code (if applicable)
SMCC	Special Material Content Code (if applicable)
Demil	Demilitarization Code (if applicable)
IRC	Issue Restriction Code (if applicable)
RIP	Remain In Place (if applicable)
CIIC	Controlled Item Inventory Code (if applicable)
FILL	Checked if the item is available on the Fleet Issue Load List
Limit	Checked to limit movement of the action points (RO/RP) during the Level Setting process
PEB	Checked if the items is a Pre-Expended Bin item
MSP	Checked if the item is a Maintenance Support Package item
No Drop	Checked if the stock record is not to be removed by the Level Setting process regardless of recorded demand
Round Ind	Checked to round a requisition quantity to the nearest case quantity
SEAMART	Checked if the item is an available SEAMART item
DIE	Date Item Established
DINV	Date Item Inventoried
DLP	Date Last Processed

Note: *Stock records and stock record data will vary depending on the AIS in use.*

6187 INVENTORY LOCATOR LISTINGS

1. GENERAL. Stock Locator Listings are used in the event of system failure to allow storeroom personnel to locate and issue stock items. These listings will be produced at least quarterly and placed in the storeroom(s). Each AIS has the capability to produce a Stock Locator Listing in NIIN or Location sequence.

6188 DOCUMENT FILES

1. GENERAL. The document files described in the following paragraphs are prescribed as minimum for effective inventory control. These document files refer to the hard copy files retained to support electronic records on the AIS. These files can be used for causative research, or to aid in database restoration in case of system failure or data loss.

2. MATERIAL RECEIPT FILE. The Material Receipt file provides a record of completed procurement actions. Copies of all receipt documents (1348-1A, or other receipt documents) will be retained for the current and prior two fiscal years in Julian Date and Document Number sequence.

3. ISSUE FILE. The Issue file provides a hard copy of each picking ticket (DD1348-1A) or plain paper issue document (NAVSUP Form 1250-1) with signature receipt for issues made from onboard stock. The Issue file will be kept in Julian Date sequence and can be discarded after printing the monthly automated Issue Listing.

4. EXPENDITURE FILE. The Expenditure file provides a record of all expenditure documents other than issue documents. The original (or copy, if other disposition of the original is required in accordance with Chapter 5) of each DD Form 1348-1A, DD Form 1149, DD Form 200, or other expenditure document used for the transfer or survey of material. Expenditure documents will be filed in Julian Date and Expenditure number order and will be retained for the current and two prior fiscal years.

5. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File provides a record of material receipt documents for material that was not requisitioned by the activity. These miscellaneous receipts will be filed in Julian Date order and retained for the current and two prior fiscal years.

6. DEPOT LEVEL REPAIRABLES (DLR) SUSPENSE FILE. The DLR Suspense File is used as a “tickler file” to ensure that departmental turn-ins of Remain-in-Place (RIP) NRFI DLR items are promptly received and shipped to the nearest ATAC HUB or NODE. At a minimum, the DLR Suspense File will contain a skeletonized DD Form 1348-1A and a copy of the work center 2 Kilo for each RIP requisition. The DLR Suspense file will be maintained by Julian date/ document number sequence and processed in accordance with par. 8323 when the NRFI RIP carcass is turned in to the supply department for shipment to the ATAC HUB or Node.

Section III: ISSUE CONTROL

6205 SCOPE

Paragraphs 6206-6212 prescribe procedures for preparing, processing, and distributing issue documents. Detailed instructions relative to expenditure documents for inventory losses of stock material are contained in pars. 6070-6071. Detailed instructions relative to transfers are contained in Chapter 5, except for related stock record posting procedures that are described in par. 6213.

6206 ISSUE DOCUMENT

1. GENERAL. All issues of stock material requisitioned as DTO and all chargeable services will be recorded on a picking ticket (DD Form 1348-1A), or plain paper issue document (NAVSUP Form 1250-1). Regardless of the actual form used, all documents will be referred to in this section simply as issue documents.

2. DISTRIBUTION. Distribution of the issue document is determined by the type of transaction or circumstance to which it applies.

a. Storeroom Issue document: File completed storeroom issue document in the Issue file in accordance with par. 6188.

b. DTO Requisition document: Discard the issue request document upon completion of assigning document number.

3. ISSUE DOCUMENT APPROVAL. The department head or their designated representative of the requesting department is required to approve all requests for stock material, NC repair parts, consumables and services. Requests which indicate urgency of need designator of “A” will be approved by the Commanding Officer (the Commanding Officer may delegate to the Supply Officer), or in their absence their designated representative, normally the Command Duty Officer.

4. REPAIR PARTS PETTY OFFICER. Each department will designate a Repair Parts Petty Officer (RPPO) and one alternate RPPO in writing to the Supply Officer for each division or work center as required. RPPOs will act as the liaison between their department, division or work center and the supply department. The RPPO will be responsible for:

a. picking up stock issues and DTO material from Supply;

b. tracking departmental, divisional or work center outstanding requisitions;

c. coordinating with supply personnel on all matters of supply for their assigned department, division or work center.

6207 PREPARATION OF THE ISSUE DOCUMENT

1. ISSUE DOCUMENT PREPARATION. Issue documents for all material requests will normally be automatically generated by the AIS installed at the activity. All material requests for repair part items (Equipage, Repair, Consumable Code of “R”) must be as a result of a maintenace action with a valid Job Sequence Number (JCN) entered in the AIS maintenace application. All material request for consumable items (Equipage, Repair, Consumable Code of “C”) can be requested in the AIS supply application. All material requests will be processed through the AIS and the appropriate document will be generated by the AIS for all stock issues and NC repair parts or consumable DTO requisitions.

2. STOREROOM STOREKEEPER. Upon issue of stock material, the storeroom storekeeper will circle the quantity issued, annotate the remaining inventory quantity and have the RPPO sign and date the issue document.

6208 ISSUE OF PRE-EXPENDED BIN (PEB) MATERIAL

1. GENERAL. Replenishment of PEB material (See par. 6171) is the responsibility of the department head controlling the space in which the PEB is located. Replenishment of PEB material will be made by generating a material request as described in par. 6207. The requesting department will open a maintenance action and cite the following information:

a. APL: Activities should build a configuration item for PEB and assign a local APL that will be used to replenish all PEB material.

b. JSN: Z000

c. EIC: X000000

6209 POSTING ISSUES TO STOCK RECORDS

1. GENERAL. All storeroom issues will be posted to the AIS daily. Issues will not be pre-posted (i.e., posted prior to issue of material). Ensure that all receipts for stock and any previous storeroom issue or expenditure documents have been posted prior to posting storeroom issues. Failure to post receipts for stock and/or previous storeroom issue or expenditure documents may result in a quantity mismatch when the issue is posted.

2. ISSUE DATA. The issue date on most AISs will default to the date the issue is posted. The issue quantity and remaining inventory quantity will be posted to the AIS. All current AISs will automatically compare the remaining inventory quantity and the remaining balance on the stock record and alert the user of any quantity mismatches. All storeroom issues resulting in a quantity mismatch will set the inventory flag on the stock record and the item must be spot inventoried and the spot inventory posted to the AIS to clear the inventory flag.

3. REVIEW OF STOCK ASSETS. Each AIS has an automated process to review the on hand quantity, stock dues and any available substitutes and compare these quantities against the stock item’s HL/RO and/or LL/RP and generate an automated reorder to replenish storeroom deficiencies in accordance with TYCOM’s stocking policies.

6211 MATERIAL REQUEST FOR NOT IN STOCK (NIS) OR NOT CARRIED (NC) MATERIAL

1. NOT IN STOCK (NIS) MATERIAL

a. Partial Quantity NIS. When the total quantity of a requested item is not available and a partial quantity is issued, the storeroom storekeeper will annotate the actual quantity issued and annotate “0” (zero) for the remaining inventory quantity. When posting the partial issue the AIS, the user will be prompted to order the unfilled quantity as a DTO requisition if still required. The unfilled quantity can be ordered citing a higher priority than the stock replenishment requisition.

b. Total Quantity NIS. If a requested item is NIS (i.e., not on hand in any quantity), and no acceptable substitute is available, a DTO requisition will be created.

2. NOT CARRIED (NC) MATERIAL. If a requested item is not carried, and no acceptable substitute is available, the storekeeper will verify the requester’s data and then will take action necessary to initiate a DTO requisition. The COSAL, FEDLOG, or other pertinent publications listed in par. 6041 will be used to determine or verify management data for NC material.

6213 MATERIAL TRANSFER

1. GENERAL. Instructions relative to the documentation and handling of material transferred from one ship to another ship (intership transfer), or from a ship to an ashore activity, are contained in pars. 5020-5037 and 5066-5080 respectively. When stock material is transferred, the transfer will be posted to the applicable stock record of the transferring ship.

Section IV: STOCK CONTROL

6229 LOAD OUT FOR EXTENDED DEPLOYMENT

1. TOP OFF. At least 90 days prior to the scheduled commencement of an extended deployment (i.e., for more than 30 days), a ship will:

a. revise Demand Parameters in accordance with TYCOM guidance.

b. submit requisitions for material required to bring on hand quantities of all SIM/DBI items up to authorized high limits/RO prior to deployment.

c. If directed, submit requisitions for the first scheduled underway replenishment (UNREP) or Combat logistics force (CLF) replenishment (i.e., for replacement of materials expected to be consumed between the deployment commencement date and the first UNREP or CLF replenishment).

2. IN EXCESS LOADING. When a ship is scheduled for an extended deployment of more than 30 days, and when its mission precludes resupply opportunities within 30 day intervals, the Type Commander has the authority to authorize in excess loading to meet anticipated requirements during the period of unsupported deployment. The Type Commander will furnish the appropriate service group commander with copies of all correspondence relative to authorizations for loading in excess of prescribed average endurance levels.

6234 ITEM IDENTIFICATION IN ISSUE REQUEST DOCUMENTS USED TO INITIATE REQUISITIONS

1. GENERAL. When an issue request document is used to initiate a requisition for an item required for the support of on board equipment, and the NSN or part number of the item is uncertain or unknown, the procedures in the following subparagraphs will be followed.

2. ITEM IDENTIFIED BY NATIONAL STOCK NUMBER (NSN). When an item is identified by an NSN, the NSN will be verified with FEDLOG and, if necessary, revised to indicate the correct NSN (and SMIC, if applicable).

3. ITEM IDENTIFIED IN COSAL. The COSAL in the AIS Maintenance application (MDS, OMMS, OMMS-NG) will be checked to find the related APL number. The APL will be examined to determine the NSN, NICN, or part number of the requested item. If the APL identifies the item by an NSN, the NSN will be verified with FEDLOG. If the APL identifies the item by an NICN, the NICN to NSN cross reference feature included in FEDLOG will be reviewed to determine the NSN. If the APL identifies the item only by a manufacturer's part number, FEDLOG will be used to try to cross the part number to an NSN.

4. ITEM NOT LISTED ON APL. If a part numbered item is not listed on the APL, and cannot be cross referenced to an NSN in FEDLOG, or if the item is not identified by an NSN, NICN, or part number, the procedures in par. 6234-6 will be followed.

5. ITEM IDENTIFIED BY PART NUMBER ONLY

a. GENERAL. When a requested item can be identified only by a part number (or other reference number) which is not listed in FEDLOG, and the manufacturer of the item is known, the applicable CAGE code and part number will be entered in the “Identification Data” section of the NAVSUP Form 1250-2 in accordance with par. 6234-2 or 3. Whether the requested item is equipment related or non equipment related, additional documentation is required in accordance with subparagraph d or e, as appropriate.

b. Part Number of 10 Digits or less. When the manufacturer’s part number consists of 10 digits or less (including intervening dashes, slants, and spaces), the part number will begin in card column 13 and may continue through card column 22 (unused spaces, if any, will be left blank) and the applicable 5 digit CAGE Code, if known, will be entered in card columns 8 through 12 of the DD Form 1348-6. The CAGE Code and part number will be entered in the “Identification Data” section of the NAVSUP Form 1250-2.

c. Part Number of more than 10 Digits. When the manufacturer’s part number exceeds 10 digits, the entire part number, preceded by the applicable 5 digit CAGE Code, if known, will be entered in the “Identification Data” section of the DD Form 1348-6 and NAVSUP Form 1250-2.

d. Equipment Related Items. When an equipment related item can be identified by a part number only, a detailed description of the parent equipment and other pertinent information will be provided in the “Identification Data” section of a Non-NSN Requisition (Manual) (DD Form 1348-6 or NAVSUP Form 1250-2) in accordance with par. 3026 (see sample on following page).

e. Non equipment Related Items. When a non equipment related item can be identified by a part number only, a detailed description of the requested item, reference to the specific publication in which the item is adequately identified, a suggested source of supply, and any other information considered pertinent will be entered in appropriate data blocks of the “Identification Data” section of a DD Form 1348-6 or NAVSUP Form 1250-2. It should be noted that the NAVSUP Form 1250-2 may only be submitted to Navy supply activities for processing.

6. ITEM NOT IDENTIFIED BY AN NSN, NICN, OR PART NUMBER. When a requested item cannot be identified by an NSN, NICN, or a manufacturer’s part number (or other reference number), as much pertinent information as is available will be provided in the “Identification Data” section of a DD Form 1348-6 or NAVSUP Form 1250-2 in accordance with par. 6234-5d or 5e, as appropriate. If information included in the DD Form 1348-6 or NAVSUP Form 1250-2 is considered to be inadequate to provide positive item identification, a copy of an applicable blueprint, photograph, drawing, or sketch will be attached to the DD Form 1348-6 or NAVSUP Form 1250-2.

DD FORM 1348-6 FOR ITEM IDENTIFIED BY PART NUMBER ONLY

DOCUMENT IDENTIFIER | ROUTING IDENTIFIER | M & S | ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other) — FSCM, PART NUMBER | UNIT OF ISSUE | QUANTITY | DOCUMENT NUMBER — SERV, REQUISITIONER

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35

DOCUMENT NO. (Cont.) — DATE, SERIAL | DEMAND | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND CODE | DISTRI-BUTION CODE | PROJECT CODE | PRIORITY | REQUIRED DELIVERY DAY OF YEAR | ADVICE CODE | BLANK

36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69

70 71 72 73 74 75 76 77 78 79 80

REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY) — 65 66

IDENTIFICATION DATA

*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)

2. MANUFACTURER'S NAME
BABCOCK & WILCOX CO., NEW YORK NY

3. MANUFACTURER'S CATALOG IDENTIFICATION

4. DATE (YYMMDD)

5. TECHNICAL ORDER NUMBER

6. TECHNICAL MANUAL NUMBER
NAVY TECH MANUAL 351-ØØ48

7. NAME OF ITEM REQUESTED
ELEMENT, SOOT BLOWER, UNIT A

8. DESCRIPTION OF ITEM REQUESTED

8a. COLOR

8b. SIZE

9. END ITEM APPLICATION
BABCOCK & WILCOX NEW YORK, NY
BOILER, STM, MAIN, 634 PSI, 4617 CU FT 1393TB

9a. SOURCE OF SUPPLY

9b. MAKE

9c. MODEL NUMBER

9d. SERIES

9e. SERIAL NUMBER

10. REQUISITIONER (Clear text name and address)

11. REMARKS
ADDL EQUIP DATA: APL Ø212ØØØØ7
MFR DWG. # MX253001
EQUIP PATTERN: # 12
EQUIP SPEC: MIL-B-18381 SHIPS
LAPL 02-001

FOLD LINE

DD Form 1348-6, FEB 85 — Edition of Apr 77 may be used until exhausted. S/N 0102-LF-013-2273

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM)

6235 STOCK RECORD UPDATE

1. GENERAL. Stock records must be periodically updated with the latest management data and pricing information to ensure accuracy in requisitioning and reduce financial differences. Various methods exist for updating stock records based on the AIS in use.

a. SNAP II activities will update stock records during the Technical Edit process, status processing, receipt processing or any time a change in management data or pricing information is realized.

b. SNAP I and RSUPPLY activities will process Monthly Change Notice and Annual Price Changes. Monthly Change Notices are distributed by the Navy Supply Information Systems Activity (NAVSISA) and are downloaded and processed monthly via WinSALTS. The Annual Price Change is distributed by NAVICP Mechanicsburg and is available to be downloaded and processed annually, normally in conjunction with the End of Year Closeout procedures.

c. Micro SNAP activities can update stock records during the Technical Edit process, status processing, receipt processing or any time a change in management data or pricing information is realized. In addition, Micro SNAP activities can download Management List Navy (MLN) data from SPAWARSYSCEN Norfolk and update all stock record data in Micro SFM.

6236 SUPPLY EFFECTIVENESS

1. GENERAL. Supply Effectiveness provides the Supply Officer and higher authority a trend analysis on the effectiveness and readiness of the supply operation. Supply effectiveness measures the ability of the supply department to satisfy material requests from storeroom stock.

2. MEASURES OF SUPPLY EFFECTIVENESS. Supply Effectiveness is divided into three measurements:

a. Gross Effectiveness. Gross Effectiveness is the measurement of the percentage of storeroom issues against total monthly demand (e.x. out of 100 total demands, 70 were satisfied from storeroom stock. The Gross Effectiveness would be 70%). Gross Effectiveness should be no less than 65%.

b. Net Effectiveness. Net Effectiveness is the measurement of the percentage of storeroom issues against total demand of storeroom allowance items (e.x. of the 100 total demands, 80 were storeroom allowance items. Of the 80 allowance items, 70 were satisfied from storeroom stock. The Net Effectiveness would be 88%). Net Effectiveness is an indicator of timely stock replenishment practices. Net Effectiveness should be no less than 85%.

c. Net SIM/ DBI Effectiveness (SNAP II, Micro SFM and Unit Level RSupply only). Net SIM/DBI Effectiveness is the measurement of the percentage of SIM/DBI issues against the total demand for SIM/DBI items. (e.x. of the 100 total demand, 50 were SIM/DBI. Of the 50 SIM/DBI demands, 45 were satisfied from storeroom stock. Net SIM/DBI Effectiveness would be 90%. Net SIM/DBI Effectiveness is an indicator of timely stock replenishment and effective SIM/DBI management practices. SIM/DBI Net Effectiveness should be no less than 90%.

d. Not Carried Rate. The Not Carried Rate is the measurement of the percentage of the total demand that was not carried. This is a measurement of the effectiveness and validity of the COSAL to support installed equipment. The Not Carried Rate should not exceed 30%.

Section V: RECEIPT CONTROL

6250 POSTING RECEIPTS OF STOCK MATERIAL

1. GENERAL. Receipt documents (see pars. 4114-4124) for stock replenishment material will be posted, to the stock records or AIS promptly upon receipt and stowage of the material. The following stock record data must be compared with those in the receipt document, and any differences will be reconciled in accordance with par 6250-3 prior to posting the receipt to the stock record:

a. cognizance symbol,

b. national stock number,

c. unit of issue,

d. unit price,

e. quantity requisitioned,

f. storage location.

2. DATA IN AGREEMENT

a. Stock Record Entries. If the data listed in par. 6250-1 is the same in the receipt document and in the stock record, the following entries may be made depending on the AIS in use:

(1) receipt date (may default to the current date)

(2) receipt quantity in the “Receipts” column;

(3) stowage quantity

(4) Routing Identifier (RI) of the shipping activity (may default to the last known holding activity)

b. DTO Requisitions Outstanding When Stock Replenishment Material is Received. RSupply platforms have a batch process to review outstanding DTO dues (Outstanding DTO Due with Stock On-hand JSL305) to identify any DTO dues that can now be filled from onboard stock. This process should be run periodically in accordance with Type Commander guidance. Onboard stock should not be used to fill DTO dues when the status of the DTO requisition indicates it cannot be cancelled (AE1 BA or AS1 status). If the DTO due can be cancelled, submit a cancellation request on the outstanding DTO due and have the requesting department submit a new material request, which will be filled from onboard stock. Follow normal stock replenishment procedures to replenish stock as required.

3. DATA DIFFERENCES. Any differences determined from a comparison of receipt document and stock record data will be reconciled in accordance with the following prior to posting the receipt to the stock record:

a. Cognizance Symbol. When the cognizance symbol in the receipt document differs from that in the stock record, the cognizance symbol in the stock record will be changed to agree with that in the receipt document. In a DD Form 1348-1A, the cognizance symbol applicable to the material supplied always entered in data block ; the cognizance symbol entered in columns 55-56 is the cognizance was included in the requisition.

b. New or Superseding National Item Identification Number (NIIN). Normally when there is a new or superseding NIIN, supply status (BG) will be provided prior to receiving the material indicating a new or superseding NIIN is being provided. A new or superseding NIIN cross-reference relationship should be established at that time. In the event no prior BG status is received, a new or superseding cross-reference relationship must be established prior to posting the receipt. Any on-hand stock must be annotated with the new or superseding NIIN.

c. Substitute National Item Identification Number (NIIN). When a requisitioned item is not readily available from system stock and advice code 2B was not entered in the requisition, stock points occasionally may furnish a substitute item in lieu of the requested item. Normally when there is a substitute NIIN, supply status (BH) will be provided prior to receiving the material indicating a substitute NIIN is being provided. A substitute NIIN cross-reference relationship should be established at that time. In the event no prior BH status is received, a substitute cross-reference relationship will be established by the receipt posting process.

d. Unit of Issue. When the unit of issue in the receipt document differs from that in the stock record, the unit of issue in the stock record will be changed to agree with that in the receipt document. In addition, the allowance quantity, the HL/LL/SL or RO/RP quantities (if a SIM/DBI item), and the on hand balance in the stock record will be adjusted for compatibility with the new unit of issue, if required.

e. Unit Price. When the unit price in the receipt document differs from that in the stock record, the unit price in the stock record will be changed to agree with that in the receipt document. Significant price changes will be verified with FEDLOG, and if the price indicated in FEDLOG or receipt document is unrealistic, a price inquiry should be submitted to the Price Fighters (see par 6251).

f. Quantity

(1) Partial Quantity Received, Balance Due. When the total quantity requisitioned is not received, and a suffix code is indicated in column 44 of the receipt document, the quantity received will be posted to the stock record

(2) Partial Quantity Received, Balance Canceled. When the total quantity requisitioned is not received, and no suffix code is indicated in column 44 of the receipt document, the requisition should be considered to be complete. Occasionally the supply system will fill a partial quantity and cancel the remaining balance. When this occurs, the item manager should provide AE1 CS cancellation status for the unfilled quantity. The actual quantity received will be posted to t e stock record. If the unfurnished balance of the requisitioned quantity is required, a stock replenishment requisition will be prepared to fill the deficiency (see par. 6231-1).

(3) Receipt Overages in Excess of $100. A receipt overage exists if the receipt quantity is more than the requisitioned quantity. When a receipt overage exceeds $100 per line item, or it involves controlled material (see par. 4269-3a), the excess quantity will be reported as a receipt discrepancy in accordance with par. 4268; and only the requisitioned quantity will be posted to the stock record as a receipt. The excess quantity, with a copy of the SDR (ROD) attached, will be set aside pending disposition instructions from the action addressee of the SDR (ROD).

(4) Receipt Overages of $100 or Less. When a receipt overage does not exceed $100 or involve controlled material, the total quantity received will be stored and posted to the stock record. However, if retention of the excess quantity is not desired and the ship is in the vicinity of the issuing activity, the excess material will be returned in accordance with par. 4271; and only the retained quantity will be posted to the stock record as a receipt. If retention of a receipt overage is not desired when the ship is not in the vicinity of the issuing activity, the total quantity received will be posted to the stock record; and the excess quantity will be transferred to an ashore supply activity in accordance with par. 5067 at the earliest opportunity.

(5) Receipt Shortages in Excess of $100. A receipt shortage exists if the receipt quantity is less than the quantity requisitioned. When a receipt shortage exceeds $100 per line item, or it involves controlled material (see par. 4269-3), the actual receipt quantity will be posted to the stock record in accordance with par. 6250-1, and the deficient quantity will be reported as a receipt discrepancy in accordance with par. 4268. A copy of the SDR (ROD) and the applicable receipt document then will be held in the SDR (ROD) File until replacement material or a credit is received. If the reply to the SDR (ROD) is negative, the shortage will be processed in accordance with subparagraph 6 below.

(6) Receipt Shortages of $100 or Less. When a receipt shortage, which does not exceed $100 or involve controlled material, cannot be readily reconciled with the issuing activity, only the quantity actually received will be posted to the stock record and the requisition should be considered complete.

g. Storage Location

(1) New Location. When the receipted copy of the receipt document from the storeroom storekeeper indicates that material was stored in a location different from that indicated in the stock record, the location shown in the stock record will be updated to include the new location.

(2) Additional Locations. When the receipted copy of the receipt document received from the storeroom storekeeper indicates that an item is stored in multiple locations, the additional location(s) will be entered in the stock record (see par. 6186-3).

4. DISPOSITION OF POSTED RECEIPT DOCUMENTS. After a receipt has been posted to the stock record, the receipt document will be placed in the material receipt file (see par. 6188-2).

6251 PRICE CHALLENGES

1. GENERAL. The Price Challenge Hotline provides pricing validation support by acting as the Navy's focal point for all pricing inquiries related to spare parts and consumables used in support of Navy weapon systems. New and forthcoming budget restraints makes it imperative that spare parts and consumables are procured at the most economical price possible without impacting fleet readiness. Price challenges includes pricing inquiries relating to service contracts, open purchases, or non-standard items. Any employee of the Department of Defense (DOD) or other government agencies can question the price of DOD managed items by submitting a price inquiry to the Price Challenge Hotline.

2. TYPES OF PRICE INQUIRES. The types of price inquires range from price verification (validating by applying the correct Navy Working Capital Fund (NWCF) or Defense Logistics Agency (DLA) Cost Recovery Rate (CRR)) to serious pricing concerns, requests for additional data, offered alternate sources, suggested alternate manufacturing processes or material, changes in Unit of Issue (UI), or recommending repair actions versus purchase of new items. Each inquiry is evaluated on it's own merit.

3. SUBMISSION OF PRICE INQUIRES. Challengers may submit inquiries to the Price Challenge Hotline by use of the Price Challenge Hotline Suspected Overcharging Notification form (see sample on following page). Maximum reproduction of the form is recommended and should be used when additional information such as sketches, drawings, blue prints, receipts, photographs, or specifications are available to assist the investigation process. Locally prepared versions of this form are acceptable. Price inquiries may be submitted by:

(1) Mail to – Naval Inventory Control Point, Code 078, P.O. Box 15129, Norfolk, Virginia 23511-0129;

(2) Telephone - DSN 646-2006, Commercial (757) 443-2006, or toll free (800) NAV-CHAL;

(3) FAX – DSN 646-2019 or Commercial (757) 443-2019;

(4) Email: Price.Fighters@navy.mil.

DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

PRICING INQUIRY

COMMANDING OFFICER
NAVICP CODE 078
ATTN: PRICE CHALLENGE HOTLINE
P.O. BOX 15129
NORFOLK, VA 23511-0129

SUSPECTED OVERCHARGING NOTIFICATION FORM

FORM 4265/1 (03-95)

PRICE CHALLENGE HOTLINE
SUSPECTED OVERCHARGING
NOTIFICATION

Date _____
Month/day/year

I think the Government is being over-charged on this item. Please look into it, and let me know what you find.

Describe the item you think is over-priced:

NSN or Part Number _____

Contract Number _____
(Mandatory if only part number is provided)

Description or name of item _____

Price you think is wrong _____

Source for the suspect incorrect or excessive price _____

Why do you think this item is over-priced?

_____
_____
_____
_____
_____
_____
_____

Is there another NSN you can USE IN PLACE of this item (at a lower price)? ___YES ___NO

NSN _____ Price_____

How did you learn about the Price Challenge Hotline Program?

❑ Poster	❑ Magazine/Journal Article	❑ Videotape
❑ Co-Worker	❑ Navy and Marine Corps News	❑ Other

Please provide your complete message or mailing address so we can tell you the results of our review. (PLEASE PRINT)

Rank/Rate/Name _____

Command _____

Message Address _____

DSN Phone Number _____

6252 DTO MATERIAL RECEIPT DOCUMENTS

1. DTO MATERIAL RECEIPTS. Post DTO receipts in the same manner as posting stock receipts with the exception of the stowage quantity (See par. 6250).

6253 RETURN OF MATERIAL TO SUPPLY DEPARTMENT

1. GENERAL. Returned RFI items, which are authorized to be stocked will be placed in stock and posted to the stock records. Returned RFI items that are not stocked (i.e., not carried), or which are stocked in excess quantities, will be transferred to the nearest ashore supply activity in accordance with pars. 5066-5080. Department turn-ins of unserviceable depot level repairable (DLR) items will be accomplished in accordance with par. 8311. RFI items that were issued from stock can be returned to stock using the Issue Reversal option (this option cannot be used in Force Level RSUPPLY after 90 days). RFI items that were not issued from stock, or items that were issued over 90 days in Force Level RSUPPLY, must be returned using the Material Turn-in option.

Part C: SNAP II AND MICRO SUPPLY FINANCIAL MANAGEMENT (SFM) AND RELATIONAL SUPPLY (RSUPPLY) UNIT LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6300 PHYSICAL INVENTORY MODULE - SFM

1. GENERAL. A complete physical inventory of all stocked materials is required periodically for most ships. The purpose of a physical inventory is to ensure effective inventory control of materials which, due to certain characteristics, require special management attention in order for the ship to perform its mission. The SFM physical inventory functions are either scheduled or spot.

2. SCHEDULED INVENTORY. Scheduled inventory requirements are prescribed in par. 6062. The SFM scheduled inventory option allows the user to select an inventory by NIIN, Part number, or location. If location is selected, the user may enter a single location or range of locations. Other specific commodity data may be included to define precisely the range of materials to be inventoried. The following are specific commodity criteria, which may be included in a scheduled inventory by location:

a. Hazardous Material

b. Q COSAL Material

c. Security Code

d. Local Management Code

e. COSAL Type Code

f. Specific Cognizance Symbol

g. Shelf Life Code

h. Allowance Type Code

i. Items Processed Since DDMMMYY

j. Items Last Inventoried Prior to DDMMMYY

k. Selected Item Management (SIM)

3. SCHEDULED INVENTORY PROCEDURES.

a. The inventory scheduling program runs in background mode inhibiting access to other inventory functions until processing is complete. A flag may be set to generate recount records (second count) of any first count inventories that did not match the applicable SRF record. This is strongly recommended. During the scheduling process, the user will receive mail that repeats the location inventory parameters selected and recaps the number of SRF records read, IHF records written, and exceptions (requested records not found, etc.). All SRF records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling thru posting) should be conducted swiftly using more senior and experienced supply personnel.

b. When posting records queued by location parameter selection, a quantity mismatch will automatically cancel the location inventory record and schedule a new inventory by NIIN, ensuring that all locations for that NIIN are considered in the total on hand count. After this count, the inventory will be posted to the SRF record. If applicable, entries will be made to the Losses and Gains By Inventory Reports as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SCHEDULED INVENTORY LISTINGS. The following listings are available to aid in the physical inventory process (see samples Appendix 25):

a. Storeroom Listing - Inventory Sheet by Location (Report 149) or by NIIN/Part Number (Report 150)

b. Supervisor Listing - Inventory Sheet by Location (Report 147) or by NIIN/Part Number (Report 148)

c. Scheduled Inventory Exceptions (Report 142)

d. Scheduled Inventory Supervisor Report by Location (Report 143) or by NIIN/Part Number (Report 145)

e. Scheduled Inventory Storeroom Listing by Location (Report 144) or by NIIN/Part Number (Report 146)

f. Scheduled NIIN Inventory Location Quantity Supervisor Listing (Report 157)

g. Second Count Supervisor Listing by Location (Report 172) or by NIIN/Part Number (Report 170)

h. Second Count Storeroom Listing by Location (Report 173) or by NIIN/Part Number (Report 171)

i. Inventory Sheets for Locations (Report 182)

j. Inventory Sheets by Location Pct Selected NIINs (Report 183)

5. SPOT INVENTORY. When an issue is recorded in SFM and the inventory at the time of issue differs from the inventory previously recorded in the Stock Record File (SRF), a record of the transaction is created in the Inventory Holding File (IHF). Spot Inventories are divided into two categories as follows:

a. Category I - Quantity Mismatch. In this category, the program reads the SRF record to verify that the records on hand quantity after the issue matches the inventory count entered by the Storeroom Storekeeper in block 11 of the NAVSUP Form 1250-1 issue document (Non-SIM standard stock only). An inventory quantity mismatch will automatically queue the SRF record for spot inventory after posting the issue.

b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as per NAVSUP Form 1250-1 exceeds the SRF record on hand balance. The issue record cannot be posted and the requirement remains outstanding. The user has the option to queue the SRF record for spot inventory and to research the inventory difference before returning to issue recording to post the issue.

6. SPOT INVENTORY LISTINGS. Spot inventory listings can be printed any time there are records in the IHF waiting to be processed. The following listings are available (see samples Appendix 25):

a. Supervisor Listing, Category 1 (Report 153) or Category 2 (Report 155). These listings show stock records requiring spot inventory and the SRF inventory quantity as it is currently recorded. They should be retained by the supervisor and compared to the storeroom listing when it is returned by the spot inventory teams.

b. Storeroom Listing, Category 1 (Report 154) or Category 2 (Report 156). These listings are used by the spot inventory teams to conduct the inventory. They do not list the SRF inventory quantity.

c. Second Record Counts Only For Spot Inventory, Supervisor Listing (Report 168) or Storeroom Listing (Report 169).

d. Storeroom Listing, Spot Inventory Listing By Location (Report 158).

6301 PHYSICAL INVENTORY - RSUPPLY

1. GENERAL. The RSUPPLY physical inventory functions are either scheduled or spot.

2. SCHEDULED INVENTORY. Scheduled inventory requirements are prescribed in par. 6062. The RSUPPLY scheduled inventory option allows the user to select an inventory for All (bulkhead to bulkhead), location(s), location range, NIIN(s), NIIN range, or by material category. If material category is selected, the user must designate at least one of the following for inventory: Repairables, Non-Repairables, DBI, or HAZMAT. In addition, the user may select the following specific criteria:

a. COSAL Type Code(s)

b. Allowance Type Code(s)

c. Specific Cognizance Symbol (s)

d. Special Material Content Code(s) – Only available when HAZMAT has been designated

e. Special Material Identification Code(s)

f. Shelf Life Code(s)

g. Shelf Life Action Code(s)

h. Local Management Code(s)

i. Controlled Item Indicator Code(s)

j. Allowance Part List(s)

3. SCHEDULED INVENTORY PROCEDURES.

a. When scheduling an inventory the user must select either Parameters or with Management Reports. With Parameters selected the user is given the option to indicate whether the inventory will have 1st and 2nd counts (Count/Re-count) or 1st count only (Count Only), however it is strongly recommended to always inventory with a 2nd count. With Parameters selected the system defaults to automatically provide a storeroom inventory listing (quantities are blank) and a supervisor inventory listing (with onhand quantities). With Management Reports selected the system defaults to 1st and 2nd counts and will automatically select storeroom and supervisor inventory listings although the user may deselect these listings if desired. In addition, two other inventory management reports are available for selection. The Potential Gains/Losses Report produces an itemized listing of potential gains and losses in inventory from the 1st counts, compete with aggregate dollar values and record counts, based upon the differences between the storeroom quantities recorded in the database and the quantities actually inventoried. The Progress Report identifies the number of inventory records pending initial count and/or re-count. All Stock Item Table (SIT) records selected for inventory are flagged to prevent specific transactions from processing that could affect the validity of the inventory. However, in order to minimize the opportunity for error, the inventory process (from scheduling thru posting) should be conducted swiftly using more senior and experienced supply personnel.

b. To post scheduled inventory records go to Inventory Posting and select the specific JSI200 Inventory Processing Batch Job. The system will default to First Count. When posting scheduled inventory records with count/re-count, a quantity mismatch will not be indicated on the 1st count, but will automatically generate a 2nd count record. If the 1st count was accurate the date item inventoried (DINV) will be set. Once all 1st count entries are made the user must return to Inventory Posting, select Final Count, and select the specific JSI200 Inventory Processing Batch Job. After this count, the user will receive a message prompt if the inventory entered will create an LBI or GBI and the inventory will be posted to the SRF record and the DINV will be set. If an LBI or GBI is posted, entries will be made to the LBI/GBI Reports (JSI221) and if applicable to the Pending Stock Survey Report (JSI222) as well as to the Transaction Ledger. All such records must be researched carefully to ensure that there were no receipts or issues awaiting posting when the inventory was conducted.

4. SPOT INVENTORY. When an issue is recorded in RSUPPLY the remaining inventory quantity is not a required entry. However, if it is entered and disagrees with the inventory quantity recorded in the Stock Item Table (SIT), an inventory code is recorded on the SIT.

a. Category I - Quantity Mismatch. In this category, the program reads the SIT record to verify that the records on hand quantity after the issue matches the inventory count entered by the Storekeeper. The user will receive a quantity mismatch warning message and an inventory code of “A” will be recorded on the SIT.

b. Category II - Insufficient Quantity. In this category, the total quantity physically issued as entered in the Storeroom Issue function exceeds the SRF record on hand balance. The user will receive a storeroom issue message informing them of this condition and will inform them that either a GBI or receipt for this NSN must be processed. If the user continues the issue transaction the issue record will not be posted, the requirement will remains in Storeroom Issues, and inventory code of “B” will be recorded on the SIT.

Section II: RECORDS AND FILES

6400 STOCK LOCATOR LISTING - SFM

Stock Locator Listings may be produced in NIIN sequence (Report 048) or location sequence (Report 107). These reports (see samples Appendix 25) list all items which have a stock record file.

6401 STOCK STATUS AND MASTER STOCK STATUS LOCATOR LISTINGS - RSUPPLY

RSUPPLY has two types of Stock Locator Listings. The Stock Status Locator (JSI216) can be produced in NIIN or location sequence for any or all COSAL types. This listing reflects the COSAL Type, SMCC if applicable, NSN/Part Number, locations, and onhand quantities. The Master Stock Status Locator Listing (JSL322), located in the Logistics Subsystem, can be produced in NIIN, location, or Cog sequence for any or all COSAL types. This listing has numerous options available to produce a very specific listing of stock material. In addition to the NSN, location, and onhand quantities this listing also shows all other stock item management data.

6410 CONSTANTS FILES - SFM

1. GENERAL. The constants files are accessed through the SNAP II SFM subsystem. These files act as the resource center for the SFM logistics functions to validate the cost centers chargeable fund sources, MILSTRIP data tables, benefiting UICs, and statistically collect reportable financial data. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data. Also, not all constants file data is 100 percent applicable to all ships.

2. CONTROL. The senior storekeeper, financial storekeeper, and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete, deleted, or inaccurate tables will result in inaccurate or incomplete output data for requisitions, inventory transactions, issues, and financial system reports. In order to ensure that the information in the constant file is accurate, the Supply Officer should review all files at least quarterly or when the ship's status changes. The constants files will also be reviewed for possible change with each software version of the SFM subsystem.

3. FILES. There are currently 16 constants files of which all but #3 and #7 are operational. The constants files are as follows:

File Number	Description
1	Appropriation Record
2	Demand Processing Parameters
3	“Unspecified”
4	Local Management Codes and Local Management Code Parameters
5	Requisition Defaults
6	Requisition Number Assignments and Serial Number Assignments
7	“Unspecified”
8	Fund Code Repairable Parameters
9	Fund Code and Fund Code Parameters
10	Budget Record
11	Restore Reorder Indicator for Restart
12	Completion Dates Record
13	Ships Status Record
14	Type COSAL File Management
15	Effectiveness Goals
16	Financial Counters Update

6413 COMPLETION DATES - CONSTANTS FILE #12

1. GENERAL. The requisition completion dates record will be set to reflect TYCOM guidance for processing the Requisition History Tape (RHT). Specifics concerning the RHT are described in par. 3754. The issues completion due date listing should be set at 30 days with a 120 day constant set to remove completed requisitions over 120 days. By following these guidelines, the Supply Officer can be sure that data processing workloads will be manageable. Passing completed records to history tapes will free computer memory to accommodate the storage of the most recent supply data, and in turn improve processing.

6414 LOCAL MANAGEMENT CODES - CONSTANTS FILE #4

1. GENERAL. Constants file #4 permits the Supply Officer to establish and regulate critical items of inventory as directed by the TYCOM and other higher authority. The basic codes are established as local management codes (LMCs) through SFM menus. It is particularly important that the Supply Officer print a list of LMCs used to avoid the use of LMC variants whose identity is lost when the person establishing the LMC is transferred. Two LMC code positions are available for use in the SNAP II system. LMC coded items are retrievable through Report 042, stock status listing processing on a regular cycle established by the Supply Officer. The cycle will be similar to those inventory cycles established for a manual system. The following LMCs are recommended as the minimum for effective stock control.

LMC Code	Description
BH	Boat Haven
BM	Bulkhead Mounted Spares
CA	Corrosive Acids
CC	Corrosion Control (LAMPS)
CL	Classified
CN	COSAL Never Out Items
CP	Oxygen Clean
CW	Close In Weapons System (CIWS)
C1	Oxygen/Nitrogen Service Level 1
EW	Electronic Warfare Spares
FL	Flammable Materials
GF	Gunfire Control
HZ	Hazardous Material
L1	Level 1
MA	MAMs Back up Stock (SRI)
NO	Never Out Items
PL	Pilferable
QA	Quality Assurance Material
RA	Radioactive Material
RR	Automatic Reorder Restriction Code (ARRC) Set
SB	Oxygen Clean/Subsafe
SL	Shelf Life
SS	Subsafe
S1	Surface Ships Level 1
T1	Use when designating an AT Code 1 SIM
T5	Use when designating an AT Code 5 SIM

LMC Code	Description
T7	Use when designating an AT Code 7 SIM
T8	Use when designating an AT Code 8 SIM
T9	Use when designating an AT Code 9 SIM
X1	Nuclear Propulsion Plant Level 1
X2	Nuclear Propulsion Plant Target Material
X3	Nuclear Propulsion Plant Quality Assurance
X4	Nuclear Propulsion Plant Valves
32	SLQ-32
92	MK 92 Fire Control

6424 REQUISITION DEFAULTS - CONSTANTS FILE #5

1. GENERAL. Constants file #5 sets the data necessary for the system to output MILSTRIP requisitions in one of the format options available to the user. As a variable data file, it is necessary to validate data housed in this table each time requisitions are submitted. Any data block left blank on this table will require updating individually when the MILSTRIP data block appears on an SFM requisition screen. The following data is provided to assist in the preparation of this file:

Data	Entry Required
Overseas Indicator	If the user is currently overseas, answer "Y" otherwise the answer is "N". This presets the Document Identifier
Media & Status Code	As directed by TYCOM
Unit of Issue	Leave this blank. Any specific unit of issue entered in this area will cause all requisitions to carry that unit of issue, regardless of the actually assigned unit of issue in FEDLOG
Demand Code	“R” for Recurring, “N” for Non Recurring
Signal Code	A = Ship to/Bill to Requisitioner
	B = Ship to requisitioner/Bill to Supplementary address
	D = Ship to requisitioner - No Billing Required (Free Issue) Normally used for OI Cog material
	J = Ship to Supplementary Address, Bill to Requisitioner
	M = Ship to Supplementary Address. No Billing required (Free Issue)
Maintenance Fund Code	"R" (2nd Position)
Consumable Fund Code	"C" (2nd Position)
MVO Fund Code	"C" (2nd Position)

Data	Entry Required
Distribution Code	As directed by TYCOM (CC-54)
Requisition Number Level	Leave blank - for future use
Routing Identifier	Enter RI of supporting supply activity
DTO Project Code	EK5 = Combat Ships (see Appendix 6). Entry of data here will cause the project code to appear on all requisitions requiring a change to EP5 if the item is consumable.
Stock Project Code	EE5 = Combats Ships (see Appendix 6)
Project Code CASREP	As directed by TYCOM
Force Activity Designator	Change as information relative to ships operating schedule is promulgated by TYCOM.
Maintenance Urgency of Need Designator	"B"
Non Maintenance Urgency of Need Designator	"C"
Required Delivery Date	Fill in as required or appropriate to expedite requisitions or leave blank for routine processing
Advice Code	Mandatory for DLR material. Optional on all other types of material.
Unit Price	Leave blank; this data is obtained elsewhere
Fund Code First Position	As directed by TYCOM
Routing Identifier DLR	Enter RI of supporting activity or leave blank
Routing Identifier AVDLR	Enter RI of supporting activity or leave blank (not applicable to activities using AIMS/LAMPS programs)

6434 DEMAND PROCESSING PARAMETERS - CONSTANTS FILE #2

1. GENERAL. This file provides the using ship with the capability to perform an automated review of demand and frequency accumulated by the ship over a given period of time. The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules. Stock record high and low limits, monthly demand POS flags, allowance type code, insufficient demand, zero quantity on hand, no dues, and changes to depth of load contingent on day to day processing (RO set between 10% and 90% sensitivity factor) are evaluated through data formulated from entries through the SFM subsystem.

2. DATA PARAMETERS. Data parameters must be adjusted each time demand is computed to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section. In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

Data	Example	Construction/Comment
Starting YEAR/MO*	9501	Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
Ending YEAR/MO*	9701	Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
O&ST-FILL**	1.0	30 days = 1.0 45 days = 1.5 60 days = 2.0 75 days = 2.5 90 days = 3.0
O&ST NON-FILL	0.0	0 days = 0.0 15 days = 0.5 30 days = 1.0 45 days = 1.5 60 days = 2.0 75 days = 2.5 90 days = 3.0
SIM QUAL-IFICATION PERIOD	06	The data block is 2 positions and right justified, i.e. the 6 months is entered in at the right side of the data field and zero filled in the unused field. If this number is adjusted, it cannot be greater than the period specified in the beginning/ending year and month entry.
SIM QUAL-IFICATION FREQUENCY	2	Two hits are required to establish an item as SIM within the six month qualification period.
SIM RETENTION PERIOD	12	The data is right justified, zero filled, and cannot exceed the time period specified in the time period specified in the beginning/ ending year and month.
SIM RETENTION FREQUENCY	1	This is the number of hits that the item must experience in the next 6 month period after the initial qualification period.
ECONOMIC DOLLAR RETENTION	000	Enter 3 zeros in the field (data is not currently on-line).
RECOMPU-TATION TEST FACTOR	This is a TYCOM directed figure.	This data represents the variance in Average Monthly Demand (AMD) comprised of the Reorder Objective (RO) and the Reorder Point (RP) which qualify a stock item for review by the automated systems during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before

Data	Example	Construction/Comment
		reacting to computed demand. The following table is provided to delineate the possible sensitivity levels: 1.0 100% sensitive to any change. 1.1 sensitive to greater than 10% change. 1.2 sensitive to greater than 20% change. 1.3 sensitive to greater than 30% change. 1.4 sensitive to greater than 40% change. 1.5 sensitive to greater than 50% change. 1.6 sensitive to greater than 60% change. 1.7 sensitive to greater than 70% change. 1.8 sensitive to greater than 80% change. 1.9 sensitive to greater than 90% change.
SAFETY LEVEL FACTOR		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: Endurance — Safety Level Factor 30 days — 0.5 45 days — 1.0 60 days — 1.5 75 days — 2.0
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. Endurance — Endurance Level Factor 30 days — 1.0 45 days — 1.5 60 days — 2.0 75 days — 2.5
RANGE DEMAND EXCLUDED**	9608 9611	Data entry is provided to allow the ability to exclude certain periods from automated demand processing. Normally excluded periods are shipyard are shipyard ILO, SRA, or other periods when ships repair parts are used to effect repairs outside own ship's planned maintenance. Including such data would skew the result and cause excessive use of OPTAR funds. This data may be left off if no qualifying periods exist.

Data	Example	Construction/Comment
RECORDS INCLUDE		Consumables Entry: "Y" or "N", Repair Parts (NSA) Entry: "Y" or "N". This entry is at the discretion of the Supply Officer. Each time the system processes a request, the NIIN data is captured for the ship and kept available on the "Demand Data Screen" for each stock record card item or as a transaction record for NC material. It is possible to process both SIM and SIM/DTO consumables during any demand processing by answering Yes to both categories.

6440 SERIAL NUMBER ASSIGNMENT - CONSTANTS FILE #6

1. GENERAL. The computer will generate requisition serial number assignments on the basis of data established in the following material categories. Requisition Serial Number assignment will be directed by TYCOM.

Material Categories

Consumables & Other OPTAR

COSAL Maintenance (NAVSEA Funded)

LAMPS - Chargeable to Ship's OPTAR

EMRM

DLR Repairables

OI Cog (No Cost) Publications

CASREPs

Non-Mission Capable Supply (NMCS)

6441 FUND CODE AND FUND CODE PARAMETERS - CONSTANTS FILE #9

The fund code and fund code parameters work together to complete the SFM subsystem information on fund code processing. This file links the fund code to the specific budget which will be charged for the material ordered. This constants file will accept two position fund codes designated in Appendix 30 or TYCOM directives.

6442 BUDGET RECORD - CONSTANTS FILE #10

This constants file prints maintenance related budgets as entities if the budget for maintenance is split into two categories. The selection parameters are “Y” and “N” for Repairables Budget Flag and Maintenance Budget Flag.

6443 EFFECTIVENESS GOALS - CONSTANTS FILE #15

Effectiveness parameters entered into this constants file allows the system to accumulate and calculate supply effectiveness. Parameters entered into the SFM subsystem are modifiable as goals are changed. The changes are of the counter type which means that goal changes cause recomputation of all data including prior data held in the counters. All data blocks for the effectiveness goals must be filled in if the program is to function. Effectiveness parameters are in par. 6236

6445 CONSTANTS FILES - RSUPPLY

1. GENERAL. The constants files are accessed in the Site Subsystem. These files act as the resource center for the RSUPPLY logistics functions to establish COSAL types, MILSTRIP data tables, Supply Effectiveness goals, set default values for Level Setting computations, and designates where picking tickets (DD Form 1348-1A) will print. Several constants files operate in more than one internal program area because of processing sequences and utilization of common validation data.

2. CONTROL. The senior storekeeper and the Supply Officer must be in complete control of the accuracy of these constants files. Incomplete or inaccurate tables will result in inaccurate or incomplete output data for requisitions and could result in inaccurate results from Level Setting if Demand Parameters are not set correctly. In order to ensure that the information in the constants file is accurate, the Supply Officer or senior storekeeper should review all files at least quarterly or when the ship's status changes. The constants files will also be reviewed for possible change with each new software version of RSUPPLY.

6446 ALLOWANCES AND LOADS

This RSUPPLY Constants File enables the Supply Officer to designate allowances and loads (COSAL types) carried at an activity as active, or as in-active, when the allowance or load is no longer applicable to that activity. HME will be indicated as active, for all activities and may not be deactivated. All other allowances, with the exception of DBI, are available for activation, or deactivation, at the supply officers' discretion.

6447 REQUISITION/OFFLOAD VALUES

This Constants File enables the Supply Officer to update initial field values for Requisition and Offload Processing. As a variable data file, it is necessary to validate data hosed in this table during requisitioning and offload processing. The following data is provided to assist in the preparation of this file:

Data	Entry Required
Maintenance Fund Code	"R" (2nd Character)
Consumable Fund Code	"C" (2nd Character)
MVO Fund Code	"C" (2nd Character)

Data	Entry Required
NAVSEA Fund Code	VO
Stock Project Code	_E5 (see Appendix 6)
CASREP Project Code	Dependent on CASREP category and fleet assignment or ability to utilize a unique special operation code (see Appendix 6)
QCOSAL Stock Project Code	_E5 (see Appendix 6)
QCOSAL DTO Project Code	_K5 (see Appendix 6)
DTO Consumable Project Code	_P5 (see Appendix 6)
DTO Maintenance Project Code	_K5 (see Appendix 6)
NAVSEA Standard Project Code	Normally ZH9 (see Appendix 6)
NAVSEA QCOSAL Project Code	Normally ZN2 (see Appendix 6)
NAVSEA MAM Project Code	Normally ZH9 (see Appendix 6)
OSI General Project Code	Normally Z93 (see Appendix 6)
OSI Medical Project Code	Normally Z94 (see Appendix 6)
Routing Identifier (RI)	RI of your supporting FISC i.e. NNZ
DLR RI	RI of your supporting FISC
TAFS RI	RI of the TAFS used during deployment
NAVSEA RI	RI of activity for initial outfitting requisitions. Normally NUV
Ship To	UIC of your supporting FISC i.e. 00189
Standard Distribution Code	(see Appendix 3) consult TYCOM guidance for use of
CASREP Distribution Code	(see Appendix 3) consult TYCOM guidance for use of
Maintenance Urgency of Need Designator	"B"
Non Maintenance Urgency of Need Designator	"C"
NAVSEA Service Code	“N”
NAVSEA Demand Code	“N”
NAVSEA Signal Code	“C”
NAVSEA Advice Code	5D
NAVSEA Supplementary Address	N48096
NAVSEA Media & Status Code	Normally “S” (see Appendix 16)
Overseas Indicator	If deployed, click in the box, otherwise leave blank. This presets the Document Identifier

Standard Demand Code	"R"
Standard Signal Code	"A"
Standard Advice Code	Leave blank. Assign to requisitions as required
Standard RDD	Leave blank. Assign to requisitions as required
Force Activity Designator (FAD)	Change as information relative to ships operating schedule is promulgated by TYCOM.
Standard Media & Status Code	Normally "S" (see Appendix 16)
Media & Status Code Hi-Pri	Normally "S" (see Appendix 16)
Offload EMV Range (From)	Consult TYCOM guidance
Offload EMV Range (To)	Consult TYCOM guidance
Offload Receiving Activity UIC	UIC of your supporting FISC i.e. 00189
Offload DRMO UIC	UIC of your nearest DRMO
Offload DRMO Maximum EMV	Consult TYCOM guidance

6448 SUPPLY EFFECTIVENESS GOALS

Effectiveness parameters entered in this constants file allows the system to accumulate and calculate supply effectiveness data. Parameters entered into RSUPPLY are modifiable as goals are changed. Unit Level activities will only record supply effectiveness parameters for repair parts. Effectiveness parameters are in par. 6236.

6449 DEMAND PARAMETERS

1. GENERAL. This file provides the activity with the capability to modify default demand processing parameters in accordance with TYCOM directives. It is used to set and adjust the default values used during the Level Setting process. The Level Setting process computes an Average Monthly Demand (AMD) based on recorded demand and frequency information and sets action points (Requisition Objective (RO) and Reorder Point (RP)). The intent is to provide increased inventory and financial efficiency within a given set of operational parameters set by the ship according to TYCOM directives for operation schedules.

2. DATA PARAMETERS. Data parameters must be adjusted each month to provide the correct periodicity for the programmed calculations. The information necessary to establish demand processing constants is provided in the following data and remarks section. In this section, data elements which require review and/or adjustment each time the automated review is performed have an asterisk (*); data elements which are directly related to ships operating schedule have a double asterisk (**).

Data	Example	Remarks
Date Range From*	AUG 2003	Fill in the beginning year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.

Data	Example	Remarks
Date Range To*	JUL 2004	Fill in the ending year and month for the span of time under review. A 12 to 24 month span is used to capture all accumulated data.
O&ST-FILL**	3.0	30 days = 1.0 45 days = 1.5 60 days = 2.0 75 days = 2.5 90 days = 3.0
O&ST NON-FILL	3.0	0 days = 0.0 15 days = 0.5 30 days = 1.0 45 days = 1.5 60 days = 2.0 75 days = 2.5 90 days = 3.0
DBI QUAL-IFICATION PERIOD	6	The number of months to be considered for an item to receive the required frequency of demand to become a demand based item. The field can contain one or two digits and cannot be greater than the period specified in the from/to date range entry.
DBI QUAL-IFICATION FREQUENCY	2	The number of demands needed for the item to compute as DBI during the qualification period. Two demands are currently required.
DBI RETENTION PERIOD	12	The number of months to be reviewed to determine if a record previously identified as DBI should continue to be considered DBI. The field can contain one or two digits and cannot be greater than the period specified in the from/to date range entry.
DBI RETENTION FREQUENCY	1	This is the number of demands that the item must experience in the next 6 month period after the initial DBI qualification period.
RECOMPU-TATION TEST FACTOR	20	This data represents the variance in Average Monthly Demand (AMD) comprised of the Reorder Objective (RO) and the Reorder Point (RP) which qualify a stock item for review by the AIS during demand processing. The data field is two positions with the number to the right of the decimal representing the percentage of change that the system will measure before reacting to computed demand. The following table is provided to delineate the possible sensitivity levels:

Data	Example	Remarks
		0 100% sensitive to any change. 10 sensitive to greater than 10% change. 20 sensitive to greater than 20% change. 30 sensitive to greater than 30% change. 40 sensitive to greater than 40% change. 50 sensitive to greater than 50% change. 60 sensitive to greater than 60% change. 70 sensitive to greater than 70% change. 80 sensitive to greater than 80% change. 90 sensitive to greater than 90% change.
SAFETY LEVEL FACTOR	2.0	Enter the data from the schedule provided after consulting the appropriate fleet directive to determine ships prescribed operational status. The safety level factor is established in conjunction with the endurance level prescribed since this controls the safety level and reorder point functions of demand processing: Endurance — Safety Level Factor 30 days — 0.5 45 days — 1.0 60 days — 1.5 75 days — 2.0
ENDURANCE LEVEL**	3.0	Enter the endurance level factor from the table provided after consulting fleet directives to determine prescribed operational endurance level for the ship's current operational status levels. This level is used to compute the quantity of repair parts normally required on hand to sustain operations for a prescribed period. Endurance — Endurance Level Factor 30 days — 1.0 45 days — 1.5 60 days — 2.0 75 days — 2.5 90 days — 3.0
SELECTION		Ensure Repair Parts is selected. Unit Level activities do not stock consumable material and therefore demand is not recorded.

6450 PRINTER IDENTIFICATION

Used to identify printers to utilize when printing Document Identifier X31, X37, and BC1 Picking Tickets (DD 1348-1A).

Section III: INVENTORY CONTROL

6620 ISSUE CONTROL - SFM

1. GENERAL. SFM automates the stock record file (NAVSUP 1114s) discussed in par. 6209 and therefore manual posting of issues is not required. Upon issue from the storeroom, all transactions will be posted to the SFM subsystem. A cumulative listing of issues, Report 064 (see sample Appendix 25), must be requested through SFM prior to RHT processing. This report, prepared monthly in request number or NIIN sequence should be retained and used by the Supply Officer to monitor storeroom issues during the current fiscal year.

2. NON-SIM ISSUES. When processing issues for Non-SIM items, the Tech Edit listing, SFM Report 097, NIIN sequence, and SFM Report 045, request number sequence, should be reviewed to ensure the accuracy of data. The data on Report 097, Tech Edit listing in NIIN sequence, is compared with the most recent FEDLOG logistics management data. The correct tech edit information should be written on Report 045. Any discrepancy in FEDLOG data must be corrected in the stock record file. This will ensure all reorder reviews produced will contain accurate data. SIM (AT4) and DLR records should be validated quarterly or upon receipt of a new FEDLOG.

6625 ISSUE CONTROL - RSUPPLY

1. GENERAL. Upon issue from the storeroom, all transactions will be posted to RSUPPLY via Storeroom Issues in the Logistics subsystem. Once a Requirement has been approved, RSUPPLY will automatically generate a Picking Ticket (the Predefined Parameter – DD1348 Queue must be on) and print to the pre-determined printer. A cumulative listing of issues, JSL314, is available for either completed or pending issues and can be sorted in either NIIN or request number sequence. The pending issue listing displays all approved requirements whether they are carried onboard or not.

6650 LEVEL SETTING - SFM

1. GENERAL. The global level setting program within SFM automatically brings qualifying items into SIM and will adjust high/low limits for current SIM items and reverts no longer qualifying SIM items to NON-SIM. Global level setting is documented by the following record transactions:

a. New high limit and low limit set into qualifying stock records.

b. AT 1: NSN qualifying for SIM will have the SIM Item Indicator set to "Y".

c. AT 4: Material which no longer qualifies as SIM will be reset to AT 6.

d. AT 5, 6, 8: NSN qualifying for SIM will have the SIM Item Indicator set to "Y" and the AT Code reset to AT Code 4.

e. AT 8: Records with no dues will be deleted after 24 months from the last demand period.

f. AT 9: No on hand quantity will cause these records to be deleted.

2. REVIEW. A global level exception listing, Report 131 (see Appendix 25), will be output from global level setting indicating the number of records affected by this program. The Transaction Ledger (Report 095) and the Stock Status Listing (Report 042) with demand processing (changes only) set to "Y" should be reviewed after global level setting:

3. RECOMPUTATION TEST FACTOR. This constant, which can be pre-set before executing global level setting, represents the variance in average monthly demand (AMD) which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

6655 LEVEL SETTING - RSUPPLY

1. GENERAL. Level Setting is a management function that provides systematic review of Demand and Frequency information accumulated against Stock Items. Each request for material (issue/requisition) is considered one frequency and the amount of the request is the demand. Initial stock levels (RO and RP) are established based on applicable allowance quantities. The Level Setting process will then adjust these initial stock levels to reflect an activity's actual demand history. The proper setting of stock levels will determine to a large extent an activity's ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Level Setting should be run IAW TYCOM guidance and after Monthly Change Notice processing. Level Setting is processed in the Inventory subsystem of RSUPPLY. DLR's, all QCOSAL material, and stock records with limit flags set are excluded from level setting. The Basic Parameters tab is used to set and/or adjust the current values used in Level Setting. The Exclude Demand Records tab is used to exclude specific months from the demand base period. By selecting the month and year to be excluded from demand processing, the month and year are compared to the month and year within the appropriate base period. Demand and frequency information from these months is not used in the processing. This feature should only be utilized for that period of time when demand for repair parts was unusually high or low. If demand is excluded the "From To" month and year should be backed up the same amount of months to capture demand over the entire review period dictated by the TYCOM's. Up to 18 months can be excluded. Contact your TYCOM for their demand exclusion policies. Level Setting has a Trial option that should be run and reviewed prior to processing a "live" levels. Level setting performs the following record transactions:

a. Adjusts RO and RP for items that already qualify as DBI unless a Limit Flag has been set.

b. AT Codes 1 and 5 material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen and RO and RP limits will be adjusted based on demand.

c. AT Codes 1 and 5 DBI's with no demand during the retention period will have the RO reset to the initial allowance quantity and the DBI Indicator will be cleared unless a Limit Flag is set.

d. AT Codes 6 and 8 material qualifying for DBI will have an X placed in the DBI box on the Management Data tab of the Maintain Stock Item screen , the AT Code will change to 4 and the RO and RP will be adjusted.

e. AT Code 4 material that has experienced zero demand during the Retention Period established in the Demand Parameters will no longer qualify as DBI and the AT Code will be reset to AT Code 6.

f. Deletes AT Code 6, 8, and 9 stock records when no demand is recorded during the Retention Period, there is zero on hand, there are no dues and the "No drop" indicator is not set.

2. REVIEW. The Level Setting Summary Report (JSI205) provides a summary of records that were read, changed and deleted during the Levels process. The reports are automatically generated as part of the Levels Process.

a. Part 1: Summary of Changes. Provides summary totals by money value of the RO and RP before and after processing. Net money value change in stock levels is also shown. Record counts are provided for the following Stock Item records:

(1) RO changes

(2) Additions and deletions from the DBI category

(3) ATC 4, 6, 8, or 9 assignments

(4) Deletions from stock

b. Part 2: Detail Ledger Code. Provides by ledger code and ATC (1,4 & 5), a summary by money value and record count changes made to Stock Item records. Report will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and ATC. Except when Level Setting is run after an ASI, record counts for individual ATC's should remain consistent from month to month.

c. Part 3: DBI Qualified Records Less Than Six Months Old. Contains detailed information for Stock Item records in the DBI category that have a date item established of less than six months. The AMD computations for these items have been subjected to special considerations. Each record and the demand information shown must be reviewed and a determination made as to the adequacy of the computed RO and RP.

d. Part 4: Records Changed To ATC 4. Lists records added to the DBI category due to demand experienced during period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. If a decision is made not to stock an item as AT Code 4, then appropriate action should be taken to code the item with a Limit Flag if warranted and delete or reduce the RO/RP for the item based on TYCOM guidance.

e. Part 5: Records Changed To ATC 6. Lists records assigned to the excess category due to lack of demand during the period specified in the request parameters. Each item should be reviewed to determine why the material is no longer being utilized. Material on this listing will be subject to offload processing if the ATC is not changed.

f. Part 6: Records Changed To ATC 8. Lists records that have experienced demand, but not enough demand to become a demand based item.

g. Part 7: Records Changed To ATC 9. Lists records that are substitutes for a prime NSN stock record.

h. Part 8: Records Dropped From Stock. Lists records dropped from stock. Each item should be reviewed to determine if a record was dropped because legitimate demand information was not properly recorded. In particular, a spot inventory should be conducted for any item listed with a storeroom location just in case material is still on hand but no longer reflected in the Stock Item Table. Records will remain on the Item Table designated as inactive.

3. RECOMPUTATION TEST FACTOR. This constant, which can be pre-set before executing global level setting, represents the variance in average monthly demand (AMD) which qualifies a stock item for review by the automated system during demand processing. This factor must be set in accordance with TYCOM directives.

6665 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS - SFM

1. GENERAL. When initiating requisitions on SFM ships, with unknown NSN or part numbers, the correct data will be entered into the MDS subsystem instead of onto NAVSUP Form 1250-1. Correct data can be found in FEDLOG, the COSAL, and other sources. Part numbers not listed on the APL will be forwarded to the Configuration Data Manager (CDM) with the 3M Up-Line Report (See par. 6667-1)

2. NON-STANDARD REQUIREMENTS. All non standard requirements must be submitted on a DD Form 1348-6, a NAVSUP 1250-2 or a SFM created plain language message (PLM) to the supporting ashore supply point. A money value only (MVO) 1250-1 must be entered into the SFM subsystem for OPTAR accounting purposes.

3. REPAIR PARTS. Repair parts requirements are initiated by maintenance personnel through the maintenance data subsystem (MDS). MDS requires the assignment of a job control number (JCN) to properly document the ships Consolidated Ships Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated by the work center or canceled.

6667 ITEM IDENTIFICATION FOR INITIATING REQUISITIONS - RSUPPLY

1. GENERAL. When initiating requisitions in OMMS-NG and the NSN is not on the correct APL, the item will be ordered as "Part Not Listed on APL". The item will be validated by an SK in Item Verification/Tech Edit utilizing FEDLOG or similar means. NAVSEA's Automated COSAL Improvement Program (ACIP) will identify NSN's or part numbers not listed on the APL by a "G" source code after 3-M upline reporting has been submitted. There is no longer a requirement to submit a Fleet COSAL Feedback Report (FCFBR) for this scenario.

2. NON-STANDARD REQUIREMENTS. All maintenance related nonstandard requirements must be submitted in OMMS-NG along with generating a NAVSUP Form 1250-2. After the requirement has been through Item Verification/Tech Edit and been approved, a requisition number will be assigned. A plain language message must be submitted to NAVICP to initiate procurement.

3. REPAIR PARTS. Repair parts requirements are initiated by maintenance personnel through OMMS-NG. OMMS-NG assigns Job Control Number's (JCN's) to uniquely identify maintenance actions on the Current Ship's Maintenance Project (CSMP). Repair parts on order for jobs no longer on the CSMP must be validated in writing by the work center as still required or cancellation action should be initiated.

6670 RECEIPT CONTROL

Processing receipts in SFM and RSUPPLY accurately is crucial to an effective operation. Incorrect processing of receipts affects the accuracy of the data base and can affect the entire supply operation by adversely affecting inventory validity, require additional time correcting errors, and could result in needless spending of OPTAR funds. Receipts should be batch filed by the date processed (also see par. 4705). Organizing receipt documents as described in the following paragraph will significantly reduce storeroom inventory losses attributable to improper posting.

6685 PROCESSING STOCK RECEIPTS

1. GENERAL. Cognizant supply personnel should verify each receipt document for completeness, i.e., receipt signature, receipt date, quantity circled to indicate quantity accepted, card column 44 (suffix code) checked, and storage location clearly marked. Once receipts are posted, they will be filed in Julian Date and Document Number sequence in the Material Receipt File.

2. EXACT QUANTITY AND EXACT NSN RECEIVED AS ORDERED. Exact quantity and exact NSN receipt documents which match the original requisition document should be batched together and processed directly into SFM and RSUPPLY.

3. EXACT QUANTITY AND SUBSTITUTE NSN RECEIVED. Exact quantity and substitute NSN receipt documents must be batched together to be processed. As the requisition is completed, cross reference records will automatically be built for valid substitutes in SFM. RSUPPLY users must build the cross reference relationship using the Cross Reference

Processing option in the Inventory Subsystem. Frustrated receipt documents containing substitute/interchangeable or alternate stock numbers require additional processing time to ensure proper cross reference data is applied to all supply records.

4. PARTIAL QUANTITY AND EXACT NSN RECEIVED. Partial receipts for stock are a type of frustrated receipt. A partial receipt requires the preparation of a suffix coded requisition record equal to the remaining outstanding quantity due. The partial receipt will be identified by the suffix code (i.e., R52192-7031-2055E) while the original requisition remains identifiable for all further status or receipt in the original document submission format (i.e., R52192-7031-2055). The partial quantity is processed through the following SFM and RSUPPLY sequence consisting of two steps:

a. Step 1: Create the suffix coded receipt record and update the original requisition.

b. Step 2: Post the partial receipt document to the newly created requisition record.

5. PARTIAL QUANTITY WITH SUBSTITUTE NSN RECEIVED. Frustrated receipts, partial quantity situations, are further complicated by the receipt of a substitute NSN. Failure to effectively post these receipt types and establish the correct cross reference relationship can affect stock record files significantly, particularly in the area of storeroom validity, demand processing, and financial expenditures. This receipt type is accomplished in two steps:

a. STEP 1: Create the partial receipt record and update the original outstanding requisition document.

b. STEP 2: Post the partial receipt document to the ship's stock records.

6695 PROCESSING RECEIPTS NOT FROM DUE

1. GENERAL. A receipt with no existing requisition in the requisition file (RQF) may exist as a result of incomplete data base building, or a requisition established by an external activity to “push” material to your activity. For whatever reason, the material arrives and the receipt must be processed. The receipt document is entered in SFM using the Receipt Not From Due processing option and the Stock Control option for receipt processing in RSUPPLY.

2. PARTIAL RECEIPTS. The Receipt Not From Due in SFM and the Stock Control option in RSUPPLY is frequently abused when used to process suffix coded receipts which error on "this requisition is already complete." This message indicates that a partial has been previously processed in error as a final receipt. The error becomes compounded when the Receipt Not From Due or Stock Control options are used to force the next partial receipt quantity into the ship's records. Proper procedure requires reversal of the first erroneous receipt entry and processing of all partial receipts as indicated in par. 6685-4.

6705 RECEIPT REVERSAL PROCEDURES

Receipt reversal may be required at times to correct erroneous data entry. Receipt reversal backs out any financial processing that has occurred and returns the requisition to an outstanding status. Both SFM and RSUPPLY have receipt reversal capability.

6710 STOCK NUMBER CHANGE

1. GENERAL. Both SFM and RSUPPLY allow the user to change the NIIN or part number for a stock item to reflect a replacement number. To accomplish this change, the user must perform two basic steps.

a. Step 1: Enter the new stock number in the "New NIIN" block appearing on the stock record. If the item is a part number, the new part number is in the "New Part Number" block on the stock record card. For RSUPPLY users, step two is performed automatically. RSUPPLY will create a Cross Reference relationship making the new NIIN or Part number the AT1 and the old (or superceded) NIIN or Part Number the AT9. It is always wise to review the cross reference relationship whenever a new or superceding NIIN or part number is added.

b. Step 2: For SFM, create a cross reference between the old stock number and the new stock number. When using the SN/PN change capability of the SFM subsystem, the system replaces the new stock number on the stock record card of the old stock number. The old stock number disappears until the user makes a stock record card for the old stock number and identifies it as an AT code 9. NICN numbers cause a certain amount of confusion in this regard. NICN cross references must be built by creating stock records for the NICN and the NIIN. The NIIN becomes the AT1 item and the NICN becomes the AT9 item. Both stock record cards are retained because it is possible to receive material under the NICN number or the NIIN at any point in time. This stock record card method will preclude carrying the same item under two different numbers, both as AT1. During reorder review such conditions would lead to a reorder of both items since the AT1 directs the material to be on hand.

6720 UNIT OF ISSUE CHANGE

1. GENERAL. Unit of issue changes must be processed whenever a change is received during status processing, receipt posting, or stock update functions. Status processing and stock update require approaching the unit of issue change through the SFM inventory functions of SFM and the Maintain Stock Items function of RSUPPLY, while receipt processing unit of issue changes are accomplished through the SFM requisition action functions and Receipt Processing functions in RSUPPLY. If processing receipts, the SFM subsystem identifies the difference between the ordered unit of issue and the received unit of issue. If processing status the unit of issue change is discovered by reviewing the status exception listing, Report 076 for SFM and the JSS120 Incoming Report for Supply and Carcass for RSUPPLY.

2. PROCESSING Unit of Issue Changes in SFM. Unit of issue conversion is an interactive process. Two different processing situations may occur and options are exercised with each process by the user.

a. Option 1 occurs when preloaded conversion data is extracted from the SFM validation files. Processing is semi automatic and all screens are protected from user change.

b. Option 2 occurs when the user must provide all conversion data because that information is not resident in the SFM program. The user must calculate the conversion factor and process the unit of issue change through additional steps requiring data entry.

3. CONVERSION. Conversion factors are listed in Appendix 19. If the conversion factor is unlisted, it must be computed. The formula for computing the conversion factor is on hand quantity (old unit of issue) divided by numeric value of new unit of issue.

Example: 96 each on hand	96/12 = 8
New U/I is dozen (12)	Conversion factor is 8

4. REMAINDERS. It is possible to have units of issue which leave remainders. The SFM stock record card will show even quantities in the locations because the conversion considers the unit of issue only, no quantity relationships to unit of issue. Broken units of issue, resulting from conversion may be removed and delivered to the user department for use.

5. Processing Unit of Issue Changes in RSUPPLY. Much like SFM, Unit of Issue Changes can be processed in RSUPPLY due to incoming status using the Maintain Stock Item screen or during the receipt processing. For incoming status, review the Incoming Status for Supply and Carcass (JSS120) listing for all Unit of Issue changes. On the Maintain Stock Item screen, input the new Unit of Issue. The system will automatically convert the on-hand quantity to conform to the new Unit of Issue using conversion data available in the system. During receipt processing, the system will alert the user that the unit of issue being received is different from the unit of issue currently on the Stock Item Table (SIT) and allow the user to process the unit of issue conversion. Unit of Issues can also be changed automatically during Monthly Change Notice processing.

6730 MAINTENANCE ASSISTANCE MODULES (MAMS)

1. GENERAL. Maintenance assistance modules (MAMs) are defined as test modules required to execute an approved maintenance plan that calls for the identification of a fault through a progressive sequence of module substitution. MAMs are the joint responsibility of the Supply Officer and the cognizant department head who maintains custody of the items.

2. MAMS COSAL. MAMs are identified with note code "N" (MAM item) in the APL. Ships with a MAMs COSAL should restrict access to the COSAL to those departments which actually have MAMs. Restricting use access will preclude consumable material ordering against the MAMs COSAL and the development of erroneous demand data by departmental supply petty officers who are unfamiliar with MAMs concepts. It is the Supply Officer's responsibility to ensure all supply petty officers are trained on the requirements of par. 6172.

Section IV: INVENTORY MANAGEMENT REPORTS

6750 STOCK STATUS LISTING

1. COMPLETE LISTING. For SFM, the Stock Status Listing (Report 042, see sample Appendix 25) lists all items in the stock record file (SRF) by category. For RSUPPLY, the Master Stock Status and Locator Listing (JSL322) lists all stock items and management data for stock items in the Stock Item Table (SIT). For SFM and RSUPPLY, the complete listing will be printed quarterly and will be used as back up during system downtime. The report should be reviewed for any records with a missing cognizance symbol (COG), unit of issue (UI), unit price, storage code, etc.

2. SUPPLEMENTAL LISTING. (SFM Only) The supplemental only listing contains stock records which were updated since the last complete SRF listing. The following are examples of supplemental listings which can be produced:

a. The selected item management (SIM) status report should be carefully reviewed and all SIM items ordered.

b. Local Management Code listing. This can be used to review categories of material requiring special management such as:

(1) Type I shelf life. These items should be inspected often to determine expiration.

(2) Hazardous items. These items should be inspected often to see that they are properly stored and handled.

c. AT6 excess material. This should be reviewed for stock records which can be deleted (zero on hand and zero due in) and for excess material that can be offloaded.

d. Multiple location listing which can be used to identify material stored in more than one location for consolidation.

6751 AUTOMATED STOCK REPORT (REPORT 091)/PEN AND INK TRANSACTION REPORT (JSS117)

1. GENERAL. The Automated Stock Report (Report 091) for SFM and the Pen and Ink Transaction Report (JSS117), is produced each time an ASI product containing stock record or NIIN cross reference file (XRF) transactions is processed. The Automated Stock Report (Report 091) and the Pen and Ink Transaction Report (JSS117) are similar and contain the same information. The reports are divided into 4 sections as follows (see sample Appendix 25 for a sample of the Automated Stock Report):

a. Part I - E1 Transaction Error Report. Lists errors which occurred while processing stock record or allowance data. These transactions must be individually processed on-line based on the error message displayed on the report.

b. Part II - E1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock record or allowance data updates. Any shortages that resulted will automatically create requirements which must be reviewed.

c. Part III - G1 Transaction Error Report. Lists errors which occurred while processing stock number changes (old NIIN to new NIIN). These transactions must be individually processed on-line based on the error message displayed on the report.

d. Part IV - G1 Transactions Successfully Processed Report. Lists transactions which were successfully processed during stock number changes (old NIIN to new NIIN). Any shortages that resulted will automatically create requirements which must be reviewed.

6752 LOSS BY INVENTORY (LBI)

The LBI Report, SFM Report (Report 068, see sample Appendix 25) and RSUPPLY LBI Report (JSI221) shows all inventory losses during the month. All LBIs must be investigated to determine their cause. Results of investigations should be made directly on or attached to the LBI report. Research should include at least a file search to make sure all issues have been posted. If an item was previously gained by error then a LBI should be made to correct it. For SFM activities, the LBI report must be run prior to Requisition History Tape processing. The LBI reports must be reviewed, signed and dated by the Supply Officer.

6753 GAIN BY INVENTORY (GBI)

The GBI Report, SFM Report (Report 067, see sample Appendix 25) and RSUPPLY GBI Report (JSI221) shows all inventory gains during the month. All GBIs must be investigated to identify why they occurred. Results of investigations should be made directly on or attached to the GBI report. GBIs must also be validated against the Outstanding Requistions Listing, SFM Report 073, and RSUPPLY Report (JSL311) in NIIN sequence to ensure material was not received without proper posting of receipt documents. This investigation may also identify the completion of possible requisitions which have overaged shipping status. Trend analysis of GBIs will be useful in analyzing receipt processing effectiveness. For SFM activities, the GBI Report must be run before Requisition History Tape (RHT) processing.

6754 STOCK RECORD FILE VALIDATION - SFM

The Stock Record File Validation program analyzes selected data elements in the stock records and reports those records containing invalid or missing data. The SRF Validation Exceptions Listing (Report 141, see sample Appendix 25) should be used as a research tool, with corrected data obtained from FEDLOG for subsequent on-line stock record update.

6755 MONTHLY EFFECTIVENESS REPORT

The Monthly Effectiveness Report, SFM Report (Report 132, see sample Appendix 25) and RSUPPLY Report (JSI233) provides an overview of the supply departments efficiency in fulfilling material requests. The Report shows the total demands received for the month and a break down (with percentages) of the demands issued, NIS and NC. Problems with inventory management, configuration, and tech edit procedures can be found by analyzing this report.

6756 INVENTORY TRANSACTION LEDGER

For SFM activities, the Inventory Transaction Ledger (Report 095, see sample Appendix 25) summarizes transactions that affect inventory records. It provides a record of all transactions of shipboard stock items of a period as well as each transaction requirement number and financial impact. Since running the live transaction ledger clears all records in the Transaction Ledger File (TLF), a trial transaction ledger should first be run. A live transaction ledger should be produced on the fifteenth and last day of the month to coincide with the generation of financial transmittals, and before and after an Automated Shore Interface tape update. This report is an accountable document and should be used to audit inventory transactions. RSUPPLY uses a Cumulative Transaction Ledger (CTL) for Material, Money Value Only and Financial transactions, maintains records of all transactions. The CTL is never cleared of transactions. The CTL is accessed through the Query Subsystem in RSUPPLY.

6757 COSAL PERCENTAGE REPORT

The COSAL Percentage Report, SFM report (Report 161, see sample Appendix 25) and RSUPPLY Report (JSI220) computes percentages by APL, calculated upon user parameters. This report can be used to access overall readiness by selecting APLs for a system.

6758 COSAL DEFICIENCY REPORTS - SFM

1. GENERAL. When processing an Automated Shore Interface (ASI) tape or performing interactive COSAL changes the following reports are produced (see samples Appendix 25):

a. COSAL Deficiency Requisition Listing (Report 104) - lists deficiency requisitions that result from COSAL processing and is used to submit COSAL deficiency requisitions;

b. COSAL Deficiency Requisition Letter (Report 105) - a letter which is used to request funding for NAVSEA requisitions resulting from COSAL deficiencies;

c. Selected COSAL Deficiency Listing (Report 130) - lists all high dollar value COSAL deficiencies grouped by NIIN and then by requisition number. These selected requisitions represent those NAVSEA funded COSAL deficiencies that will be screened by NAVSEALOGSUPENGACT, Mechanicsburg, PA prior to funding due to their high dollar value.

6759 APL ANALYSIS REPORT

The APL Analysis Report, SFM report (Report 160, see sample Appendix 25) and RSUPPLY Report (JSI220) provides stock status for each NSN in the record file (AT1, 4, 5, or 9) under a specific AEL/APL. This report is a valuable tool for selecting specific equipment in order to requisition deficiencies up to high limits for deployments, system certifications and audits.

6760 STOCK RECORD/STOCK DUE RECONCILIATION REPORT - SFM

The Stock Record/Stock Due Reconciliation program insures that the stock due quantities in the stock records accurately reflect the outstanding quantities recorded in the Requirements File (RQF). The Stock Record/Stock Due Reconciliation Report (Report 100, see sample Appendix 25) shows action which needs to be taken to correct any discrepancies found.

Part D: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME/RELATIONAL SUPPLY (RSUPPLY) FORCE LEVEL PROCEDURES

Section I: PHYSICAL INVENTORY

6800 INTRODUCTION

1. GENERAL. SUADPS-RT provides the capability to select the items to be inventoried and to produce inventory aids when a scheduled inventory is to be conducted. Scheduled inventories conducted using SUADPS-RT functions will be accomplished in several phases as follows:

a. Initiating the inventory through selection of items, production of inventory aids, and establishing the SUADPS-RT inventory file records;

b. Physically counting and recording the quantity (see par. 6067);

c. Updating the SUADPS-RT inventory file, computing inventory adjustments, and updating of BMF records;

d. Conducting preliminary and causative research investigations (see pars. 5125-5127);

e. Preparing surveys (see par 5128);

f. Recording survey expenditure.

6801 INITIATING THE INVENTORY

1. GENERAL. The initial step in the scheduled inventory process is to request an inventory by completing the Inventory Scheduling/Aids (DI 084) Data Screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This SUADPS-RT function will select the items specified by the user for inventory, establish inventory file records, produce inventory aids, and flag the BMF records for items included in the inventory. To request an inventory of Q COSAL material, the user must be Q COSAL-authorized in the User Identification File. The following options are available when requesting a scheduled inventory:

a. ILO Option. Used only to schedule a complete wall-to-wall inventory during an integrated logistics overhaul (see par. 2304 for ILO inventory requirements).

b. Inventory Control Date. This option allows the inventory to be restricted to only those items that have not been inventoried since a specified date.

c. Storeroom Selection. This option allows the inventory of material within a specific storeroom.

d. Inventory Aids Option. This option determines the sequence of the output inventory listing (NIIN or location) and type of inventory records that will be produced (count, recount, or ILO).

e. General Selector. The general selector allows the inventory to be restricted to any category of material that can be identified by one or more data elements in the BMF or associated files.

2. INVENTORY OUTPUT. Output from the Inventory Scheduling/Aids Function will consist of a Scheduled Inventory Listing (see sample Appendix 15) in NIIN or location sequence and inventory count or recount cards (one card for each location will be produced). When the ILO inventory option is selected, a magnetic tape will be produced in place of cards. The tape must be delivered to the ILO site where inventory records will be produced in accordance with local requirements. Except for ILO inventories, the inventory count cards and a copy of the Scheduled Inventory Listing will be forwarded to the person who will be supervising the inventory effort. A copy of the Scheduled Inventory Listing will be retained in stock control for the purpose of monitoring and controlling the return of inventory count records.

3. FILES UPDATED. The Inventory Scheduling/Aids Function will update the following SUADPS-RT system files:

a. Basic Material Files. The BMF inventory code is set to C for a scheduled inventory or D if the ILO Inventory Option was selected. When the ILO option is selected, all location data for the included items will be cleared. Receipt and expenditure transactions will not process while the inventory code is set.

b. Inventory File. A record for each item selected for inventory will be established and used to record the actual physical count of the material by location.

6802 UPDATING RECORDS AND FILES

1. RECORDING INVENTORY RESULTS. The results of the physical inventory will be recorded using the SUADPS-RT Process Scheduled Inventory Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Inventory counts should be received from the stores or material sections daily and recorded as received to prevent loss of documents. When the inventory for a particular item has been completed, SUADPS-RT will compare the total inventory count to the BMF on hand and, if necessary, an inventory adjustment record will be created and processed. After recording, inventory count records should be filed in the Stock Control History File in NIIN sequence and retained until the next inventory of the item is conducted.

2. INVENTORY ADJUSTMENTS. If the inventory results in a loss and the item is a Depot Level Repairable, a survey record will be established in the Suspense File. The cause of the adjustment must be researched and a survey record completed in accordance with pars 5125-5128. Inventory adjustments generated as a result of the completed inventory will be displayed to the user at the terminal. All adjustments over $500 per line item will be subjected to preliminary research (see par. 5125) to determine the correct material/record balance. Adjustments exceeding the causative research threshold value (see par. 5126) will be entered in a causative research log for action in accordance with par. 5127. All inventory adjustments will appear on the Inventory Adjustments Report described in par. 6859. Inventory adjustments may not be taken for the following file maintenance actions without performing a spot inventory:

a. Requisition File and Requisition History File maintenance;

b. Unmatched Listings for Captions C&H and A&G;

c. Suspended and Error Listing processing.

3. ADJUSTMENT REVERSAL. In the case where causative research reveals that an inventory discrepancy was caused by a previous adjustment, the previous adjustment will be reversed using the SUADPS-RT Gain/Loss Reversal Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). Adjustment reversals may only be processed against an adjustment within the allowable look-back period. Reversals should be based on research which documents that a previous adjustment was erroneous. Offsetting gains and losses found posted in a previous fiscal year may not be reversed without evidence of a corresponding inventory transaction in the current year. A reversal will be processed against the original transaction (where the original adjustment cannot be identified, a reversal will not be permitted).

4. SUPPORTING DOCUMENTATION. Appropriate supporting documentation will be developed and maintained for three years for all adjustment reversals greater than $100 and in all cases where causative research is required. This documentation checklist will be signed by the person responsible for performing the research; it will demonstrate a clear and reasonable cause and effect relationship in justification of a specific inventory adjustment or reversal. Supporting documentation will vary by circumstance but will consist of copies of the following documents (as applicable):

a. For adjustments or reversals requiring preliminary research, a check list of actions taken during preliminary research (e.g., search of adjacent locations, research of unposted or erroneous transactions, verification of catalog data);

b. For adjustments on reversals requiring causative research;

(1) A checklist of actions taken during preliminary research;

(2) Receipt, issue, or transfer documents relating to the imbalance under investigation;

(3) Cumulative Transaction Ledger (CTL), master stock record probes;

(4) Survey documents;

(5) Unmatched listings (i.e., C&H, OSO, A&G);

(6) Repair Parts Petty Officer (RPPO) or Aviation Intermediate Maintenance Department (AIMD) logs;

(7) Mandatory turn-in repairable (MTR) or carcass tracking documents (for aviation units include BCM Log);

(8) Detail list of depot level repairables (SUADPS-RT DLR Print Function);

(9) Other supporting documentation.

6803 SPOT INVENTORIES

1. GENERAL. SUADPS-RT will produce two reports on a daily basis which will alert supply managers to the need for spot inventory action as follows:

a. Suspense Report. The Suspense Report (see par. 6866) will contain issue or other expenditure transactions that could not be processed because the BMF on-hand was less than the expenditure quantity.

b. Spot Inventory Aids Report. The Spot Inventory Aids Report (see par. 6867-1b) will list NIINs for which a partial or complete NIS MRI or MRE transaction was processed or for which the transaction was suspended for insufficient quantity.

2. PROCEDURES. Stock control or other designated work centers will prepare spot inventory requests and forward them to the appropriate storage work center supervisor on a daily basis. The spot inventory will be completed within 24 hours using the count procedure described in par. 6067. The spot inventory records will be returned to stock control for updating of the BMF records. Spot inventory results will be recorded using the SUADPS-RT Spot Inventory Function described in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Prior to recording the inventory, pending transactions must be collected and processed if they occurred prior to the inventory count. Inventory adjustments will be generated for spot inventories and each adjustment will be reviewed and action taken as required by par. 6802.

6804 PREDETERMINED INVENTORY GAINS AND LOSSES

1. GENERAL. When the gain or loss of material is discovered during the course of routine supply operations (i.e., an inventory is not being conducted), the BMF will be adjusted using the On-hand Quantity Adjustment Function (see SUADPS-RT Support Procedures, Volume I, Chapter 2). This function requires that the adjustment quantity be predetermined and validated in accordance with par. 6802 prior to entering the transaction to SUADPS-RT. Predetermined inventory adjustments may be required for the following reasons (as well as others):

a. Damaged material discovered in stock,

b. Expired shelf-life material discovered in stock,

c. Material shortages or overages not recorded at time of receipt,

d. Material discovered in storage areas not previously recorded in the BMF.

6805 LOCATION AUDITS

1. DESCRIPTION. SUADPS-RT provides a location validation/audit function (DI 051) that will assist supply managers in accomplishing location validations. This function, in addition to selecting records for validation, may be used to identify material on hand with no location and records having excessive locations. For USID C & M activities, it will identify MSP/MSM items stowed in locations other than those designated for MSP/MSM items.

2. PROCEDURES. 100% of all storage areas will be audited on an annual basis with a 98% accuracy rate maintained for location records. Instructions for requesting and completing the data entry screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. The following options are available:

a. Location Validation. The Location Validation Report (see sample Appendix 15) consists of a listing of all BMF records with an on-hand quantity and no location, a listing of BMF records with excessive locations established, and USID C & M activities may also receive a listing of MSP/MSM items with locations established that are other than those designated as MSP/MSM storage areas.

b. Storeroom Audit. The Storeroom Audit option provides the capability to select up to 999 storage locations for validation and up to 999 BMF records for quantity validation. Records with multiple locations or zero on-hand quantity will not be selected by the Storeroom Audit Program. The Storeroom Audit Report (see sample Appendix 15) consists of a Quantity Validation Listing (Part 1 in location sequence, Part 2 in NIIN sequence) which contains stock numbers to be counted or verified for location validity, and a Location Audit Listing which contains stock numbers for location validation.

3. REVIEW AND ACTION. Processing of the listings produced by the Location Validation/ Audit Function will be accomplished as follows:

a. Material On-Hand With No Location. Every effort will be made using the Material Transaction Ledger File, Query Function, Stock Control History File, and other retained documents or listings to determine the location of the material. If a location is determined and verified, it will be added to the BMF record using either the update storeroom data or change BMF record functions. Material for which a location cannot be determined will be lost by inventory or surveyed and reordered if necessary to fill any allowance deficiency.

b. Excessive Locations. The listing will be used to consolidate material into as few locations in the same storeroom as possible. Existing locations which do not contain the item will be deleted. Location changes will be recorded using the Update Storeroom Data or Change BMF Record functions.

c. MSP/MSM Material with Erroneous Locations. MSP/MSM material in non-MSP/non-MSM locations will be consolidated into an existing location or a new location in the designated area will be selected. The movement of material must be recorded in the BMF using either the Update Storeroom Data or the Change BMF Record functions.

d. Quantity Validation. The Quantity Validation Listing can be used to verify both the quantity and location of an item. When it is used to verify location data only, the applicable location will be checked for the NSN shown. If no material is found, the entry will be annotated as an error and the item scheduled for spot inventory and research. When material is found, the record on the listing will be checked as being valid. When the listing is being used to verify both quantity and location, the quantity of material must be counted and recorded on Part 1 of the listing. The data will then be transferred to Part 2 of the listing and compared to the BMF on-hand using the BMF Query Function. Differences will be annotated on the listing and scheduled for spot inventory action.

e. Location Audit. The Location Audit Listing will be used to verify location data recorded in the BMF. It will be processed in the same manner as a quantity validation listing used to audit locations only. Instructions for conducting the audit and recording the quantity or location validations (or both) are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

4. LOCATION VALIDITY STANDARDS. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. The rate will be computed by auditing 5% of the locations involved and dividing the number of erroneous locations by the total number of locations audited. The result will be multiplied by 100 and the resulting percentage subtracted from 100. As an example, for 850 locations validated with 17 errors, the following applies:

17 : 850 = .02
.02 x 100 = 2.00% Error rate
100% - 2% = 98% Accuracy rate

An accuracy rate of less than 98% for a particular storage area will be considered unsatisfactory and will be reason to conduct additional validations or a random sampling inventory of the area. The Supply Officer may require additional corrective action or training (or both) depending on the severity of the location or inventory accuracy problem. This may require a complete review of current supply practices, the use of SUADPS-RT, and assistance from Type Commander or SPAWARSYSCEN supply management teams.

Section II: RECORDS AND FILES

6810 SYSTEM FILES

1. GENERAL. SUADPS-RT consists of a large number of system files used to store program instructions, supply records, validation data, and transaction information. To ensure validity of the SUADPS-RT files and the accuracy of supply records and reports, the data processing division must implement and follow proper file save and restore procedures. These procedures are contained in the SUADPS-RT Computer Operation Manual. The SUADPS-RT files that are updated by transactions processed through the system can be classified into one of the following groups:

a. Material files (see par. 6811)

b. Requisition files (see par. 6812)

c. Financial and statistical files (see par. 9507)

d. Transaction files (see par. 6813)

e. Validation and control files (see par. 6814)

f. Output files - These files contain data records from which SUADPS-RT reports will be produced and are mainly of interest to ADP operations personnel. Complete descriptions of the files are contained in the SUADPS- RT Computer Operation Manual.

g. History files (see par 6819)

h. Transaction ledger files (see par 6820)

6811 MATERIAL FILES

1. GENERAL. The material files in SUADPS-RT/RSUPPLY are those that are maintained to manage carried stock items or to record demand data for Not Carried (NC) material. The primary material file is the Basic Material File (BMF)/Stock Item Table (SIT), all other files provide additional or supporting data for records in the BMF/SIT. Individual data elements which make up each record are defined in Appendix 17 of the SUADPS-RT Support Procedures and RSUPPLY Support Procedures Manual. The following files are maintained as part of the stock record database:

a. Basic Material File (BMF)/Stock Item Table (SIT). The BMF/SIT will contain a record for each carried item in storeroom stock and for not-carried material that has experienced usage during the past twelve months. The BMF/SIT is maintained in NIIN, NICN, and LICN sequence.

b. Allowance Parts List File (APL). The APL file contains a record for each NSN with a COSAL allowance established in the BMF/SIT and the allowance parts lists or allowance equipage lists to which it is applicable. Records are established as a result of COSAL processing and may be updated by the user (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

c. Aviation Demand File (ADF). The ADF file is used to record historical demand and frequency of demand data. Records are established automatically as a result of processing material requirements received from the activity's work centers and supported units. Records may also be established, updated, or deleted by use of the demand recording function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual).

d. Aviation Repairable Demand File (ARD) (USIDs C & M only). The ARD is used to record historical demand data for repairable items issued on an exchange basis when the NRFI carcass is repaired by the activity's maintenance department and returned to stock.

e. Deleted/Superseded NIIN File (DSN). The DSN provides a cross-reference file of deleted and superseded stock numbers to current stock numbers. Records are established in the file as a result of change notice actions received from NAVSISA or other ICPs (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

f. Material Location Files (MLF). The MLF provides the capability to record up to sixteen storage locations in addition to the four locations recorded in the BMF/SIT (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

g. NRFI Repair Quantity File (NRQ) (USIDs C & M only). The NRQ is used to monitor the return of repairable items from AIMD. Records are established when exchange-coded issues are processed and the NRFI item is to be repaired locally. Records are updated by the Returned From AIMD Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5 and RSUPPLY Support Procedures Manual).

h. Pack-Up Item File (PUI) (USID C and M only). The PUI will contain a record for each NSN included in a particular contingency support package (CSP). Records are established, updated, and deleted using the Pack-Up Data Function contained in the Inventory Management subsystem (see SUADPS-RT Support Procedures, Volume l, Chapter 5 and RSUPPLY Support Procedures Manual).

i. Part Number File (PNF). The Part Number File provides a cross-reference from manufacturer's part number to NSN or LICN. Records are established in the file as a result of allowance list processing or by the user via the Part Number File function (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual). A BMF/SIT record must exist before records may be established in the Part Number File.

j. Pre-Expended Bin File (PEB). The PEB contains a record for each NSN on the BMF/SIT with the PEB indicator set. Items to be included in the PEB program are determined in accordance with par 6171 using the PEB Review Report Function (see SUADPS-RT Support Procedures, Volume l, Chapter 5). The BMF/SIT and PEB records for the items selected will be updated in accordance with the SUADPS-RT Support Procedures, Volume l, Chapter 2 and RSUPPLY Support Procedures Manual.

k. Q COSAL File (QCF). Q COSAL records contain data applicable specifically to the Q COSAL allowance quantity (USIDs C, and T). Those individuals authorized in the User Identification (UID) File may review, process against, and update records in the file. Records are established by Q COSAL allowance processing and as necessary by authorized users (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

l. Q COSAL Demand File (QCD). The QCD file is used to record historical demand and frequency of demand data for records in the Q COSAL File (QCF). Records are established automatically as a result of processing issues and DTO requisitions of Q COSAL material. Records may be established, updated, or deleted using the Demand Recording Function (see SUADPS-RT Support Procedures, Volume l, Chapter 3 and RSUPPLY Support Procedures Manual).

m. Repairable Item Code File (RIC) (USIDs C & M only). The RIC file provides repairable item codes for each AVCAL allowance item established in the BMF/SIT. Records are established during processing of the AVCAL allowance data tapes received from NAVICP PHIL (see par. 2301). Records also may be updated by users via the APL/RIC file function (see SUADPS-RT Support Procedures, Volume l, Chapter 2 and RSUPPLY Support Procedures Manual).

n. Repairable Material File (RMF). The RMF records contain additional data for records on the BMF/SIT with an MCC of D, E, G, H, Q, or X. The data maintained varies by USID code and is explained in the SUADPS-RT Support Procedures, Volume l, Chapter 2 and RSUPPLY Support Procedures Manual.

o. Substitute File (SUB). The SUB file contains records for items on the BMF/SIT for which substitute or interchangeable items are available in the supply system. Records are established by the user activity or as a result of change notice or allowance list processing (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

p. Surface Demand File (SDF) (USIDs A, C, and T only). The SDF is used to record historical demand and frequency of demand data. Records are established automatically when material requirements are processed by SUADPS-RT programs. Records may also be established, updated, or deleted using the demand recording function (see SUADPS-RT Support Procedures, Volume l, Chapter 2 and RSUPPLY Support Procedures Manual).

2. MATERIAL FILE QUERY. Records in the BMF/SIT and most of the supporting material files may be reviewed individually through the on-line query functions (see SUADPS-RT Support Procedures, Volume II, Chapter 2 material requirements are processed by SUADPS-RT programs. Records may also be established, updated, or deleted using the demand recording function (see SUADPS-RT Support Procedures, Volume l, Chapter 2 and RSUPPLY Support Procedures Manual). Queries are used to perform stock checks, determine requirements, perform file maintenance, etc.

6812 REQUISITION FILES

1. GENERAL. The requisition files are maintained to record and monitor all requisitions for material or services submitted by or for the SUADPS-RT/RSUPPLY activity and supported units (USIDs C, M, and T). The major file is the Basic Requisition File (BRF)/Active Requisition Table (ART) and is supported by the requisition status file and suffixed document status file to record requisitions.

2. BASIC REQUISITION FILE (BRF)/Active Requisition Table (ART). The BRF/ART will contain a record for each requisition submitted into the supply system. Records may be established before (pre-post) or after (post-post) the requisition is actually released to the supplying activity. See par. 3836 for information on viewing and printing BRF/ART records.

3. REQUISITION STATUS FILE. This file contains all status information received or sent concerning the basic requisition record. This contains all MILSTRIP status documents such as AS, AE, AU, etc. This file also contains receipts in process, receipts, and receipt reversals.

4. SUFFIXED DOCUMENT STATUS FILE. This file is used to accumulate status and receipt information for each requisition assigned a suffix code by a supplying activity. If a MILSTRIP receipt document is received with a suffix code in block 44 then input to SUADPS-RT, the receipt record (DI X71) will appear in this file.

6813 TRANSACTION FILES

1. GENERAL. Transaction files are used by the system to hold transaction records for further processing by the user or until a specific system report is requested. The transaction files are as follows:

a. Aviation Maintenance File (USID C and M). Contains records used to record aviation maintenance information (DI X92). Data is held until Report 96, MDS reporting, is requested.

b. Batch Input File - This file contains records to be processed via the batch processing function described in Appendix 20 of the SUADPS-RT Support Procedures.

c. Financial Holding File - Used to hold transactions until monthly financial processing is complete.

d. Inventory File - Contains records selected for physical inventory. A count by location is maintained until the inventory is complete.

e. Issue Pending File - Contains MRI and MRE records pending issue of the material Also used by USIDs C and M to monitor return of NRFI DLR items from AIMD.

f. Nonreordered-DLR Carcass (USID C and M) - Contains a record for each AVDLR File expenditure for which a stock replenishment was not submitted at the time of carcass turn-in.

g. Offload File - Contains records for material to be offloaded. OSO transfers (DI X37) are held until material is removed from storeroom location and quantity offloaded is recorded.

h. Requisition Output File - Used to hold procurement requisitions until the external document and user notification reports are produced by ADP.

i. Status Output File - The file will contain all status records initiated by the user and not yet processed for release to the activity holding the applicable requisition.

j. Surface Maintenance File - Used to hold maintenance data records (DI X91) for inclusion in Report 91, MDS reporting.

k. Suspense File - Used to store transactions that could not be processed by the system for various reasons. Used to produce the daily Suspense Report.

l. Transaction Holding File - Contains MRI PNIS, NIS, or NC requests pending release of a DTO requisition.

6814 VALIDATION AND CONTROL FILES/TABLES

1. GENERAL. Validation and control files/tables are used in SUADPS-RT/RSUPPLY to validate input into the system, obtain definitions for coded entries, controlling some aspects of transaction and report processing, and provide data for system-generated reports. Access to the control and validation files/tables will be restricted to the Functional Area Supervisor (FAS) and designated Work Center Supervisors (WCSs). Validation and control files/tables are divided into the following groups:

a. Customer data (see par. 6815)

b. Supplier data (see par. 6816)

c. Technical data (see par. 6817)

d. Financial data (see par. 6818)

2. VALIDATION AND CONTROL FILE REVIEWS. Each validation and control file update screen has a Locate a Record Option which allows review of individual records within a file. This option should be used before and after entering new records to ensure that it is not already on the file and that it processed successfully. SUADPS-RT provides the capability to request a listing of the Appropriation File (APP), the Fund Code File (FC), and the Validation Table Files (VTP and VTN). To obtain a complete listing of other system validation and control files, a request for ADP services will be submitted. ADP will produce the requested listing using Honeywell command level programs. The SUADPS-RT Functional Area Supervisor will review, validate, and have the control files printed at least weekly to ensure that any changes made were valid and available for use in case of system failure.

6815 CUSTOMER DATA

1. GENERAL. The files applicable to this group contain key identification and access data necessary for the supply department to operate in the SUADPS-RT environment. The files are the sole responsibility of the SUADPS-RT FAS, and this responsibility will not be delegated to any other user. Procedures for maintenance of the files are contained in the SUADPS-RT Guide for Functional Area Supervisors.

2. USER IDENTIFICATION FILE (UID) (UIA for USID A activities). The UID/UIA file contains a record for each authorized user or group of users and defines their security and authority level. The key to this file is the LOGON ID which controls the SUADPS-RT functions users are authorized to access. Every user must have a LOGON ID before processing transactions in SUADPS-RT. This file will be updated when SUADPS-RT users transfer, new users report onboard, and LOGON IDs become known by other users. Also this is used to limit authorized dollars for expenditures and can be changed to limit spending while monitoring departmental OPTARs.

3. SYSTEM CONSTANT FILE (SCF). The SCF contains information of a recurring nature peculiar to each SUADPS-RT activity. It includes activity name, UIC, service code, USID code, and other data elements which control system processing options. This should be updated when the Supply Officer is relieved (for reporting authorization), when ships deploy, and at the beginning of each fiscal year.

4. CUSTOMER IDENTIFICATION DATA FILE (CID) (CIA for USID A activities). The CID/CIA file contains a record for each customer activity to which OSO transfers or end-use issues will be made. It identifies the customer by UIC and whether financial accounting support is provided by the SUADPS-RT activity. An example of when to update this file would be when a submarine tender (AS) supports a new customer (submarine) or when squadrons attach to carriers or MALS.

5. CUSTOMER SERIAL DATA FILE (CSR). The CSR contains a record for each squadron, division, or work center in the SUADPS-RT activity assigned a supply identification code. Each record contains serial number data and other identifying information and is used to assign and validate document numbers, department codes, and fund codes. After established, this file should be updated when new squadrons report to ships or MALS and when they depart.

6816 SUPPLIER DATA

1. ACTIVITY ADDRESS FILE (ADD). The Activity Address File is used to print in-the-clear addresses on supply documents produced by SUADPS-RT. Each activity may add or delete records in the file according to local requirements. Updating of these files will be accomplished by the SUADPS-RT Functional Area Supervisor or designated work center supervisor.

6817 TECHNICAL DATA

1. GENERAL. The technical data function includes eight files which are used to verify transaction data elements and codes entered into the system. Access to these files may be granted to work center supervisors by the FAS through appropriate entries in the User Identification File. The technical data files are described in the following subparagraphs and additional information is contained in the SUADPS-RT Support Procedures, Volume II.

2. AIRCRAFT IDENTIFICATION DATA FILE (AID) (USID C and M activities only). The AID file contains identifying data concerning each aircraft supported by the SUADPS-RT activity. This should be updated when squadrons change or when aircraft are replaced. A record in the file will contain the following data elements:

a. Bureau Number a unique six-character number assigned by the manufacturer to a specific aircraft;

b. Unit Identification Code (UIC) - identifies a specific service activity for supply and accounting purposes;

c. Type Equipment Code (TEC) - identifies type, model, and series for aircraft and the major system for type of GSE (see 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;

f. Aircraft Type - identifies the aircraft by primary mission and model number.

3. DEPARTMENT/DIVISION MAILBOX DATA FILE (MIF). The MIF provides a cross-reference of electronic mailbox names to the actual activity department and division. A record in the file will contain the Department/Division Code (a three-character code that identifies the department or division) and the Mailbox Name.

4. ORGANIZATION CODE FILE (ORG) (USID C and M activities only). This file contains a cross-reference between the organization code, UIC, and applicable type equipment codes.

5. ENGINE TYPE EQUIPMENT CODE FILE (ETC) (USID C and M activities only). The ETC provides a cross-reference between the engine type equipment codes and the aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated. The engine type equipment code will be entered on the appropriate screen and will appear in the maintenance record (DI X92). The applicable aircraft TEC will be obtained from this file and will be cited in supply transaction (DIs A0A, X31, X76, etc.).

6. PRINTER IDENTIFICATION DATA FILE (PID). The PID provides information relative to the location and identifying printer name. Records in this file will control where picking tickets for material issues will be printed. A record in the PID will contain the PRI/LOC Code (WT - walk-through transaction, OT - others).

7. AVAILABILITY DATA FILE (AVB) (USID T activities only). This file contains data elements critical to the proper preparation of the Availability Cost Report and ROV Summaries. Extreme care must be exercised when updating this file and access should be granted only to the appropriate work center supervisors (WCSs). The WCS must become familiar with all ROV supply and financial procedures. The AVB file is common to both SUADPS-RT and IMMS-RT. When both systems are implemented with full interface capabilities, updating of the file will be accomplished through the SUADPS-RT/IMMS-RT Interface Function. Until full interface capability is received, the file will be updated through the logistics subsystem Maintaining Currency of Technical Data function. A record in the AVB will contain the following data elements:

a. Tended Ship UIC (Benefiting UIC) - identifies the specific ship to be scheduled;

b. Availability Category and Number - identifies the type of availability;

c. Scheduled Start Date - identifies start date for the availability period;

d. Scheduled Completion Date identifies completion date for the availability period;

e. Available Total Man-hours - identifies total man-hours available;

f. Limit Total Man-hours - identifies any man-hour limits;

g. Available Total Material Cost - identifies total material cost for availability;

h. Limit Total Material Cost - identifies any material cost limits;

i. True Service Code - identifies the Service code of the tended ship;

j. Appropriation Indicator Charges - identifies the TYCOM designator of the tended ship (first position of the fund code);

k. Appropriation Indicator Credits - identifies the TYCOM designator of the tender or repair ship (first position of the fund code);

l. Appropriation Indicator (Benefiting UIC) - identifies the indicator that is used as part of the key to the Appropriation (APP) File (see SUADPS-RT Support Procedures, Volume III, Chapter 3);

m. ROV Summary Indicator - identifies the Type of Summary (A or B) that will be used for transactions during the availability period;

n. Effectiveness Exclude Code - prevents demands of DTO requisitions for the benefiting UIC from being reflected in the Supply Effectiveness Report;

o. Print Availability Data - provides the option to print a listing of the Availability File.

8. FUND CODE DATA (FC). The fund code data is recorded in the Fund Code Validation Table. The file should contain all end-use fund codes (internal and external) which will be used by customers of the SUADPS-RT activity. Each fund code will be assigned an appropriation indicator and TYCOM designator. These codes have been standardized and are defined in the SUADPS-RT Support Procedures, Volume III, Chapter 3. Each appropriation indicator assigned to a fund code record must have an entry in the Appropriation File for every applicable fiscal year. The file will be used to validate the fund codes in transactions and to cross-reference the fund code to complete accounting data elements in the Appropriation File. Records in the Fund Code Validation Table will also contain Validation Start and Stop Dates (date the fund code becomes effective and last effective date).

9. MASTER VALIDATION DATA. Data is contained in the Validation Tables Nonprivilaged (VTN), and Validation Tables Privileged (VTP) files. Each of these files is made up of several tables used to validate input data elements or to provide data for system output or other processing programs. The privileged tables are made up of data elements common to all SUADPS-RT users and are established and updated by SPAWARSYSCEN (see SUADPS-RT Support Procedures, Volume II, Chapter 6). The Nonprivilaged tables will be maintained by the SUADPS-RT activity. When adding, changing, or deleting records in this file, the computer will only update the files on the Host computer. The files on the RPS computer will not be updated. To avoid 'mistakes caused by erroneous data entering the system, the FAS must ensure that all changes to the VTN files are downloaded from the Host to the RPSs. The SUADPS-RT FAS must prepare a request for ADP services to accomplish this download whenever a change is made. The VTN tables are as follows:

Table Code	Name	Purpose/Description
ASC	Advice/Status Code	Provides a cross-reference from code to short description. Used to define codes on output reports and queries.
CRI	Cognizance Symbol to	Contains a record of all COG Routing Identifier symbols the activity expects to use and the routing identifier of the activity to which system-generated requisitions for that Cog symbol will be submitted.
DEP	Department Code to Name	Provides the complete department name for department codes established in the CSR File. Used to provide department names on output reports.
DIV	Division Code to Name	Provides the complete division name for division codes established in the CSR file. Used to provide division names on output reports.
DLA	Defense Logistics Agency Codes (USID C & M only)	Contains the routing identifiers and UIC of any DLA activity to which fuel is offloaded. Used to validate offload document identifier and assignment of proper FIR codes on financial reports.

Table Code	Name	Purpose/Description
LMC	Local Management Codes	Contains all the BMF local management codes being used and a definition of each code. Used to validate LMCs entered on the system.
RCC	Reimbursable OPTAR Control Codes	Provides a cross-reference for each RCC to a unique department code and serial number established in the CSR file. Used to validate transactions citing __A fund code and identify the specific reimbursable work order on system produced reports.
RI	Routing Identifier	Provides a cross-reference from RI code to name of the activity. Used to define RI codes on system produced reports.
SUI	Supported Squadron UIC to Serial Number (USID C & M only)	Used to assign squadron UIC to transactions citing AFM fund codes. Unique serial number series will be assigned to each squadron in the CSR file.
TEC	Type of Equipment Code to Description (USID C & M only)	Provides a cross-reference between the type equipment code and a description of the code. Validates aircraft TECs established in the ETC file.

6818 FINANCIAL DATA

1. APPROPRIATION FILE (APP). The Appropriation File provides complete accounting data for end-use fund codes cited on supply transactions and contained in the Fund Code File (FC). This cross-reference between FC and APP is accomplished through the appropriation indicator which is a mandatory data element in both files. Appropriation indicators have been standardized and are listed in the SUADPS-RT Support Procedures, Volume III, Chapter 3. The appropriation data is also used by system programs to add appropriate data elements to output financial reports. Access to the financial data files should be restricted to the SUADPS-RT Functional Area Supervisor and appropriate financial work center supervisor (normally a stock control or financial supervisor). Specific data elements and procedures to update the APP File are located in SUADPS-RT Support Procedures, Volume III, Chapter 3 and RSUPPLY Support Procedures Manual.

6819 HISTORY FILES

1. GENERAL. To provide a complete history of supply processing yet limit the size of some active system files, records are periodically retired to history. These files are normally maintained offline and the records will not be available to the user via SUADPS-RT on-line programs. The following files are maintained for historical purposes:

a. Cumulative Transaction Ledger (CTL). Provides a history of transactions transferred from the active files to archive. A printout of the records added to the history file can be produced.

b. OPTAR History File (OHF). Provides a complete record of all transactions that had an effect on one of the OPTARs maintained by the SUADPS-RT/RSUPPLY activity. See par. 9409 for further information.

c. Cumulative OSO File. Provides a cumulative, fiscal year-to-date record for each OSO transfer (DIs X37, X38, X39) processed through SUADPS-RT/RSUPPLY.

d. Receipt History File (RFH). Provides a cumulative, fiscal year-to-date, record of all stock and DTO receipts (DIs X71, X73, X77) processed through SUADPS-RT/RSUPPLY.

e. Requisition History File (RHF). Provides a record of all completed requisitions that have been retired from the BRF/ART.

6820 TRANSACTION LEDGER FILES

1. GENERAL. The transaction ledger files provide an audit trail of transactions successfully processed through any of the SUADPS-RT/RSUPPLY subsystems. Records in these files may be viewed individually, or a listing may be produced for all or part of a file. Query procedures for these files are contained in the SUADPS-RT Support Procedures, Volume II, Chapter 2 and RSUPPLY Support Procedures Manual. The four transaction ledger files are as follows:

a. Material Transaction Ledger File. Contains non-Q COSAL transactions that affect inventory data in the Basic Material File (BMF). Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions.

b. Q COSAL Transaction Ledger File. Contains transactions made to Q COSAL inventory data in the Q COSAL File and BMF. Examples of transactions appearing in this file would be issues, receipts, newly established records, location changes, gains or losses by inventory, and requisitions for Q COSAL records.

c. Requisition Transaction Ledger File. Contains MVO transactions that establish or update records in the Basic Requisition File such as requisitions (AO), and status documents (AS, AU, AE).

d. Financial Transaction Ledger File. Contains transactions that were of significance to the financial files only (DIs X39, X49, X50, X51, X52, or X76).

6821 MANUAL FILES

1. GENERAL. Manual files are required to provide control of supply transactions which require further manual or automated processing, and provide history or reference data on completed transactions. In order for the SUADPS-RT/RSUPPLY system to function properly, the files detailed in the following subparagraphs will be maintained (additional files may be necessary due to individual requirements).

2. BATCH PROCESSING INPUT FILE. The Batch Processing Input File will contain the data that is to be processed via the Incoming Batch Transaction subsystem of SUADPS-RT/RSUPPLY. The input will be held by the SUADPS-RT/RSUPPLY Functional Area Supervisor until the scheduled processing date and then forwarded to the data processing division. A printed request for data processing services will accompany the input and a receipt signature will be obtained when the input records are turned over

3. BEARER SUSPENSE FILE. The Bearer Suspense File will contain copies of requisitions prepared manually for bearer pick-up or Servmart purchases. The file serves as a tickler file to ensure return of the invoices covering the material. Upon receipt of the invoice, the control copies may be destroyed. The file will be maintained in Julian date sequence. In place of the Bearer Suspense File, a log containing appropriate information may be used to control return and SUADPS-RT input of the document. For USID M activities refer to Aviation Supply Desk Top Procedures (ASDTP).

4. DATA PROCESSING HISTORY FILE. The Data Processing History File contains all input processed through the Incoming Batch Transaction subsystem. The data will normally be maintained for a period of ninety days. The file will be maintained by data processing.

5. DLR CARCASS SHIPPING FILE. The DLR Carcass Shipping File will contain a copy of all shipping documents for DLR items shipped to ATAC HUB or the designated overhaul points. The DLR Storekeeper will maintain the file in document number sequence. The file will be retained for three years after completion of transfer or survey action.

6. EXPENDITURE INVOICE FILE. The Expenditure Invoice File will contain the original, or a copy when the original is required elsewhere, of each expenditure document (MRI and MRE completed picking tickets will not be included) prepared by the SUADPS-RT/RSUPPLY activity. The file will be maintained in document number sequence and will be retained for three fiscal years. For USID M activities refer to ASDTP

7. ISSUES PENDING FILE (MANUAL). This file will contain a copy of each customer material request forwarded to storage or procurement sections for off-line processing. The file will be maintained in Julian date and serial number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and to protect against lost documents. For USID M activities refer to ASDTP.

8. MISCELLANEOUS RECEIPT FILE. The Miscellaneous Receipt File will contain copies of receipt documents for material not related to a SUADPS-RT/RSUPPLY user's procurement document. The file will be maintained in julian date/document number sequence by the receiving section for a period of one year.

9. MISCELLANEOUS SHIPPING PAPERS FILE. The Miscellaneous Shipping Papers File will contain the original or a copy of invoices and related documentation covering material shipped by the supply department but not carried on the activity's records. This could include personal effects, transshipments for other activities, technical publications, and others. This file will be maintained in the shipping section for three years.

10. POST-POST TRANSACTION HOLDING FILE. The Post-Post Transaction Holding File will contain documentation covering completed transactions processed off-line. The documents will be held in the file until access to SUADPS-RT/RSUPPLY is possible and then will be used to record the transaction and update the SUADPS-RT/RSUPPLY files. Files will be maintained in stock control, supply/logistics support center/repairables management division, and storerooms. The documents will be transferred to the Stock Control History File after processing in SUADPS-RT/RSUPPLY. For USID M activities refer to ASDTP.

11. PROOF OF DELIVERY FILE. This file (USID M activities only) will contain the signed copy of all documents for material issued. Refer to ASDTP.

12. PURCHASE ACTION FILE. The Purchase Action File will contain copies of all outstanding purchase documents for supplies and services. Procurement will be considered to be outstanding until the material and dealers invoice are received. Upon completion of the purchase, the invoice will be certified for payment and forwarded to the paying activity. The retained documents will be transferred to the Purchase Payment File. For USID M activities refer to ASDTP.

13. PURCHASE PAYMENT FILE. The Purchase Payment File will contain the documents related to a completed purchase order. The file will contain a copy of the activity's purchase order, receipt invoice, and the certified dealers invoice forwarded for payment. The file will be maintained in stock control or supply/logistics support center and retained for a period of three years. For USID M activities refer to ASDTP.

14. REQUEST FOR DATA PROCESSING SERVICES FILE. This file will be maintained by the SUADPS-RT/RSUPPLY Functional Area Supervisor (FAS) and will be divided into an outstanding and a completed section. It will be used by the FAS to determine the status of requested processing and as a control for batch input data submitted to the data processing center. The file will consist of a form similar the sample shown on the following page.

REQUEST FOR DATA PROCESSING SERVICES

ADP SERVICE REQUEST

FROM: STOCK CONTROL FUNCTIONAL AREA SUPERVISOR
TO: ADP

BATCH JOB NO _____
DATE BATCH JOB ENTERED _____
BATCH JOB PRIORITY ASSIGNED _____
OVERRIDE BATCH PRORITY ASSIGNED BY FAS _____
DATE OVERRIDE BATCH PRIORITY ASSIGNED _____
DATE BATCH JOB APPROVED _____
DATE BATCH JOB COMPLETED _____

BATCH JOB NAME _____

INPUT MEDIA PROVIDED:

_____ TAPE TAPE NO.(S) : _____

_____ LISTING
_____ DISKETTE DISKETTE NO.(S): _____
_____
_____

_____ PUNCH PAPER TAPE
_____ OTHER (SPECIFY) _____

REQUESTED OUTPUT PROVIDED:

_____ TAPE TAPE NO.(S): _____ DATE _____
_____
_____

_____ LISTING COPIES _____ DATE _____
_____ DISKETTE DISKETTE _____ DATE _____
_____
_____

_____ PUNCH PAPER TAPE DATE _____
_____ OTHER (SPECIFY) _____ DATE _____

_____ DOWNLOAD VTN UPDATE FROM HOST TO RPS DATE _____
_____ DOWNLOAD UID, SCF FROM HOST TO RPS

ADP SIGNATURE _____ DATE _____

15. STOCK CONTROL HISTORY FILE. The Stock Control History File will contain all source documents used as input or completion of transactions through SUADPS-RT/RSUPPLY. Included in this file are picking tickets for completed MRI and MRE issues, off-line procurement documents, local change notices, spot inventories, and copies of receipt documents. The file will be maintained in Julian date and serial number or NIIN sequence for records with no document number assigned. Documents in the file will be retained for a period of three fiscal years. Typically, this file is maintained separately according to type of document (i.e., issues, offloads, receipts, etc.) in appropriate sequence by the work center that is responsible for processing SUADPS-RT/RSUPPLY input.

16. SYSTEM OUTPUT FILES. The System Output Files will consist of reports generated by the system automatically or upon request. Each of the reports will be filed separately in appropriate binder or cabinet, except that related reports (such as the Financial Inventory Report and substantiating detail reports) may be filed together as a unit. Retention periods for the files will vary and will be discussed in the sections of this publication applicable to specific reports.

6822 MASTER STOCK STATUS AND LOCATOR LISTING (MSSLL)

The MSSLL (DI 080) is a listing of the BMF/SIT records and additional data from the Part Number, Substitute, and Pack-Up Item files (see sample Appendix 15). The MSSLL can be a complete list of all BMF/SIT records or it can be limited to specific records by using the general selector capability (see SUADPS-RT Support Procedures, Appendix 19). Chapter 6 of the SUADPS-RT Support Procedures, Volume II contains complete information for requesting the MSSLL. The MSSLL of all BMF/SIT records should be printed periodically (at least monthly) to ensure capability for processing when the SUADPS-RT GEN is down temporarily or for an extended period of time. Copies of the MSSLL should be distributed to all supply work centers (customer service division, stock control, and storerooms).

6823 MASTER LOCATOR LISTING

The Master Locator Listing (DI 095, see sample Appendix 15) provides storage personnel with a listing in NIIN sequence of all location data for records on the BMF. Instructions for completing the data entry request screen are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The general selector may be used when requesting the locator listing.

Section III: ISSUE CONTROL

6830 REQUESTING MATERIAL

1. GENERAL. This section provides instructions for the issue of general use consumables and repair parts material. For issues of Aviation fuel see Chapter 8, Part E, for issues of DLRs see par. 8310. The authority for the supply department to issue material will be a customer request submitted on-line via the SUADPS-RT MRI data entry screen or off-line on a DD Form 1348 or other locally acceptable form.

2. ON-LINE SUBMISSION. Customers will submit material requirements (DI X31) on-line via the MRI function of the SUADPS-RT Logistics Management Subsystem (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Access to the MRI function and processing limitations will be controlled by entries in the customer identification and user identification files.

3. OFF-LINE SUBMISSION. Off-line requests for material will be submitted by the customer to the Customer Service section and will be prepared in accordance with par. 6206. Requests received in this manner will be entered in SUADPS-RT by customer service personnel or processed completely off-line if necessary. At the first opportunity, issues processed off-line must be recorded in SUADPS-RT using the post-post option of the MRI function.

6831 DOCUMENT NUMBERS

During the MRI process, issue's to the activity's work centers will be automatically assigned document numbers based on established SUADPS-RT logon profiles (except USID M activities which will assign document numbers manually). Issues to supported units and issues processed as post-post will be assigned document numbers manually. Document numbers assigned manually will be controlled and recorded in accordance with par. 3822.

6832 ISSUE PROCESSING IN INTERACTIVE (ON-LINE) MODE

1. GENERAL. On-line processing of material requests will consist of four processing steps as follows:

a. interactive MRI processing;

b. manual storeroom/warehouse processing;

c. customer delivery;

d. SUADPS-RT warehouse processing.

2. INTERACTIVE MRI PROCESSING. Material requests entered via the MRI data entry screen either by the customer or the supply department will be automatically compared to the SUADPS-RT control and validation files to ensure only valid data has entered the system. Validation errors will cause an error message to be displayed, and the condition must be corrected before processing can continue. Upon completion of the data validation, the availability of material or acceptable substitutes will be determined, and picking tickets will be produced. A record for each picking ticket will be established in the Issue Pending File. Material determined to be not-carried or not-in-stock will be procured as discussed in par. 3827 (on-line DTO requisitions).

3. STOREROOM/WAREHOUSE PROCESSING. Storeroom or warehouse personnel will use the computer-generated picking ticket (DD Form 1348-1A) to locate material, pick it from assigned locations, and physically move it to a designated issue staging area. Stores/Material personnel will process the picking ticket as follows:

a. General Processing Requirements:

(1) All locations indicated on the DD Form 1348-1A picking ticket, will be searched for sufficient quantity to fill the requirement. If material cannot be located, a search of surrounding locations should be made for erroneously stowed material. If the picking ticket shows four locations, then additional locations may be contained in the Material Location File (MLF) and the storeroom location screen must be checked (see SUADPS-RT Support Procedures, Volume II, Chapter 2).

(2) When necessary to adjust the issue quantity to coincide with the standard pack of the item, the quantity requested will be lined out and the quantity actually issued will be entered and circled. The picking ticket will be annotated STANDARD PACK ADJUSTMENT in the remarks block.

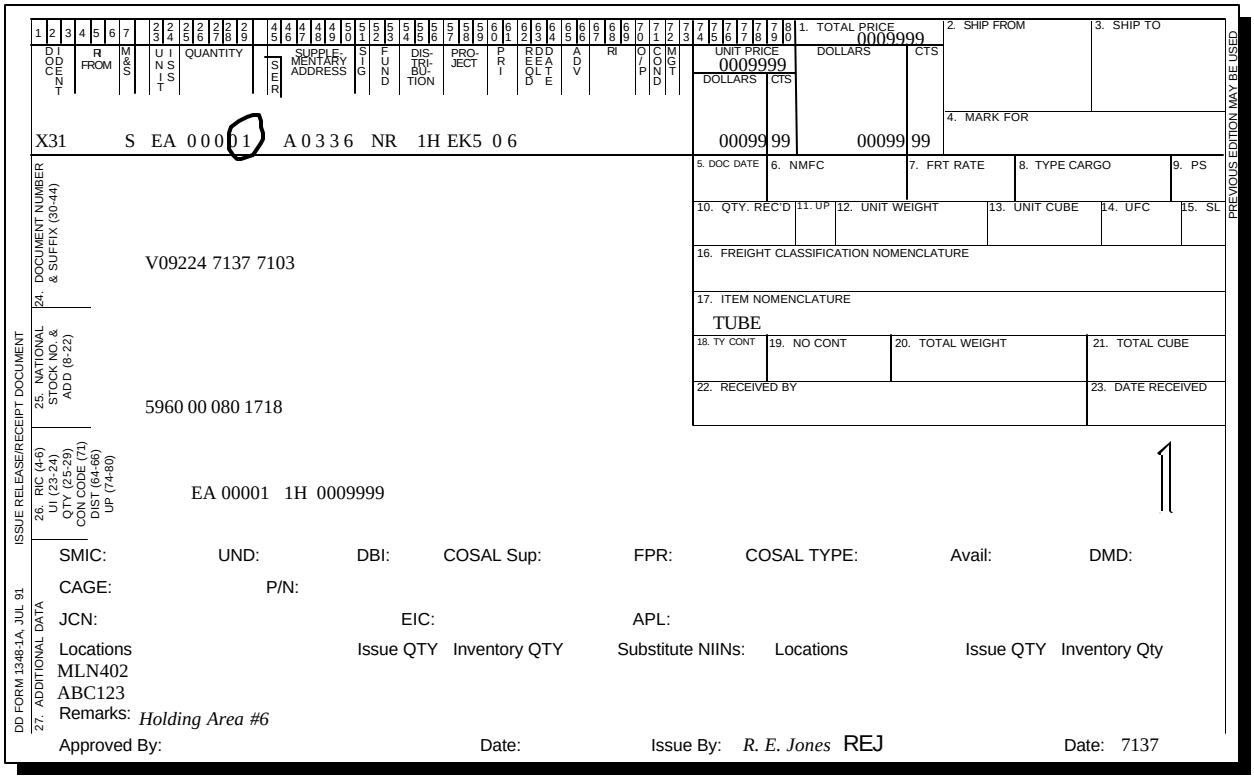
(3) It must be determined by using the BMF Query Function if there is substitute material available to satisfy the requirements. Based on local policy, a substitute may be issued to satisfy the requirement. When a substitute item is issued, the original stock number will be lined out and the actual stock number issued will be written above it.

b. Complete Issue:

(1) When the full quantity requested is available, the quantity requested will be circled and the material moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

(2) One copy of the picking ticket will be attached to the material and the remaining copies will be delivered to the customer service division.

PICKING TICKET FOR COMPLETE ISSUE


DD FORM 1348-1A, JUL 91 — ISSUE RELEASE/RECEIPT DOCUMENT — PREVIOUS EDITION MAY BE USED

1. TOTAL PRICE 0009999 — 2. SHIP FROM — 3. SHIP TO — 4. MARK FOR

DIOD CENT | RI FROM | M&S | UNIT | QUANTITY | SUPPLEMENTARY ADDRESS | STR | SIG | FUND | DISTRIBUTION | PROJECT | PRI | RDD EEAOLTD | ADV | RI | OTP | COND | MGT | UNIT PRICE DOLLARS CTS | DOLLARS | CTS

X31 S EA 00001 A0336 NR 1H EK5 06 — 00099 99 — 00099 99

5. DOC DATE | 6. NMFC | 7. FRT RATE | 8. TYPE CARGO | 9. PS

10. QTY. REC'D | 11. UP | 12. UNIT WEIGHT | 13. UNIT CUBE | 14. UFC | 15. SL

24. DOCUMENT NUMBER & SUFFIX (30-44): V09224 7137 7103

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE: TUBE

18. TY CONT | 19. NO CONT | 20. TOTAL WEIGHT | 21. TOTAL CUBE

25. NATIONAL STOCK NO. & ADD (8-22): 5960 00 080 1718

22. RECEIVED BY | 23. DATE RECEIVED

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80): EA 00001 1H 0009999

SMIC: UND: DBI: COSAL Sup: FPR: COSAL TYPE: Avail: DMD:

CAGE: P/N:

JCN: EIC: APL:

Locations: MLN402, ABC123 — Issue QTY — Inventory QTY — Substitute NIINs: — Locations — Issue QTY — Inventory Qty

27. ADDITIONAL DATA — Remarks: *Holding Area #6*

Approved By: — Date: — Issue By: *R. E. Jones* REJ — Date: 7137

c. Partial Issue:

(1) When all locations have been thoroughly checked and only a partial quantity can be issued, material is said to be partially not-in-stock (PNIS). The quantity requested will be lined out, and the quantity actually issued will be entered and circled. The material will be moved to a central staging area for turnover to the requesting work center or activity. The picking ticket will be initialed, dated, and the staging area location recorded in data block 11 by the individual staging the material (see sample on following page).

(2) One copy of the picking ticket will be attached to the material and one copy will be delivered to the customer service division.

d. Total Not-in-stock:

(1) When all locations have been thoroughly checked and no material is available for issue, material is said to be not-in-stock (NIS). The DD Form 1348-1A picking ticket will be annotated TOTAL NIS or WAREHOUSE REFUSAL. The picking ticket will be initialed and dated.

(2) The picking ticket will be delivered to the customer service division.

(3) The picking ticket will be annotated Substitute issue, Requisition DTO, or Cancel as appropriate, and then delivered to the SUADPS-RT processing point for the particular storage area.

PICKING TICKET FOR PARTIAL ISSUE

DD FORM 1348-1A, JUL 91 — ISSUE RELEASE/RECEIPT DOCUMENT — PREVIOUS EDITION MAY BE USED

DIST CENT	RI FROM	M&S	UNIT	QUANTITY	STR	SUPPLEMENTARY ADDRESS	SIG	FUND	DISTRIBUTION	PROJECT	PRI	RDD	EADTE	ADV	RI	OTP	COND	MGT	UNIT PRICE		DOLLARS	CTS
X31	S	EA	~~00024~~ 20		A0336	NR	1H	EK5	06										00099	99	02399	76

1. TOTAL PRICE 0239976 DOLLARS CTS
2. SHIP FROM
3. SHIP TO
4. MARK FOR

5. DOC DATE	6. NMFC	7. FRT RATE	8. TYPE CARGO	9. PS	
10. QTY. REC'D	11. UP	12. UNIT WEIGHT	13. UNIT CUBE	14. UFC	15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE

17. ITEM NOMENCLATURE: TUBE

18. TY CONT	19. NO CONT	20. TOTAL WEIGHT	21. TOTAL CUBE
22. RECEIVED BY			23. DATE RECEIVED

24. DOCUMENT NUMBER & SUFFIX (30-44): V09224 7137 7103

25. NATIONAL STOCK NO. & ADD (8-22): 5960 00 080 1718

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80): EA 00001 1H 0009999

27. ADDITIONAL DATA

SMIC: UND: DBI: COSAL Sup: FPR: COSAL TYPE: Avail: DMD:

CAGE: P/N:

JCN: EIC: APL:

Locations: MLN402, ABC123 — Issue QTY — Inventory QTY — Substitute NIINs: — Locations — Issue QTY — Inventory Qty

Remarks: *Partial NIS - Holding Area #6*

Approved By: Date: Issue By: *R. E. Jones* REJ Date: 7137

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 SUADPS-RT processing point for the particular storage area.

5. SUADPS-RT WAREHOUSE PROCESSING. When the picking ticket is received by the SUADPS-RT processing point, the issue transaction will be completed using the Warehouse Action Function of SUADPS-RT (see SUADPS-RT Support Procedures, Volume II, Chapter 3). When the original requirement is completely or partially NIS and the balance is required, SUADPS-RT 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 (see SUADPS-RT Support Procedures, Volume I, Chapter 3) and processed in accordance with par. 6832-3. When substitute material is not available, a DTO requisition will be produced. The original picking ticket will be annotated “Recorded In SUADPS”, 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.

7. FILES UPDATED. Upon completion of warehouse action processing, the following SUADPS-RT files will have been updated as a result of the issue transaction:

a. Basic Material File - the on-hand quantity will be reduced by the quantity issued to reflect the quantity remaining in storeroom/warehouse locations;

b. Aviation/Surface Maintenance File - if the issue was maintenance-related, a Maintenance Data Collection (MDC) record (i.e., JCN, APL, document number, etc.) will be added to the applicable file. The record will be held until Reports 91 and 96 are produced by SUADPS-RT processing (see par. 6863);

c. Repairable Tracking File,

(1) For issue at USID A and T activities, this will contain an image of the issue document (see Chapter 8, Part D for additional information),

(2) For issues at USID C and M activities, this will contain the requisition generated to replenish stock (see Chapter 8, Part D for additional information);

d. Financial Holding File - the issue transaction record will be added to the file and held until financial posting and reporting are completed by the end of the month's financial processing;

e. Material Transaction Ledger File - the issue transaction will be added to the file for later review on the CTL and subsequent research requirements;

f. Basic Requisition File (if PNIS/NIS) - the DTO requisition for the NIS quantity will be established in the file;

g. Transaction Holding File (if PNIS/NIS) - the A0 _ record for the NIS requirement will be added to the file pending requisition release processing.

6833 ISSUE PROCESSING IN OFF-LINE MODE

1. GENERAL. Off-line processing of material requests will consist of four processing steps as follows:

a. Customer Service Division processing;

b. manual storeroom/warehouse processing;

c. customer delivery;

d. post-post processing.

2. CUSTOMER SERVICE DIVISION PROCESSING. The Customer Service Division will act as the central entry point for issues to be processed off-line. Upon receipt of the customer's DD Form 1348 or other locally acceptable form, the following will be completed:

a. auditing the request to ensure data is complete and accurate (requests requiring MDS data will be rejected if necessary information is not provided, see par. 3825);

b. determining the availability of the requested material or substitutes by using the MSSLL;

c. annotating the locations of the material to be issued on the back of the form;

d. lining out the requested stock number and entering the updated/substitute stock number if such is to be issued;

e. annotating the stock numbers and locations (BMF and MLF) of all available substitute material on the back of the form;

f. ensuring the equipment is included in the applicable allowance list if the requested material is COSAL or AVCAL maintenance-related. If not, a request must be forwarded to the allowance list maintenance section for appropriate action (see pars. 2100 and 2104);

g. preparing of a DTO requisition when requested material is not carried and no substitute is available (see par. 3828);

h. pulling and placing one copy of the issue document in the Issue Pending File (manual).

3. STOREROOM/WAREHOUSE PROCESSING. Storeroom personnel will use the annotated DD Form 1348 (or other form) to locate the material and physically move it to the issue staging area. Stores personnel will process the issue document in accordance with par. 6832-3.

4. CUSTOMER DELIVERY. When the material is picked up or delivered to the customer, the customer's signature will be obtained and the current date entered on the issue document. The signed issue document will be forwarded to the Customer Service Division.

5. POST-POST ISSUE PROCESSING. Upon receipt of an issue document, the Customer Service Division will update SUADPS-RT as follows:

a. Upon receipt of the signed, completed issue document, the copy will be removed from the Issues Pending File (Manual) and destroyed.

b. The completed issue document will be filed in the Post-Post Transaction Holding File until the issue can be recorded in SUADPS-RT.

c. When SUADPS-RT is available, the completed issue will be recorded in SUADPS-RT using the post-post option of the Material Requirements Internal Function (see SUADPS-RT Support Procedures, Volume II, Chapter 3).

d. After the issue is recorded in SUADPS-RT, the issue documents will be annotated “Recorded in SUADPS-RT and forwarded to stock control for filing in the Stock Control History File. A picking ticket will not be produced.

6. FILES UPDATED. Off-line issues processed via the post-post MRI function will update the files listed in par. 6832-7.

6834 MAINTENANCE SUPPORT PACKAGE (MSP)/MAINTENANCE SUPPORT MATERIAL (MSM)

1. GENERAL. Maintenance Support Package (MSP) material in USID C activities and Maintenance Support Material (MSM) in USID M activities consists of small, low cost, AVCAL allowance stock material. Items included in an MSP/MSM are designated by the Supply Officer/Aviation Supply Officer and are identified on the BMF by setting the MSP/MSM indicator. MSPs/MSMs will be centrally located in or near AIMD facilities to provide accessibility to maintenance personnel. MSP/MSM issues will be limited to immediate maintenance requirements; stockpiling by work centers will not be permitted. USID M activities will refer to USMC Aviation Supply Desk Top Procedures and to OPNAVINST 4790.2, Naval Aviation Maintenance Program.

2. ISSUE PROCEDURES. MSP/MSM issues may be accomplished in accordance with the procedures described in pars. 6832-6833 or they may be accomplished off-line using a locally developed Drop Sheet form. When the drop sheet is used, issues will be made upon presentation of a properly completed VIDS/MAF (OPNAV 4790/60) prepared in accordance with OPNAVINST 4790.2 (series). A separate line entry will be made on the drop sheet for each item issued. Daily MSP/MSM issues will be recorded in SUADPS-RT using the MRI post-post option (see SUADPS-RT Support Procedures, Volume II, Chapter 3). Document numbers will be assigned manually in accordance with par. 3822.

3. MSP/MSM DROP SHEET FORMAT. The locally developed drop sheet will include the following minimum information necessary to record the issue in SUADPS-RT:

a. NSN, NICN, LICN;

b. Unit of issue;

c. Quantity issued;

d. Julian date;

e. Serial number;

f. Job control number;

g. Type equipment code;

h. Work unit code;

i. Project code;

j. Priority;

k. Receipt signatures;

l. Fund code.

4. MSP/MSM LISTINGS. A listing of MSP or MSM material can be produced using the Master Stock Status and Locator Listing (MSSLL) and general selector functions of SUADPS-RT (refer to par. 6822).

6835 AVIATION SUPPORT PACKAGES (USID C AND M ACTIVITIES)

1. CONTINGENCY SUPPORT PACKAGE (CSP). A CSP is a tailored intermediate level support package that identifies the personnel, repair parts, test equipment, and facilities required to provide logistical support to aircraft when deployed for extended periods from their supporting MALS. CSP assets will be drawn from existing parent MALS, IMRL, SE, AVCAL, COSAL and MF allowances that have been supplemented to meet the CSP requirement.

2. LOCALLY DEVELOPED SUPPORT PACKAGES. Aviation activities may develop support packages (packups) for aircraft temporarily operating away from the supporting activity. Material to be included in a locally developed packup will be identified jointly by the aircraft squadron and the supporting activity's supply and maintenance personnel. Allowances will not be increased for items included in locally developed support packages. Material included in locally developed packups will remain on the records of the supporting activity. The material will be subcustodied to the deploying squadron and receipt signatures obtained. Squadron personnel will record parts usage and will, in accordance with locally developed procedures, provide issue documentation to the parent activity for MRI processing on a post-post basis. Upon completion of the deployment, all packup material will be inventoried and any items not accounted for will be charged to the appropriate end-use OPTAR account. Special controls must be established to ensure that NRFI DLR items are accounted for and inducted into the repair cycle.

3. RELATED SUADPS-RT FILES AND FUNCTIONS. CSP or packup items will be identified on the BMF by the packup indicator being set as a result of data established in the Packup Item File (PUI) and Packup File (PUF). Each CSP or packup established will be assigned a locally developed serial number identifying a particular aircraft or squadron. The Establish Support Package Record function will be used to establish and update CSP information in the BMF, PUF, and PUI files (see SUADPS-RT Support Procedures, Volume I, Chapter 5).

4. PACKUP AIDS. The Allowance Support Package Function (see SUADPS-RT Support Procedures, Volume I, Chapter 5) provides support package listings, either for an individual packup or a consolidated listing for all packups, and may, at the user's request, produce issue documents (DD 1348-1A). Issue documents and a Packup Listing will be provided to supply personnel of the deploying squadron. Items and quantities included in the CSP or packup will be verified and receipt signatures obtained for material listed on the Packup Listing. Output from the packup aids function will vary depending on the options selected.

6836 SEAMART/SUBMART MATERIAL

1. GENERAL. A Seamart, or Submart, is a self-service store (storeroom) customarily stocked with low cost consumables frequently required by the activity's work centers and supported units. Seamarts and Submarts will be established in accordance with policy and direction provided by the Type Commander. To qualify for stocking or retention in Seamart, an item must have a BMF unit price equal to or less than a pre-set dollar value. It also must have a computed AMF equal to or greater than a pre-set average monthly frequency. All qualifying

items must be assigned a Seamart location in the BMF. When assigned, the Seamart location must be established as the primary location. This allows for requisitioned material to be received directly into the Seamart storeroom. In addition, the movement of material into and from Seamart will be kept to a minimum. The establishment of Seamart and the criteria for items to be carried in the Seamart are the joint responsibility of the Type Commander and the ship's Supply Officer.

2. ISSUE PROCEDURES. Issues from Seamart or Submart will be processed using the SUADPS-RT Seamart Issue Function described in the SUADPS-RT Support Procedures, Volume II, Chapter 3.

3. SEAMART/PEB REVIEW REPORT. The Seamart/PEB Review Report (DI 068, see sample Appendix 15) function provides the supply manager with the means to identify items that are prospective adds or deletes to the selected category (SEAMART or PEB). It is suggested that a review of SEAMART and PEB material be conducted at least once each quarter. The report function provides the option to produce either a SEAMART report, a PEB report (USID C & M activities only), or both. Instructions for completing the SEAMART/PEB Review Report Request Screen are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The review listings are produced in two parts, a list of prospective additions to the SEAMART/PEB category, and a list of prospective deletions. Each item listed on the report will be reviewed and action will be taken to add or remove material from the applicable SEAMART/PEB storage area. BMF records will be updated to reflect new storage locations and PEB Flag settings in accordance with instructions in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2.

4. SEAMART CATALOG/PEB LISTING. The SEAMART Catalog and PEB Listing (DI 069, see samples Appendix 15) provide supply and customer personnel with a reference for items included in each category. The catalog and listings should be requested whenever significant changes have been made to the range of items carried in SEAMART and PEB. Instructions for requesting the SEAMART Catalog or PEB Listing or both are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 5 (general selector which may be used to limit the report to specific categories of material). The report will consist of a printed listing produced in NIIN sequence or in both NIIN and nomenclature sequence. When applicable, substitute NIINs will be printed below the primary item. The SEAMART Catalog and PEB Listing will be distributed to interested work centers in accordance with local requirements.

6837 PRE-EXPENDED BIN (PEB) MATERIAL

1. GENERAL. Issues of material from stock to replenish pre-expended bins will be initiated using the SUADPS-RT Material Requirements Internal Function as described in par 6832. Maintenance data for PEB replenishment requirements will be entered per instructions in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 3. See par. 6836 for information on the PEB Review Report and PEB Listing.

6838 ISSUE CONTROL

1. GENERAL. To ensure that all customer requirements are processed within prescribed time frames, preserve the highest possible inventory accuracy, and assure the integrity of SUADPS-RT files, supply managers must establish internal procedures to monitor all pending issue requests through completion.

2. ISSUES PROCESSED ON-LINE. SUADPS-RT assists the monitoring of customer requirements through the Issue Pending File Report (see sample Appendix 15). The IPF Report will be received and processed daily. It provides information on material requirements for which processing is not yet complete. The report consists of two parts as follows:

a. Unprocessed Picking Tickets (all USID Codes). This report will list, in document number sequence, all picking tickets that have been printed, but for which material issue has not been recorded. Outstanding high priority (1-8) requirements older than 24 hours and routine requirements older than 72 hours should be reviewed. The Customer Service or Storeroom Work Center Supervisor will ensure that each requirement is researched and appropriate action recorded via the SUADPS- RT Warehouse Action Function.

b. Repairables Awaiting Return from AIMD (USIDs C & M only). This part of the report will contain a listing of completed DLR items issued for which a repaired replacement item has not been returned. BMF records for NSNs on this report will reflect the quantity awaiting repair in the NRFI quantity field. Stock control and repairables management work center supervisors will review this report daily and reconcile the NRFI items with AIMD supervisors at least weekly. Items found to have been returned by AIMD will be completed using the Carcass Processing/Returns from AIMD Function in accordance with the SUADPS-RT Support Procedures, Volume II.

3. OFF-LINE ISSUES. Issue requests processed off-line will be monitored using copies of issue documents retained in the Issues Pending File (Manual). This file must be reviewed daily, and follow-up action must be taken for all documents not returned within the 72-hour time frame.

6839 LONG TERM SYSTEM FAILURE

1. PROCESSING MATERIAL REQUIREMENTS. When SUADPS-RT is not available for an extended period of time, material requirements will be processed in accordance with par. 6833 and the following instructions:

a. Each issue or transfer transaction will be recorded in the MSSLL by reducing the on-hand quantity by the transaction quantity.

b. Upon receipt of the completed issue or transfer document from storage, the Issues Pending File copy will be removed, attached to the other copies, and distributed as follows:

(1) Original to the SUADPS-RT Pending File.

(2) Copy to the Budget File.

(3) Copy to the Expenditure File.

(4) Copy to the DLR File (required if 7 _ COG or APA repairable item was issued on exchange advice-coded requisitions).

(5) Copy to Stock Replenishment File (required if on-hand quantity is equal to or less than MSSLL reorder point quantity).

c. Once SUADPS-RT is again operational, all transactions in the SUADPS-RT Pending File must be processed using the post-post option. Receipt transactions will be input before expenditures from stock are processed.

Section IV: STOCK CONTROL

6840 MATERIAL FILE MAINTENANCE

1. ESTABLISHING AND UPDATING FILES. The procedures for establishing and updating records in the BMF/SIT and other material files are contained in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual. SUADPS-RT/RSUPPLY records are also established or updated through the batch processing functions as follows:

a. Basic Material File (BMF) Utility Program - provides management data change capabilities (par. 6841),

b. Change Notice Action - allows updating of BMF/SIT management data (par. 6842),

c. Basic Material File (BMF)/Stock Item Table (SIT) Data Reconciliation (E38) - allows reconciliation of BMF/SIT data with NAVSISA records (par. 6843),

d. Substitute/Interchangeable Data allows updating of substitute/interchangeable records in the Substitute File (par. 6844),

e. Annual Price Changes - allows automated updating of BMF/SIT prices based on NAVSISA files (par. 6845),

f. Demand Data - allows recording, transferring, deleting demand data and processing Demand Transfer Tapes (par. 6846),

2. DELETING/DEACTIVATING BMF/SIT RECORDS. Records in the BMF/SIT and all related material files may be deleted/deactivated providing specific conditions listed in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual are met. A BMF Record Delete Report will be produced for each record processed and will notify the user that the record was deleted or will provide the reason why the record could not be deleted. The BMF delete reports should be filed separately and retained for a minimum period of one year.

6841 BMF UTILITY PROGRAM

1. GENERAL. This program provides a means of accomplishing mass changes to certain BMF/SIT data elements in a batch mode (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual). The general selector may be used to restrict the change action to a specific set of records. The following changes may be made using the BMF utility:

a. clear or set order-and-shipping-time values on all records;

b. change AT codes 6, 7, and 8 to 9, if a substitute or interchangeable relationship is established;

c. clear the nonrecurring quantity field;

d. clear the limit flag;

e. clear the local management field;

f. clear the FILL item indicator;

g. clear the MSP indicator (USIDs C&M only);

h. clear the pre-expended bin indicator.

6842 CHANGE NOTICE ACTION

1. BATCH PROCESSING. Each month NAVSISA forwards to all NWCF activities change notice actions in magnetic tape record format. This tape along with any other change notice actions received from ICPs will be input on the effective date to SUADPS-RT/RSUPPLY. Processing of the change notice actions is to be accomplished in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2 and Appendix 20 and RSUPPLY Support Procedures Manual. The SUADPS-RT/RSUPPLY FAS is responsible for ensuring that the change notice is processed in a timely manner.

2. INTERACTIVE PROCESSING. When change notice actions are received in other than tape format (e.g., letter or message) or are initiated locally, the Local Change Notice Action Function will be used to update the applicable BMF/SIT records via the data entry screen (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

3. CHANGE NOTICE REPORTS. Upon completion of change notice processing, storage and stock control reports will be produced automatically by SUADPS-RT/RSUPPLY. These reports must be carefully reviewed, and proper processing action must be taken promptly to ensure that the accuracy of BMF/SIT records and conformity between the stock records and material in storage is maintained. The SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual provides instructions for processing the following reports:

a. Change Notice Information/Action Listing. All change notice actions which do not process will appear on the Change Notice Information/Action Listing. Each record must be reviewed, corrected, and reprocessed to ensure that management data changes are not lost. NAVSISA will be requested to provide a revised change notice if correct data cannot be determined locally.

b. Storeroom Action Listing. The Storeroom Action Listing is produced in five sections. A separate report will be produced for records having the Q COSAL indicator set. The items in each section will be processed in accordance with items (1) through (5) below to ensure compatibility with BMF/SIT data. The listings should be annotated upon completion of required action and retained on file for a minimum of one year.

(1) Stock Number Change. The new stock number will be marked on each item of stock.

(2) Unit of Issue Change. The new unit of issue will be marked on each item of stock. If necessary, storeroom/warehouse personnel will repack items (i.e., bag, box) in quantities to agree with the new unit of issue.

(3) Controlled Inventory Item Code (CIIC). Each item will be verified as to compatibility between the storage location and the new CIIC (see Appendix 9D). If necessary, material will be relocated and the location change processed.

(4) Shelf-Life and Shelf-Life Action Code Changes. Each item will be marked with the new codes (see par. 4664). If the new codes indicate that the material is now expired, the material will be processed in accordance with par. 4664.

(5) Exhausted, Deleted, Superseded, or Condemned Stock. These items will be marked and/or processed based on the condition identified. All items, except those identified as use until exhausted, will be offloaded via the MRE function or the mechanized offload process.

c. Repairable Material Control Code Decision Listing. All items which have experienced a change in material control code which results in a reclassification from MTR to non-MTR, or from non-MTR to MTR, will be listed for storeroom relocation purposes. If necessary, items will be relocated and the location change posted.

d. Stock Control Decision Listing. The Stock Control Decision Listing contains items which will normally require establishing or adding data to BMF records due to the reversal of previous change notice actions. Stock control personnel will research each item and add the required BMF data.

6843 BMF MANAGEMENT DATA RECONCILIATION (E-38)

1. GENERAL. At least yearly, each activity will reconcile its BMF records with the Navy Management Data File (otherwise known as E-38 processing) maintained by NAVSISA. Instructions for scheduling the reconciliation are contained in NAVSISAINST 4410.2 (series) which must be followed carefully to ensure that the process is accomplished in a timely manner. The reconciliation is accomplished in three processing steps as follows:

a. An E-38 reconciliation tape is produced from the BMF and submitted to Commanding Officer, NAVSISA (Code 99211), Mechanicsburg, PA 17055. Instructions for producing this tape are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2.

b. NAVSISA will match the activity's BMF data elements against the Navy Management Data File and generate change notice records for data elements requiring correction. The change notice records will be returned to the activity in magnetic tape format for updating SUADPS-RT files.

c. The change notice records will be processed in SUADPS-RT against the BMF and associated material files in the same manner as monthly change notice tapes (see par. 6842).

3. SUBMARINE TENDERS. The above reconciliation procedures are not applicable to submarine tenders. Arrangements must be made with the Strategic Systems Project Office (SSPO) Code SP-206 for reconciliation's.

6844 SUBSTITUTE/INTERCHANGEABLE DATA

1. GENERAL. The Substitute File is used in SUADPS-RT/RSUPPLY to record substitute or interchangeable stock numbers available in the supply system for stocked items. When a substitute or interchangeable record is established in the Substitute File, the BMF record for the primary stock number will have the substitute indicator set. This indicator is used by SUADPS-RT/RSUPPLY programs to indicate the availability of substitute or interchangeable material. Instructions for updating the Substitute File are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

2. ESTABLISHING RECORDS. Records may be established in the Substitute File by any of the following methods:

a. Batch processing of an AVCAL substitute/interchangeable tape from NAVICP PHIL;

b. Interactive processing of receipts when substitute material is provided by the issuing activity;

c. Batch processing of change notice tapes received from NAVSISA each month or as a result of a BMF/SIT record reconciliation;

d. Batch processing of a Substitute or Interchangeable Stock Number Reconciliation tape from NAVSISA;

e. Interactive processing by an authorized user of the SUADPS-RT/RSUPPLY Substitute File Processing Function.

3. DELETING RECORDS. Records may be deleted from the Substitute File in one of the following ways:

a. Interactive processing by an authorized user of the SUADPS-RT/RSUPPLY Substitute File Processing Function.

b. Batch processing of the SUADPS-RT/RSUPPLY Substitute/Interchangeable Stock Number Reconciliation Function.

When the function is used, all records in the substitute file are deleted and reestablished by batch processing of a substitute/ interchangeable tape from NAVSISA (see par. 6844).

4. SUBSTITUTE OR INTERCHANGEABLE STOCK NUMBER RECONCILIATION. This program provides the capability to clear all existing substitute or interchangeable data from the SUADPS-RT/RSUPPLY files, in preparation for processing a complete substitute/interchangeable tape. Access to this function should be restricted to stock control officers and supervisors. Use of this program must be carefully considered as all existing substitute or interchangeable data will be cleared from the files and may or may not be reestablished by the NAVSISA data tape. This program will be processed as desired by the Supply Officer based on a review of existing substitute or interchangeable data recorded in the SUADPS-RT/RSUPPLY files. Processing will be conducted as follows:

a. Processing should not be requested until the substitute/interchangeable tape has been received from NAVSISA and verified as readable to avoid complete loss of substitute/ interchangeable information. The tape may be requested from NAVSISA by letter or message and will normally be delivered in approximately two weeks. The request will be forwarded to:

Submarine tenders:	All others:
Commanding Officer	Commanding Officer
Strategic Systems Project Office	Navy Supply Information Systems Activity
Code SP 206	Code 9112
Washington, DC 20376	Mechanicsburg, PA 17055

b. Request a listing of all BMF/SIT records with the substitute indicator set. This listing will be used for old-to-new comparison. It can be produced using the Master Stock Status and Locator List Print function and the general selector (see the SUADPS-RT Support Procedures, Volume II, Chapter 6 and Appendix 19 and RSUPPLY Support Procedures Manual).

c. Request that ADP save the existing Substitute File to magnetic tape.

d. Request processing of the Substitute Or Interchangeable Stock Number Reconciliation (see SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual).

e. Upon completion of clearing the Substitute File and processing the substitute/ interchangeable tape, print another listing of BMF/SIT records with the substitute indicator set.

f. Compare the data on the before and after printed listings to determine if any major loss of data has occurred. Records for which valid data was deleted and not reestablished should be investigated. The original Substitute File saved to tape (and the printed listing) can be used to obtain data necessary to reestablish valid substitute interchangeable data which may not be recognized Navy-wide, but which may have a legitimate substitute capability at the activity.

6845 ANNUAL PRICE CHANGES

1. GENERAL. In September of each year, the Navy Supply Information Systems Activity (formerly FMSO) will forward a price change tape to all activities. This tape will contain the latest or anticipated procurement costs experienced by the inventory managers. Unit price data must be compatible with these costs to ensure that end-use expenditures of material generate sufficient funds to finance the cost of replenishing supply system stock. This tape normally has an effective date of 1 October and will be processed in accordance with Appendix 20 of the SUADPS-RT Support Procedures and RSUPPLY Support Procedures Manual. In addition to adjusting the price in the BMF/SIT, financial adjustment records will be written to the Financial Holding File to update the Financial Inventory File. Upon completion of processing the price changes, the following reports should be requested as aids in identifying erroneous price changes:

a. Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL) (see par. 6857),

b. Stock Asset Dollar Value Extension (SADVE) (see SUADPS-RT, Support Procedures, Volume III, Chapter 3 and RSUPPLY Support Procedures Manual).

6846 DEMAND DATA

1. RECORDING DEMAND DATA. Recording of material usage in the BMF/SIT and related demand is essential to the proper computation of requisitioning objectives and reorder points by the Demand History Processing Function (see par. 6853). Demand data recorded in SUADPS-RT/RSUPPLY files is also used by the Fixed Allowance Management Review Function which is a valuable and necessary tool in the management of fixed allowance repairable items (see par. 6855). Demand data will normally be recorded when processing material requirements via MRE, MRI, or requisitioning functions of SUADPS-RT/RSUPPLY. There are, however, instances when DTO material is obtained by money-value-only requisitions and purchase actions or by other than normal procurement methods. The demand in these cases must be recorded directly to the files by the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual).

2. DEMAND FILE UPDATES. SUADPS-RT/RSUPPLY initially records the current month's demand in the appropriate demand fields of the BMF/SIT record. At the end of the month, as a by-product of monthly financial processing, demand data is transferred from the BMF/SIT to the applicable demand history files. The transfer of demand data requires specific batch job processing by data processing personnel. The FAS must ensure that the demand transfer is accomplished immediately after end-of-month financial processing. Instructions are provided in SUADPS-RT Support Procedures, Volume III, Chapter 5 and RSUPPLY Support Procedures Manual.

3. TRANSFERRING DEMAND DATA. SUADPS-RT/RSUPPLY provides the capability of transferring demand data between ships and activities. This capability can be especially useful to ships and MALS preparing for deployments to operations in unusual or special operating environments in which another activity has been or will be operating. When requested or directed to provide demand data, a demand transfer tape will be prepared (see SUADPS-RT

Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). When a demand transfer tape is received from another SUADPS-RT activity, it will be input to SUADPS-RT via the Incoming Batch Transaction subsystem (see SUADPS-RT Support Procedures, Appendix 20 and RSUPPLY Support Procedures Manual).

4. DELETING DEMAND DATA. Demand data may be deleted from individual NSN records by use of the Demand Recording Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). This function should be used when the demand data recorded is verified to be erroneous or represents a one - time-only requirement that is not appropriate for use in the computation of stock levels. Demand data may also be deleted from all or selected records by use of the Deletion/Transfer Demand Data Function (see SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual). Use of the delete option of this function should be restricted to supply and stock control managers and only used with the approval of the Supply Officer.

5. DEMAND REPORTING OF LOCALLY PURCHASED ITEMS. If procurement was processed in SUADPS-RT/RSUPPLY via a money-value-only requisition or purchase order, a report of locally purchased or manufactured NSN items will be prepared in accordance with par. 3057. The DHA and BHJ cards will be held in a Manual Suspense File until the end of the month when they will be submitted to NAVICP MECH or PHIL as appropriate.

Section V: INVENTORY MANAGEMENT REPORTS

6850 ASSET REPORTS

1. DESCRIPTION. The SUADPS-RT Asset Report Function (DI 064) produces selected data from the BMF records. Either a Quarterly Asset Report for submission to the Navy Supply Information Systems Activity (NAVSISA) or a Type Commander Report may be produced. Both reports cannot be produced at the same time. The reports will be produced by all SAC 207 activities and are used to determine the availability of selected items.

2. PROCEDURES. Instructions for completing the data entry request screen for either of the asset reports are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 2. A batch job request described in Appendix 20 of the SUADPS-RT Support Procedures must also be completed. The following options are available:

a. Quarterly Assets Report. This option will produce a report of all BMF records except those assigned local stock numbers or cognizance symbol 9 _ , _ I, or 1Q. The report will be produced for submission to NAVSISA on the 15th day of March, June, September, and December. This process is not required during ILO periods or for ReAVCALs provided that the Type Commander has notified NAVSISA. NAVSISA uses this data to determine system-wide assets.

b. Type Commander Asset Report. This report will contain all BMF records except those assigned local stock numbers and cognizance symbols 9M, 9Q, or 1Q. Reports produced for USID C & M activities will also exclude all Allowance Type Code 2 (AVCAL) records. This report will be produced and submitted as directed by the Type Commander or other authority.

3. REVIEW AND ACTION. The TYCOM Asset Report tape will be submitted in accordance with instructions from the Type Commander or higher authority. The Quarterly Asset Report tape will be labeled “ASSET STATUS”, packaged properly, and submitted to: Commanding Officer, Navy Supply Information Systems Activity, Code 99211, Mechanicsburg, PA 17055.

6851 AVCAL/COSAL ANALYSIS REPORT

1. DESCRIPTION. The AVCAL/COSAL Analysis Report (DI 009) provides data from the BMF/SIT necessary to determine the status of material support for a single APL or RIC. The report lists all NIINs supporting the APL or RIC (see sample Appendix 15) and is useful in determining the cause of inadequate levels of support identified by the AVCAL/COSAL Percentage Report. The report may also be used to verify, on an individual APL or RIC basis, data applied to the SUADPS-RT/RSUPPLY files by processing COSAL or AVCAL data tapes received from the ICP.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3 and RSUPPLY Support Procedures Manual. An analysis report should be produced whenever the AVCAL/COSAL Percentage Report reveals a low level of material support for a particular APL or RIC or at other times when there is a need to verify or review BMF/SIT records supporting an individual APL or RIC.

3. REVIEW AND ACTION. When the analysis report is produced as a result of low-material support percentages, the report will be reviewed to identify the BMF/SIT records with on-hand or on-hand-plus dues quantity below the reorder point. Individual NSNs will then be reviewed using the BMF/SIT and BRF/ART query functions to determine why the item is not on order (Automatic Reorder Restriction Code may be set). If on order, review the status of requisitions for possible expediting action. The BRF/ART query may also reveal that the material was shipped but never received and should be completed in accordance with par. 3532-3 and reordered.

6852 AVCAL/COSAL PERCENTAGE REPORT

1. DESCRIPTION. The AVCAL/COSAL Percentage Report (DI 009) provides supply managers a means to measure, by individual APL or RIC, the availability of material on - board to support shipboard and aircraft systems. The report will be produced from data in the BMF/SIT and APL or RIC files as appropriate. The report will list all (or selected) APLs and RICs, the total number of BMF/SIT records supporting the APL or RIC, and the percentage of BMF/SIT records meeting the following conditions:

a. Records with an on-hand quantity greater than zero,

b. Records with an on-hand quantity equal to or greater than the reorder point,

c. Records with an on-hand quantity plus stock due quantity equal to or greater than the reorder point.

2. PROCEDURES. Instructions for requesting the report are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The report should be produced monthly after demand history processing and a stock reorder have been completed. Type commanders may require ships preparing for deployment to produce the report more frequently as an aid in monitoring load-out progress. Activities should also produce the report after processing major changes to the AVCAL or COSAL allowances (e.g., ILOs, Re-AVCALs). The general selector may be used to restrict the report from one to twenty specific APLs or RICs.

3. REVIEW AND ACTION. The report will be reviewed to identify specific APLs or RICs for which the displayed percentages indicate that material onboard or on order is not sufficient to properly support the applicable equipment or system. Individual Type Commanders have established minimum acceptable percentages for the various users and their instructions should be consulted when reviewing this report. Upon completion of the review, an AVCAL/COSAL Analysis Report should be requested for any APL or RIC with low percentages requiring detailed record research and possible corrective action. The report may also prove useful after processing COSAL or AVCAL data from the ICP to verify that all APLs or RICs included in the allowance document are applied to the SUADPS-RT files.

6853 DEMAND HISTORY PROCESSING

1. INTRODUCTION. Demand history processing (DI 073) is the automated SUADPS-RT management function used to maintain the range and depth of stock material at levels consistent with the policy established by OPNAVINST 4441.12 (series). Initial stock levels (requisitioning objective and reorder point) are established based on applicable allowance and load list quantities. These initial stock levels will then be adjusted so that they reflect an activity's actual demand experience. The proper setting of stock levels will determine to a large extent an activity's ability to satisfy customer requirements and to attain the supply effectiveness levels prescribed by Fleet and Type Commanders. Demand history processing will compute the BMF Average Monthly Demand (AMD), requisitioning objective and reorder point (high and low limits) from data recorded in the historical demand files (see par. 6846), and the demand-based-item (POS) criteria specified by the Type Commander. In addition, the following file maintenance actions will be accomplished.

a. Allowance type codes will be updated, as necessary, based on the allowance quantity fields that are set, the frequency of demand recorded, or the fact that a substitute or interchangeable relationship with an allowed item has been established in the basic material and substitute files.

b. BMF records will be deleted when a record for a nonallowed item has no on-hand or due quantity, no demand recorded in the past twelve months, and the BMF No Drop Indicator is not set.

c. Historical demand file records over 24 months old will be deleted.

2. RECORDS EXCLUDED.

a. BMF records in the following categories will be automatically excluded from demand history processing except that historical demand file records over 24 months old will be deleted:

(1) Q COSAL records;

(2) Cognizance symbol 9X, 8A, or 0I;

(3) Records that have the limit indicator set by the user.

b. The General Selector Function may be used to exclude any other records desired by the Supply Officer. Use of the general selector is explained in the SUADPS-RT Support Procedures, Appendix 19.

c. Historical demand file records for months in which demand experience is not considered normal may be excluded using the Exclusion of Months Function explained in of the SUADPS-RT Support Procedures, Volume I, Chapter 3. Periods to be excluded may include but are not limited to post deployment standdown periods, overhaul periods, or months in which flight operations were limited or not conducted. The decision to exclude specific months of demand data must be made by the Supply Officer or other responsible supply manager.

3. PROCEDURES. Instructions for requesting demand history processing are contained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Access to the function will be granted only to officers and senior enlisted personnel designated by the Supply Officer. The Demand History Processing Function will be scheduled in accordance with instructions issued by the appropriate Type Commander. Normally, this will be on a monthly basis to maintain realistic stock levels which reflect the activity's current demand experience. USID A and T activities are required to accomplish demand history processing immediately after load list processing is completed. Activities undergoing ILO or ReAVCAL evolution's will normally not adjust stock levels until the applicable allowance list processing is completed and normal supply operations are resumed.

4. OPTIONS. The Demand History Processing Function is one of the most complex SUADPS-RT programs. The management options, variable data elements, and computation formulas used by the programs are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. Type commander inventory management instructions provide specific guidance concerning the demand history processing parameters to be used by individual activities.

5. REVIEW AND ACTION. In addition to updating the BMF to reflect changes in allowance type codes, average monthly demand, requisitioning objective, and reorder points, a nine part Demand History Processing Report will be produced (see sample Appendix 15). Page 1 of the report is a Glossary, showing the request parameters. The reports will provide summary and detailed information that correspond to changes made to BMF records. These reports must be reviewed by responsible supply managers and supervisors to detect erroneous data and initiate corrective action as necessary prior to scheduling other supply evolution's which are based on BMF stock levels (e.g., stock replenishment, offloads).

a. Part 1 - Summary of Changes. The report will provide summary totals, by money value, of the requisitioning objective and reorder point before and after processing. The net money value change in stock levels will also be shown. Record counts will be displayed for BMF records that had the requisitioning objective changed, were added to or deleted from the demand based item (POS) category, were assigned allowance type code 4, 6, 7, 8, or 9, or were dropped from the BMF. The Summary of Changes will be reviewed and compared to previous reports to determine if the overall changes to the BMF were consistent with past experience. It will also be reviewed to ensure that there are no changes which are indicative of erroneous processing or improper request parameters. Examples of this would be a large increase or decrease to RO/RP, excessive number of records added to or deleted from the DBI (POS) category, or a specific AT code.

b. Part 2 - Detail Report of Changes. The report will provide, by ledger code and allowance type codes (1-5), a summary by money value and record count of changes made to the BMF. The Detail Report of Changes will be used in conjunction with Part 1 to isolate questionable changes to RO or RP to a particular ledger and allowance type code. Except when demand history processing is run by USID A and T activities as a result of load list processing, record counts for individual allowance type codes should remain fairly consistent; and monetary changes should be consistent with increases or decreases to the DBI (POS) category of the SAMMA/SAL Report.

c. Part 3 - Inadequate Demand History. This listing contains detail records for BMF records in the DBI (POS) category that have a demand history of less than six months. The average monthly demand computation for these items has been subjected to special considerations explained in the SUADPS-RT Support Procedures, Volume I. Each record, and the demand data displayed, must be reviewed and a determination made as to the adequacy of the computed RO and RP. Stock levels will be adjusted as necessary using the Change BMF Record Function in accordance with the SUADPS-RT Support Procedures, Volume I, Chapter 2. This report is optional and will only be received when specified in the request parameters.

d. Part 4 - High Demand Listing. This listing contains those BMF records for which the newly computed average monthly demand (AMD) is significantly greater than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The High Demand Listing will be reviewed to determine the validity and cause of the increased demand data displayed. Demand that is obviously erroneous or can be attributed to one-time-only special projects should be deleted using the Demand Recording Function explained in the SUADPS-RT Support Procedures, Volume I, Chapter 3. The RO/RP should be adjusted using the Change BMF Function to prevent requisitioning excess material. This report is optional and will not be produced if the demand trend test percentage is not specified.

e. Part 5 - Low Demand Listing. This part of the report will list those BMF records for which the newly computed average monthly demand (AMD) is significantly lower than the old AMD. The records selected will be determined by the demand trend test percentage specified in the request parameters. The Low Demand List will require research and discussion with previous users to determine the reasons causing the decrease in usage. For items determined to be

seasonal or deployment material, adjustments to BMF stock levels will be made using the Change BMF Function in accordance with the SUADPS-RT Support Procedures, Volume I. Consideration should also be given to assigning a local management code and setting the limit flag indicator in the record. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system.

f. Part 6 - Records Changed From AT Code 4 To AT Code 6. This report will list those BMF records assigned to the excess category due to lack of demand during the period specified in the request parameters. This report must be reviewed and research conducted to determine why the material is no longer being used. If research reveals that material is being obtained by money-value-only procurement documents from Servmart facilities or commercial sources, then procedures must be changed to ensure that demand data is recorded upon receipt of material. This will also be required if material is being obtained by customers from sources outside the supply system. Material on this listing will be subject to offload processing, if adjustments to the AT code cannot be justified.

g. Part 7 - Records Changed To AT Code 4. This report will list those BMF records added to the demand-based category due to demand experienced during the period specified in the request parameters. Each item should be reviewed to determine if the item should actually be stocked. Items such as furniture, bedding, operating space material, publications, special clothing, and other material normally obtained as needed will not be stocked. BMF records for these items will be changed to AT Code 8 and the limit indicator will be set to prevent the item from migrating to AT Code 4 in the future. Depot level repairable items appearing on this report will require submission of an allowance change request in accordance with par. 2105 (except Allowance Type Code 2 and 3 items for USIDs A and T) prior to the item being stocked.

h. Part 8 - Error Listing. This is a listing of those records in the BMF that could not be included in the demand history processing because of an error condition in the unit price field. Records appearing on the Error Listing must be reviewed and corrective action taken as necessary dependent on the error condition specified on the listing. In most instances, this will require assignment of a unit price to the BMF record via the Local Change Notice Action Function described in of the SUADPS-RT Support Procedures, Volume I, Chapter 2.

i. Part 9 - Records Dropped From The BMF. The Listing of Records Dropped from the BMF will be reviewed to determine if a record may have been dropped because legitimate demand data was not being recorded properly. This is most likely to occur for items readily available from Servmarts and commercial sources when money-value-only documents are used. When appropriate, the record will be established on the BMF with the no-drop indicator set. Previous demands will be recorded and procurement procedures modified to ensure that demand is properly recorded in the future. This is an optional report and will only be produced if requested by the user.

6854 DTO DUE WITH MATERIAL ON-HAND REPORT

1. DESCRIPTION. This report (DI 071) will provide supply managers with a listing of outstanding DTO requisitions for which the BMF indicates material may be available in stock. The output from this report will consist of a printed listing (see sample Appendix 15) of BMF records with an on-hand quantity greater than zero and outstanding DTO requisitions. The report is produced in NIIN sequence and will include selected data elements from the BMF and DTO requisition records.

2. PROCEDURES. Instructions for completing the data entry screen are provided in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. A batch job request screen must be completed as described in Appendix 20 of the SUADPS-RT Support Procedures. The DTO Due With Stock On-Hand Report should be requested on a weekly basis for priority indicators 1 through 6, and at least once each month for other requirements. The following options are available to the requester of the report and control the requisition records that will be included in the report.

a. Requisition Priority. This option allows selecting only those requisitions with specific priorities for inclusion in the report and may be used to produce separate reports for high priority (01-08) and routine requirements (09-15).

b. Canceled Requisitions. Selection of this option will cause DTO requisition records with a previously processed cancellation request to be included. These records are normally excluded from the report on the assumption that the requirement no longer exists and issue from stock would not be desired.

c. General Selector. The general selector provides the capability to tailor the report to specific elements in the Basic Requisition File (BRF). Instructions for use of the general selector are provided in Appendix 19 of the SUADPS-RT Support Procedures.

3. REVIEW AND ACTION. Each item on the report will be researched to determine if the BMF on-hand quantity is valid and material is actually available to partially or fully satisfy the existing requirement. The necessary research and processing steps are as follows:

a. Review prior reports to determine if the record has been previously researched and resolved.

b. Review the Material Transaction Ledger to determine if the BMF on-hand quantity has been increased subsequent to processing of the DTO requisition.

c. Review the BMF record using the query function to determine if the PICTIC field is set to B indicating that a warehouse refusal has occurred and corrective action has not been processed. A spot inventory of the item should be requested and processed in accordance with par. 6803.

d. When the on-hand quantity is verified, the applicable work centers will be notified that material is available to partially or fully satisfy an existing DTO requirement.

e. The customer work center must initiate a new material request with a new document number if the available material is to be issued.

f. The outstanding DTO requisition will be canceled in accordance with par. 3834. Should the material be received, it will be diverted or returned to stock in accordance with the SUADPS-RT Support Procedures, Volume II, Chapter 5.

g. The results of the research conducted and actions taken will be annotated on the listing retained in a separate file. The retained copies provide a history of research accomplished and may prevent the duplication of effort.

6855 FIXED ALLOWANCE MANAGEMENT REVIEW (FAMR) REPORT

1. DESCRIPTION. The Fixed Asset Management Program (DI 101) specifies that allowance quantities for MTR items will not be adjusted based on levels processing and that all allowance changes must be approved by the ICP. The Fixed Allowance Management Review Report (FAMR) (see sample Appendix 15) provides management with a summary listing of NSNs which may require changes in allowance quantities based on demand history processing. The report is produced in NIIN and part number sequence and will be titled based on the selection criteria (i.e., Aviation-Increase, Aviation-Decrease, Surface-Increase, Surface-Decrease). The FAMR contains a number of data elements, the most significant being the proposed change in allowance quantity as indicated by the allow (current allowance) and the prop (proposed allowance) data fields. The FAMR will be used to substantiate submission of Allowance Change Requests - Fixed (ACR-F) NAVSUP Form 1375 for either an increase or decrease in repairable allowance quantities (see par. 2105 and the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3).

2. PROCEDURES. The FAMR is produced via batch processing requests as described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 3. The FAMR will be produced monthly and reviewed immediately after the completion of levels computation (demand history processing). All options which apply to the activity USID (i.e., Increase/Surface, Increase/Aviation, Decrease/Surface, Decrease/Aviation) will be produced and reviewed monthly. To ensure compatibility with non-repairable demand processing, the level of stock (months) and base period parameters should be the same as those used during the previous levels computation program. The variable percentage parameter will be assigned by the Supply Officer based on experience and TYCOM policy.

3. REVIEW AND ACTION. The FAMR will be reviewed and marked to designate possible ACR-F candidates based on the variable percentage parameter established by the Supply Officer. After marking, the following steps are recommended:

a. Review the demand for designated items (see Demand Query Function, SUADPS-RT Support Procedures Manual, Volume II, Chapter 2) for unusual and possible one-time demands which may have inaccurately inflated proposed allowance computations. If demand is in fact true and constant, mark the FAMR Good Demand.

b. For items marked Good Demand, the ordering department/unit will be contacted to verify why the repairable was ordered. For those items ordered to support own ship's equipment, the COSAL will be reviewed to ensure APL support for such a piece of equipment. If equipment is not supported, see par. 2104.

c. Review outstanding ACR-Fs to eliminate submission of duplicate requests.

d. Prepare and submit ACR-Fs (see par. 2105) to support allowance quantity changes in accordance with TYCOM directives (see par. 2100). A copy of each ACR-F will be retained for monthly review and to monitor ICP response.

e. The FAMR will use the same demand data (except for the current and earliest month) as the FAMR for the previous month. If dramatic or excessive allowance quantity changes are reflected, the parameters input to request the report should be re-verified for accuracy before further review.

6856 MASTER STOCK STATUS REPORT (MSSR)

1. DESCRIPTION. The MSSR (DI 011, see sample Appendix 15) is a management aid that provides a statistical analysis by range and depth of an activities current stock status. The report may be used to monitor the progress of a major loadout or to identify categories of material with low stock availability. The report will display, by cognizance symbol and allowance type code (1 through 4), a record count and percentage of BMF/SIT records with zero on hand (NIS), with on hand greater than zero (range), and with on hand equal to or greater than the requisitioning objective (depth).

2. REPORT REQUEST PROCEDURES. Instructions for requesting the MSSR are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual. The MSSR is produced as desired by the Supply Officer or other authority. It is recommended that the report be scheduled weekly during major stock replenishment evolutions, such as deployment loadouts, ReAVCAL, or ILO shortage processing to monitor the progress of the receiving process. The General Selector Function explained in the SUADPS-RT Support Procedures, Appendix 19 and RSUPPLY Support Procedures Manual may be used to produce the report for selected categories of material that can be identified by one or more BMF/SIT data elements.

3. REVIEW AND ACTION. The MSSR will be reviewed to identify any report category of material with low stock availability. Before corrective action can be accomplished, it will be necessary to identify the applicable BMF/SIT records using the MSSLL print and general selector functions (see par. 6822). After identification, the records will be reviewed to ensure that the item is on order and that status indicates the requirement is active in the supply system. Expediting or follow-up action will be accomplished if necessary. Procurement action will be initiated for material shortages not on order. During periods when a large volume of material is being received, it may also be necessary to determine if a backlog of unprocessed stock receipts exists or is present on the Suspense File and actual material on hand is not included in report totals.

6857 STORES ACCOUNT MATERIAL MANAGEMENT AFLOAT/SHIP AUTHORIZED LEVELS (SAMMA/SAL)

1. DESCRIPTION. The SAMMA/SAL (DI 008) is an important management report for inventory managers. It is designed to provide the data necessary to evaluate an activities overall inventory position based on data recorded in the Basic Material File/Stock Item Table. Information provided by the report will alert supply managers of the need to either review stock replenishment policies, initiate requisition cancellation requests, perform stock offloads, or review and correct erroneous conditions in BMF/SIT records. Formulas used in the computation of SAMMA/SAL captions are explained in the SUADPS-RT Support Procedures, Volume I, Chapter 4. The SAMMA/SAL Report (see sample Appendix 15) consists of a glossary section and five report parts in matrix format by stores account (NSA/APA), NWCF budget project, or cognizance symbol and allowance type code for predetermined categories. A complete description of each of the report parts is provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual.

2. PROCEDURES. The report will be requested in accordance with instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4 and RSUPPLY Support Procedures Manual. SAMMA/SAL processing will produce a magnetic tape file that is used as input to SUNOOR (SUADPS-RT Only) processing which should be requested immediately after running the SAMMA/SAL. The tape will include data from each BMF/SIT record that was included in the unauthorized on order (UOO) caption (equivalent of RAO). The SAMMA/SAL Report will be produced in accordance with policies established by the Type Commander but no less than once each month. Normally, the report will be produced after the monthly change notice and demand history processing have been accomplished. The report should also be produced prior to, and immediately after, major processing evolution's that result in large scale changes to the BMF/SIT (new COSAL, ReAVCAL, major offload evolution, annual price change tape, etc.). Access to the SAMMA/SAL functions will normally be restricted to stock control supervisors, officers, and superiors in the supply department organization. When requesting the SAMMA/SAL reports, the following options are available which affect report computations and records used by the programs:

a. Order and Shipping Time Factor. This value, specified in number of months, is used by the computer in the computation of the SAL (shipboard authorized level) value. It should be the same as the OST value specified in the demand history processing parameters. Use of different OST values can distort the SAL computation and will result in misleading values being reported. OST values to be used are specified in applicable Type Commander instructions.

b. True Assets Option. When the option to produce a True Assets Report is selected, excess assets from BMF/SIT records are applied to shortages in other records when a substitute/interchangeable relationship has been established. Use of this option is normally required by Type Commanders since it provides a more accurate evaluation of the activity's stock posture and true ability to support the supply mission.

c. Economic Retention Variable. This mandatory value determines the level of material that will be included in the economic retention category of the report. This material, although in excess, is not required to be included in routine offload evolutions due to its low monetary value. When the user does not specify a value, SUADPS-RT/RSUPPLY has been programmed to use the value identified in the "constants file". This value is only used during program computations for records having the DBI indicator set and should be the same as that used in demand history processing parameters.

d. General Selector. The general selector allows supply managers to tailor the SAMMA/SAL Report to any category of material (i.e., specific Cogs requiring more visibility based on previous SAMMA/SAL reports) that can be identified by one or more data elements in the BMF/SIT. The general selector will normally not be used when producing reports to be submitted to the Type Commander or other authority. Instructions for the use of the general selector are provided in the SUADPS-RT Support Procedures, Appendix 19 and RSUPPLY Support Procedures Manual.

3. REVIEW AND ACTION. As the single most valuable material management report available in the SUADPS-RT/RSUPPLY program inventory, the SAMMA/SAL must receive top-level management review. The report will identify problem areas and can be used to plan, monitor, and evaluate management evolution's such as allowance list processing, stock reorders and offloads, change notices, and other BMF/SIT maintenance actions to ensure maximum support in the supply mission. The Automated SNAP I Management Procedures (NAVSUP P-568) provides a detailed discussion of suggested SAMMA/SAL review and corrective action procedures. The SAMMA/SAL report will be submitted to external activities in accordance with the applicable Fleet or Type Commander instructions.

6858 SUMMARY OF UNAUTHORIZED ON ORDER REPORT (SUNOOR)

1. DESCRIPTION. SUNOOR (DI SUN) is a SUADPS-RT management function designed to provide the data necessary to evaluate the status of a unit's excess stock on order caused by change notice action, demand history processing, or frequent stock reorders using the top-off option. Data for the report is obtained from the SAMMA/SAL output tape (see par. 6857-2) and the basic requisition and status files. The output from the SUNOOR process will consist of a matrix report and two detailed listings (see samples Appendix 15) as follows:

a. The matrix report titled Summarization of Unauthorized on Order Report provides a breakdown by money value and requisition record count for specific AT codes within APA Cogs or NSA budget projects. The data is shown for five major categories as follows:

(1) Requisitions with AC/AK/AP status recorded.

(2) Requisition candidates for partial cancellation.

(3) Requisition candidates for full cancellation.

(4) Requisitions with BA/AS.

(5) Requisitions with AC/AK/AP status recorded, over XX days with no supply response (XX equals the days specified or the 30 days' default).

b. Detailed Listing.

(1) Candidates for Full or Partial Cancellation Listing. This provides a detailed listing of stock requisitions requiring submittal of cancellation requests based on the current BMF AT code, reorder objective, and on-hand quantity. Each item will be reviewed and a cancellation request submitted via interactive mode or on a Batch Request for Cancellation of Stock Dues Function explained in par 3839.

(2) Canceled Stock Items Over XX Days Without Supply Response. This listing will contain requisitions for which cancellation requests were submitted (over XX days) and for which cancellation or shipping status has not been received. The list will be received and actions taken to either submit additional cancellation requests, input administrative cancellation transactions, or review and survey material based on supply department instructions.

2. PROCEDURES. The SUNOOR Request Function is contained in the SUADPS-RT Inventory Management Subsystem. The request will be completed in accordance with the instructions provided in the SUADPS-RT Support Procedures, Volume I, Chapter 4. In addition, a batch job request must be initiated as outlined in Appendix 20 of the SUADPS-RT Support Procedures. SUNOOR should be requested each month, immediately following the request for the SAMMA/SAL Report. The only option available when requesting the SUNOOR is to specify a number of days between 01 and 99 to be used in the computation of overdue responses to previous cancellation requests. SUADPS-RT is programmed to use 30 days if the user does not specify a value.

3. ACTION AND REVIEW. The matrix report provides supply managers with the data necessary to determine the overall status of requisitions for unauthorized stock material. Based on the data presented, the Cancellation Request for Excess Stock Dues Function (see par 3839) may be requested or the detailed listings may be used to selectively cancel or follow-up on previous cancellation requests (see par 3834 for individual cancellation requests). The SUNOOR should be reviewed prior to, and after, the monthly demand history process to identify changes in allowance type codes that affect the unauthorized condition (i.e., AT 4 moved to 6). The Automated SNAP I Management Procedures (NAVSUP P-568) provides detailed procedures for reviewing the SUNOOR.

6859 INVENTORY ADJUSTMENT REPORT

1. GENERAL. The Inventory Adjustment Report (Report 34, see sample Appendix 15) is produced automatically as part of the monthly financial process (see SUADPS-RT Support Procedures, Appendix 18). The report will list all inventory gains, losses, and surveys processed during the month. The report will be reviewed and compared to the causative research records to ensure that all adjustments have been researched in accordance with the requirements of pars 5125-5134. Survey transactions appearing on the report will be compared to approved survey documents (DD Form 200) to ensure that all processed survey transactions are properly documented. Financial personnel will compare the monetary value of the report to the value of inventory adjustments and surveys included in the monthly Financial Inventory Report (FIR).

2. USID C AVIATION FUEL. When an inventory adjustment or survey is posted for aviation fuel, a separate fuel report will be produced. A copy of the report will be mailed to the appropriate Type Commander and a copy of the summary page of Report 34 will be mailed to Naval Inventory Control Point, Code 01424, Mechanicsburg PA 17055-0788. Negative reports are required and will be submitted by message.

6860 SUPPLY EFFECTIVENESS REPORT

1. DESCRIPTION. The Supply Effectiveness Report (Report 10) provides the Supply Officer with an overview of the supply department's efficiency in fulfilling material requests from end-users. The report (see sample Appendix 15) will provide, for each applicable category by cognizance symbol in a matrix format, the number of demands received, issued, not-carried (NC), and not-in-stock (NIS). Percentages will be computed for net and gross supply effectiveness using formulas defined in the SUADPS-RT Support Procedures, Appendix 18.

2. PROCEDURES. A Supply Effectiveness Report will be automatically produced each time financial processing (DI 100, see par. 9520) is accomplished. Each Type Commander will establish minimum acceptable supply effectiveness standards for the demand categories applicable to subordinate activities.

3. ACTION AND REVIEW. The report will be reviewed by the Supply Officer and other appropriate supply managers to ensure that performance standards are being met and, if necessary, to initiate corrective action. Supply effectiveness may be adversely affected by any of the following (a complete review of supply operations may be necessary to determine problem areas):

a. Incomplete or inaccurate allowance lists will result in a lack of support for installed equipment or weapons systems and will be reflected by low gross supply effectiveness;

b. Infrequent stock replenishment will lead to increased NIS demands and low net supply effectiveness;

c. Failure to process transactions from the suspense and issue pending files will affect the report by lowering the demands received and issued captions and net effectiveness percentage;

d. Failure to record issues processed off-line using post-post procedures;

e. Failure to consider substitutes in the issue process;

f. Improper Tech Edit processing, failure to verify APL data (Quantity Per Application) to ensure that quantity requested does not exceed the quantity per application;

g. Failure to perform inventories and location audit programs;

h. Poor Requisition File maintenance, overaged shipping status/ESD/BM status/BD status without follow up action;

i. Demand Processing Parameters not properly set.

4. DISTRIBUTION. The Supply Effectiveness Report will be submitted, in accordance with the Type Commander's directives, to the following external activities:

a. NAVICP MECH (0331) (Surface Only)

b. NAVICP PHIL (03431) (Aviation Only)

c. Combat Logistics Force Commander, if appropriate.

6861 DLR CARCASS TRACKING REPORT

This report provides NAVICP MECH and PHIL with DLR issue and turn-in dates for input to carcass tracking systems. It is produced automatically as a by-product of SUADPS-RT financial processing. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Additional information concerning this report is contained in par. 8330-3.

6862 MONTHLY REPORT OF ISSUES OF CONTROLLED DRUG SUBSTANCES (USID A AND T ACTIVITIES)

The Monthly Report of Issues of Controlled Drug Substances (Report 34) is used to report the issue, transfer, or cash sale of controlled substance items to the Naval Medical Command. Items with an FSC of 65 and a security code of R or Q will be included in the report. The report consists of a printed listing for each UIC involved (see sample Appendix 15) and will be produced automatically each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. The printed report will be submitted in duplicate to:

NAVAL MEDICAL LOGISTICS COMMAND
Fort Detrick
Frederick, MD 21702-5015
Attn: Code 31-3.

In addition, a copy of the applicable section of the report should be forwarded to the Controlled Substance Officer for each UIC included in the report.

6863 MAINTENANCE DAT A SYSTEM (MDS) REPORTING

1. DESCRIPTION. The maintenance data system requires the reporting of material consumed in the performance of maintenance actions on shipboard and aircraft systems. SUADPS-RT satisfies this reporting requirement by accumulating supply and maintenance information in the Aviation Maintenance File (AMR) and Surface Maintenance File (SMR). Each of the MDS reports (Report 91 - Surface MDS, Report 96 - Aviation MDS) will consist a magnetic tape (labeled RAS001 for aviation and TDA091 for surface) and two printed listings (see samples Appendix 15) as follows:

(1) The MDS Local Stock Number Listing will be produced for maintenance material identified by local stock numbers.

(2) The MDS Consumption Report Listing provides summary totals of the records on the magnetic tape.

2. PROCEDURES. During SUADPS-RT financial processing, data in the AMR and SMR will be used to produce the aviation (Report 96) and surface (Report 91) MDS consumption reports. The MDS reports will be automatically produced each time (daily, weekly, monthly, or yearly) financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III.

3. REVIEW AND ACTION. The Local Stock Number Listing must be reviewed and a description of the item identified by the local stock number must be added to each record. The annotated listing will be submitted with the magnetic tape to the appropriate maintenance system functional area supervisor.

6864 DEMAND REPORTING (USID A AND T ACTIVITIES)

1. DESCRIPTION. The Demand Report (Report 57, see sample Appendix 15) is used to provide NAVICP MECH and the Navy Resale Systems Office with demand data experienced by combat logistics force ships. The information provided is a primary source of data for developing effective tender and fleet issue load lists. The report consists of a magnetic tape, cards (USID A only), and record image printed listing.

2. PROCEDURES. The report is submitted monthly and is automatically produced each time monthly or yearly financial processing is requested. Instructions for requesting financial processing are provided in the SUADPS-RT Support Procedures, Volume III. Distribution is as follows:

a. The magnetic tape will be labeled DEMAND REPT - BCM TAPE - NAVICP MECH and mailed to the following address:

Commanding Officer
Naval Inventory Control Point (Code 0331)
P.0. Box 2020
Mechanicsburg, PA 17055

b. USID A ships will mail the 1Q cognizance symbol cards to:

Commanding Officer
Navy Resale and Services Support Office
Fort Wadsworth
Staten Island, NY 10305

6865 MISCELLANEOUS REPORTING REQUIREMENTS FOR SUBMARINE TENDERS

1. TRANSACTION ITEM REPORTING. Transaction item reporting is required by submarine tenders for material with cognizance symbol 2P, 8P, 8X, and Cognizance Symbol 2S with a SMIC of X1. The Strategic Systems Project Office (SSPO) may designate other items for reporting. Items designated by SSPO must have a serial number control indicator (SNCI) of 1 set in the Repairable Material File. Instructions for setting the SNCI are provided in the SUADPS-RT Support Procedures, Volume I, Chapter 2. Transactions designated for reporting are accumulated in the Submarine Transaction File. Periodically, as directed by Type Commander instructions, the report will be produced and forwarded to the SSPO. The report is provided via the External Record Release Function explained in Chapter 4 of the SUADPS-RT Support Procedures, Volume II.

2. PMO BMF REPORT (ATLANTIC FLEET USID T ACTIVITIES). Atlantic Fleet Submarine Tenders (USID T) are required to submit to the Polaris Material Office Atlantic a modified copy of the BMF on magnetic tape. USID T submarine tenders will submit the tape quarterly (March, June, September, and December) in accordance with Type Commander instructions. The PMO BMF Tape is created by the PMO Report Function explained in Chapter 6 of the SUADPS-RT Support Procedures, Volume II.

6866 SUSPENSE REPORT

1. DESCRIPTION. The Suspense Report (see sample Appendix 15) is a listing of all transactions in the Suspense File that could not be processed by SUADPS-RT programs, whether entered into the system at a terminal or via the Batch Processing Function. Transactions will be listed by suspense and error code and then in document number sequence and each transaction will be assigned a suspense or error code and a brief description to indicate the reason the transaction could not be processed. If the suspense transaction is maintenance-related, the matching maintenance data records (DIs X91, X92) will also be displayed. An asterisk (*) in the note column to the right on the report indicates that the record was displayed for information purposes only and has been deleted from the Suspense File. All other transactions remain in the Suspense File until corrective action is taken.

2. PROCEDURES. The report, in addition to being produced automatically on a daily basis, may also be initiated by the user through the Produce Suspense Report Function (see SUADPS-RT Support Procedures, Volumes II, Chapter 2).

3. REVIEW AND ACTION. All transactions appearing on the Suspense Report may be reviewed and cleared on-line by the Suspense Processing Function (see SUADPS-RT Support Procedures, Volume II, Chapter 2). Supply officers must ensure that the suspended transactions are reviewed and corrective action is taken on a daily basis. Expenditure transactions suspended for insufficient quantity must be spot inventoried and the inventory adjusted, or, if applicable, a receipt record must be input to increase the on-hand quantity in the BMF record.

6867 STOCK CONTROL REVIEW LISTINGS

1. GENERAL. The purpose of the Stock Control Review Listing is to provide notification of transactions which could not be processed and may require corrective action. The listing must be reviewed on a daily basis by appropriate personnel and action taken to correct erroneous transactions or records. Some examples of listing headers are as follows (see SUADPS-RT Support Procedures, Appendix 23 for complete listing of headers):

a. Unit of Issue Difference Report. This report provides a listing of all items for which the storeroom storekeeper indicated a difference between units of issue on the picking ticket and on the material or bin tag. The correct unit of issue must be determined and either the material or the BMF changed with local change notice (see sample Appendix 15).

b. Spot Inventory Aids Report. This report provides a listing of all items which experienced either a partial or total warehouse refusal during the issue process. The items must be spot inventoried and appropriate adjustments made to the BMF record (see sample Appendix 15).

c. Information/Action Listings. This portion of the report will list transactions which meet programmed criteria for review by supply managers and supervisors. Each record will be identified with a message stating the reason it was selected. Transactions will be grouped by type of message and include high money value transactions, receipt reversals processed, surveys processed, DLR transactions, and new BMF records established. The report must be reviewed and action initiated in SUADPS-RT to correct any erroneous transactions previously processed (see sample Appendix 15).

6868 ABORT REPORT

The Abort Report will be produced daily and provide information as to why a SUADPS-RT function was unable to process to completion. The report will identify the function in process, the user, and the condition that caused the abort. The abort condition will be identified by the abort and input/output (I/0) status codes. These codes are defined in the SUADPS-RT Guide for Functional Area Supervisors. The report must be reviewed by the SUADPS-RT FAS, and recurring abort conditions should be discussed with the SNAP Systems Coordinator. If a recurring problem cannot be resolved locally, assistance should be requested from SPAWARSYSCEN.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 7

PACKAGING AND TRANSPORTATION

Part A: PACKAGING AND LABELING GUIDE FOR 2M REPAIRED ELECTRONIC COMPONENTS

7000 INTRODUCTION

The purpose of this Part is to provide the basic requirements for packaging Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) for return from 2M repair station to the Naval Supply System as Ready For Issue (RFI) items. CCAs and EMs packaged by Fleet units will be packaged to meet the minimum standards in the following paragraphs.

7001 GENERAL REQUIREMENTS

➔ 1. PACKAGING OVERVIEW. Electrostatic Discharge Sensitive (ESDS) CCAs and EMs being returned to the supply system as RFI material must be packaged per the minimum standards described in this guide. NAVSUP P-700, Navy Packaging Data is the official Navy packaging guidance for RFI and Non-RFI assets. NAVSUP P700 is available online at: http://www.icptarp.net/p700". The minimum standard ESDS environment, handling precautions, cleaning, packaging and labeling requirements are specified herein. Reuse of original packaging materials is encouraged. Packaging must be free of holes and tears in the body of the material. Unless otherwise specified, quantity per unit pack will be one each. Military Standards, Handbooks and Specifications listed in this guide may be requested by letter from the Document Automation and Production Service (DAPS), 700 Robbins Avenue, Bldg 4 Sect D, Philadelphia, PA 19111-5094. Phone numbers are DSN 442-2179 or Commercial (215) 697-2179, or online at http://www.dodssp.daps.mil . For recommended ESDS tools and packaging materials for 2M workstations see par. 7003.

2. NOT READY FOR ISSUE ITEMS. CCAs and EMs found to be not ready for issue (NRFI) should be repackaged using these same parameters to ensure against further degradation during transit to an IMA or a repair depot.

3. CLASSIFIED MATTER. Classified CCAs and EMs must be packed in containers which completely conceal the contents. Containers will be sealed to prevent tampering or premature opening, and in a manner that contents cannot be inspected without displaying visual evidence of forcible opening.

7002 DETAILED REQUIREMENTS

1. REPAIR ENVIRONMENT. All CCAs and EMs shall be considered ESD sensitive and therefore must be handled, prepared and packaged at certified 2M stations or other sites authorized as ESD safe. The Electrostatic Discharge Control Handbook for Protection or Electrical and Electronic Parts, DOD-HDBK-263, and Electrostatic Discharge Control Program, MIL-STD 1686A, contains detailed ESDS packaging procedures. Personnel certified as 2M repair technicians will be trained in repair procedures and approved methods for effective protection of ESDS components during inspection, test, repair, packaging, storage and transport.

2. HANDLING PROVISIONS. Handling of CCAs and EMs must conform to specific ESD precautionary provisions as detailed in these guidelines and standards. The following overall policies apply:

a. Certified 2M repair personnel will be trained in ESDS handling to include proper utilization of workstations, clothing/habitat requirements and related environmental controls. Only authorized and properly grounded personnel are permitted in the work area.

b. Repair personnel should avoid all activities and materials which create static electricity.

c. Packaging should not be opened, removed or applied unless within the confines of the ESD work station.

d. In transporting ESDS items to and from the work area, appropriate conductive trays/covers and static free liner materials should be used; items should not be transferred by hand within the workstation unless completely ESD protected or when both operators are properly grounded.

➔ 3. CLEANING. Items shall be cleaned by any process which will not cause damage. Use of dry filtered air available at the 2M workstation is recommended. Disassembly to ensure proper cleaning or preservative treatment will be restricted to the minimum degree necessary unless specifically authorized. Cleaning will not be conducted in a manner that would infringe or default the manufacturer's implied or expressed warranty. Further information regarding cleaning techniques and specifications are available in Methods of Preservation, MIL-P-116, available from DAPS.

4. REPAIR UNIT IDENTIFICATION LABEL. A Repair Unit Identification Label shall be affixed to the body of each repaired unit. The label must specify command/activity performing repair, date repaired, and name of the 2M technician. The label shall be applied to an area which does not interfere with circuit operation and shall not be placed on terminals, components, leads, or contacts. A Repair Unit Identification Label will also be placed on the outside of the vapor barrier bag.

➔ 5. PRESERVATION AND PACKAGING. Recommended ESD packaging materials and tools are identified in par. 7003. CCAs must be considered ESD sensitive unless otherwise specified. The illustration on page 7-6 demonstrates a basic method of packaging ESD items. Additional information is available in NAVSUP Publication 700, Navy Packaging Data. The following minimum packing standards are required:

➔ a. Ensure the item is labeled with a Repair Unit Identification Label as described in par. 7002-4.

b. Apply ESD free, non-corrosive conductive material to exposed leads and connector pins to ensure a common potential.

c. Completely wrap in electrostatic free vapor barrier material as indicated in par. 7003. This material meets MIL-B-81705, Type I. Use original packaging if available and free of holes.

d. Wrap the item in ESD free cushioning as indicated in par. 7003. This material meets PPP-C-1842, Type III. Reclosable cushioned pouches conforming to MIL-P-81997, Type I or II, may be used in lieu of the initial wrap or cushioning. NSNs for a selection of these pouches are provided in par. 7003.

e. The cushioned unit will be packaged in a heat sealed water vapor-proof barrier bag fabricated from barrier material, as listed in par. 7003. This material conforms to MIL-B-81705, Type I.

➔ f. Label the barrier bag as described in par. 7002-7.

6. REUSABLE CONTAINERS. After packaging and labeling, the item shall be placed in a molded reusable container or a reusable weather resistant fire retardant fiberboard container. A selection of representative containers is listed in par. 7003. Closure of the molded reusable container shall be waterproof pressure sensitive tape. Closure of the fiberboard container shall be strippable tape. A label as specified in par. 7002-8 will either be attached to the fiberboard container or placed in the reusable container label holder (as appropriate).

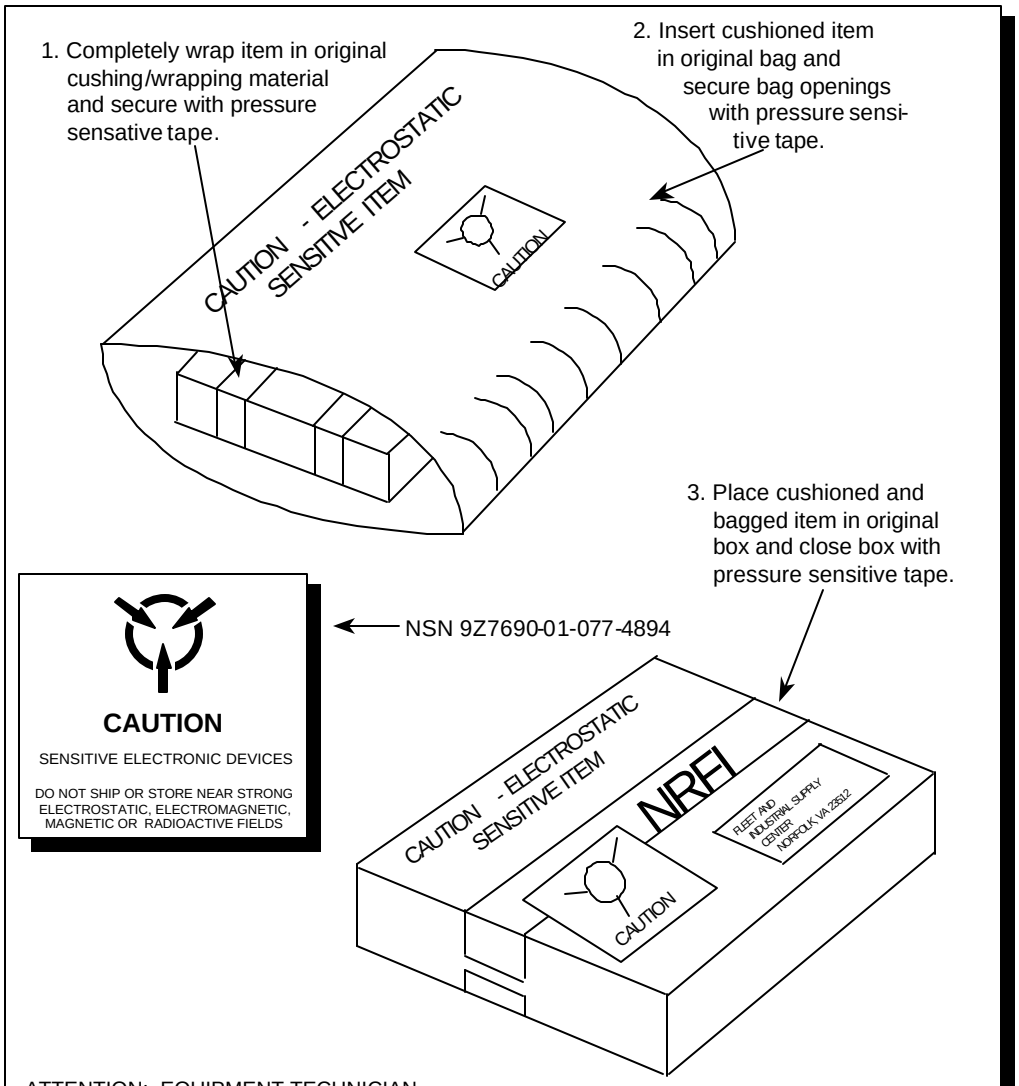
7. MARKING. Unit, intermediate, and exterior packs containing sensitive electronic devices susceptible to damage from environmental field forces such as electrostatic, electromagnetic, magnetic or radioactive fields shall be marked per MIL-STD-129 as follows:

a. Unit Packs. Unit packs shall be marked with the Sensitive Electronic Device Label as specified in par. 7003. This label may be either locally procured or reproduced if required. If unavailable, unit packs may be manually marked with the Sensitive Electronic Device Symbol and the Statement: "DO NOT OPEN EXCEPT AT APPROVED FIELD FORCE PROTECTIVE WORK STATION".

b. Intermediate and/or Shipping Containers. A sensitive electronic device caution label per par. 7003 will be placed on one side of each intermediate container. Two larger labels (NSN 7690-01-077-1156) shall be placed on each exterior container (one on the identification marked side and one on the opposite), provided the container exceeds one-half cubic foot. Smaller exterior containers will be marked in the same manner.

"HOW TO PACKAGE ELECTROSTATIC SENSITIVE ELECTRONIC DEVICES"

Practically all circuit boards and electronic modules contain electrostatic sensitive components. The Equipment Technician should wrap these items in the conductive wraps in which they came. If "pink poly bubble wrap" is not available, (NSN 9Q 8135-01-057-3605 and 9Q 8135-01-057-3607) plain aluminum foil may be used.



ATTENTION: EQUIPMENT TECHNICIAN

A. If packaging materials from the replacement item are not available, completely wrap (layers as required to protect item) item in electrostatic free cushioning material conforming to PPP-C-1842, Type III or other available cushioning or wrapping material known to be electrostatic free.

B. If box packaging and marking is not available, place tag or label on exterior of cushioning or wrap indicating "CAUTION ELECTROSTATIC SENSITIVE ITEM".

C. DO NOT move, handle, stow, ship or turn-over ESDS item to items to supply personnel until the aforementioned electrostatic free packaging and caution marking has been completed.

8. LABELING. Labeling of unit packs is per MIL-STD-129 and will consist of the following:
   a. Identification as "2M Repaired", date of repair, repair activity, name of repair technician;
   b. NSN/NATO stock number;
   c. CAGE Code and manufacturer's part number;
   d. Item identification;
   e. Quantity and Unit of Issue (U/I).

7003 MATERIAL RECOMMENDATIONS

1. MATERIALS AND SPECIAL TOOLS. The following is a list of materials and special tools recommended for ESD free workstations. Repair tools listed are designed to eliminate ESD if used properly. A complete list of tools/materials required for 2M stations is contained in NAVSEA TE000-AA-HBK-010/2M.

Electrostatic Free Packaging Materials And Special Tools

Item	Model Number	NSN
➔ Indicator, Electrical Potential	300	9N 6625-01-220-1514
Solder Removal Tool	AS196	9G 3439-01-064-1811
Soldering Iron, Electrical	1102-0004	9G 3439-00-134-9202
Static Eliminator	APMB	9G 3694-01-240-4630
➔ Wrist Strap, Ground	30113	9N 5920-01-134-9623
VERTROD Heat Sealing Machine	13A	9Q 3540-00-299-9811

2. STOCKING LEVELS. The following is a list of recommended initial stocking levels for repackaging materials on a small combatant ship. An ample supply of these materials is recommended for the 2M work center to facilitate ESD packaging for components being returned to shipboard stocks or the Navy Supply System. A more comprehensive list of applicable National Stock Numbered repackaging materials is provided in NAVSUP Publication P-700, Navy Packaging Data.

Recommended Repackaging Material Stocking Levels

Item	NSN	U/I	QTY
Barrier Material MIL-B-81705, Type I	9Q 8135-00-092-3220	RO	1
Cushioning, Pink PPP-C-1842, Type III	9Q 8135-01-057-3605	BD	1

7003 **Packaging and Transportation**

	Item	NSN	U/I	QTY
➔	ESDS Caution Label 2"x 2"	9Z 7690-01-077-4894	RO	1
➔	ESDS Caution Label 4" x 4"	9Z 7690-01-077-1156	RO	1
➔	Cushioned Plastic Pouch MIL-P-81997, Type I ASO SPI 80132-12261			
	4" x 6"	9Q 8105-00-137-9132	PG	1
	6" x 8"	9Q 8105-00-137-9133	PG	1
	8" x 12"	9Q 8105-00-137-9135	PG	1
	10" x 12"	9Q 8105-00-137-9136	PG	1
	12" x 12"	9Q 8105-00-137-9131	PG	1
	Molded Reusable Containers (2). These are larger containers than what might be used in many cases, but the selection reduces the number and types of containers stocked.			
	8" x 6" x 3"	1RM 8145-00-260-9556	EA	10
	12" x 10" x 5"	1RM 8145-00-260-9562	EA	10
	14" x 12" x 5"	1RM 8145-01-014-0440	EA	10

Part B: GENERAL TRANSPORTATION GUIDANCE

Section I: INTRODUCTION

7100 SCOPE

Parts B and C of this chapter explain how an afloat Supply Officer makes outgoing shipments of General Cargo, Hazardous Material and Unaccompanied Baggage, with special emphasis on Depot Level Repairables (DLRs) being returned under the Advanced Traceability and Control (ATAC) program to Designated Overhaul Points (DOPs) for repairs. It is important for afloat Supply Officers to become knowledgeable about shipping. The shortage of repairables coupled with the increased emphasis on repairables management place more responsibilities on afloat Supply Officers to ensure that these items are shipped without complications. The preferred method of shipping mailable DLRs is by certified mail. Detailed instructions for shipping ATAC DLRs are found in par. 8322 and NAVSUPINST 4421.20 series.

7101 SHIPMENT PLANNING

Shipment planning is a necessary element in ensuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work: (1) What is the item? (2) Where is it going (final destination)? (3) When must it arrive at destination? Without this information, the shipment may be delayed enroute or never arrive at the destination. The initial documentation, i.e DD Form 1348-1A or other source documents, must provide the shipper with enough information to answer the three basic questions above. If it doesn't, the shipment should not be made until this information is available. As indicated in Part B, Section II of this chapter, mail is the preferred means of moving material to or from ships. However, mail must not be used for shipments with project codes ZR5, ZV2, ZV6, or for FBM/TRIDENT material.

7102 SHIPMENT PREPARATION

1. GENERAL. Material must be prepared and packaged to minimize damage during shipment. NAVSUP PUB 700 illustrates basic packing and labeling methods and explains how to prepare reusable containers for shipment. This publication provides actual do-it-yourself packaging procedures designed for ships or stations having limited packaging material. See par. 8324 for further guidance on packaging of repairables. Important points to remember when preparing material for shipment are as follows:

a. Remove or obliterate all previous transportation and/or shipping markings on reusable containers. Item nomenclature markings should not be removed from reusable containers.

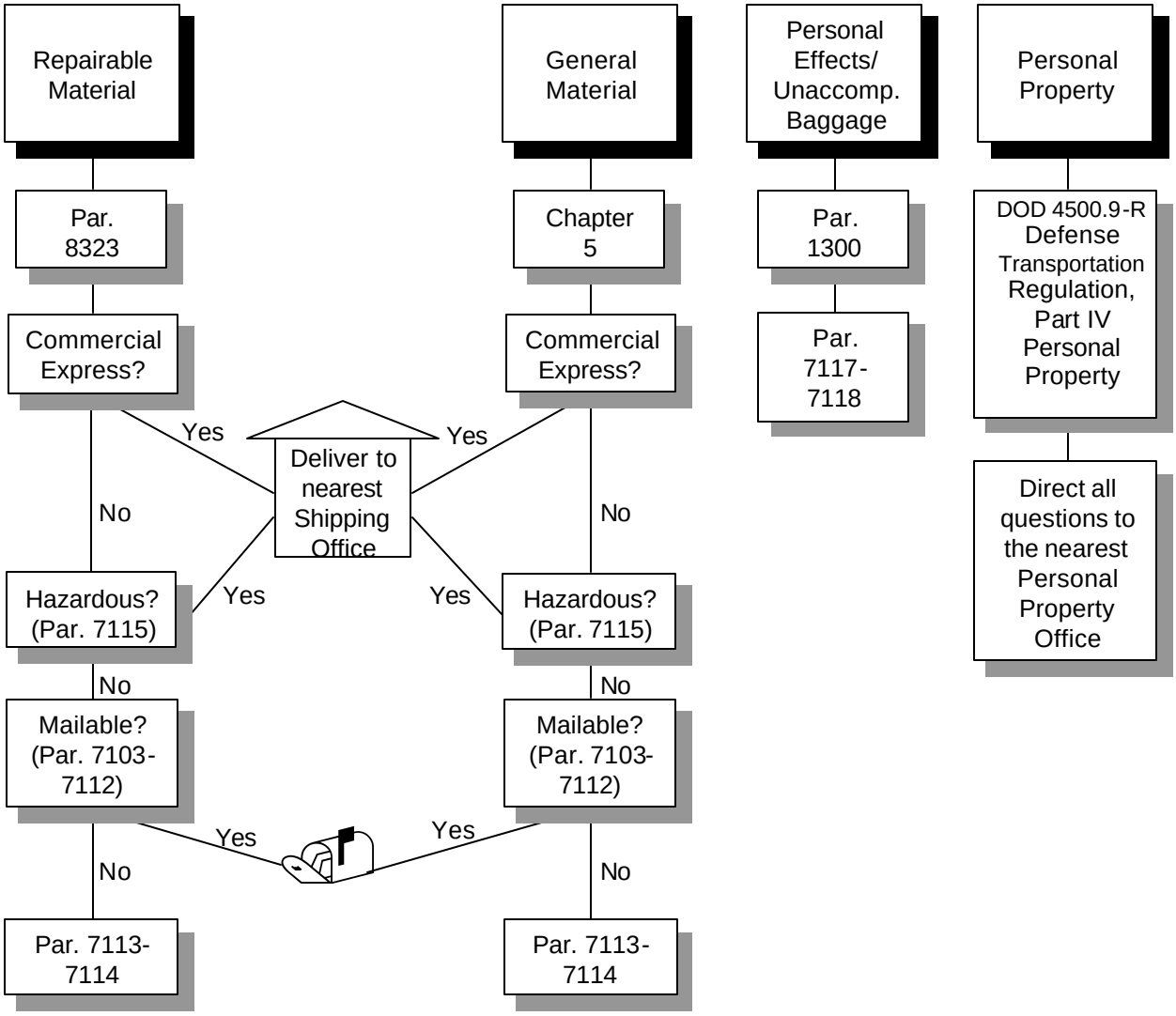
b. Over-pack materials only when necessary to prevent damage in transit. Over-packing is not necessary when a reusable container is available or when an item is turned into an ashore activity for shipment. Over-packing should be held to a minimum in order to avoid additional Second Destination Transportation (SDT) charges.

c. Deliver shipments to the fleet unit designated to handle transshipment material or the nearest ashore supply/shipping activity when adequate packaging facilities are not available. Mail is the primary means of moving material to and from ships except where restricted by size/weight (see par. 7104). All items not eligible for mail will be forwarded for movement within the Defense Transportation System (DTS) in accordance with procedures in Part B, Section III.

d. When shipping via multipack, ensure that all items in the multipack are destined for a single consignee under the same priority. Particular attention must be given to the method of packing to ensure heavy items are at the bottom of the multipack.

2. MATERIAL CATAGORIES. The following decision diagram identifies various references to be used when shipping different categories of material.

➔ **DECISION DIAGRAM FOR SUPPLY AFLOAT MATERIAL TRANSPORTATION**



Section II: MAIL

7103 GENERAL

➔ 1. GENERAL. Mail is the primary and preferred means of moving material to and from ships. Mailable material includes any papers or materials which meet U.S. Postal Service standards relative to weight, size and physical properties. Materials specifically not authorized to be mailed are listed in par. 7112. Special instructions for mailing unaccompanied baggage (UB) by individual service members, controlled drugs, small arms and classified matter are addressed in this section. The different types of special mail services and mailing procedures authorized include Registered Mail, Certified Mail, and Military Ordinary Mail (see par. 7111).

7104 WEIGHT AND SIZE LIMITATIONS

➔ 1. GENERAL. Postal Service standards relative to weight, size, and physical properties are contained in U.S. Postal Service Regulations. Compute length and girth as follows: measure the longest side of the parcel to get the length, measure around the thickest part of the parcel to get the girth, add the length and girth. GSA Express Small Package contract (FEDEX) should be used whenever possible for shipments over 13 ounces or containing Issue Group I and II material. The weight limitations for each type of shipment and class of mail to use are as follows:

Weight	Type of Shipment	Class Of Mail
0-13 ounces	All mailable material	First Class Mail
over 13 ounces	NMCS, PMCS, CASREP, SEEREP, MICAP, 999, 777, and material critical to flying or marine safety	Priority Mail
over 13 ounces	Issue Group I or II (TP1 or 2) shipments consigned to mobile units and overseas activities (including Alaska and Hawaii) ; i.e, activities served by FPOs.	Priority Mail
over 13 ounces	Issue Group III (TP3) shipments consigned to to mobile units and overseas activities (including Alaska and Hawaii) ; i.e, activities served by FPOs.	Package Services (Parcel Post)
over 13 ounces	Issue Group I, II or III (TP1, 2 or 3) shipments consigned to activities within CONUS, consignee located within 300 miles of shipper	Package Services (Parcel Post)
over 13 ounces	Issue Group I or II (TP1 or 2) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Priority Mail
over 13 ounces	Issue Group III (TP3) shipments consigned to activities within CONUS, consignee located beyond 300 miles of shipper	Package Services (Parcel Post)

7105 EXTERNAL MARKINGS

➔ All items presented for mailing will have the command's address entered in the upper left hand corner of the envelope, label, tag, or mailing container. The words "Department of the Navy" must be imprinted on the envelope, label, tag, or mailing container directly above the sender's return address, with the words "Official Business" entered below the return address (see example below). Markings indicating the mail classification and/or type of special service, when appropriate, must be placed on the address side of the parcel directly above the address. Ensure that the City, State and Zip Code are on the last line of the address and that no other information appears below it. For additional information and guidance see OPNAVINST 5218.7 series. The consignee's address will be entered as indicated in Appendix 7 (Routing Identifiers), the Standard Navy Distribution List (SNDL), NAVSUPINST 4421.20 series for repairables, or other applicable directives.

```
DEPARTMENT OF THE NAVY
{SPACE FOR COMMAND NAME AND ADDRESS}

Official Business

                    COMMANDER
                    SUP 54
                    COMNAVSUPSYSCOM
                    PO BOX 2050
                    MECHANICSBURG PA 17055-0791
```

➔ 7106 UNACCOMPANIED BAGGAGE SENT BY INDIVIDUALS

Service members are authorized to ship Unaccompanied Baggage (UB) through military and civilian post offices if the member pays for the postage. Mailing of UB by service members is authorized when there is no personal property office, or upon approval of the Personal Property Officer, when it is the most cost-effective method. Service members are NOT authorized to use the Navy official mail programs to mail their UB. For mailing of lost, abandoned or unclaimed personal effects and personal effects of persons verified to be deceased or missing, using OPTAR funds, refer to NAVSUP PUB 490, Chapter 6.

To receive reimbursement from the government for mailing costs, the member must submit a receipt from the post office showing proof of weight and cost of mailing, a copy of orders, and a completed DD Form 1351-2 to Fleet and Industrial Supply Center (FISC), Norfolk, VA. The mailing address for FISC Norfolk is:

FISC
Customer Service Division (Code 42)
Suite 600
1968 Gilbert Street
Norfolk, VA 23511-3392

Cost of mailing cannot exceed the cost the government would have paid to ship the material as household goods.

If the member desires to insure the UB, the cost for insurance coverage is not reimbursable to the member, but payment of insurance does provide the service member with indemnity in the event of loss or damage.

When a service member presents UB for mailing at a military post office overseas, or aboard a deployed ship, they must enclose a copy of their orders in the shipment. They must also complete a customs declaration form, either PS Form 2976 or 2976-A, itemizing in detail the contents of the UB. To avoid customs charges on UB, the service member should ask the accepting clerk to endorse the UB "Returned Personal Effects-Orders Enclosed".

➔ 7107 SMALL ARMS

Parcels containing unloaded small arms for official use are mailable under conditions specified by postal regulations. These regulations state that small (less truckload) shipments of arms will be made via the U.S. Postal Service (USPS) when economically advantageous to do so. Such parcels, when properly packaged and addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the Federal Government. Full information may be obtained from postal authorities. Packages containing small arms, whether mailed or shipped, will bear no external markings indicating the nature of their contents. Small arms forwarded by the U.S. Postal Service will be sent as registered mail (return receipt requested) and the registry slip furnished the sender will be attached to the ship's retained original DD Form 1348-1A. When a receipted copy of the DD Form 1348-1A is returned from the consignee, it also will be filed in the expenditure file with the retained original. Personally owned weapons will NOT be mailed.

➔ 7108 CLASSIFIED MAT ERIAL

1. GENERAL. Material classified TOP SECRET will be transmitted as prescribed in Chapter 9, paragraph 9-2 of the Department of the Navy Information Security Program (ISP) Regulation (OPNAVINST 5510.36 series). Material classified as SECRET and lower may be sent via mail in accordance with paragraphs 9-3 and 9-4 of OPNAVINST 5510.36. All classified material must remain under U.S. custody and control at all times. Material classified as SECRET or CONFIDENTIAL will be transmitted by one of the following means:

a. Registered mail shall be used for the transmission of all SECRET material, NATO CONFIDENTIAL, and all other CONFIDENTIAL material mailed to an FPO/APO address located outside the U.S. and its territories, and when the originator is uncertain whether the address is located within U.S. boundaries.

b. Certified mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any Non-DOD agency of the Executive Branch.

c. Regular First Class or Priority Mail shall be used for the transmission of CONFIDENTIAL (other than NATO CONFIDENTIAL) material addressed to DOD activities located anywhere in the United States and its territories.

➔ 7109 NARCOTIC AND DRUG ABUSE CONTROL ITEMS

The U.S. Postal Service will accept and forward parcels containing narcotics and drug abuse control items which meet the weight and size limitations prescribed in par. 7104; each parcel, however, must be consigned as registered mail to the medical officer of the activity to receive the material. The actual value of the shipment will be declared at the time it is tendered to the U.S. Postal Service. In no instance will parcels be marked as to disclose their contents or value.

➔ 7110 SPECIAL HANDLING

The use of special handling is not authorized for use by the Department of the Navy.

➔ 7111 MILITARY ORDINARY MAIL (MOM)

MOM is a special procedure approved by the U.S. Postal Service for providing air transportation of official mail sent at Package Service rates, which are considerably cheaper than those of Priority Mail. MOM may also be used for official periodicals if considered essential to timely delivery. However, MOM only provides air transportation between a CONUS gateway terminal (e.g., San Francisco, CA; New York, NY; or Miami, FL) and overseas Military Post Offices (MPOs). Within CONUS and between civilian addresses in CONUS (any address which does not indicate an FPO or APO number), Alaska, and Hawaii, mailed marked "MOM" is moved by surface transportation. MOM is not authorized for mailing IG 3 parcels.

➔ 7112 NON-MAILABLE MATERIAL

1. GENERAL. Non-mailable material includes all material which, by statute, regulation or treaty stipulation, is prohibited from being sent through the U.S. Postal System. Such non-mailable matter includes:

a. Poisons, caustics, acids and alkalis;

b. Oxidizing materials, flammable liquids and flammable solids;

c. Materials that, while being transported, are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes or heat retained from manufacturing or processing;

d. Ammunition and explosives;

e. Containers previously used for shipping highly-explosive material such as dynamite;

f. Intoxicating liquors;

g. Materials subject to damage from freezing and permanently magnetic materials with unconfirmed fields, unless such materials are moved by surface transportation;

h. Radioactive, combustible, gaseous, liquid and perishable materials, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Further information may be obtained from local postal authorities, the USPS Domestic Mail Manual and USPS PUB 52, (Hazardous, Restricted, and Perishable Mail). Additional information is available in the Hazardous Material Information System (DOD 6050.5-LR) (see par. 8221).

Section III. FREIGHT SHIPMENTS

➔ 7113 COMMERCIAL AND FLEET TRANSSHIPMENT PROCEDURES

For other than mailable material requiring shipment, the material and copies of the invoice DD Form 1149, DD 1348-1A, DD Form 1384, or other shipping authority will be delivered to the fleet unit designated to handle the transshipment of material or the nearest Supply Officer of a shore based supply/shipping activity for forwarding to destination as specified in pars. 7114-7118. The Supply Officer must refer to NAVTRANS for guidance. When such action is impossible, Supply Officers afloat will make required shipments in accordance with instructions obtained from either the nearest shore based naval activity (United States Naval attaches included), other military service commands or United States consular officials, in the order listed. In an emergency, when this procedure cannot be employed and shipment must be made on commercial bills of lading, transportation charges of carriers will be paid by the cognizant Disbursing Officer. Commercial bills of lading will be prepared and furnished to the carrier. When material is turned over to a United States Navy ship for transshipment to a third ship, a fleet unit designated to handle transshipment material or a shore based supply/shipping activity, it will be covered only by an invoice, DD Form 1149 or DD Form 1348-1A, issued to the final consignee activity.

➔ 7114 DEFENSE TRANSPORTATION SYSTEM (DTS)

1. GENERAL. The DTS is that portion of the worldwide transportation infrastructure that supports DOD transportation needs in peace and war. The DTS consists of those military and commercial assets, services, and systems organic to, contracted for or controlled by the Department of Defense, except for those that are service unique or theater assigned.

2. PROCEDURES. CONUS shipments generally move by a commercial carrier on GBL/CBL and do not use Transportation Control Movement Document (TCMD), DD Form 1384. The TCMD is normally used to ship material in the DTS (i.e., shipments originating from an overseas point). When a TCMD is not available, a DD Form 1348-1A may be used if the essential transportation data are included. The TCMD/DD Form 1348-1A must be turned in to the fleet unit designated to handle transshipment of material to its final destination. Shipment may also be directly inserted into the transportation system by obtaining a clearance from the nearest Air Clearance Authority (see par. 7119).

3. DOCUMENT PREPARATION. Most of the data elements needed to prepare transportation documentation are available from supply (MILSTRIP) documentation. Extensive information on DTS shipping paperwork may be found in the Defense Transportation Regulation, DOD 4500.9.R Part II, Cargo Movement. The DD Form 1348-1A or the DD Form 1149 is used as the primary source document. This paragraph provides the basic information needed to prepare a shipping document (see sample TCMD and DD Form 1348-1A on pages 7-18 & 7-19).

TCMD Block	1348-1A Block	Data Elements/Description
1	cc 1-3	Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous or TE1 for ammunition. All hazardous shipments must also be identified with "hazardous" in the clear.
3	2	Consignor. Include UIC.
4	17	Commodity and Special Handling. This defines the type of cargo to be moved. Enter the nomenclature and the following codes as applicable: AD - Supplies and equipment for aircraft, hazardous AZ - Supplies and equipment for aircraft ND - Ships parts, hazardous NZ - Ships parts HD - Electrical items, hazardous HZ - Electrical items
5		Air Dimension. Use "A" unless any single dimension (L, W, or H) exceeds 72". Use "Z" if greater than "72" and include the dimensions as an additional entry.
8	cc 77	Mode of shipment. See Appendix 5.
9	18	Type pack. Enter appropriate code as follows: BX - Box CO - Container CT - Carton DB - Duffle Bag FK - Foot Locker PC - Piece
10	cc 30-44	Transportation Control Number. A TCN has 17 positions. If, in response to a MILSTRIP requisition, a TCN is being constructed, the first 14 positions are the MILSTRIP Document Number. If card column 44 (Suffix) of the DD Form 1348-1A is blank, the 15th position of the TCN will be "X". If card column 44 (Suffix) is coded, then the 15th position of the TCN will contain the Suffix Code. The 16th position of the TCN is a partial shipment code. If all of the shipment unit (the basic entity for documentation, movement clearance and marking) will be shipped together on one vehicle, place an "X" in the 16th position of the TCN. "X" indicates that the entire shipment is given to the carrier at one time or as a complete shipment. In the event that more than one vehicle is required to move the shipment unit (partial shipments), prepare a TCMD for each vehicle or increment on which the shipment is moved and assign a TCN to each document. The 16th position will be different for each partial shipment; "A" will be assigned to the 16th position of the first partial shipment. The second and remaining shipments, if required, will have a "B" through "Z" (omitting "I", "O" and "X") in the 16th position. The 17th position is the split shipment code and is reserved for use by the transshipment activity. The shipper always assigns an "X" to the 17th position of the TCN. If a shipment (complete or partial) must be split at a transshipment activity (e.g., a port of embarkation), the transshipment activity will change the 17th position of the TCN.

TCMD Block	1348-1A Block	Data Elements/Description
11	3	Consignee. Include UIC.
12	cc 60-61	Transportation Priority (TP). The determining factor for Transportation Priority (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
13	cc 62-64	Required Delivery Date. Construct in accordance with par. 3050.
14	cc 57-59	Project Code. See Appendix 6.
15		Date material was actually shipped.
16		Estimated Time of Arrival (ETA). Enter the number of days required to move the shipment to the AMC POE (if known).
17	16	Transportation Account Code (TAC). This code pays for the shipment. Enter the appropriate TAC as follows (for cogs not shown contact the nearest shore activity shipping department):

Cog	TAC	Description
1R	N501	Aeronautical, photographic and meteorological material (repairables)
2Z	N528	Shore (ground) and shipboard electronic equipment
4R	N502	Catapult and arresting gear
6R	N503	Aeronautical ground support equipment
7E, 7G, 7H, 7Z	N504	DLR/AVDLR
7R	N517	DLR/AVDLR
	N662	Urine samples

22-24	19-21	Piece, Weight and Cube. Use pounds and cubic feet for weight and cube entries. Round off weight and cube to the next higher whole number when necessary.
32-34		Trailer information.

➔ EXAMPLE OF DD FORM 1384 (TCMD)

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT — PAGE NO.

1. DOC ID	2. TRLR CTR	3. CONSIGNOR	4. COMMODITY SPECIAL HANDLING	5. AIR DIM	6. POE	7. POD
TJ1		V03367 USS J. F. KENNEDY CV-67	HD ELECTRON TUBE MAGNETIC	A	PROVIDED BY THE ACA	PROVIDED BY THE ACA

8. MODE	9. PACK	10. TRANSPORTATION CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT
9	CT	V03367 7159 4778 RXX	N00189 FISC NORFOLK VA	1		715	7160	0	N504

18. CARRIER	19. FLIGHT-TRUCK-VOY-DOC NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE
				1	75	4

	a. Transship Point	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
25.											
26.											
27.											

28. CONSIGNEE	29. DATE RECEIVED/OFFERED (Sign)	30. CONDITION	31. REMARKS

32. DOC ID	33. TRAILER - CON-TAINER	34. CONSIGNOR COMM ABBR, OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a.	36. VOY NO POE b.	37. POD	38. MODE	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. PRI	43. REMARKS AND/OR RDD a.	Proj b.	Stow Loc Shpd c.	Stow Loc ETA d.	Tac e.	44. ADDITIONAL REMARKS OR Pieces a.	Weight b.	Cube c.
TJ6			LSGP-28									NATIONAL STOCK NO.							
TJ9												5960-00-681-8036						UN2807	
TJ9												PROPER SHIPPING NAME							
TJ9												Magnetized Material						ORM-C	
TJ9												LABEL REQUIRED							
TJ9												Magnetized Material					1 CT	75 LBS	
TJ9												FLASH POINT							
TJ9												(If applicable)							

DD FORM 1384, OCT 2000 PREVIOUS EDITIONS MAY BE USED. Reset

BASIC INFORMATION REQUIRED ON A DD 1348-1A TO COMPLETE THE TCMD

DD FORM 1348-1A, JUL 91 — ISSUE RELEASE/RECEIPT DOCUMENT — PREVIOUS EDITION MAY BE USED

DI ODCENT	RI FROM	M&S	UNIT	QUANTITY	STR	SUPPLEMENTARY ADDRESS	SIG	FUND	DISTRIBUTION	PROJECT	PRI	RDD EEAOLTD	ADV	RI	OTP	COND	MGT	UNIT PRICE DOLLARS	CTS
BC1			EA	00001		RXX			7N	715	03						AE	60000	00

1. TOTAL PRICE 60000.00 DOLLARS CTS 60000.00

2. SHIP FROM V03367

3. SHIP TO N00189

4. MARK FOR

5. DOC DATE

6. NMFC 61700

7. FRT RATE

8. TYPE CARGO

9. PS

10. QTY. REC'D

11. UP

12. UNIT WEIGHT

13. UNIT CUBE

14. UFC

15. SL

16. FREIGHT CLASSIFICATION NOMENCLATURE TAC N504

17. ITEM NOMENCLATURE ELECTRONIC INSTRUMENT, ELECTRON TUBE

18. TY CONT CT

19. NO CONT 1

20. TOTAL WEIGHT 75

21. TOTAL CUBE 4

22. RECEIVED BY R.L. Evans

23. DATE RECEIVED 6/8/97

24. DOCUMENT NUMBER & SUFFIX (30-44): V03367 7159 4778

25. NATIONAL STOCK NO. & ADD (8-22): 5960 00 6818036 FE

26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (64-66) UP (74-80): EA 00001 A 7N 6000000

27. ADDITIONAL DATA

Ship From:
V03367
USS J.F. KENNEDY (CV-67)
FPO AE 01234-5678

Ship To:
N00189
FISC Norfolk
Norfolk, VA 23512

Approved For Transfer:
I.M. Simple
I.M. Simple, LT, SC, USN

Next Dest UIC: ( )

Issue Doc Num#:

FGC:

JCN:

P/N:

S/N:

Remarks:

➔ 7115 HAZARDOUS MATERIAL

1. GENERAL. Hazardous material refers to any material (specified by the Department of Transportation, Federal Aviation Agency, United States Coast Guard, federal or military agency) which under conditions incident to transportation is liable to cause fires, create serious damage by chemical action, or create a serious transportation hazard. It includes materials classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic, and radioactive.

2. CERTIFICATION. DOT/Coast Guard/FAA regulations require that hazardous shipments be certified for shipment by the shipper. Certification can be accomplished by a graduate of an appropriate DOD hazardous shipment course. Due to potential risk of legal liability to the shipper, it is recommended that afloat units turn in hazardous material to an ashore activity for shipment.

3. PACKAGING. Packaging of hazardous materials requires specified procedures. Close adherence to required instructions, publications, and manuals is required and assistance should be obtained from packaging and transportation personnel at supporting activities. All hazardous materials shall be accompanied with a DD Form 1348-1A indicating that it is dangerous and may require further packaging consideration. DOD 6050.5LR identifies hazardous materials and data needed for marking, labeling and preparing shipping documents.

➔ 7116 MAGNETIC SHIPMENTS BY AIR

Certain types of cognizance symbol "N" material, such as magnetrons, require magnetic shielding prior to air shipment. Refer to NAVSUP PUB 700 for basic instructions, then obtain assistance from the supporting activity.

Section IV: PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE

➔ 7117 GENERAL

Upon receipt of personal effects from inventory boards, supply officers afloat will be responsible for the custody, storage, security, shipment and disposition of personal effects, including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, personnel declared to be mentally or physically incapacitated, and personnel transferred under orders. Unaccompanied shipment of personal effects originating from deployed ships and overseas locations must have copies of the individual's orders and a proper customs certification attached. Further information on absentees, deserters, deceased, and incapacitated personnel is provided in pars. 1300-1303.

➔ 7118 TRANSFER UNDER ORDERS

1. GENERAL. Crew members with transfer orders should be instructed to contact the nearest Personal Property Transportation Officer to arrange for packing and pick-up of their effects. The member should take at least eight copies of his/her transfer orders. When a member transfers while at sea, the Supply Officer or his designated representative should expeditiously deliver the member's property to the nearest Navy Personal Property Office at the first opportunity (world-wide Personal Property Transportation Offices (PPTOS) are listed in Appendix 21). The representative should be careful to obtain the member's written desires about the shipment of their effects, if possible.

2. DOCUMENTATION. Copies of the member's Application or Shipment and/or Storage of Personal Property (DD Form 1299) and original inventory should be mailed to the member at their leave or temporary duty address, as necessary (see sample DD Form 1384 on page 7-21). Use TF1 in Block 32 for unaccompanied baggage and JZ in Block 4. The entries to be made in the remaining blocks are based on the information in the person's orders.

EXAMPLE OF DD FORM 1384 (TCMD) FOR HOUSEHOLD GOODS SHIPMENT

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT — PAGE NO.

1. DOC ID	2. TRLR CTR	3. CONSIGNOR	4. COMMODITY SPECIAL HANDLING	5. AIR DIM	6. POE	7. POD
TF1		N62833 NAF NAPLES	JZ	A	NAF NAPLES	NGU NORFOLK

8. MODE	9. PACK	10. TRANSPORTATION CONTROL NO.	11. CONSIGNEE	12. PRI	13. RDD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT
9	CR	R5219271005678BXX	N00189 FISC NORFOLK VA	2	130		102	1	NUC4

18. CARRIER	19. FLIGHT-TRUCK-VOY-DOC NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE
				3	540	58

a. Transship Point	b. Date Rec	c. Bay Whse	d. Date Shpd	e. Mode Carrier	f. Flight-Truck-Voy Doc No.	g. Ref	h. Stow Loc	i. Split	j. Cond	k. Signature-Remarks
25.										
26.										
27.										

28. CONSIGNEE	29. DATE RECEIVED/OFFERED (Sign)	30. CONDITION	31. REMARKS

32. DOC ID	33. TRAILER - CON-TAINER	34. CONSIGNOR COMM ABBR, OTHER	35. COMMODITY SPECIAL HANDLING	36. VOY NO Air Dim a.	36. VOY NO POE b.	37. POD	38. MODE	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. PRI	43. REMARKS AND/OR RDD a.	Proj b.	Stow Loc Shpd c.	Stow Loc ETA d.	Tac e.	44. ADDITIONAL REMARKS OR Pieces a.	Weight b.	Cube c.
TF8												BIBBINS, J. W., 03							

DD FORM 1384, OCT 2000 PREVIOUS EDITIONS MAY BE USED. Reset

Part C: AIRLIFT AND TRACING

Section I: AIRLIFT

➔ 7119 AIRLIFT CLEARANCE AUTHORITY (ACA)

The ACA controls the movement of air-eligible material. All shipments originating overseas, moving by commercial air and weighing over 150 pounds must be cleared/routed by the overseas ACA. Shipments originating in CONUS with overseas destination moving by Air Mobility Command (AMC) or commercial air, regardless of the weight, must be cleared/routed by NOLSC (Code N432), Norfolk, VA. ACAs are geographically located throughout the world, mainly at major naval installations and within CONUS at NOLSC Norfolk, VA. ACAs will challenge shipments based on certain criteria, as shown in par. 7121. The Defense Transportation Regulation, Part II, Cargo Movement, Appendix R, provides a complete listing of all overseas ACAs.

➔ 7120 AIRLIFT CLEARANCE PROCEDURES

Obtaining a clearance/routing from an ACA is accomplished by submitting (via telephone, electrically transmitted message , etc.) the complete information contained in the Transportation Control and Movement Document (TCMD) to the appropriate ACA prior to shipping. The shipper will release the shipment identified in the advance TCMD if the ACA does not challenge the shipment. If the shipment is challenged, the ACA will advise the shipper when to release the shipment and the method of transportation to be used, whether air or surface.

➔ 7121 AIRLIFT CHALLENGE

1. GENERAL. The philosophy of the challenge program is to question the requisitioner/ consignee at the time material is available for shipment as to whether air transportation or surface shipment will meet the end user's requirements. The objective of the program is to ensure that the needs of the user are met while minimizing the expenditure of transportation funds. Should a unit receive a challenge message on high-priority material, a rapid response to the message will ensure rapid movement of the cargo. All air shipment challenges for Submarine Force units will be addressed to the monitoring activity identified by the first digit of the Distribution Field (MILSTRIP Record Position 54).

2. CHALLENGES. Except when specifically exempted, all shipments of Navy funded/sponsored material offered for airlift are subject to challenge. The ACA will challenge the requirement to airlift cargo based on the following criteria:

a. weight exceeds 150 pounds;

b. shipment volume exceeds 15 cubic feet;

c. requisition date is greater than 90 days old;

d. transportation costs exceeds $4000.

3. EXEMPTIONS. The following shipments are exempt from the challenge criteria in subparagraph 2 above:

a. Requisitions containing RDD “999”;

b. "W" or "G" series requisitions with transportations costs less than $4000.

➔ 7122 GREENSHEET, COURIER AND SPECIAL HANDLING

1. GENERAL. Activities may advise the ACA of shipments in one or more of the following categories:

a. Shipments requiring expediting (i.e, Greensheet) action. Greensheet is a procedure in which specifically identified Navy cargo in the AMC system gains movement precedence over other priority Navy cargo, including RDD “999” shipments. Requests for this service are closely screened and must be kept to a minimum.

b. Shipments accompanied by couriers or monitors.

c. Shipments that require special handling (e.g., environmental control, hand-to-hand receipt, RESHIP, hazardous/dangerous cargo, etc.). Extreme care shall be used to ensure that proper consignment and routing instructions are used for shipments consigned to ships and mobile units as location of these activities may change.

Section II: EXPEDITING AND TRACING

➔ 7123 VENDOR RECEIPT EXPEDITING PROGRAM (VREP) SHIPMENTS

Information, tracing, and expediting requests for Vendor Receipt Expediting Program (VREP) shipments shall be directed to ISSOT Region 1/VREP, 1860 Leutze Blvd., Bldg SDA, 216 South Annex, Norfolk, VA 23511-4506. Telephone (757) 444-0758/0885.

➔ 7124 PROCEDURES

1. GENERAL. Tracing is the method used to determine the status of an item in the transportation system. These procedures are contained in the DTR, Part II, Appendix T. DTR tracing procedures enable the requisitioner to go directly from the supply pipeline into the transportation pipeline to trace a shipment. This is accomplished after the mode of shipment status is received from the shipping activity. Before initiating tracer action, the responsible activity or shipper must ensure that:

a. The normal transit time or specified RDD has elapsed and undue delay has occurred.

b. Data necessary to initiate tracer action has been received (i.e., TCN, date of shipment lift and POE/APOE). The tracer request with Document Identifier Code "TM1" will be forwarded, based on shipment origin, to the appropriate activities as follows:

WHERE TO SEND TRACER REQUEST

Shipment Origin:	Forward Tracer To:
CONUS Outbound air & ocean	FISC Norfolk, VA//101//
	To reach the Navy Integrated Call Center (NICC) via phone use 1-877-4-1-TOUCH or DSN 510-4-2-TOUCH
CONUS Surface	CDRMTMC OPERATIONS CENTER FT EUSTIS VA//MTDC-OPCC//
	To reach the MTMC OPS CTR via phone, use 1-800-526-1465
From Overseas	Contract shipper or last known holder of material

Note: Trident Refit Facility (TRF), Kings Bay, GA (Code 500, Routing Identifier Q6R), is responsible for tracing all FBM Program shipments for Atlantic Fleet units and all applicable tracer requests should be directed to TRF vice the transportation activity noted above. Priority Material Office (PMO) Pacific, Bremerton WA, is responsible for tracing all Issue Group I FBM Program shipments for Pacific Fleet Units and all applicable tracer requests should be directed to PMO vice the transportation activity noted above.

AFLOAT SUPPLY PROCEDURES

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CHAPTER 8

SPECIAL MATERIAL

Part A: CONTROLLED EQUIPAGE

➔ **As per Chief of Naval Operations message 112209Z MAY 99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it is still incumbent upon all hands to maintain positive control of such items. Identification of material requiring such control and appropriate procedures for safeguarding same rest with the Commanding Officer. Survey reports for types of material formerly designated as Controlled Equipage will be submitted only when material meets other survey criteria as per pars. 5125-5133. NAVSUP remains the technical authority for development and implementation of methods to maintain accountability of government property.**

It is recommended that issues of Palm Pilots, personal assistant computers, be documented with the completion of a "Page 13" entry in service record. These Palm Pilots remain government property and should be retained by the government upon an individual's termination of Naval Service.

➔ Part B: PRESENTATION SILVER AND OTHER VALUABLE GIFTS

Section I: GENERAL

8100 INTRODUCTION

Presentation silver and gold presents us with a vast number of time capsules, each representing a unique exchange and many with a fascinating tale to tell. The circumstances surrounding each presentation piece piques our curiosity and raises questions about specific people, places and events that beg to be answered.

Presentation silver is considered to be “priceless”, and many of the skills used in creating it are a “lost art” and of irreplaceable artistic expression.

Title 10 U.S. Code, Section 7221 authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles presented to United States ships by states, municipalities, organizations, individuals, or other sources, and is the basic authority to expend operational funds to care for such gifts. Presentation silver may consist of a single item (e.g., a bowl, tray, candelabra) or a group of items (e.g., punch bowl set, tea set, dinner service). Other valuable articles may consist of paintings, portraits, original historical documents, engraved clocks or chronometers, and other such items which the Commanding Officer considers to warrant continuing accountability. The historical value and intrinsic worth of such material, the continuing high level Navy and public interest it holds, and the numerous inquiries of donors concerning its status require the maintenance of detailed, current, and accurate records for all items of presentation silver and other valuable gifts. Presentation silver is the property of the U.S. Navy and cannot be authorized by assigned ship/activity Commanding Officer to be loaned or returned to anyone without prior NAVSUP and/or UNSECNAV approval (see par 8140).

8101 ACCEPTANCE OF GIFTS

1. APPROVAL AUTHORITY. In line with Secretary of the Navy policy set forth in SECNAVINST 4001.1 series on the management of presentation silver, proper reporting, inventory and care of this signature required equipage is essential. In accordance with SECNAVINST 4001.2 and OPNAVINST 4001.1 Series, the following officials are delegated gift acceptance authority for gifts of silver made to vessels of the Navy under 10 U.S.C. 7221.

a. Only the Secretary of the Navy can accept gifts of a value in excess of $50,000.

b. Gifts of a value from $10,000 to less than $50,000: the Vice-Chief of Naval Operations.

c. Gifts of a value at less than $10,000: the Commander, Naval Supply Systems Command.

A letter, to the appropriate level of authority, must be submitted requesting approval to accept the gift (see sample on following page). Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) (ATTN: SUP 51) will be provided copies of all related correspondence. These gifts become the property of the U.S. Navy and must be maintained intact as originally presented and safeguarded against damage and loss.

SAMPLE ACCEPTANCE LETTER

4001
DRAFTER/DOC
DATE

From: Commanding Officer, SHIP (XXX 1000)
To: APPROPRIATE LEVEL (see par. 8101.1)

Subj: GIFTS[1] TO (SHIP) FROM (DONOR)

Ref: (a) NAVSUP P-485, Afloat Supply Procedures

1. To accept a gift in accordance with reference (a), (DONOR) have/has made unsolicited offers of gifts for (SHIP). The following is a list of presentation silver items and their appraised value.

Gift	Cost, if Known	Appraised Value[2]	
1. ITEM, DES.	$xxx,xxx.xx	$xxx,xxx.xx	
2. ITEM, DES.	$xxx,xxx.xx	$xxx,xxx.xx	
3. ITEM, DES.	$xxx,xxx.xx	$xxx,xxx.xx	
TOTAL		$xxx,xxx.xx	$xxx,xxx.xx

2. In the interest of crew morale and development of closer ties between (SHIP) and (DONOR), recommend approval of acceptance of the gift(s) specified as gift(s) to the Navy.

(COMMANDING OFFICER)

Copy to:
(TYCOM LEVEL)
NAVSUP (IF NOT ADDRESSEE)

---

[1] Gifts other than presentation silver fall under the cognizance of the Curator of the Navy.

[2] Appraised Value (Reproduction Cost) is defined as: "The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property."

8102 REQUESTS FOR PRESENTATION SILVER

Previously assigned sets of presentation silver which have been turned-in to a stock point in accordance with par. 8140 may be reassigned by the Naval Supply Systems Command (on a loan basis) to active Fleet ships that submit justified requests. When a ship has a particular need for a set of such silver, a request will be submitted in a letter from the Commanding Officer or the prospective Commanding Officer to the COMNAVSUPSYSCOM (ATTN: SUP 51), Food Service Division. The letter will state the purpose for which the silver is required and will indicate the size and quantity of the items desired (e.g., one set of silver service consisting of: 1 large tray, 1 large punch bowl, 1 ladle, and 12 punch cups). If the requested silver is unavailable, the requesting ship will be advised of any available items which most nearly correspond to the specific items requested or be placed on the waiting list until appropriate items are available. It is recommended that only 2 or 3 items, or a small coffee and tea service, be assigned to submarines or ships with limited storage and security.

8103 CLASSIFICATION FOR REASSIGNMENT PURPOSES

Presentation silver received by a ship as a gift is classified as namesake silver. Namesake silver is assigned to a ship for as long as that ship remains in commission. Unless unusual circumstances exist, requests to turn-in namesake silver will not be honored. Presentation silver obtained from NAVSUP is transferred on a loan basis. Presentation silver on loan may be turned-in to the supporting FISC at any time provided prior approval is obtained from NAVSUP (SUP 51) as set forth in par. 8140. On rare occasions, presentation silver on loan to a Fleet unit may become namesake silver when a new ship by the same name is commissioned. In such instances, the new ship will have first priority to any or all of such silver set as determined by NAVSUP.

Section II: RECEIPT

8110 APPRAISAL

Promptly after receipt of silver an appraisal must be obtained to determine the value of the silver. Assistance in obtaining the appraisal may be obtained through FISC contracting or pierside procurement. If appraisal services are performed aboard ship, the contractor must be accompanied by a crew member at all times. The contractor must provide an appraisal of the reproduction cost of the silver as opposed to the fair market value. Reproduction cost is defined as “The total cost to reproduce an exact replica of the property, at current costs, using a similar or the same artist or craftsman, materials and design as the original property.” For each appraisal conducted, the contractor must provide an appraisal report (see sample page 8-10) for each ship or activity to include the following information:

a. Quantity of each unique item

b. Description, dimensions and markings of each unique item

c. Weight of each unique item

d. Metallic content

e. Manufacturer (if available)

f. Name of ship (include hull #) silver set originally donated to (as determined by inscription)

g. Appraised value of each unique item

h. Appraised value of total number of each item (e.g., twelve punch cups), if available

i. Narrative justification of appraised value assigned

j. Appraised value of each complete silver set

k. Date of appraisal

l. Name of ship or station silver appraisal performed for.

The original of each completed appraisal and a legible copy of the invoice will be submitted within 15 days to:

Naval Supply Systems Command
P.O. Box 2050, Code SUP 51
5450 Carlisle Pike
Mechanicsburg, PA 17055-0791

8111 REPORT OF RECEIPT

Within 60 days of receipt of presentation silver a complete inventory, prepared in accordance with par 8131, of the donated items will be sent to: Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A cover letter will be submitted with the inventory report giving the date and place of presentation, the name, address and phone number of the donor, and the name and address of the silversmith, if known. For gifts other than presentation silver, the report will be sent to:

Naval Historical Center
Curator Branch
Washington Navy Yard
901 M Street, Southeast
Washington, DC 20374-5060

A retained copy of the initial inventory report will be used to post receipts of new gifts to the custody records in accordance with par 8121.

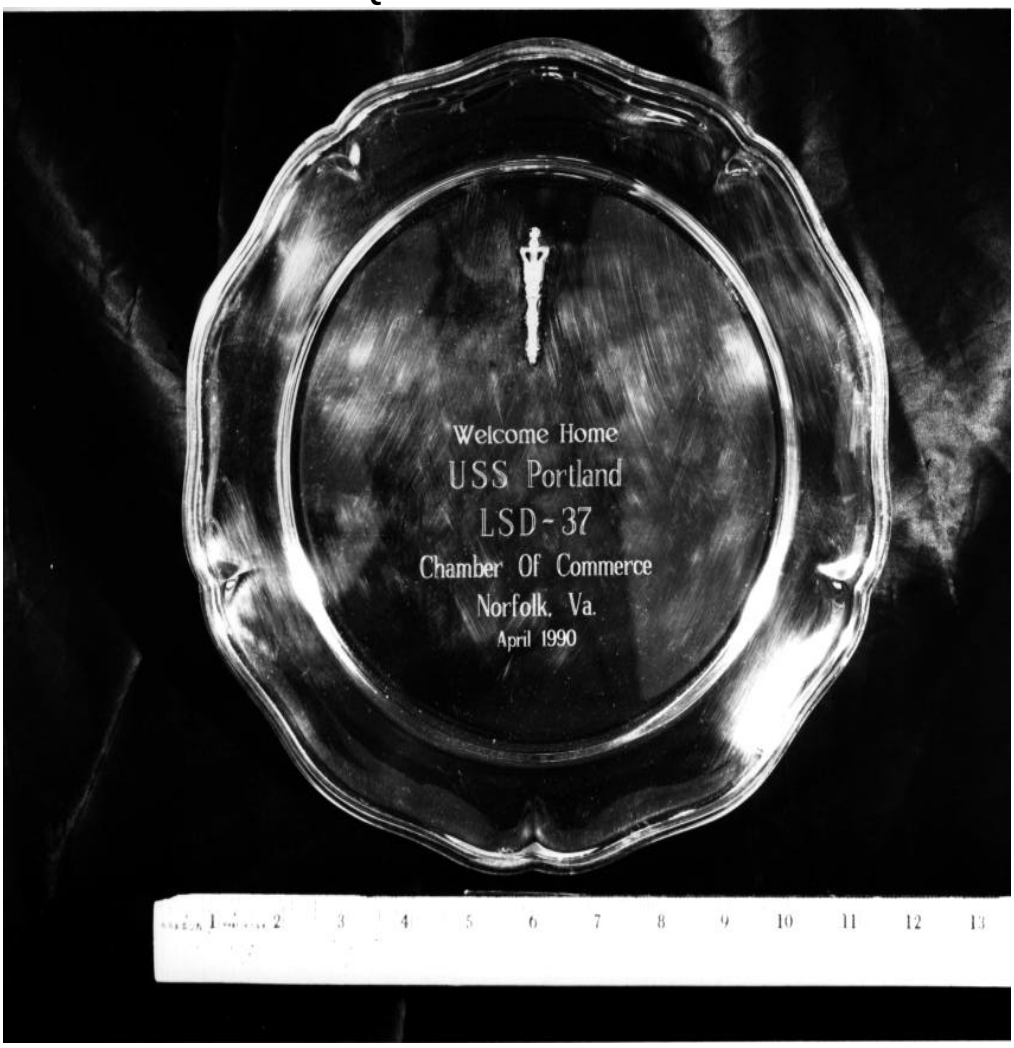
SAMPLE APPRAISAL FORMAT

USS CARL VINSON (CVN 70)	page 7
	SANDWICH TRAY
DESCRIPTION:	A sterling silver SANDWICH TRAY of circular outline, the perfectly plain center engraved with armorials.
INVENTORY NO:	19
INVENTORY TITLE:	SANDWICH TRAY
QUANTITY:	3 units
ORIGINAL OWNER:	USS SAN FRANCISCO (Protected Cruiser No. 5)
DONOR:	City of San Francisco, CA
METALLIC CONTENT:	Sterling Silver
MANUFACTURER:	Wallace International
DESIGN NO.:	Not indicated
INSCRIPTION:	“SAN FRANCISCO” in Old English letters
DIMENSIONS:	Diameter: 19 inches Height: 1/2 inches
WEIGHT:	33 troy ounces each
CONDITION:	Good
VALUE FOR UNIT:	$1,500.00
VALUE FOR SET:	$4,500.00

8112 PHOTOGRAPHS

Proper management of Presentation Silver dictates that a system must be in effect which enables the holder of Presentation Silver to adequately identify to the appropriate investigative body a complete description of the item(s) should it/they become lost or destroyed. Accordingly, a photograph of each unique item shall be taken using a ruler in the photograph to indicate actual size as shown below. For example: for a punch service consisting of a punch bowl, ladle, a tray and twelve cups, four separate photographs are required, one each of the punch bowl, the ladle, the tray and one group photograph of the punch cups. The photographs are to be 8" x 10" black and white (color photographs are unacceptable due to distortion of silver and tendency to “cover” true condition of silver). One copy of the entire set will be forwarded promptly, after receipt of the silver, to NAVSUP (SUP 51). Two prints of each photograph will be retained by the ship as an additional means of inventory control. These prints will accompany the gift if and when it is transferred (see par. 8144).

SAMPLE PHOTOGRAPH OF UNIQUE PIECE OF A SILVER SERVICE SET



8113 REASSIGNED SILVER

1. REPORT OF RECEIPT. Within 30 days of receipt of presentation silver which formerly belonged to a ship that has been inactivated or otherwise disposed of, the recipient command will forward a receipted copy of the itemized DD Form 1149 (or DD Form 1348-1A with an itemized inventory attached) by letter of transmittal to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. A receipted copy of the DD Form 1149 will be used to post receipts of reassigned silver to custody records in accordance with par. 8121. If reassigned silver is received without documentation, contact NAVSUP (SUP 51) and prepare a dummy receipt invoice (DD Form 1149) as illustrated below.

SAMPLE DD FORM 1149 DUMMY RECEIPT INVOICE

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

REQUISITION AND INVOICE / SHIPPING DOCUMENT

Form Approved OMB No. 0704-0246

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

1. FROM (Include ZIP Code)
(N00189) FISC Norfolk, VA (Code 301A)

SHEET NO. 1 | NO. OF SHEETS 1 | 5. REQUISITION DATE 26 Nov | 6. REQUISITION NUMBER N00189-6330-

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

2. TO: (Include ZIP Code)
(R52704) USS JOUETT (CG-29)

9. AUTHORITY OR PURPOSE
COMNAVSUPSYSCOM ltr dtd 10 Nov 95

10. SIGNATURE M. Jones
LT M. Jones, MSC, | 11a. VOUCHER NUMBER & DATE (YYMMDD) | b.

3. SHIP TO - MARK FOR
PRESENTATION SILVER CUSTODIAN

12. DATE SHIPPED (YYMMDD) | 13. MODE OF SHIPMENT | 14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

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

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	Punch Bowl, 15" Diameter	1EA						
2.	Serving Tray, 24" Diameter	1EA						
3.	Punch Cups	12EA						
	Date Recv'd: 28 Dec 95 by Withrow LTJG N. N. Withrow, SC, USS JOUETT (CG-29)							

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

18. RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL
	PACKED BY			TOTAL				POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD Form 1149, DEC 93
306/080

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

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

a. If reassigned silver is received without a photograph, contact NAVSUP (SUP 51). An 8 x 10 inch black and white photograph of each unique piece received will be made for use as an additional means of inventory control. Photographs of reassigned silver are not normally required by NAVSUP unless there is no photograph on file.

b. If reassigned silver is received without an appraisal, contact NAVSUP (SUP 51) to check for NAVSUP file copy. If an appraisal is required, contact FISC contracting or pierside procurement for assistance. Upon receipt of appraisal, forward a copy to NAVSUP (SUP 51) for file.

Section III: CUSTODY AND STOWAGE

8120 GENERAL

Adequate protection and strict accountability of presentation silver is required to guard against damage or loss, which, if occurring, may cause public criticism of the ship's Commanding Officer and embarrassment to the Secretary of the Navy. The custody of presentation silver, therefore, will be entrusted to a responsible individual designated in writing by the Commanding Officer. The designated custodian will be responsible for adequate security, proper display, care, and preservation of all presentation silver items in his custody. When utilizing presentation silver for command functions where the designated custodian will not have immediate direct control of the items, subcustody records will be utilized.

8121 CUSTODY

1. RECORDS. The custodian of presentation silver is responsible for maintaining records, conducting physical inventories, and submitting required reports. Records to be maintained are as follows:

a. Custody Records will be maintained for presentation silver or other valuable gifts (a presentation may consist of one item or a number of items). If all items included in a presentation cannot be listed and properly identified in a single custody record, separate custody records will be prepared for individual items or groups of items. Each custody record will include:

(1) A card number (to be consecutively assigned if more than one record is maintained);

(2) Complete description, including the engraving and dimensions, of each item;

(3) The name, address, and phone number of the donor; if known,

(4) The name of the ship and hull number to which originally presented;

(5) The quantity of each item;

(6) The condition of each item;

(7) The date of receipt;

(8) Place of presentation;

(9) The receipt document number, for reassigned silver; or the accession number for gifts other than silver. (The accession number is the numeric or alphanumeric identification number that is assigned by the Curator for the Navy upon receipt of the initial inventory report required by par. 8111.);

(10) For presentation silver, photographs of each unique piece as addressed in par, 8112;

(11) Appraised value and date of appraisal (par. 8110).

b. Copy of inventories submitted to NAVSUP covering the most recent two year reporting periods.

c. Copy of Financial Liability Investigation of Property Loss (DD Form 200) if applicable, submitted/prepared during the most recent two year period.

d. Copy of correspondence submitted to or received from NAVSUP for the most recent two year period.

e. Copy of appraisal report. See appraisal requirements and format sample par 8110.

2. REFERENCE DATA. The designated custodian is provided the following list for use in the performance of duties:

Title 10, U.S. Code, Section 7221 - Acceptance and care of gifts to vessel.

Title 10, U.S. Code, Section 7546 - Loan or gift of articles to ships' sponsors and donors.

SECNAVINST 4001.1 Series - Delegation of responsibility for and inventory control of Presentation Silver Service.

SECNAVINST 4001.2 Series - Acceptance of Gifts.

NAVSUPINST 4441.20 Series - Fitting Out Guide for Prospective Supply Officers.

JAG Manual, Para. 0217-0220 - Report of Investigation, Distribution.

OPNAVINST 4440.4 Series - Declassification, Demilitarization and Stripping Procedures for Ships Programmed for Disposal.

NAVSUP MANUAL P-485, VOLUME III (Supply Ashore), Para. 23189 - Strip Ship Material.

3. SECURITY. The following excerpt from SECNAVINST 4001.1 Series is provided for appropriate information and action: “In addition to the historical value and intrinsic worth of presentation silver, the continuing high level Navy and public interest in this material requires that these gifts be maintained intact as originally presented, and safeguarded against damage or loss.” Commands with a presentation silver inventory valued at $90,000 or more should carefully evaluate their security procedures. Consideration should be given to including display on Sounding and Security Watch/CDO rounds, installation of electronic sensors, and any other security devices deemed necessary.

8122 STOWAGE

1. PREPARATION FOR STOWAGE. Prior to placing presentation silver in storage, all items will be carefully cleaned, wrapped in anti-tarnish tissue and protected with an outer layer of bubble wrap cushioning material. It is extremely important to wrap silver in anti-tarnish tissue paper before bubble wrap. The bubble wrap causes the silver to sweat and will ultimately damage the silver if placed directly against the silver piece. Soft flannel can be used as a substitute for the anti-tarnish tissue paper. Once the items are carefully wrapped they will be labeled to identify the item and placed in a sturdy container. Sufficient packing material will be utilized to prevent damage of items from the motion of the ship.

2. STORAGE CONTAINER. The authorized storage container for presentation silver service is manufactured under federal specification: Class 5 Cabinet-AA-F-363B (GSA-FSS) and is covered under Federal Supply Schedule 71 III E (FSC Group 71 Part III Section E Miscellaneous Furniture Insulated and Un-insulated Security Filing Cabinets, Safes, Vault Doors, and Map and Plan Files) Special Item (S.I.). National Stock Numbers are assigned to the basic container while special numbers are assigned to associated drawers or shelves. The dimensions of the safe currently available from Mosler are: Inside - 25 3/4" high, 19 1/4" wide, 19 3/8" deep; Outside - 29" high, 22 5/8" wide and 24 1/4" deep. The basic container will weigh in excess of 500 pounds, therefore, weight and movement compensation will be required on most combatants as well as other type ships.

Section IV: INVENTORY

8130 GENERAL

Physical inventories of presentation silver and other valuable gifts are required to ensure that all items received are actually on hand and in good condition.

8131 INVENTORY REPORTS

1. PRESENTATION SILVER. Each Command having custody of presentation silver will submit an itemized inventory report of such material to the Commander, Naval Supply Systems Command, Code SUP-51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. An annual report is required for all sets appraised at $90,000 or more; a biennial report, to be submitted in each odd numbered year, is required for all sets appraised below $90,000. The report is to be submitted by letter no later than 20 March. The report will include the nomenclature (with dimensions), custodial department, and the following information (see sample page 8-17):

a. Inscription

b. Name of Donor

c. Name of ship originally donated to

d. Condition, good or poor, with detailed description (i.e. bent, scratched, part missing)

e. Manufacturer, if known

f. Appraisal date

g. Appraised value

Attach DD Form 200 when applicable (see par. 8133).

2. OTHER VALUABLE GIFTS. Inventories of gifts other than presentation silver are required to be taken upon relief of the custodian, upon change of command, and upon inactivation of the ship. Upon completion of the inventory, both the custodian being relieved and the relieving custodian (if applicable) will report to the Commanding Officer that the inventory has been completed, with an itemization of any missing or damaged items. For inventories incident to change of command or inactivation of the ship, an itemized inventory will be submitted to the Naval Historical Center, Curator Branch, Washington Navy Yard, 901 M Street, Southeast, Washington, DC 20374-5060. The inventory will be submitted by letter, identified by NAVHISTCEN report symbol 4001-1, as soon as practicable after completion of the inventory. The report will include the following:

a. Description (including inscriptions) and quantity of each item;

b. Name of the donor;

c. Accession number assigned by the Curator for the Navy;

d. Identification and explanation of any damaged items;

e. Copy of a completed DD Form 200 for any item which, incident to inventory, is determined to be missing or destroyed (see par. 8133).

8132 CARE AND MAINTENANCE

1. GENERAL. Presentation silver is a part of America's history and Navy tradition and requires correct handling to prevent damages. White cotton gloves should always be worn. Bare hands will leave fingerprints or other marks which may be hard to remove. Silver should be handled one piece at a time using both hands. When setting silver down, place the piece down gently and by itself. Ask for assistance with bulky or heavy pieces.

2. ROUTINE CARE. Maintenance of presentation silver can be an easy matter if a regular program is established. It is recommended that presentation silver be cleaned every three months. All surfaces should be lightly wiped down using a polishing mitt or polish-saturated soft cloth. A mild dishwashing liquid in hot water may be used to wash pieces by hands. Silver should be immediately and thoroughly dried with a soft cotton or linen cloth.

NAVSUP REPORT 4001-1

15 March 2000

USS SOUTH WIND (FFG-001)
PRESENTATION SILVER INVENTORY

Certification: I hereby certify that the following inventory is accurate to the best of my knowledge. I further certify that any change(s) from the prior year inventory report is (are) properly documented and supported in accordance with NAVSUP P485, Afloat Supply Procedures.

A B Jonah	*William Still* .
A. B. JONAH, CDR, SC, USN	WILLIAM STILL, LT, SC, USN
Responsible Officer	Assigned Custodian

ITEM NO.	QTY U/I	ITEM	DEPT/DIV
# 01		COFFEE POT w/lid, handle. 11.5” high, 8.5” wide (spout tip to handle) sterling silver	SUP/S5
	01 EA	a. USS SOUTH WIND crest (front) Presented to the USS SOUTH WIND (FFG-001) by her sponsor, Mrs. Jeremy Slatter on the occasion of her commissioning August 14, 1985. (back) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. $460.00	
# 02		TRAY, COFFEE/TEA SERVICE, oval, w/handles. 13” wide, 18” long, 1.5” deep - sterling silver	SUP/S5
	01 EA	a. Scene of customs house, Water Street Somewhere, Ohio (center) Seal of Ohio (upper rim) Seal of Navy Department (lower rim) b. Mrs. Jeremy Slatter c. USS SOUTH WIND (FFG-001) d. Good e. Wallace International f. September 7, 1985 g. $585.00	

3. POLISHING. Polishing requires special care and consideration. Presentation silver may be cleaned professionally or by using polishing kits available from Fleet Industrial Supply Center, Norfolk, Code 100S, 757-443-1165 (DSN 646-1165) or Fleet Industrial Supply Center San Diego, Code 112, 619-556-4965 (DSN 526-4965). Instant or dip type commercial cleaners are not approved for cleaning presentation silver. Pieces with unique engravings or details require extra time and thought during polishing. Allow enough space to move freely and cover the workspace with plastic to protect the surface. The following procedures should be used to clean the silver:

a. Using a container with hot water and a mild dishwashing liquid, gently clean all sides with a thin damp sponge. With the same sponge, rinse the piece with water from another container.

b. Using a small quantity of polish on a clean sponge, put a thin coating of polish all over the silver and allow drying briefly and then rinsing off.

c. With a circular motion, lightly rub a little polish over one area at a time. When one area has become bright, move to a new area. Never press hard or scrub while polishing.

d. Wash off polish with a clean sponge being sure to clean out any carved or engraved areas. Cotton tipped applicators can help in these areas. These can be hard to polish and an attempt should not be made to remove all tarnish from these areas, especially in those places where oxidation is used as accent.

e. Use a wet soft toothbrush or a “Tampico” brush to remove old polish that has dried in engravings and crevices by gently rubbing the surface to lift the polish out.

f. When polishing is completed, rinse carefully to remove all traces of polish. Dry thoroughly before returning to display cabinet or packing for storage.

4. SPECIAL CONSIDERATIONS.

a. Acid Etching. This is a process by which an engraving or detailed design is painted on a silver item with warm wax. After the wax hardened, the object is placed in acid that eats away a layer of silver around the wax. Due to the delicate nature of these designs, use a specially made polishing mitt and be sure keep fingers straight when lightly wiping the surface. Do not put any pressure on the engraving or design.

b. Engraving/Flat Chasing. Engraving is one of the most common ways to decorate silver and is performed by using a sharp point to cut lines, detailed patterns and create three-dimensional patterns. Flat chasing is made by a tool pressing into the object making a design that leaves its pattern on the inside surface. Clean these areas by wiping gently, without pressure, use a specially treated polishing cloth or mitt. Be sure to thoroughly wash out all traces of polish from the fine lines or it will dry, detracting from the piece’s appearance.

c. Oxidation. This term is used to describe dark areas which are recessed or sunken in a decorative pattern. Never try to polish out these places as they have been specially designed to create shade or accent parts of the design. Oxidation creates contrasts of color and texture which is important to the appearance. Polish only the upper surface and lightly wipe the recessed or sunken areas. Wait for the polish to dry before removing using a soft-bristled toothbrush to gently brush and lift away particles of polish. A cotton-tipped applicator is also useful.

d. Repousse. This decoration appears to have been carved in the silver or stands away from the body of the object giving it a three-dimensional look. Clean with a polishing mitt or treated cloth to keep polish from settling in the details. The appearance and treatment are similar to those for oxidized silver.

e. Weighted Silver. Lightweight silver objects, particularly candlesticks and footed shallow dishes, often have filled or “weighted” bases. These pieces are filled with plaster, resin or cement to prevent them from falling over. They are usually marked on the under side of the base “cement filled,” “weighted” or “weighted base” to warn the user that they have been filled and are not solid. These pieces should never be placed directly into water, which can cause the filling to either melt or shift and the object become unbalanced.

f. Lacquered Surfaces. This is when a thin coating of chemical substance is put on the silver object to protect from tarnish and chemicals. However, these substances become yellowed and brittle over time leaving the exposed silver tarnished and hard to polish. When the lacquer has become chipped, exposing the silver, it is best cleaned with a polishing mitt or treated cloth to prevent unsightly tarnish.

g. Gilt/Gold Wash. Gilding is a coating of gold to enrich the decoration with its gold appearance or to protect certain surfaces from acids and chemicals in food. It is easily recognized by its yellow color. Polish should not be used on these surfaces, as the coating will easily come off. Instead, use a mild soap and water and wipe gently to dry. Do not rub these areas.

h. Candle Wax. Whenever candles have been used in table decorating, it is almost certain that the melted wax will drip where it is not wanted. Allow the wax to become cold and harden before trying to remove it from any surface. When the wax is hard, many times it can be gently chipped or picked away from the object. If some of it remains on the silver, place a cloth soaked in hot water on the area to melt it slightly and carefully rub or ease away the wax with a cotton tipped applicator. After the wax has been removed, polish the area again lightly to protect the surface.

i. Wood Surfaces. Occasionally silver pieces have handles, carved finials or other parts made of wood. These should never be placed in water. Keep the wooden parts looking attractive by rubbing a light coating of an oil-based furniture polish into the wood. Do not allow silver polish to dry on wooden parts or in areas where they join the body, such as hinges.

5. SILVER CARE PRODUCTS. Both FISC Norfolk (Code 100S) and FISC San Diego (Code 112) stock a supply of anti-tarnish tissue paper, flannel cloth storage bags, and silver cleaning kits for your use. To obtain these products contact FISC NV (757-443-1165 or DSN 646-1165) or FISC SD (619-556-4965 or DSN 526-4965) or contact your ship's LSR.

8133 MISSING, DAMAGED OR DESTROYED ITEMS

1. DAMAGED ITEMS. If a presentation item or other valuable gift is damaged, and repair is possible, it will be repaired even though the cost to do so may not be considered economical. The costs of such repairs are properly chargeable to the ship's OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired (i.e., destroyed) it will be surveyed as prescribed in subpar. 2 below.

2. MISSING OR DESTROYED ITEMS. Presentation silver items and other valuable gifts, which have been lost, stolen or destroyed, must be expended by means of survey (see par. 5127-5133). The survey action will be initiated as soon as the loss or irreparable damage is discovered. A detailed description of the circumstances relative to the loss or damage will be included in the DD Form 200 or in attachments thereto. If the survey pertains to a missing item and it is suspected that the missing item may have been stolen, the loss will be reported in accordance with OPNAVINST 3100.6 series to the Naval Criminal Investigative Service Headquarters (NCISH), Washington, DC 20388-5380.

a. All surveys of presentation silver determined to be missing or destroyed must be approved by NAVSUP, not by the ship's Commanding Officer. Missing or destroyed silver must be reported to NAVSUP (SUP 51) within 48 hours after discovery via naval message, or saltsgram (COMNAVSUPSYSCOM NFS). After the initial notification of the missing or destroyed item(s), a letter report will be promptly submitted to the Naval Supply Systems Command (ATTN: SUP 51) briefly outlining the known facts surrounding the loss or destruction. The letter will include, as a minimum:

(1) A brief description and quantity of the item or items lost or destroyed,

(2) The name of the designated custodian,

(3) A telephone number, if available,

(4) A statement regarding the feasibility of replacement.

After the issuance of the report, the submission of a DD Form 200 is required in all cases where loss of presentation silver is involved. Ensure the current edition of DD 200 is used. When a missing or destroyed item of presentation silver is surveyed, the original and one copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 for approval. Only NAVSUP (SUP 51) is authorized to approve the form DD 200. When a missing presentation silver item that has been reported to the NCISH results in the issuance of a Report of Findings, forward a copy to NAVSUP (SUP 51) for file. Since loss of presentation silver is a potential embarrassment to the Secretary of the Navy, action will be taken to replace missing items with exact duplicates. If the manufacturer

of the missing item cannot be determined or contacted, NAVSUP (SUP 51) may be able to assist in locating silver replacement sources. A copy of all correspondence concerning replacement of missing presentation silver will be provided to NAVSUP (SUP 51).

b. When a missing or destroyed item other than presentation silver is surveyed, a copy of the completed DD Form 200 will be forwarded immediately in a letter of transmittal to the Curator for the Navy. However, if the loss or damage is discovered during an inventory incident to change of command or inactivation of the ship, the copy of the completed DD Form 200 will be included with the inventory report prescribed in par. 8131. When a missing item that has been reported to the NCISH results in the issuance of a Report of Findings, the Curator for the Navy will be advised in order that a copy may be requested as required.

8134 RECOVERY OF MISSING ITEMS

In the event that a presentation silver item or other valuable gift which was surveyed as missing is subsequently found, written notification of the recovery will be promptly sent to the Naval Criminal Investigative Service Headquarters (if notified of the loss) and either Naval Supply Systems Command (Food Service Division, SUP 51), if a presentation silver item, or to the Curator for the Navy, if other than a presentation silver item. The “receipt” of the recovered item will be posted to the custody record by reversing the previous survey entry.

Section V: TURN-IN

8140 GENERAL

Except for the circumstances mentioned in pars. 8141-8143, presentation silver will not be transferred, loaned or removed from the ship without prior approval and disposition instructions from NAVSUP. Except for the circumstances mentioned in pars. 8141-8143, valuable gifts, other than presentation silver, may not be transferred without prior approval and disposition instructions from the Curator for the Navy. Presentation silver is the property of the U.S. Navy and cannot be authorized by the assigned ship or activity Commanding Officer to be loaned or returned to anyone without requesting in writing via NAVSUP to UNSECNAV for approval. Direct any loan or return inquiries to COMNAVSUPSYSCOM (SUP 51). Do not include presentations of the silver at decommissioning ceremonies unless the loan or return has been approved. Any movement of silver (transfer, temporary storage, etc.) must be reported to NAVSUP Code 51.

8141 STRIP SHIP

1. GENERAL. When directed by competent authority to remove “strip ship material,” any presentation silver or other valuable gifts on board will be transferred subject to the restrictions indicated in the following paragraphs.

2. PRESENTATION SILVER. Presentation silver, together with 8” x 10” black and white photographs, appraisal, and copy of most recent inventory report submitted to NAVSUP, will be turned in for temporary vault storage at the nearest FISC or Supply Department of the Naval Shipyard for safekeeping. To ensure proper turn-in procedures are in place, it is recommended that the custodian of the silver contact the storage point and/or NAVSUP for specific disposition instructions. Broken or visibly damaged items will not be accepted for turn-in. Holders are expected to repair or survey broken/damaged items prior to turn-in. All DD Form 200's for presentation silver require NAVSUP approval in accordance with par. 8133 prior to turn-in. A legible copy of the transfer document (DD 1149 or DD 1348-1A) will be provided to Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791 within 30 days of transfer. A legible copy of the receipt document (DD 1149 or DD 1348-1A) including the name (printed and signed), command code, phone number of the new holding custodian, and date received will be forwarded to NAVSUP (SUP 51).

3. OTHER VALUABLE GIFTS. Gifts other than presentation silver will be shipped directly to the Curator for the Navy, Naval Historical Center, Washington, DC 20374-0571.

8142 TEMPORARY VAULT STORAGE

When scheduled for a period of extended maintenance such as regular overhaul, restricted availability, or post shakedown availability, and, in the opinion of the Commanding Officer, the level of industrial activity will create a significant security risk, presentation silver or other valuable gifts must be transferred for temporary vault storage to the nearest FISC, or Naval Shipyard. In all such instances, NAVSUP (SUP 51) or the Curator for the Navy, as appropriate, will be advised by letter when the presentation silver or other valuable gifts are transferred. As a minimum, the letter will include the date of transfer, transfer document number, activity to which transferred, and expected date of return. Upon return of the presentation silver or other valuable gifts, a letter report will be made to NAVSUP (SUP 51) or the Curator for the Navy, as appropriate. Inventory reports are still required by March 20. NAVSUP will accept letter and transfer document as your report if silver is still in storage during the reporting cycle. It is required that tamper-evident serialized seals be used on the storage containers for silver to be temporarily stored at the FISC’s. Ensure silver is prepared for stowage in accordance with par. 8122. The silver remains under the custody of the transferring activity and FISC signs only for the containers, not its contents. Presentation silver in storage containers without serialized seals **will not** be accepted by the FISC.

8143 REPAIR

It is the obligation of each ship with presentation silver to provide responsible care and upkeep of its service. The Pierside Procurement Specialist (PPS) should be contacted for assistance in obtaining repairs. Presentation Silver in need of repair will be released only to a commercial silversmith. The DD 1149 will be annotated with the name, address and phone number of the silversmith. Upon delivery of the presentation silver to the silversmith, the name

of the recipient will be printed below his or her signature and the date of turnover will be indicated. First line in the description block will be: “Presentation silver, described as follows:” A copy of the itemized/receipt DD Form 1149 will be provided to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791, promptly upon release of the silver to the silversmith. Upon return of the silver, a copy of the dealer’s invoice will be attached to the DD 1149 and forwarded to NAVSUP (SUP 51). In either the transmittal of the DD 1149 or the DD 1149 with copy of the dealer’s invoice, a forwarding letter is not required.

8144 TURN-IN PROCEDURES

1. TURN-IN APPROVAL. Presentation Silver on loan to a Fleet unit may be permanently turned in provided prior written approval has been obtained from NAVSUP (SUP 51). The request for turn-in shall include a statement indicating:

a. All silver is in good condition (no damaged items),

b. There is no Financial Liability Investigation of Property Loss (DD Form 200) outstanding,

c. Two individual 8” x 10” black and white photographs are on file for each item assigned,

d. The silver held has been appraised and a copy of the appraisal report is available,

e. Location of supporting FISC.

Turn-in of presentation silver or other valuable gifts will be accomplished by an itemized DD Form 1149 with photograph(s) attached and must cite specific NAVSUP authority. Multiple sets of silver will be packed separately and the outside of the container appropriately marked with set name. Shipment of presentation silver covered by this paragraph is not authorized; turn-in shall be made during a routine inport visit. For presentation silver, a copy of the itemized DD Form 1149 and copy of most recent itemized inventory report submitted to NAVSUP, will be forwarded by a letter of transmittal to the Commander, Naval Supply Systems Command, Code SUP 51, P.O. Box 2050, 5450 Carlisle Pike, Mechanicsburg, PA 17055-0791. DO NOT SEND SILVER TO NAVSUP.

2. SHIPMENT. When authorized by proper authority, material will be properly cleaned, wrapped with in flannel bags or anti-tarnish tissue paper, then wrapped with bubble wrap and packaged prior to delivery of the material to the supporting FISC or Naval Shipyard for shipment. An itemized DD 1149 will accompany shipment. In the absence of a supporting activity to prepare the material for shipment, every effort must be made to protect the contents during shipment. The use of cardboard carton(s) as the external shipping container(s) is prohibited. “Constant Surveillance, Signature Service Required” will be used in the shipment of presentation silver. Prior to shipping, a declared value equaled to the appraised value, will be made for insurance purpose.

PART C: HAZARDOUS MATERIAL

Section I: GENERAL

8200 INTRODUCTION

1. GENERAL. The Navy has operational requirements for Hazardous Materials (HAZMAT) that have a direct impact on the health of personnel and the well being of the environment. Recent legislation and executive orders require Department of Defense (DOD) compliance with existing laws governing use and disposal of HAZMAT. It is therefore essential that the Department of the Navy (DON) incorporate environmental responsibilities into all facets of planning and executing its missions. It is clear that current environmental awareness requires complete accountability of HAZMAT use and used/excess HAZMAT. The basic tenets are:

a. Provide what the customer needs when he needs it.

b. Minimize customer effort to return used/excess HAZMAT.

c. Cradle to grave tracking of HAZMAT.

d. Consolidate HAZMAT waste streams.

e. Eliminate unnecessary stowage of HAZMAT in Work Centers.

f. Maximize customer access to HAZMAT.

2. NON-COMPLIANCE. Costs for disposal of used/excess HAZMAT and fines levied for regulatory non-compliance are continually rising. These costs directly compete for scarce operating resources. This factor coupled with ever increasing legislative oversight requires total control of HAZMAT use and disposal. The following references provide key direction applicable to HAZMAT:

a. OPNAVINST 5100.19D

b. OPNAVINST 5090.1B

c. OP-45-110-96 Hazardous Material User's Guide (HMUG)

d. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP Manual)

e. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Manual

8201 HAZARDOUS MATERIAL MINIMIZATION (HAZMIN)

1. GENERAL. HAZMIN consists of three parts:

a. Avoiding excessive used HAZMAT generation by minimizing and controlling HAZMAT acquisition and use, and by applying best management, engineering, and equipment to Navy processes and procedures.

b. Recycling HAZMAT to return it to a ready-for-use state.

c. Treating or collecting HAZMAT to reduce the volume and recycle as much as possible.

8202 RESPONSIBILITIES

1. SUPPLY OFFICER. The Supply Officer is responsible for the following:

a. Will be the HAZMAT Afloat Program Coordinator. On ships, Frigate and larger he will establish and operate the HAZMAT Division. This includes establishing “centralized” control of all aspects of HAZMAT management to include: minimizing HAZMAT stock levels, requisitioning, stowage, issuing and reuse of HAZMAT; collection of used or excess HAZMAT; and proper disposal of non-recyclable used HAZMAT. On other ships, he will establish and operate an HAZMAT Division and centralized control of HAZMAT as conditions permit (or as directed by Type Commander).

b. Identify the locations and quantities of all HAZMAT stored aboard ship and provide the list to the Gas free Engineer/Damage Control Assistant, Safety Officer, and Medical Department Representative.

c. Coordinate a shipwide physical inventory of all HAZMAT on an annual basis. Compare this inventory to the Ships Hazardous Material List (SHML) and take appropriate action on all differences.

d. Centrally manage and forward all SHML Feedback Reports (SFRs) for any HAZMAT not listed in the SHML to the Naval Inventory Control Point, Mechanicsburg (NAVICP-M) Code 0772.

e. Maintain the Hazardous Inventory Control System for Windows (HICSWin) PC based program and provide hard copy Material Safety Data Sheets (MSDS) upon request.

f. Ensure that management of shipboard HAZMAT follows procedures outlined in this chapter and in reference (a), chapters B3 and C23 or B3 and D15 for submarines.

g. Ensure that supervisors are trained annually in proper marking, handling, stowage (as appropriate), usage, reutilization, spill response, and disposal procedures relative to HAZMAT and in the use of MSDSs.

h. Retain the Hazardous Material Information Resource System (HMIRS), which contains MSDS information. Retain hard copy MSDSs for locally purchased material and for materials not covered in HMIRS. Ensure that hard copy MSDSs are available to personnel or their supervisors upon request. Forward copies of MSDSs, which are not on the HMIRS CD-ROM disks to:

Naval Inventory Control Point-Mechanicsburg (NAVICP-M)
ATTN Code 0772
5450 Carlisle Pike, PO Box 2020
Mechanicsburg, PA 17055-0788
DSN 430-8686, Commercial 717-605-8686
FAX 717-605-3480

i. Ensure that all HAZMAT containers are properly labeled before acceptance as specified in reference (a).

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST

ADMINISTRATIVE

1. Are the following instructions/manuals on-hand and available for Departmental use:
   a. OPNAVINST 5100.19D
   b. OPNAVINST 5100.23E
   c. OPNAVINST 5090.1B
   d. DODINST 6050.5
   e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual
   f. Hazardous Inventory Control System for Windows (HICSWIN) Afloat Manual
   g. Ships Hazardous Material List (SHML)

2. Is a commissioned officer appointed, in writing by the Commanding Officer, as the HAZMAT Coordinator ?

3. Is CHRIMP in effect?

4. Is the latest version of HICSWIN software program, version 1.1 in use?

5. Is the HAZMAT Coordinator a graduate of the Forces Afloat HAZMAT Coordinators Course, and other courses specified in OPNAVINST 5100.19D?

6. Does the Commanding Officer or designated 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 Chap B3 and C23 or B3 and D15 for submarines of OPNAVINST 5100.19D?

9. Is annual training provided to supervisors concerning proper handling, stowage, usage, disposal and labeling procedures relative to HAZMAT including the use of Material Safety Data Sheet (MSDS)?

10. Is the Safety Officer, Gas Free Engineer, Damage Control Assistant and Medical Department representative provided with a list of HAZMAT storage locations?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

11. Is the annual physical inventory conducted on all Hazardous Material (HAZMAT) and compared to the Ships Hazardous Material List (SHML)/Type Ships Hazardous Material List (T-SHML) to insure that all HAZMAT is on the SHML/T-SHML?

12. Have SHML Feedback Reports (SFRs) been submitted for all HAZMAT identified and not on the SHML/T-SHML?

13. Does the HAZMAT Coordinator maintain and does all HAZMAT have an MSDS? Are they readily available to all shipboard personnel?

14. When transferring HAZMAT, are containers properly marked?

15. Prior to assignment and annually thereafter, are those personnel responsible for requisitioning, receipt, transfer and stowage of HAZMAT; and in the collection and transfer of used or excess HAZMAT, trained on proper handling procedures?

HAZARDOUS MATERIAL (HAZMAT) STORAGE AND SAFETY

1. Are HAZMAT storage locations regularly inspected, (Weekly for flammable liquids, quarterly for all other HAZMAT? Are containers checked for?

   a. Tightness of closure
   b. Corrosion
   c. Leakage
   d. Improper or inadequate labeling
   e. Expired shelf life

2. Are authorized lockers and cabinets for in-use flammable and combustible liquids properly marked? Are liquids with flashpoints below 200F stored properly? Are solids that readily emit vapors stored properly?

3. Is adequate ventilation available in HAZMAT stowage areas? Have they been evaluated as adequate?

4. Are incompatible HAZMAT stowed in separate compartments (i.e. flammables, gases, oxidizers, acids, etc.)? If unable to separate due to space constraints, are there at least 3 feet between them?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

5. Is HAZMAT stowed only in containers, which are compatible to the HAZMAT? Are containers stacked improperly?

6. Are storage compartments (locations) marked to identify the type of HAZMAT stored?

7. Are only authorized personnel permitted access to HAZMAT spaces? Is smoking, eating, drinking, spark producing devices prohibited? Are signs posted accordingly?

8. Are explosion proof fixtures installed in HAZMAT areas, and are they properly maintained?

9. Are fire extinguishers available? Are storerooms under fixed firefighting systems?

10. Are eye wash stations installed in all HAZMAT storage areas and are they inspected regularly?

11. Is personal protective equipment (eye protection, respirators, gloves, eye wash stations, etc.) readily available and in good operating condition?

12. Is the Hazardous Material User's Guide (HMUG) available and in use?

CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

1. When HAZMAT is ordered, are checks performed to ensure valid requirements exist (SHML, COSAL, SPMIG, MRC's, etc.)?

2. When HAZMAT containers are received, are they checked for manufacturers label? If open purchased, are they accompanied by MSDS?

3. When HAZMAT is dispensed from original container, is it properly marked?

4. Are restrictions placed on open purchase of HAZMAT to only those items for which a stock numbered product has been determined to be inferior, or due to the urgency of need when the material cannot be satisfied from stock?

HAZARDOUS MATERIAL (HAZMAT) DIVISION CHECK-OFF LIST (CONT)

5. When submitting an open purchase for HAZMAT, are copies of the MSDS and SHML Feedback Report (SFR) attached to the open purchase form? Is a copy of the SHML SFR forwarded to the Naval Inventory Control Point-Mechanicsburg (NAVICP-M), Code 0772?

6. Does the annual inventory of HAZMAT include?
   a. Name of Material (trade or generic)
   b. NSN, Local NSN and or Manufacturer's Part Number
   c. Special Material Content Code (SMCC)
   d. Location of Material
   e. Quantity of Material
   f. Shelf-Life Expiration
   g. Manufacturer's Name
   h. Manufacturer's Date

COLLECTION AND DISPOSAL OF HAZARDOUS MATERIAL (HAZMAT)

1. Does the ship exhaust all beneficial uses (including the extension of shelf-life and continued use) from a HAZMAT prior to transfer or disposal action?

2. Is used HAZMAT collected, segregated and placed in original or impervious containers, labeled accordingly and then stowed in appropriate locations prior to offload? Are overpack containers utilized to offload potentially leaking containers?

3. Are synthetic lube oils collected separately from other lube oils?

4. Are containers of used HAZMAT labeled properly IAW OPNAVINST 5100.19D or local instruction? Are they accompanied by a DD Form 1348-1A? Is a hard copy of MSDS provided?

5. Prior to ship-to-ship transfer of used HAZMAT, are the items palletized, banded, etc? Are they certified for offload or transfer by signature on DD Form 1348-1A?

6. Are only flammable and combustible materials, and compressed gases transferred to another ship at sea?

EMERGENCY RESPONSE

1. Does the ship have a Spill Contingency Plan for possible HAZMAT releases to the environment?

8203 TRAINING

1. GENERAL. All Hazardous Material (HAZMAT) Division personnel must be trained in all aspects of handling. Extensive routine shipboard training must be conducted in order to maintain and improve command awareness and compliance. Department Heads and all supervisors should be thoroughly briefed on the program and its implications annually. Several schools are available:

a. HAZMAT Coordinator Course (A-8B-0008)

b. Afloat Hazardous Material for the Supervisor (A-322-0010)

c. Transportation and Storage of Hazardous Material Course (A-822-0012)

d. Hazardous Materials Control and Management (HMC&M) (A-322-2600)

e. Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP)/Hazardous Inventory Control System for Windows (HICSWin) program management (A-493-0049/532D)

f. Safety Programs Afloat Course (A-493-2099)

Section II: IDENTIFICATION

8210 GENERAL

1. INTRODUCTION. Hazardous Material (HAZMAT) is identified by Special Material Content Code (SMCC) B, C, D, F, G, J, P, R, S, T, U, V, W, X, Z, 5, 6, 7, and 8. HAZMAT is any material that is regulated as Hazardous, requires a Material Safety Data Sheet (MSDS), and during use, handling, packaging, storage, transportation, or disposal meets or has components which meet or have potential to meet the definition of Hazardous Waste (HW).

2. ADDITIONAL MATERIALS. Designation of a material by this definition, when separately regulated or controlled by other instructions or directives, does not eliminate the need for adherence to that hazard-specific guidance provided. Such materials include ammunition, weapons, explosives, propellants, pyrotechnics, medical and pharmaceutical supplies, medical waste and infectious material, bulk fuels, radioactive materials, and other materials such as asbestos and mercury.

8211 CHARACTERISTICS

1. GENERAL. For the purpose of preparing the MSDS, Hazardous Material (HAZMAT) is defined as a material having one or more of the following characteristics:

a. A flash point below 200 F (93 C closed cup) or subject to spontaneous heating or polymerization with release of large amounts of energy when handled, stored, and shipped without adequate control;

b. A Threshold Limit Value equal to or below 1,000 ppm for gasses and vapor below 500 mg/m3 for fumes, and equal to or less than 30 mppcf or 10 mg/m3 for dusts (less than or equal to 2.0 fibers/cc greater than 5 micrometers in length for fibrous material);

c. A single oral dose that will cause 50 percent fatalities to test animals when administered in doses of less than 500 mg per kilogram of test animal weights;

d. A flammable solid as defined in 49 CFR 173.150, an oxidizer as defined in 49 CFR 173.151, or a strong oxidizing or reducing agent with a half-cell potential in acid solution of greater than + 1.0 volt as specified in Latimer's table on the oxidation-reduction potential;

e. Potential to cause first degree burns to skin in short-time exposure or systemic toxicity by skin contact;

f. Dusts, gasses, fumes, vapors, mists, or smoke that may be produced in the course of normal operations with one or more of the above characteristics;

g. Potential to produce sensitizing or irritating effects;

h. Radioactive properties;

i. Special characteristics, which in the opinion of the manufacturer could cause harm to personnel if used or stored improperly;

j. Hazardous properties in accordance with 29 CFR, part 1910;

k. Hazardous properties in accordance with 49 CFR, parts 171-179 of the International Maritime Dangerous Goods Code of the Inter-Governmental Maritime Consultative Organization (IMCO) or the Dangerous Goods Regulations of the International Air Transport Association (IATA);

l. Material covered by regulations established by the Environmental Protection Agency under 40 CFR.

8212 HAZARDOUS MATERIAL INFORMATION RESOURCE SYSTEM (HMIRS)

1. GENERAL. HMIRS provides MSDS information to assist users in managing Hazardous Materials (HAZMAT) so that the risk involved in the performance of various jobs is minimized. HMIRS contains both non-proprietary and proprietary information. There is a wide range of data in the system related to safety, health, packaging, labeling, transportation and disposal of hazardous materials.

2. POINTS OF CONTACT. Questions regarding distribution of the HMIRS CD-ROM, questions of a technical nature and instructions regarding accessing information on the CD-ROM for Naval Activities Afloat should be referred to:

Naval Inventory Control Point-Mechanicsburg (NAVICP-M)
ATTN Code 0772
5450 Carlisle Pike, PO Box 2020
Mechanicsburg, PA 17055-0788
DSN 430-8686, Commercial 717-605-8686
FAX 717-605-3480

8213 SHIPS HAZARDOUS MATERIAL LIST (SHML)

1. GENERAL. The Ships Hazardous Material List (SHML) /Type Ships Hazardous Material List (T-SHML) are provided via the Standard Automated Logistics Tool Set (SALTS) for download to the ship's Hazardous Inventory Control System for Windows (HICSWIN) program. The SHML contains information on potentially dangerous chemicals and substances controlled and managed under the Hazardous Material Afloat Program. These materials include items such as greases, paints, lubricants, etc. which are required for equipment maintenance and ship upkeep. Hazardous Materials (HAZMAT) controlled and managed under other programs include ammunition, weapons, explosives, explosive actuated devices, propellants, pyrotechnics, chemical, biological and nuclear warfare materials, medical and pharmaceutical supplies, medical waste and infectious materials, sewage, garbage, bulk fuels (including nuclear fuels), and the Asbestos Removal Program.

2. PURPOSE. The primary purpose of the SHML is to identify approved HAZMAT authorized for use aboard ship to preclude stocking HAZMAT for which the ships have no need. The SHML is also intended to aid SYSCOMS in the selection of HAZMAT during the ship/system design, acquisition and logistical support processes.

3. BACKGROUND. Navy allowance lists, maintenance requirements and technical manuals identify HAZMAT needed to fulfill mission requirements. OPNAVINST 5100.19 identifies the SHML as the authorized list of HAZMAT carried aboard Navy ships. All items listed on the SHML contain National Stock Numbers and can be identified as HAZMAT by the Special Material Content Code (SMCC) and the Hazardous Characteristics Code (HCC). In addition to the Master, there are ten ship Type-Ships Hazardous Material Lists (T-SHMLs) to enhance the visibility of authorized HAZMAT across the classes of Navy ships that are issued monthly.

8214 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR)

1. GENERAL. The following provides Navy policies and procedures to maintain and update the SHML. As the authorized list of Hazardous Material (HAZMAT) allowed aboard Navy afloat units, if a HAZMAT item is not listed on the SHML, it is not allowed onboard under normal operating conditions. Changing maintenance or supply requirements may require changes to the SHML. The following sets forth the procedures and responsibilities to accomplish those changes while still maintaining necessary control over HAZMAT.

2. PROCEDURES. The SHML SFR process has been revised to permit paperless transmission of SFRs between Fleet units, Naval Inventory Control Point (NAVICP), Hardware System Command (HSC) Technical Authorities (TA), Type Commanders (TYCOM) and Fleet Industrial Supply Centers (FISCs) via Streamlined Automated Logistics Tool Set (SALTS), as well as, hardcopy. Ships that identify requirements for undetermined HAZMAT shall verify the materials authorization on the SHML.

a. If the material is authorized for shipboard use, (SHML Allowed On-Board (AOB) code "A" or "R"), the requestor shall proceed with the requisition.

b. If material is not authorized on the SHML, Prohibited (P), Not Determined (N), Obsolete (O), a non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc) an SFR shall be generated and submitted. The Commanding Officer (CO) must sign all SFRs for prohibited, non-standard, and other items. If there is no justification for material, cancel requisition or submit an SFR.

3. SUBMISSION OF SFR. Automated SFR generation may be accomplished by use of SALTS. Selecting the SFR menu in SALTS enables afloat units to generate new SFRs, store, copy and reuse previously developed SFRs and electronically submit them to a tailored list of addresses as required. Hardcopy SFR forms (NAVSUP Form 4400) may be obtained from the Naval Publications and Forms Directorate. Instructions for the completion of the SFR forms can be found within the SALTS program, accompanying the hardcopy form or in this instruction (see par. 8215). The following applies to both automated and manual submission:

a. At a minimum, SFRs shall be sent to NAVICP-M Code 0772 (SALTS address SP3). SFRs submitted through SALTS will also be transmitted to NSWCCD-SSES Code 635 (SALTS address JCB), and NADEP Jacksonville Code 4.3.4.4 (SALTS address PED), and the cognizant Type Commander. NAVICP-M Code 0772 shall screen the item against the SHML and add it to the SFR Tracking System. If the item is authorized on the SHML (AOB "A" or "R"), Code 0772 shall inform the HSC TA, for informational purposes, and the ship, by SALTS GRAM, that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N", "O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA (see below) for review for final disposition.

b. Upon completion of the SFR review, the TA shall respond to NAVICP via SALTS or letter format. NAVICP officially notifies the ship, the TYCOM, and updates SHML and SFR tracking system as required. If the SFR is not approved, an alternate or substitute NSN shall be provided if available.

4. APPROVAL REVIEW PROCESS. NAVICP shall screen all SFRs for accuracy and completeness. All mandatory fields must be filled out or the SFR shall be returned.

a. Completed SFRs shall be logged into the SFR tracking system and the item will be screened against the SHML and Defense Logistics Information System (DLIS) for current logistical data. If the item is already in the SHML and designated as “Allowed on Board" (AOB code “A” or “R"), Code 0772 shall inform the ship by SALTS GRAM that the item is approved and the material can be requisitioned. SFRs requiring approval (AOB code "P", "N","O", non-standard item, or other item) shall be forwarded to the appropriate HSC TA.

b. HSC TAs shall perform an administrative review to either approve/disapprove the requested material or determined if additional research is warranted. If additional research is warranted, the SFR will be forwarded to the appropriate specialized technical activity for the review of application/maintenance action of the item. The technical activity provides their findings to the TA. The TA determines validity of material being requested. If the material is the only product available for a specific application and determined to be acceptable by the TA, the item is approved and added to SHML. If the material is not acceptable to the TA, the item is prohibited on the SHML and an alternate will be provided if available.

c. HSC TAs shall forward SFRs to the Naval Environmental Health Center (NEHC) for an industrial hygiene review to determine if the material is hazardous to the environment or to the safety and health of ship's crew. TAs shall coordinate all review actions and issue final disposition of each SFR in letter format.

5. PRIORITIES AND CASREPS. In an effort to maintain timely and consistent communication between afloat units and SHML management activities, SFRs shall be assigned a priority designator (in accordance with par 3048) by the requester at the time of SFR generation. In the event of a CASREP action, the annotation of CASREP shall be applied to the SFR. The TA will respond to SFRs within 2 working days after notification from NAVICP.

6. ORDERING OF MATERIAL. Once an SFR has been submitted for material not on the SHML/T-SHML or for Prohibited (P), Not Determined (N), Obsolete (O), a non-standard item (non-NSN), or other item and a legitimate justification for the item is identified (a MIP, MRC, APL, AEL, TM, etc) material may be order if urgently needed otherwise, wait for approval of SFR per paragraph 8220.3.

8215 SHIPS HAZARDOUS MATERIAL LIST (SHML) FEEDBACK REPORT (SFR) PREPARATION

1. The SFR will be completed in accordance with the following instructions. See the following pages for samples of hard copy and Streamlined Automated Logistics Tool Set (SALTS) SFR formats.

INSTRUCTIONS FOR THE SFR

Data Block	Description
	Activity Information
Ship/Air Wing/Activity Name	Enter Ship/aircraft/shore name and number.
UIC	Enter the reporting activity's Service Designator and Unit Identification Code.
Recommended Action Add/Delete/Other	Check appropriate box for item Addition, Deletion or Other, such as substitution or alternate product.
TYCOM	Enter the reporting activity’s Type Commander
Priority	Enter the appropriate priority designator.
	Manufacturer Data
NSN	Enter the National Stock Number for the item listed on the SFR request.
Trade Name/Nomenclature	Enter the item's Trade Name or Nomenclature such as detergent, general purpose window cleaner, etc.
Part Number or SPEC	Enter the manufacturer's Product Number/Designator or the Military/Federal Specification Number (if applicable).
Manufacturer Name	Enter the name of the item's manufacturer/supplier.
Address	Enter the manufacturer/supplier's address as shown on the product and phone number, if available.
CAGE	Enter the Commercial and Government Entity identifier, a 5-digit number used to identify the item's manufacturer/ supplier. CAGE numbers are found in DLA Handbook H4/H8.
	Technical Data
Is MSDS sheet available in HMIRS, MSDS Serial Number	Check the appropriate box. If yes, list the item's 5-digit serial number, found in HMIRS. If the item is not found in HMIRS, attach a copy of the original MSDS to the SFR (if available).
Maintenance Index Page (MIP)	Enter the appropriate MIP number that requires use of this item.

Data Block	Description
	Technical Data (cont)
Maintenance Requirement Card (MRC) Number	Enter the appropriate MRC number that requires use of this item.
APL/AEL	Enter appropriate Allowance Parts List (APL) or Allowance Equipage List (AEL) number that authorizes this item.
Tech Manual & Rev	Enter the technical manual name, number and revision that requires this item.
Estimated Yearly Requirement	Enter the estimated quantity (i.e., pounds, gallons, etc.) of the product that will be used in one year.
UI	Enter the unit of issue for the hazardous material.
Aircraft Application	Enter yes or no as appropriate.
Matl's application/ equipment or use	Mandatory. Enter materials intended application or use if not indicated in the technical section of this SFR.
Other pertinent data	Enter other technical data pertinent to the SFR action, including message traffic from SYSCOM/TYCOM regarding use of the hazardous material. Provide copy if available.
Currently used NSN/ product to be replaced	Mandatory. Enter currently used NSN or product to be replaced by this SFR request.
Why is this product preferred/justification/ comments	Enter other justification or comments deemed necessary.
	Certification
Requestor Point Of Contact Information	Provide signature of the SFR generator in addition to the printed name, title and phone number.
TYCOM/HSC Only Recommended Action	FOR TYCOM/HSC USE ONLY - Check applicable box and provide the printed name, title and phone number. Provide alternate NSN when applicable.
	Endorsements
**Commanding Officer's Name and Title	Required for hazardous material not listed in the SHML. Provide signature as well as printed name, rank and phone number. Electronic submission of SHML feedback reports constitutes CO's approval.

SALTS SFR SCREENS

Submit/Edit/View SHML Report X

SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT

Ship/Airwing/Activity: UIC Route: UIC: Action:

Tycom: PRI: NSN: Trade Name/Nomen:

P/N or SPEC:

Manufacturer Name:

Manufacturer Address:

City: State: Zip Code:

Phone: Cage: MSDS Number:

APL/AEL: Technical Manual:

Revision: Estimated Yearly REQ: - U/I:

MAINT Index Page (MIP) #: MAINT Req Card (MRC) #:

MATL APPL/Equipment or Use:

Other Pertinent Data:

CASREP? Yes No

MSDS Avail? Yes No

Aircraft Appl? Yes No

NEXT SCREEN

CANCEL

HELP

Submit/Edit/View SHML Report X

Currently Used NSN/Product to be Replaced:

Why is this Product Preferred/Justification/Comments:

** If a NAVAL Message, provide DTG/SUBJ/POC Listed **

** Provide Copies of any Available Justification if Mailed or Faxed **

Ship POC Name: Ship POC Phone:

CO's Name: CO's Phone:

** NOTE: Electronic Submission of SFR Constitutes CO's Approval **

Date/Time: Hardware SYS COM:

TYCOM: Use Alternate:

TYCOM Name: TYCOM Phone:

TYCOM App? Yes No

Finished

Cancel

Prev Screen

Print

Help

THIS FORM IS AUTOMATICALLY SENT TO NAVICP-M, NAVAIR AND NSWC

SFR, NAVSUP FORM 4400

SHIP'S HAZARDOUS MATERIAL LIST FEEDBACK REPORT (SFR)

ACTIVITY INFORMATION

Ship/Airwing/Activity Name: _____ UIC: _____

Recommended Action Add/Delete/Other: _____ TYCOM: _____

Priority: _____ For hardcopy submissions, forward SFR request to: Commanding Officer
Naval Inventory Control Point
P.O. Box 2020 Code 0541.SFR
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788

MANUFACTURER DATA

NSN: _____ Trade Name/Nomenclature: _____

Part Number or SPEC: _____

Manufacturer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ CAGE: _____

TECHNICAL DATA

Is MSDS sheet available in HMIS: ____Y/N MSDS Number: _____

Maintenance Index Page Number (MIP): _____

Maintenance Requirement Card Number (MRC): _____

APL/AEL: _____ Tech Manual: _____ Rev: _____

Estimated yearly requirement: _____ UI: _____ Aircraft Application: ____ Y/N

Matl's application/equipment or use: _____

Other pertinent data: _____

Currently used NSN/product to be replaced: _____

Why is this product preferred/justification/comments: _____

Provide copies of any available identification documentation.

CERTIFICATION

Requestor Point of Contact Information		**TYCOM/HSC ONLY Recommended Action:**	
_____	_____	Hardware Sys Com: _____	
Signature	Date/Time	TYCOM: _____ Approved/Disapproved: _____	
_____	_____	_____	_____
Printed Name and Title	Telephone	TYCOM Printed Name and Title	Telephone
		Use Alternate: _____	

ENDORSEMENTS

**Commanding Officer's Printed Name and Title:

_____ _____
LAST FI. MI. RANK Phone

_____ ____/____/____
Signature Date

** 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.

NAVSUP Form 4400 front

Section III: MANAGEMENT AND CONTROL

8220 MATERIAL REQUESTS

1. PROCEDURES. All requests for Hazardous Materials (HAZMAT) must be processed through the Hazardous Inventory Control System for Windows (HICSWIN) Coordinator or HAZMIN Supervisor. The requester must provide name, J-dial, Division and Work Center (as appropriate) and the type and quantity of HAZMAT required. Providing the National Stock Number (NSN) facilitates the ordering process. However, the HICSWIN program is capable of searching its internal inventory database by nomenclature and military specification (MILSPEC) number. Multiple items may be ordered on a single request. The HICSWIN program will print an issue document and bar-code tracking label which the customer then takes to the appropriate "issue" point.

2. ISSUES. All HAZMAT issues will be processed as a customer walk-thru at the Re-Use area. The goal is to provide the material to the customer as soon as possible. If the requested HAZMAT is not available in the Re-Use facility, the HICSWIN coordinator shall take immediate action to meet the requirement through Supply Department stock. Validation will take place via the Ships Hazardous Material List (SHML) if the item requested is not carried.

3. REQUISITIONS. Afloat units are authorized to requisition only hazardous materials (HAZMAT) that are listed on the SHML/Type Ships Hazardous Material List (T-SHML). It is imperative that new or non-SHML items be evaluated for health, safety, environmental impact and effective performance, prior to procurement and use. If the requested item is determined to be unauthorized for afloat use, the requisitioner must generate and submit a SHML Feedback Report (SFR) in accordance with par. 8214 prior to initiating the requisitioning action. The SFR must be completed in its entirety, including valid justification for requisitioning the material. The Commanding Officer's approval is required for all non-SHML requirements. An electronic SFR submission constitutes the Commanding Officer's approval. After the SFR is reviewed and processed, NAVICP-M Code 0772 will notify the ship via SALTS or phone whether or not they are allowed to order the material. NAVICP-M Code 0772 will update the SHML and the appropriate T-SHMLs. If the SFR is approved, the ship can requisition the material. If the SFR is disapproved, the HSC-TA will make every effort to provide either an alternate or substitute NSN to fulfill the requirement. If a requisition containing an unapproved HAZMAT is initiated, the requisition will be rejected with a 'CQ' reject code.

8221 PROCUREMENT FROM COMMERCIAL SOURCES

1. GENERAL. Prior to approving an open purchase for an item of supply, the ship must determine if the material being purchased is hazardous. Hazardous Material (HAZMAT) cannot be procured until it is authorized on board per returned SFR and/or SHML. The Commanding Officer, or the Supply Officer, when he/she is a Supply Corps Officer in the grade of Commander or above, will approve all HAZMAT open purchase requests. Approval authority will not be delegated below this level. The purchase of HAZMAT using the Government Wide Commercial Purchase Card shall not be done except for those items defined in NAVSUPINST 4200.85C and which are procured using, at a minimum, the following procedures:

a. The end users/cardholder must comply with established local procedures for procurement and use of HAZMAT. The material must be screened against the afloat activity's SHML and the designated HAZMAT official must approve the appropriate vendor-provided Material Safety Data Sheet (MSDS).

b. Pre-award approval will be obtained by submitting a copy of a current vendor-provided MSDS along with the purchase request to the designated HAZMAT official.

c. If the HAZMAT official approves the purchase, instruct the vendor that:

(1) A change in material approved under this purchase is not permitted.

(2) The shipping container must be labeled in accordance with direction in the Hazard Communication Standard (29 CFR 1910.1200 et. seq.)

➔ 2. MSDS. DOD HMIRS requires that an MSDS be completed for all HAZMAT purchased from commercial sources. MSDS information will be supplied by the vendor or obtained from the HMIRS CD-ROM. Afloat units are responsible for ensuring that HAZMAT purchased directly from commercial sources is controlled in accordance with OPNAVINST 5090.1B and other directives.

3. FEDERAL SUPPLY CLASSIFICATION (FSC) AND HAZMAT. To ensure adequate identification of all HAZMAT purchased from commercial sources, an MSDS will be completed for all purchases of specific FSCs and of specific items within other FSCs. The following provide basic guidance and are not to be considered as the only factor for MSDS preparation.

a. All commercial purchases for items in the following FSCs require MSDS documentation:

FSC	Title
6810	Chemicals
6820	Dyes
6830	Gasses: compressed and liquefied
6840	Pest control agents and disinfectants
6850	Miscellaneous chemical specialties
7930	Cleaning and polishing compounds and preparations
8010	Paints, dopes, varnishes, and related products
8030	Preservative and sealing compounds
8040	Adhesives
Group 91	(Packaged Products Only)
9110	Fuels, solid
9130	Liquid propellants and fuels, petroleum base
9135	Liquid propellants, fuels, and oxidizers, chemical base
9140	Fuel oils
9150	Oils and greases: cutting, lubricating, and hydraulic

FSC	Title
9160	Miscellaneous waxes, oils, and fats

b. The following provides examples of items carried in other FSCs, which require MSDS preparation for commercial purchases:

FSC	Title	Examples of Hazardous Items Requiring Identification
1370	Pyrotechnics	Warning fuses, fire starter
1375	Demolition materials	Explosive device
2520	Vehicular power transmission components	Items containing asbestos
2530	Vehicular brake, steering, axle, wheel, and track components	Items containing asbestos
2540	Vehicular furniture and accessories	Items containing asbestos
2640	Tire rebuilding and tire and tube repair material	Items containing flammable or toxic compounds
3433	Gas welding, heat cutting, and metalizing equipment	Compressed gasses
3439	Miscellaneous welding, soldering, and brazing supplies and accessories	Hazardous items such as cleaners, acids, flux, and supplies containing or producing hazardous fumes
3610	Printing, duplicating, and bookbinding equipment	Flammable or toxic lithographic solutions
3655	Gas generating and dispensing systems, fixed or mobile	Items producing hazardous fumes
3680	Foundry machinery, related equipment and supplies	Flammable or toxic casting compounds
4240	Safety and rescue equipment	Items that release oxygen or contain compressed gasses or initiating charges
5610	Mineral construction materials, bulk	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compounds, sealing compounds, flight deck compounds
5640	Wallboard, building paper, and thermal insulation materials	Asbestos cloth having loose fibers or whose flying may become airborne and materials containing formaldehyde
5820	Radio and television	Circuit cooling items contained in communications equipment (i.e., gases that are regarded, except airborne, as hazardous to the Earth's ozone layer)

FSC	Title	Examples of Hazardous Items Requiring Identification
5835	Sound recording and reproducing equipment	Recording tape cleaners containing hazardous cleaning fluids or packaged in pressurized containers
5910	Capacitors	Items containing Polychlorinated Biphenyls (PCBs)
5915	Filters and networks	Items containing Polychlorinated Biphenyls (PCBs)
5920	Fuses and lighting	Items containing radioactive materials
5925	Circuit breakers	Items containing radioactive materials or mercury
5930	Switches	Items containing radioactive materials or mercury
5935	Connectors, electrical	Kits containing flammable chemicals
5950	Coils and transformers	Items containing Polychlorinated Biphenyls (PCBs)
5960	Electron tubes and associated hardware	Electron tubes containing mercury or radioactive isotopes and requiring warning labels and magnetic magnetron tubes that require special precautions when being prepared for air shipment
5965	Headsets, handsets, microphones, and speakers	Items containing magnetic materials
5970	Electrical insulators and insulating material	Items containing asbestos, flammable solvents, or PCBs
5975	Electrical hardware and supplies	Items containing asbestos
5985	Antennas, waveguides, and related equipment	Items containing radioactive material; kits containing flammable chemicals
5995	Cable, cord, and wire assemblies	Items containing asbestos
5999	Miscellaneous electrical and oxide electronic components	Contact plates containing beryllium; strongly magnetic items
6135	Batteries, primary	Lead-acid, lithium, mercury batteries, and alkaline (with electrolyte)
6140	Batteries, secondary	Wet or moist items containing corrosive or other hazardous compounds
6220	Electric vehicular lights and fixtures	Items containing mercury
6230	Electric portable and hand lighting equipment	Items containing wet batteries
6240	Electric lamps	Items containing mercury
6260	Non-electrical lighting fixtures	Items containing mercury

FSC	Title	Examples of Hazardous Items Requiring Identification
6350	Miscellaneous alarm, signal and security detection systems	Items containing wet batteries or radioactive materials
6505	Drugs, biological, and official reagents	Hazardous items as defined in par. 8211
6508	Medicated cosmetics and toiletries	Hazardous items as defined in par. 8211
6510	Surgical dressing materials	Items containing flammable solvents
6520	Dental instruments, equipment, and supplies	Items containing flammable solvents, mercury, or asbestos
6525	X-ray equipment and supplies; medical, dental, veterinary	Items containing hazardous chemicals, solvents
6625	Electrical and electronic properties measuring and testing instruments	Items containing radioactive materials
6640	Laboratory equipment and supplies	Items containing flammable compounds, mercury, or asbestos
6685	Pressure, temperature, and humidity measuring and controlling equipment	Items containing mercury or compressed gasses
6740	Photographic developing and finishing equipment	Items containing radioactive compounds
6750	Photographic supplies	Items containing hazardous chemicals, solvents, thinners, and cements
6780	Photographic sets, kits, and outfits	Items containing hazardous chemicals, solvents, thinners, and cements
7360	Food preparation and serving sets, kits, and outfits	Items containing compressed gasses, such as fire extinguishers
7510	Office supplies	Hazardous items such as solvents, thinners, cleaning fluids, flammable inks and varnishes
8405	Outerwear, men's	Maintenance kits containing flammable solvents
8410	Outerwear, women's	Maintenance kits containing flammable solvents
8415	Clothing, special purpose	Maintenance kits containing flammable solvents
8465	Individual equipment	Maintenance kits containing flammable solvents
8510	Perfumes, toilet preparations and powders	Shipping containers and pressurized containers with flammable or nonflammable propellants

FSC	Title	Examples of Hazardous Items Requiring Identification
8520	Toilet soap, shaving preparations, and dentifrices	Shipping containers and pressurized containers with flammable or nonflammable propellants
8720	Fertilizers	Items containing weed and pest controls or other harmful ingredients or items that are hazardous because of their composition
9390	Miscellaneous fabricated nonmetallic materials	Items containing flammable solvents or asbestos
9920	Smokers articles and matches	Lighter fuel and matches only
9930	Memorials; cemetarial and mortuary equipment and supplies	Items containing formaldehyde or its solutions

8222 CONTAINER TRACKING AND CONTROL OF HAZARDOUS MATERIAL (HAZMAT)

1. GENERAL. Container tracking enables “Cradle to Grave” control of HAZMAT while aboard ship. This function ensures that every container of HAZMAT is handled properly. Container Control numbers are automatically generated by the HICSWIN program.

8223 EXCESS HAZARDOUS MATERIAL (HAZMAT)

1. PHILOSOPHY. Collect HAZMAT whenever feasible IAW OPNAVINST 5100.19D. Reduce the volume of HAZMAT turned into shore facilities through “source reduction” and “recycling”. Reduced excess HAZMAT volume computes to “savings” by avoiding turn-in costs.

2. SPECIFIC MATERIALS.

a. Liquids and Paints. All “compatible” HAZMAT which cannot be re-issued is to be consolidated into containers for offload where appropriate. Substances that are “incompatible” such as chlorinated/non-chlorinated solvents and synthetic/natural lube oils will not be mixed. Identify the various HAZMAT streams and set up procedures accordingly IAW OPNAVINST 5100.19D.

b. Rags. Rags are approximately 35 percent of the ships HAZMAT volume. While at sea, all rags contaminated with HAZMAT must be collected and turned in ashore for disposal or recycling. Synthetic absorbent material used as a substitute for rags must not be incinerated.

c. Recycling. Whenever possible, all petroleum products and synthetic oils should not be contaminated and should be recycled ashore.

8224 SHIPMENT OF HAZARDOUS MATERIAL (HAZMAT)

1. GENERAL. HAZMAT refers to any material, which under conditions incident to transportation may cause fire, create damage by chemical reaction or create a transportation hazard. HAZMAT includes material classified as explosive, flammable, corrosive, combustible, oxidizing, poisonous, compressed gas, toxic and radioactive.

Section IV: HANDLING AND STOWAGE

8230 STOREROOMS AND LOCKERS

1. GENERAL. Certain materials with inherent hazardous properties require special stowage facilities and handling precautions. The OPNAVINST 5100.19 (Series), Naval Ships Technical Manual (Chapters 670 and 9230) outlines the requirements for shipboard stowage of dangerous and semi-safe materials, and lists these materials under each classification. Shipboard stowage facilities commonly used for hazardous general stores items are discussed in the following subparagraphs.

2. FLAMMABLE LIQUIDS STOREROOM. The flammable liquids storeroom normally will be located at either end of the ship, below the full load waterline, not adjacent to a magazine, and will be equipped with an automatic fire alarm and CO2 system. This storeroom also should have incandescent and explosion proof overhead lights (protected by lamp guards), with the switch outside the compartment; and non-sparking vent fans, with the controllers outside the compartment. Flammable items, which are required to be stowed in the flammable liquids storeroom are assigned Special Material Content Codes (SMCCs) of “D”, “F”, “G”, and “Z”.

3. ACID LOCKER. An acid locker is a leak proof lead-lined box, chest, or locker especially designed for stowing bottles or carboys of acid. A label bearing the inscription "ACID BOTTLE STOWAGE" in 3/8-inch letters must be securely attached to the lid of each acid locker. Acid lockers will be kept in the flammable liquids storeroom. However, acid lockers, which contain only medical acids, may be kept in a medical storeroom. Items required to be kept in the acid locker are assigned SMCC "V". Nitric acid (an oxidizer), which is coded "J", also is required to be kept in the acid locker.

4. ALCOHOL LOCKER. An alcohol locker is a chest or locker used for security stowage of grain alcohols that are highly susceptible to pilferage (i.e., ethanol or ethyl alcohol). Alcohol lockers will be located in the flammable liquids storeroom; however, lockers that contain only medicinal alcohol (100 proof or less) may be located in any secure space designated by the Commanding Officer (see par. 1118-4).

5. WORK CENTERS. Only actual in-use quantities of Hazardous Material (HAZMAT) are permitted in the Work Center. All HAZMAT containers checked out from the “Hazardous Minimization (HAZMIN) Center” must be returned within 24 hours or less whether partially full or completely used. This policy ensures that all HAZMAT is quickly and completely used, that HAZMAT containers are properly disposed of, and that no HAZMAT is stored in unauthorized locations. The following are examples of “authorized” exceptions:

a. Emergency requirements. Material required meeting surge or emergencies such as aircraft engine oil, hydraulic fluid, photographic chemicals, etc.

b. Multi-Use. Material used several times each day for work center production. Cleaning solvents and cleaning detergents such as Federal Supply Classification (FSC) group 79.

Each Work Center should determine in advance the HAZMAT they require on hand in an approved Work Center HAZMAT Storage Locker. Each Work Center must provide a list to the

Supply Department of the types and quantities that reflect the absolute minimum to conduct operations as well as approved storage locations. Quantities can be determined/verified by examining maintenance requirements.

8231 ACID

Liquid acid, unless classified as safe material in the Naval Ships Technical Manual, Chapter 670, will be stowed in an acid locker (see par. 8230-3). If an acid locker is not available, acid bottles will be stowed in the flammable liquids storeroom; but in this case, the deck and the lower part of the bulkhead must be covered with a watertight rubber lining, and a label inscribed "ACID BOTTLE STOWAGE" in 3/8 inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and, therefore, should be stowed separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. A storekeeper who stows or issues these acids will wear rubber gloves, rubber aprons, and goggles (as necessary) to protect himself and his clothing from acid burns.

8232 ALCOHOL

Since most commonly used alcohols have a flash point below 100°F, all alcohol will be stowed in the flammable liquids storeroom. Not all alcohol is readily identifiable by name. For example, many lacquer thinners have methanol (wood alcohol), which is extremely poisonous, as the principal ingredient. The HMIRS identifies these items by name and NSN. Grain alcohol (ethanol or ethyl alcohol) is required to be stowed in an alcohol locker (see par. 8230-4).

8233 OXIDIZING MATERIAL

1. GENERAL. Many shipboard fires with resultant fatalities have been attributed to improper stowage or handling of oxidizing materials, particularly calcium hypochlorite. Oxidizing materials listed in the HMIRS and/or are identified by SMCC "J". Nitric acid, a strong oxidizer, will be stowed in the acid locker (see par. 8230-3). Oxygen and chlorine gases will be stowed in accordance with par. 8234-3, and calcium hypochlorite will be stowed in accordance with the following subparagraph. All other oxidizers will be stowed in a dry compartment, away from combustible materials.

2. CALCIUM HYPOCHLORITE

a. Description/Use. Calcium hypochlorite is a bleaching agent and disinfectant. On board ship it is authorized for use in the purification of potable water, sewage treatment and biological and chemical (B/C) agent decontamination. It is not authorized as laundry bleach. Calcium hypochlorite itself is noncombustible, however, it is a strong oxidizing agent which will generate heat, liberate chlorine, and cause fire when stowed in contact with paints, oils, greases, detergents, acids, alkalis, antifreeze, fabrics and other organic and combustible materials.

b. Stocking Requirements. Stocks of calcium hypochlorite shall not be maintained specifically for B/C decontamination. Stocks for other applications are adequate for emergency decontamination. Only six ounce bottles shall be procured and used for potable water purification. Three and three quarter (3-3/4) pound bottles shall be used for sewage waste treatment.

c. Safety Requirements. Handling, stowage and disposal of calcium hypochlorite requires the following precautions to be observed:

(1) Calcium hypochlorite will be stored in bins or lockers labeled "HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE" in red letters on a white background. Bins or lockers should be located above the waterline and at least five feet away from any point heat source or surface that may exceed 100°F. They must not be subject to condensation or water accumulation. The area shall not be adjacent to a magazine and shall not be used for stowage of paints, oils, greases, or combustible organic materials.

(2) No more than 48 six ounce bottles or 36-3/4 pound bottles shall be located in any individual locker or bin.

(3) Ready usage stock of calcium hypochlorite issued only to personnel designated by the medical or engineering department shall be stored in a locked box mounted on a bulkhead preferably in the cognizant department office space. Under no circumstances is the box to be installed in a machinery space, flammable liquid storeroom, and berthing space storeroom or in the oil and water test laboratory areas. No more than seven days supply shall be maintained in ready usage stock at any one time.

(4) For submarines, the ready usage stock of six ounce bottles issued to the medical and engineering department shall be stowed in a Medical Instrument and Supply Case NSN 6245-00-131-6992 which shall be kept in a secured locker located in accordance with par. 8233-2c(1) in the cognizant department office space.

(5) For CLF ships, calcium hypochlorite, carried as cargo, shall be stored in a separate enclosure constructed of steel or expanded metal with a secured door. Location of such enclosure shall be in accordance with par. 8233-2c(1).

d. Disposal. Spills or contaminated calcium hypochlorite may be disposed of into water, flushed to the drain or to the bilge. There is no fire hazard from dissolved calcium hypochlorite even in an oily bilge. Sweepings should be dumped immediately into the water (never in a trash can) and the broom or brush rinsed immediately. Sweepings must not be carried dry for disposal because the dust is dangerous in shipboard drafts.

3. ORGANIC CHLORINE LAUNDRY BLEACH. This bleach is the only laundry bleach authorized for surface ship use. It is less hazardous than calcium hypochlorite but under conditions of high heat and humidity, the organic chlorine laundry bleach could emit fumes that could be hazardous to personnel. Store this bleach in a cool, dry place as far away from conditions of high heat and humidity as possible.

a. Compressed gases are categorized as flammable (acetylene), non-flammable (helium, nitrogen, carbon dioxide, argon), and oxidizing (oxygen, chlorine). Flammable and oxidizing gases will not be stowed in the same compressed gas storeroom. Non-flammable gases may be stowed with either flammable or oxidizing gases.

b. Take every precaution to prevent cylinders from being dropped or forcefully struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves; and when cylinders are not in use, be sure that the valve protection caps always are securely attached. If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile. For example, a cylinder that is pressurized to 2,200 pounds psi (per square inch) can travel, 2,600 feet in free flight; and in a confined space, it could be disastrous.

c. Prevent cylinders from contact with fire, sparks, or electrical circuits. An exploded steel cylinder would have the same destructive effect as an exploded bomb.

d. Do not drag or slide cylinders are required to be moved. Secure and move them in hand trucks that meet the criteria prescribed in the Naval Ships Technical Manual, Chapter 9230. If suitable hand trucks are not available, tilt the cylinders and roll them on the bottom edge.

e. Secure cylinders in a cradle, pallet, or rack when they are loaded or off loaded with a crane or derrick. Never hoist cylinders with electromagnets, or with hooks or line attached to the valve protection cap.

f. Do not alter or deface the numbers or other markings on the cylinders; do not add markings without approval of the engineering officer; and do not issue cylinders if their contents cannot be identified. Detailed information relative to the stowage, handling, and use of various types of compressed gases are contained in the Naval Ships Technical Manual, Chapter 550.

2. ACETYLENE

a. Explosive Potential. Acetylene is inherently unstable, and may explode when subjected to heat or shock, or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stowed separately from oxygen or any other materials with which it forms an explosive compound; the gas must never be allowed to escape into an enclosed area; and the cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

b. Toxicity. In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness, and ultimately asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

c. Upright Stowage Required. Acetylene in cylinders is dissolved in acetone, which has a tendency to flow into the valve if the cylinders are stowed horizontally. For this reason, acetylene must be stowed and used only in an upright position, valve end up. When it is known or suspected that acetylene cylinders have been stowed on their sides, they will not be used until they have been in a vertical position for at least two hours.

3. OXYGEN AND CHLORINE. Oxygen and chlorine are oxidizing gases, which, because they can burn without air, strongly support combustion. Chlorine is also poisonous. Oxygen and chlorine cylinders must be stowed on the weather deck, or in a separate watertight storeroom which has at least one compartment between it and any space that is used for the stowage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

4. NONFLAMMABLE GASES. Helium, nitrogen, carbon dioxide, and argon are nonflammable gases, which, because of their inert characteristics, may be stowed with flammable or oxidizing gases. However, since these nonflammable gases will not support respiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stowed on the weather deck or in other well-ventilated spaces. The same precautions are appropriate for halocarbon liquids because of their high vapor pressure, lack of odor, and tendency to displace air, causing suffocation. Halocarbon liquids are compounds of carbon containing any of the halogen elements such as: fluorine, chlorine, bromine, iodine, or astatine (examples are: Monochlorodifluoromethane NSN 6830-00-060-9972 or 6830-00-106-1659).

5. AEROSOL PRODUCTS. Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Containers of aerosol are used for the disposal of paints, enamels, lacquers, insecticides, silicones, rust preventives, etc. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquefied propane or isobutene. Aerosol cylinders will burst if exposed to heat sources in excess of 120° F, and are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and, in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products, therefore, should be stowed in the flammable liquids storeroom, or in cabinets away from oxidizing materials; and mechanical ventilation will be used, when necessary, to remove accumulated vapors.

8235 FLAMMABLE OR COMBUSTIBLE MATERIAL

1. GENERAL. Flammable liquids with SMCC “F” have a flash point of 140° F or below; combustible liquids, SMCC “G” (greases and pastes) have a flash point of 140 to 200° F. Items that are flammable and/or combustible include:

a. Gasoline, oils, kerosene, and other petroleum products;

b. Chemicals;

c. Stencil paints, marking inks, and printers’ ink;

d. Solvents, thinners, primers, compounds, varnishes, and lacquers;

e. Alcohol, acetone, ether, and naphtha;

f. Greases and pastes.

Except for drummed petroleum products, which may be stowed in racks on the weather deck in accordance with the Naval Ships Technical Manual, Chapter 670, flammable liquids and other flammable or combustible material will be stowed in the flammable liquids storeroom (see par. 8230-2).

8236 RADIOACTIVE MAT ERIAL

Radioactive items listed in FEDLOG are identified by SMCC "R", or "X" if radioactive and magnetic. Radioactive instruments (see par. 4506), electron tubes, and certain other items are labeled with the conventional United States Nuclear Regulatory Commission (USNRC) radiation symbol, which must not be removed or obliterated. The radiation levels or radioactive material depend upon the type and concentration of isotopes in each unit and the number of units stowed together. Any area used for stowage of radioactive material (or each bin if there is no designated area) will be conspicuously posted with the standard radiation symbol and the words "CAUTION RADIOACTIVE MATERIAL", and as a minimum, will be monitored when initial or replenishment stocks of radioactive items are stowed. Rubber gloves, safety goggles and rubber apron will be worn and extreme caution will be used in handling damaged/broken radioactive instruments, electron tubes, etc., to prevent absorption of dangerous radioactive particles through skin abrasions. Any suspected radiation hazard will be promptly reported to the radiological safety officer and a representative of the medical department.

8237 TOXIC SUBSTANCES

A toxic (poisonous) substance may cause discomfort, asphyxiation, and/or death if ingested or inhaled, or if absorbed through the skin. Therefore, adequate precautions must be taken to prevent such dangers when stowing or issuing toxic materials (i.e., items assigned SMCC "Tin Navy data files). Toxic substances will be stowed in a cool, well ventilated area, separate from acids; and will be protected from fire hazards or impacts which may break seals or damage containers. Each case, carton, and individual container of toxic material must be labeled with a warning such as the following:

“POISON! IF TAKEN INTERNALLY, WILL CAUSE SERIOUS ILLNESS, AND POSSIBLE DEATH!"

It is particularly important to ensure containers of poisonous liquids such as industrial alcohol are clearly identified and labeled (i.e., to prevent human consumption, which can be fatal).

Section V: HAZARDOUS INVENTORY CONTROL SYSTEM FOR WINDOWS (HICSWIN)

8240 INTRODUCTION

1. GENERAL. HICSWIN is a user-friendly computer software program designed for IBM or IBM compatible personal computers (PCs). This software is essential to each ship for running and operating the “Re-Use” facility. HICSWIN provides the database for effective management of the “in-use” portion of the HAZMAT inventory.

2. CONFIGURATION. The HICSWIN program can operate with the minimum requirements of a 486 PC with 30 MB of available hard drive space. The recommended environment is a current market PC and any current operating system. Additional equipment required is the appropriate barcode printer, barcode scanner and back-up drive.

a. System Set-up. The HICSWIN program does not come with an inventory database built in. Each afloat unit must build and tailor their own inventory.

b. Customer Identification and Pricing. Accurate pricing information is important if you wish to collect meaningful cost and savings information analysis. Each afloat unit should develop a plan for customer identification within HICSWIN. Customer identification affects reports, container tracking and issues. Codes may be developed down to the Work Center level within a division.

8241 SYSTEM MAINTENANCE

1. GENERAL. System back-ups are required on a daily basis to removable media or another drive. On a quarterly basis, the database should be archived.

8242 RECORD KEEPING

1. REPORTS. Data collection has proven valuable for tracking the program's progress, adjusting HI/LO limits and performing research. The following reports are standard HICSWIN options and should be produced on a weekly basis to provide weekly snapshots of the Hazardous Minimization Center (HAZMINCEN) operations:

a. Master list (by Location or by NIIN)

b. Issue list by Work Center

c. Receive list

e. Master Container Tracking

f. Re-order Report

g. Delinquent Container Return Report (should be run daily and passed up the chain of command for 8 o'clock reports).

Section VI: HALONS AND CHLOROFLUOROCARBON (CFC) REFRIGERANTS

8250 GENERAL

Halons and Chlorofluorocarbon (CFC) Refrigerants are Ozone Depleting Substances (ODS). The Montreal Protocol banned production of all halons as of 1 Jan 94 and production of chlorofluorocarbons stopped as of 1 Jan 96. A Department of Defense ODS reserve has been established to ensure availability of halons and refrigerants for existing mission critical equipment until suitable substitute materials are found or new, non-ODS equipment is designed and fielded. Mission critical applications are defined as those applications where the ODS is used on or in direct combat support of Navy ships and aircraft.

8251 PROCUREMENT

1. SOURCE OF SUPPLY. Defense Logistics Agency (DLA) provides central management for Ozone Depleting Substances (ODS) products. The Inventory Control Point for the ODS reserve is Defense Supply Center Richmond (DSCR), Richmond VA. The primary storage site is Defense Depot Richmond VA (DDRV), however the Fleet and Industrial Supply Centers will continue to carry stock to support operating Fleet and aviation units.

2. METHODS OF PROCUREMENT. ODS products, both halons and refrigerants, will be requisitioned from the Defense Reserve using the following National Stock Numbers:

Commodity	NSN	Size (lbs)
R-11	6830-01-355-9749	59
	6830-01-355-9750	171
	6830-01-355-9753	1400
	6830-00-079-4694	100 (drum)
	6830-00-281-3036	200 (drum)
	6830-00-899-9625	650 (drum)
R-12	6830-00-264-5913	45
	6830-00-292-0133	145
	6830-01-355-4011	1190
R-114	6830-00-290-4379	57
	6830-00-782-6232	165
	6830-01-356-1201	1360
R-134	6830-01-370-8756	125 (bottle)
R-500	6830-01-357-7648	43
	6830-01-357-7646	127
	6830-01-357-9135	1045
R-502	6830-00-138-2482	128
	6830-01-357-6903	1050

Commodity	NSN	Size (lbs)
H-1211	6830-00-285-5887	200
	6830-01-219-8529	1500
H-1301[1]	6830-00-543-6623	150
	6830-01-356-9751	1240

Requisitions will be submitted to the normal point of entry using standard MILSTRIP format with the following exceptions:

Card Column	Data Element	Required Entry
4-6	routing identifier	S9G
57-59	project code	GDB
67-69	transaction routing	SRG
70	none	leave blank
71	condition code	A

[1] Bulk gas only. Not for shipboard use except for charging of aircraft system cylinders. See par. 8252-4 for shipboard system cylinder procedures.

The ordering activity must have prior Chief of Naval Operations (CNO) authorization in order to receive shipment from the ODS reserve. The Fleet and Industrial Supply Center (FISC) maintains a list of authorized activities and requisitions from non-approved activities will be rejected with a D8 rejection code. Material issued from the ODS Reserve is free to authorized Navy requisitioners. When ODS is purchased locally, the requisitioning activity will pay the full price. Stock availability and requisition status can be checked by calling the DSCR hotline at commercial (804) 279-4865 or DSN 695-4865.

3. SHIPYARDS AND SUPERVISORS, SHIPBUILDING, CONVERSION AND REPAIR (SUPSHIPS). To ensure all shipyard and SUPSHIP requisitions are supporting mission-critical applications, special requisition procedures will be followed. Card column 45 of the requisition will contain a “Y”, followed by the UIC of the ship or submarine where the halon/refrigerant will be installed (card column 46-50). Additionally, shipyards and SUPSHIPs are required to provide written notification to the Chief Engineer of each ship or submarine of any installation, overhaul, maintenance, or repair work accomplished on shipboard air-conditioning, refrigeration, and fire fighting systems.

8252 TURN-IN PROCEDURES

1. GENERAL. Excess and recovered halon and refrigerants should be turned in to the Ozone Depleting Substance (ODS) Reserve as soon as it becomes available, with the exception of aircraft fixed-system halon bottles. These specialized aircraft cylinders will be turned in to Naval Aviation Depots for halon recovery and bottle reconditioning.

2. PREPARATION FOR SHIPMENT. DLA will accept turn-in of halons and refrigerants (see par. 8252-3 for CFC-113 solvent) in all types of containers; the original cylinders, recovery cylinders, or standard, system and commercial cylinders. ODS recovery cylinders are specially designed with dual port valves to ease the recovery process. These are available and can be requisitioned free of charge from DSCR if the cylinders and recovered ODS are returned to the Reserve. The following stock numbers should be used to order ODS recovery cylinders:

Commodity	NSN	Product weight in cylinder	Cylinder water weight
R-11	8120-01-356-5960	59	42
	8120-01-356-9756	170	122
	8120-01-355-9763	1400	1000
R-12	8120-01-355-4017	45	42
	8120-01-355-4018	145	122
	8120-01-355-4019	1190	1000
R-114	8120-01-356-1245	57	42
	8120-01-356-1246	165	122
	8120-01-356-1247	1350	1000
R-134	6830-01-370-8756	132	122
R-500	8120-01-357-6774	43	42
	8120-01-357-7656	127	122
	8120-01-357-7657	1045	1000
R-502	8120-01-357-6770	44	42
	8120-01-357-6771	128	122
	8120-01-357-6769	1050	1000
H-1202	8120-01-356-1781	160	122
H-1211	8120-01-356-1248	200	122
	8120-01-356-1249	1500	1000
H-1301	8120-01-371-0533[1]	117	
	8120-01-356-5963	150	122
	8120-01-356-5962	1240	1000

[1] 600 PSI. Not suitable for high pressure uses such as halon/nitrogen blends.

Fire suppression system (halon) cylinders and canisters with electrical charges or initiators must be deactivated prior to shipment. Safety caps will be used to cover exposed actuation mechanisms and discharge ports on these cylinders to prevent serious safety hazards during shipment and handling. Each cylinder containing ODS will be tagged with the following information and the tag will be tucked beneath the cylinder protective cap:

a. Branch of service (Navy)

b. Name of ODS product (R-11, halon 1211, etc.)

c. NSN (see below)

d. Number of pounds of ODS contained in the cylinder

e. Shipping activity name and UIC

f. Point of contact name and phone number (commercial and DSN)

The following NSNs will be used on the tag attached to each cylinder to identify the type of halon/refrigerant:

Commodity	NSN	Product weight in cylinder	Cylinder water weight
R-11	6830-01-355-9754	59	42
	6830-01-355-9756	170	122
	6830-01-355-9758	1400	1000
R-12	6830-01-355-4013	45	42
	6830-01-355-6648	145	122
	6830-01-355-4015	1190	1000
R-114	6830-01-356-1203	57	42
	6830-01-356-1205	165	122
	6830-01-356-1207	1350	1000
R-134	6830-01-370-8756	132	122
R-500	6830-01-357-7650	43	42
	6830-01-358-5123	127	122
	6830-01-357-7654	1045	1000
R-502	6830-01-357-6726	44	42
	6830-01-357-6727	128	122
	6830-01-357-6905	1050	1000
H-1202	6830-01-356-1780	160	122

Commodity	NSN	Product weight in cylinder	Cylinder water weight
H-1211	6830-01-376-8013	1-5	
	6830-01-376-8014	6-10	
	6830-01-376-8015	11-20	
	6830-01-376-8016	21-60	
	6830-01-376-8017	61-125	
	6830-01-356-1209	126-200	122
	6830-01-376-8018	201-340	
	6830-01-356-1211	341-1500	1000
H-1301	6830-01-376-8394	1-5	
	6830-01-376-8395	6-10	
	6830-01-376-8396	11-20	
	6830-01-376-8397	21-70	
	6830-01-376-8398	71-100	
	6830-01-371-0501	101-117	
	6830-01-376-8399	118-125	
	6830-01-356-9752	126-150	122
	6830-01-376-8400	151-200	
	6830-01-376-8401	201-260	
	6830-01-376-8402	261-350	
	6830-01-376-8403	351-530	
	6830-01-376-8404	531-600	
	6830-01-356-5958	601-1240	1000

3. CFC-113 SOLVENT/REFRIGERANT. CFC-113 solvent contained in it's original drum or can with an unbroken seal can be returned to the ODS Reserve. They will be labeled with the original NSN and marked condition code "B". For CFC-113 refrigerant, specific guidance for turn-in to the ODS Reserve can be obtained by calling commercial 804 279-5203 or DSN 695-5203.

4. SHIPBOARD HALON 1301. Reclaiming, refurbishing and recharging of standard Navy shipboard halon 1301 cylinders are expected to be available through DLA in the near future. In the interim, turn in leaking or otherwise unsatisfactory halon 1301 cylinders and requisition a like number of new cylinders using the Naval Sea Systems Command (NAVSEA) cog stock numbers listed below. Mark all turn-ins condition code "F" and turn in to either FISC Det Cheatham Annex or FISC Det Long Beach. This guidance does not apply to old flammable liquid storage cabinets, which were provided with 2 1/2 lb halon systems. These are not required and should be turned in to the ODS Reserve.

Type of Halon 1301 Cylinder	NSN
125 lb Ansul or Wormald	2S 4210-LL-HAL-2495
95 lb Ansul or Wormald (magnetic)	2S 4210-LL-HAL-2496
60 lb Ansul, Wormald, or Kidde (magnetic)	2S 4210-LL-HAL-4936
15 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4934
10 lb Ansul or Kidde (magnetic)	2S 4210-LL-HAL-4935
125 lb Kidde	2S 4210-LL-HAL-2517
95 lb Kidde (magnetic)	2S 4210-LL-HAL-4857

Non-magnetic halon cylinders are not available from NAVSEA. Specialized support is available as follows:

a. MCM-1 and MHC-51 class ships requiring routine support should ship cylinders to Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275. A requisition is not required through Hiller Systems Inc.

b. Ten pound halon cylinders in FFG-8 through FFG-60 are of a non-standard type that NAVSEA does not carry in stock. Support is available through Hiller Systems Inc., 3710 Lakeside Court, Mobile AL 36616, Attn: Mr. Jim Roberts 205 661-1275.

c. When NAVSEA supply of Kidde cylinders is exhausted, Ansul cylinders will be provided. NAVSEA does not stock any 10, 15 or 60 lb Kidde cylinders. No technical problem exists with interchanging Ansul and Kidde cylinders except that the old 1/4 inch hose may not reach the connection point. If the hose does not reach it should be replaced with the new tubing assembly (NSN 1H 4210-01-336-9267) being installed in the Fleet now. When interchanging cylinders, it is critical that the 1/4 inch tubing or hose is disconnected from the valve. Valve actuators are not functionally interchangeable; Ansul or Wormald actuators will attach to, but will not actuate Kidde valves.

d. The original Australian build Wormald International (CAGE CZ3630) 60 and 95 lb cylinders in FFG-8 through FFG-60 are fully interchangeable with Ansul cylinders. Original Australian cylinders should be marked with stock number 2S 4210-LL-HAL-7175 and “F” condition when turned-in.

5. SHIPPING. Once the material is tagged, activities with in-house shipping capability can ship the ODS cylinders directly to the following address:

Defense Depot Richmond VA (DDRV)
SW0400
Cylinder Operations
8000 Jefferson Davis Highway
Richmond VA 23297-5000

Advance authorization is not required, and the tag is the only documentation required by the ODS reserve. Activities without shipping capability should turn the ODS in to their normal MTIS processing point for further shipment to the ODS Reserve. When no military cargo transport is available and ODS turn-in shipping costs exceed $250.00, activities may request funding assistance from DSCR (POC Steve Minus, commercial 804 279-5203, DSN 695-5203, FAX 804 279-4970). Funding assistance must be requested a minimum of five working days prior to planned shipment and the following information must be provided:

a. Lowest cost estimate (from carrier)

b. NSN and quantity (from par. 8252-2)

c. Unit Identification Code

d. Point of contact name and phone number

Section VII: SHIPBOARD HAZARDOUS MATERIAL (HAZMAT) CONTAINER DISPOSAL

8260 INTRODUCTION

1. GENERAL. The following provides explicit guidance on the disposal of containers that formerly held Hazardous Material (HAZMAT). These operational procedures will reduce the volume of empty HAZMAT containers that are held onboard for shore disposal. The procedures contained within this section will help in reducing Navy disposal costs and shipboard labor associated with storage and off-load of empty HAZMAT containers.

2. PURPOSE. This section provides the Fleet easily understandable requirements for HAZMAT container disposal. It provides a simple decision flow chart (par. 8264) to assist the user in rapidly determining whether a HAZMAT container is an "empty container", and if yes, whether it may be disposed of as trash or used/excess HAZMAT. Using the flow chart, written procedures, and extracted Hazardous Inventory Control System for Windows (HICSWIN) or Ships Hazardous Material List (SHML) information the shipboard Hazardous Minimization Center (HAZMINCEN) personnel will be able to readily determine the proper container disposal method. For those ship's without HAZMINCEN installations or HICSWIN, supply personnel can obtain container disposal information for specific HAZMAT from the SHML database.

3. INTENDED USER. This section is designed for use by the Supply Department personnel responsible for used/excess HAZMAT disposal on ships or by the HAZMINCEN personnel on those ships that are using centralized control of HAZMAT. Authorization from the ship's HAZMAT Coordinator or Supply Department and HAZMAT Refuse Facility (i.e., receiving shore activity) is required prior to disposal of used HAZMAT containers as trash (i.e., solid waste) in dumpsters ashore. Contact local PWC/PWD for current ashore guidance on drying and disposal of empty HAZMAT containers while in port. Authorization of the ship's HAZMAT Coordinator or Supply Department is required for over-the-side disposal of HAZMAT containers when at sea in accordance with guidance provided in OPNAVINST 5090.1B.

8261 BACKGROUND

1. GENERAL. Before 1993, shipboard containers that originally held Hazardous Material (HAZMAT) were normally disposed of in the same manner as HAZMAT. At sea, this resulted in the generation of a large volume of waste containers awaiting in-port disposal. During a Navy study aboard an aircraft carrier on deployment, empty HAZMAT containers made up approximately 20 percent of the used HAZMAT that accumulated aboard while awaiting transfer ashore. Upon return to port, the empty HAZMAT containers were transferred to the supporting Public Works Facility/Public Works Center (PWC) as used HAZMAT and eventually disposed of shore side as Hazardous Waste (HW) at a cost. Some of these costs may be avoided by disposing of HAZMAT containers that meet the U.S. Environmental Protection Agency (EPA) definition of "Empty HAZMAT Container" (40 CFR 261.7) as solid waste (trash). Some shore activities have already taken similar action to reduce the cost of container disposal by collecting and disposing of HAZMAT containers, such as paint cans, separately from HW. Although this has reduced the Navy's costs for disposal of containers, it has done little to solve the stowage problem resulting from containers aboard ship being brought back to port for disposal.

2. SOLUTION TO SHIPBOARD STOWAGE PROBLEM. A large percentage of the Hazardous Material (HAZMAT) listed in the Ships Hazardous Material List (SHML) do not require special disposal procedures if the container is empty. The Navy has determined that disposal of these containers may be accomplished at sea (>12 nautical miles) if the container is empty, shredded, and then bagged per the guidance in OPNAVINST 5090.1B, Section 19-7. This will result in reducing the excess volume of HAZMAT that must be stowed aboard for disposal ashore.

8262 APPROACH

1. GENERAL. The U.S. Environmental Protection Agency (EPA) has defined, when a Hazardous Material (HAZMAT) container is considered empty. The disposal of these empty containers as trash (solid waste) is permitted with the exception of containers that formerly held specific chemicals that are acutely toxic to human health and the environment. This section provides the Fleet the ability to determine when a HAZMAT container is “empty” by Navy standards.

Caution: While in port, local and state regulations governing the disposal of empty containers may be stricter than Federal regulations. Recommend consulting local PWC/PWD for area guidance on empty container disposal.

2. WARNING. Personnel handling containers that formerly contained HAZMAT, and are now considered trash (i.e., solid waste), should still be careful to avoid unnecessary contact between any material remaining in the container and their skin or clothing since some of the materials may be irritants.

3. SHML/T-SHML/HICSWin. The Ships Hazardous Material List (SHML)/Type Ships Hazardous Material List (T-SHML) lists the HAZMAT permitted for use aboard ship. The Navy is conducting an ongoing examination of each item on the SHML (for each manufacturer) to determine if it contains any of the chemicals listed as "acute HW" in the EPA regulations regarding container disposal. Those items in the SHML that do not contain any "acute HW" and are permitted to be disposed of at sea are coded as “Yes” in the “Container Disposal Field” of both the SHML and Hazardous Inventory Control System for Windows (HICSWIN). HAZMAT containers that are "empty" and are coded as “Yes” in the “Container Disposal Field” should be disposed of as shipboard solid waste along with other metal and glass trash. This does not apply to aerosol or plastic containers. Plastic and aerosol container disposal requirements differ from those for metal and glass trash.

8263 SHIPBOARD PROCEDURES

1. DETERMINE IF THE CONTAINER IS EMPTY. A container is considered empty if it meets both of the following criteria:

a. There is no liquid in the container and

b. There is less than one inch of solid residue (hardened product) on the bottom. Note that some hardened products such as paints could collect on the metal shredder cutting blades resulting in additional equipment downtime in order to perform cleaning maintenance. Recommend that containers with hardened products be cleaned to the greatest extent possible. Empty paint containers no larger than one gallon in size, and authorized for at sea disposal, can be placed into the metal/glass shredder.

(1) Prior to emptying the container, ensure the remaining contents have been used/exhausted to the maximum extent possible.

(2) Any liquid remaining in the container shall be removed and consolidated with other material of the same NSN. (Consolidation of Hazardous Material (HAZMAT) with identical composition but with different NSNs is permitted only if the different NSN represents the same product, but with different units of issue). To ensure that the container holds no liquids, turn the container upside down, and drain completely. Ensure that no liquid is trapped in the container under a surface film or inside the container lip (common with paint).

(3) After draining, if needed, the container may be air dried using the following procedures:

(a) Prior to air-drying, use a spatula to remove more of the residual material than can be accomplished by draining alone.

(b) In port, contact the local Navy Environmental Coordinator (i.e., PWC/PWD) to determine if containers can be air-dried without violating and federal, state, or local environmental regulations.

(c) Containers should be air-dried on the weather deck, if possible. If air-drying on the weather deck is not possible or permissible, a few containers can be air-dried in the paint mix and issue room or flammable liquids storeroom. When first opening a compartment that is being used to dry empty containers, ensure ventilation is operable and ventilate for 15 minutes prior to entry. If after 15 minutes of ventilation, personnel still detect a strong odor or suspect the air quality, they should contact the shipboard safety officer. The safety officer will determine if additional ventilating is required or if personnel can work in the space under current conditions. The safety officer will also determine if personnel require air-filtering respirators equipped with organic vapor cartridges. All respirators must conform to chapter B6 of OPNAVISNT 5100.19D.

(4) If the container does not meet <u>both</u> of the criteria, it is not considered empty and <u>cannot</u> be disposed of as solid waste. Used and excess HAZMAT should be stored in compartments that have the same design specifications as the compartments where unused HAZMAT is stored.

2. AEROSOL CONTAINERS. For the HAZMAT item in an aerosol container, the following guidance applies:

a. If the ship is equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, puncture and drain the exhausted aerosol container. The container shall be marked empty and treated as any other empty HAZMAT container. Empty aerosol containers are not to be disposed of at sea due to the presence of plastic components.

b. If the ship is not equipped with a NAVSEASYSCOM approved aerosol puncturing/draining device, the aerosol container shall be retained aboard and disposed of as used/excess HAZMAT when the ship returns to port.

(1) WARNING: Do <u>not</u> attempt to open aerosol containers to determine if they are empty. Aerosol containers will usually be disposed of as used/excess HAZMAT. Do not process aerosol containers in the Solid Waste Shredder or Plastics Waste Processor.

3. DETERMINE IF THE HAZMAT CONTAINER IS TRASH OR USED/EXCESS HAZMAT.

a. Use either the HAZMAT Name or NSN to determine if the HAZMAT is coded as “Yes” in the “Container Disposal Field” in either HICSWIN or SHML. If it is coded “Yes” and the container is also determined to be empty, the container should be treated as trash rather than used/excess HAZMAT.

b. If the material is coded as “No” in the “Container Disposal Field” in HICS or SHML, it shall not be disposed of as trash. Instead, it must be retained aboard until the ship is in port and disposed of as used HAZMAT in accordance with OPNAVINST 5090.1B, Chapter 19, Section 19-7.

c. Empty containers of HAZMAT not listed in the SHML (open purchased or unauthorized materials) shall be retained on board ship for HAZMAT shore disposal.

4. CONTAINER DISPOSAL AT SEA. Empty metal or glass containers of materials coded as “Yes” in the “Container Disposal Field” of HICS/SHML shall be made negatively buoyant, placed in a burlap bag with shredded metal/glass, and disposed of overboard at sea as trash if the ship is greater than 12 nautical miles from land. (This is not applicable in MARPOL Special Areas as defined in OPNAVINST 5090.1B, Chapter 19, Section 19-7). Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship's HAZMAT Coordinator or Supply Department is required. Empty paint cans (one gallon size and smaller) can be placed into the metal/glass shredder. All other, authorized for at sea disposal, empty HAZMAT containers are to be made negatively buoyant and placed into a burlap bag with shredded metal/glass.

a. Caution: Containers that contain, or are made of plastic, shall not be disposed of at sea. These containers must be held onboard for disposal ashore with other plastic waste materials. Do not process this type of empty HAZMAT container through the shipboard Plastics Waste Processor.

5. CONTAINER DISPOSAL ASHORE.

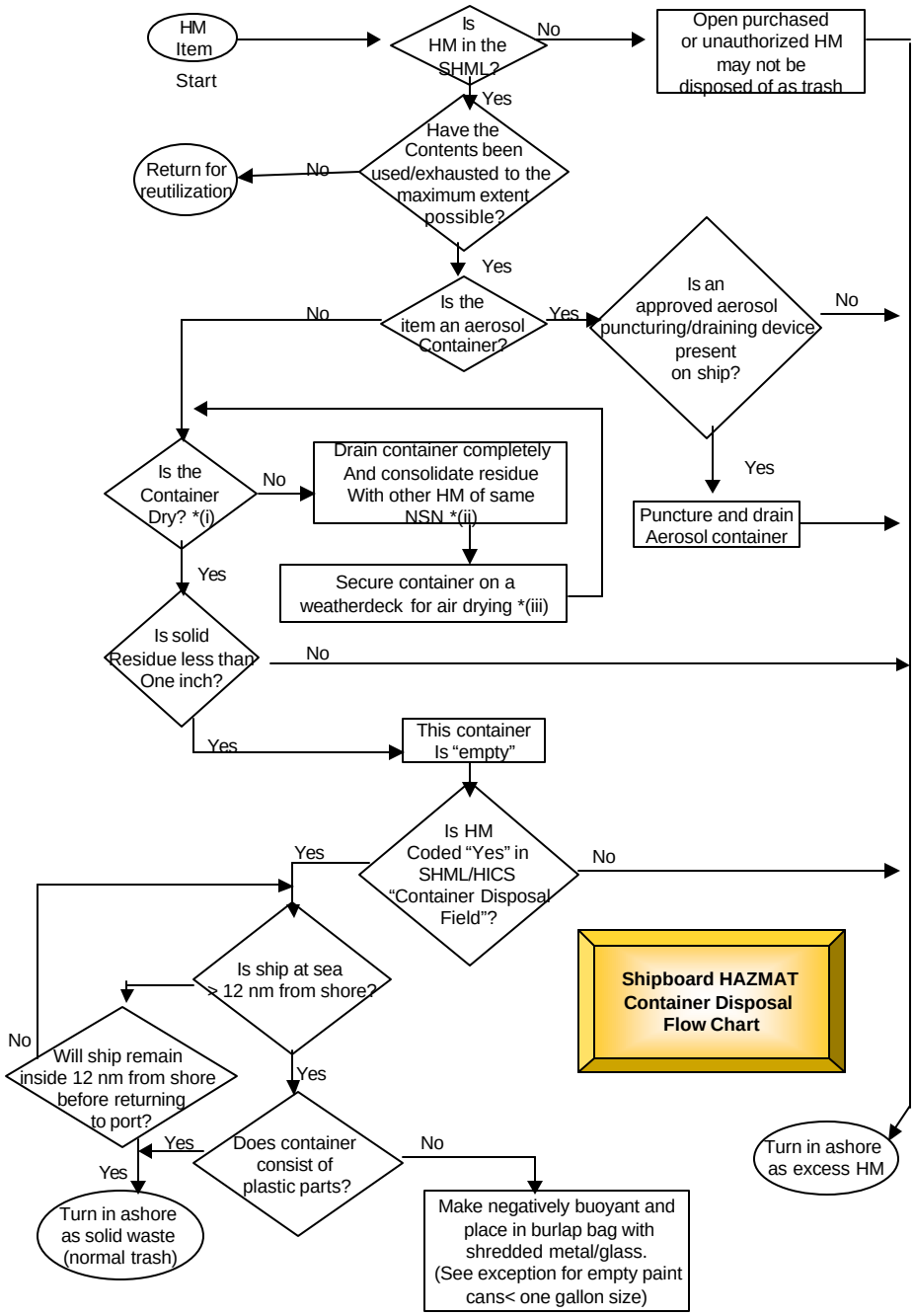
a. While in port, empty containers of materials coded as “Yes” in the “Container Disposal Field” of HICS/SHML may be disposed of as trash. Prior to disposal of "empty" HAZMAT containers as trash, authorization from the ship's HAZMAT Coordinator or Supply Department and the receiving shore activity HAZMAT is required. Some naval activities provide special receptacles for collection of empty metal containers that held HAZMAT. If these receptacles are provided, only empty metal HAZMAT containers shall be disposed of into these receptacles.

b. Empty containers that held material coded as “No” in the “Container Disposal Field” of HICS/SHML shall be turned over to the PWC as excess HAZMAT.

c. Note: Some states and foreign countries treat empty paint containers and other HAZMAT containers as HW. Check with the local receiving shore activity or Senior Officer Present Ashore Regulations regarding empty container disposal guidance.

8264 SHIPBOARD HAZARDOUS MATERIAL (HAZMAT) CONTAINER DISPOSAL FLOW CHART

The decision flow chart on the following page is designed to assist the user of this section in determining the proper procedure for shipboard HAZMAT container disposal.



Notes: ***(I) Ensure no liquid is trapped in container under a surface film (common in paint).**

***(ii) If HAZMAT is the same in composition but has a different NSN due to the difference in units of isue, consolidation of HAZMAT is permitted.**

***(iii) In port, contact the local navy environmental coordinator prior to air drying.**

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Part D: DEPOT LEVEL REPAIRABLES (DLRs)

Section I: GENERAL

8300 INTRODUCTION

1. GENERAL. Depot Level Repairables (DLR) are those Navy managed items which, based on unit cost, annual demand, difficulty of repair, or other economic considerations, have been selected by cognizant inventory managers for special inventory control. DLRs must be returned to the Designated Support Point (DSP) / Designated Overhaul Point (DOP) when they are Beyond Capable Maintenance (BCM) at the authorized maintenance activity. DLR items are listed and identified by NSN, cognizance symbol, and Material Control Code (E, G, H, Q or X) in FEDLOG. All stock records, custody records, and supply documentation for DLR items will include the applicable Material Control Code (see Appendix 9I) as a mandatory data element. An appropriate Source, Maintenance, and Recoverability (SM&R) Code is assigned to each DLR indicating the level and degree of maintenance authorized. Every effort should be made to screen and repair all DLRs through 2M.

➔ 2. AVIATION ACTIVITIES. Aviation activities will use the Aviation Intermediate Maintenance Department (AIMD) or the Intermediate Maintenance Activity (IMA) to provide local repair of not ready for issue (NRFI) DLRs. DLRs which may be locally repaired are known as Local Repair Cycle Assets (LRCA). Financial posting and carcass tracking procedures for repairables issued from stock do not begin until the issue is posted via DIFM return from NALCMOMIS.

8301 PROGRESSIVE DEPOT LEVEL REPAIRABLES

1. GENERAL. Progressive Depot Level Repairables (PDLRs) are DLRs which must be repaired and condemned at the depot maintenance level according to the Recoverability Code listed in FEDLOG, but which can be repaired or tested and checked at a lower maintenance level . All PDLRs must be screened for repair by the ships Miniature-Microminiature, Modular Test and Repair (2M-MTR) Work Center before delivery to the depot. A PDLR must be sent to the depot activity listed in FEDLOG when it is BCM at the intermediate maintenance level authorized by the Repair Maintenance Code.

2. PROCEDURES. Ships supply personnel will ensure that all PDLRs are provided to the ship's Miniature-Microminiature, Modular Test and Repair (2M-MTR) for repair screening and progressive repair. If the item is repairable by the 2M-MTR work center, the supply personnel will mark the requesters' NAVSUP Form 1250-1 "Progressive DLR." If the item is NIS or NC, instead of immediately requisitioning an RFI replacement, ship's supply personnel should advise the requester and the ship's 2M-MTR work center if equipped. If the ship is not capable of intermediate level (I-Level) repair, the requester may consider completing a Work Request (OPNAV Form 4790/2K) to initiate repair of the PDLR by the ships supporting tender, SIMA, or 2M-MTR equipped ship in company using Battle Force Intermediate Maintenance Activity procedures. SIMA/tender/BFIMA capabilities, repair time and required delivery dates must be considered. If SIMA/tender/BFIMA repair is not possible, process the requisition in accordance

with normal DLR procedures. During PDLR repair by the ship's 2M-MTR work center or by SIMA/tender/BFIMA, supply must not submit a requisition to the supply system unless the item is BCM at the intermediate level. Repair of the PDLR will not be interrupted if a replacement item is received by the ship. In that case, repairs and RFI certification will be completed and ship supply personnel will deliver the item to the appropriate inventory control point as RFI. Delivery may be delayed up to 60 days to allow receipt of component parts required for item repair. If the item is BCM at the intermediate level, it must be returned to the originating ship supply department, which will requisition the RFI replacement and send the PDLR to the depot activity indicated in FEDLOG.

8302 REQUISITION QUANTITY

1. GENERAL. Requisitions for exchange advice coded DLRs will be limited to a quantity of one per requisition with the following exceptions:

a. Aircraft tires (FSC 2620)

b. Transducers/ hydrophones (FSC 5845)

➔ c. Radiac equipment (FSC 6665 & 6D Cog)

d. When the requirement is the result of allowance or load list range and depth increases (non-exchange)

e. For SUADPS USID A and T activities - when depth increases occur as a result of demand history processing (increases based on POS or DBI criteria are authorized only for AT code 2 or 3 load list items) (non-exchange)

Exchange advice coded requisitions which do not meet the authorized criteria will be rejected back to the requisitioner with an "N9" status code rejection and must be resubmitted with a quantity of one (1) each for each requisition.

8303 MANDATORY ADVICE CODES

1. GENERAL. Advice code 5A, 5D, 5E, 5G, 5R, 5S, 5X, 5V, 5W, 5Y, 52, 53, 54, 56, 57, 58 or 59 as appropriate (see Appendix 1), is a mandatory entry in card columns 65-66 of each requisition submitted for a DLR item. Any other advice code which may be applicable to the requisition will be entered in clear text (e.g., REQUESTED ITEM ONLY WILL SUFFICE. DO NOT SUBSTITUTE/ INTERCHANGE) in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) will be entered in card columns 1-3. Demand codes will be assigned as follows:

Advice Code (cc 65-66)	Demand Code (cc 44)
5E, 5R, 5Y	P
5A, 5G, 5S, 5X, 5V, 5W, 52, 53 or 56	R
5D, 54, 57, 58, 59	N

When a DLR is surveyed due to non-receipt (i.e., RFI material ordered was shipped by a stock point but not received on board), the reorder requisition will cite the same advice code as the original requisition, and demand code "N" will be entered in card column 44.

8304 PRICING SYSTEM

1. GENERAL. A two-tier pricing system has been established for DLR material. The price applicable to a particular requisition or other supply transaction will be determined as follows:

a. Standard Price. This is the price representing the full value of the DLR item. OSO transfers between Navy Working Capital Fund (NWCF, formerly NSF or DBOF) activities will be billed and carried in stores accounts at this price. End users will be charged the standard price when an NRFI unit is not turned in (advice codes 5A, 5D, 5E, 5X, 53, 54, 57, 58, 59).

b. Net Price. This price represents the cost of repairing a DLR item and is the price charged to end users when a NRFI unit has been or will be turned in (advice codes 5G, 5R, 5S, 5V, 5Y, 52, 56). Stores accounts will be adjusted automatically by SUADPS-RT programs for the difference between standard and net prices when expenditures are processed at net price.

2. CARCASS TURN-IN CREDIT. As a general policy, the requisitioner will be allowed carcass value credit (i.e., be charged net price) if the turn-in has the same NSN as the DLR which was issued. A requisitioner who turns in a different NSN from the issued item will be charged the net price of the item issued only if the turn-in is an authorized substitute for the item issued.

8305 PROCUREMENT

1. GENERAL. Requisitions for DLR items will be submitted only to fill fixed allowance shortages or to satisfy an immediate maintenance requirement when the required DLR is not carried or not in stock.

2. PROCUREMENT WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When an unserviceable DLR item is turned in to the supply department simultaneously with the submittal of an issue request for a replacement item which currently is NIS or NC, the issue request will be processed in accordance with par. 8310-2. As soon as the skeletonized DD Form 1348-1A has been prepared, the requested replacement item will be requisitioned.

3. REPLACEMENT ITEM REQUIRED PRIOR TO TURN-IN OF UNSERVICEABLE ITEM. When a requested DLR item is NIS or NC and the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the issue request will be processed in accordance with par. 8310-3. The NAVSUP Form 1250-1 will be used to initiate a requisition for the replacement item and the No. 6 copy of the skeletonized DD Form 1348-1A will be attached to the NIS/NC file copies of the issue request for the replacement item. When the requisitioned replacement item is received the responsible department head or work center supervisor will be promptly informed of the requirement for turn-in of the replaced repairable.

4. SUADPS-RT FUNCTIONS (USID A & T). Stock replenishment requisitions will cite an advice code of 5X regardless of the reason for the requirement (issue, survey, allowance increase). Allowance Type Code 1 DLR items will be stocked based on a fixed allowance established by the inventory manager and will not be increased based on the POS or DBI criteria used by demand history processing. DTO requisitions produced as a result of NIS or NC requirements received from work centers and supported units will be assigned the applicable advice code from par 8303. Depending on the advice code, internal SUADPS-RT processing will occur as follows:

a. If an exchange advice code was cited by the customer, an issue reporting record (DI B7A) will be prepared and added to the Financial Holding File when the material is received.

b. A record will be added to the Repairables Tracking File to monitor carcass tracking and billing for exchange advice-coded requisitions.

5. RSUPPLY FUNCTIONS (USID C & M).

➔ a. Stock Replenishment. Stock replenishment requisitions will be initiated for material issued from stock on non-exchange coded requisitions, a BCM returned from AIMD when a replacement has been issued from stock, and when stock material is expended by survey. Aviation activities have the capability of deferring (due to inventory in process, allowances being revised, etc.) rather than releasing or canceling stock replenishment exchange advice-coded requisitions that are awaiting release on the Requisition Release Outgoing Transactions. This includes requisitions generated by automatic reorder. Deferrals are accomplished by selecting “Cancel” on the Review Requisition for Release Screen. When the decision to reorder a previously deferred DLR requisition is made, an Automatic Reorder (Repairable Include Option) must be scheduled. Each deferred item will apperar on the reorder with a newly assigned document number (see the RSUPPLY Force Level Procedures Manual, Logistics Subsystem).

b. Automatic Reorder For AVCAL/COSAL/QCOSAL Increases. The Automatic Reorder Function (AVCAL/COSAL/QCOSAL Increase option, RSUPPLY Force Level Procedures Manual, Inventory Management Subsystem) will generate AVCAL/COSAL/QCOSAL authorized range and depth increase requisitions. To ensure material delivery and financial processing, automatic reorder output will be reviewed to ascertain that:

(1) Routing identifier indicates NAVICP PHIL for AVCAL increases and the NAVICP MECH COSAL/QCOSAL processing point NAVSEA TOB Routing Identifier (NUV) for COSAL/QCOSAL increases.

(2) Advice code indicates a non-exchange (5D) advice code.

(3) Fund code indicates either Y6 (APA) or QZ (APN 7 _ COG) funding sources for AVCAL increases and V0 funding sources for COSAL/QCOSAL increases. The NAVICP COSAL processing point will complete funding data for COSAL/QCOSAL increases.

(4) Demand code indicates nonrecurring demand (see Appendix 8E).

(5) Project code indicates range or depth allowance quantity increases (see Appendix 6).

➔ c. DTO Requisitions. DTO requisitions will be prepared from NALCOMIS/OMMS-NG when the requested material is NC or NIS (verified by storeroom action) and the repairable cannot be made RFI by the AIMD or IMA.

(1) BCM-EXREP. When a NRFI NC or NIS item is returned BCM from the AIMD or IMA, BCM-EXREP Option will be selected from the Return From AIMD Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) and the carcass turn-in transaction will be entered. This transaction will post the turn-in transaction to the RTF, create a requisition on the THF for review and release, and produce a shipping document. Selection of the BCM-EXREP option will produce a higher priority requisition than the BCM Return Option.

➔ (2) Remain In Place (RIP). When the MRI contains a RIP Advice Code for NC or NIS material, NALCOMIS will create an exchange advice-coded requisition and will interface the transaction to RSUPPLY. When the RFI item is received, it will be turned over to the ordering department to allow replacement of the NRFI carcass which will be turned in to AIMD or IMA. The carcass will be turned in to shore regardless of the condition (RFI or NRFI) when returned to supply from AIMD or IMA.

➔ (3) Non-exchange Advice-Coded Carcass. When the NALCOMIS requisition indicates a non-exchange advice code and the item is NIS or NC, NALCOMIS will generate a requisition. Financial charges will be made at standard price.

8306 CENTRALIZED STORAGE

DLR items will be stored in a single or group of centralized storerooms with a custodian specifically assigned. The designated custodian will be responsible for the movement of all material in and out of the designated storage space. An alternate custodian will also be identified to provide access to DLR storage areas when the primary custodian is unavailable.

8307 TRANSFERS

1. GENERAL. Transfers of DLR items will be processed as described in Chapter 5. Turn-in of the NRFI repairable is the responsibility of the receiving activity and all follow-up carcass tracking by the inventory manager will be directed to the receiving UIC.

2. SUADPS-RT/RSUPPLY FUNCTIONS. When a DLR transfer is processed through SUADPS-RT, a stock replenishment requisition is automatically prepared and held in the Transaction Holding File pending review and release processing. Additionally, a carcass tracking record (DI B7A) will be created and added to the Financial Holding File pending monthly financial processing and preparation of the DLR Carcass Report. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via “Initiate Requisitions”. RSUPPLY does not automatically reorder any DLR material after an issue, loss, survey, or offload.

8308 CASH SALES

Cash sales of DLR items will be processed in accordance with pars 5040-5049 (pars 5300 for SUADPS-RT activities). NSA items will be charged to the receiving activity at the standard price. Carcass tracking is not performed for DLR items sold. Advice code 54 with an end use fund code will be used. For SUADPS-RT activities a stock replenishment requisition will be automatically prepared and held in the Transaction Holding File pending review and release processing. RSUPPLY units will have to either run an automatic reorder for repairables, or interactively reorder the replenishments via “Initiate Requisitions”.

8309 TURN-IN OF RFI DEPOT LEVEL REPAIRABLES

1. GENERAL. Excess ready-for-issue repairables will be turned in to the nearest stock point at the earliest opportunity. They will be shipped in their original shipping container or properly packed to prevent damage during handling and transit, and all old shipping labels will be removed. Components must be accompanied by service record cards/log books when applicable.

2. OFFLOAD FOR AVCAL/COSAL DECREASES (RSUPPLY USID C AND M). DLR offload documents and listings produced in response to COSAL or AVCAL range and depth decreases will be reviewed for specific data entries as follows:

a. Document Identifier. APA and 0 _ cog and 7 _ cog items will indicate D6K.

b. Fund Code. APA and 0 _ cog items will indicate Y6 and 7R cog items will indicate QZ. All-other 7 _ cog items will indicate the JZ fund code for afloat units and the AFM fund code for Marine aircraft groups.

c. Signal Code (CC=51). All 7 _ cog items will indicate an “A” (see appendix 8).

d. Supply Condition Code (CC=71). All 7 _ cog items will indicate A (see Appendix 10Q).

e. Material Management Code (CC=72). All 7 _ cog items will indicate a C (see Appendix 17).

8310 ISSUES

1. GENERAL. The issue of DLR items will be accomplished on a one-for-one exchange basis. Each issue request for a DLR must be identified as such by the entry of the applicable MCC and by the notation “DLR item” in the remarks block of the issue document.

2. ISSUE WITH SIMULTANEOUS EXCHANGE OF UNSERVICEABLE ITEM. When a DLR item is issued from stock and the departmental turn-in of the unserviceable item is received at the same time that the replacement item is issued, the issuing storekeeper will enter the notation “TURN-IN REC’D” and his signature in block 29 of the DD Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the

"receipt" yellow copy of the NAVSUP Form 1250-1 to the requester and the remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. If a procurement action tickler file is maintained (see par. 6188-8) and stock replenishment is required, the stock records storekeeper must prepare an additional yellow copy of the NAVSUP Form 1250-1 for the procurement action tickler file.

3. ISSUE WHEN UNSERVICEABLE ITEMS CANNOT BE TURNED IN UNTIL REPLACED. When a DLR item is issued from stock and the unserviceable item cannot be removed from an equipment or system until the replacement item is available for installation, the issuing storekeeper will enter the notation "RIP ITEM" "TURN-IN NOT REC'D" in data block 29 of the NAVSUP Form 1250-1. After the required entries (see par. 6207-3) have been made, the issuing storekeeper will give the yellow copy of the NAVSUP Form 1250-1 to the requester, with instructions to return it with the departmental turn-in of the unserviceable repairable when it has been replaced. The remaining copies of the NAVSUP Form 1250-1 will be forwarded to the DLR storekeeper for the DLR suspense file. When the unserviceable repairable is received, the recipient storekeeper will enter his signature in data block 29, and delete the word "NOT" from the previously entered notation "TURN-IN NOT REC'D" on the accompanying yellow copy of the NAVSUP Form 1250-1 which was used to issue the replacement item. The "receipt" copy will then be returned to the person who made the turn-in. The No. 6 copy of the skeletonized DD Form 1348-1A will be annotated "TURN-IN REC'D", signed, dated (in data blocks FF-GG), then returned to the DLR storekeeper for further processing and shipment.

4. REPLACED DLR ITEMS MISSING OR DESTROYED. When a DLR item is requested to replace an item that is declared to be missing or destroyed, turn-in of the replaced item cannot be expected. In such circumstances, the notation "DLR ITEM TO BE REPLACED IS MISSING" or "DLR ITEM TO BE REPLACED IS DESTROYED" and the department head's signature must be included in data block 29 of the NAVSUP Form 1250-1 for the replacement item. When the appropriate notation and certification are provided, the issue request will be processed in the usual manner. In addition, a Financial Liability Investigation of Property Loss (DD Form 200) (see par. 5127), initiated by the responsible department head, will be submitted with the NAVSUP Form 1250-1 to account for missing or destroyed DLR items.

5. DLR SUSPENSE FILE. A suspense file, captioned "DLR SUSPENSE FILE", will be maintained by the DLR storekeeper for the control of replaced DLR items. The DLR suspense file will contain skeletonized DD Forms 1348-1A which are prepared for prospective shipments of unserviceable DLR items expected to be turned into the supply department in exchange for new items issued. The skeletonized DD Forms 1348-1A will be filed in work center code (WCC) sequence and will be used as ticklers to ensure that departmental turn-ins of replaced DLR items are received and shipped to the nearest ATAC HUB or NODE.

6. SUADPS-RT FUNCTIONS (USID A & T). Upon processing a DLR issue in SUADPS-RT, the following will occur:

a. A record will be established in the Repairables Tracking File and the carcass outstanding quantity field will be set equal to the issue quantity (this will normally be one) when an exchange advice code is assigned.

b. A stock replenishment requisition record will be created in the Transaction Holding File for review and release processing.

c. An issue reporting record (DI B7A) will be produced and added to the Financial Holding File pending monthly financial processing when the item issued requires carcass tracking (7 _ cognizance symbol items).

7. RSUPPLY FUNCTIONS (USID C & M). Upon processing a DLR issue in NALCOMIS, the following will occur:

➔ a. Whenever repair is to be attempted on an NRFI carcass and a stock issue is made, the NRFI carcass will be turned in to the repair facility (AIMD or IMA) and RSUPPLY will reduce the Stock Item Table (SIT) onhand quantity and increase the SIT NRFI quantity through the NALCOMIS generated DI X30 via the Electronic Interface.

➔ b. If the item is returned from AIMD or IMA in RFI condition, NALCOMIS will create DI X22 via the Electronic Interface. This RFI return transaction will increase the SIT onhand quantity and reduce the NRFI quantity.

➔ c. When repair is not to be attempted for an NRFI item or when the item is Beyond Capable Maintenance (BCM), and a stock issue is made, NALCOMIS will create DI X31 to decrease the SIT onhand quantity. DI A0_ s, both internal and external, are created to replenish stock and establish due-in quantities in the Active Requisition Table (ART). DI X22 and D6R are created to reduce the NRFI quantity and temporarily turn off carcass tracking.

8. RFI EXREP ITEMS (RSUPPLY USID C AND M ACTIVITIES). Items returned from AIMD which are being returned to the user are processed through NALCOMIS. No other entries are required to complete an RFI EXREP transaction.

8311 CARCASS TURN-IN PROCEDURES

1. GENERAL. When possible, an unserviceable DLR item will be turned in to the supply department at the same time that the replacement item is issued. If the unserviceable item cannot be removed from an equipment or system until a replacement item is available for installation, the unserviceable item will be turned in to the supply department within one working day after the replacement item is issued or received for direct turnover.

2. CANNIBALIZATION OF PARTS. Unserviceable DLR items held by the supply department pending shipment to the DOP will not be cannibalized for parts except for NORS/ANORS/ NMCS/ANMCS/PMCS/BROAD ARROW requirements. Although cannibalization of certain parts for possible use in the future may satisfy an occasional requirement, it greatly extends the turn-around time for the unserviceable repairable and consequently leads to serious shortages in the supply system.

3. SUADPS-RT FUNCTIONS.

a. NRFI DLRs Turned In. For turn-in from an activity department or supported unit (DI X22), SUADPS-RT processing of NRFI repairable turn-in items is accessed by selecting the Carcass Tracking Option from the main receiving menu and then the Carcass Turn-in Option from the carcass tracking menu. The carcass tracking programming is extensive and allows the activity to follow each repairable issue or requisition through the replacement and billing cycle. The carcass transaction screens allow for input of turn-ins, follow-ups, and billing transactions. Detailed terminal input requirements are contained in the SUADPS-RT Support Procedures Manual, Volume II, Chapter 5. This procedure is not applicable to RSUPPLY (USID C and M) activities for material that is a local repair cycle asset (LRCA). For DLRs turned in by non-supported units see par. 8321-2.

c. SUADPS-RT Detail List Of DLRs. The Detail List of DLRs produced by the SUADPS-RT DLR Print Function (DI 054) (see SUADPS-RT Support Procedures, Volume II, Chapter 4) provides a printed listing of records in the Repairables Tracking File (RTF) in three parts (see sample listing Appendix 15). Part 1 will contain those RTF records matching the selection criteria used for material requiring carcass tracking (7 _ COG symbol DLRs). Part 2 of the report will list records for items requiring NRFI turn-in but that are not included in the carcass tracking system (APA items). Part 3 (USID C & M only) is a list of requisitions which have been deferred for DLR stock replenishment. A listing of outstanding DLR records should be printed weekly to ensure that NRFI repairables are being received and shipped to repair activities. Complete listings of the RTF will be produced as necessary in accordance with local requirements. The report will be reviewed and action taken to identify, obtain, and turn in NRFI DLR items that are still outstanding. Items determined to be previously shipped will be recorded in the RTF using the procedures contained in par. 8330-2. The following options are available when using the DLR Print Function:

a. All Records - a listing of all records on the RTF may be produced.

b. Outstanding Records - the listing may be restricted to only those records for which turn-in data has not been recorded.

c. General Selector - general selector capabilities may be used to restrict the output listing to any category of records that can be identified by data elements contained in the RTF record.

8312 INVENTORY ADJUSTMENTS

1. GAINS. Inventory gains of DLR items in all cases will be subject to the causative research requirements specified in par 5126. Gains determined to be related to a previous loss documented by a DD Form 200 must be processed as a credit survey in accordance with par 5127.

2. LOSSES. Losses of DLR items, regardless of money value, will be documented by an approved DD Form 200 in accordance with par 5127. SUADPS-RT will automatically generate a stock replenishment requisition when the survey action is recorded. The requisition will be added to the Transaction Holding File pending review and release processing.

8313 STOCK RECORDS

1. GENERAL. A stock record is required to be maintained for each Purpose Code (see Appendix 10O) under which a DLR item is stocked; and an appropriate Material Control Code (see Appendix 9I) is a mandatory entry in each stock record. Maintenance of stock records by Supply Condition Code (see Appendix 10Q) is not required of ships. When locator records rather than stock records are used for obtaining item locations, each locator record for a DLR item will include the same Material Control Code as that indicated in the related stock record. Any DLR assets found during a ship's inventory or found at any other time, even if such items are in excess of the ship's requirements will be posted to the ship's official stock records.

8314 FAMILY GROUP MANAGEMENT

➔ 1. GENERAL. The Family Group Management consists of those functions necessary to track aviation repairable items within their established Family Group Code (FGC) and Family Relationship Code (FRC) while maintaining NIIN integrity. This is accomplished by providing total visibility of all assets within a Family Group. Activities are able to query the BMF by FGC, NSN, or Part Number to review current stock posture to include: FGC, AVCAL allowance, all members, and stock/DTO dues.

2. PROCEDURES. The use of this module is optional and is at the discretion of the individual Type Commander. SUADPS-RT Support Procedures, Volume I, Chapter 5 contains the procedures for running and updating the Family Group Management module. The Family Group Code and Family Relationship Code can be updated by the following processes.

a. Interactively. Through a SUADPS or NALCOMIS terminal.

b. AVCAL/REAVCAL. NAVICP PHIL provides Family Group Management data on AVCAL/REAVCAL allowance products.

➔ c. ALT-NIIN Tape. The Alternate NIIN tape process is used to update the RMF-FAMILY-GROUP-CODE and RMF-FAMILY-RELATIONSHIP-CODE. Family Group Management data is provided by NAVICP PHIL via NAVSISA generated tapes. This ALT-NIIN tape will be processed through SUADPS and NALCOMIS (as applicable) as separate actions and not fed electronically. Differences between the SUADPS/NALCOMIS databases will be identified and resolved as a result of the SUADPS/NALCOMIS reconciliation process. RSUPPLY units may run the ALT-NIIN file through the pre-defined job "ALT NIIN".

8315 ALLOWANCES

1. ALLOWANCE LEVELS. Stock levels for DLR items will be based on fixed allowances established by the appropriate inventory manager (ICP) and included in applicable allowance and load lists (COSAL, AVCAL, QCOSAL, TARSLL, FILL). The fixed allowance will identify both the range and depth of items to be carried. For SUADPS-RT USID A and T activities, increases or decreases based on POS or DBI criteria are not authorized except for AT Code 2 or 3 load list items.

➔ 2. ALLOWANCE CHANGES. Depth increases to fixed allowance quantities and all range adds will be requested by submission of NAVSUP Form 1220-2 in accordance with the instructions provided in par 2105. Allowance changes may also be authorized in response to excessive repair time frames as described in the Naval Aviation Maintenance Program (NAMP, OPNAVINST 4790.20). For SUADPS-RT activities, the Fixed Allowance Management Review Report (see par. 6855) and Demand History Processing Reports (see par. 6853) will assist the Supply Officer in identifying DLR items for which allowance increases may be justified. Upon completion of allowance tape processing (see pars 2300-2303) both the automatic reorder (repairables option), the automatic offload program, and a cancellation request for excess stock dues (tailored for DLRs) should be generated. There is no DI 101 in RSUPPLY. Optimized NALCOMIS does include a "Fixed Allowance Analysis" report that can be used to select candidates for ACR's.

8316 INVENTORY

1. GENERAL. Afloat activities will conduct annual inventories of all Depot Level Repairables (DLRs). Upon completion, all DLRs identified as excess will be turned in to the nearest ashore supporting activity.

2. SUADPS-RT/RSUPPLY. When the physical inventory of a depot level repairable results in an inventory loss, a survey record will be established in the Suspense File and will appear on the Suspense Report. Items for which survey suspense records are produced must be thoroughly investigated and a DD Form 200 completed in accordance with pars 5125-5128. When the survey has been approved, the Suspense File survey record will be completed and processed per instructions in the SUADPS-RT Support Procedures, Volume I, Chapter 2 and RSUPPLY Support Procedures Manual.

8317 SUPPLY AND FINANCIAL MANAGEMENT (SFM) PROCEDURES

1. GENERAL. Supply Officers will utilize the following Reports for DLR material as DLR management tools (see Appendix 25 for sample reports):

a. Stock Status Listing, Report 042 supplemental listing for DLR's (based on cog and MCC). This report should be used to follow-up transactions and an inventory of all DLR's

b. Non-RFI DLR Shipment Log, Report 162. This report identifies all Non-RFI DLRs which are awaiting turn-in from the ordering department, awaiting shipment, or both.

c. Carcass Tracking Responses, Report 175. This report lists all carcass tracking responses.

Section II: UNSERVICEABLE DEPOT LEVEL REPAIRABLESS

8320 INTRODUCTION

1. GENERAL. DLR items are procured and managed by the inventory manager on the premise that unserviceable DLR items, when not locally repairable, will be expeditiously shipped to the nearest Advanced Traceability and Control (ATAC) HUB or NODE. It is the responsibility of the afloat Supply Officer to ensure compliance with the procedures contained herein relative to departmental turn-ins. The implementation of a comprehensive and continuous training program for shipboard management of DLR items is strongly recommended. Pertinent information from this publication should be incorporated in a ship's instruction including specific responsibilities of the Supply Officer and other department heads. For inert nuclear weapons material, the DD Form 1348 shall be prepared in accordance with Navy SWOP 100-1A.

8321 SCOPE

1. GENERAL. The procedures contained in this section are prescribed for all ships when other procedures are not specified in pertinent Strategic Systems Programs (SSP) instructions or in the FBM Weapons System Master Repairables Listing (FBM MRIL). Additional procedures required for turn-in of reactor plant components (items assigned Cognizance Symbol 2S and Special Material Identification Code X1) are contained in par. 5079. Materials specifically excluded are as follows:

a. Expendable ordnance materials (cognizance symbols 0T, 2E, 4E, 8E, 2T, 4T, 6T and 8T), which will be handled in accordance with par. 5071 and applicable NAVAIR, NAVSEA or Fleet Commander instructions;

b. Classified/crypto material, which will be handled in accordance with par. 5076;

c. Radioactive material, which will be handled in accordance with par. 5072;

d. Material which is delivered to an Intermediate Maintenance Activity (IMA) for repair and return or exchange in accordance with the Ships 3-M Manual (OPNAVINST 4790.4) or the Naval Aviation Maintenance Program (NAMP) Manual (OPNAVINST 4790.2);

e. Material which a ship undergoing overhaul delivers to an industrial activity for repair and return to the ship.

2. SUADPS-RT/RSUPPLY DLR CARCASS TRANSSHIPMENT. When a MFCS activity receives a DLR carcass from a non-supported unit for transshipment to a DOP or to an ashore stock point for further shipment to the DOP, the transaction will be recorded using the Repairable Carcass Shipment Option from the carcass processing menu (see SUADPS-RT Support Procedures, Volume II, Chapter 5). Repairable carcass shipment entries into SUADPS-RT will generate a DLR Carcass Transshipment Transaction Item Report (D6R) for ICP use and a BC1 shipping document. In RSUPPLY, transshipment of a DLR carcass to a DOP or to an ashore stock point for further shipment is recorded using the Carcass Tracking Screen.

8322 ADVANCE TRACEABILITY AND CONTROL (ATAC)

1. PURPOSE. The ATAC program simplifies the retrograde process. It provides traceability/ accountability, establishes HUBS for centralized Retrograde Processing and NODES for unconsolidated and Transshipment, ensures TIR reporting to the ICP for all retrograde materiel, reduces carcass tracking follow-ups and reduces delays in movement and processing of retrogrades. Other features include accountability by signature control for ashore or in port units and pierside pick-up at major port facilities.

2. EXCLUSIONS. The ATAC system is dedicated to retrograde DLRs returned to the supply system as an exchange for Ready for Issue (RFI) materiel or as turn-ins for credit. It is not to be used to transport or control DLRs moving from Fleet Organizational Level Maintenance Units to Intermediate Level Maintenance Units or to ship DLRs for repair and return. As an example, Light Airborne Multipurpose Systems (LAMPS) DLRs shipped to a Shore Intermediate Maintenance Activity for repair and return are excluded from this program. These DLRs will be shipped to the desired destination utilizing document identifier BMD. Items excluded from the ATAC program will be shipped utilizing the appropriate Transportation Account Code (TAC). Do not use TACs N929 or N935. Credit or exchange DLRs excluded from the ATAC program are:

a. Marine gas turbine engines (Shipboard Propulsion Units);

b. Fleet Ballistic Missile (FBM) components;

c. Classified items;

d. All materiel coded for disposal;

e. Re-distributions;

f. RADIAC equipment (Federal Supply Class (FSC) 6665);

g. Hazardous/flammable items unless properly packaged and certified in accordance with Title 49, Code of Federal Regulations, and NAVSUP P-505;

h. Nuclear Reactor Plant material (Special Material Identification Code (SMIC) X1, X2, X3, X4, and X5);

i. Small Arms (transport in accordance with NAVSUPINST 4600.70A, Chapter 34);

j. 1H, 1R or 3H Cog FLRs with MCC "D";

k. NAVSEA managed material (2F, 2J, 2S cog items);

l. Size/weight exclusions for collocated DSP/DOP (40 foot van, 8000 lbs).

m. Aviation Engineering Investigation Exhibits

3. PROCEDURES. All forces afloat or deployed will:

a. Ensure that document printers are clean and that all documentation is neat and legible.

b. Review the ATAC exclusion items to determine if the DLR is excluded from ATAC processing. Particular attention must be paid to classified, hazardous and flammable items.

c. Prepare and distribute DD Form 1348-1A turn-in document in accordance with par. 8323.

d. Review the MRIL section of FEDLOG for each DLR NSN. It will identify security items, SRC card requirements, special container utilization requirements and other pertinent data.

e. Disregard the FEDLOG entries for "SHPG" and "MPD". The "SHPG" code will be the Unit Identification Code (UIC) of the HUB to which the DLR will be shipped (N68620 for east coast or N46433 for west coast)

4. ATLANTIC AND MEDITERRANEAN FLEET UNITS. The address in the "SHIP TO" block of the DD Form 1348-1A will be the nearest HUB or NODE. Disregard the address in FEDLOG. Mailable DLRs will be sent via certified mail. For Atlantic and Mediterranean Fleet units the use of Postal procedures requirements such as "DOD Official Intra-theater Mail" (i.e. moving between military post offices) is authorized. DLR freight may be offloaded at any Naval facility which provides transshipment services to the HUB/NODE.

5. PACIFIC AND WESTERN PACIFIC FLEET UNITS. Fleet units in the Western Pacific (WESTPAC) must continue to review the "SHPG CODE" entry in the MRIL portion of FEDLOG to determine repairability of DLRs in WESTPAC. DLRs with "SHPG CODE" entries of N00651, N62649 or N61119 will be shipped to the appropriate destination. Mailable DLRs not repairable in WESTPAC will be sent via certified mail directly to the Processing HUB at FISC San Diego. DLR freight may be off-loaded at any naval facility which provides transshipment services to the HUB/NODE. Freight will be consigned to:

Fleet units in the Indian Ocean:	All other WESTPAC Fleet units:
➔ ATAC Navy DLR Agent (N3310A) Naval AMC Air Terminal Aradous Hwy Muharraq, Bahrain	ATAC DLR Agent (N46433) NAS North Island Det. Bldg. 661, Augusta Lane San Diego, CA 92135-7092

6. PREPARATION OF DLR ITEMS FOR TURN-IN

a. Pack or crate in accordance with NAVSUP P-700. Assure maximum utilization of reusable containers identified in the FEDLOG MRIL. Package retrograde to prevent damage.

b. Attach DD Form 1348-1A to the package.

c. Enclose SRC card/Logbook, if required, in the container with the retrograde.

d. Enclose VIDS/MAF form, if required, in the container with the retrograde.

e. Enclose pre-printed ATAC mailing or shipping label. If a label is not available, ensure that the DLR is addressed to the nearest HUB/NODE.

7. SHIPMENT OF DLR TO HUB/NODE. When an item is ready for shipment, it should be sent to the nearest HUB/NODE via the most expeditious means available. Addresses for HUBS/NODEs are as follows:

ATAC HUB ADDRESSES

ATAC DLR Agent (N68620)
406 B Street, Bldg. SP237
NAS Norfolk, VA 23511-4290
Phone: 757 440-1452

ATAC DLR Agent (N46433)
NAS North Island Det
Bldg. 661, Augusta Lane
San Diego, CA 92135-7092
Phone: 619 435-4147

ATAC NODE ADDRESSES

➔ ATAC Navy DLR Agent (N3310A)
Naval AMC Air Terminal
Aradous Hwy
Muharraq, Bahrain
Phone: 011-97-372-9533
DSN: 318-439-9533

ATAC Navy DLR Agent (N3054A)
Yokota Air Base, Bldg 79
FPO AP 96328-5109
Phone: 011-81-468-26-1911

ATAC DLR Agent (N3117B)
700 Avenger Ave, Bldg 140
NAS Lemoore, CA 92324
Phone: 209 998-6212

ATAC DLR Agent (N3307A)
Bldg 110, Door 2, Yorktown St.
NAS Jacksonville, FL 32212
Phone: 904 777-0206

ATAC DLR Agent (N3308A)
Bldg 3581, STE 1, 690 Carlos Road
NAS Pensacola, FL 32507
Phone: 904 453-8577

ATAC DLR Agent (N3305A)
Bldg 1016 Dwy E
MCAS Cherry Point, NC 28533
Phone: 252 466-6828
DSN 582-6828

ATAC Navy DLR Agent (N3309A)
Naval Air Station
Air Cargo Terminal
NAS-II, Sigonella, IT
FPO AE 09627-0825
Phone: 011-39-095-5554
DSN: 314-624-5554

Navy DLR Agent (N3116B)
FISC Pearl Harbor, Bldg 451K
N. Hampton Avenue
Pearl Harbor, HI 96860
Phone: 808 422-5231

ATAC DLR Agent (N3118B)
467 W St, Bldg 288
West Door Farragat Gate
Puget Sound Naval Shipyard
Bremerton, WA 98310
Phone: 360 476-7999

ATAC DLR Agent (N3055B)
Supply Bldg 611, Itami Ave
MCAS Beaufort, SC 29904
Phone: 843 228-7162
DSN 335-7162

8323 SHIPMENT DOCUMENT

1. DISPOSITION INSTRUCTIONS. The FEDLOG MRIL and FBM MRIL each indicate the DSP/DOP (i.e., Navy activity, contractor, or inter service repair facility), as well as the security classification of each item and the Movement Priority Designator (MPD) authorized to be cited in applicable transfer documents. Unserviceable DLR items must be shipped to the nearest ATAC HUB or NODE (if not an ATAC exclusion DLR), not to the inventory manager. Disposition instructions for unserviceable FBM DLR items (cognizance symbols 2P, 2X, 4P, 4X, 6A, 6H, 6P, 6X, 8H, 8P, and 8X) held by FBM activities also are contained in NAVICPINST 4423.39. To ensure proper consignment of ATAC exclusion DLR items, it is mandatory that the appropriate repair list (and NAVICPINST 4423.39, if FBM repairables are to be shipped) be carefully checked prior to preparation of the shipment document. However, except in unusual circumstances (as determined by the cognizant Type Commander), all shipments of unserviceable DLR items held by submarines will be accomplished by or via the supporting tender. The activity listed in the FEDLOG MRIL may be the designated support point for the actual repair activity/designated overhaul point (e.g. FISC San Diego for NADEP San Diego). Not Ready For Issue (NRFI) DLRs will not be shipped to Defense Reutilization and Marketing Office without specific authority from the item manager which must be cited on the turn-in document.

2. PREPARATION OF DD FORM 1348-1A. Promptly upon receipt of a departmental turn-in of an unserviceable DLR which cannot be locally repaired, the DLR storekeeper will prepare a DD Form 1348-1A (or will complete a previously skeletonized DD Form 1348-1A) for the earliest possible shipment of the unserviceable repairable. For SUADPS-RT activities, completion of the Carcass Turn-In Data Function with response codes A or B will produce a printed shipping document (any other response code will update the RTF but will not produce a printed document). Except for such modifications as may be prescribed in NAVICPINST 4423.39 series applicable to FBM repairables, the prescribed format for preparation of the DD Form 1348-1A is as follows (card columns or data blocks not listed will be left blank):

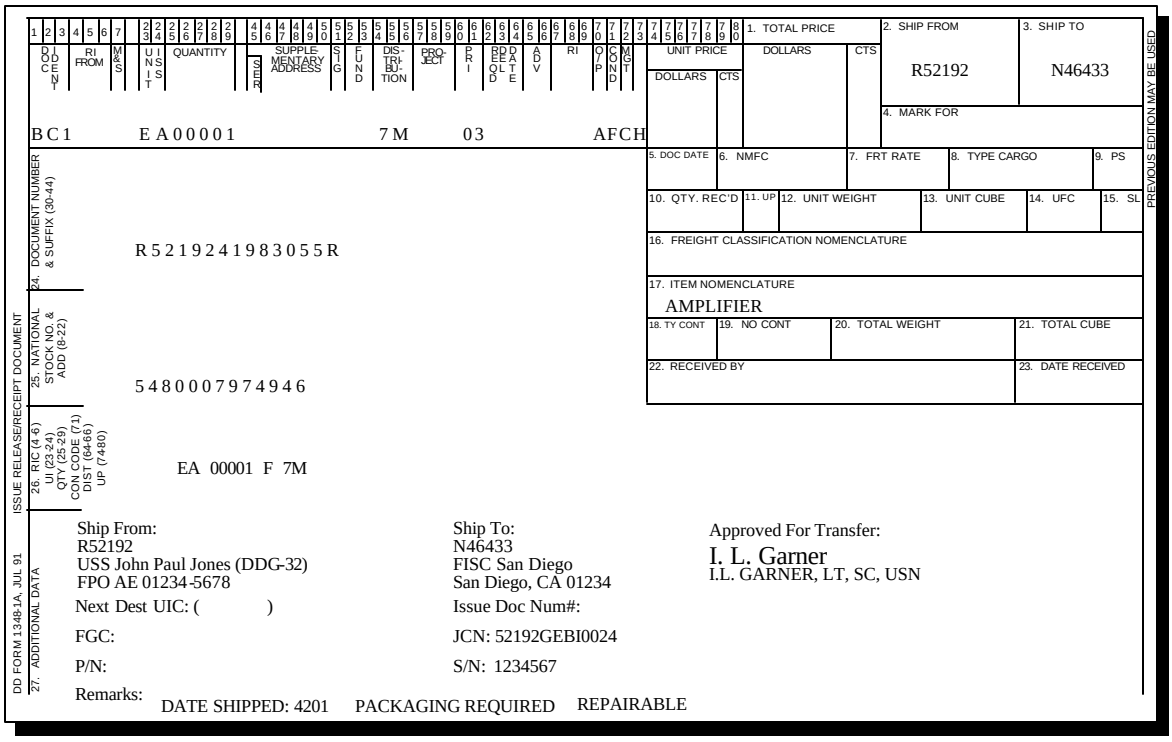
Card Columns	Entry
1-3	“BC1”
23-24	Unit of issue.
25-29	Quantity.
52-53	Enter Fund Code to be credited if required (see cc 72).
55-56	Applicable cognizance symbol.
57-59	Cite project code “ZA6” only if shipped via ATAC.
60-61	MPD authorized for item being shipped (i.e., 03 or 13, as indicated in the FEDLOG MRIL or FBM MRIL) (normally omitted in the skeletonized DD Form 1348-1A).
70	If DLR, enter A for Purpose Code

Card Columns	Entry
71	Appropriate supply condition code (usually F) (see Appendix 10Q.)
72	For DLRs, enter E for exchange or C to identify excess for which credit is desired.
73	MCC E, G, H, Q, or X, as indicated in the FEDLOG MRIL or FBM MRIL.

Data block(s)	Entry
2	Transferring ship's service designator code, UIC, name, and hull number.
3	Service designator code, UIC, and name and address of ATAC HUB for your activity's geographical location (normally omitted in a skeletonized DD Form 1348-1A).
17	Item nomenclature. Also serial number(s) for 2S/X1 NRP material (mandatory entry).
24	Document number of the requisition for the replacement item (i.e., requisition in which advice code 5G, 5R, 5S, 5V, 5Y, 52, 56 is cited) (entry required in a skeletonized DD Form 1348-1A). If such a requisition has not been submitted, enter a document number as indicated in par. 5001. For RSUPPLY USID C and M, the issue document number will be used. For SUADPS-RT USID A and T, the issue document number will be used.
24	"R" suffix code when RFI DLR replacement has been or will be requisitioned from the supply system under the document number cited in cc 30-43. When a replacement has not/will not be requisitioned, leave blank. (Essential to distinguish between the RFI and retrograde shipments moving in the DTS)
25	NSN, including SMIC, if applicable.
➔ 27	Serial Number (S/N) (mandatory entry).
27	If classified, enter "C" for confidential; "S" for secret; "T" for top secret. When a security code is used, all the consignees' copies of the DD Form 1348-1A will be placed inside the container, except when large classified items are shipped, the documentation may remain outside provided that there is a continuous chain of receipts until the material and documentation are turned over to receiving personnel at their destination.
27	Job Control Number (JCN) indicated in related Ship's Maintenance Action Form (OPNAV Form 4790/2K) or Visual Information Display System/Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) when required.
27	Contract number, project order, etc., as indicated in the FEDLOG MRIL or FBM MRIL if ultimate consignee is a commercial or inter service repair activity.

Special Material 8323

Data block(s)	Entry
27	Cite the FEDLOG MRIL specified program and shipment category, i.e. “MAILABLE” or “FREIGHT” (for shipments exceeding postal size/weight restrictions) (normally omitted in a skeletonized DD Form 1348-1A).
27	“PACKAGING REQUIRED” if it is considered that additional packaging by a transshipping activity will be required to prevent damage during subsequent handling and shipment (normally omitted in a skeletonized DD Form 1348-1A).
27	Service designator code, UIC, and name of receiving activity if delivered to another Navy activity for transshipment to the ultimate consignee (normally omitted in a skeletonized DD Form 1348-1A).
27	Julian date of shipment from the transferring ship (normally omitted in a skeletonized DD Form 1348-1A).
27	“Approved for transfer:” and the name, rank/grade, and signature of the person authorized to approve the transfer (see par. 5020) (normally omitted in a skeletonized DD Form 1348-1A).



3. DOCUMENT DISTRIBUTION. Completed DD Forms 1348-1A for shipment of unserviceable DLR items will be distributed as follows:

Copy #	Use
1	Retain for proof of shipment on turn-in, If not using the Fleet Automated Control Tracking System (FACTS) (See par. 8331). File in ship's expenditure invoice file.
3	Attach to unserviceable DLR. This copy must remain with the DLR inside the package or container until it is inducted for repair.
2, 4	If the DLR is unclassified, place in a waterproof plastic envelope securely attached to the outside of the No. 1 shipping container. For classified materiel, attach to the unserviceable DLR together with the No. 1 copy. When large classified items are shipped, the documentation may remain outside provided there is a continuous chain of receipts until the materiel and documentation are turned over to receiving personnel at their destination.
5	The No. 5 copy will be forwarded to the cognizant inventory manager (NAVICP MECH Code 01424/NAVICP PHIL Code MAS2) if the ultimate consignee is a commercial contractor (for 2S Cog/X1 SMIC reactor plant components, the No. 5 copy will be retained for attachment to the NAVSEA letter and forwarded to Commander, Naval Sea Systems Command, Code 08H, Washington, DC 20362).
6	The No. 6 copy will be forwarded via air mail to the cognizant inventory manager if the ultimate consignee is other than a naval shipyard, Fleet and industrial supply center, or an industrial naval air station; or if it is another service repair facility a copy is required in accordance with the FEDLOG MRIL.

8324 PACKAGING AND MARKING

1. GENERAL. Inadequate packaging and careless handling are the principal causes of needless damage to costly DLR items turned-in or shipped to the ATAC HUBs or DSP/DOPs (if an ATAC exclusion item). To reduce the probability of such damage (which adversely affects the supply system availability of repairables required to maintain Fleet readiness) and to provide adequate identification for expeditious handling of unserviceable repairables in each phase of processing, the basic guidelines listed in the following subparagraphs will be followed.

2. MATERIEL PROTECTION. The Navy Packaging Data (NAVSUP P-700), which provides basic shipboard procedures relative to the methods, materiels, and containers for the proper packaging of materiel shipments, will be utilized to the maximum extent possible in preparing turn-in(s) and shipments of unserviceable DLR items. Ships which lack the facilities or materiels to comply fully with instructions in NAVSUP P-700 will ensure that each unserviceable repairable to be shipped is afforded the best protection possible. The packaging of unserviceable DLR items will be accomplished in the following prescribed order of precedence:

a. Use the container (including cushioning and bracing materiel) provided with an issued replacement item. If the cushioning and bracing materiel originally included in the container is no longer available, use on board wrapping, blocking, and/or cushioning materiels which will fill the voids and immobilize the item in the reusable container.

b. If a reusable container or adequate packaging materiels are not available, encase and package the item with on board materiels which afford a level of protection comparable to that provided a new item (NIINs of reusable containers are listed in FEDLOG; however, shipments of unserviceable items will not be delayed solely for the purpose of obtaining proper containers).

c. If neither a suitable container nor adequate packaging materiel is available, use whatever materiel is available to provide the item with as much protection as possible. In such cases, ensure that an entry of “PACKAGING REQUIRED” is entered in data block EE of the applicable D Form 1348-1A, and handle the item carefully until it can be delivered to an ashore supply activity for proper packaging and transshipment to the ATAC HUB or NODE.

3. CAUTION LABELS FOR UNPROTECTED DLR ITEMS. When the DD Form 1348-1A, applicable to the shipment of a DLR item indicates “PACKAGING REQUIRED,” a CAUTION label (NSN 1I 0108-LF-508-4400) will be affixed to the surface of each item. When placing a label on the item, caution should be taken to preclude additional damage incident to removal of the label. One label will be conspicuously affixed to each DLR Item, whether packaged or not packaged, and one label will be affixed to each exterior shipping container. The basic purpose of the CAUTION label is to alert receiving personnel to the fact that the items being shipped are unprotected and must be handled carefully, and adequately packaged prior to transshipment.

CAUTION

REPAIRABLE ITEMS

HANDLE WITH CARE WHILE UNPROTECTED

ADDITIONAL PACKAGING AND CUSHIONING REQUIRED BEFORE ONWARD SHIPMENT

CAUTION

4. UNSERVICEABLE ITEM LABEL. The container used to ship an unserviceable DLR item will be marked “UNSERVICEABLE ITEM”, or it will be affixed with an “UNSERVICEABLE ITEM” label (NSN 9G 7690-00-888-7536).

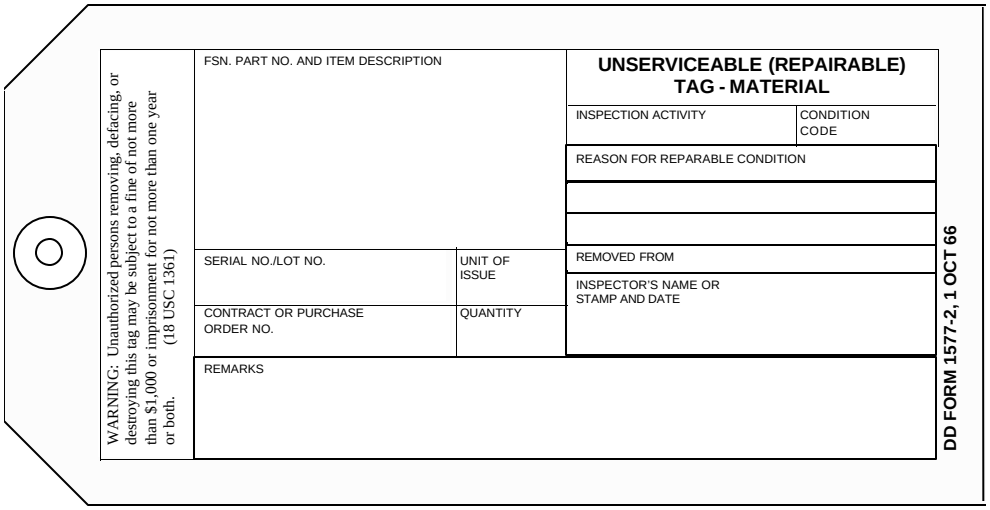
UNSERVICEABLE ITEM

RETURN TO AN AUTHORIZED REPAIR ACTIVITY

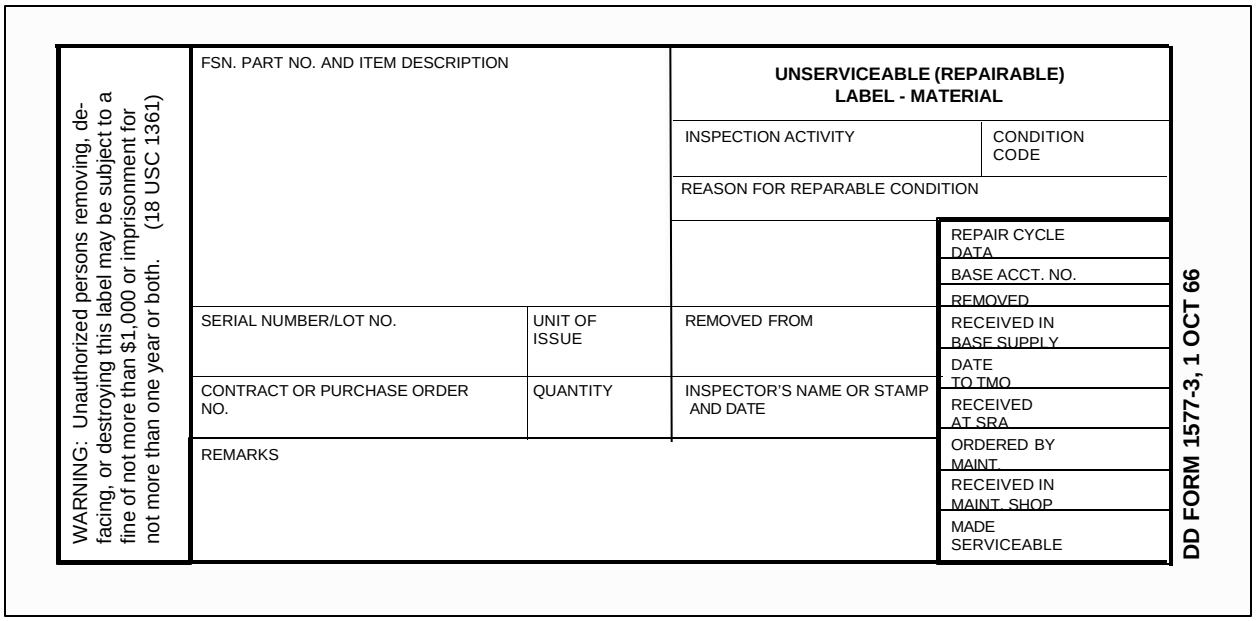
DO NOT USE

5. IDENTIFICATION TAG OR LABEL. An identification tag, DD Form 1577-2, or an identification label, DD Form 1577-3, will be attached securely to each unit of each unserviceable DLR item shipped (e.g., if the quantity indicated in the DD Form 1348-1A is 3 EA, three tags or labels are required, one for each unit). The tag or label need indicate only the cognizance symbol and NSN of the item and the applicable DD Form 1348-1A document number, except that when the item is authorized an MPD of 03 it also will indicate the notation "'RED STRIPE' MATERIAL" (other data blocks in the DD Form 1577-2 or 1577-3 will be completed by the DOP, as required).

IDENTIFICATION TAG (DD FORM 1577-2)



IDENTIFICATION LABEL (DD FORM 1577-3)



6. ACCOMPANYING DOCUMENTS. Accompanying documents required to be attached to each unserviceable DLR item shipped are as follows:

a. The number 2, 3 and 4 copies of the applicable DD Form 1348-1A;

b. One legible copy of the applicable Ship's Maintenance Action Form (OPNAV Form 4790/2K) if the item is related to a maintenance action which is required to be reported in accordance with the Ship's 3-M Manual (OPNAVINST 4790.4 series), Volume II; and the No. 4 (pink) copy of the Visual Information Display System/ Maintenance Action Form (VIDS/MAF) (OPNAV Form 4790/60) as prescribed in the NAMP Manual (OPNAVINST 4790.2 series);

c. The Scheduled Removal Component Card (SRC) (OPNAV Form 4790/28A) for the DLR item when it has an SRC code of "Y" in the MRIL as prescribed in the NAMP Manual. The SRC card shall be placed in a separate shipping envelope and attached to the DLR component. Except for the No. 3 and 4 copy of DD Forms 1348-1A, all accompanying documents must be inside the shipping container.

7. MARKING. The marking instructions and formats applicable to material shipments, as indicated in the Military Standard Marking for Shipment and Storage (MIL-STD-129, as amended) and in the Navy Packaging Data (NAVSUP P-700), will be utilized for guidance in marking shipments of unserviceable DLR items.

8. TURN-IN OF READY FOR ISSUE (RFI) REUSABLE CONTAINERS. Unless otherwise directed the following procedures apply for turn-in of ready for issue reusable containers:

a. When approved disposal instructions directing material turn-in to the DRMO are provided to a field activity, the item should be removed from the Ready For Issue (RFI) container and packaged in the most economical package suitable for transportation to the DRMO, and acceptable to the carrier.

b. Not Ready For Issue (NRFI) Depot Level Repairables (DLRs), with no specific direction to be turned into the DRMO, should be turned into the appropriate Advance Traceability and Control (ATAC) HUB or NODE, in accordance with par. 8322. RFI reusable containers should be used to move NRFI material to the ATAC HUB or NODE, especially if directed to do so by the Master Repairable Item List (MRIL).

c. When it is determined that a Field Level Repairable will move to DRMO, reusable container should not be used.

8325 TURN-IN/SHIPMENT

1. DLR PROCESSING TIME FRAMES. The supply department will document and package unserviceable DLR items within 48 hours of receipt, and when possible, will ship such items within 24 hours after shipments have been prepared. The most advantageous transportation means available should be used i.e., mail, COD, CLF ships, AMC (Air Mobility Command, formerly MAC), or commercial air as appropriate.

2. METHODS OF SHIPMENT

a. Delivery or Pick up. When a ship is in the immediate vicinity of an ATAC Hub or Node, shipments of unserviceable DLR items will be accomplished by a ship's representative delivering the DLR item to the ATAC activity. Local Pick up service is also provided at all ATAC sites except Bahrain, Sigonella, and Yokota. Neither delivery nor pick up will not negate the packing and marking requirements prescribed in par. 8324. Ship's representatives will obtain receipt signature on the DD Form 1348-1A as proof of delivery and for update of ship's records.

b. Mail. If a deployed ship has an unserviceable DLR item which is mailable, properly packaged, and authorized an MPD of 03, the item will be shipped to the ATAC HUB by either registered or certified mail, except when shipment by Fleet freight is more practicable. This will ensure traceability and minimize the possibility of materiel being lost in shipment. If an unserviceable DLR item is not mailable or cannot be packaged properly by the ship, it will be turned-into the nearest ashore supply activity for packaging and transshipment to the nearest ATAC HUB or NODE.

NOTES: DD Form 1387, Military Shipping Label, should be used as the sole means of labeling MILSTRIP DLR retrograde shipments moving via MPO, MPO/USPS, or DTS air/surface freight conveyance. For Mediterranean/Middle East Forces, pre-printed labels may be obtained from the Fleet Repairables Manager (listed below). Fleet customers should refer to the Customer Service Office in all other geographical areas.

Mediterranean/Middle East Forces

Fleet Repairables Manager
Supply Department Code 19F
NAS Sigonella, IT PSC 812
FPO AE 09627-0812
DSN: 624-5261/2/3/4, Comm: 39-95-86 (+ 4 digit ext)
FAX: 624-5990 or 011-39-95-86-5990

c. Other Methods. Other methods which should be used, when considered practicable or expedient, for transporting unserviceable DLR items to the ATAC HUB or NODE or a transshipping activity include:

(1) Carrier On board Delivery (COD) aircraft, when available to a ship which is operating within COD aircraft range of an ashore supply activity;

(2) Other deployed Navy ships which are returning to CONUS or to an overseas port at which an appropriate ATAC NODE or transshipping activity is located.

d. Signatures. Signatures identifying the custody transfer of shipped DLRs should be obtained whenever it is feasible to do so.

3. MULTI ITEM SHIPMENTS. Normally, unserviceable DLR items will be unit packaged and shipped within 72 hours of receipt from departmental work centers. However, when operating conditions preclude shipment of unmailable or inadequately packaged items within the prescribed time frame, the items will be collected in a single supply department storage area and held for a consolidated shipment to an appropriate ATAC HUB or NODE or transshipping activity at the earliest opportunity. For such multi item shipments, the materiel will be batched and segregated as follows:

a. Segregate items in accordance with authorized MPDs (i.e., 03 or 13);

b. Segregate items requiring transshipment from those which do not;

c. Segregate items adequately packaged for transshipment from those that require additional packaging;

d. Ensure that the entire quantity of a single line item is in the same container (or is otherwise consolidated);

e. Ensure that heavy durable items and lighter delicate items are not included in the same container.

Section III: CARCASS TRACKING

8330 INTRODUCTION

1. GENERAL. The DLR Carcass Tracking System is the Navy's program that provides inventory managers with the means to monitor the flow of NRFI repairables from end-users through the Retrograde Pipeline and repair cycle and subsequent return to supply system stock. When activities have requisitioned DLR items using advice codes 5G, 5R, 5S, 5V, 5Y, 52 or 56 they are required to turn a NRFI carcass in to the supply system. When the ICP receives notice that a DLR was issued, an outstanding carcass file is annotated. Until a transaction item report (TIR) is received indicating carcass receipt, the ICP keeps the file open and continues searching for the asset. Lack of a valid proof of shipment may result in carcass charges.

2. SUADPS-RT FUNCTIONS. SUADPS-RT activities provide direct input to the carcass tracking system for 7 _ cognizance symbol NSA repairables only. APA repairable items must be returned to the designated overhaul activity when they become unserviceable. Input into the carcass tracking system is provided by stock points, overhaul activities, and inventory managers via a system of transaction item reports (TIRs). The SUADPS-RT Carcass Turn-In Data Function (see SUADPS-RT Support Procedures, Volume II, Chapter 5) will be used to record and report to the inventory manager the shipment of a DLR NRFI item. SUADPS-RT will record the turn-in data in the Repairables Tracking File and produce a DD Form 1348-1A shipping document, turn-in reporting record and, if different document numbers are involved (response code B), an advance follow-up response record.

3. SUADPS-RT DLR CARCASS TRACKING REPORT (RPT 058). This report provides DLR issue and NRFI carcass turn-in data to the ICP for input to carcass tracking systems. The report is produced monthly as an output from end-of-the-month financial processing and is divided into two sections: NAVICP MECH and NAVICP PHIL. Each report section consists of a magnetic tape and a card image listing of the records included on each tape (see sample listing Appendix 15). The printed listings will be retained in a separate file for internal audit purposes. The magnetic tape will be properly labeled ("NAVICP MECH DLR TAPE" or "NAVICP PHIL AVDLR TAPE" as appropriate), packaged, and mailed to the ICP at the appropriate address listed below. Negative reports will be submitted to the ICP via message.

Commanding Officer
Naval Inventory Control Point (Code 04211)
P.0. Box 2020
Mechanicsburg, PA 17055

Commanding Officer
Naval Inventory Control Point
700 Robbins Ave
Philadelphia, PA 19111

8331 FLEET AUTOMATED CONTROL TRACKING SYSTEM (FACTS)

1. PURPOSE. FACTS facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system. FACTS employs Electronic Data Interchange (EDI) transactions to notify NAVICP of the turn-in (D6R), to report the shipment of the retrograde material by the shipper, and to report the receipt/transshipment of the retrograde material by the intermediate transshipping activity. NAVICP will use this shipping and transshipping information to track the material through the retrograde pipeline without burdening the shipper/transshipper activities with follow-ups and queries. If used properly, it will eliminate most of the BK_ transactions and serve as a valid Proof of Shipment (POS).

2. SCOPE. FACTS is being implemented at afloat and select ashore activities. It includes both Not Ready For Issue (NRFI) assets and Ready For Issue (RFI) assets that were NRFI, but repaired in the Fleet prior to turn-in.

3. BK2 TRANSACTIONS. Under FACTS, certain BK2 transactions will still be required to report specific retrograde information to NAVICP. Specific examples in which BK2 transactions are required are as follows:

a. BK2 "B" will be required to report turn-ins which are made under a document number that is different from that on the exchange requisition or issue.

b. BK2 "F" and "K" will be required to report delays and delays due to deployment.

c. BK2 "H" will be required when an "A" condition asset will be turned-in. This occurs when the NRFI asset is a Remain In Place (RIP) item, that upon receipt of the RFI asset, the NRFI asset will be removed and then repaired at an Intermediate Maintenance Activity.

4. EDIs. Three EDI transactions are associated with FACTS. EDI 527 is the Material Due-In and Receipt transaction, which is basically the D6R Turn-in Notification. EDI 856 is the Ship Notice/Manifest, which replaces the hard copy 1348-1A as the POS. EDI 861 is the Receiving Advice/Acceptance Certificate, which serves as the receipt at a transshipping point.

5. REPORTING PROCEDURES. When the shipper activity (end user) is ready to turn-in an asset, an EDI 527 transaction is submitted. Similar to the D6R, the EDI 527 transaction notifies NAVICP that a turn-in will be made and prevents BK_ transactions from being sent to the shipper activity. Upon shipment of the asset, an EDI 856 transaction is submitted by the shipper activity. As the POS, the EDI 856 stops all further follow-ups/queries to the shipper activity under NAVICP system loss reconciliation process (see par. 8338). Since the EDI 527 and 856 transactions are closely related, they should be submitted within a short time of each other. If the turn-in is made under a document number that is different from the exchange requisition or issue, a valid BK2 "B" response must be submitted to NAVICP prior to or concurrent with the EDI transactions and the actual shipment document number must be included on the EDI 527 and 856 transactions. For FACTS transshipping afloat and ashore activities, an EDI 861 transaction is submitted upon receipt of the asset and an EDI 856 transaction is submitted upon transshipment of the asset. FACTS EDI transaction must be submitted within allowable timeframes (see par. 8332). Delayed submission of the EDI 527 transaction could result in receipt of a BK1 from NAVICP and delayed submission of the EDI 856 transaction could result in a system loss query and possible carcass bill to the shipper (see par. 8338).

6. FOLLOW-UP PROCEDURES. If the EDI 527 transaction is not received by NAVICP within the allowable turn-in timeframe (see par. 8332) a BK1 follow-up will be sent to the shipper activity. The shipper activity should respond with an EDI 527 transaction and if the material has already been shipped, the activity should also submit an EDI 856 transaction. A valid BK2 response is also required if the turn-in will be delayed or was made under a different document number. If the EDI 527 and 856 transactions had already been submitted, submit duplicate EDI transactions and notify NAVICP Carcass Tracking Section who will research the reason for non-receipt. If an EDI 527 transaction is submitted/received, but the EDI 856 transaction is not received with 30 days of the EDI 527 transaction and the material is not reported as received with a D6A receipt TIR, the shipper activity could receive a follow-up query under NAVICP system loss reconciliation process. The shipper activity should verify that the material has been shipped and, if so, submit an EDI 856 transaction. If the EDI 856 transaction had been submitted previously, submit a duplicate EDI 856 and notify NAVICP. If the turn-in will be delayed or if no turn-in will be made (asset was lost), an appropriate BK2 should be submitted to NAVICP.

7. PROPER USE OF FACTS. The primary focus of FACTS is to promote the timely turn-in and rapid movement of retrograde material through the retrograde pipeline to ensure a continuous availability of carcasses for repair. If carcasses are lost, procurement may have to be made to replace the lost carcasses consuming scarce resources. To be a successful tool for managing the retrograde turn-in pipeline, users of FACTS must do the following:

a. Install the latest version of FACTS and maintain the software with the latest updates.

b. Ensure that all EDI transactions are accurate and submitted within required timeframes (see par. 8332). To serve as a valid POS, the EDI 856 transaction must be completed properly will <u>all</u> of the shipping information applicable to the selected mode of shipment as prompted by the FACTS shipment mode screen.

c. Ensure that FACTS EDI transactions are executed correctly and that retrograde material is shipped in compliance with FACTS policies and procedures. NAVICP will monitor EDI 527 and 856 transactions and associated ATAC Node/HUB receipt dates to ensure maximum return of carcasses. Patterns will be investigated by NAVICP with assistance from the TYCOMs.

d. Use BK2 responses to relay specific information to NAVICP.

e. Make timely responses to BK1 follow-ups, if any are received, and notify NAVICP if prior EDI submissions were submitted, but not received.

f. Ensure that the retrograde item in the container matches the documentation in the EDI 527 transaction. If the NIIN differs and is not in the same Family Group Code, the NAVICP will continue to track the item, which could result in a charge to the shipper.

g. Continue using the existing carcass tracking procedures (including BK_ exchanges) for retrograde material turned in prior to FACTS implementation.

8. CRITICAL HIGH-VALUE CARCASSES. On occasion NAVICP will track specific high-value, carcasses-constrained assets with the prolonged procurement lead-times that are not received into the system. In these situations, NAVICP may follow-up with the shipper or transshipper activities to assist in locating these lost critical assets to preclude a procurement and possible shortage in the supply system.

8332 CARCASS TRACKING TIMEFRAMES

➔ 1. BK1 FOLLOW-UP. The time to report a retrograde turn-in or receive a BK1 follow-up from NAVICP if the asset is not received is as follows:

a. For Advice Codes 5G, 5V, and 56, the BK1 is sent 45 days after the requisition/issue date for NAVICP-Mech surface/sub afloat and ashore and NAVICP-Phil aviation afloat and ashore.

b. For Advice Codes 5R, 5S, 5Y, and 52, the BK1 is sent 45 days after the Julian Date of the RFI issue from the Stock Point for NAVICP-Mech surface/sub afloat and ashore and NAVICP-Phil aviation afloat and ashore.

c. For Navy Working Capital Fund (NWCF) activities, W-Purpose code material, carcass tracking begins upon receipt at NAVICP of the D7_ Issue Report TIR from the end user when there is a Beyond Capability of Maintenance (BCM) action. As a result, for Advice Codes 5G, 5V, and 56 and Advice Codes 5R, 5S, 5Y, and 52, the BK1 follow-up is sent 45 days after receipt of the D7_ Issue Report TIR at NAVICP.

d. Non-FACTS users must turn in retrograde material and submit a D6R or valid BK2 within the above timeframes to avoid receiving a BK1.

e. FACTS users must turn in retrograde material and submit EDI transactions 527 and 856 plus any applicable, valid BK2 (see par. 8331) within the above timeframes to avoid receiving a BK1.

2. RESPONSE TO BK1 FOLLOW-UP. The time to respond to the BK1 follow-up or receive a BK3 billing notification is as follows:

a. NAVICP-Mech surface/sub afloat and ashore – 21 days, NAVICP-Phil aviation afloat and ashore – 21 days.

b. For non-FACTS activities, a valid BK2 response must be submitted.

c. For activities employing FACTS, EDI transactions 527 and 856 plus any applicable, valid BK2 (see par. 8331) must be submitted within the above timeframe to avoid receiving a BK3.

3. BK3 BILLING NOTICE TO GENERATION OF BILL. The time between the date of the BK3 billing notification and NAVICP generating a bill is 30 days for both NAVICP-Mech surface/sub afloat and ashore activities and NAVICP-Phil aviation afloat and ashore activities. If the activity was unable to respond to a BK1 carcass tracking follow-up or BKR rejection notice and a BK3 carcass billing notification was received, a billing reversal can be requested from NAVICP. For non-FACTS users, the request can be made to the appropriate NAVICP in a BK2 message format via DAAS. For FACTS users, EDI transactions 527 and 856 should be submitted with any applicable BK2. If the EDI transactions had already been submitted, contact the NAVICP. NAVICP will review the request for billing reversal and determine if the credit is applicable. If so, NAVICP will issue a billing reversal document.

➔ 8333 NOTIFICATION OF RECEIPT OF FACTS EDI527/D6R RECEIPT (BKD)

1. GENERAL. Upon receipt of a FACTS EDI 527 Material Due-In and Receipt/D6R Turn-In Notification, NAVICP will send a BKD transaction to the submitting activity to acknowledge receipt of the EDI 527/D6R transaction. (See Appendix 28 for format.)

➔ 8334 FOLLOW-UP ON NRFI CARCASS (BK1)

1. FOLLOW-UP FORMAT (BK1). Document identifier BK1 DLR shipment follow-up document is submitted by the NAVICP via DAAS to the activity responsible for the NRFI turn-in. The responsible activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK1 follow-up will be received by message in the format specified in Appendix 28.

➔ 8335 RESPONSE TO FOLLOW-UP (BK2)

1. GENERAL. Upon receipt of a “BK1” document the unit must research the status of the turn-in in the retained records. A follow-up response (BK2) must then be submitted in reply to each follow-up (BK1) received. The response will be transmitted to the NAVICP. BK__ documents are authorized for transmission during minimize. DAAS accepts two line messages when the documents to be sent contain more than 66 characters. The messages must be addressed to DAAS DAYTON WRIGHT PATTERSON AFB OH (COMM RI RUEOZNA) and columnar number sequence will be as follows: positions 1-59 of the document will be entered on the first line followed by 1OF2 in positions 60-63; positions 60-80 of the document are entered in positions 1-21 of the second line followed by 2OF2 in positions 22-25. Upon receipt, DAAS converts the two lines into a single 80 column document prior to processing/ transmitting to the ultimate recipient. BK2’s may also be transmitted through SALTS. An example of a BK2 reply message is shown below (see Appendix 28 for format):

```
RTTUZYUW RUFMNSG2124 Ø991Ø42-UUUU--RUEOZNA
ZNR UUUUU
R Ø81Ø42Z APR 96
FM USS JOHN PAUL JONES
TO DAAS DAYTON WRIGHT PATTERSON AFB OH//JJJ//
BT
UNCLAS //NØ4491//
MSGID/GENADMIN/USS JOHN PAUL JONES//
SUBJ/RESPONSE TO FOLLOW-UP//
RMKS/1.
BK2N35(leave 6 spaces Blank)00008349200001R521926200D808N68621BR561926175D81OF2
08961807HEHSC0700R0002OF2
BT
```

➔ 8336 ACCEPTED/REJECTED FOLLOW-UP RESPONSE (BKA/BKR)

1. GENERAL. When a BK2 Response is sent to NAVICP and is accepted as valid, a BKA Acceptance transaction is sent by NAVICP to the BK2 submitting activity. If the BK2 Response contains invalid data, NAVICP will send a BKR Reject transaction containing a Reject Reason Code in position 65 (see appendix 9O for code definitions). The turn-in activity must analyze the reason for the rejection and submit a corrected BK2 Response. If necessary, the turn-in activity may contact the NAVICP-P Carcass Tracking Unit (Code 01511), at DSN 442-4711 for aviation-related issues and NAVICP-M Carcass Tracking Unit (Code 01424), for surface/submarine-related issues at DSN 430-4826. (See Appendix 28 for format.)

➔ 8337 NOTICE OF ADDITIONAL BILLING (BK3)

1. GENERAL. When the NAVICP has not received a BK2 response from an activity within the allowable timeframe or receives a BK2 indicating no turn-in will be made, the NAVICP will process a BK3 document notifying the activity that the difference between the net and standard price will be billed. The BK3 billing notification will have a Reason Code in position 65 advising the recipient why the billing notification was sent. These Reason Codes are defined as follows:

Code	Explanation
A	BK2 received with “C”, “D” or “G” Response Code.
B	BK3 produced due to either non-response to BK1 or no valid BK2/D6R receipt data received.
C	BK3 was generated as a result of a citing “F”, or “K” response code twice.
E	BK3 produced due to receipt of a BK2 “H” response code, but no D6A condition code “A” materiel received.

2. FORMAT. The BK3 billing notification will be transmitted via DAAS to the activity to be billed for the value of the NRFI repairable. The activity will be determined by the Signal Code and the Supplementary Address block of the original requisition. The BK3 will be received by message in the format specified in Appendix 28.

➔ 8338 BILLING REVERSAL (BK4)

1. GENERAL. The NAVICP will process a Document Identifier BK4 notifying an activity that their account will be credited by the difference between the net and standard price. The BK4 will reverse a billing which resulted from a lack of, or invalid response to a carcass follow-up. This reversal will occur only when the customer responds or turns in a carcass after the date that a BK2 response was due and only when the late response/turn-in is accepted.

➔ 8339 NAVICP SYSTEM LOSS RECONCILIATION

1. SYSTEM LOSS TRIGGER. Under the current carcass tracking process, if the turn-in activity submits a D6R or valid BK2 notifying NAVICP of a turn-in, that notification is accepted and the turn-in activity will not receive BK1 follow-ups under carcass tracking. If however, the turned in asset is not received within 30 days at the ATAC as reported to NAVICP with a D6A TIR, NAVICP will follow-up with the ATAC via a BK5 query. A BK6 from the ATAC with a negative response or no response will result in the asset becoming a system loss. Upon triggering as a system loss, NAVICP researches/queries several automated databases files with the objective of locating the lost asset. It should be noted that the ATAC database is not only queried during the system loss reconciliation process, but also several times during the carcass tracking phase.

Part E: FUEL

Section I: GENERAL

8400 INTRODUCTION

The term “fuel”, as used herein, includes fuel oil, gasoline, diesel oil, or other fuel procured for ship’s propulsion, small boat propulsion, auxiliary equipment operation, or steam power generation. It also includes aviation fuels.

8401 FUELS AND LUBRICANTS PUBLICATIONS

1. PETROLEUM MEASUREMENT TABLES. The American Petroleum Institute (API) Manual of Petroleum Measurement Standards (API Standard 540) and the American Society for Testing and Materials (ASTM) Standard D1250 are the accepted Navy standards for computing the volume or weight for bulk deliveries or bulk receipts, issues or transfers of fuels and lubricants.

2. NAVAL SEA SYSTEMS COMMAND (NAVSEA) TECHNICAL MANUALS. The following Naval Sea Technical Manuals (NSTM) provide technical guidance on fuels and lubricants: NSTM Chapter 262 entitled Lubricating Oils, Greases, and Hydraulic Fluids and Lubrication Systems; NSTM Chapter 541 entitled Petroleum Fuel Stowage, Use, and Testing; and NSTM Chapter 542 Gasoline and JP5 Fuel Systems.

3. AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM), STANDARDS ON PETROLEUM PRODUCTS AND LUBRICANTS. The Standards on Petroleum Products and Lubricants of the ASTM is the standard publication for test methods and procedures used by the oil industry in testing petroleum and lubricants.

4. FEDERAL SUPPLY CATALOG FSC GROUP 91 FUEL, LUBRICANTS, OIL AND WAXES. The Federal Supply Catalog, Department of Defense Section, Management List-Navy and identification list for FSC Group 91 identifies items under the inventory control of Naval Operational Logistics Support Center (NOLSC) - Petroleum.

8402 SUADPS-RT/RSUPPLY ACTIVITIES

1. SHIPS PROPULSION FUEL. Ships propulsion fuel will not be taken up in the MFCS records (no BMF record will be established) and the receipt and expenditures will not be input to SUADPS-RT.

2. BULK AVIATION FUEL. Aviation ships (USID C) will account for inventories of aviation fuels in the same manner as for MFCS NSA material. BMF records will be established and all receipt and expenditure transactions will be processed using the appropriate RSUPPLY functions.

3. MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS supporting tanker aircraft will manage bulk aviation cargo fuel loaded into these aircraft as stock material. BMF stock records will be established and receipt and expenditure transactions will be processed using applicable SUADPS-RT programs. Procurement documents will cite the UIC of the MALS and the appropriate MFCS fund code or accounting data.

8403 RECEIVING FUEL

1. GENERAL. Receipts of fuel may be documented on a DD Form 1348, DD Form 1149 or a DD Form 1155. The method of procurement and local procedures from the supply activity ashore will determine which document will be utilized. Upon receipt of fuel the Engineering Officer or his authorized representative (or Aviation Fuels Officer for aviation fuel) will sign as receiving the fuel after entering the arrival time of carrier, commenced pumping time, completed pumping time, departure time, and the quantity actually received on the procurement document. When a signed copy of the receipt document is received by the Supply Officer, it will be processed in the same manner as other receipts for DTO material.

2. SUADPS-RT/RSUPPLY ACTIVITIES. Ship's propulsion fuel is not taken up in the MFCS records, therefore the receipt will not be input to SUADPS-RT/RSUPPLY. The completed receipt will be placed in the Stock Control History File. All aviation fuel (USID C and M) receipts are considered stock receipts. DTO receipts (i.e. aviation fuel purchased during operations) will be processed as MFCS receipts and immediate end use expenditures.

Section II: PROCUREMENT

8410 INTRODUCTION

This section describes requisitioning procedures for bulk fuels and lubricants. Packaged petroleum products will be requisitioned on a DD Form 1348 citing complete MILSTRIP data. The Supply Officer is responsible for obtaining fuel and will make all necessary arrangements with supply activities or contractors.

8411 DETERMINATION OF REQUIREMENTS

1. GENERAL. Accurate estimates of fuel quantities are critical to ensure proper support from issuing activities. In the case of orders made under established contracts or local purchase of fuel, overestimation of fuel requirements may result in significant charges to a ship's OPTAR to reimburse the contractor for "backhauling" excess fuel to the source of supply.

2. SHIP'S PROPULSION FUEL. The engineering officer is responsible for determining ship's propulsion fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. Procurement documents will cite applicable Fleet open allotments.

3. CARGO FUEL. The cargo officer of an oiler is responsible for determining cargo fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired.

4. AVIATION FUELS. The aviation fuel officer of a CVN/CV/LHA/LHD is responsible for determining the aviation fuel requirements. He will advise the Supply Officer of quantities required and the time delivery is desired. For RSUPPLY USID C activities, requisitions or purchase orders will be prepared citing fund code “UZ” and recorded in SUADPS-RT using the Requisition Input Function. USID M activities will not stock aviation fuels except when supporting tanker aircraft (see par. 8402).

8412 SOURCES OF SUPPLY

1. GENERAL. A network of petroleum storage depots and commercial contracts has been established around the world to support U. S. military requirements. In addition, supply officers (commanding officers of ships without supply officers) have authority to locally procure fuel when other sources have not been previously established. Proper identification of the source of fuel supply is required to determine the appropriate ordering, accounting and payment requirements. Fuel support should be obtained from the sources in the priority order as follows:

a. U.S Government Owned Fuel:

(1) Fleet oilers, other Navy ships and MSC tankers,

(2) Naval shore activities, fuel depots and annexes,

(3) Foreign and domestic commercial fuel depots under Defense Energy Support Center (DESC) contract to store and issue U.S. Government owned fuels,

(4) Shore installations of other Service agencies.

b. Foreign Governments Under Fuel Exchange Agreements:

(1) Foreign Naval ships and shore establishments with which the U.S. has fuel exchange agreements;

(2) Foreign commercial sources provided under the provisions of a fuel agreement.

c. Defense Energy Support Center Established Bunker Contracts or Local Procurement:

(1) Commercial supply contracts administered by DESC or local Navy activities;

(2) U.S. commercial ships;

(3) Foreign government shore facilities and ships when the provisions of a fuel exchange agreement do not apply;

(4) Foreign and domestic commercial establishments not under DESC or local Navy contracts;

(5) Foreign commercial ships.

8413 REQUISITIONING FROM U.S. GOVERNMENT SOURCES

1. GENERAL. NAVPETOFFINST 4025.1 (series) provides a complete listing of U.S. Government fuel sources.

2. NAVY SOURCES. Ship's propulsion fuel, bulk aviation fuels and bulk lubricants will be requisitioned from Navy sources on a Requisition and Invoice/Shipping Document (DD Form 1149) completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description.

3. OTHER UNITED STATES SERVICES OR AGENCIES

a. Ships Propulsion Fuel and Lubricants. Ships Propulsion fuel and bulk lubricants will be requisitioned from other United States Military Services or government agencies on a DD Form 1149 completed in accordance with par. 3031-3. To ensure proper inter-fund billing, the supplementary address, signal code and fund code are to be included in Block "B" of the DD Form 1149 below the stock number and product description. Some Services or agencies may additionally require a complete fund cite in Block 4 of the DD Form 1149.

b. Aviation Fuels and Lubricants. Aviation fuels and lubricants procured from Air Force activities and other government sources by pilots on extended flights will be requisitioned in accordance with par. 3332-2.

8414 REQUISITIONING UNDER FUEL EXCHANGE AGREEMENTS

There are several countries with which the U.S. Navy holds bilateral fuel exchange agreements. Receipts of fuel under fuel exchange agreements will be documented on a DD Form 1149. A copy of all fuel exchange agreement receipt documentation will be mailed to DFAS Norfolk, Code: NIBMD, 1837 Morris Street, Suite 1401, Norfolk, VA 23511-3431, immediately after the transaction has occurred. NAVPETOFFINST 4025.1 (Series) provides a listing of bilateral fuel exchange agreements, detailed requisitioning procedures and reporting requirements.

8415 PURCHASE OF SHIPS PROPULSION FUEL

1. ORDERS UNDER CONTRACT. Defense Energy Support Center (DESC) bunker contracts have been established to provide Ships propulsion fuel where U. S. Government owned stocks are unavailable. A variety of fuel types and delivery methods are provided under the bunker contract program. It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. NAVPETOFFINST 4290.1 series, Commercial Contracts for Bunker Fuel, provides contract sources and procedures for the purchase of fuel from domestic and foreign bunker contracts. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchase of fuel from commercial sources under the bunker program will be processed as a charge to the fuels Navy Working Capital Fund (NWCF, formerly NSF or DBOF) account with inter-fund billing to appropriate Fleet Commander. To ensure prompt payment of dealers invoices, the DD Form 1155 will include a complete line of accounting data in accordance with NAVPETOFFINST 4290.1 series and acknowledgment of receipt and acceptance in accordance with par. 8403.

➔ 2. PURCHASE FROM FOREIGN GOVERNMENTS. Ships propulsion fuel can be purchased directly from foreign governments when U.S. Government owned or contracted fuel is not available and the provisions of an active fuel exchange agreement do not apply (see par. 8414). It is the ordering officers responsibility to ensure that the specifications of the product ordered meets equipment and service requirements. Order, receipt and payment for fuel obtained will be processed on the Order for Supplies or Services (DD Form 1155). Purchases of fuel from foreign governments will be processed as a charge to the Fuels Defense Working Capital Fund (DWCF) account with inter-fund billing to appropriate Fleet Commander. To ensure prompt payment of invoices, the DD Form 1155 will include a complete line of accounting data in accordance with COMLANTFLTINST/COMPACFLTINST 4026.1 and acknowledgment of receipt and acceptance in accordance with par. 8403.

3. EMERGENCY PURCHASES

a. Navy Oiler Cargo Fuel. The purchase of cargo fuel on the commercial market by contracting officers is not authorized unless case by case approval has been granted by NOLSC - Petroleum in coordination with the Defense Energy Support Center.

b. Ships Propulsion Fuel. When Ships propulsion fuel (bunkers) cannot be obtained from U.S. Government owned stocks, fuel exchange agreements, mutual support from allied Navies, or Defense Energy Support Center bunker contracts, local purchase (in and out of CONUS) by contracting officers is authorized when all of the following conditions are met:

(1) The contracting officer determines that all legal contracting conditions and requirements are met.

(2) A waiver for the use of a commercial grade of fuel is obtained from 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 NOLSC - Petroleum for contract support.

8416 DEMURRAGE AND DETENTION CHARGES (DDCS) (CONUS)

1. GENERAL. Commercial carriers are routinely used to provide the transportation services required to move fuel from storage locations for delivery to Navy ships and stations. Government bills of lading (GBL) are used to document fuel moved from Government owned fuel stocks. The GBL is prepared by Defense Fuel Region (DFR) offices. Tank truck transportation tariffs generally allow one and one half hours to complete the delivery of fuel to the customer (free time). Barge transportation agreements normally allow a number of hours of free time based on the size of the cargo. Free time begins when the carrier arrives at the delivery point. However, excessive delays in gaining access to the delivery point through host activity check points or restricted areas can result in valid demurrage claims. Time required to complete the delivery in excess to free time is subject to demurrage or detention charges that are payable by the customer unless the excess time is solely caused by the carrier.

2. CERTIFICATION OF DEMURRAGE AND DETENTION CHARGES.

a. Submission of Bills.

(1) Delivery from CONUS Bunker Contract Sources: Commercial carrier claims for demurrage or detention on fuel deliveries under bunker contracts will be forwarded by the carrier to DESC-PHB, 8725 John J. Kingman Road, Ste 2941, Fort Belvoir, VA 22060-6222. DESC will advise the contractor of documentation required when the claim is filed.

(2) Direct Delivery from Government sources:

(a) Commercial carrier claims for demurrage or detention on fuel deliveries arranged by the Defense Energy Support Center or Defense Fuel Regions (other than bunker contracts) are submitted by the carrier to the appropriate DFR Transportation Officer in the following list:

East Coast Virginia North to Maine	Defense Fuel Region - Northeast Building 24-04, McGuire AFB, NJ 08641-5000 Comm: 609 724-3766 DSN: 440-3766 FAX: 609 723-2775 PLAD: DFR NORTHEAST MCGUIRE AFB NJ
East Coast North Carolina South and Gulf Coast	Defense Fuel Region - South Federal Building Room 1213 2320 La Branch, Houston, TX 77004-1091 Comm: 713 750-1883/4/5 DSN: 940-1152/3/4 FAX: 713 654-8010 PLAD; DFR SOUTH HOUSTON TX
West Coast	Defense Fuel Region - West 3171 N. Gaffey Street, San Pedro, CA 90731-1099 Comm: 213 514-6102/3 DSN: 972-3090 FAX: 213 514-6106 PLAD: DFR WEST SAN PEDRO CA
Alaska	Defense Fuel Region - Alaska Elmendorf AFB, Alaska 99506-5000 Comm: 907 552-4650/3760 DSN: 317-552-3760/2857 FAX: 907 753-0517 PLAD: DFR ALASKA ELMENDORF AFB AK

(b) Carrier claims forwarded to the DFRs will consist of the following:

1. Original invoice for demurrage or detention

2. Original Public Voucher for transportation Charges (SF-1113) indicating DFAS San Diego or Norfolk.

3. Supporting documentation to substantiate the claim.

b. Verification of Charges. DESC-PHB/DFR will examine the carrier's bill for accuracy based on the tariff. Adjustments, if applicable, will be made by DESC-PHB/DFR in conjunction with the carrier. DESC-PHB/DFR will ensure that claims clearly indicate whether DDCs were incurred during loading or delivery. The verified bill will be forwarded to the ship, requesting that it be processed in accordance with instruction in subpar c. Only DDCs that occurred at delivery should be sent to the receiving ship.

c. Responsibility for Payment of DDCs. The Government is liable for DDCs unless the receiving ship can clearly demonstrate that the demurrage or detention was caused solely by the carrier. DDCs resulting from delays at the shipping and loading point are the responsibility of the receiving ship. The Supply Officer should carefully review DDC documentation to ensure that DDCs are the result of delays on delivery.

(1) If DDCs were incurred by delays at the loading point, the documentation should be returned to the appropriate DFR with a letter of explanation.

(2) If DDCs were incurred by delays on delivery, the Supply Officer of the receiving unit will certify the bill charging their own ship's Operating Target (OPTAR).

(3) Questions regarding DDCs should be referred to the applicable DFR. Additional assistance will be provided by NOLSC - Petroleum as requested. NOLSC - Petroleum telephone numbers are: DSN 427-7330/7379, Commercial 703 767-7330/7379, FAX DSN 427-7389.

d. Certification and Payment.

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ships Supply Officer as soon as possible after being received from the DFR. The certification to the Supply Officer will be applied to the reverse of the carrier's bill in the following format:

Date:_____

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 par. 3055).

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to DFAS San Diego or Norfolk as appropriate.

Section III: EXPENDITURE

8420 INTRODUCTION

Transfers of bulk fuel by Fleet oilers/tankers are accomplished and documented in accordance with Fleet/Type Commander/Military Sealift Command instructions. Transfers of bulk fuel by ships other than oilers/tankers are accomplished and documented in accordance with the following paragraphs. Transfers of packaged petroleum products will be documented in DD Forms 1348-1A prepared in accordance with par. 5067. When petroleum is packaged in drums, the drum is considered a part of the product and will not be itemized separately. Reusable empty drums will be transferred to the nearest shore supply activity with a memorandum DD Form 1348-1A. Non reusable drums (i.e., drums that leak, or which are badly dented or excessively rusted) will be transferred to salvage.

8421 SHIP'S BULK PROPULSION FUEL

1. TRANSFERS TO OTHER SHIPS. Transfers of fuel to other ships will be documented in unpriced memorandum DD Forms 1149 or 1348-1A, which will not be summarized or processed into SUADPS-RT/RSUPPLY. A copy of each transfer document will accompany the transferring ship's Monthly Summary of Fuel Inventory and Steaming Hours Report (commonly called the "monthly fuel report").

2. TRANSFERS TO ASHORE ACTIVITIES.

a. Documentation. When a ship is required to off-load bulk propulsion fuel, an unpriced DD Form 1149 will be prepared to document the transaction, which will not be summarized or processed into SUADPS-RT/RSUPPLY. A copy of the transfer document will accompany the ship's monthly fuel report.

b. Samples. Prior to off-loading operations, samples of the fuel to be transferred will be taken for analysis by an ashore laboratory to determine its quality.

c. Volume Corrections. Residual (black) fuel oils, irrespective of quantity, will be corrected in volume to 60 F. Gasoline and distillate fuels in quantities of 3,500 gallons or more will be corrected in volume to 60 F.

d. Determination of Quantity. The quantity of fuel transferred to a shore activity is determined on the basis of the gages of the receiving activity or the calibration tables of the receiving barge. Any significant discrepancy between the quantity calibrated by the ship and that acknowledged by the receiving activity will be investigated immediately, and any unresolved difference will be accounted for in the ship's monthly fuel report. When two or more ships off-load simultaneously, any unresolved quantity differences will be prorated to the ships involved, and each ship will account for its share of the difference in its monthly fuel report.

8422 BULK AVIATION FUEL

1. TRANSFERS TO OTHER SHIPS. Bulk aviation fuels transferred between ships with an AVCAL account will be documented in DD Forms 1348. The transfers will not be summarized, but will be reported. Transfers from ships with an AVCAL account to ships not authorized an AVCAL account will be documented in DD Forms 1149, 1348, or 1348-1A which will be included in the “C” summary.

2. TRANSFERS TO ASHORE ACTIVITIES. When a ship is required to off-load bulk aviation fuel, the transfer will be documented on a DD Form 1149. For RSUPPLY USID C and M activities, the transfer will be processed using the MRE Offload Function. If the receiving shore facility is a DLA activity, the Validation Table must contain the applicable routing identifier. Routing identifiers for DLA fuel activities can be identified by a B in the third position (e.g., NNB, NDB, NOB).

3. ISSUES TO ON BOARD AIRCRAFT. Aviation fuels issued to on board aircraft squadrons or detachments will be documented in DD Forms 1348 which will be included in the “C” or “D” summary as applicable. For RSUPPLY USID C and M activities, issues and transfers to aviation units will be processed in SUADPS-RT using the MRI/MRE Function as a charge to the appropriate flight operations (FLTOPS) fund code. The Aviation Fuels Officer will inform the Supply Officer on a daily basis of the fuel issued.

4. ISSUES FOR SHIP'S PROPULSION. Issues of aviation fuels for ship's propulsion will be charged to the appropriate Fleet commander's open allotment. RSUPPLY USID C activities will process the issue via the MRI function, post-post option.

5. OTHER DOD AIRCRAFT. Fuel provided to Air Force planes or activities or other DOD aircraft will be processed as a cash sale transaction in accordance with par. 5041.

8423 BULK FUEL LOSSES

1. LOSSES BY FLEET OILERS/TANKERS. The Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be used to document losses when fuel cargo quantities are contaminated beyond reclamation or for other specific known losses, such as stripping losses, tank cleaning losses, personnel error losses, etc (see sample page 8-112 and 113). Prior to survey, every effort shall be made to reclaim contaminated fuel for use as another grade. Fuel which can be downgraded will be documented as an inventory adjustment (DD Form 1149) in lieu of a loss by survey. Fuel which cannot be brought within quality use limits or issued as a lower graded product should be retained on board until it can be turned in ashore unless retention would be prejudicial to the safety of the ship or restrict an essential mission. Copies of all DD Form 200’s will be forwarded to NOLSC - Petroleum along with a copy of the “Afloat Monthly Navy Owned Bulk Petroleum Report (NAVEXOS Report 7320-11). This data will be the basis for review of the conditions causing contamination or loss and recommending corrective action. Accordingly, DD Form 200’s must clearly state causes and conditions

contributing to contamination and losses and provide precise information as to the final disposition of the fuel (i.e., held in contaminated fuel tank pending transfer ashore, transferred to shore terminal at the fuel (location), etc.). Discharge of fuel to sea should be rare. If ship safety or essential mission requirements require this method of disposition, complete details of the operational situation must be provided. Ships may expect to be required to explain and completely justify through the chain of command each instance where fuel is discharged to sea instead of being retained on board for discharge ashore. A DD Form 200 will be completed for each loss as it occurs. Stripping from operating tanks to holding or setting tanks is not considered a fuel loss. However, final stripping (from operating, holding or settling tanks) to a shore terminal is a fuel loss and must be documented in a DD Form 200 reflecting total fuel losses due to stripping.

2. LOSSES BY END-USE SHIPS. Losses of petroleum products because of contamination, stripping operations, tank cleaning, personnel error, leakage, or other determinable causes with an extended value of $500 or more will be surveyed in accordance with pars. 5125-5133 (see sample page 8-112 and 113). As explained in par. 8423-1 above, the DD Form 200 will contain complete and precise information regarding reasons, causes and conditions of fuel losses and final disposition of surveyed fuel. A copy of all completed DD Form 200's for bulk petroleum products will be forwarded to NOLSC - Petroleum.

3. LOSSES OF AVIATION FUEL (RSUPPLY USID C ACTIVITIES). Fuel lost by other than receipt adjustments (e.g., stripping, flushing, spills, or contamination) will be documented by a Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) prepared and processed in RSUPPLY in accordance with par. 5125. A separate DD Form 200 will be prepared each time a loss of aviation fuel is determined. At the end of each month, a copy of the fuel portion of the Gain/Loss/Survey Inventory Listing (RSUPPLY) will be sent by message (with negative report required) to NAVICP MECH Code 7231 and, if required, to the Type Commander. NAVICP MECH will review and consolidate on a quarterly basis all inventory gains, losses, and surveys and process a charge or credit to an allotment provided by the Type Commander for the net loss or gain. This procedure results in a corresponding credit or charge to the Navy Stock Fund.

4. LOSSES BY MARINE AVIATION LOGISTICS SQUADRONS (MALS). MALS are not authorized to survey, gain, or lose fuel by inventory. All adjustments of fuel will be absorbed by the tanker squadron with losses charged to the appropriate squadron's flight operations OPTAR.

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY 10 USC 136; 10 USC 2775; DoD Instruction 7200.10; EO 9397.

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.

1. DATE INITIATED *(YYMMDD)*	2. INQUIRY / INVESTIGATION NUMBER	3. DATE LOSS DISCOVERED *(YYMMDD)*
960310		960310

4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
9140 00 273 2377	FUEL OIL, DIESEL (MARINE)	1,000 GL	$1.29	$1,290.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS *(X one)* [ ] LOST [X] DAMAGED [ ] DESTROYED
(Attach additional pages as necessary)

DURING ROUTINE FUEL TESTING, FUEL WAS FOUND TO BE CONTAMINATED BY SALT WATER. INVESTIGATION OF TANK REVEALED A CRACK IN A WELDED SEAM ALLOWING SALT WATER INTO THE TANK. CONTAMINATED FUEL WAS PUMPED TO A DEFUELING BARGE FOR DISPOSAL.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES *(Attach additional pages as necessary)*

TANK SEAM WILL BE RE-WELDED TO PREVENT LEAKING.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	b. TYPED NAME *(Last, First, Middle Initial)*	c. AUTOVON / DSN NUMBER
N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	SMITH, JOHN T.	222-4444
	d. SIGNATURE *J. T. Smith*	e. DATE SIGNED 11 MAR 86

12. *(X one)* [X] **RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)** [ ] **REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)**

a. NEGLIGENCE OR ABUSE EVIDENT / SUSPECTED *(X one)*	b. COMMENTS / RECOMMENDATIONS
[ ] (1) Yes [X] (2) No	

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. AUTOVON / DSN NUMBER
N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	JONES, WILLIAM E.	222-5555
	f. SIGNATURE *William e. Jones*	g. DATE SIGNED 12 MAR 96

13. APPOINTING AUTHORITY

a. RECOMMENDATION *(X one)*	b. COMMENTS / RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED *(X one)*
[X] (1) Approve [ ] (2) Disapprove		[ ] (1) Yes [X] (2) No

d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	e. TYPED NAME *(Last, First, Middle Initial)*	f. AUTOVON / DSN NUMBER
USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	SEA, A. B., CAPT	222-1111
	g. SIGNATURE *A. B. Sea*	h. DATE SIGNED 13 MAR 96

14. APPROVING AUTHORITY

a. ACTION *(X one)*	b. COMMENTS / RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED *(X one)*
[ ] (1) Approve [ ] (2) Disapprove		[ ] (1) Yes [ ] (2) No

d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	e. TYPED NAME *(Last, First, Middle Initial)*	f. AUTOVON / DSN NUMBER
N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	SEA, A. B., CAPT	222-1111
	g. SIGNATURE *A. B. Sea*	h. DATE SIGNED 13 MAR 96

DD Form 200, FEB 91 *Previous editions are obsolete.* S/N 0102-LF-011-9100

SAMPLE FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (FLIPL) (DD FORM 200) FOR FUEL

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necesary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*	g. AUTOVON/DSN NUMBER
	h . DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYMMDD)*	i. DATE APPOINTED *(YYMMDD)*
	j. SIGNATURE	k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SFINANCIAL LIABILITY OFFICER AND *(X one)*

	(1) Submit the attached statement of objection.		(2) Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
	g. SIGNATURE	h. DATE SIGNED
f. AUTOVON/DSN NUMBER		

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD
N04806-6073-8705

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	c. TYPED NAME *(Last, First, Middle Initial)*	D. AUTOVON/DSN NUMBER
N04086 USNS NAVASOTA (T-A0-106) FPO SAN FRANCISCO 96673-4037	HAYWARD, JOHN A.	222-6666
	e. SIGNATURE ***J. A. Hayward***	f. DATE SIGNED 13 MAR 96

DD Form 200 (Back), FEB 91

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 9

FINANCIAL MANAGEMENT

Part A: OPERATING FUNDS

Section I: OPERATION AND MAINTENANCE, NAVY (O&M, N) FUNDS

9000 INTRODUCTION

1. GENERAL. Congress provides Operations and Maintenance, Navy (O&M, N) obligation authority for a twelve-month fiscal year. The Navy Comptroller provides these O&M, N funds to the Fleet Commanders (i.e. COMLANTFLT for Atlantic Fleet and COMPACFLT for the Pacific Fleet). The Fleet provides them to the Type Commanders who then allocate the OPTAR grants quarterly to the fleet units. The Fleet issues an operating budget to each Type Commander (TYCOM) to finance operation and maintenance for assigned ships, squadrons and staffs. TYCOMs grant each ship or activity funding authority in the form of Operating Targets (OPTARs) to obtain the material and services necessary for day-to-day operations.

9001 BUDGETS

1. GENERAL. OPTAR funds are derived from the activity's projected obligations and expenditures based on the amount used during the previous 12 months and their operating schedule for the next 12 months. The activity submits its budget request to their Type Commander who then consolidates all subordinate command budget projections and submits them to the next level of command until a consolidated budget for the entire Department of Defense reaches the President. The President accumulates the budgets from all cabinet secretaries and sends Congress a consolidated budget for the entire U.S. Government. Congress then works with the President to pass appropriation bills into law. These funds are then distributed back through the chain of command.

9002 OPERATING TARGET (OPTAR) FUNDS

1. GENERAL. Operating targets are issued to activities for a particular fiscal year. Obligations can only be incurred during the first twelve months of the accounting cycle. Expenditures (i.e., payment for obligations) can be made throughout the entire 72 month or 6 year period. The 6-year period includes the current fiscal year and next 5 years to where expenditures can be incurred or previous obligations may be adjusted or canceled.

2. TYPES OF OPERATING TARGETS. Operating Targets are identified by OPTAR Fund Categories (OFCs) as listed in the following subparagraphs.

a. OFC-20, Supplies and Equipage (S&E). The S&E category provides funds for obtaining materials or services used in the daily operation of the activity. This includes consumable supplies, repair parts, services, and maintenance contracts. This type of funding is often referred to as Equipment Maintenance Related Material (EMRM) or Other for the general use consumables.

b. OFC-20, Repair of Other Vessels (ROV). The ROV category provides funds used for repair work conducted on other afloat units and service craft by activities with Intermediate Maintenance Activity (IMA) capabilities. This type of funding is primarily found aboard Tenders and Shore Intermediate Maintenance Activities (SIMAs). The ROV category is further broken down as follows:

(1) Repair of Other Vessels Indirect (ROVI). This OPTAR contains funds drawn from the ROV OPTAR (% of funds are listed in appropriate TYCOM instructions) for the purpose of procuring consumable type material that is used during repair work for various activities that can not be charged to a single job but is indirectly charged to a variety of jobs.

(2) Repair of Other Vessels Self (ROVS). This OPTAR contains funds drawn from the ROV OPTAR for repair work conducted by the ship's force on spaces and equipment for their own activity. For example, if the funding were for a Tender, this would be the dollars used to repair that tender for work performed by the shipboard IMA.

(3) Repair of Other Vessels Direct (ROVD.) This OPTAR contains funds drawn from the ROV OPTAR for direct costs associated with Repair of Other Vessels under the repair cycle. These costs can be directly related to a Job Control Number (JCN) assigned to repair a customer vessel.

c. Reimbursable. Reimbursable Funds are used to provide work or services to another TYCOM or government activity when directed by an activity's own TYCOM.

d. OFC-50, Aviation Operations Maintenance (AOM.) This OPTAR is provided to fund the procurement of material and services necessary to support the Aircraft Maintenance Department at aviation activities. AOM funds are properly chargeable for repairs to aircraft and supporting-maintenance equipment.

e. OFC-01, Flight Operations (FLTOPS.) Provided to aviation squadrons, this OPTAR is used to procure fuel consumed in flight, flight crew clothing and administrative material for support of the squadron.

f. Miscellaneous OPTAR Functional Categories. The following OFCs are not used by all Type Commanders. The applicable Type Commanders will issue specific instructions regarding the use of these OPTARs.

(1) OFC-09 - OPTAR used for Fleet Initial Outfitting for Individual Material Readiness List (IMRL) and Marine Table of Basic Allowance (TBA);

(2) OFC-10 - OPTAR used for aircraft support, other (includes support for automated data processing equipment support, and drones and targets);

(3) OFC-15 - OPTAR used for initial outfitting and replacement of aircraft photographic equipment;

(4) OFC-21 - OPTAR used for travel of personnel in connection with aviation-related travel;

(4) OFC-23 - OPTAR used for transportation of material.

Section II: ACCOUNTING SYSTEMS

9007 PURPOSE

1. GENERAL. An accounting and financial management system is required to control and report how the various types of funds are used. The accounting system must provide accounts, records, and procedures for recording transactions and then summarize accounting data into a prescribed reporting format. This data can be used by management for the control of current operations (i.e., remaining within budget) and as a basis for future operations (i.e., collecting information for future budget estimates).

9008 APPROPRIATION ACCOUNTING SYSTEM

1. GENERAL. Congress passes legislation known as appropriation acts to provide funds for various military programs. The Department of Defense has set up the Future Years Defense Plan (FYDP) to establish planned force structure and financial levels for military departments that cover a six-year period. In order to permit meaningful accumulation and control of information, categories called Budget Activity Programs (BAP) were established. Prior to Fiscal Year 1994, the Navy had eleven (11) BAPs. Beginning in Fiscal Year 1994, the Navy restructured the O&M, N appropriation and Navy operating forces moved to a new BAP structure.

Program	Title
I	Operating Forces
II	Mobilization
III	Training and Recruiting
IV	Administration and Service Wide Activities

The BAP structure is further broken down into four (4) Activity Groups (AGs). Appropriation data will include a one-digit field in the third position of the subhead that identifies the AG for which funds are being obligated or expended.

AG	Title
1A	Air Operations
1B	Ship Operations
1C	Combat Operations/Support
1D	Weapons Support

AGs will be broken down into Sub-Activity Groups, Program Elements, Expense Elements, and other smaller categories. Funds are appropriated through annual, continuing, and multiple-year appropriations as follows:

a. Annual Appropriations. Annual appropriations are made for current operations and maintenance expenses of the Department of the Navy. Ships and activities will receive a grant from this appropriation through their TYCOM. This appropriation is available for obligation during the fiscal year of the appropriation and for payment of these obligations for six years thereafter. The annual appropriation expires at the end of the sixth subsequent fiscal year and any unobligated portion is transferred back to the treasury.

b. Continuing Appropriations. Continuing appropriations are made for specific programs. This type of appropriation becomes available at the beginning of the fiscal year following the appropriation act. It remains available until exhausted or until the purpose specified in the appropriation act has been accomplished.

c. Multiple-year Appropriations. This appropriation is available for incurring obligations for a definite period in excess of one fiscal year. This type of appropriation will not normally be handled at the shipboard level with the exception of Other Procurement, Navy (OPN) funds.

d. Appropriation Limitations. An appropriation limitation is the amount fixed by Congress that an activity may not exceed when obligating or expending funds for certain objects or purposes.

9009 FUND ACCOUNTING SYSTEM

1. GENERAL. A fund is a separate account of monetary resources established for a particular purpose, time period, or both. A fund is available for obligation for the period indicated in its symbol and title. Fund accounting within the Department of Defense's accounting system contains general, special, and revolving funds. General funds account for receipts and expenditures of the funding category. Special funds are established to account for receipt and expenditure of items earmarked for a particular purpose. Revolving funds such as the Navy Working Capital Fund (NWCF) are set up to be self-sustaining.

9010 FINANCIAL INVENTORY ACCOUNTING SYSTEM

1. GENERAL. Financial inventory accounting is the financial control over the receipt and issue of materials and supplies. Financial inventory accounting interacts with the Navy's supply system in that it records and reports the financial value of the assets in that system. Supply system assets are divided into wholesale and retail segments. Navy inventory managers under the Navy Inventory Control Point (NAVICP) in Philadelphia and Mechanicsburg Pa (Routing Identifiers N32 and N35) manage wholesale inventories. Retail inventories are the assets stocked by the Navy for its own use. This includes those non-Navy managed items that are not N32 or N35 items under the Navy Working Capital Fund (NWCF) and are under the Material Financial Control System (MFCS) Retail side (Routing Identifier NUA). The differences between the two concepts are accounting and management procedures.

Section III: INTERFACE WITH EXTERNAL ACTIVITIES

9015 DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)

1. GENERAL. The Defense Finance and Accounting Service (DFAS) has activities located in Norfolk, VA and San Diego, CA for the fleet. The DFAS activity maintains official accounting records for activities for OM&N accounting under the Standard Accounting and Reporting System (STARS). By reporting to the STARS system through the submission of OPTAR financial transmittals, DFAS will collect obligations, obligation adjustments and cancellations for O&MN accounting. Detailed Inter-Fund Bills (IFBs), abstracts, and Disbursing Officer Vouchers (DOVs) will also be processed through the DFAS. These end-use obligations and expenditures are matched under STARS. Through the DFAS and the STARS system, official accounting of end use funds is maintained for the Fleet/Type Commanders and upline reporting on use of allocated funds. Upline reporting includes providing financial data to operating forces, as well as output to TYCOMs/Wings, ICPs, and appropriate fleet commanders.

2. CONSOLIDATED ACCOUNTING. Consolidated accounting refers to the performance of accounting functions for a group of OPTAR holders by a different, separate OPTAR holder or other activity. For example, the TRIDENT Refit Facility, Kings Bay, Georgia performs consolidated accounting for Atlantic Fleet TRIDENT submarines. The Fleet Commander may authorize consolidated accounting and reporting by ships, squadrons, or groups. If consolidated accounting is performed, the records and reports will identify transactions to the UIC of each unit concerned.

9016 FLEET AND TYPE COMMANDERS

1. FLEET COMMANDERS. Operating forces funds are provided from CNO to major claimants, in this case, the Commanders of the Atlantic and Pacific Fleets, in the form of Major Claimant Operating Budget (MCOB). From the MCOB, funds are granted to an OB at the Fleet echelon or Type Commander level (Atlantic, Pacific).

2. TYPE COMMANDERS. Type commanders are responsible for the financial management of all ships and activities under their command. This responsibility includes financial planning, analysis of expenses, and performance reporting. Financial personnel at an activity are able to obtain technical assistance at the TYCOM level from staff financial experts.

Each Type Commander is responsible for the development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued, ensuring that operating forces make efficient and effective use of all resources. Corrective action will be taken, where necessary, in the research and reconciliation of unfilled orders (obligations), unmatched expenditures and unliquidated travel advances. The financial management responsibilities of Type Commanders vary between the Atlantic and Pacific Fleets.

9017 INVENTORY CONTROL POINTS

1. GENERAL. Inventory control points (ICPs) are tasked with managing system-wide levels of material, purchasing quantities of assets as necessary to meet customer demand, and directing distribution of assets to stock points (as appropriate). For those afloat activities operating under the Material Financial Control System (MFCS), the NAVICP serves as the principal reporting activity for all material held afloat under the Navy Working Capital Fund (NWCF). Through a process referred to as Transaction Item Reporting (TIR), NWCF activities provide detailed daily TIR transactions. These transactions are forwarded to the NAVICP for proper processing to the Navy's Standard General Ledger (SGL) and for accounting of NWCF inventories held afloat including the operating force activities such as the Marine Aviation Logistics Squadrons (MALS), Naval Air Stations operating under RSUPPLY and other ashore activities operating under MFCS. The ICP accumulates the accounting data for the cognizance material it manages and then reports it to the DFAS for up line reporting to the Central Database (CDB).

2. DEPOT LEVEL REPAIRABLES (DLRs). The NAVICP acts as the billing activity for retrograde material for Aviation Depot Level Repairables and Depot Level Repairables (AVDLRs/DLRs) not properly turned-in. The NAVICP provides follow-ups for carcass tracking transactions in the form of BK1s. Non-response to BK1s or non-accountability of carcass turn-ins could result in a carcass charge to the financial difference listing through the BK3 process. A BK3 not properly responded to could result in an Inter-fund Bill (IFB) that will post to the activities' SFOEDL as a "carcass charge". If carcasses are ultimately accounted for, after BK3 submission, NAVICP submits BK4s to the customer and triggers an IFB credit that is posted to the activities' SFOEDL as a "carcass credit".

9018 SHORE STATIONS

1. GENERAL. Shore stations will become involved in reconciling mismatched expenditures and receipts, if the shore station was a provider of material to the activity, a provider of Disbursing Officer services for payment of open purchase invoices (USMC), or a provider of fuel farm services. Additionally, if an activity often sends repairables to shore stations for repair and return, the activity will develop a relationship with the shore station to ensure accountability of repairables.

9019 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

1. GENERAL. SPAWARSYSCEN Norfolk (formerly Navy Management Systems Support Office) is the Central Design Agency (CDA) responsible to the Chief of Naval Operations (CNO) for the design, development, and implementation of Automated Information Systems (i.e. SUADPS-RT, SFM, Relational Supply or RSUPPLY). SPAWARSYSCEN has detachments located in Norfolk VA; San Diego CA; Yokosuka Japan, and Sigonella Italy. SPAWARSYSCEN and their detachments are authorized to maintain direct liaison with TYCOMs, Marine Aircraft Wings (MAWs), Marine Aviation Logistics Squadrons (MALSs), and fleet units to assist them in achieving assigned missions. They receive all trouble calls, perform troubleshooting and testing, and create corrective system modifications as necessary. SPAWARSYSCEN and detachments also provide training for afloat-automated information systems used in support of the Non-Tactical Command Support System (NTCSS).

Part B: ACCOUNTING PROCEDURES

Section I: INTRODUCTION

9100 OPTAR ALLOCATION AND OPTAR HOLDERS

1. OPTAR ALLOCATION**.** The Supplies and Equipage (S&E) OPTAR, the Aircraft Operations Maintenance (AOM) OPTAR, and the Repair of Other Vessels (ROV) OPTAR can be allocated by the Commanding Officer of the ship or activity to the divisional or departmental level. Therefore, it is imperative that each division and department within a ship or activity provides accurate budget input in the form of anticipated requirements for operating funds during the upcoming fiscal year. These requirements are based on past usage data as well as on anticipated requirements and operating schedules for the next fiscal year. This process will help the Supply Officer in making recommendations to the Commanding Officer as to how Operating Target (OPTAR) funds will be allocated within the unit's departments and divisions. Flight Operations (FLTOPS) and reimbursable OPTARs are not allocated to the divisional level.

2. OPTAR HOLDERS. Each ship, aviation squadron, or other command issued an OPTAR is responsible for its efficient and effective use, including accurate and timely accounting and reporting. OPTAR holders will take prompt action to comply with all requirements of this manual, including submission of obligations, Budget OPTAR Reports and process, research, and validation of Summary Filled Order Expenditure Listings (SFOEDL) and Unfilled Order Listings (UOL).

9101 FUND CODES

1. END USE FUND CODES. End-use fund codes are used in OPTAR accounting. End-use fund codes serve the same purpose as shore station job orders. The budget submission by the Type Commander depends upon collecting cost data by the budget categories of the activity group, sub-activity group, expense element, etc. The two digit afloat end-use fund codes must be crossed by the DFAS OPLOC accounting dictionary back to the related activity group, sub-activity group, expense element, etc. for budget preparation. The accounting spread or fund code will be shown on all obligation and expenditure documents. A complete listing of end-use fund codes is located in Appendix 30.

2. NWCF FUND CODES. Stock requisitions for NWCF activities will use NWCF Fund Codes. A complete listing of these fund codes is contained in Appendix 30.

9102 ACCOUNTING DATA

1. GENERAL. The purpose of accounting data is to completely identify the proper account against which a financial document should be charged or credited. The accounting spread or fund code will be shown on all obligation and expenditure documents. Each element of accounting data requires a specific number of characters to complete its data field. When a data

element does not contain a sufficient number of digits to completely fill the data field, zeros will be entered preceding the first significant digit to complete the field. Country codes are not considered as one of the nine-digit fields of a complete line of accounting data; therefore country code blocks are to be left blank. When required, the Disbursing Officer will assign country codes on payment vouchers in accordance with Appendix 11 and the Navy Comptroller Manual, par. 027002.

A complete line of accounting data consists of the following data, in the order shown:

Data Element	Number of Characters	Example	Description
Appropriation and subhead	11	1701804.70BB	See Appendix 30
Object Class	3	000	Enter "000" unless the transaction affects the international balance of payments (see NAVCOMPT Manual par. 027003)
Operating Budget or Bureau Control Number	5	57016	Enter UIC of the operating budget holder (see Appendix 30)
Sub -allotment	1	0	Enter operating budget suffix, if assigned; if not, enter a zero (see Appendix 30)
Authorization Accounting Activity	6	060951	Enter UIC of the authorization accounting activity, preceded by a zero (see Appendix 30)
Transaction Type	2	2D	See NAVCOMPT Manual par. 028003
Property Accounting Activity	6	V05851	Activity Address Code (see NAVCOMPT Manual Vol. 2, Chap. 5
Country Code	None	Blank	Leave blank.
Cost Code	12	0051822392CU	The cost code consists of: 2 preceding zeros, 4 digit Julian date, 4 digit serial number, 2 character fund code (see Appendix 30)

For example: 1701804.70BB/000/57016/0/060951/2D/V05851/BLNK/0051822392CU

2. NWCF ACCOUNTING DATA. Stock requisitions for NWCF activities will cite NWCF fund codes. Stock items ordered under a contract or other non-standard procurement methods will cite the NWCF accounting data for each requirement.

A complete line of NWCF accounting data consists of the data described in the preceding subparagraph with the following exceptions:

Data Element	Number of Characters	Required Entry
Appropriation and subhead	11	"97X4930.NC1A"
Operating Budget or Bureau Control	5	"14001" for fund code CZ "21001" for fund code GZ "28001" for fund code KZ "38001" for fund code UZ not applicable for fund codes JZ, RZ, and VZ
Authorization Accounting Activity	5	"000140" for fund code CZ "000288" for fund code KZ "000250" for fund code GZ "000367" for fund codes KZ and UZ not applicable for fund codes JZ, RZ, and VZ
Transaction Type	2	"7J" (not applicable for fund codes JZ, RZ, and VZ)
Property Accounting Activity	6	Enter the UIC of the SUADPS-RT/RSUPPLY activity which is cited on the requisition (or for USID T the UIC of the supported submarine)

For example: 97X4930.NC1A/000/28001/0/000367/7J/R21297/BLNK/0051822392KZ

9103 NONCHARGEABLE TRANSACTIONS

1. APPROPRIATION PURCHASES ACCOUNT (APA) MATERIAL. APA material is procured for stock and DTO using APA fund code Y6. For NWCF activities under RSUPPLY Force, stock replenishment of APA material will be considered Stock In-Transit (SIT) and will cite fund code 26. Activities will not reduce the OPTAR balance for requests of APA material.

2. OPEN ALLOTMENT MATERIAL AND SERVICES. This category consists of orders placed for material and services that are controlled by the Fleet Commander and funded at a higher command level. Examples of this are utilities and ship's fuel. The costs of these materials and services are not chargeable to ship's OPTAR.

3. NAVSEA FUNDED COSAL MAINTENANCE. NAVSEA-funded Coordinated Shipboard Allowance List (COSAL) initial outfitting or allowance increase requisitions including those originated during an Integrated Logistics Overhaul (ILO) will not reduce the OPTAR's balance. These items are chargeable to the NAVSEA OPN Outfitting Account and will be requisitioned in accordance with pars. 3366-3369.

4. NAVICP PHIL FUNDED AVCAL MATERIAL. NAVICP PHIL funded Aviation Consolidated Allowance List (AVCAL) initial outfitting or allowance increase requisitions will not reduce the OPTAR's balance. These AVDLRs and or range and depth consumable allowance changes are chargeable to the Aircraft Procurement, Navy (AP,N) appropriation and will be requisitioned in accordance with par. 3371.

5. INITIAL OUTFITTING MATERIAL DEFICIENCIES. Initial outfitting material deficiencies for new construction ships are not chargeable to the ship's OPTAR. This material is charged to Ship Conversion Navy (SCN) funds held by FISC Puget Sound, Bremerton, WA.

6. MILITARY PERSONNEL COSTS. Military personnel costs are not chargeable to the OPTAR.

9104 NWCF TRANSACTIONS

1. GENERAL. For NWCF activities, Stock replenishment requisitions are not chargeable to OPTAR and will therefore cite NWCF accounting data and fund codes. Upon receipt, material ordered for stock is added to the Stock Item Table and Transaction Item Reported (TIR) to the NAVICP for the Material Financial Control System (MFCS). The material is held in the NWCF account under the Standard General Ledger (SGL) until it is issued to an end-user and charged to appropriate end-use funds or until it is expended from records in some other manner under NWCF accounting (i.e., transfer, survey, inventory adjustment). NWCF is reimbursed when material is issued to end-use by charging the customer's funds and crediting the NWCF fund. DTO requisitions (as of 1 Oct 97 for FY 98) are chargeable to the OPTAR and will cite end-use accounting data and fund codes vice being washed-through the NWCF account like they were prior to FY 98.

9105 RECORDS AND FILES

1. GENERAL. The following files and records are required to provide for the proper control of documents and to provide a historical record of financial processing and reports for reference purposes.

a. Requisition/OPTAR Log. For non-automated activities, the Requisition/OPTAR Log (NAVCOMPT Form 2155) is used to record OPTAR grants and the value of transactions incurred as chargeable to the Type Commanders operating budget. A separate log will be established for each OPTAR received. The Requisition/OPTAR Log parallels and provides a check on the official accounting records maintained at THE DFAS OPLOC. This Log is automatically maintained within SUADPS-RT, SFM, Micro-SFM and RSUPPLY activities.

b. Challenged SFOEDL Record File. This locally developed log or record will be used to record and monitor transactions appearing on a Summary Filled Order/Expenditure Difference Listing (SFOEDL) and determined to be invalid. Each invalid SFOEDL document will be recorded in a document number sequence file, at the time it is challenged. In addition, all challenged carcass charges will be recorded and kept in this file. As credits are received on subsequent listings, the file will be updated. The transactions will be monitored until credit is received.

c. Cumulative Record of SFOEDLs. This locally developed form will be used based on Type Commander guidance to record the fiscal-year-to-date value of differences received on the Summary Filled Order Difference Listing (SFOEDLs) for each OPTAR account by Fund code within Fiscal Year.

d. Department/Division Document Number Record. These records are maintained by work center personnel to record and monitor material requirements submitted to the supply department. The format and reconciliation procedures will be determined by the Supply Officer and by Type Commander instructions.

e. NWCF Challenge File. This file will contain one copy of each Standard Form 364, or other correspondence submitted to request corrective action for unmatched expenditures or receipts appearing on feedback listings received from NAVICP. This file will be divided into separate parts for outstanding and completed challenges.

f. Holding File For Listings To Be Returned. This file will contain each listing that is to be returned to TYCOM/Fleet representative with the OPTAR Document Transmittal Report.

g. Output Files. This file will consist of financial reports and listings produced by Automated Information Systems (AIS) for Supply Management.

9106 FISCAL YEAR CLOSEOUT PROCEDURES

1. GENERAL. Approximately 45 days prior to the end of the fiscal year, the following actions will be taken to ensure that OPTAR funds are obligated only for required materials and services.

a. All outstanding DTO requisitions will be reviewed with applicable work centers and supported units. Cancellation action will be initiated on all outstanding requisitions for which material or services are no longer required.

b. Any remaining obligation values for continuing service requisitions will be reviewed. Obligation adjustment transactions will be processed as necessary to provide sufficient funds for expected billings. Funds that are considered in excess of expected charges would be deobligated.

c. Requisitions requiring purchase action will be submitted in accordance with deadlines established by local FISCs and other procurement agencies.

d. For NWCF activities, all steps must be taken to clear any suspended OPTAR related transactions or interface transactions from the maintenance systems that have an OPTAR impact.

e. All SFOEDLs received will be reviewed and recorded. The user will ensure that follow-up action has been taken on any pending challenged differences or other charges.

f. Reports will be submitted in accordance with appropriate Type Commander instructions.

g. System control and validation files will be updated in accordance with instructions from SPAWARSYSCEN and the Type Commander for automated Supply Management programs.

h. Type commanders will be notified as early as possible of excess OPTAR funds that may be available for distribution to other activities.

9107 CHANGE OF FLEET OR SERVICE CODE PROCEDURES

1. GENERAL. Guidance for change of fleet or service code can be found in the NAVCOMPT Manual, Volume II, Chapter 5, Part A, par. 025004. A message should be sent via the chain of command to the Director, Defense Finance and Accounting Center - Cleveland, Code AABB, 1240 East Ninth St., Cleveland, OH, 44199-2055. Appropriation data including service code, appropriation and subhead, operating budget, bureau control number, and authorization accounting activity must be added to the activity's validation table when a ship changes fleet or service code designator. When necessary, such changes should be performed by the Financial Work Center Supervisor.

9108 DECOMMISSIONING OR INACTIVATION PROCEDURES

1. GENERAL. Guidance for deletion or inactivation of the Unit Identification Code (UIC) can be found in the NAVCOMPT Manual, Volume II, paragraph 025004. Additionally, the UIC of the activity that will perform the residual accounting for each applicable function shown in the NAVCOMPT Manual, paragraph 025004-1a must be identified. If the DOD activity address code requires cancellation, the cancellation must be submitted to the appropriate DFAS activity. If all material has been offloaded to the supply system and there are unmatched items remaining, the instructions of the NAVCOMPT Manual, Volume VIII, paragraphs 085134-2, 085142-5, and 085144 should be followed. For MFCS activities, inventory reconciliation and any submission of TIRs to the NAVICP will be submitted by the residual accounting activity. Once all efforts have been made to reconcile any unmatched in-transit transactions for NWCF activities, remaining transactions will be reconciled and/or adjusted to the Standard General Ledger (SGL) by the NAVICP.

Part C: FINANCIAL REPORTS

Section I: OPTAR ACCOUNTING AND REPORTING SYSTEMS

9120 INTRODUCTION

1. GENERAL. OPTAR Reports are submitted by activities to report the status of each OPTAR and related information to the appropriate DFAS activity and the TYCOM. They are also used to submit unfilled orders, cancellation documents, and processed listings. OPTAR reports consist of the OPTAR Document Transmittal (TL) Report (NAVCOMPT Form 2156) and the Budget OPTAR Report (BOR) (NAVCOMPT Form 2157). Afloat Supply Management programs have been programmed to produce each of the reports in simulated NAVCOMPT form. The transfer of data from computer-produced reports to actual NAVCOMPT forms is not required.

2. FINANCIAL TL REPORTING. Obligations, obligation adjustments and cancellations are processed at the fleet unit level and maintained in a Financial Holding File (FHF) for transmission ashore when the Financial Transmittal (TL) is generated. As in the case of OPTAR accounting, as requirements are generated and processed on behalf of supported customers or as in the case of end-use stock replenishment, obligations, obligation adjustments and cancellations are generated for transmission to the STARS accounting system. These transactions are used for updating to the official accounting system for O&MN OPTARS. The Fleet/Type Commanders will provide detailed guidance on Financial TL reporting.

9121 OPERATING FORCES FINANCIAL MANAGEMENT.

1. General. There are significant changes made relative to the NAVSO P-3013 organization of operating forces financial management functions and responsibilities. The functions of the Fleet and Type Commanders have increased in scope while the functions of the DFAS have decreased since the implementation of STARS-FL and MFCS. COMLANTFLT/PACFLTINST 7300.1 discussed significant changes to NAVSO P-3013-1 and II.

9122 STANDARD ACCOUNTING AND REPORTING SYSTEM (STARS)

1. GENERAL. The current afloat Automated Information Systems (Supply Financial Management (SFM); Micro SFM, Shipboard Uniform Automated Data Processing System (SUADPS); RSUPPLY Force and RSUPPLY Unit Level) programs provide obligation and cancellation data concerning the ships OPTARs to the appropriate DFAS activity for processing to the Standard Accounting and Reporting System (STARS). Over the last several years, DFAS, under the guidance of DoD, has been in the process of eliminating multiple General Funds Accounting Systems. As a result, DFAS selected the Standard Accounting and Reporting System (STARS) as the interim migratory accounting system that will be used within Navy for General Funds Accounting. Operating Forces converted from Fleet Resource Accounting Module (FRAM) to STARS in Fiscal Year 98. Under STARS, detailed transactions must be submitted for all OPTAR transactions regardless of platform type. Expenditures for these detailed transactions must also be provided at a detailed level in order to match the established obligations.

9123 OPTAR DOCUMENT TRANSMITTAL REPORTS (TLs)

1. GENERAL. The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) is used to submit unfilled orders or obligations, obligation adjustments and cancellations to the appropriate DFAS activity. Frequency of TL submission will be in accordance with Fleet/Type Commander directives. TLs will be submitted for each OPTAR held by the activity for which a transaction was processed during the reporting period. Negative reports will not be submitted to DFAS.

2. NAVCOMPT FORM 2156 FORMAT. The format of the NAVCOMPT Form 2156 is as follows:

Caption	Explanation
Unit Identification Code	UIC of the reporting activity.
From	"Commanding Officer" and the name of the reporting activity.
To	"Commanding Officer" and appropriate DFAS OPLOC.
Block A, Transmittal Number	Transmittals will be consecutively numbered for each OPTAR with a three-digit transmittal number, a slash (/), and the last digit of the fiscal year.
Block B, Julian Date	Enter, by julian date, the period covered by the report. The “From” date will always be the day after the “To” date that was used on the previous transmittal.
Caption 1, Obligation (Chargeable) Documents	This consists of the total number of obligation documents and their total money value.
Caption 2, Confirmed Cancellations	This consists of the total number of cancellation documents and their total money value.
Total Net Value of (1 minus 2)	This figure consists of total obligations (Chargeable) (Line 1) minus confirmed cancellations (Line 2).
Caption 3, Returned (DFAS Action Only) Documents	Leave blank. This caption is no longer required.
Remarks	Leave blank. This caption is no longer required.
Reporting Supply Officer	This report must be signed and dated by the ship's supply officer.

3. REVIEW AND ACTION. The financial supervisor must verify that the Unfilled Order Summary is for the appropriate OPTAR, since the activity may be responsible for reporting several different OPTARs. In addition, the TL number and amount should agree with those on the Budget OPTAR Report (NAVCOMPT Form 2157).

9124 OPTAR DOCUMENT TRANSMITTAL REPORT UNDER NWCF (REPORT 20)

1. DESCRIPTION. This report consists of the OPTAR Document Transmittal Report (NAVCOMPT Form 2156) and the Unfilled Order Summary. This report is used to submit unfilled orders or obligations, obligation adjustments and confirmed cancellations for material

and services to DFAS on a monthly basis. The NAVCOMPT Form 2156 must be signed by the supply officer and will be submitted to DFAS with the Unfilled Order Summary. This report will be produced for OPTARs as follows:

a. S&E OPTAR - all unfilled orders (materials and services);

b. AOM OPTAR - all unfilled orders (materials and services);

c. Reimbursable OPTAR - all unfilled orders (materials and services);

d. FLTOPS OPTAR - all unfilled orders (materials and services) excluding aviation fuel.

2. FORMAT. The format of the Unfilled Order Summary portion of the report is as follows (see samples Appendix 15):

Caption	Explanation
DI	Transactions are identified by a Z in the first position of the DI for a chargeable order and an X in the first position of the DI for the confirmed cancellation of a chargeable order. The second and third positions of the DI remain the same as in the original transaction record processed by SUADPS-RT/RSUPPLY Force and RSUPPLY Unit Level.
RI	Routing Identifier indicating the activity that is to receive the document.
MSC	The media and status code assigned to the requisition.
NSN	The NSN, part number or annotation contained in the requisition.
UI	Unit of issue.
QTY	Quantity requested or C9999 for a continuing service.
DN	Document number assigned.
TEC	The type equipment code identified to a specific aircraft. It will appear on AOM and FLTOPS reports only (USID C and M activities).
DMD	Demand Code.
SIG	Signal code.
FC	This block is the chargeable fund code.
COG	The cognizance symbol of NSN or services.
PRJ	Project code.
PRI	Priority.
ADV	Advice code.
TN	The transmittal number which is consecutively assigned by the computer for the current and two prior fiscal years.
FY	Fiscal year. Financial personnel must ensure that the correct fiscal year is being used when preparing reports. SUADPS/RSUPPLY Force and RSUPPLY Unit Level produces Unfilled Order Summaries for the current and two prior fiscal years.

MONEY VALUE The total money value of each X and Z transaction. Money values with one asterisk (*) indicate the total of a fund code. Money values with two asterisks (**) indicate a total of X credits for cancellations and a total of Z obligations. Money values with three asterisks (***) indicate the grand total of all Z (obligations) minus all X (credits for cancellations) transactions.

9125 BUDGET OPTAR REPORT (BOR)

1. GENERAL. The Budget OPTAR Report (BOR) is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year. Thereafter, BORs are to be submitted for the remaining 18 months of the shipboard accounting cycle only when there has been a change to the obligation value (block 22 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior, and second prior). The BOR will be submitted by message to appropriate DFAS activity and to the Type Commander no later than the first working day of the month following the month being reported. The Fleet/Type Commander also provides detailed guidance via naval message regarding BOR reporting requirements, changes and additions to the required information to be reported by the OPTAR Holder.

2. FORMAT. All BORs will be submitted by Naval Message. Current and prior fiscal year BORs and related information may be included in one message, but each OPTAR will be reported in a separate paragraph of the message. The following chart shows the format of the BOR message (see sample on page 9-22).

Line	Description	Explanation
1.	Identifying Data	Report month/service code and UIC/expense limitation number (subhead)/ operating budget number/fiscal year. For example: JAN/V24247/60BB/57012/FY00
A.	Obligation Data (21)	Fund Code
A.	Obligation Data (22)	Chargeable Obligations Fiscal Year to Date. The net totals by fund code (and by type equipment code for AOM and FLTOPS) of expenditures and obligations from the beginning of the chargeable fiscal year OPTAR to the date of the report.
A.	Obligation Data (23)	Cumulative Differences. The cumulative net totals by fund code (and by type equipment code for AOM and FLTOPS) obtained from the processing of the SFOEDL.
A.	Obligation Data (24)	Cumulative Gross Adjusted Obligations. The total, by fund code (and by type equipment code for AOM and FLTOPS) of column 22 plus or minus column 23.
A.	Obligation Data (25)	Type Equipment Code. For AOM and FLTOPS BORs only, reflects the type of equipment supported.

Line	Description	Explanation
A.	Obligation Data (26)	Number of Aircraft. For FLTOPS BORs only. Fund code 7B shows the number of aircraft flown for the period. Fund Code 7F provides a fuel recap and shows the amount of fuel (JP4) consumed (in gallons) for the month.
A.	Obligation Data (27)	Hours for Period. For FLTOPS BORs only. Fund Code 7B shows the number of hours flown for the period. Fund Code 9J provides a fuel recap and shows the amount of fuel (JP5) consumed (in gallons) for the month.
A.	Obligation Data (28)	Hours FY to Date. For FLTOPS BORs only. This shows cumulative hours flown fiscal year to date. Cumulative data must be entered by financial personnel.
B.	Transmittal Data	Transmittal Amount. The net value of the TL.
C.	Grants FYTD	The total of OPTAR grants received to date from the TYCOM.
D, E, F, etc	Various Data as required	Balance Available. Funds available for obligations as of the reporting period.
		FYTD Value of TL's Transmitted. The total value of the transmittals submitted for the fiscal year.
		Last SFOEDL Received. The month and year of the latest SFOEDL received, whether processed or not.
		Last SFOEDL Processed. The month and year of the latest SFOEDL processed.
		Last UOL Received. The month and year of the latest Unfilled Order Listing received whether processed or not.
		Last UOL Processed. The month and year of the latest Unfilled Order Listing processed.
		Any additional information as required by the Type Commander.

5. REVIEW AND ACTION. Supply and financial personnel will complete the following audits for each BOR prior to submission.

a. OPTAR identification data and fund codes will be reviewed and verified as correct for the OPTAR being reported (OFC and FY).

b. Each entry under Chargeable Obligations FY to Date will be reviewed for excessive values. Credit entries in this field are invalid and should be investigated.

c. The value of the Cumulative Differences must equal the total value of all SFOEDLs received and processed for this OPTAR.

d. The value of Cumulative Gross Adjusted Obligations must equal the total of chargeable obligations FY to date plus cumulative differences.

e. The TL Number must be one greater than the last report submitted to DFAS OPLOC and must agree with the current month's OPTAR Document Transmittal Report.

f. The TL Amount must equal the current month's OPTAR Document Transmittal Report.

g. The value of the OPTAR Grant FYTD must equal the total of OPTAR grants provided by the Type Commander for the OPTAR being reported.

h. The FYTD Value of TL's Transmitted must equal the previous month's value plus the value of the current month's OPTAR Document Transmittal Report.

i. The Last Difference Listing Processed must equal the report month of last SFOEDL processed and recorded.

j. Type Equipment Codes must be reviewed and verified as correct for aircraft assigned (AOM and FLTOPS OPTARs only).

SAMPLE MESSAGE BUDGET OPTAR REPORT (BOR)

```
P 011350Z JAN 98
FM  USS BARNEY
TO  DFAS NORFOLK VA
INFO  COMNAVSURFLANT NORFOLK VA
UNCLAS //N07300//
MSGID/GENADMIN/USS BARNEY//
SUBJ/BUDGET OPTAR REPORT//
RMKS/1.  JAN/V04672/60BS/53825/FY98
A.  OBLIGATION DATA
(21)          (22)          (23)          (24)
SB          113,006.00        .00       113,006.00
SC           27,140.63        .00        27,140.63
SE           34,722.86        .00        34,722.86
SR          131,782.73        .00       131,782.73
SS              625.00        .00           625.00
SU           33,343.64        .00        33,343.64
S2           25,667.07        .00        25,667.07
S7            6,091.54        .00         6,091.54
S9              189.16        .00           189.16
TOTALS      373,368.63        .00       373,368.63
B.  TRANSMITTAL DATA
TL NO.          005/8       006/8
AMT           8,580.23   20,870.64
C.  GRANTS  FYTD:  549,000.00
D.  LAST SFOEDL RECEIVED:  DEC 97
E.  LAST SFOEDL PROCESSED:  DEC 97
F.  LAST UOL RECEIVED:  DEC 97
G.  LAST UOL PROCESSED: DEC 97
H.  (Additional information as required by the Type Commander)//
BT
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9126 OPTAR GRANTS AND WITHDRAWALS FOR NWCF ACTIVITIES

1. GENERAL. When notified by the Type Commander of OPTAR grants or withdrawal amounts, applicable OPTAR financial files will be updated using the OPTAR Grant/Withdrawal Function.

2. BUDGET LEVELS. RSUPPLY posts OPTAR grants and withdrawals to the appropriate OPTAR file and also to the Division Department Budget File (DDB). AOM and S&E (own ship) funds may be allocated to the departmental or divisional work center level by the activity. Supported unit and flight operations funds are budgeted at the UIC level and are recorded as a separate department in budget reports. Reimbursable OPTARs are treated as a separate department and may not be sub-allocated below the department level.

3. COMMANDING OFFICER'S CONTINGENCY FUNDS. When a Commanding Officer's contingency fund is being used locally, it is established as a separate department. The entire value of the OPTAR grant can be placed in the contingency fund and later reallocated to other departments or divisions. Conversely, portions of the grant can be immediately allocated to departments or divisions with the unallocated portion being placed in the contingency fund.

4. BP 28 FUNDS MANAGEMENT. Under NWCF management, funds will be allocated by NAVICP/NAVSUP to the Fleet/TYCOM for stock replenishment requirements defined for BP 28. Under RSUPPLY, a grant in the form of an OPTAR type grant will be provided to the NWCF activity processing. BP 28 funds as granted by the Fleet/TYCOM should not be exceeded without prior notification of the TYCOM.

9127 OPTAR ADJUSTMENT (DI X76)

1. PURPOSE. The OPTAR Adjustment Function is used to record OPTAR differences (charges and credits) from the Summary Filled Order/Expenditure Difference Listing (SFOEDL) received from STARS FL. Instructions for using the OPTAR Adjustment Function are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 2.

2. REPORTS AND FILES UPDATED. When OPTAR adjustments are processed in SUADPS-RT, the Financial Transaction Ledger and Financial Holding File will be updated. When financial processing is completed, OPTAR adjustment records (DI X76) will be posted to applicable OPTAR summary and detail files (current, first prior, etc.). Adjustments to current fiscal year OPTARs will also be posted to the Division Department Budget File.

For RSUPPLY Force Level activities, financial personnel/OPTAR user can use the Ships/MALS Automated Reconciliation and Tracking System (SMARTS) to automatically create the detailed document differences and provides the authorized user with an automated means for processing and reconciling financial listings (SFOEDL/UOL) received from STARS-FL.

If use of individual OPTAR adjustment (DI X76) is warranted, authorized user can access this function via menu path Financial>Reconciliations and select “SFOEDL Individual Requisition Fund Code differences” window.

9128 OBLIGATION ADJUSTMENT (DI X78)

1. PURPOSE. Adjustments to the obligated money value of outstanding DTO requisitions are accomplished with the Obligation Adjustment (DI X78) Function. Instructions for accomplishing the obligation adjustment are provided in the SUADPS-RT Support Procedures, Volume III, Chapter 4.

2. FILES UPDATED. The Obligation Adjustment Function updates the Basic Requisition File, the Financial Transaction Ledger File, and the Financial Holding File (FHF) when the adjustment is processed. Once the obligation adjustment is made to the system, a detailed obligation adjustment debit and/or credit transaction will reside in the FHF until generation of the next Financial TL to STARS.

For RSUPPLY Activities, process OPTAR Adjustment via menu path Financial>Reconciliations and select “Obligation Adjustment” window.

9129 BUDGET REPORTS (REPORT 21)

1. DESCRIPTION. Weekly and monthly prints of Report 21 are generated internally to facilitate a review of the OPTAR's status prior to submission of official Budget OPTAR Reports (BOR). The Budget Report (Report 21) is made up of the Division Budget Report, the Department Budget Report, and the Commanding Officer's Budget Report (see samples Appendix 15).

2. DIVISION BUDGET REPORT.

a. Format. The Division Budget Report is produced for each division and each supported unit to provide division officers with listings of detailed transactions for their particular divisions. If the divisions are allocated S&E or AOM funds, a divisional budget report is produced for each two-digit serial number department or division code assigned by the activity. A divisional budget report is also produced for each supported squadron (FLTOPS funds). A summary of the opening and closing balances on the allocations, obligations, and available balances is shown on the divisional budget report. The opening balance should equal the closing balance from the last financial update. The report's captions are as follows:

Caption	Explanation
Allocations	Cumulative total of OPTAR Grants received for the year.
Obligations	Value of all outstanding DTO requisitions. For USID C & M activities the value will also include outstanding stock requisitions for 7_ cog DLR material.
Year-to-date	Cumulative value of all material issued
Expenditures	Value of chargeable material issued from stock and DTO receipts. For USID C & M activities the value will also include receipts of stock requisitions for 7_ cog DLR material.

Caption	Explanation
Stock Issues	Cumulative value of end-use DLR material issued from stock. The grand total of this caption will be zero since a charge is made to the receiving division, department, or UIC, and a credit is made to the end-use account.
Gross Adjusted Obligations	Current values of obligations plus year-to-date expenditures.
Available Balance	Allocations minus gross adjusted obligations.

b. Contents. Each weekly report details the transactions, which have successfully processed since the last weekly report. Transactions for the NWCF activity are listed in serial number sequence within Julian date. Transactions for APA type material listed on Report 21 are for information purposes only and have no effect on budget totals. Transactions appearing are as follows:

(1) Allocations;

(2) Obligations;

(3) Expenditures (MOV receipts for services (cog 99) will appear on a Report 21, but will not be included in the expenditure value);

(4) Adjustments;

(5) Cancellations (AE_ with cancellation status).

c. End of the Month Division Budget Report. The divisional budget report produced at the end of the month will list the last weekly transactions separately and, in addition, will list the cumulative transactions for the month. Each division will be listed on a separate page. This report provides each division officer with information on the status of the divisional budget. Financial personnel must review the listing for large dollar value transactions that may have been erroneously processed and must take appropriate corrective action. Financial personnel will also file the listing in an update folder and furnish a copy to each division. The divisional supply petty officer must check this copy and report errors to financial personnel. A breakdown of the transactions involved in the Divisional Budget Report 21 is shown in the following subparagraphs:

3. DEPARTMENT BUDGET REPORT (REPORT 21). A departmental budget report is produced for each department, squadron, or reimbursable OPTAR. This report is a management tool used by department heads to maintain departmental funds. It shows the opening and closing balances for allocations, obligations, year-to-date expenditures, stock issues, gross adjusted obligations, and available balances for each division plus a grand total for the department.

4. COMMANDING OFFICER'S BUDGET REPORT 21. The Commanding Officer's Budget Report 21 is a summary of all departmental reports. It provides the information required to determine the budget status of the activity. The report reflects opening and closing entries with the same captions as the departmental budget report. A grand total is shown for each OPTAR. At the discretion of the Commanding Officer, funds may be transferred from one department to another as the need arises. Particular attention must be paid to this report to prevent over-expenditure of funds.

5. DETERMINATION OF OPENING AND CLOSING BALANCES. Report 21 provides a summary of opening and closing balances for the following:

a. Allocations - the allocations (X50s) received and posted to SUADPS for the fiscal year for this division;

b. Obligations - the value of all DTO requisitions (A0_s) still outstanding (cog 99 will always remain an obligation, whether outstanding or complete - expenditure accounting for cog 99 is performed at DFAS while the expenditure accounting for all non-cog 99 is performed by SUADPS-RT);

c. Year to Date Expenditures - all the expenditures for the fiscal year such as issues, DTO Receipts, and SFOEDL Differences (cog 99 receipts for services will not post to the expenditure side since DAO performs the expenditure accounting for these);

d. Gross Adjusted Obligations - the cumulative value of all obligations plus expenditures processed for the current fiscal year;

e. Available Balance - the remaining OPTAR funds available for obligation or expenditure.

6. REPORT 21 RECONCILIATION. In order to bring the divisional/unit Requisition/OPTAR Logs into agreement with a ship's official records (NWCF), divisional/unit Repair Parts Petty Officer's (RPPOs) must reconcile their OPTAR log with the monthly Report 21. This is done by matching each transaction appearing on Report 21 to the OPTAR log. This procedure will identify unprocessed or erroneously processed transaction data (i.e., quantity, NSN, price changes), as well as transactions, which post with a different price than was posted to manual records. The Memorandum OPTAR/Report 21 Reconciliation Report will be used as follows (see sample on following page):

a. Step 1 - Cut-off Date. Enter the requisition number of the last transaction listed on the current Report 21.

b. Step 2 - Available Balance. Enter the OPTAR log balance immediately after the cut-off transaction.

c. Step 3 - Add/Subtract Adjustments. Enter the dollar amount of any transactions/ adjustments, which were posted to the OPTAR, log after the cut-off date, but which are included in this Report 21.

d. Step 4 - Add/Subtract Differences to OPTAR Grants. OPTAR grants posted before the cut-off date and not shown on Report 21 (DI X50) will be subtracted. Withdrawals of OPTAR Grants posted before the cut-off date and not shown on Report 21 (DI X50) will be added.

e. Step 5 - Adjustments due to Report 21 Processing. When there is a dollar value difference between the Report 21 and the divisional/unit OPTAR log, a financial adjustment will be created. The RPPO will total the adjustments and post a single line entry in the OPTAR log to bring them into balance. The OPTAR log entry will indicate "Report 21 (transaction date) financial adjustment". This figure will be entered for step 5.

f. Step 6 - Adjusted Memorandum OPTAR Balance. The total from line 2, plus or minus the total of line three, minus line 4a, plus line 4b, and plus or minus line 5 will be entered.

g. Step 7 - Closing Available Balance. Enter the closing balance shown on the Report 21.

h. Step 8 - Subtract Documents Not on Ship's Records. Enter the total value of documents that have not appeared on any Report 21 for the current fiscal year, up to the cut-off date.

i. Step 9 - Adjusted Report 21 Balance. Enter the difference between lines 7 and 8.

j. Step 10 - Difference Between Adjusted OPTAR and Adjusted Report 21. Enter the difference between the Adjusted Memorandum OPTAR Balance (line 6) and the adjusted Report 21 balance (line 9) caused by threshold or unreconciled differences. This dollar value must be posted to the OPTAR log.

k. Step 11 - Total Value of Report 21 Challenges. Enter the total value of Report 21 challenges. Detailed information must be provided by attaching a Report 21 Challenge Sheet.

l. Step 12 - OPTAR Allocation FYTD. Enter the total of OPTAR allocations received fiscal year-to-date.

m. Division Officer or Supply Officer of the supported unit will sign the report.

Memorandum OPTAR/Report 21 Reconcilliation Report

USS _____ Period covered by Report 21 _____

Division/Unit OPTAR Log		Report 21	
Cut-off date (julian) and requisition serial no.	(1) _____	Closing available balance (shown on Report 21).	(7) _____
Available balance after cut-off requisition was posted	(2) _____	Subtract total value of documents not on Report 21 for entire FY up to cut-off requisition.	(8) _____
Add/Subtract adjustments posted in OPTAR after cut-off requisition.	(3) _____	Adjusted Report 21 balance. Item 7 minus item 8.	(9) _____
Subtract any OPTAR Grants not shown on Report 21 (X50) before cut-off date.		Difference between Adjusted OPTAR (item 6) and Adjusted Report 21 (item 9) due to threshold/ unreconcilled differences (must be posted to OPTAR).	(10) _____
Ref: _____	(4a) _____		
Ref: _____	(4a) _____		
Add any withdrawals of funds not shown on Report 21 (X50) before cut-off date.			
Ref: _____	(4b) _____	Total value of Report 21 Challenges.	(11) _____
Add/Subtract differences to OPTAR incident to processing this Report 21.	(5) _____	OPTAR Allocation FYTD	(12) _____
Adjusted Memorandum OPTAR Balance. Items 2 +/- 3 - 4a + 4b +/- 5.	(6) _____	_____ RPPO Signature	_____ DO Signature

7. CHALLENGES TO REPORT 21. The divisional/unit RPPO should challenge transactions, which appear erroneous. They will be submitted to the financial supervisor on a Report 21 Challenge Sheet (see sample below) for corrective action. Challenged dollar values will be posted to the division/unit OPTAR log. If research by financial personnel reveals that the challenged transaction is not valid, the correction will appear on a subsequent Report 21. Processing of these corrections should be in an expeditious manner for the activity to maintain accurate accountability. Examples of challenges that may occur are as follows:

a. Issues that have been duplicated;

b. Values that are different from requisition values (quantity or price errors);

c. Report 21 shows a money value only (MVO) transaction when an obligation and a receipt transaction appeared on a previous Report 21;

d. A cancellation is shown when the material has been received;

e. An OPTAR adjustment appears with an erroneous increase or decrease in price;

f. An MVO transaction of material exists for which the supported unit's financial personnel have no record;

g. Report 21 shows an A0__ with an erroneous extended money value.

Report 21 Challenges

USS _____

Period covered by Report 21 _____

	Document Number	NSN	Total Price	Explanation of Error	Stock Control Action
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

8. REVIEW AND ACTION. Report 21 will be audited using the Financial Reports Audit contained in Appendix 32. Financial personnel will also review each Memorandum OPTAR/Report 21 Reconciliation Report to ensure that all transactions have been posted to and reflect accurate dollar values. The Report 21 Challenges will be researched and appropriate action will be taken on invalid transactions.

9130 DETAILED LISTING OF PRIOR FISCAL YEAR TRANSACTIONS (REPORT 23)

1. DESCRIPTION. The Detailed Listing of Prior Fiscal Year Transactions (Report 23) takes the place of Report 21 for prior fiscal years and contains all receipts and cancellations for first and second prior fiscal years. It shows a detailed line for each transaction processed during the current period (see sample Appendix 15). A report is produced for every department and totals are not shown. The monthly report will list the previous week's transactions separately from the cumulative transactions for the month. Financial personnel should review the listing for large dollar value transactions that have processed erroneously and take corrective action if necessary. This will prevent the over-expenditure of OPTAR funds in a prior fiscal year. The original of Report 23 should be filed and retained for the remainder of the 36-month accounting cycle.

9131 BUDGET OPTAR REPORTS

1. GENERAL. RSUPPLY has the option of producing Budget OPTAR Reports (BORs) (see par. 9202) as warranted in either a simulated NAVCOMPT Form 2157 format or in a message report (see sample Appendix 15). Each activity will produce the report in the format desired by the Supply Officer and in accordance with Type Commander instructions. The following OPTAR reports will be generated based on USID:

a. S&E,

b. S&E Supported Unit,

c. Reimbursable OPTAR,

d. AOM (for ship or MALS),

e. FLTOPS (for ship's aircraft, squadron, or both)

2. REVIEW AND ACTION. When the financial information is produced prior to the end of the reporting month, a dummy monthly Budget OPTAR Report will be prepared reflecting the most current financial execution data. This will be used to prepare the message Budget OPTAR Report for submission to DFAS. During year end close out, NWCF activities may need to cut off stores issues prior to 30 September in order to meet the reporting requirements. Every effort must be made to ensure that the Budget OPTAR Report submitted for September includes all requisitions established in the fiscal year including those established after the required NWCF early cut-off date. BORs will be audited using the procedures described in par. 9202 and the Financial Reports Audit contained in Appendix 32.

Part D: UNMATCHED OPTAR LISTINGS

9200 INTRODUCTION

1. GENERAL. The appropriate DFAS activity and Fleet/Type Commander's Comptroller offices, as the authorization accounting activity, performs official accounting for OPTAR holders under STARS. Part of this accounting process involves matching obligation documents with corresponding expenditure documents received from supply activities and from MFCS. The reconciliation of these transactions creates the Summary Filled Order/Expenditure Difference Listing (SFOEDL), and the Unfilled Order Listing (UOL) (formerly AUOL) which affect the OPTAR holder's funds. These listings are forwarded to the OPTAR holder for reviewing, processing, and to provide feedback to DFAS and the fleet/TYCOM representative as directed. This feedback allows the TYCOM and DFAS to verify or correct official accounting records for invalid charges identified by the OPTAR holder.

9201 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL is produced as a result of the reconciliation process conducted by OPLOC. It consists of OPTAR related expenditures for which no matching obligation has been reported to DFAS, expenditures with a money value different than the reported obligation, corrections to previously rejected transactions, and carcass charges. SFOEDLs are produced monthly from the first through the twenty-fourth month and then quarterly thereafter to the end of the thirty-six month accounting cycle. Detailed SFOEDLs produced by DFAS under STARS FL will be provided to the activity level via an automated feedback processing using the Streamlined Automated Logistics Tool Set or (SALTS). In addition, any SFOEDL for operating forces may be downloaded from the SALTS web page that updates SFOEDLs received from STARS on a monthly basis.

2. FORMAT. Each SFOEDL received will contain the results of the monthly reconciliations performed at the OPLOC. The transactions will be printed in document number sequence for each OPTAR. Information printed in the heading will consist of the title, report ID, month and year of the report period, and the date the report was processed. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, and the Reimbursable Control Code (when applicable). The format of the SFOEDL is as follows:

Caption	Explanation
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
ACRN	Accounting Classification Reference Number. For all obligations, an ACRN of AA is assigned unless a requisition number has a suffix code in the 15th position. When there is a suffix code it will be reflected in the second position of the ACRN. For carcass charges the ACRN will be ZZ.

JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TEC	Type equipment code, if applicable.
TL NO/ ISS ACT	For obligations this is the first transmittal number which established or updated the document. For aviation MVOs, a generated MVO change through the BOR process will assign a TL number of AVF. For expenditures this will be the UIC (stock points), RIC (DLA), or the registering Navy activity code and accounting register number (public vouchers). When adjustments are processed, the adjustment code will be shown in front of the TL number.
ID	Issue date, this will be the voucher date (MMY).
BILL/VO NO	This will be the bill number for DLA expenditures or the voucher number for public vouchers.
COG	Cognizance symbol. For TAD, overhaul, restricted availability and technical availability expenditures this will be the transaction type code.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
DOC ID	OBL for obligation, EXP for expenditure, or ETR for the TR portion of travel.
UI	Unit of issue.
QTY	Quantity.
AMT	For obligations this will be the outstanding amount. For expenditures this will be the amount expended.
REMARKS	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 have been moved from one job order to another as an expenditure. DIFFERENCE - An adjustment to the value of the obligation. Normally this occurs when there is a difference in money value between the obligation and the expenditure. LABOR EXP - Assigned for all expended labor records not matching to 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.

3. REVIEW AND ACTION. OPTAR holders will accept and post to the Requisition/OPTAR Log all differences shown on the SFOEDL. After posting the differences, each transaction on the listing will be reviewed and those considered invalid will be annotated with the appropriate challenge code (see Appendix 9). Carcass transactions, which are invalid, will be resolved with the NAVICP in accordance with the procedures described in pars. 8330-8335. Challenged transactions, which the DFAS and TYCOM determine to be invalid, will be reversed with a correction transaction on a future SFOEDL. The processing, review and validation will be completed with 10 days following receipt of the SFOEDL. The following factors will be considered when reviewing SFOEDL transactions:

a. Charges will not be considered as over or under stated unless the material has been received. Non-receipt of material will be subject to normal follow-up procedures and is not a valid reason for rejection.

b. Receipt of substitute and duplicate shipments are valid charges.

c. Supply activities bill at the latest price change information. These prices may vary significantly from NWCF unit prices. Packing, transportation, postage, and discounts will also result in price variations. Unit prices and additional cost data on receipt documents will be checked prior to annotating the related matched expenditures. GSA expenditures coded FN_ represent a surcharge for overseas packaging and will not be rejected.

d. Any advance adjustments that may have been taken.

e. Whether cancellation action was valid and/or at a value in excess of the original unfilled order.

f. Whether the transaction document number contains erroneous/transposed data.

9202 UNFILLED ORDER LISTING (UOL)

1. GENERAL. The Unfilled Order List (UOL) (formerly AUOL) is sent by STARS FL to OPTAR holders for whom they perform OPTAR accounting. The UOL lists unfilled orders (obligations) held under STARS, which have not matched with related expenditure documents and have not been canceled. It is produced and distributed monthly.

2. FORMAT. Information printed in the heading will consist of the title, report ID, month and year of the report period, and date the report was produced. The heading will also show the fiscal year, appropriation, expense limitation (subhead), operating budget, OB suffix, UIC of the OPTAR holder, OPTAR Functional Category (OFC), and the Reimbursable Control Code (RCC). The format of the UOL is as follows:

Caption	Explanation
DOCUMENT NUMBER	The full original requisition number will be shown. For travel transactions and other transactions citing a Navy Standard Document Number, the full 15 character number will be shown. For reimbursable OPTARs the first two positions of the serial number will be the reimbursable control code.
JOB ORDER FC	The five position job order serial number. The first two positions are the fund code.
TL NO	The latest transmittal number which established or updated this document.
TEC	Type equipment code, if applicable.
EDR	For travel orders, the estimated date of return (month, day and last 2 digits of year).
COG	Cognizance symbol.
UI	Unit of issue.
STOCK NUMBER	The National Stock Number or part number. For TAD the name of the traveler will be shown.
POE/SUM DATE	The month and last digit of the year the unfilled order had either a partial order established (POE) or had an adjustment/partial cancellation (SUM).
QTY	Quantity
AMOUNT	The original estimated cost or amount remaining after partial cancellation or partial matching in the reconciliation process.

3. REVIEW AND ACTION. If the material or service has been received by the requisitioner, this indicates that either the DFAS has not yet received the expenditure document; a number has been transposed prohibiting a match and has been charged to the OPTAR on the SFOEDL; or the issue activity has failed to forward an expenditure document. The UOL must be reviewed and processed within 20 days following receipt. Each transaction on the UOL must be reviewed to determine whether the material or service has been received. Items on the UOL for which material or services have not been received will be reviewed for normal follow-up action with the supply activity. When material or services have been received the transaction will be processed in accordance with Type Commander directives.

9203 SHIPS AND MALS AUTOMATED RECONCILIATION AND TRACKING SYSTEM

1. GENERAL. The Ships and MALS Automated Reconciliation and Tracking System (SMARTS) was developed to assist the afloat activity in working the SFOEDL and UOL difference data from STARS with the applicable host application under Supply Management. SMARTS functionality incorporates the detailed accountability required under the Chief Financial Officer's (CFO) Act.

2. ASSUMPTION. The SFOEDL and UOL are available for drawdown monthly from the internet in its current form. Detailed files are also transmitted or pushed to the fleet units via a SALTS solution on a monthly basis. By incorporating the use of SMARTS functionality for afloat supply management for SFOEDL and UOL processing, the financial storekeeper can extract information from the host supply management application for automated reconciliation on the PC desktop side. This would include posting of financial differences on the SFOEDL side as well as challenging erroneous charges posted to the activity's OPTAR. SMARTS also provides an automated tool for 100% review and validation of all unfilled orders without the requirement for inter-active review by the financial storekeeper as in legacy business practices. Activities who desire the SMARTS software and training should contact their Type Commander who can arrange for software and training concerning this tool. SMARTS functionality has been incorporated into RSUPPLY Force and will eventually be incorporated into RSUPPLY Unit as part of the standard financial reconciliation procedures.

Part E: SFM PROCEDURES

9300 TRANSACTION LEDGER (REPORT 095)

1. GENERAL. The Transaction Ledger (Report 095, see sample Appendix 25) provides a record of all transactions since the last live report against shipboard stock items and provides a snapshot of the fund code obligations made during the transaction period. A live ledger should be run on the 15th and last day of each month, to coincide with the generation of financial transmittals. A live ledger should also be run before and after any ASI tape update to create a consolidated listing of all stock record updates. A trial Transaction Ledger can be run as often as desired. The last page of the transaction Ledger provides a summary, by Fund Code, of the financial impact on the activity's Budget OPTAR Report (BOR).

9301 FINANCIAL REPORTS

1. GENERAL The financial reports for Financial Transmittals and Budget OPTAR Reports will be prepared automatically through the SFM subsystem or in the case of RSUPPLY (Unit Level). The following must be accomplished prior to running the live Financial Reports:

a. Process and output all requirements and obligations.

b. Process all cancellations documents.

c. Process all Servmart requisitions for completed shopping.

d. Process all advance price adjustments.

e. Process any Unfilled Order Listings (UOL).

f. Process any Summary Filled Order/Expenditure Difference Listings (SFOEDL)

g. Run trial reports and verify all transactions match.

9302 OPTAR DOCUMENT TRANSMITTAL REPORTAND OBLIGATION LISTING (REPORTS 025 AND 026)

1. GENERAL. The OPTAR Document Transmittal Report (TL) will be prepared in accordance with par. 9122. The report may be produced as either a trial or live document. The OPTAR Document Transmittal Report (Report 025) will be submitted to The DFAS OPLOC. The Obligation Listing (Report 026) provides detailed information for the money values shown in Report 025. See Appendix 25 for sample reports.

9303 BUDGET OPTAR REPORT (REPORTS 021 AND 049)

1. GENERAL. The Budget OPTAR Report (BOR) will be prepared and submitted in accordance with par 9124. SFM is programmed to automatically produce a trial BOR every time a trial transmittal is produced. The trial BOR is used to evaluate the financial status of the ship and to ensure the accuracy of financial data prior to producing the live report for submission to the DFAS OPLOC. SFM provides the option of producing either a mechanized BOR (Report 021) or a message BOR (Report 049). See Appendix 25 for sample reports.

9304 SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES (REPORT 043)

1. GENERAL. The Summary of Material Receipts/Expenditures (Report 043) is produced automatically with the BOR any time transfers have been processed since the last live BOR was produced. Transfers to another ship of the same TYCOM result in an "B" summary, while transfers to a ship of a different TYCOM result in an "A" summary being produced. When produced, Report 043 will be submitted to the DFAS OPLOC as part of the end of the month financial reports. See Appendix 25 for a sample report.

9305 DEPARTMENTAL BUDGET STATUS REPORT (REPORT 085)

1. GENERAL. The Departmental Budget Status Report (Report 085) is maintained on-line and is updated on a real time basis as entries are made affecting financial status. These include augmentation or allocation changes; posting of issues, requisitions, RFI turn-ins or cancellations; or approval of requirements. The report is printed in two sections, one for each budget maintained. See Appendix 25 for a sample report.

9306 END OF YEAR BUDGET STATUS REPORT (REPORT 086)

1. GENERAL. The End of Year Budget Status Report (Report 086) is produced at the end of each fiscal year as part of the year-end close out procedures. Report 086 provides the status of the ships OPTAR accumulated obligations and adjustments for budget records being deleted from the file. Production of this report is initiated by a message from the Type Commander or SPAWARSYSCEN. See Appendix 25 for a sample report.

9307 SUMMARY FILLED ORDER EXPENDITURE DIFFERENCE LISTING (SFOEDL)

1. GENERAL. The SFOEDL will be processed in accordance with par. 9301. When SFOEDL processing is completed, a second trial BOR should be run to compare the SFOEDL difference values against the first trial BOR. SFM provides two options for entering SFOEDL data into the ship's financial records:

a. Entry of each individual SFOEDL transaction, directing the credit or debit to the departmental budget. This allows the OPTAR holder to challenge "over threshold" documents individually through "SFOEDL Summary Differences".

b. Entry of a single transaction for each fund code contained on the SFOEDL. Through this option, debits and credits are processed into the stock fund difference column controlled by the Supply Officer. For example, east coast ships with fund codes "SR", "SB", and "S3" adjustments are applied to the maintenance budget stock fund and all other fund code adjustments are applied to the consumable (other) budget stock fund.

Part F: NAVY WORKING CAPITAL FUND AND MATERIAL FINANCIAL CONTROL SYSTEM

Section I: NAVY WORKING CAPITAL FUND (NWCF)

9400 INTRODUCTION

1. DEPARTMENT OF DEFENSE WORKING CAPITAL FUND. The Defense Working Capital Fund (DWCF), formerly known as the Defense Business Operations Fund (DBOF), is a revolving industrial fund for a large number of defense support functions. It utilizes business-like cost accounting to determine total cost of the business activity. The Defense Working Capital Fund is made up of the Army Working Capital Fund, the Navy Working Capital Fund, the Air Force Working Capital Fund, and the Defense-Wide Working Capital Fund.

2. NAVY WORKING CAPITAL FUND (NWCF). The NWCF finances the procurement of material carried at designated naval activities ashore and afloat. As a revolving fund, the NWCF is reimbursed when material is issued. NWCF is reimbursed based on the sale of the material and the working capital is made available to replenish the activity's stock. The NWCF charter provides that, under the direction of the Secretary of the Navy and the Chief of Naval Operations, the Naval Supply Systems Command (NAVSUP) will manage the NWCF. NAVSUP delegates to the Navy Inventory Control Point and other project managers control and management responsibilities for assigned categories of NWCF material.

9401 ADMINISTRATION

1. MANAGEMENT. Each category of NWCF material is assigned a Budget Project (BP) and the funds are suballocated to the Commanding Officers responsible for the assigned BPs. Each BP manager is responsible for maintaining adequate stocks of material, determining budget requirements, and administering NWCF allotments. The project managers administer two types of NWCF allotments. Large shore activities are granted closed allotments with specific monetary limitations. Centrally managed or open allotments are used for funding smaller NWCF shore activities, designated Fleet units, and MALS. These open allotments allow for simplified accounting procedures and eliminate monetary limitations at the individual activity.

2. NWCF BUDGET PROJECTS. The following budget project numbers are used for NWCF:

Budget Project	Cognizance Symbol	Category of Material	Project Manager
21	1Q	Ships Store Stock	NEXCOM
23	Various	Ships Overhaul Material	NAVICP MECH
25	Various	Special NSA Transactions	NAVSUP

Budget Project	Cognizance Symbol	Category of Material	Project Manager
28	All 1I, 3, 5 & 9 cogs Except 3H, 5R & 9X	Retail Repair Parts and Supplies	NAVICP MECH
34	1R, 5R	Aviation Consumables	NAVICP PHIL
38	9X	Retail Fuel and Related Materials	NAVICP MECH
81	7E, 7G, 7H, 7N, 7Z, 1H, 3H	Shipboard Depot Level Repairables (7_ Cog) Consumables and Field Level Repairables (Surface)	NAVICP MECH
85	7R	Aviation Depot Level Repairables	NAVICP PHIL

9403 STORES AND INVENTORY ACCOUNTS

1. GENERAL. Inventory held under afloat supply and NWCF were held in stores or inventory accounts. These stores and inventory accounts were based on a type of classification and were used to determine inventories that were reported under the Financial Inventory Report (FIR) system that transitioned to MFCS. Under MFCS, Stores Accounting is accomplished under the Centralized Accounting and Billing (CAB) concept. Detailed Transaction Item Report (TIR) transactions are posted to MFCS and rolled up to the Standard General Ledger for Stores Accounting.

9404 NWCF TRANSACTION PROCESSING

1. GENERAL. Transactions affecting the financial records (files) the afloat Automated Information System (AIS) for NWCF activities (i.e. RSUPPLY) may be input to the system on-line via the terminal, in batch mode (from data generated locally or provided by external sources), or through internal processing as a result of data originated in other systems, such as NALCOMIS. Transactions entered through any of the subsystem functions will result in a transaction record being added to the Financial Holding table for later batch reporting to MFCS through the Transaction Item Reporting (TIR) process. Detailed transactions are created in RSUPPLY for subsequent TIR reporting to NAVICP under MFCS.

Section II: MATERIAL FINANCIAL CONTROL SYSTEM (MFCS)

9500 INTRODUCTION

1. GENERAL. The Material Financial Control System (MFCS) is used by the NAVICP to perform inventory accounting for wholesale inventories and selected retail inventories using a Standard General Ledger (SGL) accounting system. MFCS has been implemented as part of the RSUPPLY software and on a desktop PC called MFCS-PC implemented at selected activities (previously referred to as SAC-207/SAC-224). This includes all air stations converted to RSUPPLY NAS. RSUPPLY NAS activities operate under the same rules as RSUPPLY Force (afloat) activities when it comes to the basics of RSUPPLY and business processes associated with NWCF management. For MFCS capable activities, detailed obligations for DTO requirements are submitted to STARS on the Financial Transmittal (TL) report. Detailed expenditures for material issued from onboard stock are Transaction Item Reported or TIRed to the ICP. The NAVICP, under the Centralized Accounting and Billing (CAB) concept, accounts for the NWCF material held afloat. Detailed Interfund Bills (IFBs) are provided to the appropriate DFAS activities for material issued from storeroom stock or ashore for DTO requirements held under NWCF and managed under MFCS. The Inventory Accounting and Billing Module (PX06) of MFCS has been operational at the NAVICP in Mechanicsburg and Philadelphia since March and November l993, respectively. PX06 is part of the Uniform Inventory Control Point (UICP) Financial Control Applications (FCAs) which are part of Navy Supply Information Systems Activity (NAVSISA) overall UICP system. The operation of the Application/Operation (A/O) is supported by an integrated financial database that includes a Standard General Ledger (SGL), document records, systems parameters and files, transaction queues, and history data complimented by on-line access to the supply database. PX06 uses MACRO software that allows a single transaction to complete all required validations and to update all Integrated Database (IDB) records before processing the next transaction.

MFCS performs the following functions:

a. Provides automated information to assist using Comptroller Organizations in discharging legal duties defined in the National Security Act of 1947, the Budget and Accounting Procedures Act of l950, and other applicable statutes. This includes inventory management and Standard General Ledger (SGL) accounting for all NSA NWCF, APA and Zero Cog inventory held under MFCS.

b. Provides and maintains accurate on-line, integrated financial databases that minimize redundancy within the supply/procurement databases.

c. Includes a Standard General Ledger, detailed document records in support of the ledger, and history data.

d. Incorporates procedures to control establishment and maintenance of corresponding document records in financial and supply databases.

e. Contains General Ledger posting routines for use by all material accounting operations.

f. Standardizes billing.

g. Improves Navy Working Capital Fund (NWCF) cash flow/reimbursement.

h. Electronic data streams replace hard copy month-end financial reports.

9501 SAC-207 AND SAC-224 ELIMINATION

1. GENERAL. NWCF activities operating under MFCS are not required to submit the Financial Inventory Reports (FIRS) to DFAS any longer. Under "Afloat Supply", NWCF activities operating under SUADPS Special Account Classifications (SAC) 207 and 224 transitioned to the Material Financial Control System (Retail). This transition allowed those activities to transfer from Financial Inventory Reporting (FIR) to the Centralized Accounting and Billing (CAB) concept under the Standard General Ledger (SGL) managed through UICP applications. With the transition to CAB, in-transit reconciliation has become a major piece of the business process with issues and receipts processing on a daily basis for those fleet activities operating under NWCF at NAVICP.

9502 TRANSACTION ITEM REPORTING (TIR PROCESSING)

1. GENERAL. Transaction Item Reporting (TIR processing) at a detailed transaction level is the means for reporting to MFCS operating at the NAVICP under UICP applications. Detailed TIRs are generated from the NWCF activity whether it was a previous SAC-207, SAC-224 or RSUPPLY Force Level activity and/or RSUPPLY NAS activity for forwarding to NAVICP and MFCS. These detailed transactions represent those transactions that affect the stock on hand for a receipt or expenditure. Under MFCS-Retail, MFCS PC and/or RSUPPLY, the detailed transaction is generated and forwarded for processing to the UICP inventory management module B04 (Stock Record File) and then subsequently posted to the Standard General Ledger (SGL) under UICP application PX06. Through this business process, detailed transactions for NWCF are provided to the ICP for upline reporting to the Standard General Ledger (SGL) and eventually the Central Data Base (CDB) for the NWCF account. Based on the type of TIR, transactions may increase or decrease inventory. In addition, based on certain TIRs, sales are generated and forwarded for proper billing under the STARS system for DTO requirements. Some things to consider when reviewing TIR processing include: Timeliness of TIR generation and submission; Accuracy of TIR reporting without opening TIR files and corrupting data and synchronization with interface applications such as NALCOMIS to ensure all detailed transactions are provided to the supply application for upline TIR reporting. More information concerning the TIR process may be found in the Stock Control Guide for MFCS Activities.

9503 NWCF IN-TRANSITS UNDER MFCS

1. GENERAL. In-Transit visibility and accountability of stock has been a persistent problem for the Navy. First identified as a weakness in a 1983 audit, various programs were fielded in the early 1990's to improve the In-Transit process. However, the Navy IG identified the In-Transit problem again in January 1998. The General Accounting Office (GAO) was directed by Congress in 1997 to undertake an audit of In-Transit Department of Defense (DOD) stocks. Navy was audited first since we held 46 percent of the DOD Supply System Inventory Report (SSIR) dollar value.

The In-Transit Inventory management process became more complex when defense-warehousing responsibility transferred to DLA during 1992-93, and with installation of the Defense Supply System (DSS) program in 1998. Stock In-Transit (SIT) is part of the standard business processes operating under NAVICP's Material Financial Control System (MFCS). The focus of afloat supply in-transit reconciliation is on the details provided under Stock In-Transit (SIT). Currently, afloat supply does not do reconciliation for Material In-Transit (MIT) and Accounts Payable (AP) related transactions. These types of transactions will be addressed once an automated solution is found for management of Retail MIT and AP transactions in regards to NWCF management. For the purposes of NWCF in-transit management, the focus will be on Stock In-Transit (SIT).

9504 STOCK IN-TRANSIT (SIT)

1. GENERAL. Stock In Transit (SIT) is a result of issues, transfers and receipts between two activities that currently operate under the Material Financial Control System (MFCS). A SIT exists when one activity has recorded an issue, transfer and/or receipt of material under Navy Working Capital Fund (NWCF) management to/from another activity operating under NWCF management and MFCS. This would include MFCS Retail afloat and the MFCS wholesale processes managed under UADPS U2 and UICP applications as well as those activities operating under the Shipboard Uniform Automated Data Processing System (SUADPS), Relational Supply (RSUPPLY) or MFCS-PC. For RSUPPLY, SIT exists when a NWCF-owned asset is issued to a ship or MALS or RSUPPLY NAS activity in response to a stock replenishment requisition, or when one ship or MALS or RSUPPLY NAS activity issues a NWCF-owned asset to another ship or MALS or NAS via a crossdeck action or when a ship or MALS or RSUPPLY NAS activity offloads NWCF-owned assets. SIT for RSUPPLY also includes APA and Zero Cog material owned by the Navy and carried as "stock". Unmatched Stock In-Transit issues can represent problems with receipt processing, dues management and inventory validity concerns for NWCF activities because it represents those Navy issues that were shipped to the customer that do no have a matching receipt.

9505 CROSSDECKS AND SIT

1. DESCRIPTION. Crossdecks are those SIT transactions where NWCF-owned inventory is moved from one ship/MALS site to another. This is a common practice when one activity is relieving another overseas or when one ship is getting ready for deployment and screens stock deficiencies against another NWCF activity. All crossdeck issues must be cleared (receipted) by the receiving vessel within 45 days of the actual issue. Any crossdeck issue or receipt greater than 45 days old must be investigated and appropriate inventory action/reconciliation taken before the record becomes 90 days old**.** If a crossdeck issue cannot be resolved within 90 days, a SIT receipt and physical inventory loss must be recorded. If a crossdeck receipt cannot be resolved within 90 days, than the receipt should be reversed and reposted as a physical inventory gain. The goal for unmatched SIT in-transits resulting from crossdecks is zero greater than 45 days old.

9506 MONTHLY IN-TRANSIT RECONCILIATION

1. GENERAL. Throughout the course of a month, issues, transfers and receipts are being processed both afloat and ashore and are being reported to the NAVICP via the Transaction Item Reporting (TIR) process. However, not all issues made from ship/shore will match all receipts that are reported from the MFCS activities. The next series of paragraphs will address some of the issues dealing with the monthly reconciliation process and subsequently the follow-up process for reducing unmatched issues and receipts for MFCS activities. For afloat/ashore Supply Management under NWCF, the primary focus will be the review/reduction of unmatched issues (SIT) provided under stock replenishment or initial outfitting (e.g. 7R initial outfitting APN-6 requisitions).

9507 MFCS AFLOAT/ASHORE ACTIVITIES

1. GENERAL. Starting with the USNS Concord in August of 96 through March of 99, previous working capital fund activities were transitioned from their respective accounting processes under their legacy software applications to MFCS Retail. Inventory held afloat as Navy Surface, Retail, and/or Navy Aviation cog is reported to the respective NAVICP Master Item File (MIF) under UICP application B04 and daily TIR reporting.. TIRs being reported post to N35 (N00104) for the Navy Surface wholesale cog material; N32 (N00383) for the Navy Aviation wholesale cog material; and to NUA (N69117) for what is referred to as the non-Navy Cog or retail inventory. Normal match processing of SIT to SIT is conducted with the daily TIR reporting process. Any TIR that does not match it's corresponding receipt or issue TIR will be considered an unmatched in-transit transaction. MFCS activities operating under RSUPPLY Force also include those NAS activities that have transitioned to RSUPPLY.

9509 NORMAL MATCH PROCESSING

1. GENERAL. A normal match process occurs when a SIT issue matches a SIT receipt or vice versa. In theory, an issue from a Navy source should match a receipt from the Navy source. However, the next several paragraphs will address actions being taken for a monthly follow up process for reconciliation of unmatched SIT transactions. It is important to realize that this monthly reconciliation process is conducted on a routine, cyclic basis with the focus being resolution of unmatched in transit transactions while avoiding in transit adjustments and unnecessary follow-ups.

9510 BUSINESS RULES FOR NAVICP ACTION

1. GENERAL. A number of actions are being incorporated into the matching process at NAVICP under the UICP application PM 76. These actions will be a normal part of the NAVICP in-transit business. As such, the objective is that these actions will be completed during the normal month long processing of unmatched in-transits prior to daily processing and production of the extracts for posting by the TYCOM SIT WEB FOCUS Program. The following business rules apply. NAVICP will:

a. Conduct normal (perfect) match processing of SIT transactions through B04, PX06, PM76 processing. This will include on a monthly basis clearing all TIR actions that may have errored and require correction prior to successfully processing. Perfect match criteria are as follows:

- Issue document number is equal to receipt document number
- Issuing UIC of issue record is not the same as that of the receipt record (less service code)
- Fund code of issue and receipt is an NWCF fund code
- Quantity issued and quantity received is the same.
- Issue and receiving activity are both on the TIR wheel.

b. Reconcile any Unreconciled Balance (URB) action that may have an effect on unmatched in-transit transactions.

c. Provide automatic closure of SIT records if the issue and receipt records match but have a different CIIC code or different NIIN or Family Group Code. PX06 will set a CIIC Match Exception Indicator or NIIN/FGC Match Exception Indicator in the Receipt Tracking Index (RTI) record.

d. Conduct Near Perfect Document Number Match for SIT records. Near Perfect Match criteria are as follows:

- RI-From reflected on the receipt document is different than RI-From on the issue document
- The condition codes of the issue and receipt must be EITHER RFI or NRFI. However, if the SIT record is an Offload Record, the match does not require the condition code match between issue and receipt

e. Check for Miscoded TIR matches (General Ledger Matches). The system will look for GL2637 Journal records that match to unmatched issue triggers and unmatched receipt triggers. Further tracking and aging will be suspended until the transaction is cleared at NAVICP under the AIMS system.

f. Check for Non-Processed TIR match. These are TIRs that might have come into UICP B04, but were not processed to update inventory or did not post to financial. These transactions may have posted to the NAVICP's Transaction History File

g. (THF) but some reason did not clear the unmatched in-transit transaction. Further tracking and aging will be suspended until the transaction is cleared by the NAVICP.

h. Probable Matches. If the ICP In-Transit system does not find a matching record for the unmatched SIT issue or receipt under the same document number, prior to any adjustment, it will begin to look for potential matches. This will include transactions that have document numbers very similar to the SIT document number that is unmatched. Based on previous MFCS Afloat work groups, the Probable Match function will NOT be done for offloads, issues to afloat receivers, crossdecks or any SIT scenario that includes an afloat issuer and/or receiver at the ICP level unless all other reconciliation efforts have failed.

9511 IN-TRANSIT EXCEPTION PROCESSING

1. GENERAL. All efforts will be made in whatever automated fashion as possible to reduce the number and amount of MFCS in-transits by the NAVICP. Only those stock replenishment actions that have not been properly receipted or have been receipted but not properly issued should remain on the open in-transit files. If the item was received by the activity within the last 30 days, the fleet unit requires no immediate action.

9512 FLEET/TYCOM REPORTING

On a daily basis, aggregated summary data with supporting details will be provided under the MFCS afloat NAVICP web page for Fleet/TYCOM review via the TYCOM SIT WEB FOCUS Program. The web page can be accessed online at: http://mfcsweb.icpmech.navy.mil/px0204/tycom.htm. The business rules or actions are listed under each subparagraph that pertains to a certain type of in-transit. This aggregated summary data will be provided based on the TYCOMs referenced below:

- COMNAVAIRPAC – CNAP – All carriers managed by CNAP for NWCF reporting.
- NASPAC – CNAP – All stations managed by CNAP for NWCF reporting currently operating under RSUPPLY NAS.
- COMNAVAIRLANT– CNAL – All carriers managed by CNAP for NWCF reporting.
- NASLANT – CNAL – All stations managed by CNAL for NWCF reporting currently operating under RSUPPLY NAS.
- CNARF – CNARF – All stations managed by the Naval Air Reserve CNRF for NWCF reporting currently operating under RSUPPLY NAS.
- CNET – CNET – All stations managed by the Chief of Naval Education and Training (CNET) for NWCF reporting currently operating under RSUPPLY NAS.
- COMNAVSURFLANT– CNSL – All ships and stations managed by CNSL for NWCF reporting including the sub tender for COMSUBLANT.
- COMNAVSURFPAC– CNSP – All ships and stations managed by CNSP for NWCF reporting including the sub tender for COMSUBPAC.

- COMMARFORLANT– FMFL – All Marine Aviation Logistics Squadrons (MALS) managed by FMFL for NWCF reporting.
- COMMARFORPAC– FMFP – All Marine Aviation Logistics Squadrons (MALS) managed by FMFP for NWCF reporting.

9513 TYCOM SIT WEB FOCUS PROGRAM

Once the user is in the web page, a user name and password will provide them access to unmatched issues, unmatched crossdeck issues, unmatched receipts unmatched crossdeck receipts, unmatched offload issues and unmatched offload receipts which remain open as unmatched transactions as part of MFCS. Receipts are not yet available on the TYCOM SIT WEB FOCUS site but will be reviewed in the future. A login name and password can be requested from NAVICP Code M0142 and will be provided to each user via separate correspondence.

The matrix reports provided on the web site for Fleet/TYCOM review will allow for the Fleet/TYCOM to monitor how their units are doing in reference to MFCS in-transit transactions that remain unmatched at time of reporting. The overall summary matrix will be followed by any supporting details that make up the matrix for transactions. In the case of RSUPPLY NAS sites, they are provided information on unmatched in-transits through the Supply Discrepancy Reporting (SDR) process. However, if provided access and the detailed information on unmatched in-transits similar to Ships and MALS, they could obtain detailed information to assist in reconciliation of in-transits. Some of the in-transit information that can be extracted for in-transits that are greater than 45 days old include:

a. Crossdeck issues

b. Stock Replenishment Issues

c. Offload Issues

d. AVDLR/DLR items

e. Security Coded items A-H, K, L, N-T, 1-6, 8 and 9

f. Pilferable Codes I, J, M, V-Z and 7

g. Any other item not covered above where the money value is greater than $2,500 Extended Money Value (EMV).

9514 THRESHOLDS FOR MFCS AFLOAT/ASHORE IN-TRANSITS

1. GENERAL. The costs of reviewing and processing unmatched receipts and expenditures under RSUPPLY are very high and in certain instances, exceed the benefits to NWCF. To compensate for this and minimize efforts, certain low dollar value transactions will not appear on the in-transit data provided on the TYCOM SIT Web Focus Program.

2. LOW DOLLAR VALUE TRANSACTIONS. All transactions are maintained on NAVICP files and are included in the matching process. These include Unmatched SIT issues or receipts less than $2,500 Extended Money Value (EMV).

3. ADJUSTMENT THRESHOLD. Though not relieving an MFCS activity or NAVICP of its responsibility to make every possible effort to match transactions, NAVICP will automatically adjust unmatched and partially matched issues and receipts in the following categories and within allowed time frames:

a. Unclassified SIT issues and SIT Receipts less than $2,500 EMV, Unclassified DLR transactions less than $15,000 EMV and unclassified APA transactions less than $20,000, when they are 12 months old and all attempts to reconcile these transactions have resulted in residual in-transits that have not been matched that do not meet the criteria as outlined in paragraph 9516.

b. When eventually provided under MFCS, MIT issues and AP receipts less than $400 EMV when they are 12 months old and all attempts to reconcile these transactions have resulted in residual in-transits that have not been matched.

4. RELAXED MATCH. Prior to the processing of any adjustments greater than 12 months old, a relaxed match routine will be used within the appropriate in-transit area to relax match any NWCF transaction that is a transaction for potential adjustment as long as the NIIN or Family Group is the same. Any relaxed match or adjusted transaction will be required to be recorded to the appropriate history file for future reconciliation considerations in the event of a future unmatched in-transit for the same document number.

9515 NWCF SITES DECOMMISSIONED OR IN-ACTIVE

1. GENERAL. MFCS activities that are eventually decommissioned or made in-active still have a certain value of in-transits that are carried forward long after the actual ship is gone. In an effort to properly clear these residual unmatched in-transit transactions, when all efforts have been completed by the NAVICP, Fleet and TYCOM in attempting to properly reconcile in-transits, any residual unmatched in-transit document will be properly adjusted to the SGL after a period of 1 year from the decommissioning date. Prior to processing any adjusted transactions, a relaxed match will be performed as outlined in paragraph 9515.4. Any relaxed match or adjusted transaction will be required to be recorded to the appropriate history file for future reconciliation considerations in the event of a future unmatched in-transit for the same document number.

9516 UNMATCHED ISSUES TO AN MFCS ACTIVITY

1. GENERAL. In this case, the issuer can be a ship or shore activity. These transactions represent issues that the MFCS activity should be recording a receipt and are commonly referred to as Crossdeck type transfers or issues. Unmatched in-transit Crossdeck actions may be extracted via the MFCS in-transit web site as warranted. For those activities that are unable to access the web for their information, assistance will be provided by the TYCOM in pushing the unmatched information to the activity via SALTS. Unmatched issues will reflect those detailed transactions outlined in paragraph 9514.

9517 REVIEWING UNMATCHED ISSUES

1. GENERAL. The unmatched issues listing should be incorporated with normal daily Stock Control functions of requisition file maintenance, stock record file maintenance and inventory management that are outlined under various Fleet/TYCOM directives. The following actions will be taken:

a. Review the requisition file to see if a receipt has already been posted and TIR submitted. If the receipt has been posted to the requisition file, take no further action. Care must be taken to ensure the transaction reflected as an open issue is not a duplicate issue that requires a receipt. If the receipt is greater than 30 days old and no duplicate issue has been received, provide feedback to the NAVICP POC via e-mail as outlined on the MFCS In-Transit web site.

b. If a receipt is posted but under a different document number than the one reflected as unmatched, validate that the receipt posted is listed as unmatched on the unmatched receipt file provided by NAVICP. Once validated, submit an e-mail or SALTS gram to NAVICP indicating the matched transactions so these may be removed at the ICP level. E-mail addresses and points of contact are provided by the TYCOM SIT WEB FOCUS Program and will be available on the web to allow for correspondence between the TYCOM, Wing and/or fleet unit and NAVICP to allow more flexibility in reconciling in-transit issues.

c. If no receipt is found in the requisition file, review any backlogged receipts that may not have been processed and process them accordingly. If aviation supply, this would include all receipts posted to NALCOMIS that have not been passed via the interface to SUADPS/RSUPPLY and TIR'ed to the NAVICP.

d. Review all Suspended SUADPS/RSUPPLY receipt actions and take appropriate action to properly clear these actions that are reflected on the MFCS in-transit issues file.

e. Conduct appropriate spot inventories and causative research against the MTL Transledger to determine what actions may have been processed i.e. gains by inventory, erroneous MTIS actions, etc., that should have been a receipt for the unmatched issue.

f. Challenge any unmatched issue transaction where the ship has no record in the requisition file and/or the material should be charged to another appropriation unless POS or POD has been provided. If a receipt TIR is not to be provided, challenges should be submitted to NAVICP via e-mail or SALTS gram or by contacting the NAVICP Point of Contact (POC) on the web page. The goal is to clear the unmatched in-transit transaction via the most expeditious means possible and if a receipt is not to be provided, then appropriate action must be taken with the NAVICP to properly clear the unmatched in-transit item. **Note:** Non-receipt of material is not an acceptable excuse in regards to process overaged unmatched issues. Action should be taken based on TYCOM guidance to conduct proper causative research, inventory action, dues management etc, to properly process the appropriate action that will result in clearing an overaged unmatched SIT issue.

g. Corrective action is required for Unmatched issues that reflect Proof Of Shipment (POS) that includes POS as reflected on the web site and in the case of AVDLR/DLRs and certain CIIC coded items, Proof of Delivery to the fleet unit or their agent (i.e. electronic signature) that remain listed as an unmatched issue after all steps have been taken to reconcile. These transactions must be cleared by processing the appropriate receipt TIR and Loss by Shipment TIR to clear the in-transit. All efforts to properly process an unmatched in-transit issue must be taken prior to posting a receipt with a Loss By Shipment. As long as a due record exists, a "did not receive" response is not valid. Dues management rules should apply even if POS or POD has not been provided.

h. Questions concerning any unmatched in-transit issue may be addressed to the NAVICP POC as reflected on the MFCS web page.

9518 REVIEWING UNMATCHED RECEIPTS

In this case, this is a receipt on the Receipt Tracking Index (RTI) where the transaction is pending a match to an issue.

a. This data is available from the NAVICP for the Fleet/TYCOM review and may be eventually provided on the web site.

The following actions can be used in reviewing unmatched in-transit receipts when provided:

a. Review this listing in conjunction with the Unmatched Issues listing to determine if any receipt was recorded under another requisition number that would match an unmatched issue. Submit an e-mail or SALTS gram to NAVICP POC identified by the TYCOM SIT WEB FOCUS Program indicating the matched transactions so these may be removed at the ICP level.

b. Review all transactions that reflect two or more receipts on this listing to ensure receipts reported were valid transactions and were not processed as erroneous "M" override transactions.

c. Use this listing as a causative research tool when conducting the inventory reconciliations for potential losses that may be erroneous receipt transactions that require a reversal of the receipt.

9519 REVIEWING UNMATCHED OFFLOAD ISSUES

In this case, this condition represents an issue or offload where the MFCS activity has recorded an offload to a shore activity but no receipt has been recorded by the ashore activity to MFCS. One additional action being taken under SUADPS-RT and/or RSUPPLY Force is the generation of a due in (DWK) and a POS document (Proof of Shipment). These two additional transactions are generated in an automated format for forwarding to the receiving activity in the case of the DWK. The POS transaction is recorded as part of the Receipt Tracking Index (RTI) at NAVICP. This allows normal follow-up action to the receiver of the offload vice going back to the fleet unit concerning offloaded material. For any offload issue that does not have POS on the WEB site at 45 days, the offload activity will be required to update the ICP with POS information. If proof of shipment cannot be properly provided, then the offload issue will have to be reversed and appropriate inventory action taken as warranted.

9520 REVIEWING UNMATCHED OFFLOAD RECEIPTS

1. GENERAL. In this case, this condition represents a receipt on the RTI with an ashore Routing Identifier that says that an MFCS activity issued the material but yet no issue or offload transaction has been processed by the MFCS activity. The objective would be to clear the unmatched offload receipt file via normal TIR reporting when possible. The following actions will be taken:

a.Review the document against the MTL to see if a previous offload issue had been posted. If a transaction has been posted and not reversed, take no further action as these transactions should clear through normal SIT processing. If the transaction had been reversed, take appropriate action to conduct a spot inventory and reconcile the transaction.

b.Conduct a spot inventory if there is no record of the offload. If item is found as a potential loss or if a previous inventory adjustment had been posted as a loss, take the appropriate action to correct the inventory posture and submit a TIR that reflects the offload document.

c.Use this listing as a causative research tool when conducting inventory reconciliations for potential losses that may be erroneous offload transactions that require a reversal of the offload transaction.

9521 MFCS WEB ACTIONS

1. GENERAL. NAVSUP and NAVICP are responsible for refining the data presentation and possible other breakdowns of key information which may be helpful for the fleet/TYCOM/Wing and user reviews of the unmatched in-transit data. The current focus is to provide the user a data file or listing via the web of those transactions which need to be researched and worked on a daily basis.

2. DOWNLOADING. The user may download any section of the unmatched data provided under the web site by clicking on the UIC desired. With the right mouse button the user can save the file as a text format and then transfer that text format to an excel spreadsheet or whatever tool desired for further review. The TYCOM SIT WEB FOCUS Program provides data in PDF format and has the capability to convert this data to EXCEL with a single click. A recap for sorting and reviewing the unmatched data includes:

a. Sorting the unmatched data by commodity (i.e. AVDLR/DLR)

b. Sorting by high dollar value

c. Sorting by Security code items

d. Sorting by Pilferable Codes

e. Sorting by NIIN or document number

f. Sorting by Age of the document

Responses are to be processed through the normal supply actions taken under SUADPS, RSUPPLY or MFCS PC. This will result in the appropriate TIR which will help to clear the records listed as in-transit. Where normal supply actions have been taken, or are not applicable e-mail correspondence with the NAVICP POC may be appropriate to clear unmatched in-transits.

9522 RESEARCH AND PROCESSING AIDS

1. GENERAL. Within the afloat supply application under SUADPS-RT or RSUPPLY Force/NAS, various files and listings are available to assist stock control personnel in processing the various NWCF in-transit items. The following records, logs, listings, and files must be available to all personnel involved in the research and correction of unmatched expenditures and receipts.

   a. Receipt History File. The Receipt History File contains all receipts included in monthly TIR processing to NAVICP.

   b. Stock Control History File. The Stock Control History File contains hard copy receipt documents for material that has been received. The documents are used by financial personnel to verify the accuracy of receipt data reported to NAVICP.

   c. Inventory Adjustments Reports. The Inventory Adjustment Report provides financial personnel with a record of all inventory gains, losses, and surveys processed during the report month. During research and reconciliation of unmatched receipts and expenditures, these inventory adjustments and surveys may require reversal action to maintain Stock Item record validity.

   d. Transaction Ledger Files. SUADPS-RT or RSUPPLY transaction ledger files are maintained online and provide a history of transactions processed for a particular stock number or for an individual document number. The files provide financial personnel with a means to determine if action has been taken on a particular record related to a particular NSN or document number.

   e. Off-Line Stock Requisition Number Logs. This log should contain an entry for every stock requisition prepared manually. It is useful for identifying valid unmatched expenditures that occur because stock requisitions and subsequent receipts were not recorded in SUADPS-RT and RSUPPLY files.

9523 CONCLUSION

Unmatched in-transit issues represent those transactions that indicate shipment to the afloat NWCF activity in which no receipt is readily available to match the in-transit record. The TYCOM SIT Web Focus Program is the vehicle for the Fleet/TYCOM/Wing and unit level activity to provide information on transactions that are listed as in-transit. Based on the data displayed on the MFCS afloat web site, action is required as outlined in the previous paragraphs. Fleet and TYCOMS are responsible for overall unit actions and timely response to data as provided under the web site for unmatched in-transit issues. At a minimum, on a quarterly basis, the TYCOM/Wing will review the unit's performance under their cognizance to ensure information is being aggressively worked on a monthly basis. With the matrix information provided by the web site and supporting details for certain criteria, the Fleet/TYCOM/Wing and fleet unit can better monitor MFCS in-transit information and use the data to assist in dues management and inventory reconciliation. The overall objective is to provide the Fleet/TYCOM and activity information and actions required on in-transits. Through increased visibility, efforts can be taken to improve dues management, inventory accuracy and overall reduce the quantity and dollar value of in-transit transactions.

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