



**NONRESIDENT
TRAINING
COURSE**



April 1994

Aviation Storekeeper 3

NAVEDTRA 14017

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

04 May 00

ERRATA # 1

Specific Instructions and Errata for
Nonresident Training Course
AVIATION STOREKEEPER THIRD CLASS (AK3)
NAVEDTRA 14017

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect technical content or readability.

2. Make the following changes to the text wherever seen.

a. The Aviation Supply Office (ASO) Philadelphia has been renamed the Navy Inventory Control Point (NAVICP)-Philadelphia. Ships' Parts Control Center (SPCC) Mechanicsburg has been renamed NAVICP-Mechanicsburg. Change ASO to read NAVICP- Phil and change SPCC to read NAVICP-MECH.

b. Delete all reference to NAVSUP P-567. Substitute reference to NAVSUP P-485, volume I.

c. Delete all reference to NAVSUP P-437 Supply Appendices. Substitute reference to NAVSUP P-485, volume II . The appendix numbers referred to in the text may have changed. To assure correct appendix numbers, refer to the P-485 index.

d. Delete all reference to NAVSUP P-437, Supply Ashore. Substitute reference to NAVSUP P-485, volume III.

3. Make the following changes:

<u>Page</u>	<u>Col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>
1-11		2	27	Delete the words "and automated SNAP I Supply Procedures, Volume 1, NAVSUP P-567".
1-13	2	5		Delete the entire paragraph regarding the ADP officer and S-7 division.
2-4	1	4		Delete the entire paragraph regarding the automated SNAP I supply procedures.
3-6	1	3	13	Change the word "seven" to read "nine".

6-9	2	4	5	Delete "OPNAVINST 5510.1". Replace with "SECNAVINST 5510.30 and SECNAVINST 5510.36".
7-20	1	3	3	Delete "OPNAVINST 5510.1". Replace with "SECNAVINST 5510.36".
7-20	1	3	11	Delete "OPNAVINST 5510.1". Replace with "SECNAVINST 5510.36".
7-24	2	3		QUICKTRANS no longer exists. Delete paragraphs 3 through 5
7-25	1	1		QUICKTRANS no longer exists. Delete paragraphs 1 through 3.
8-15	as needed			The "Aged Unfilled Order List (AUOL)" has been renamed the "Unfilled Order List (UOL)". Make appropriate changes on this and subsequent pages.
9-3	1	2		Change "RECTYP 66" to read "RECTYP 67". Insert the words "RECTYP 66- Material Issue from SERVMART" between "RECTYP 65" and "RECTYP 67".

PREFACE

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

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

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

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

*1994 Edition Prepared by
AKCM(AW) Francis F. Escanillas*

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AND TECHNOLOGY CENTER

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Sailor's Creed

“I am a United States Sailor.

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

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

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

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

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INSTRUCTIONS FOR TAKING THE COURSE

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

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

SUBMITTING YOUR ASSIGNMENTS

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

Grading on the Internet: Advantages to Internet grading are:

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

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

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

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

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

PASS/FAIL ASSIGNMENT PROCEDURES

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

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

COMPLETION CONFIRMATION

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

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

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

For subject matter questions:

E-mail: n313.products@cnet.navy.mil

Phone: Comm: (850) 452-1648

DSN: 922-1648

FAX: (850) 452-1370

(Do not fax answer sheets.)

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For enrollment, shipping, grading, or completion letter questions

E-mail: n331@cnet.navy.mil

Phone: Comm: (850) 452-1511/1181/1859

DSN: 922-1511/1181/1859

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NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 15 points, to be credited as follows: 12 points for the satisfactory completion of assignments 1 through 8 and 3 points for the satisfactory completion of assignments 9 and 10. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

COURSE OBJECTIVES

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: Aviation supply organization; administration and customer service; material identification; material procurement; material receipt; material custody, material stowage, material handling, and safety; material expenditure and movement; material control; supply support; and stock control.

Student Comments

Course Title: Aviation Storekeeper 3

NAVEDTRA: 14017 **Date:** _____

We need some information about you:

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

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

Your comments, suggestions, etc.:

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

ORGANIZATION

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

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

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

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

THE NAVY SUPPLY SYSTEM

As the Navy Supply System has evolved, the organization for supply management has similarly evolved. The organization has developed to respond to the changing working requirements. The management part of the Navy Supply System organization consist of the **Assistant Secretary of the Navy** (Research, Development and Acquisition). This office is responsible for supervising the Navy-wide policy in production, procurement, supply, and disposal of material. The **Chief of Naval Operations** (CNO) is responsible for planning and determining material support needs of operating forces. This includes equipment, weapons or weapons systems, material, supplies, facilities, maintenance, and support services. The **Commander, Naval Supply Systems Command** (COMNAVSUP) is responsible for providing material support to the Navy and Marine Corps. Figure 1-1 illustrates the Department of the Navy organization.

The Naval Supply Systems Command (NAVSUP-SYSCOM) provides supply management policies and methods to activities of the Navy and Marine Corps. This command is also known as NAVSUP, and is the top level of the Naval Supply System. See figure 1-2 for list of NAVSUP functions.

INVENTORY CONTROL POINTS

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

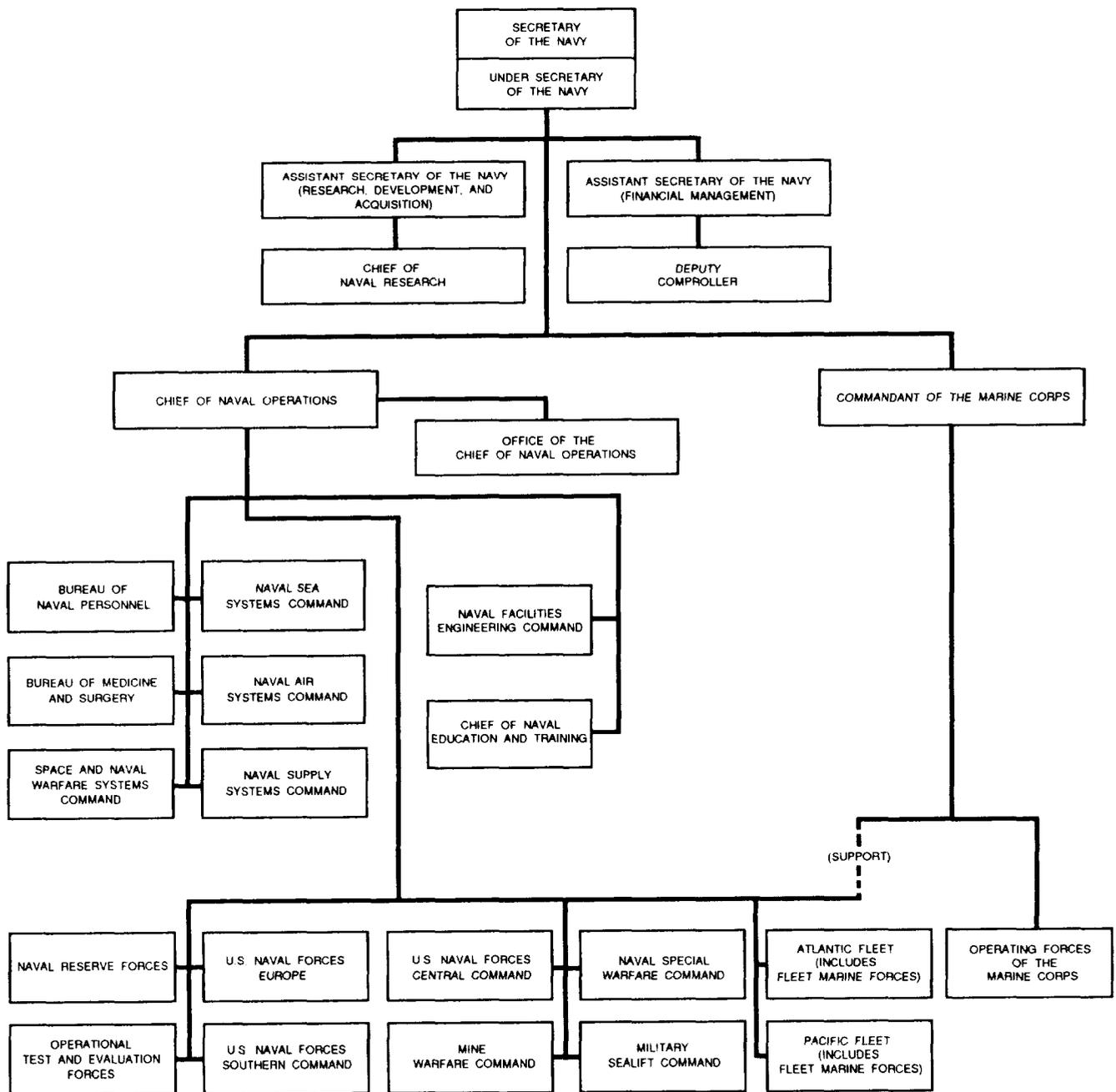


Figure 1-1.-Department of the Navy Organization.

paragraphs provide information concerning these inventory control points.

Aviation Supply Office

The Aviation Supply Office (ASO) is the inventory control point (ICP) that manages aircraft equipment and spare parts. It also manages photographic, meteorological, catapult and arresting gear equipment,

and associated spare parts. The ASO is under the administrative command of NAVSUP and the technical direction of the Naval Air Systems Command (NAVAIR). In providing administrative command over ASO NAVSUP provides command guidance and policy and the defense business operating fund (DBOF) for buying consumable aeronautical material. In exercising technical direction of ASO, NAVAIR provides technical information for aeronautical items. NAVAIR also provides ASO with data for new weapons systems and

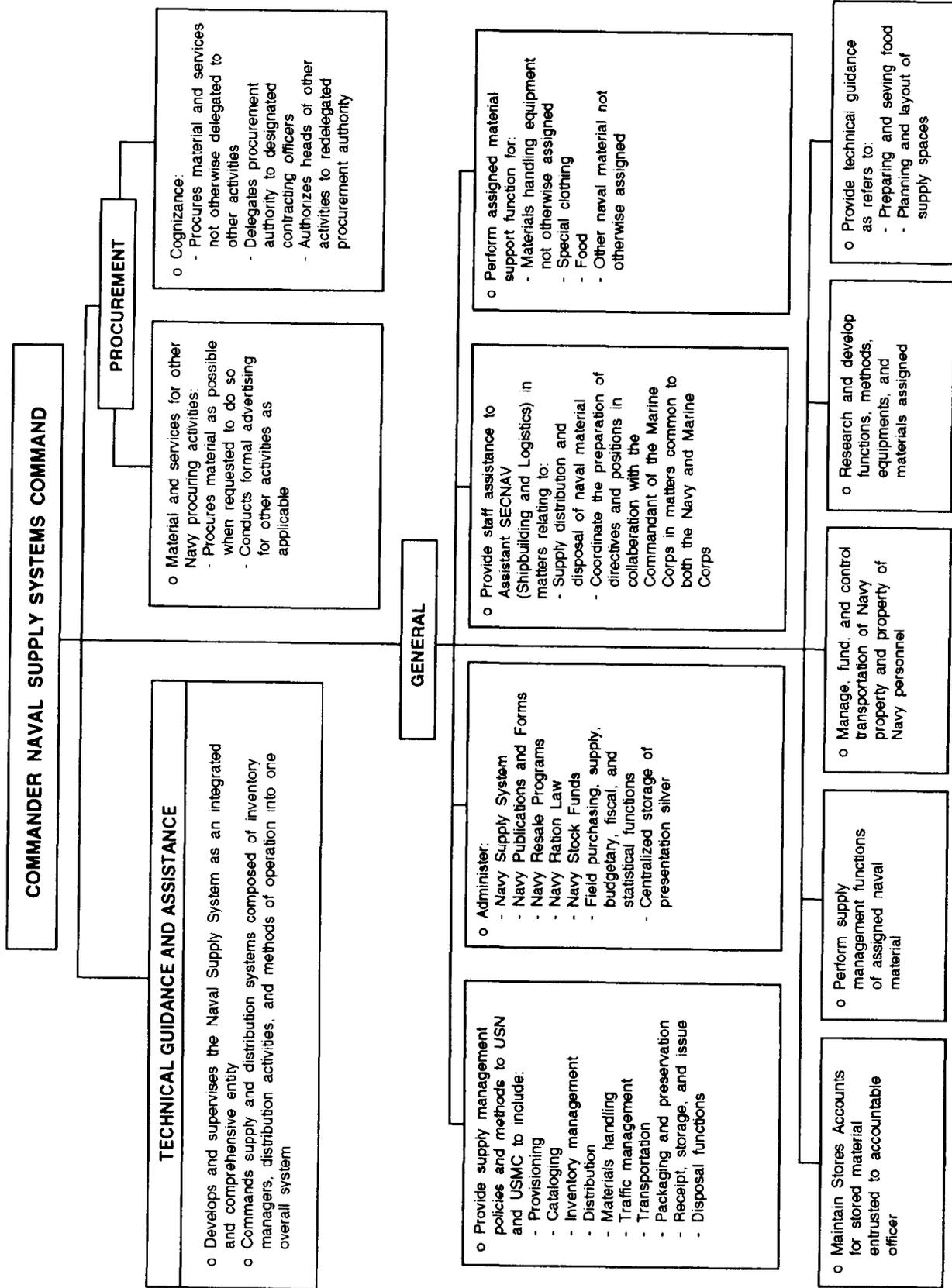


Figure 1-2.—Responsibilities of The Naval Supply Systems Command.

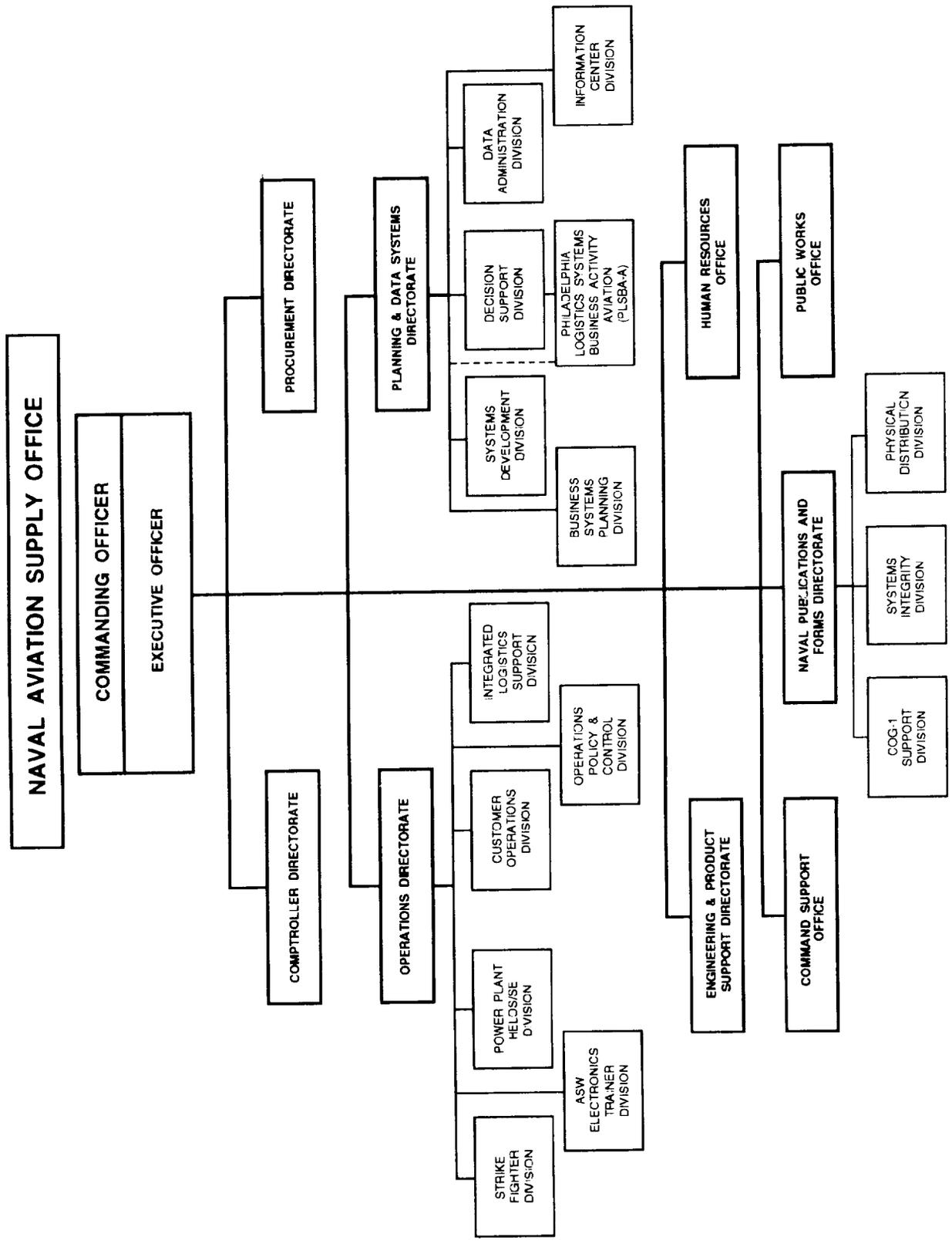


Figure 1-3.—ASO Organization.

funds for buying repairable items. Figure 1-3 illustrates the Aviation Supply Office organization. This chapter describes the divisions of the ASO organization that you should be familiar with. This information will make your job easier.

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

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

The Special Assistants provide advisory assistance to the command level of ASO

The Branch Aviation Supply Office (BRASO) performs programs support and inventory management for assigned weapons systems and equipment. These include consumable and repairable catapult and arresting gear material.

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

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

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

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

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

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

- Processing all requisitions and requests for status that require manual processing.

- Controlling the repair and rework of ASO managed aeronautical items.

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

- Maintains data about the specific logistics and operating environment of the supported unit.

- Coordinates, monitors, and controls the development, maintenance, and distribution of AVCAL and SHORCAL from allowance list.

- Prepares the tailored Aircraft Equipment Configuration List (AECL) for review by supported unit. Monitors accuracy and updates the AECL when appropriate.

- Verifies, updates, and maintains file data of supported unit allowances.

- Monitors and confirms customer requirements.

- Assesses system capabilities and enhancements to improve the support process and overall readiness of intermediate maintenance activities.

There are three site support sections under the Customer Advocate branch in ASO. These sections perform the functions of the Customer Advocate branch in support of different sites. Site support section 1 performs the functions for assigned afloat units. Section 2 performs the functions for assigned Marine Air Group (MAG) and selected shore stations. Section 3 performs the functions for assigned shore stations.

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

- Receives and processes all requisitions and requisition-related documents received by mail or message.

- Reviews and prepares for processing all mechanically oriented material requests.

- Edits material requests and related documents for correct format.

- Ensures quick delivery of material required to fill customer requisitions.

- Furnishes status to inquiring activities.

- Processes requirements for part numbered material and provides analysis services for unidentified material requests. Performs item research data interpretation and selective item review tasks.

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

- Receives, sorts, and processes requisitions received by mail or message.

- Furnishes scheduled and special messenger service throughout ASO on material requests document matters.

- Routes and delivers lower priority requisitions to other areas when such documents require manual processing.

- Monitors, controls, and prepares reports on all material requests and related documents that the branch is processing.

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

- Provides analysis services for invalid, unidentified, or non-stock numbered (non-NSN) requisitions and inquiries.

- Conducts reviews for established source codes, assigned stock number, approved alternate, or replacement items.

- Recommends onetime procurement of non-NSN items.

- Updates the document status file and provides status on requisitions.

The Requisition Processing section performs the following functions:

- Maintains records of all completed documents (other than those retained on the document status file).

- Processes follow-up requests submitted by requiring activities.

- Furnishes priority "HOT-LINE" service to customers.

The Expediting Services unit performs the following functions:

- Pursues actions necessary to locate and provide material to fill requisitions for stock numbered material.

- Identifies impending shortages in the supply system (wholesale) material and acts to avoid or reduce them.

- Interfaces with ASO Customer Advocates to provide status on expected material availability for customer requirements.

The Programs Management section performs the following functions:

- Executes the Material Obligation Validation (MOV) Program.

- Develops and reviews changes to requisition processing procedures.

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

- Computes remaining outfitting retail material requirements.

- Manages the execution of finds that finance increases to retail supply levels.

- Maintains the currency of aviation depot-level repairable (AVDLR) items wearout and survival data.

- Sets and monitors inventory levels of ASO consumable items at selected operating activities.

- Ensures the timely provision of government-furnished equipment (GFE) to meet weapons systems production schedules.

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

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

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

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

- Assigns Source, Maintenance and Recoverability (SM&R) codes according to applicable instructions
- Determines demilitarization codes
- Assigns items for inclusion to the Aircraft Requirements Register (ARR)

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

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

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

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

The Naval Publications and Forms Directorate of ASO is responsible for the inventory management of Navy forms and publications. It is responsible for determining requirements, processing requisitions, cataloging, and distributing forms and publications. It performs the initial distribution of publications to

activities listed in the Standard Navy Distribution List. The Naval Publications and Forms Directorate have three divisions. They are the COG-I Support division, Physical Distribution division, and Systems Integrity division. The COG-I Support division has three branches. They are the Publications and Directives branch, Forms branch, and Customer Service branch. The Publications and Directives branch is responsible for cataloging Navy publications and directives. It coordinates with the assigned sponsors of each publication and directive before printing of material. The Forms branch manages and controls stock funded Navy forms. The Customer Service branch receives and processes requisitions from requiring activities.

Ships Parts Control Center

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

FLEET AND INDUSTRIAL SUPPLY CENTERS

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

General Information

The FISCs are known as stock points. They manage consumer end-use material by determining inventory levels, procuring, receiving, storing, issuing, and shipping material to customers. There are three FISCs located outside the Continental U.S. (CONUS). These FISCs also manage and store the intermediate level and Navy wholesale inventory for Navy Inventory Control Points (ICPs) that directly support the fleet. Upon receipt of requisitions, FISCs will either issue the material, depending on the differing criteria, or refer the requisition to the cognizant ICP. The stock points submit transaction reports on material issue, transfer, or survey

of wholesale stock to the ICP. The ICP uses this report to keep track of the inventory level and to determine when to buy additional material. The FISCs also operate Service Mart (SERVMART) as a retail outlet for high usage, consumable items. Customers can use the SERVMART on a walk-in basis and buy material with a money value only document. Refer to NAVSUP P-485 and NAVSUP P-567 for additional information about FISCs.

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

Department Providing Customer Service

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

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

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

vendors and contractors. The NAVSUPINST 4200.81 through 4200.86 provides contracting guidance and instructions to all contracting activities.

The Material Department maintains and operates storage facilities. It stores stock material and issues material when requested by the customer. Its packing and preservation division preserves, packs, and marks material for shipment.

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

SUPPLY DEPARTMENT

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

Ashore

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

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

PLANNING DIVISION.— The Planning division performs planning functions not performed by higher

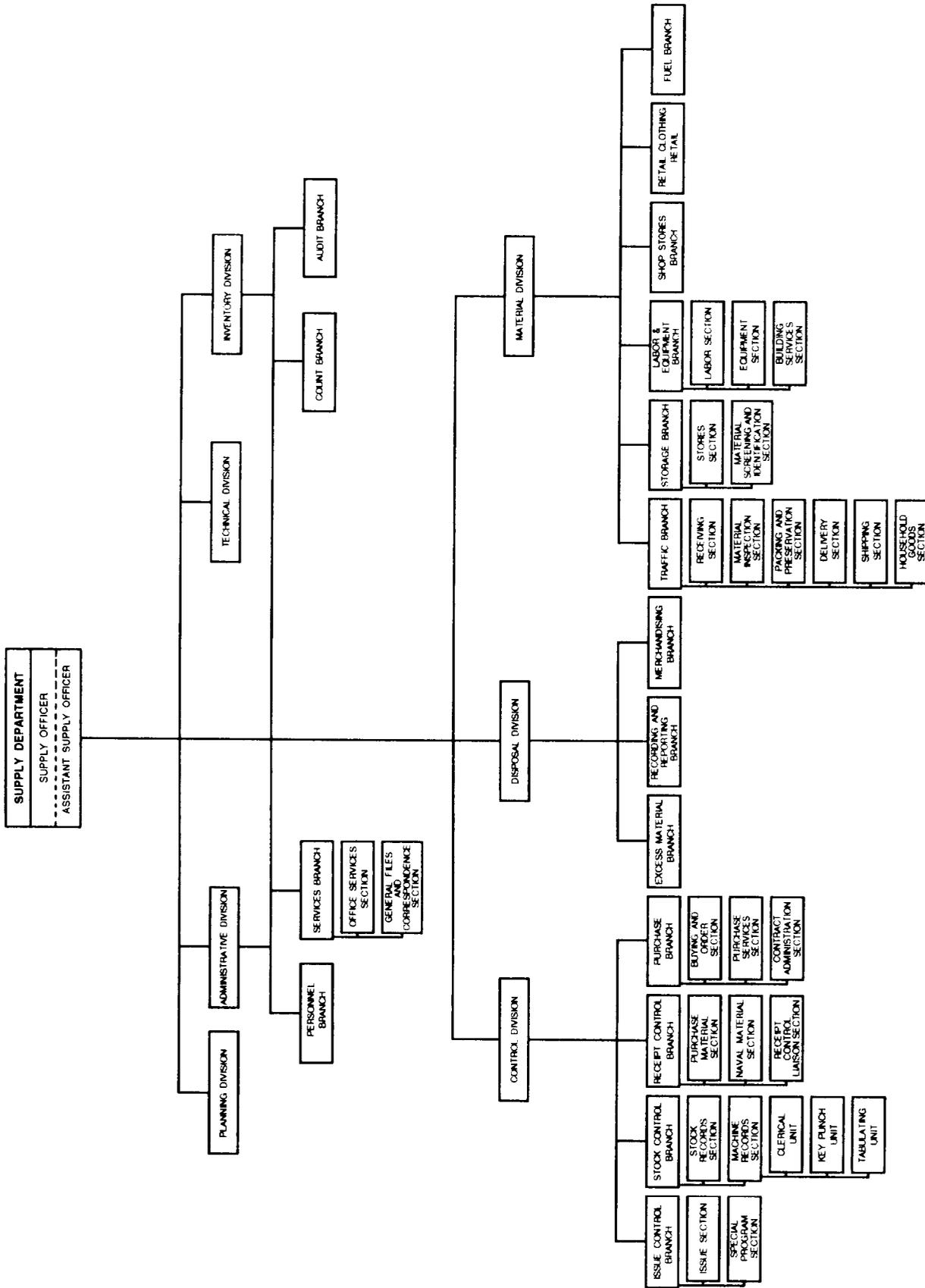


Figure 1-4.—Standard organization for supply departments.

authority. Some of the functions of the planning division are as follows:

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

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

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

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

- Conducts physical count and recount, when necessary, on all inventories

- Controls receipt, issue, and transfer documents not processed before inventory cut-off date

- Tallies receipts and issues made during the inventory period. Uses tally result as source data in reconciling quantities in stock records and count cards

The Audit branch reconciles inventory count with stock records.

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

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

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

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

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

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

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

STORAGE BRANCH.— This branch receives and stores material until requested. It maintains proper storage and care of material, including fuel and

lubricants. It issues materials and operates various types of material handling equipment.

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

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

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

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

AVIATION SUPPORT DIVISION.— TMS division is also known as the supply support center (SSC). It is responsible for providing supply support for assigned organizational and intermediate maintenance activities (OMA and IMA). The Aviation Support division (ASD) is the single point of contact for maintenance activities requiring direct supply support. It is where Material Control places requirements for material and equipment needed to support maintenance of weapons systems. Material Control places these requirements by submitting requisitions to ASD.

Chapter 9 of this training manual describes ASD responsibilities and functions in detail.

Afloat

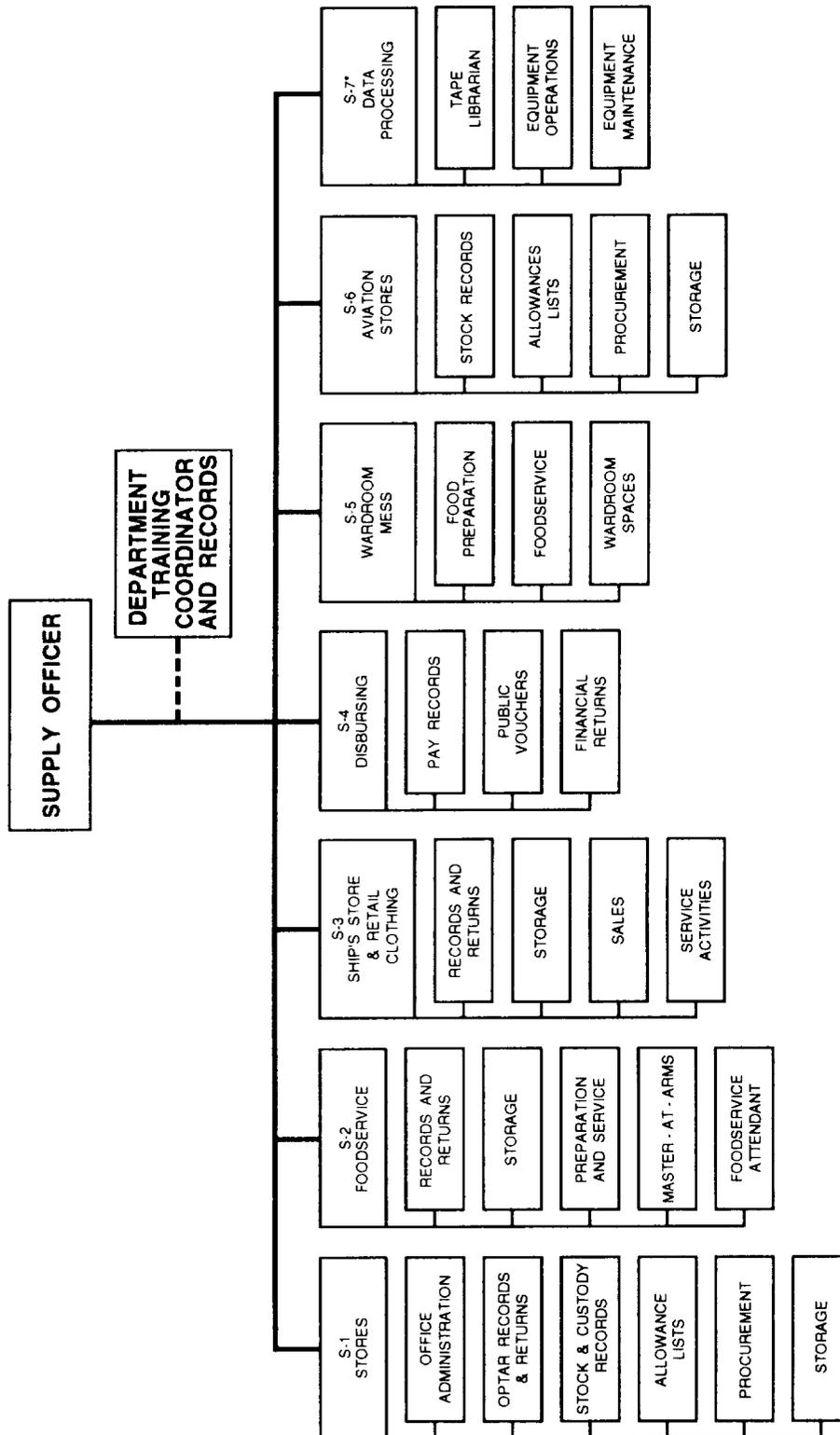
The organization of the supply department afloat varies according to the mission, physical characteristics, and complement of the ship. As an AK, you will most likely be assigned to an aircraft carrier (CV or CVN) or an amphibious assault ship (LPH). The supply organization structure for these ships can be found in *Afloat Supply Procedures*, NAVSUP P-485, and *Automated Snap 1 Supply Procedures*, volume 1, NAVSUP P-567. The NAVSUP P-567 provides illustrations of typical supply organizations for different types of ships. Figure 1-5 of this chapter provides an example of a supply department organization afloat.

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

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

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

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



*NOTE: DATA PROCESSING FUNCTIONS MAY BE INCLUDED UNDER S-1 (STORES) DIVISION AT THE DISCRETION OF THE SUPPLY OFFICER.

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

administration of the department and the training of supply personnel. The ASUPO acts as supply officer during the period when the supply officer is absent.

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

The officer appointed as services officer (SERVO) acts as the operational supply officer for the Services branch. This branch includes food service, retail sales/service, disbursing, and the wardroom mess. The services officer also functions as the administrative assistant to the supply officer in these areas.

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

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

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

The supply quality assurance (SQA) officer is responsible for determining supply department performance. The SQA officer does this by directing SQA personnel in conducting audits, random samplings, and analyzing reports.

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

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

It is responsible for requisitioning, receiving, storing, and selling of ship's store and clothing items.

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

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

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

The automated data processing (ADP) officer is responsible for all functions of the Data Processing division (S-7). This division is responsible for operating the data processing equipment and maintaining files and records. This division processes supply transactions (issues and receipts) and produces required reports.

OTHER ACTIVITIES INVOLVED WITH SUPPLY

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

FLEET SUPPLY OFFICER

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

Commander-in-Chief United States Naval Forces Europe (CINCUSNAVEUR) Headquarters staff.

AIR TYPE COMMANDER SUPPLY STAFF

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

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

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

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

The Aviation Material Office, Atlantic (AVNMAT-OLANT) is an agent of COMNAVAIRLANT for fleet rationing of aeronautical material. Fleet rationing control (FLEET CONTROL) is the process established for materials that have limited availability in the fleet. The Consolidated Fleet Controlled Material List (CFCML) is a comprehensive listing of all fleet controlled material. The AVNMATOLANT and

COMNAVAIRPAC distribute the CFCML semiannually. The CFCML shows the respective type commander or the agent's code for items under their control. The listing is in national item identification number (NIIN) sequence and distributed to all activities.

DEFENSE ACCOUNTING OFFICE

The Defense Accounting Office (DAO) was formerly called the Fleet Accounting and Disbursing Center (FAADC). The two offices discussed in this training manual are DAO Norfolk, Virginia, and DAO North Island, San Diego, California. Their duties include performing operating budget accounting for COMNAVAIRLANT and COMNAVAIRPAC activities. COMNAVAIRLANT, COMNAVAIRPAC, and other type commanders authorize the use of funds by issuing operating targets (OPTARs) to aircraft carriers, squadrons, and other activities under their control. If you work in the accounting section of your activity, you will be involved in managing these funds. You may perform some of the accounting functions for your command. These functions involve maintaining OPTAR accounting records and submitting required reports to DAO

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

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

DEFENSE LOGISTICS AGENCY

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

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

The Defense Personnel Support Center (DPSC) is located in Philadelphia, Pennsylvania. It is responsible for food items, medical supplies, and clothing.

The Defense Fuel Supply Center (DFSC) is located in Washington, D.C. It is responsible for petroleum and bulk petroleum-based chemicals.

The Defense Electronics Supply Center (DESC) is located in Dayton, Ohio. It is responsible for electronic and electrical equipment and repair parts.

The Defense Industrial Supply Center (DISC) is located in Philadelphia, Pennsylvania. It is responsible for industrial type items. Some of these items are bearings, wire ropes, and sheet metal.

The Defense Construction Supply Center (DCSC) is located in Columbus, Ohio. It is responsible for structural material and equipment, components, and repair parts.

The Defense General Supply Center (DGSC) is located in Richmond, Virginia. It is responsible for furniture, food preparation equipment, and recreation equipment. It is also responsible for packaged petroleum product, office supplies, and cleaning supplies.

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

The defense depots (DD) perform material distribution functions within the defense supply system. The DD is a storage point for DLA material. The responsible DSC controls the issuance of material from a DD. The DD issues material based on the requisitions received and processed centrally by the DSC. The DD cannot accept requisitions directly, and issues material only when directed by the DSC.

GENERAL SERVICES ADMINISTRATION

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

CHAPTER 2

ADMINISTRATION AND CUSTOMER SERVICE

The Aviation Storekeeper (AK) is a general rating. General ratings involve broad occupational fields of related duties and functions. As an AK, you will provide supply support to aviation maintenance personnel. To provide support, you must know the functions and responsibilities of your activity and the procedures that apply to each task. This chapter provides the direction and information you will need to do the administrative tasks and provide customer service. Upon completion of this chapter, you will be able to describe the following AK requirements:

- Duties and responsibilities of the AKs
- Purpose of publications and catalogs used by AKs
- General security rules that apply to supply department spaces
- Practices and procedures needed to provide quality customer relations

PERSONNEL

Personnel assignments within each activity depend on the manning requirements authorized by The Bureau of Naval Personnel (BUPERS). The number of personnel in each activity is determined by the workload and complexity of its mission. As an AK, you will be assigned to an activity to fill a billet. Some AK billets require specialized qualifications, but for the most part, you must have a general knowledge of the rating.

GENERAL DUTIES AND RESPONSIBILITIES

General AK duties and responsibilities are as follows:

- Submitting requisitions
- Conducting technical research
- Receiving, identifying, stowing, and expending material
- Performing financial accounting in support of aviation maintenance

- Performing administrative and clerical duties
- Picking up and delivering material
- Preparing supply documents
- Packing of material for shipment
- Operating pre-expended bins

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

TOUR OF DUTY

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

Supply Department Ashore

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

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

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

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

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

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

material to carriers, including preparation of shipment documents and labels.

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

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

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

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

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

Supply Department Afloat

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

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

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

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

division to pickup material, and send copy of proof of delivery to stock control.

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

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

Squadron or AIMD

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

- Submit requisitions
- Receive and forward material
- Maintain logs, records, and tiles
- Perform aircraft inventories
- Prepare associated documents
- Maintain inventory of IMRL
- Expedite high priority requisitions

Miscellaneous Billets

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

PUBLICATIONS, FEDERAL LOGISTICS DATA, AND FORMS

Publications are your most important source of information in performing AK duties. They are prepared in paper, microfiche, or compact disc formats. You must be familiar with these publications, including the labor-saving devices associated with them. Normally, the technical library for the aviation section of the supply department is established within the aviation support division or aviation stores division. The AK assigned management responsibility for the technical

research unit must determine the technical manuals and publications required to support the organization and maintain receipt and distribution control. Once control is established, the majority of the manuals, publications, and changes are placed on automatic distribution to the activity. The requisitioning procedures are described in Section I of the *Navy Stock List of Publications and Forms*, Cognizance Symbol 1. Normally, new publications are issued directly to affected activities without request. Some publications are distributed automatically, because they are required in the performance of various supply corps functions. Copies of the publications are consolidated and mailed to the address listed in the Standard Navy Distribution List (SNDL).

GENERAL-USE SUPPLY PUBLICATIONS

The supply officer is responsible for ensuring that a list of all official publications held in the supply department is maintained. The list includes the title of each publication, the number of copies, and the location of each copy. The publications will be reviewed at least annually. When changes in current requirements occur, the issuing bureau, command, or office will be notified so that adjustments can be made in the applicable distribution list.

A change to a manual or publication consists of a set of replacement change pages for the area of the manual affected by the change action. This action is required for paper manuals or publications only. When a change is required to a CD-ROM format, the CD is usually reissued in its entirety.

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

You will be using many general-use manuals, publications, and directives. You will need them to determine standard supply operating procedures and to obtain management data relative to material identification, requisitioning, and processing of repairable components. We cover these manuals and publications in the following paragraphs.

The *Naval Supply Systems Command Manual* is comprised of the following volumes:

Volume 2, *Supply Ashore*, contains basic supply principles and procedures for NAVSUPSYSCOM managed shore activities.

Volume 5, *Transportation of Property*, contains policy and procedural instructions for all ashore activities shipping and receiving Navy property via commercial and military transportation media.

The *Naval Logistics Library* (NLL), NAVSUP P-600, issued on CD-ROM, is specifically designed by FMSO to make logistics information more accessible to a broad range of personal computer users. The two types of data found in the NLL are full text data (documents such as publications, manuals, and instructions) and structured data (fixed format records). The NLL is published biannually in September and March. All changes and rewrites will be included in each release to ensure availability of the most current information. The data included in the NLL are NAVSUP publications, NAVSUP P-4400, *Afloat Shopping Guide*, NAVSUP P-2002, *Navy Forms and Publications*, and NAVSUP instructions.

The Navy Comptroller (NAVCOMPT) Manual provides policy, regulation, and procedures within the area of primary support responsibility and technical guidance of the comptroller of the Navy. Although the NAVCOMPT manual has 10 volumes, only volumes 2 and 3 are of primary concern to you. The *Accounting Classification*, volume 2, is a reference book that contains the classification necessary to report the receipt and expenditure of public funds in each of the three phases of the Navy accounting system. It also includes appropriation, cost, and property accounting. The *Unit Identification Codes*, volume 2, chapter 5, lists the UICs for all the activities, ships, aviation units, and other organizational components of the Navy. The *Appropriation, Cost, and Accounting*, volume 3, prescribes accounting procedures in connection with appropriation, cost, and property accounting for field activities. This volume establishes methods used by supply and fiscal officers ashore to report the receipt and expenditure of public funds and property.

The publications that contain information for operating target (OPTAR) maintenance are in two volumes. The first volume is the NAVSO P-3013-1, *Financial Management of Resources Fund Administration*. The second volume is NAVSO P-3013-2, *Financial Management of Resources Operating Procedures*. These publications also contain definitions of terms used in the resources management system pertaining to ships, activities, and squadrons.

The Military Standard Requisitioning and Issue Procedures (MILSTRIP), and *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*, NAVSUP P-437, establishes policy and procedures relative to requisitioning, issue, transaction reporting, and accounting. This publication takes precedence over conflicting provisions contained in other supply system manuals or directives. It serves as ready reference for personnel involved in preparation/processing of MILSTRIP documents. The MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409, is another handy reference. This desk-top booklet contains those common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis. The blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

The Supply Afloat Packaging Procedures, NAVSUP P-484, provides a guide to assist naval supply activities, both ashore and afloat, that have limited packaging facilities in protecting material during transfer and shipment of retrograde repairable items.

The Afloat Supply Procedures, NAVSUP P-485, establishes policies for the operation and management of afloat supply departments and activities operating under afloat procedures. It is designed to assist supply personnel in the proper performance of their assigned duties and to aid them in understanding and performing their individual tasks associated with afloat supply operations. Although this publication is designed primarily for nonautomated ships (ships that use manual supply procedures), much of the information and policy it contains is applicable to all afloat supply departments, including those that are automated. The procedures contained in this publication are minimum procedures that are essential to acceptable supply management and are mandatory unless specifically stated as being optional. It encompasses the procedures outlined in NAVSUP P-437 as they apply to afloat situations.

The Automated SNAP I Supply Procedures (ASSP), NAVSUP P-567, Volumes 1 and 2, provides detailed procedures for the operation of shipboard Uniform Automated Data Processing System—Real Time (SUADPS-RT) for logistics, inventory, and financial management.

Publications dealing primarily with the operation and maintenance of aircraft and related equipment within the Department of the Navy are issued by or under the direction of NAVAIR. The allowance requirements registers (ARRs), allowance list (ALs), and tables of basic allowances (TBAs) are approved by

NAVAIR and published by ASO. The common ARR, AL, and TBA used by the AKs areas follows:

<u>Section</u>	<u>NAVAIR Pub</u>	<u>Contents</u>
A (ARR)	00-35QA-1	General aeronautical and NSA material common to various types of aircraft
B (ARR)	00-35QB series	Repair parts (airframes, engines, accessories, and electronics) peculiar to specific types of aircraft
BR (ARR)	00-35QBR	Repair parts (airframes, engines, accessories, and electronics) peculiar to specific target aircraft or drone helicopters
D (ARR)	00-35QD	Repair parts and special tools for maintenance support of catapults on CVs
G (AL)	00-35QG-016 series	General support equipments and hand tools required for O and I levels of aircraft maintenance
H (AL)	00-35QH series	Flight operational material, such as flight clothing, parachutes, oxygen masks, inflatable life raft and life jackets, compasses, and soon
N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turboshaft aircraft engines
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipments and systems
	00-35QR-6	Aeronautical electronic accessories common to designated aircraft classes
	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipments

<u>Section</u>	<u>NAVAIR Pub</u>	<u>Contents</u>
X (ARR)	0035QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, tire control, instrument, or electrical systems

The material listed in the ARR is normally retained in supply department stock until required for use. Various ARRs are used as guides in establishing an Aviation Consolidated Allowance List (AVCAL) for ships, air stations, and MAGs. The AVCAL is a list of all items authorized to be carried in stock by these activities for support of aircraft and weapons systems.

Aviation Supply Office Publications

The CD-ROM Users Manual that lists ASO publications is published to provide guidelines for use of various publications relative to the items within the Navy aviation supply system and to indicate interrelationship of these publications. The following publications are included in the CD-ROM:

P2300: Lists repairable assemblies under the cognizance of ASO or NAVAIR

P2310: Serves as a master reference list for identifying and requisitioning all parts of replacement significance required to support the repairable assemblies listed in P-2300.

P2330: Lists the family group code cross-reference to present an aggregate of the interchangeability data shown in P2300 and P2310.

C0018: Repairable assembly model code table of Navy aviation materials. This publication lists information of the model codes shown in P2300 and its applicable NSN or coded NICN.

C0030: Packaging data for ASO NAVAIR and aircraft launch and recovery equipment (ALRE) repairable assemblies. The purpose of this publication is to aid personnel in the proper and economical techniques to prevent damage to RFI and retrograde material.

The P2300, P2310, P2330, C0018, and C0030 published in compact disk read-only memory (CD-ROM) format, is updated quarterly. The CRIPL-01, NAC-10, ICRL-A, and ICRL-C are distributed in microfiche form.

CRIPL-01: Designed to improve management of repairable by identifying remain-in-place (RIP) components for which removal is not advisable or feasible prior to receipt of a replacement. This publication is revised quarterly.

NAC-10: Navy item control (NAC) number cross-reference. The purpose of this publication is to facilitate usage of aeronautical material, with no assigned NSN that is on hand at reporting activities of the Naval Supply Distribution System. This publication is revised semiannually. Procedures for NAC system requisitioning and number assignment are described in FASOINST4410.15.

ICRL-A: The activity individual component repair list was developed to provide intermediate maintenance activities the ability to relate maintenance capability to repairable components turned in for screening or repair. This list contains all repairable processed by specific IMAs and the repair capability for each item. This publication is revised quarterly.

ICRL-C: The combined individual component repair list contains repair capability of all IMAs. This list is provided to aircraft controlling custodians (ACC) as a management tool to monitor and review the standard ICRL program at the IMAs under their command, in terms of capability improvement and increased IMA utilization. It is also used to review, analyze, and validate IMA requests for capability improvement and SM&R code changes. This publication is revised quarterly. The related ACCs are as follows:

- COMNAVAIRSYSCOM (Commander Naval Air Systems Command)
- COMNAVAIRPAC (Commander Naval Air Force, U.S. Pacific Fleet)
- COMNAVAIRLANT (Commander Naval Air Force, U.S. Atlantic Fleet)
- CNATRA (Chief, Naval Air Training Command)
- CNAVRES (Chief, Naval Reserves)

Technical Manuals

Technical manuals contain a listing of parts and drawings of the parts for identification purposes. The parts list normally contains the Commercial and Government Entity (CAGE) code, manufacturer's part number, and NSN (if one is assigned).

Illustrated Parts Breakdown

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

FEDERAL LOGISTICS DATA

The Management List-Navy (ML-N) and related publications were replaced by the Federal Logistics (FED LOG) Data on compact disk read-only memory (CD-ROM). The FED LOG is designed to provide easy access to the information contained in the CD-ROM disks. This system allows the user to use different search methods to get needed information. The FED LOG contains information provided in the ML-N, Management List-Consolidated (ML-C), List Of Items Requiring Special Handling (LIRSH), Master Repairable Item List (MRIL), Master Repairable Item List (MRIL), and Navy Item Control Number (NICN). The FED LOG system can be used for the following purposes:

- Cross-reference (part) numbers and NSN
- Identify the source of supply
- Obtain management data required for procurement, requisition, stowage, and issue of material
- Determine proper freight standards for an item
- Obtain logistics information

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

FORMS

The AK uses several types of forms in performing supply and related functions. These forms are listed in NAVSUP Publication 2002 with a 1I cognizance symbol. The forms used by the AKs are identified by

titles, such as NAVSUP Standard, and Department of Defense (DOD), followed by numbers.

COMMUNICATION

Most of your work as an AK involves communicating with others. Communication plays an important role in accomplishing daily tasks and in providing support to customers. Whatever means of communications are used, you must protect classified information. The level of classifications based on how much damage would be caused if other countries could obtain it. The *Information and Personnel Security Program Regulation Manual* (OPNAVINST 5510.1), known as the *Security Manual*, is the source of the Navy's security program. This section describes the different ways of communication and the means of maintaining security of information.

ORAL COMMUNICATION

Information may be passed verbally by personal conversation, telephone, voice radio, or satellite transmission. You can provide assistance to customers on a one-on-one basis or during a group meeting. Telephones are commonly used to disseminate priority items. They are used to transmit priority designator 01-03 requisitions when transceiver or message facilities are unavailable or courier delivery is impractical.

WRITTEN COMMUNICATION

One of the important tasks you will be accomplishing is the preparation of correspondence. The term *official correspondence* includes all written material—publications, messages, memoranda, and so on—that are sent to or from the command. Correspondence can be transmitted by mail, facsimile, or electronic mail. Facsimile is transmission of fixed image as an electric signal over a communication channel by telephone lines. A scanner converts the original image into electrical impulses, and a facsimile of the original image, similar to an office copier reproduction, is made at the receiving unit. The term *electronic mail*, as discussed in this section, refers to the office automation system. With modem technology, you can electronically transmit correspondence by using home or small business computers. The correspondence is generated on one terminal, stored in a central file, and retrieved by another compatible terminal with access to that central file. This section provides the basic information necessary to prepare various types of correspondence. Refer to the *Navy Correspondence*



1
2
3
4
—

*DEPARTMENT OF THE NAVY
*Name of Activity
*Address

1
2

SSIC
Code/*Serial
*Date

1
2

From: Title of activity head, name of activity, location when needed
To: Title of activity head, name of activity, location when needed (Code)
Via: (1) Title of activity head, name of activity, location when needed (not numbered if only one)
(2) Pattern of (1) repeated for next endorser

1
2

Subj: NORMAL WORD ORDER, ALL LETTERS CAPITALIZED

1
2

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

1
2

Encl: (1) Material enclosed with letter identified in same way as reference, single enclosure numbered
(2) Notation added for material sent separately (sep cover)

1
2

1. This example shows all the elements that might appear on the original of a one-page standard letter.
2. If you omit the date when you type the letter, start the from block on the fourth line below the code/serial to allow for an oversized date stamp.
3. Other full-page examples in this chapter and later ones show the spacing to follow for correspondence that variously omits via, reference, and enclosure blocks.

1
2
3
4
—

*NAME OF SIGNER
*By direction

1
2

Copy to:
Short title of information addressee (see SNDL)
Short title of second information addressee

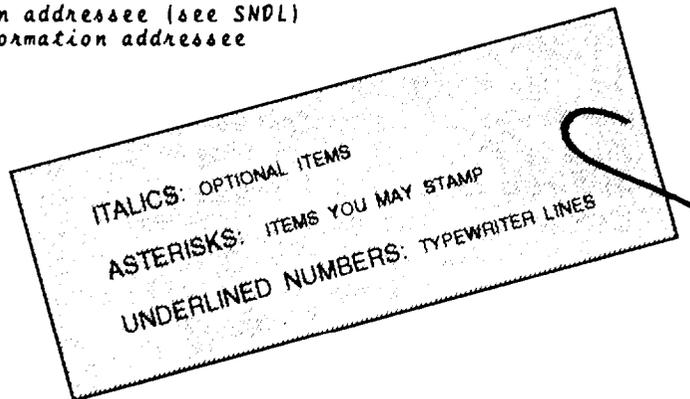


Figure 2-1. Sample copy of a standard letter.

Manual, SECNAVINST 5216.5, for detailed information.

Standard Letter

Instructions for typing standard letters are contained in SECNAVINST 5216.5. This instruction provides

detailed instructions, as well as examples, on how to prepare a letter. The standard letter is used to correspond with DOD activities and organizations outside DOD. Outside users include the Coast Guard and some contractors who deal widely with the Navy and Marine Corps. Figure 2-1 contains a sample copy of a standard letter.

Multiple-Address Letter

The multiple-address letter is the same as the standard letter with one exception. It is addressed to two or more action addressees. There are three ways to list the addressees in this format. Use the **To** block by itself, the **Distribution** block by itself, or use both blocks. An occasion for using both blocks in the same letter occurs when there is a group title but the distribution is unknown. For example, you may write the group title (Area Supply Officers) in the **To** block and identify each member in the **Distribution** block.

Endorsement

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

Memorandum

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

Business Letter

A business letter is used to correspond with agencies or individuals outside DON who are unfamiliar with a standard letter. Also, it may be used for official correspondence between individuals within DON when the occasion calls for a personal approach.

Naval Message

A message is an official communication in brief form transmitted by rapid means, such as radio, telegraph, or satellite. A message is used where speed is of primary importance. Naval messages are prepared in accordance with communications instructions and related publications issued by CNO Subject, paragraph, downgrading, and declassification markings used in classified messages are described in OPNAVINST 5510.1. Procedures for drafting and handling messages are furnished by the local communication activity. The *USN Plain Language Address Directory (PLAD)* lists the abbreviated addresses of activities within the U.S. Navy. The PLAD is a part of the *Message Address Directory (MAD)*, which is an official Joint Chiefs of Staff publication. It is updated four times a year, in January, April, July, and October. The abbreviated addresses listed in the PLAD must be used when drafting messages. The text of the message contains the thought or idea the sender desires to relate. This must be clear, accurate, and concise. Brevity must not be achieved with the loss of accuracy; brevity should be achieved through the proper choice of words and good writing techniques.

The text also includes the standard subject classification code (SSIC). This is a six-digit code starting with the letter "N," followed by five numbers. The "N" indicates that the numeric group was taken from the Navy list. The five number group is taken from SECNAVINST 5210.11. The SSIC appears after the classification and special handling instructions; for example, UNCLAS EFTO//N04400//. Naval messages are identified by originator and date-time group (DTG). For example, "USS NEVERSAIL" (typed in the From line of the message) is the originator. The DTG "102233Z" (10th day at 2233 hours in Zulu time), "OCT 93" (the month and year) will be typed as "102233Z OCT 93." The "Z" represents Greenwich meantime and is standard throughout DOD. The DTG is assigned by the communication office at the time the message is released. Messages are filed by month in DTG sequence.

Directives

A directive prescribes or establishes policy, organization, conduct, methods, or procedures. It requires action or sets forth information essential to the effective administration or operation of activities concerned. It may also contain authority or information that must be issued formally. The types of directives

used in the Directive Issuance System are instructions, notices, and change transmittals.

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

Notices are directives of a onetime nature or that contain information or require action applicable for a brief period only. A notice has the same force and effect as an instruction, but it does not have permanent value. Therefore, it contains provisions for its own cancellation. When the exact length of time a notice is to remain in effect cannot be determined at the time of issuance, the specific date for record purposes is set far enough in the future to allow all necessary use of the notice.

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

You will use different instructions and notices when performing your daily tasks. They are issued by various commands, bureaus, ships, stations, and operating forces. Many of the directives used in aircraft maintenance are issued by Headquarters, Naval Air Systems Command. They are known as NAVAIR instructions or notices. The directives issued by Chief of Naval Operations are known as OPNAV instructions

or notices. Refer to *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, for more information.

The NAMP, OPNAVINST 4790.2 (series), is sponsored and directed by the Chief of Naval Operations (CNO). It addresses CNO concepts, objectives, policies, programs, organizations, and responsibilities as they apply to aviation maintenance for each level of command. This instruction outlines the duties and responsibilities of a supervisor working in the material control division of a squadron or AIMD, or in the aviation support division of the supply department.

The *Uniform Material Movement and Issue Priority System* (UMMIPS), OPNAVINST 4614.1F, contains the following information:

- Force activity designator (F/AD)
- Issue policy designator
- Requisition processing
- Delivery dating
- Mission essential material
- Abuses and policing of the priority system
- Expedited handling of critically needed items

The Shore and Fleet Small Purchase and Other Simplified Purchase Procedures, NAVSUPINST 4200.85 (series), provides instruction and guidance concerning purchase or procurement of material from commercial suppliers. This instruction was written to implement and supplement the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS).

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

You will often be required to prepare or process requisitions for component parts required for incorporation of technical directives (TDs). A TD may direct that component parts or material be added, removed, changed, altered, relocated, or repositioned. NAVAIR has management responsibility for the Configuration Management Program. NAVAIRINST 5218.8 contains specific information concerning the TD program. Additional information concerning TD compliance at the O, I, and D levels of maintenance, documentation procedures, and reporting requirements

can be found in OPNAVINST 4790.2 (series). There are *two* types of TDs, formal and informal, which are distinguished by their method of dissemination. They are normally distributed as technical notes/orders, bulletins, or changes. The three action categories of TDs are as follows:

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

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

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

SECURITY OF OFFICIAL CORRESPONDENCE

The security identification of Confidential or Secret instructions and notices is indicated by prefixing the subject numbers by "C" for Confidential and by "S" for Secret. A single set of consecutive numbers is used for each originating office for each subject number regardless of the security classification of individual instructions. Example: If the first instruction issued on "material expenditure" is Unclassified, the second instruction Confidential, and the third instruction Secret, they would be numbered 4480.1, C-4480.2, and S-4480.3, respectively. The classification designations of information that require protection against unauthorized disclosure in the interest of national security are as follows:

Top Secret: Unauthorized disclosure of Top Secret information could reasonably be expected to cause exceptionally grave damage to the national security.

Secret: Unauthorized disclosure of Secret information could cause serious damage to national security.

Confidential: Unauthorized disclosure of Confidential information could reasonably be expected to cause damage to the national security.

Documents marked FOR OFFICIAL USE ONLY (FOUO) contain information that should be disclosed only to persons who need to know to perform their official duties. For you, it means that you will disclose information only when and as directed by your superiors in the chain of command. Disclosure of information, which may be limited to official use, even though such material is not appropriately marked, is covered by *Navy Regulations*, Article 1252.

Security clearances for access to classified information are obtained after investigative requirements on the individual is completed. This also applies to the AKs handling classified material. Regulations and guidance for classifying and safeguarding classified information and for personnel security for DON activities and personnel are provided in OPNAVINST 5510.1.

Classified record material may be destroyed only when destruction is the disposition authorized by SECNAVINST 5212.5. all other classified material should be destroyed as soon as it is no longer required. Early disposal of unnecessary classified material can assist in reducing security costs, preparing for emergency situations, and better protecting necessary classified material. Classified material must be destroyed only by authorized means and by personnel cleared to the level of the material being destroyed. The method used to destroy classified material must prevent later recognition or reconstruction. The common methods of destruction are as follows:

- **Burning:** This is the traditional method of destruction. The destruction is complete and disposition of remaining ash is relatively simple.

- **Shredding:** This method can be done in two ways. In strip shredding, the machine must cut the material to be destroyed into strips no greater than 1/32 inch in width. In cross-cut shredding, the machine must reduce the material to shreds no greater than 3/64 inch wide by 1/2 inch long.

FILING SYSTEM

One of the most important aspect of an organization is a well organized and properly maintained filing system. This can only be achieved with competent AKs who understand and are familiar with the Navy files in general. Constant personnel and manning changes emphasize the need for a standardized classification system. The process for segregating and filing Navy and Marine Corps records and the single standard system of numbers, letters, or symbols used throughout the DON for categorizing and subject classifying are outlined in SECNAVINST 5210.11. The Navy's Standard Subject Identification Code (SSIC) is a four- or five-digit number that stands for the subject of the document. The Navy's SSIC system is broken down into 13 subject groups. These major subject groups are then broken down into primary, secondary, and tertiary subdivisions. For example, here are the subdivisions under general administration and management, whose major subject group is 5000. General categories use zeros.

5000 — General Administration and Management.

This is an example of primary subject.

5200 — Management Programs and Techniques.

The last two digits designate secondary subjects.

5210 — Records Management.

The last digit reflects a tertiary subject.

5211 — Filing, Maintenance, Protection, Retrieval, and Privacy Act Systems.

The SSIC groups common to the AK work operations are as follows:

4000 Series Logistics

7000 Series Financial Management

10000 Series General Material

13000 Series Aeronautical Material

SECURITY OF SUPPLY DEPARTMENT SPACES

Security procedures for supply department spaces afloat and ashore are the same. The supervisors are responsible for identifying the requirements for the functions of their organizational elements and for seeing that personnel under their supervision are familiar with the security requirements for their particular assignments. On-the-job training is an essential part of

command security education. all hands are responsible for ensuring that security is maintained at all times. This section explains the general security rules and requirements that apply to the supply department spaces.

GENERAL SUPPLY SECURITY RULES

The general supply security rules are as follows:

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

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

- Responsibility for the security of spaces will rest with the individual in charge of each space.

- Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the supply officer or delegated assistant.

- No supply space will be secured in such a manner that access by use of ordinary damage control equipment is impeded in an emergency.

- Keys to supply space padlocks will not be taken from the ship/building when the custodian goes ashore or secures from work. The keys must be returned to the key locker.

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

- Combinations to locks will not be recorded in writing unless otherwise prescribed by higher authority.

- all key padlocks will be 1 1/2-inch pin tumble type, with dead bolt either brass or bronze. The locks will be keyed individual y and furnished with two master keys for each group and two grand master keys for each set.

- All keyless padlocks will be the three-combination, manipulation-resistance Type 8077A.

- Combinations on keyless padlocks will be changed at least every 6 months.

PADLOCKS AND MASTER KEYS

Supply department spaces are assigned to space groupings. You will be involved with Group I spaces, which consist of general stores, including storerooms, special lockers, and related spaces, except when other

security requirements are set by competent authority. Navy stock account and special accounting class 207 material stowage are included in this group. The security administration for this group are as follows:

- Each lock will be opened by an original and duplicate key that is different from the keys to other spaces.

- The original key will be drawn from the key locker at the beginning of the day, and will remain in the possession of the person in charge of the space during working hours.

- The key will be returned in the key locker in the supply office at the end of the working day.

- Duplicate keys will be kept in the duplicate key locker in the supply office or in the supply officer's safe.

- A master key, which will open all locks in group I, will be in the custody of the supply officer. A duplicate master key may be placed in the custody of an officer or petty officer designated in writing by the supply officer.

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

OFFICE SPACES

The supply department office spaces are to be kept locked when not open for business. Distribution of keys to supply department offices will be at the discretion of the supply officer.

KEY LOCKERS

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

CUSTOMER SERVICE

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

CUSTOMER SERVICE AS IT APPLIES TO THE AK COMMUNITY

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

Customer

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

Contact Point

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

- Requisition control unit
- Technical research unit
- Document control unit

- Awaiting parts unit
- Rotatable pool unit
- Pre-expanded bin
- Maintenance support package

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

Appearance

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

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

Cooperation

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

Cooperation is necessary when "breaking in" a new member of the organization. You can show the new

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

Assisting the AK's Customer

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

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

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

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

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

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

Table 2-1.-Self-Evaluation Checklist

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

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

EVALUATION.— Appropriate responses at the contact point require both ability and willingness on the part of the AK making the response. It is true that routine tasks do not present the same motivating challenge offered by the spectacular ones, but the overall results maybe just as important. Perhaps what is needed is a companion for the “can do” ability--a “will do” determination. The checklist shown in table 2-1 provides a means of evaluating the AKs performance. It is not intended to be used as a test with a numerical score and a PASS/FAIL grade, but as an inventory to determine what abilities and traits the AK now possesses, and to point out the areas that need improvement.

Manning the Contact Point

You must understand that the customers who come to the contact point do not see and are not particularly

interested in the total workload. The customers see only the response to a need. From your viewpoint, the basis for evaluation is broader because you are aware of the total workload and responsibilities. Upon the initial approach of a customer, you must present a good impression. It is in this stage where quick opinions about a person based on speech, mannerisms, dress, and rating are formed.

Attitude

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

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

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

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

These types of comments indicate to the customer that his/her request is not important, and that you have better ways to occupy your time. Most often, you will end up helping the customer anyway. In this case, the statement "If you can't say anything good, don't say anything at all pertains.

There are several factors that often stand between you and the customer. These factors often complicate the customer's problem and your effort to provide a solution. You must be able to analyze the customer in order to serve them. The customer who is emotionally upset may have difficulty in stating a problem accurately or completely. Significant information maybe omitted; opinion may have been confused with fact; or there may be a feeling that the information you want is too personal. Usually, it will help to first determine the cause of the customer's emotional upset and sort it out. Ask the customer some leading questions to find out the cause of the problem. A customer who is allowed to "blow off steam" (within reason) may then become apologetic and ready to accept the help. A calm, confident manner is the best approach. When you do not respond with anger or rudeness to a customer's emotional outburst, you have taken the first step toward solving the customer's problem, whatever its nature.

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

Common Errors

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

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

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

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

Language barriers result in unsatisfactory service to the customer. In a previous section of this chapter, we described the meaning of communication. It involves a

sender and a receiver and a message that is understood by both. The interference (lack of understanding or distraction) that garbles the message becomes a barrier between the sender and receiver. In this case, the receiver should ask for a repeat or explanation. Misunderstood information may be worse than no information. It can result in disappointment, frustration, missed opportunities, or improper actions by the receiver. Following are some causes of interference that the AK should know:

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

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

comes for service, concentrate on WHAT is being said—not HOW it is said. This will reduce distractions to a minimum.

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

Satisfying Customer Needs

As previously discussed, a customer's needs can be satisfied either by you or through referral to other units that perform the job required by the customer. In large activities where specialization is implemented, it is difficult for the customer to find the right desk or office. When you refer a customer to another location, be courteous. Always give good directions or take the customer to the area, if possible. If additional action will have to be taken later, you and the customer should agree on who will initiate the future action. The customer should have no doubts about WHAT must be done, WHEN it should be done, and WHO is to get it started. It may help to repeat basic information just before the customer leaves.

Answering questions requires a sizeable amount of patience. Some of the questions are repeats by the same customer or another customer. In all cases, questions deserves the courtesy of an answer.

You must provide correct and up-to-date information to the customers. People obtain information from many sources. Even when they have heard and interpreted it correctly, it may not be correct. This incorrect information is usually revealed through conversation with the customer. Regardless of where this incorrect information was obtained, you should correct it.

The filing system and record keeping help provide good customer service. You use them as a proof for material delivery, signature of the person that accepted the material or service, history of events, and so on.

When good customer service is provided, the PROBLEM that was countered by a solution becomes a TEMPORARY SITUATION.

CHAPTER 3

MATERIAL IDENTIFICATION

One of the main duties of an AK3 is to identify and requisition aeronautical material. This chapter provides basic information to help you develop the knowledge you need to perform these duties. You may not have all the facts memorized, but you should know where to find the information required. As you gain experience in your rate, you will be able to retain most of this information. Memorizing commonly used information will help, since speed is an essential element in processing high priority requisitions. Processing time starts when requisitions are ordered. It ends when the material is delivered and received by the customer. In this time limit, technical research, requisition preparation, breakout of material, and delivery must be accomplished. Therefore, you cannot spend most of the time allowed in material identification.

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

MATERIAL COGNIZANCE

The term *material cognizance* refers to the inventory manager and technical advisor of each category of material in the supply system. A category of Navy material is a major grouping of items for supply management purposes. The list of cognizant symbols can be found in *Military Standard Requisitioning and Issue Procedures (MILSTRIP)* and *Military Standard Transaction Reporting and Accounting Procedures (MILLSTRAP)*, NAVSUP P-437, appendix 17.

GENERAL INFORMATION

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

identifies the inventory manager and the stores account in which the material is carried.

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

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

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

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

NAVY MATERIAL

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

- Cognizance symbols 0 (zero) is not carried in the stores account.
- Even numbers 2, 4, 6, and 8 are carried in the Appropriation Stores Account (APA), except 8A.
- Odd numbers 1,3,5, and 7 are carried in the Navy Stock Account (NSA).
- Number 9 is Navy-owned material carried in NSA and managed-by the SPCC.

The second position of the cognizance symbol identifies the item manager. The item manager exercises supply management over specified categories of material.

MATERIAL CATALOGING AND CLASSIFICATION

This section will help you understand the information used in material identification. There are more than 4 million supply items in the Department of Defense (DOD) supply system. The Navy supply system alone stocks more than 1 million items. Each item must be identified to make buying, stocking, and issuing easier. To accomplish this, each item must be listed indifferent groups or categories.

FEDERAL CATALOGING SYSTEM

The Defense Logistics Agency (DLA) administers the Federal Cataloging System under the direction of the Assistant Secretary of Defense (Installation and Logistics). The Defense Logistics Support Center (DLSC) manages the federal cataloging system in the DOD. The DLSC is responsible for naming, classifying, and numbering all items carried under centralized inventory control by the DOD and civil agencies of the Federal Government. It also publishes all related identification data. Only one identification may be used for each item in all supply functions from purchase to final disposal. The Federal Catalog System is also used by the North Atlantic Treaty Organization (NATO) countries. According to the federal law, NAVSUP participates in the Federal Catalog System. Navy items are introduced into the system, and are revised based on data furnished by the various Navy inventory managers. Items can be purged from the system according to the law or with guidance furnished by NAVSUP and higher authority.

FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification (FSC) System was designed to permit the classification of all items of supply used by the Federal Government. Each item of supply is classified in only one four-digit Federal Supply Classification class. The first two digits denote the group or major division of commodities within the group. Currently, there are 76 groups assigned. Group numbers start from 10 and end at 99. Table 3-1 is a list of federal supply groups and titles.

The Navy uses groups 01 through 09 for forms and publications that are not included in the Federal Catalog System. The forms and publications are numbered according to the following system:

- 01 Navy Department forms
- 02-08 Publications
- 09 District and fleet forms

The number of classes within each group varies. Each class covers a particular area of commodities according to physical or performance characteristics. The items in the class are usually requisitioned or issued together. This is used as a basis for including items in the same area of commodities. You will learn the frequently used classes within the groups by using them. Examples of how classes are used to divide types of material within a stock group are shown in figure 3-1.

<u>Groups</u>	<u>Classes</u>	
Group 53 Hardware and abrasives	5305	Screws
	5306	Bolts
	5307	Studs
	5310	Nuts and washers
	5320	Rivets
Group 48 Valves	4810	Valve solenoid
	4820	Valve angle
Group 40 Rope, cable, chain, and fittings	4010	Wire rope, steel
	4020	Rope fibrous
	4030	Hook, guy

Figure 3-1.-Examples of supply classes within a stock group.

Table 3-1.-List of Federal Supply Groups

<u>Group</u>	Title
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
21	Unassigned
22	Railway equipment
23	Ground effect vehicles, motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes
27	Unassigned
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
33	Deleted
34	Metalworking
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Materials-handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning, and air-circulating equipment
42	Fire fighting, rescue, and safety equipment

Table 3-1.-List of Federal Supply Groups—Continued

<u>Group</u>	<u>Title</u>
43	Pumps and compressors
44	Furnace, steam plant and drying equipment, and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection, and coherent radiation equipment
59	Electrical and electronic equipment components
60	Fiber optics, materials, and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General-purpose automatic data processing equipment (including hardware), software, supplies, and support equipment
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data processing equipment, and visible record equipment

Table 3-1.-List of Federal Supply Groups—Continued

<u>Group</u>	<u>Title</u>
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel, shoes, tents, and flags
84	Clothing, individual equipment, and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous

The stock group and class together make the Federal Supply Classification (FSC).

NATIONAL STOCK NUMBER

All items of supply that are centrally managed or bought for system stock are required to have a National Stock Number NSN assigned to them. National stock numbers are used in all supply management functions

and publications that mention the items. The North Atlantic Treaty Organization (NATO) Standardization Agreement 3151 has been ratified by 15 NATO countries, including the United States. These countries have adopted the U.S. Item Identification System as the basis for the NATO Item Identification System. The NSN is a 13-digit number assigned by DLSC to identify an item of material in the supply distribution system.

The following paragraph discusses the breakdown of an NSN. Figure 3-2 is an example of an NSN.

Federal Supply Classification

The Federal Supply Classification (FSC) is a four-digit number that occupies the first part of an NSN. The Defense Logistics Agency Cataloging Handbook H2 (in book form) lists the groups and classes in use today. The DLSC, Battle Creek, Michigan, is responsible for managing this handbook.

National Codification Bureau Code

The National Codification Bureau (NCB) code is a two-digit code that occupies the fifth and sixth position of a NATO stock number. This code identifies the NATO country that originally cataloged the item of supply. The NCB codes currently assigned are listed in *Afloat Supply Procedures*, NAVSUP P-485. The NSN assigned by United States uses NCB codes "00" and "01." The different NCB codes may be assigned to different materials, but they are identified by the same NIINs. For example, material assigned with NIIN 00-005-9895 is a terminal block and 01-005-9895 is a panel assembly. It is very important that you use the last seven digits of the NSN to identify the required material.

National Item Identification Number

The national item identification number (NIIN) is a 9-digit number that occupies the 5th through the 13th position of an NSN. In the example given in figure 3-2, the "00-1234567" is the NIIN. Although part of the NSN, NIINs are used independently for material identification.

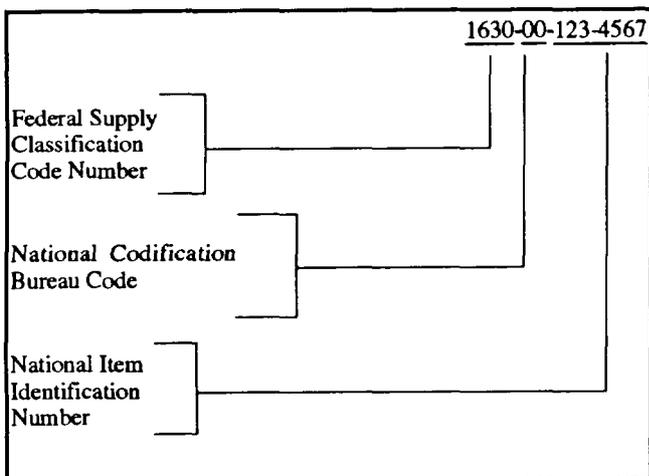


Figure 3-2.-Example of an NSN.

OTHER CODES USED WITH THE NSN

In addition to the 13-digit NSN, the Navy uses other codes for material identification. These codes may be prefixes or suffixes to the NSN. The following paragraphs describe these codes.

Cognizant Symbol

This symbol consists of a two-character code that identifies the stores account and cognizant manager of an item. Refer to *Navy Supply Systems Command Manual*, volume 2, *Supply Ashore; Military Standard Requisitioning and Issue Procedures (MILSTRIP)*, and *Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)*, NAVSUP P-437; and *Afloat Supply Procedures*, NAVSUP P-485. The cognizant symbols frequently encountered by the AKs are listed in table 3-2. To understand cognizant symbols, you must understand the following terms:

- **Stores Account:** This is an account reflecting the value of material, supplies, and similar property on hand. The accounts used by the AKs are the Appropriation Stores Account (APA) and the Navy Stock Account (NSA).

- **Appropriations Purchase Account (APA):** This account is for all stock material paid for out of appropriations. This material is not charged to the user's operating funds. If the material was bought for a purpose other than its original appropriation, the material is chargeable to the user's fund.

- **Navy Stock Account (NSA):** The NSA consists of all material paid from the Defense Business Operating Fund (DBOF). NSA material is always charged to the user's allotment, operating budget, or operating target funds.

- **Inventory manager:** This is an organizational unit or activity within the Department of Defense. The inventory manager has the primary responsibility for controlling the functions of cataloging, identification, determination of requirements, procurement, inspection, storage, and distribution of categories of material.

- **Technical responsibility:** This is the systems command or office that determines the technical characteristics of equipment. For example, the electronics equipment characteristics include items such

Table 3-2.-Cognizance (COG) Symbols

COMMON COGNIZANCE SYMBOLS USED BY THE AKs				
COG SYMBOL	COGNIZANT INVENTORY MANAGER	STORES ACCOUNT	TECHNICAL RESPONSIBILITY	DEFINITION
0I	Naval Publications and Forms Directorate, ASO, Philadelphia	None	Defense Printing Service Management Office	Publications
1I	Naval Publications and Forms Directorate, ASO, Philadelphia	NSA	Defense Printing Service Management Office	Forms
1R	Navy Aviation Supply Office, Philadelphia	NSA	Naval Air Systems Command	Aeronautical, photographic, and meteorological material (consumable or expense type material)
4R	Navy Aviation Supply Office	APA	Naval Air Systems Command	Catapult and arresting gear material (repairable or investment type material)
4V	Naval Air Systems Command	APA	Naval Air Systems Command	Aircraft engines
4Z	Navy Aviation Supply Office	APA	Naval Air Systems Command	Airborne armament equipment
5R	Navy Aviation Supply Office	NSA	Naval Air Systems Command	Catapult and arresting gear material (consumable or expense type material)
6R	Navy Aviation Supply Office	APA	Naval Air Systems Command	Aviation ground support equipment (repairable or investment type material)
6V	Naval Air Systems Command	APA	Naval Air Systems Command	Technical directive change kits
7R	Navy Aviation Supply Office	NSA	Naval Air Systems Command	Depot-level repairable aviation material
9C/*AX	Ships Parts Control Center	NSA	Various commands	Navy-owned stocks of defense construction material
9D/*CY	Ships Parts Control Center	NSA	Various commands	Navy-owned stocks of clothing, textiles, and related items managed by DPSC

Table 3-2.-Cognizance (COG) Symbols—Continued

COMMON COGNIZANCE SYMBOLS USED BY THE AKs				
COG SYMBOL	COGNIZANT INVENTORY MANAGER	STORES ACCOUNT	TECHNICAL RESPONSIBILITY	DEFINITION
9G/*CX	Ships Parts Control Center	NSA	Various commands	Navy-owned stocks of defense general material
9N/*TX	Ships Parts Control Center	NSA	Various commands	Navy-owned stocks of defense electronic material
9Q/*GG	Ships Parts Control Center	NSA	None	Navy-owned stocks of items accepted by the GSA for support of Navy requirements
9Z/*KZ	Ships Parts Control Center	NSA	Various commands	Navy-owned stocks of defense industrial material

NOTE: * DLA/GSA/MILSVC cataloging codes equivalent to cognizance symbols

as circuitry and the types and arrangement of components.

- Expense type item: This term identifies stock items that are financed by the Defense Business Operating Fund, and is the same as NSA items.

- Consumable: Consumable material is material that is consumed in normal use. Some of the examples of these materials are paints, cleaning supplies, office supplies, and common tools.

Material Control Codes

A Material Control code (MCC) is a single alphabetic character assigned by the inventory manager. It is used to segregate items into manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting and control requirements. Appendix 2 of NAVSUP P-437 provides a listing of material control codes. The MCC occupies card column 73 of the transaction detail card or MILSTRIP requisition.

Table 3-3 contains a list of MCCs commonly encountered by the AK. You should memorize these codes to help you in advancement examinations and in providing customer service.

Table 3-3.-Material Control Codes

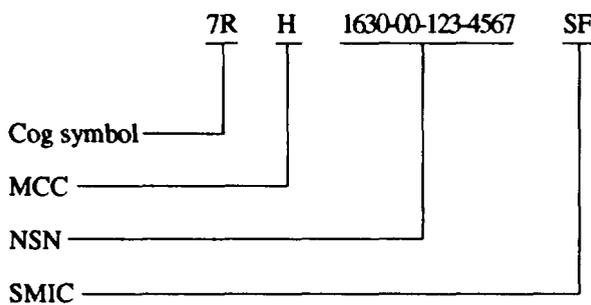
Code	Definition
D	Field Level Repairable
E	(1) Depot-level repairables designated for intensive management under IRAM Program. (2) Material (expendable ordnance) requiring lot and serial number control, but is reported by serial number only.
H	Depot-level repairables not assigned MCC E, G, Q, or X
L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

Special Material Identification Codes

A special material identification code (SMIC) adds information to the National Stock Number. The inventory managers assign the SMIC to provide visibility to selected items and to ensure maintenance of their technical integrity. The requests for assignment of SMIC codes are forwarded to NAVSUP for processing. The SMICs are made up of two alpha or numeric characters and are reflected in card columns 21-22 of MILSTRIP/MILSTRAP documents. The SMIC may be assigned by an inventory manager to an item when it requires the following:

- control in source, quality, technical design or configuration requirements;
- control in procurement, stocking, and issue;
- special receipt, inspection, testing, storage or handling; and
- weapon system applicability.

The following is an example of an NSN with SMIC



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

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

The second position of the SMIC assigned by the Aviation Supply Office ASO identifies the applicable weapons system or equipment. Most of the SMICs you

will use are ASO assigned codes, and these are the codes discussed in this chapter. If you need more information, refer to NAVSUP P-437, appendix 17, for a complete listing of assigned SMICs. The following is a listing of the second character of a SMIC that you will usually encounter:

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

The SMICs are made up of various combinations of letters and numbers. This combination of letters and numbers might be the same but have a different meaning when used by other inventory managers. Some of these inventory managers are SPCC Strategic Systems Project Office (SSPO), NAVAIR, Naval Mine Warfare Engineering Activity (NWEA), NAVSUP and Naval Sea Systems Command (NAVSEA). You must use NAVSUP P-437 as your reference when conducting technical research to make sure the information used is correct.

NAVY ITEM CONTROL NUMBER

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

- Inventory Control Point (ICP) control numbers
- Kit numbers
- Publications and forms ordering numbers
- Local Navy Activity Control (NAC) numbers

- Other locally assigned numbers

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

- Federal Supply Classification (FSC) code (numbers that occupy the first four digits of the NICN)
- Navy Item Control (NIC) number code (letters that occupy the 5th and 6th position)
- Serial number (alphanumeric and occupies the 7th through the 13th position)

The NIC number males that you must be familiar with are listed in table 3-4. These codes differentiate the types of NICN. Refer to Appendix 2 of NAVSUP P-437 for additional information.

Permanent LL Coded NICNs

The NICNs with “LL” in the 5th and 6th positions and a “C” in the 7th position mean that the ICPs or other Navy item managers (including field activities) assigned them. Its purpose is to identify and monitor nonstocked items that are not expected to have enough demand to qualify for NSN assignment. The NICNs are assigned to permit the maintenance of a complete and uniform inventory control point weapons system file. It

Table 3-4. Navy Item Control Codes

NIC Number Codes	Used to Designate
LD	Directives Ordering Number. Example: 1234-LD-123-4567
LF	Form ordering numbers (COG II). Example: 1234-LF-123-4567
LK	Aircraft change kit numbers. Example: 1234-LK-123-4567
LP	Publication ordering numbers. Example: 1234-LP-123-4567
LQ	Aircraft quick engine change. Example: 1234-LQ-123-4567
LX	Local NAC number assigned by ASO field activities. Example: 1234-LX-NP1-2345
LL	All other local item control numbers. Example: 1234-LL-123-4567

is also used to ensure that selected items are considered for inclusion in future allowance lists. Stock points must purchase items identified by this type of NICN. Stock points currently do not have the capability to translate permanent LL coded NICNs to applicable CAGES and part numbers. The items are requisitioned by using the DD 1348-6 format (part number requisition).

Temporary LL Coded NICNs

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

The cognizant item managers review the temporary NICNs periodically to convert them to NSN or to delete the ones that are no longer required. When a requisition identifies an item by a temporary NICN that has been converted to an NSN the status card will include the new NSN in card columns 8 through 22 and status code BG in card column 65-66. You should update the stock/custody records and copies of outstanding requisitions as soon as you receive this information. The SPCC is responsible for maintaining NICN to NSN cross-reference list (formerly FMSSO's responsibility). For activities that use FED-LOG, searching by NICN to view the associated NSN is one of the options that can be used during technical research.

Navy Activity Control Numbers

The Navy Activity Control (NAC) numbers are locally assigned identification numbers. They identify those items that did not qualify for stockage during the provisioning process. These items do not have an assigned NSN in the Federal Cataloging System. Cataloging is anticipated for those items meeting the demand criteria.

The NAC numbering system was designed to provide visibility for a large volume of part number items stocked at field level activities. The system has created a means for recording these items held at various activities in excess of their immediate requirements. Other activities can review the listing of all part number requirements with the items listed in NAC-10 to reduce duplication of stocking, buying, and manufacturing. Each CONUS reporting activity in the Navy supply distribution system submits all NAC numbers to the Aviation Supply Office (ASO) on a quarterly basis.

After ASO has reviewed and consolidated the report, it is submitted to DLSC for screening for the applicable NSN. Upon assignment of the NSN, the superseding NSN is added to the NAC number. The superseded NAC number is deleted after two subsequent quarters.

The NAC number consists of nine digits. The first two digits designated with LX is the NICN. The 3rd and 4th letters identify the specific naval activity. The reporting activity assigns Arabic numbers for the remaining five digits. Refer to FASOINST 4410.15F for a list of NAC designators and activities. The following example is a breakdown of a NAC number:

LX-NQ-00001

- LX - Navy item control number
- NQ - NAC designator and activity
- 00001 - Locally developed serial number for non-NSN item

Requisitions for NAC-numbered items can be submitted directly to the reporting activity (identified by NAC designator) with an information copy to ASO. This is done when the requiring activity has verified that the material is available for issue. For deployed units, verification of material availability is not required. The requisition must be in the format described in FASOINST 4235.36 (series), *Part Number Requisition and Follow-ups*. The requisition must include remarks pertinent to NAC number, date, and person with whom the material availability was verified.

PART NUMBER

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

COMMERCIAL AND GOVERNMENT ENTITY CODE

The Commercial And Government Entity (CAGE) Code replaces the Federal Supply Code for

Manufacturers (FSCM). The CAGE is a five-digit, numeric code assigned to different types of activities for identification. The CAGE for vendors who supply an item but do not manufacture it is identified by an alphabetic character in the second position; for example, 1B234. Other NATO manufacturers of items used in the U.S. supply system use CAGE with an alphabetic character in the first position; for example, K7654. The Cataloging Handbook H4 provides a list of CAGE codes and activity names. CAGE is also listed in the database for FED LOG users.

SOURCES OF MATERIAL IDENTIFICATION

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

MANAGEMENT LIST-CONSOLIDATED

The Management-List Consolidated (ML-C) is a consolidated, cumulative listing of National Stock Numbers for all branches of the armed services. Each NSN is listed one time only. The integrated material manager and service or agency is listed separately. The ML-C is a tool used for determining management data applicable to items used or managed by other military activities. The ML-C information is included in Navy or DOD approved CD-ROM technical research publications. The information provided in the ML-C screen, when using CD-ROM, is described in the following text.

Service/Agency Code

The two-character Service/Agency (S/A) code identifies the service, agency, or activity. The codes are DA-Army, DF-Air Force, DM-Marine Corps, DN-Navy, DS-Defense Logistics Agency, GP-Coast Guard, TG-General Services Administration.

Source of Supply

The Source of Supply (SOS) column lists the routing identifier of the managing activity that is a potential source of supply.

Acquisition Advice Code

The Acquisition Advice Code (AAC) is a single-letter code that indicates how (as distinguished from where) and under what restrictions an item can be acquired.

Quantity Per Unit Pack

The Quantity per Unit Pack (QUP) code represents the number of units of issue included in the first tie, wrap, or container in which the NSN is prepared for shipment.

Unit of Issue

The Unit of Issue (UI) abbreviation represents the amount or quantity that has been established as standards of measurement for issue of material.

Unit Price

The Unit Price is the dollar and cents cost of the item per unit of issue. Material Control Code A and Acquisition Advice Code L prices are estimated.

Shelf-Life Code

The Shelf-Life Code (SLC) is an alpha or numeric code that indicates the shelf-life span of material. See appendix 17 of NAVSUP P-437 for a list of codes.

Controlled Inventory Item Code

The Controlled Inventory Item Code (CIIC) was formerly identified as (SEC). A single-character alpha or numeric code that indicates the degree of security classification or pilferage control for storage and transportation of DOD assets.

Repairability Code

The Repairability Code (RC) is a single code that indicates whether or not an item is repairable. It is indicated by the Material Control Code (MCC) for Navy-managed items.

Management Control Data

The Management Control (MGMT CTL) data is a grouping of management codes used by individual services to designate controls that are essential to the operation of their accounting systems. The Navy uses this column to list the COG, SMIC Issue, Repair and

Requisition Restriction Code (IRRC), and Special Material Content Code (SMCC).

Precious Metal Indicator Code

The Precious Metals Indicator (PMI) code is a single alpha or numeric code used to identify items that have precious metals as part of their content.

Automatic Data Processing Equipment Identification Code

The Automatic Data Processing (ADP) Equipment Identification code is a single numeric code used to identify an item of automatic data processing equipment (ADPE). This code also identifies those items containing ADPE regardless of assigned Federal Supply Class (FSC).

Demilitarization Code

The Demilitarization code (DML) is a single alpha character used to identify method and degree of demilitarization when required. It is also used when demilitarization is not required, or when the demilitarization requirement has not been determined by the inventory control point (ICP).

Phrase Code

The Phrase code is a single alpha or numeric code. It is assigned to a series of phrases to denote changes or relationships between NSNs and information type data.

Phrase Statement/Unit of Issue Conversion Factor

The Phrase Statement/Unit of Issue Conversion Factor column provides the information data and the UI conversion factor for the item, if applicable.

MASTER CROSS-REFERENCE LIST

The Master Cross-Reference List (MCRL) provides cross-reference information from reference numbers to National Stock Numbers NSN The **FEDeral LOGistics** (FED LOG) in CD-ROM format provides MCRL information. The information provided in the display screen when accessing the reference number data via CD-ROM is explained in the following paragraphs.

Reference Number

The reference numbers (also known as part numbers) are numbers, other than activity stock numbers, used to identify an item of production.

Commercial and Government Entity Code

The Commercial And Government Entity (CAGE) code was formerly known as Federal Supply Code For Manufacturers FSCM

Item Standardization Code

The Item Standardization Code (ISC) is a single alpha or numeric character reflecting the standardization decision of a standardization organizational entity. The coding structure provides a means to categorize items as either authorized for procurement or not authorized for procurement.

Reference Number Variation Code

The Reference Number Variation Code (RNVC) is a single-character code that is used to explain how a reference number describes an item.

Reference Number Category Code

The Reference Number Category Code (RNCC) designates the relationship of a reference number to the item of supply.

Service/Agency Designator Code

The Service/Agency Designator Code (SADC) is a single alpha code. It designates the service/agency that accepted the NSN as a substitute for the NSN assigned to the original reference number.

Description Availability Code

The Description Availability (DA) code indicates if description is available or not available. An "N" in this column means no description is available. An "R" means the item contains limited rights data.

In looking up a reference number, ensure that the CAGE code matches with the required material. Other information that helps to identify the material is the item name and description. You can get this basic information from the customer before starting the research. Search capability of the FED LOG CD-ROM includes combinations of reference/part number with

CAGE, supplier name, or item name. This option will help you identify the correct material.

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY CATALOG

The *General Services Administration (GSA) Federal Supply Catalog* lists approximately 20,000 line items that are stocked in GSA supply distribution facilities. The items listed in this catalog are assigned cognizance 9Q. The *GSA Federal Supply Catalog* serves as the major merchandising instrument of the Federal Supply Service (FSS) Stock Program and consists of a guide and four commodity catalogs.

- The *GSA Supply Catalog Guide* contains consolidated alphabetical and NSN indexes to all stock items. These are items listed in the four commodity catalogs and other items available through the FSS program. It provides detailed information concerning the program and requisitioning procedures.

- The *GSA Supply Catalog (Tools)* contains listings of common and special use tools. It includes alphabetical and numerical indexes and a price list.

- The *GSA Supply Catalog (Office Products)* lists a wide variety of items for office use, including paper supplies, standard and optional forms, and many items of equipment. It includes alphabetical and numerical indexes and a price list.

- The *GSA Supply Catalog (Industrial Products)* contains descriptive listings of a broad range of items, such as hardware, paints, adhesives, and cleaning equipment and supplies. It includes alphabetical and numerical indexes and a price list.

- The *GSA Supply Catalog (Furniture)* provides a single source of information for all furniture items stocked by the FSS.

Activities desiring these catalogs should submit an FSS Publication Mailing List Applicator, GSA Form 457. Before processing requisitions for submission to GSA, you should refer to the ILs or ML-N for supply management data.

AFLOAT SHOPPING GUIDE

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

MASTER REPAIRABLE ITEM LIST

The Master Repairable Item list (MRIL) is a catalog of Navy-managed items that are turned in for repair when they become unserviceable. These unserviceable items are shipped to a collection point or to a designated overhaul point. The primary purpose of the MRIL is to provide the fleet activities the data required for disposition of repairable items. The MRIL is part of the FED LOG that is distributed in compact disc format. The data included in the MRIL is described in the following paragraphs.

Long Supply/Credit Indicator

The presence of an asterisk (*) in the Long Supply Credit Indicator position indicates that long supply assets exist for that NIIN. The replacement should be requisitioned vice local repair. The presence of this indicator does not preclude local repair if replacement is needed for installation and is not available locally. A dollar sign (\$) in this column means the NIIN is field-level repairable for which credit is authorized upon turn-in of the unit.

Scheduled Removal Component Card Code

A blank the Scheduled Removal Component Card code position means no scheduled removal card (SRC) is required. A "Y" in this position means an SRC is required.

Cognizant Symbol

The cognizant symbol is a two-position prefix to a National Stock Number.

Material Control Code

The Material Control code is a single, alphabetic code assigned by inventory manager. It indicates the product or commodity identification, special purpose, or an inventory characteristic.

NIIN/NICN/Model

The NIIN/NICN/Model column is for the national item identification number (NIIN). Navy item control number (NICN) and aircraft engine model number. The NIIN is the last nine digits of a stock number. The NICN is a 13-digit number assigned to identify items that have not been assigned an NSN. The model code

consist of alphanumeric code that identifies aircraft engines.

Special Material Identification Code

The Special Material Identification code is a two-position alpha or numeric code used to categorize material.

Supplemental Source Code

The Supplemental Source Code (SSC) is a single alpha or numeric code used to clarify and/or modify the maintenance and recoverability codes. See NAVSUPINST 4423.14B for information.

Repair Maintenance Code

The Repair Maintenance Code (RMC) indicates the lowest maintenance echelon capable of repairing an item. It is provided to assist supply and maintenance personnel in making decisions about whether to attempt repair prior to returning the item to the overhaul point.

Recoverability Code

The Recoverability Code (RC) indicates the lowest echelon authorized to condemn and dispose of a repairable when its condition is such that it is not economical to repair it.

Controlled Inventory Item Code

The Controlled Inventory Item code was fully explained in the MLC section of this chapter.

Movement Priority Designator

The Movement Priority Designator (MPD) is a two-digit, numeric code that indicates the priority to be used for returning unserviceable (non-RFI) repairable material to the HUB or DOP.

Remain-in-Place

The Remain-In-Place (RIP) indicator is a single code that identifies an item for which an unserviceable unit will be turned in on an exchange basis after receipt of a serviceable unit. A "Y" in this column means the NSN is an authorized Remain-In-Place item.

Shipping Data

The Shipping Data block contains NOTES and SHIPPING CODE information for the NSN listed. The NOTES column contains various miscellaneous information such as the NIIN of applicable shipping containers or if the item can be mailed. The SHIPPING CODE contains a six-character Unit Identification Code (UIC) of the activity to which a repairable should be shipped. If there is more than one shipping code listed, ship the material to the nearest activity indicated. A two-digit, alphabetic code in this column indicates special exception requirements. You can obtain the meaning of these codes through the option capability of the computer.

NAVY STOCK LIST OF PUBLICATIONS, FORMS, AND DIRECTIVES

The *Navy Stock List of Publications, Forms, and Directives*, NAVSUP P-2002D, is part of the NLL. The research options in the CD-ROM allow you to find the item by inserting the NSN form, or publication number and the title/nomenclature in the edit fields. You may use an asterisk (*) at the end of words in a search field to expand the search term. For example, entering "CHI*" will find all records containing words beginning with "CHI." The asterisk cannot be used in date or numeric fields.

HAZARDOUS MATERIAL INFORMATION SYSTEM

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

ILLUSTRATED PARTS BREAKDOWN

An illustrated Parts Breakdown (IPB) is prepared by the manufacturer for each model aircraft, engine, accessory, electronic equipment, support equipment, or other aeronautical equipment considered advisable by NAVAIR. The IPB is printed and issued by the authority of NAVAIR. It is used as reference for identifying and ordering replacement items. Each item of equipment is

listed in assembly breakdown order, with the illustration placed as close as possible to its appropriate listing. Some IPBs have a different format from others. You can familiarize yourself with the various formats of IPBs by using the technical library. Each of the IPBs usually includes the following sections:

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

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

MAINTENANCE MANUALS

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

AVIATION CROSS-REFERENCE LISTINGS

As of May 1993, Aviation Supply Office publications P-2300, P-2310, P-2330, C0018, and C0030 are published in CD-ROM format. These publications are described in the following paragraphs.

P-2300. Lists repairable assemblies under the cognizance of Aviation Supply Office (ASO) or Naval Air Systems Command (NAVAIR).

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

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

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

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

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

CR IPL-01. Consolidated Remain In Place List. This list is designed to improve management of repairable components by identifying the Remain-In-Place (RIP) items. These items are repairable components that cannot be removed until receipt of a

replacement item. The NSNs listed in the CRIPL are authorized RIP items. The CRIPL has three parts. Part 1 is in NIIN sequence, Part 2 is in part number sequence, and Part 3 is in NIIN sequence within aircraft type.

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

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

SOURCE, MAINTENANCE, AND RECOVERABILITY CODES

The SM&R codes consists of two-position source code, two single-position maintenance codes, single-position recoverability code, and if applicable, a single-position service option code. Figure 3-3 is an example of SM&R Code. Its component codes are described in the following paragraphs. Table 3-5 describes the Joint Services Uniform SM&R Code Format. You must be familiar with the codes used in SM&R, as described in NAVAIRINST 4423.11.

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

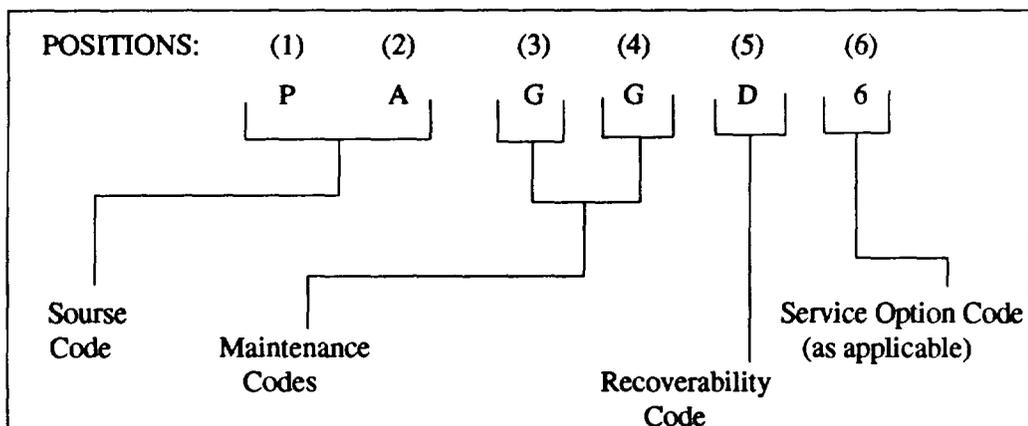


Figure 3-3.-Example of an SM&R Code.

Table 3-5. Joint Services Uniform SM&R Code Format

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

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

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

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

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

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

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

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

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

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

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

TECHNICAL LIBRARY MANAGEMENT

The Central Technical Publications Library (CTPL) provides a source of current information needed by supply and maintenance personnel. The quality assurance/analysis (QA/A) division of Aircraft Intermediate Maintenance Department (AIMD) manages the CTPL. This function includes updating the publications throughout the activity when AIMD is responsible for all aeronautical technical manuals for the activity. The AK may use the CTPL to verify or find technical information needed to do the job. Aviation support activities not adjacent to AIMD require a library with an appropriate number of publications necessary to conduct technical research. This library is a dispersed library of the AIMD CTPL and is usually located in the supply response section (SRS). The SRS supervisor is responsible for ensuring that all necessary technical publications are on hand and readily available in the library.

CHAPTER 4

MATERIAL PROCUREMENT

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

The Navy's procurement process involves customers, support activities, and suppliers. The customers prepare requisitions and submit the completed forms to the supporting supply activity. Upon receipt of the requisition, the supporting supply activity checks the form for complete and correct information. When requested material is available, the supply activity processes the requisition for issue. If material is not available, the supply activity refers the requisition to the item manager or supporting stock points for issue. The suppliers of material can be a military or civilian organization. Chapters 1 through 3 of this training manual describe inventory manager responsibilities and stock points that supply material for the Navy. Material and services received from civilian vendors are those not available in the Navy's supply system.

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

REQUISITIONING INSTRUCTIONS

A customer who needs an item or service makes that need known by submitting an official request called a "requisition." The requisition tells, in a standardized format, what and how many of the item are needed. It also tells who the customer is, the urgency of the requirement (priority), and whom to bill for the payment. The *Military Standard Requisitioning and Issue Procedures*, NAVSUP P437, provides detailed instructions for preparing requisitions. Refer to this

publication for additional information in requisition processing.

METHODS OF PROCUREMENT

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

SOURCES OF SUPPLY

Activities will normally submit requisitions to the supply activities specified in the orders and instructions issued by higher authority. For ships, these instructions are issued under the direction of fleet commanders. When requisitioning instructions do not specify the supply source, ships will submit requisitions to the nearest Navy ashore supply activity.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES FORMS

The Department of Defense (DOD) developed the Military Standard Requisitioning and Issue Procedures (MILSTRIP). Its purpose is to standardize procedures, forms, formats, codes, and documentation of requisitioning and issuing systems for all military services. The use of a coded, single-line item document for each supply transaction is the basis of MILSTRIP. Refer to NAVSUP P-437 (ashore) and NAVSUP P-485 (afloat) for the Navy supply system procedures for operating MILSTRIP. The following text describes the forms used for MILSTRIP requisitioning.

THIS DOCUMENT IS A REQUISITION FOR AN NSN ITEM FOR OVERSEAS DELIVERY

FORWARD TO FISC NORFOLK

PROVIDE 100 PERCENT SUPPLY STATUS TO REQUISITIONER BY AUTODIN

NSN WITH SMIC

USE TYPEWRITER OR BALL POINT PEN TO ASSURE LEGIBILITY ON ALL COPIES

DD FORM 1348, 1 MAR 74

DOC IDENT	ROUTING	FISC	UNIT	ADDRESS	QUANTITY	C-CLASS	MCC	PRIORITY	SIGNAL CODE	REMARKS	UNIT OF ISSUE	QUANTITY
SEND TO	REQUISITION IS FROM	A	B	C	D	E	F	G	H	I	J	K
NO0188 FISC NORFOLK, VA	V03366 USS AMERICA (CV-66)	1	2	3	4	5	6	7	8	9	0	1
DOC IDENT	ROUTING	FISC	UNIT	ADDRESS	QUANTITY	C-CLASS	MCC	PRIORITY	SIGNAL CODE	REMARKS	UNIT OF ISSUE	QUANTITY
A01NNZS	1560001234567	SFEA	00001									
DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	NSN	REMARKS	UNIT OF ISSUE	QUANTITY	FUND	DISTRIBUTION	DOC IDENT	PRIORITY	PER DEL UNIT
V0336631801900	RY61000A							VZ	7RAK506			
ADVISE	STOCK NUMBER	MCC	PRIORITY	SIGNAL CODE	REMARKS	UNIT OF ISSUE	QUANTITY	FUND	DISTRIBUTION	DOC IDENT	PRIORITY	PER DEL UNIT
5G												
EXCHANGE CERTIFICATION	NO MONITORING ACTIVITY, 7R COG ITEM	STOCK REPLENISHMENT (AVIATION)	MCC	PRIORITY	SIGNAL CODE	REMARKS	UNIT OF ISSUE	QUANTITY	FUND	DISTRIBUTION	DOC IDENT	PRIORITY

Figure 4-1.—MILSTRIP Requisition, DD Form 1348.

DD Form 1348

You can use the DD Form 1348 as a requisition, follow-up, modifier, or cancellation request. You may also use it as a request for tracer action on overdue parcel post shipments sent by insured, registered, or certified mail. The form is available in two-, four-, and six-part sets. All copies are the same except that the original copy does not provide for unit or total price data.

The two-part form consists of two hard cards with carbon between them. The two-part form is not for requisitioning by afloat activities. However, you may use it for requisition follow-up, modifier, and cancellation requests. You can also use it for tracer request on overdue parcel post shipments sent by insured, registered, or certified mail.

The four-part form consists of two hard cards and two paper copies with carbon between them. The four-part form is for requisitioning from shore activities and ships not requiring the six-part set.

The six part form consists of two hard cards and four paper copies with carbon between them. The

six-part form is for requisitioning from nonautomated ships and from automated activities that require the six-part set.

Figure 4-1 is an example of a manually prepared requisition on a DD 1348.

You should make the data entries on DD 1348 according to MILSTRIP. The following paragraphs describe the data entries.

Data Block A (Send to) is for entering the Service Designator code, Unit Identification Code (UIC), name and location of the activity to which the requisition is to be submitted. If you submit the requisition to a ship, enter the service designator code, UIC, and hull number Refer to the *Navy Comptroller Manual, NAVSO P-1 000-25, volume 2, chapter 5, for a listing of Unit Identification Codes.*

Data Block B (Requisition is from) is for entering the identification of the requisitioner. This information includes the Service Designator Code, UIC, name, and hull number (if applicable).

Data Block C maybe left blank at the discretion of the supply officer, or it may include the noun name of the requested item.

Data Blocks D-F (Editing data) should be blank.

Use record positions (CC) 1-3 for entering the document identifier. Appendix A4 of *MILSTRIP*, NAVSUP-437, provides a listing of Document Identifier codes.

Use record positions 4-6 for entering the Routing Identifier code. This code identifies the activity that will receive the requisition. This is a mandatory entry except when the ship will issue the material to fill the requisition. The Routing Identifier code entered in these positions must apply to the activity shown in data block A. See Appendix A10 of NAVSUP P437 for a list of Routing Identifier codes.

Use record position 7 for entering the Media and Status code. This code signifies the type of status required, the activity to receive the status, and the method for sending the status. See Appendix A6 of NAVSUP P-437 for a list of Media and Status codes.

Use record position 8-22 for entering the item identification number, national stock number (NSN) or Navy item control number (NICN) The stock number field will not include such data as cognizance symbol and material control codes. When an item has an assigned NSN, enter the federal supply class (FSC) in record position 8 through 11. Enter the NATO code and the national item identification number in record positions 12 through 20. Enter the special material identification code (SMIC) in record positions 21-22. When required, enter the weapons systems designator code (WSDC) in place of the SMIC for high priority requisitions.

The most common NICNs authorized for entry in MILSTRIP requisitions are stock numbers for forms, publications, and parts kits. Other authorized NICNs include the control numbers assigned by the inventory control points or item manager. Enter the first four digits of the NICN in record positions 8-11. Enter the NICN code LL in record positions 12-13, and the remaining characters in record positions 14-20.

Use record positions 23-24 for entering the proper abbreviation for unit of issue. Appendix A23 of NAVSUP P-437 provides a listing of unit of issues. Ensure the unit of issue is correct by matching it with the required quantity. For example, you will receive 100 of the items when you put 00001 in the quantity field and the unit of issue field is HD (hundred). You will also

get 100 of the items when you put 00100 in the quantity field and the unit of issue for the item is EA (each). If you put the wrong unit of issue of EA with 00100 in quantity field, you might get 10,000 of the items. This happens when the unit of issue gets corrected to HD but the quantity is not adjusted to 00001.

Use record positions 25-29 for entering the quantity of the needed item. For a quantity of 99,999 or less, enter the total quantity required. If the required quantity is less than five digits, precede the quantity with zeros to provide a five-digit entry. If the quantity is more than 99,999, prepare and submit additional requisitions for the remaining amount.

Enter specific instructions in the Remarks field for items needed in a minimum length, size, or other special measurements when no advice code applies. For example, "Minimum length acceptable is 10 feet."

Enter C9999 in the Quantity field for continuing and annual requirements. Use this for requisitions that will result in multiple receipts of material or services. Some of these are requirements for gasoline, telephone service, or copying machine service. See NAVSO P-3013, paragraph 4102-7, for information concerning the use of C9999.

Use record positions 30-43 for entering the document number. The document number includes the requisitioner's service designator code and UIC, the Julian date of the requisition, and the serial number of the requisition.

In record position 30, enter one of the following service designator codes:

R - for Pacific Fleet operating units

V - for Atlantic Fleet operating units

N - for shore activities. Fleet operating units may use this code when specifically authorized.

In record positions 31-35, enter the UIC of the requisitioner. This is the chargeable activity when record positions 52 and 53 cite an End-use Fund code and the Signal code is an A or J.

In record positions 36-39, enter the Julian date of the actual transmission of the requisition to the supply source. The first position of the Julian date represents the last digit of the calendar year. The last three positions show the numeric consecutive day of the calendar year. All government-issue calendars show the numeric consecutive day of the calendar year. For example, Julian date 3274 represents 1 October 1993.

Use record positions 40-43 for entering the four-position serial number of the requisition. The document number assigned by the requisitioner will be cited in all supply and financial documents. Therefore, do not assign duplicate serial numbers on the same day. Positions 40 and 41 may consist of alpha or numeric characters. However, use G in the first position only for Not Mission Capable Supply (NMCS) requisitions. Also, use G for Partial Mission Capable Supply (PMCS), Anticipated NMCS, and Broad Arrow requisitions. Appendix C of OPNAVINST 4790.2 (series) provides definitions for NMCS, PMCS, and ANMCS terms. Project code ZF7 signifies Broad Arrow requirements. Broad Arrow is the requirement for non-operational ground support equipment (GSE) used in direct support of aircraft. Broad Arrow is a condition that is used when GSE is down and there is no backup GSE locally available. Requirements for material or services needed to correct a casualty report (CASREP) are indicated by a W in position 40. The remaining positions of the serial number will be numeric (001-999). The SUADPS-RT support procedures provide a standard document numbering system for Special Accounting Class (SAC) 207 activities. The following text describes the recommended assignment of some serial numbers.

Aviation Fleet Maintenance (AFM) Charges

Serial Number Assigned to

D0 - D9	Intermediate maintenance (work centers)
E0 - E9	Organizational maintenance (squadron/ship's aircraft)
Y0 - Y9	Intermediate/organizational maintenance

Flight Operations (FLTOPS) Charges

F0 - F9	Squadron and ship's aircraft
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NMCS/PMCS/CASREP Requisitions

G0 - G8	AFM requisitions
G9	AFM requisitions
W0 - W9	Ship's CASREP requisitions

Stock Requisitions

0001 -1999	Stink requisitions
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Ship's Divisions

20-89 Assigned to different divisions of the ship. The divisions of the supply department use serial numbers 80-89. The Aviation Stores division (S-6) uses 86 series document numbers.

Use record position 44 for entering the Demand code. Demand code R (recurring demand) will result in the inventory manager reinvesting the funds to replace the sales. Therefore, the next time a customer demands the item, it will be available. If the customer enters an N (nonrecurring demand), the inventory manager will not reinvest the funds unless the item needs replacement to cover other requirements. The following paragraphs describe the rules for coding demands.

Assign a Recurring Demand code (R) to all requisitions when the item is a replacement for stock or is in use. These items include equipage, repairable items, repair parts, and consumable. Some examples are stock replenishment and preventive maintenance material, such as oil and lubricants and general-use consumables. All requisitions for cognizance 0I and 1I material will have Demand code R assigned.

Assign Nonrecurring Demand code (N) to all requisitions when the required item is not a replacement for an existing item in use or stock. Some examples of requisitions that need a Nonrecurring Demand code are initial stocks and initial outfitting requirements.

Use record positions 45-50 for entering the supplementary address. The requisitioner may use this field to tell the supplier who is to receive material, status, or billing. When used for this purpose, record position 45 will contain the Service code. Also, record positions 46-50 will contain the UIC of the activity. The requisitioner also may use this field for local controls. When used for this purpose, enter Y in record position 45 and any combinations of letters and numbers in record position 46-50.

Use record position 51 for entering the Signal code. The Signal code serves a dual purpose. It identifies the activity to receive the material and the activity to receive the billing. Signal codes D and M are for free-issue items. Refer to Appendix A12 of NAVSUP P-437 for a list of Signal codes and their meanings.

Use record positions 52-53 for entering the Fund code. The two-digit Fund code was developed to bill an activity properly for the material received. Unless a requisition has Signal code D or M (free issue) in record position 51, enter the Fund code from NAVSO P-3013, Appendix II. Leave this field blank if the requisition is

for free-issue material. The Fund code for all Appropriation Purchase Account (APA) material is Y6.

Use record positions 54-56 for entering the monitoring activity and cognizance symbol. Enter the monitoring activity code in record position 54 from Appendix A3 of NAVSUP P-437. Enter the two-character cognizance symbol in record positions 55-56.

Use record positions 57-59 for entering the Project code. This code is a mandatory entry on all Navy requisitions. It identifies requisitions and related documents applicable to specific projects or programs. Refer to Appendix A8 of NAVSUP P-437 for a list of Project codes.

Use record positions 60-61 for entering the priority designator. Refer to OPNAVINST 4614.1 (series), *Uniform Material Movement and Issue Priority System* (UMMIPS) for details on priority designators.

Use record positions 62-64 for entering the required delivery date R(DD).When the standard delivery date (SDD) is satisfactory, leave this field blank. The SDD is the latest calendar date the requisitioner can expect to receive the material requisitioned under a particular priority designator. You can compute the SDD by adding the number of days in the applicable UMMIPS time standard to the requisition date.

When entered, the required delivery date specifies exactly when the requisitioner wants the material. The characters entered in this field may be a special code, such as 999 or 777 or a Julian date that is earlier or later than the computed SDD. Use 999 in this field for NMCS/PMCS/Broad Arrow priority 01-04 requisitions when material applies to overseas forces. The code 999 also applies to those activities alerted for deployment within 30 days of the date of requisition. Refer to chapter

3 of NAVSUP P-437 for a list of criteria in using required delivery dates on requisitions.

Enter N in record position 62 for priority 01-08 requisitions that cannot meet the criteria for 999. When used, entries in record positions 63-64 may show the short RDD, expressed in number of days from the requisition date.

Enter E in record position 62 for Anticipated Not Mission Capable Supply (ANMCS) priority 01-08 requisitions that cannot meet the criteria for 999. Entries in record positions 63-64 may show the short RDD, expressed in number of days from the requisition date.

Use record positions 65-66 for entering the Advice code. A requisition does not normally require an Advice code. The requisitioner may use this code for conditions that dictate when advice or restriction applies to the requisitioned item. This code tells the source of supply about the disposition of retrograde when requesting a repairable item. Refer to Appendix A1 of NAVSUP P-437 for a list of Advice codes.

Use Data Blocks L-V for necessary information pertinent to the processing of requisitions by the supply activity. You cannot send any exception data entered in this block via the Automatic Digital Network (AUTODIN). Requisitions with exception data use document identifier A0E or A05, which prevents automatic processing by mechanized activities. Aviation activities use these blocks for information needed in material reporting (MR). Refer to OPNAVINST 4790.2 (series) for information concerning material reporting.

See figure 4-2 for an example of a MILSTRIP message requisition.

<p>FROM: (Appropriate Indicator of Sender)</p> <p>TO: (Insert Addressee(s))</p> <p>SUBJ: (MILSTRIP REQUISITIONS:)</p> <ol style="list-style-type: none">1. A0A/N32/S/1234001234567AA/EA/00001/V12345/0001/0111/R/YSTOCK/A/RZ/BLNK1R/AEO/132. A0A/N32/S/1234010123456BB/EA/00001/V12345/0001/1900/R/YSTOCK/A/VZ/BLNK7R/AEO/13/BLNK/5G3. A0A/N32/S/1234003456789CC/EA/00010/V12345/0001/0112/R/YSTOCK/A/RZ/BLNK1R/AEO/134. A0A/N32/S/1234005678901DD/EA/00011/V12345/0001/0113/R/YSTOCK/A/RZ/BLNK1R/AEO/13 <p>NOTE: Complete all other message elements in accordance with service instructions.</p>

Figure 4-2.-MILSTRIP message requisition.

DD Form 1348-6

The DD Form 1348-6 is recommended for requisitioning material that is not identified by a National Stock Number (NSN) or NICN Supply sources process this form manually, which usually delays material delivery. You should make every effort to cross part numbered items to stock numbers so you can order the material on a DD 1348. The DD Form 1348-6 consist of two parts. The upper section includes the same basic information contained on a DD Form 1348. The lower section has 10 data blocks for additional information. Figure 4-3 illustrates a prepared DD Form 1348-6 requisition. The following paragraphs describe the entries in record positions of the DD 1348-6.

Use record positions 1-3 for entering the document identifier.

Use record positions 4-6 for entering the routing identifier.

Use record position 7 for entering the Media and Status code.

Use record positions 8-22 for entering the manufacturer's code and part number. The manufacturer's code is also known as the Commercial And Government Entity (CAGE) code. If the CAGE and part number exceed 15 positions, enter them in data block 1 of the Identification Data section. If only the CAGE and part number are known, leave this field blank. Enter the CAGE and part number in data block 1 of the Identification Data section.

Use record positions 23-24 for entering the unit of issue.

Use record positions 25-29 for entering the requested quantity.

Use record positions 30-35 for entering the service designator and UIC of the chargeable activity.

Use record positions 36-39 for entering the Julian date.

Use record positions 40-43 for entering the serial number of the request.

Use record position 44 for entering the Demand code.

Use record positions 45-50 for entering the supplementary address. Enter the service designator code and UIC of the activity or enter Y and local control code. When desired, leave this field blank.

Use record position 51 for entering the Signal code.

Use record positions 52-53 for entering the Fund code.

Use record position 54 for entering the Distribution code, if applicable; otherwise leave blank.

Use record positions 57-59 for entering the Project code, if applicable.

Use record positions 60-61 for entering the priority designator.

Use record positions 62-64 for entering the required delivery date, if appropriate.

Use record positions 65-66 for entering the proper Advice code or leave blank.

Use record positions 74-80 for entering the total estimated price.

Use data block 1 for entering the CAGE and part number of the item requested when they exceed the number of characters in record positions 8-22. Leave record positions 8-22 blank when data block 1 includes the CAGE and part number entry.

Use data block 2 for entering the name of the supplier of the item and its address if known.

Use data block 3 for entering the title, edition, and page number of the manufacturer's catalog that lists the item requested.

Use data block 4 for entering the date of publication from manufacturer's catalog.

Use data block 5 for entering the name of the issuing office and the number and date of any technical publications that will help to identify the requested item.

Use data block 6 for entering the title, edition, and page number of any technical manual that will help identify the requested item.

Use data block 7 for entering the noun name of the item requested.

Use data blocks 8 through 8b for entering a detailed description of the requested item. This maybe the color, size, or technical characteristics.

Use data block 9 for entering the noun name of the part or equipment in which the requested item is used.

Use data blocks 9a through 9e for entering the source of supply and the make, model, or series of the part or equipment shown in block 9.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: R04648 USS SAMUEL GOMPERS (AD 37)

2. TO: N00244 FISC San Diego, CA

3. SHIP TO - MARK FOR: Supply Officer, USS SAMUEL GOMPERS (AD 37), FPO San Francisco, CA

4. APPROPRIATION AND SUBHEAD: 1771804.702D

5. REQUISITION DATE: 7 APR 87

6. REQUISITION NUMBER: R04648-7097-(**)

7. DATE MATERIAL REQUIRED: 13

8. PRIORITY: 13

9. AUTHORITY OR PURPOSE: N00244 FISC San Diego, CA

10. SIGNATURE: I. L. GARDNER, LT, SC, USN

11a. VOUCHER NUMBER AND DATE: [Blank]

12. DATE SHIPPED: [Blank]

13. MODE OF SHIPMENT: [Blank]

14. BILL OF LADING NUMBER: [Blank]

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.: [Blank]

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	CON-TAINER NOS. (f)	UNIT PRICE (g)	TOTAL COST (h)
**Reqn. Ser. No.	3001 Marchant Calculators Serial Nos. 441067, 441255	EA	00001				60.00
	3002 Friden Adding Machines Serial No. 56412	EA	00001				40.00
	3003 IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441	EA	00001				60.00
	3004 Remington Electric Typewriter Serial No. 14-336601	EA	00001				40.00

Total Cost NOT to exceed \$200.00

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO: [Blank]

17. SPECIAL HANDLING: [Blank]

18. RECAPITULATION OF SHIPMENT: [Blank]

19. CONTAINERS FOR QUANTITIES RECEIVED AS NOTED: [Blank]

20. RECEIVER'S VOUCHER NO.: [Blank]

FORM 1 MAR 56 **1149** (6-P) REPLACES EDITION OF 1 MAY 56 WHICH MAY BE USED

ORIGINAL

Figure 4-4.—DD Form 1149.

Use data block 10 for entering the ship's name, hull number, and mailing address.

Use data block 11 for entering additional information that will help in positive identification of the requested item. Enter the NICN under a typed, Additional Item Data caption if there is a permanent NICN for the material. To effect procurement, enter the complete line of accounting data (from NAVSO P-3013), name, rank and signature of the supply officer.

DD Form 1149

Use DD Form 1149 (fig. 4-4) for procuring only the material that is not included in MILSTRIP. You can use it to requisition repairs or rentals of labor-saving devices and repairs of other equipment items. You can also use it for dry cleaning or renovation services when prescribed by the supply source or repair facility. When use of the DD Form 1149 is appropriate, it will be in a single page and prepared by typewriter or ball point pen. The following paragraphs describe the format for preparing DD Form 1149 for material (other than bulk petroleum) and services.

Use data block 1 (From) for entering the service designator and UIC of the requesting activity, including the ship's hull number.

Use data block 2 (To) for entering the service designator, UIC, and name of the activity that will provide the material or service.

Use data block 3 (Ship to-Mark for) for entering the words "supply officer" and the name and hull number of the requesting ship. Also enter the point of delivery (FPO address) in this field.

Use data block 4 (Appropriation and Subhead) for entering the complete line of accounting data from NAVSO P-3013.

Use data block 5 (Requisition date) for entering the calendar date (day, month, and year) the requisition is prepared.

Use data block 6 (Requisition number) for entering the service designator, UIC, and Julian date. Do not enter the requisition serial number in this field. Assign an individual serial number for each line item listed in data block (b).

Use data block 7 (Date material required) for entering the calendar date of required delivery of material or completion of service.

Use data block 8 (Priority) for entering the two-digit priority designator.

Use data block 9 (Authority or Purpose) for entering the authoritative reference that applies to the procurement of specific material or service when available. Leave this field blank when information is not available.

Use data block 10 (Signature) for entering the name, rank and signature of the supply officer.

Leave data block (a) (Item number) blank.

Use data block (b) for entering the Federal stock number, description, and coding of requested material or service. Enter the requisition serial number in the left margin of the printed caption of block (b). Under the caption, enter the serial number for each item requested. Following the serial number, enter adequate identification of each item.

Use data block (c) for entering the unit of issue. Use the abbreviated code from Appendix A23 of NAVSUP P437 when request is for material. Use EA if request is for service.

Use data block (d) for entering the quantity requested. Enter 1 in this block if the request is for service.

Figure 4-3 is a sample format of a DD Form 1149 that was prepared for material and services. Refer to NAVSUP P-485 and P-567 for a sample format of a DD Form 1149 that was prepared for buying bulk petroleum.

PURCHASE

Purchase is the method used for getting material or services not available in the supply system. The NAVSUPINST 4200.85 provides instructions and guidance concerning purchase or procurement of material from commercial suppliers.

Small purchase means an acquisition of supplies and nonpersonal services for \$25,000 or less. The process for open market requirements of more than \$25,000 is through formal contracting procedures. Chapter 1, enclosure 2, of NAVSUPINST 4200.85 describes the procedures used for small purchases. The preferred sources of supply are government activities. You can use open market purchases only when required items are not available from mandatory government sources of supplies. These sources are as follows:

- Department of Defense/Federal Supply System for material with NSN
- Excess personal property from other agencies
- Federal Prison Industries

- National Industries For The Blind or other severely handicapped
- Mandatory GSA Federal Supply Schedule contracts
- Optional GSA Federal Supply Schedule contracts

The purpose of GSA Federal Supply Schedules is to provide support for the routine needs of stationary shore-based activities. The mandatory use of the schedule is not practical for afloat activities. The Federal Acquisition Regulation (FAR) recognizes this by making “urgent requirements” an exception to the mandatory use of schedules. The inherent constraints of shipboard supply and logistics make virtually all ship’s purchases urgent within the context of the FAR. It has been determined not to be cost effective for ships to assemble and maintain the considerable libraries of FSS literature. Therefore, GSA schedules are optional for shipboard purchasing. Shore activities purchasing for ships use the GSA schedules.

There are four methods used for making small purchases. The first method is the blanket purchase agreement (BPA). Each BPA should not exceed \$25,000 (except food, which is an unlimited amount). Use the imprest fund method for purchases that do not exceed \$500. Use the purchase order method for purchases that do not exceed \$25,000. The purchase invoice (SF 44) method requires a Standard Form 44 and should not exceed \$2,500 (except \$25,000 for aviation fuel and oil purchased by pilots).

Purchases over \$2,500 must have competitive quotes from vendors. At least three vendors should be solicited. Orders cannot be split to avoid competition or purchase authority threshold. It is illegal for anyone other than a properly appointed contracting officer to make a purchase for the government. Personnel without contracting authority who order supplies or services or commit the government to pay a vendor may be held personally liable for the cost of the transaction, and they are subject to disciplinary action.

An imprest fund allows a ship to pay cash for small purchases. The imprest fund is under the custody of an imprest fund cashier. The cashier advances cash to pay for supplies. The paid receipt becomes the payment voucher and cuts the need for a purchase order and separate voucher. The commanding officer (CO) appoints in writing the imprest fund cashier. The supply officer, when authorized by the CO, may appoint the imprest fund cashier. Refer to enclosure 4 of *Fleet*

Purchasing Procedures, NAVSUPINST 4200.85 (series), for more information on the imprest fund. The following conditions for using the imprest fund apply:

- Amount of transaction does not exceed \$500.
- Use of imprest fund is advantageous to the government.
- Supplies or services are available for delivery within 60 days, either at the contractor’s place or at the destination point.
- The purchase does not require a detailed technical inspection.

Naval activities, including ships, with contracting authority can set up an imprest fund if the following conditions exist:

- The authorization for contracting specifically gives imprest fund purchase method authority.
- The type commander (TYCOM) approves the use of the imprest fund method in writing.
- The commanding officer approves the imprest fund in writing.

The blanket purchase agreement (BPA) is an agreement with a supplier to furnish specific groups of material or services under specified conditions. Authorized personnel conduct purchases under the BPA method either verbally or by informal memoranda. This process is also known as BPA call. A BPA eliminates the need for an individual purchase order for small requirements. Ships cannot set up a BPA. Upon request, shore supply activities may set up a BPA for ships. Or, ships may be authorized to place calls against a BPA issued by an ashore activity. Each BPA call should not exceed the ship’s authority or \$25,000, whichever is lower. The purchase authority of \$10,000 includes ship types LPH and aircraft carriers, according to NAVSUPINST 4200.81.

The individual authorized to make BPA calls are those appointed in writing by the CO. The certificate of appointment will show the person as a contracting officer authorized to place BPA calls up to a certain dollar limitation. The ship must maintain a list of individuals appointed to make BPA calls, and a copy of this list must be submitted to the activity who issued the BPA. The ship is responsible for informing the shore contracting activity, in writing, immediately upon any changes to this list.

A purchase order is a written offer from the government to buy certain supplies or services. The

Department of Defense Form 1155 (DD Form 1155), Order For Supplies or Services, is an authorized form for use in small, unclassified purchases. The following are different uses of this form:

- Purchase order, BPA, delivery order under contract, or delivery order for government agencies outside DOD.
- Receiving and inspection report.
- Property voucher.
- Public voucher. Not to exceed \$25,000 when used as a purchase order. Without monetary limitation when used as a delivery order. Without monetary limitation as the basis for payment of an invoice against BPA or basic ordering agreements with established firm price.
- Document for acceptance of the order by the supplier.

Each purchase order must have a complete line of accounting data. Every data element must have the required number of characters. Use zeros to fill in the data element that is not required. Also use zeros preceding the first significant digit to fill in the required number of characters. The following is an example of accounting data. Refer to NAVSO P-3013 for more information concerning the data elements used in your command.

1781804.702D 000 53824 0 060957 2D R05504 BLNK 0073210066NR
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

(1) 1781804.702D is the appropriation and subhead. Use NAVSO P-3013 as reference for this information.

(2) The three zeros identify the object class. Use three zeros unless the international balance of payment is affected. Refer to the *NAVCOMPT Manual*, paragraph 027003, for more information on object class.

(3) 53824 is the operating budget holder. This will be your UIC if you have an OPTAR. The *NAVCOMPT Manual*, volume 2, chapter 5, provides a list of unit identification codes.

(4) 0 is the suballotment. Use budget suffix if assigned. Refer to NAVSO P-3013 for this information.

(5) 060957 is the UIC of authorized accounting activity. The *NAVCOMPT Manual*, volume 2, chapter 5, provides a list of unit identification codes.

(6) 2D is the transaction type. Refer to *NAVCOMPT Manual*, paragraph 028003, concerning this code.

(7) R05504 is the property accounting activity. It is six-digit activity address code. It consists of Service Designator codes R, V, or N and a UIC that translates to a clear text address.

(8) BLNK occupies the Country code field. Leave this field blank.

(9) 0073210066NR is the Cost code. It consist of two zeros, Julian date (4-digit), serial number (4-digit), and Fund code (2-digit). Refer to NAVSO P-3013 for information concerning the Cost code.

Enclosure 4 of NAVSUPINST 4200.85 (series) provides detailed instructions in preparing and distributing copies of DD Form 1155.

The Standard Form 44, Purchase Order-Invoice-Voucher, is a pocket size purchase order form. It is used for on-the-spot, over-the-counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multipurpose form that can be used as a purchase order, receiving report, invoice, and public voucher. It is used only when another purchase method will not work because it does not contain general clauses or provisions found on purchase orders. The SF 44 may be used only if all of the following conditions exists:

- The amount of purchase does not exceed \$2,500, except aviation The and oil purchases by pilots, which should not exceed \$25,000.
- Supplies or services are immediately available from contractor's stocks in the local trade area.
- One delivery and one payment will be made. Supplies or services purchased do not require technical inspection.
- The use of SF 44 is more economical and efficient than use of any other small purchase method.
- The applicable decision of exception and necessary documentation have been made before procuring a foreign item.

Upon completion of the purchase on SF 44, distribute copies as follows:

- Copies 3 and 4 are returned by the ordering employee to the ordering activity.
- Copies 1 and 2 are given to the contractor at time of purchase. Contractors submit copy 1 as an invoice (or

attach a commercial invoice to copy 1) to the disbursing activity shown in the block titled "Agency Name and Billing Address."

- Copy 4 is sent to the appropriate fiscal office for recording of obligations.

Because SF 44 is highly pilferable, it is controlled by serial number. Refer to enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series) for a sample SF 44.

REQUISITION STATUS

The purpose of a requisition status is to inform the requisitioner of the action being taken on their requests. Keeping an up-to-date status on all requisitions is part of the monitoring functions of an AK. Requisition status gives you the information needed for making decisions in the applicable job. For example, if the requested item is not available for issue, a similar item may be cannibalized from other equipment to fill the requirement. On the other hand, if the item is available, other unnecessary effort can be prevented. The following text covers the procedures for maintaining the status on requisitions.

TYPES OF STATUS

Supply activities provide requisition status based on the Media and Status code of the request. The Media and Status code occupies record position 7 of the requisition. Appendix A6 of NAVSUP P-437 provides a list of Media and Status codes that you may use.

Exception Status

There are several situations that stock points use as a basis for providing an exception status. They are one, or any combination of, the following decisions made by a stock point.

- Material obligation
- Procurement for direct delivery
- Substitution
- Change to unit of issue, stock number, or cognizance symbol
- Requisition rejected for specific cause
- Referral order
- Cancellation acknowledgement

- Any other circumstances that says the material will not be issued within the time frame established for the priority of the requisition.

100% Supply Status

The 100% supply status provides information on every action taken by the supply system on the requisition. It includes release of material for shipment, but not the mode of shipment and bill of lading number. The stock point provides 100% supply status for requisitions, depending on the Media and Status code used.

Shipment Status

The shipment status consists of data on the actual shipment of material. It includes the date and mode of shipment, transportation control or bill of lading number, and date available for shipment.

SUPPLY STATUS FORMATS

There are two types of formats for furnishing supply status. The first type is a standard format used to provide most types of status information. The second is a specific format used when the material is being purchased for direct delivery to the requisitioner or supplementary address.

Standard Format

The requisition status provided in standard format will have document identifier (DI) AE followed by a number or letter. The following paragraphs describe the data elements of status in standard format.

The record positions 1-3 contain the document identifier. Appendix A4 of NAVSUP P-437 provides a list of these document identifiers.

The record positions 4-6 contain the routing identifier of the activity furnishing the status. See Appendix A10 of NAVSUP P-437 for a list of routing identifiers.

The record position 7 contains the Media and Status code from the requisition.

The record positions 8-22 contain the NSN NICN or part number of the item. This field will include the CAGE and first 10 characters of the part number (if the part number has more than 10 characters).

The record positions 23-24 contain the current unit of issue.

The record positions 24-29 contain the quantity of supplied item.

The record positions 30-43 contain the document number of the requisition.

The record position 44 contains the Suffix code when applicable. The Suffix code applies to requisitions with partial issue or shipment.

The record positions 45-50 contain the supplementary address from the requisition.

The record position 51 contains the same Signal code from the requisition.

The record positions 52-53 contain the Fund code from the requisition.

The record position 54 contains the Distribution code from the requisition.

The record positions 55-56 contain the cognizance symbol.

The record positions 57-59 contain the Project code of the requisition.

The record positions 60-61 contain the priority from the requisition.

The record positions 62-64 contain the transaction date applicable to the supply status provided.

The record positions 65-66 contain the Status code.

The record positions 67-69 contain the routing identifier of the last supply source to hold the requisition.

The record positions 70-73 contain the estimated shipping date.

The record positions 74-80 contain the current unit price of the item.

The top line may contain the first 59 characters of MILSTRIP data, and the second line contains positions 60-80.

Specific Format

The requisition status provided for material purchased for direct delivery to the requisitioner is in a specific format. This format uses document identifier AB followed by a number. The UMMIPS processing standards require the supply status to be furnished before a purchase action can be formally negotiated. When the supply source determines that material will be purchased for direct delivery, a Status code BV will be

provided to the customer. The BV status record will include the estimated shipping date for the item. Upon completion of the contract, the supply activity will furnish the requisitioner with an AB series status format. The AB series status record includes the procurement instrument identification number (PIIN) and the scheduled shipping date of the contract. If the scheduled shipping date must be adjusted, a supply status record (AE series) will be provided with a BP status and revised shipping date. The information in the specific and standard format is the same with some exceptions. The following paragraphs describe these exceptions.

The record positions 1-3 contain a document identifier in the AB series.

The record positions 60-72 contain the PIIN assigned for the material being procured.

The record positions 73-76 may contain the proper call or order serial number applicable to the purchase. This field may be blank.

The record positions 77-80 contain the Julian date specified in the contract for shipment of material.

There are several ways to send a requisition status to an activity. The supply source sends the status by message, AUTODIN, or mail. When provided by message, it is normally transmitted via the Defense Automatic Addressing System (DAAS). A status sent via the DAAS facility will be in a format that corresponds to an 80-record position pattern. The following is an example of a text of supply status message. This will help you understand the arrangement of information described in the previous paragraphs. Refer to your local communication activity for a current message format applicable to your command.

UNCLAS//N04400//

MSGID/GENADMIN/SUPPLY//

SUBJ/MILSTRIP DOCUMENTS//

RMKS/1. AE1N32S1234567890123__EA00001V
123450001G001_YAPOOLARZ__1RAK506002BM
NNZ__0123456

2. AE1NNZS1234567890123__EA00001V 12345000
1G001_YAPOOLARZ_1RAK506003BANNZ000401
23456

Requisition status can be provided in abbreviated format. When used, the subject line of the message will have ABBREVIATED MILSTRIP SUPPLY STATUS

FROM: (Appropriate Indicator of Sender)

TO: (Insert Addressee(s))

ABBREVIATED MILSTRIP FOLLOW-UPS:

1. AF1/N32/1560002345678/EA/00040/N00207/4007/0001/BLNK/02
2. AF1/N32/1560002345678/EA/00012/N00207/4010/0014/B/BD/BLNK/02

NOTE: Example 1 above depicts a Follow-up (No Supply Status Received). Example 2 depicts a Follow-up (Supply Status Received).

ABBREVIATED MILSTRIP CANCELLATION REQUESTS

1. AC1/N32/1560003456789/EA/00040/N00207/7124/0001/02
2. AC1/N32/1560003456789/EA/00040/N00207/7124/0001/B/BV/BLNK/02

NOTE: Example 1 above depicts a Cancellation (No Supply Status Received). Example 2 depicts a Cancellation (Supply Status Received).

ABBREVIATED MILSTRIP SUPPLY STATUS

1. AE1/1560001234567/EA/00040/N00207/1215/0001/BLNK/02/BB/3015
2. AE1/1560002345678/EA/00012/N00207/1259/0014/B/02/BV/2283

ABBREVIATED MILSTRIP SHIPMENT STATUS

1. AS1/00040/N00204/1165/0001/BLNK/056/02/0020411650001XX/B
2. AS1/00012/N00204/1165/0003/A/044/02/0020411650003XX/B

Different type formats are contained on the same message for display purposes only. Messages containing abbreviated message formats will contain all requisitions, all follow-ups, or all status.

Figure 4-5.-Abbreviated MILSTRIP message format.

on it. See figure 4-5 for an example of an abbreviated message format. Each record will contain the following information in sequence.

- Document identifier
- NSN NICN or part number
- Unit of issue
- Quantity
- Document number
- Suffix code, if applicable, or blank
- Priority designator
- Status code
- Estimated shipping date, or blank

SHIPMENT STATUS FORMAT

The shipment status provides information about actual shipment of material. The following paragraphs describe the data element in shipment status.

The record positions 1-3 contain the document identifier AS/AU series code. See Appendix A4 of NAVSUP P-437 for a list of document identifier codes and their meanings.

The record positions 4-6 contain the routing identifier of the activity providing the status.

The record position 7 contains the Media and Status code of the requisition.

The record positions 8-22 contain the stock number shipped.

The record position 23-24 contain the abbreviated unit of issue for-the material.

The record positions 25-29 contain the quantity of material shipped to the activity.

The record positions 30-43 contain the document number of the requisition.

The record position 44 may contain a Suffix code, when applicable.

The record positions 45-50 contain the supplementary address from the requisition.

The record position 51 contains the Hold code, when applicable. Refer to Appendix 17 of NAVSUP P485 or Appendix 8U of NAVSUP P-567 for a list of Hold codes.

The record positions 52-53 contain the Fund code of the requisition.

The record positions 55-56 contain the cognizance symbol of the material.

The record positions 57-59 contain the shipment date.

The record positions 60-61 contain the priority designator from the requisition.

The record positions 62-76 may be blank. When used, they contain the transportation control number (TCN), government bill of lading (GBL), and registered or certified mail numbers that apply.

The record position 77 contains the Mode of Shipment code. Refer to Appendix A7 of NAVSUP P-437 for a list of Mode of Shipment codes.

The record positions 78-80 contain the date material is available for shipment or port of embarkation.

When appropriate to the Media and Status code of the requisition, the shipping status may be provided in a message format. The format of the shipment status sent by message is the same as the supply status. When sent in abbreviated format, it will contain the following information in sequence.

- Document identifier
- Quantity
- Document number
- Suffix code, if applicable
- Date shipped or released to carrier
- Priority designator

- TCN, GBL, registered or certified mail number
- Mode of Shipment code

See figure 4-5 for a sample of an abbreviated MILSTRIP message.

REQUISITION MONITORING

As an AK you will be involved in maintaining current information for outstanding requisitions on file. File maintenance includes monitoring those requisitions in the outstanding file. Some of the information to consider before taking action on a requisition is the type and date of the latest status received. This information will help you decide the next action to take.

TYPES OF FOLLOW-UP

There are four types of follow-ups. The following paragraphs describe the different types of follow-ups. Refer to Appendix A4 of NAVSUP P-437 for a list of Document Identifier codes used in this chapter.

The first type of follow-up is submitted to update the requisition status previously received. These follow-up inquiries contain document identifier AF followed by numbers 1 through 9. In some cases, the requisition receives a BF status after submission of the AF series follow-up. When this happens, submit an AT series follow-up to the supply source.

The second type is the follow-up submitted to get the latest status, and it maybe processed as a requisition. The supply source will process this document as a requisition when there is no record of receipt of the original requisition. This follow-up inquiry contains the document identifier AT series followed by numbers or letters.

The third type is the follow-up submitted as a supply action to improve estimated shipping date (ESD) from previously finished status documents. This follow-up inquiry contains document identifier AFC. The AFC follow-up applies only to requisitions with priority designators 01-08. It will be submitted only after receipt of an ESD that will not meet the material usage or need dates. Only the requisitioner, supplementary addressee, or the activity contained in record position 54 of the requisition may submit this follow-up.

The fourth type is the follow-up submitted to obtain the latest status on a previously submitted cancellation request. This type may be processed as a cancellation request if the original was not received. This follow-up contains document identifier AK series.

FROM: (Appropriate Indicator of Sender)

To: (Insert Addressee(s))

SUBJ: MILSTRIP FOLLOWUPS

1. AF1/N32/S/1234005678910AA/EA/00001/V12345/0001/0111/R/YSTOCK/A/RZ/BLNK1R/AE0/13
2. AF1/N32/S/1234010123456BB/EA/00001/V12345/0001/1900/R/YSTOCK/A/VZ/BLNK7R/AE0/13
3. AFC/N32/S/1234003456789CC/EA/00001/V12345/0001/0112/R/YSTOCK/A/RZ/BLNK1R/AE0/13/030/BZ/ N32/0222

NOTE: Exception data, if entered in an A0E or A05 requisition, will be omitted from follow-ups in the AF_ series. AT5 or ATE follow-ups will contain the same exception data that was entered in the original A05 or A0E requisition.

(Complete all other message elements in accordance with Service instructions)

Figure 4-6.-MILSTRIP message follow-up.

METHODS OF FOLLOW-UP

Follow-up requests are submitted by message, mail, or hand delivery. The preferred method for submitting a follow-up request, when information does not exceed 66 record positions, is via message to DAAS. This method also applies for submitting follow-up request to the General Services Administration (GSA). Follow-up requests more than record positions must be forwarded via narrative message, or mailed. Submit all follow-up requests to the last activity known to hold the requisition. See figures 4-5 and 4-6 for a sample of a MILSTRIP message follow-up.

FOLLOW-UP PROCEDURES

The status of requisitions in the outstanding file must be continually reviewed to ensure they remain active in the supply system. Automated activities have the capability to screen the entire requisition file for follow-up action. They also have the capability to select an individual requisition on file. Outstanding requisitions should be reviewed according to the following schedule:

<u>Priority</u>	<u>Review Frequency</u>
1-3	Daily
4-8	Weekly
9-15	Monthly

FOLLOW-UP POLICY

Nonreceipt of material when the RDD or SDD has expired is not a valid reason for submitting follow-up requests. For example, if the estimated shipping date (ESD) has not yet passed for requisitions with BB or BV status and a follow-up request was submitted, it is probable that the same status would be received. The following paragraphs contain the restrictions applicable to MILSTRIP follow-up requests.

Status Not Requested

Requisitions that have a Media and Status code of 0 (zero) indicate no status was requested. A follow-up requests may be submitted only after the RDD or SDD has passed.

Requested Status Not Received

Follow-up inquiries for requisition priority designators 01 through 08 may be submitted after 3 days have passed from requisition submittal date, previous status transaction date, or previous follow-up date. Follow-up for priority 09 through 15 requisitions may be submitted after 7 days under the same conditions. A follow-up may also be submitted after 48 hours from the expiration date of the RDD, SDD, and established time frame for receipt of status. Before submitting a follow-up, consider the fact that the supply source may not have received the original requisition. In this case, the activity may follow-up only with the proper document from the AT series.

Requested Status Received

When the requested status is received, a follow-up may be submitted after the RDD or SDD has passed. However, if an ESD has been established, send the follow-up after the date has passed and adequate transportation time has expired. The following chart shows the transportation times considered adequate for follow-up purposes.

<u>Requisition Priority Designator</u>	<u>CONUS except Alaska, Hawaii, and Canada</u>	<u>Western Pacific, Persian Gulf, Red Sea</u>	<u>Other Areas</u>
1-3	3 Days	8 Days	7 Days
4-8	6 Days	11 Days	10 Days
9-15	13 Days	80 Days	63 Days

Request for Supply Assistance

Supply assistance may be requested for priority 1-8 requisitions with a status that reflects an ESD that material will not be delivered by the RDD or SDD. A request for supply assistance may be made by message, letter, or telephone to the proper supply source. Telephone requests should not exceed seven items, and should be limited to priority designator 01 through 08. See figure 4-7 for a sample of a standard supply assist message format.

REQUISITION MODIFICATION

A requisition modifier may be initiated by the requisitioner, supplementary addressee, or monitoring office. The reasons for modifying requisitions include changes in force/activity designator (FAD) and urgency of need designator (UND).

FROM: (APPROPRIATE INDICATOR OF SENDER)

TO: (INSERT ADDRESSEE(S))

INFO: (INSERT ADDRESSEE(S))

SUBJECT: MILSTRIP SUPPLY ASSISTANCE REQUEST

1. This command is experiencing serious problems due to lack of item(s) shown below. Request aggressive action to accelerate delivery and improve ESD.

DOC NO. W/SUFF

NSN

N00215/4152/0111/B

8305-01-123-4567

2. Substitutes. List all known and acceptable substitute NSNs or part numbers. If none, so state.

3. Next Higher Assembly. If none, so state.

4. Lateral Support. List any activities contacted in an attempt to obtain item through lateral support and/or known activities using same end item or weapon system. If none, so state.

5. Known Source. List any known sources for the item to include name, mailing address and telephone number (if known). If none, so state.

6. Mission Impact Statement. Include end item description, weapon system application. Indicate mission degradation created by lack of item(s) or statement "A classified NMCS condition exists due to lack of required assets."

7. Remarks. Include additional pertinent data not covered above.

(Complete all other message elements in accordance with Service instructions.)

Figure 4-7.-MILSTRIP message, supply assistance request.

Requisition Modifier Preparation

The requisition modifier must be prepared by using document identifier AM series and all prescribed information for a requisition. The following chart lists the information that can be changed from the original requisition by submitting a modifier.

<u>Record Position</u>	<u>Data Element</u>
7	Media and status code
45-50	Supplementary address
51	Signal code
52-53	Fund code
54-56	Distribution code
57-59	Project code
60-61	Priority
62-64	Required delivery date
65-66	Advice code

Requisition Modifier Documents

The activity initiating the requisition modifier is responsible for notifying other interested activities of such action. The requisition modifier must be submitted to the last known source holding the requisition. Most of the data elements in the requisition modifier will be the same as in the original requisition or latest status record. The following paragraphs describe the format of a requisition modifier.

Use record position 1-3 for entering the document identifier in the AM series.

Use record position 4-6 for entering the routing identifier of the activity to receive the request.

Use other record positions applicable to the data that can be changed to modify one or more data elements. If an element is not being modified, enter the original data.

Shipment Tracing

A requisition can remain outstanding due to non receipt of material even though a shipment status was provided. When material is not received after the normal transit time, you can submit a shipment tracer request. The following paragraphs describes the procedures and references for submitting shipment tracers.

The DOD Regulation 4500.32R, MILSTAMP, contains the procedures, formats, and address data for tracing shipments in the Defense Transportation System (DTS). Refer to this reference for surface, Logistics Air (LOGAIR), and QUICKTRANS shipments within the DTS. Requests should be turned over to the local transportation officer for tracing according to MILSTAMP.

An alphabetic B in record position 68 of a shipment status identifies air and surface domestic freight shipments with a final destination at a CONUS activity. The *Joint Military Travel Management Regulation*, describes procedures for tracing shipments in these modes. Refer to chapter 220, section 11, of this regulation concerning this subject.

An R, I, or C in record position 68 of a shipment status identifies registered, insured, and certified mail or parcel post shipments. These involve material shipments to CONUS or overseas activities. You may use the format for document identifier AFT when requesting a shipment tracer for the material shipped in these modes. Refer to Appendix B1 of NAVSUP P-437 for the format of AFT documents. The information needed to prepare an AFT document is the same as in the AS or AU series except for the document and routing identifier codes. The AFT document should be submitted no earlier than 10 days and no later than 60 days after the date of shipment in the status document.

When a shipment status is received, do not send the follow-up actions by using the document identifiers in the AF and AT series. These actions will result only in receipt of another shipment status document with the same information.

Cancellation of Requisitions

Under normal circumstances, cancellation requests represent a discontinued need for specific items and quantities. The requisitioner, supplementary addressee, or authorized activity may prepare a cancellation of requisitions. Cancellation requests can be submitted as a single-line transaction or by a message that contains one or more transactions. Submit a cancellation request to the last holding activity; use the format in Appendix B1 of NAVSUP P-437

The single-line item cancellation request will not be submitted when CONUS activities receive a notice advising that shipment from a contractor or a depot has occurred. The cancellation request will not be submitted when an overseas activity receives a shipment status under the following conditions:

- The line item value is less than \$200.00.
- The material was shipped by air mail or parcel post.
- The material was shipped more than 10 days ago by air to the aerial port of embarkation (APOE) or 45 days ago by surface to the water port of embarkation (WPOE).

Confirmed cancellations for requisitions with Status code BV may result in billing for transportation charges or contract termination cost.

When canceling a requisition, the funds should not be deobligated until receipt of a confirmed cancellation from the supply source.

MAINTAINING MATERIAL OUTSTANDING FILES

Because of the different automated capabilities of Navy activities, maintenance of material outstanding files will vary by local capabilities. The following paragraphs will provide the guidance you need for maintaining material outstanding files. It applies to you whether you are using paper copies or computer records.

REQUISITION RECORD

The requisition record will be maintained in date order by document number sequence. Material receipts and status must be promptly processed to the requisition record.

REJECTED REQUISITIONS

When a supply source rejects a requisition for incorrect entry, remove the original requisition from the file for research and resolution of errors. The Status code for rejected requisitions will be in record positions 65-66 of the document. The DAAS also may reject erroneous requisitions when that activity's programs cannot read the document. Refer to chapter 11 of NAVSUP P-437 for DAAS processing procedures. The rejected requisition must be researched to determine the error involved. After correcting the error, the requirement must be submitted with a new document number.

BACK ORDER FILE

After receiving a status that an item has been back ordered by a supply source, move the document to the back order file. This file must be in document number sequence. The requisitions in this file require an ongoing

review. As the requisition remains on back order or becomes aged, two conditions may occur. The changing requirements may dictate the item is no longer needed and should be canceled. The other condition is that the requisition will become subject to the cyclic material obligation validation (MOV) process.

FILE MAINTENANCE

The internal review program provides a process of reviewing requisitions regularly. This is done by comparing outstanding requisitions to known requirements. Some of the known requirements include authorized allowance and high-limit. After the review process, submit cancellation requests for those requisitions that are no longer required.

MATERIAL OBLIGATION VALIDATION

A material obligation is the untitled quantity of an outstanding requisition, and it is recorded as a commitment against stock or vendors. The material obligation validation (MOV) pertains to those items requisitioned to which status codes BB, BC, BV, and BZ apply. The supply source sends the MOV requests to the requisitioner on a cyclic basis. These requests, from the supply source to requisitioner, is to compare the records and confirm the continued requirement held as material obligations. The requisitioner replies to MOV requests to advise them to hold the material obligation until supplied or cancel all or portion of the material obligation.

MOV AGE CRITERIA

Material obligations are considered overaged and subject to MOV for priority designators 01 through 08 that have been outstanding for more than 30 days. These include priorities 09 through 15 requisitions that have been outstanding more than 75 days. A special validation is the type of MOV that may be ordered without regard to the age of the material obligations involved. The special validation is discussed later in this chapter.

MOV SCHEDULE

The annual schedule of cyclic validations includes the cycle number, cutoff date for requests, and the ending date for replies. For cycle 1, the cutoff date for supply sources to prepare and forward requests to customers is January 20. Replies from the requisitioner are due back to supply sources by March 5. The cycle 2 cutoff date for supply sources is April 20, and the reply

date from requisitioners is June 5. The cycle 3 cutoff date for supply source is July 20, and the reply date from requisitioners is September 5. The cycle 4 cutoff date for supply sources is October 20, and the reply date from requisitioners is December 5.

MOV REQUESTS AND CONTROL CARD

An MOV control card (document identifier AN9) accompanies the MOV requests sent to each activity. One control card will be provided for each batch of MOV requests (document identifier AN series). The first checkpoint in the MOV process is to verify receipt of MOV batches. Therefore, acknowledgement of receipt must be done immediately upon receipt of the request documents. The MOV control card information must be verified with the number of cards actually received. Refer to Appendix B1 of NAVSUP P-437 for the format of AP and AN series documents.

If the count is correct, submit the receipt confirmation (AP9 document) with the receipt date in record positions 41-44. Whenever possible, return the receipt confirmation via AUTODIN. When this is not possible, return the receipt confirmation by message or mail.

If the count does not match the control card, submit an APX document identifier format to the supply source. The preferred method for returning the APX document is by AUTODIN. When using mail, change the document identifier of the control card from AP9 to APX before mailing. The APX document will serve as a notice that the supply source should retransmit the specific batch.

The second checkpoint of MOV process is a message from DAAS. This message is a summary of notification of MOV documents that were sent to each activity involved. The message tells the MOV customer that if they do not receive the MOV documents within 18 days from the date of the message, retransmission can be requested by submitting an APX document.

ACTIVITY TO RECEIVE MOV REQUESTS

The MOV request documents will be sent to the ship or unit designated in the M&S code of the overaged requisitions. When the M&S code has a 0 (zero), the MOV request will be sent to the activity indicated in record position 54 of the requisition. If record position is blank, the MOV request will be sent to the requisitioner.

VALIDATION OF OUTSTANDING REQUISITIONS

Upon receipt, MOV requests must be validated item by item to determine continued need for each requisition. Each item also must be validated for quantity involved and the priority designator of the requirement. This process can be done by comparing the MOV request with the related requisition in the material outstanding file (MOF). During the review, separate the documents into two groups. Those requisitions that may be partially or totally canceled and those with total quantity still required. After completing the validation, mark each validated requisition to show it was validated in that specific cycle. Automated activities can post MOV requests and responses in the requisition file. This provides a record that the MOV transaction was completed for that particular requisition. Other overaged requisitions held by the same MOV originator with no corresponding MOV request will need follow-up action.

RESPONSES TO MOV REQUESTS

After completing the validation, submit the reply to the supply source that submitted the MOV requests. The reply should be in the format for document identifier (DI) AP series documents. Prepare an AP series document in response to each AN series document. The quantity field of each AP series document must show the quantity still required-not the quantity canceled. For total cancellation, the quantity field in record positions 25-29 will be zero filled. For reduced quantity, put the new quantity requirement in the record positions 25-29. The quantity of a requisition cannot be increased in the validation process. If there are changes to the priority designator or RDD submit a requisition modifier.

The current system developed for use by fleet units allows such units to respond to MOV requests by using a MOD V terminal. This procedure requires transmission of one DI BMV document to say back ordered requirements are still valid. A single MOV certification card (DI BMV) format should be in the last line of the reply message. Document BMV will confirm all documents not included as AP series cancellations. The following paragraphs describe the format of a BMV document.

Enter BMV in record positions 1-3 (document identifier).

Use record positions 4-6 for entering the DAAS Routing Identifier code SGA. Do not use an inventory control point Routing Identifier code in this field.

Leave record positions 7-29 blank.

FROM: (INSERT ADDRESS OF INITIATOR)

TO: DAAS DAYTON OH

MILSTRIP DOCUMENTS (SUBJECT IS OPTIONAL)

```
A01N0ZW5960004567890 EA00001R5219271840001RYN0E01AKR 9NEK505 )REQNS
A01N0ZW5960001234567 EA00001R5219271840002RYN0E01AKR 9NEK505 )
AF1N0ZW5960006540780 EA00002R5218271670133RYN0E01AKR 9NEK505169BM )FOLLOWUPS
AT1N0ZW5960007654321 EA00001R5219271480002RYN0E01AKR 1NEK505 )
AM1N33W5960004217619 EA00001R5219271770108RYN0E01AKR 1NEK505179BB )REQN
AMIN35W3110009164134 EA00002R5219271780004RYN0E01AKR 9NEK505180BB )MODIFIERS
AC1S91W6610004361916 EA00001R5219271760002RYN0E05AKR 1HEK505178 )CANCELLATION
AC1N35W5905001363612 EA00002R5219271670001RY00E05AKR )REQUESTS
AP9S9I0202002 AT50208020 8025 8084
```

(Complete all other message elements in accordance with Service instructions.)

Figure 4-8. Formatted message.

Use record positions 30-35 for entering the requisitioner service designator (V or R) and UIC. This will also certify all requisitions for N service designator for the same UIC.

Leave record positions 36-80 blank.

Send MOV responses to DAAS by message. The format of AP series response document is the same as in regular MILSTRIP format. Refer to Appendix B1 of NAVSUP P-437 for the format of AP series documents. This response must have the routing identifier of the requesting ICP in record positions 4-6. Leave record positions 71-73 blank to allow for DAAS electrical transmission. MOV responses are authorized for transmission during "MINIMIZE."

CANCELLATION FOR NONRESPONSE TO MOV

When conducting the MOV you must pay attention to each step and to the deadlines to prevent cancellation of valid requirements. Ensure that the message response is released on time to prevent cancellation for nonresponse. The following paragraphs describe the reasons for canceling material obligations.

Supply sources will cancel material obligations when the requisitioner has not acknowledged receipt of the scheduled validation request document. Requisitions can also be canceled when no response card (DI AP) is received by the response due date. When receipt of validation requests has been acknowledged

but no document AP has been received, the requisitions will also be canceled by supply sources.

There is no authorized method allowed by MILSTRIP to reinstate requisitions canceled under MOV. The only method of getting the material is to resubmit a new requisition.

SPECIAL VALIDATION REQUESTS

Item managers may send special validation requests. For example, the item manager may need to validate requirements for high dollar value or critical items. Item managers determine those essential items that are scarce or expected to be scarce for an extended period. These items are called critical items. The method for transmitting requests and response for special MOV is by message. The message request will consist of document number, stock or part number, unfilled quantity, identification of ship to address, priority, and reply due date. The reply due date will be 10 days from the date of the message dispatch. Responses to special validation requests will be accomplished in the format shown in paragraph 02142 of NAVSUP P-437.

The MOV process is a valuable tool in freeing funds when items are no longer required. These funds can then be used for other requirements. The process is also a valuable tool in developing supply monitoring methods and skills within an activity.

Figure 4-8 is an example of formatted message for DAAS processing.

CHAPTER 5

MATERIAL RECEIPT

Material receipt is the gaining of possession of an item of Navy property through acceptance of physical custody. There are several transportation sources from which we may receive material. These include the U.S. Postal Service, the United Parcel Service, Government vehicles, and direct pick-up from a vendor. Other transportation sources include commercial or Government air and water freight, commercial trucking firms, and vendor deliveries. This material may be for stock or direct turnover (DTO) to the requisitioner. In some cases, we may keep the material in a holding area for pickup by the customer. Also, we may send the material to a packing unit for preservation or protection. At other times, we may send the material to a shipping unit to be shipped to another activity.

This chapter will help you gain the knowledge needed to do the job in receiving material. You will be able to describe the responsibilities of personnel assigned to process material. Also, you will learn the different methods of processing receipts from various activities—this includes inspecting and verifying material receipts. You also will learn how to distribute copies of receipt documents and maintain files.

RESPONSIBILITIES

The Navy uses different methods to accept and pay for material it buys. We may receive material at the contractor's place or at the Naval activity. The payment for material received at a naval activity can be done before or after the receipt. Regardless of the method used, we must ensure that the material the Navy pays for is actually received and accepted by a Navy representative. You must have proper controls in these areas to ensure material accountability.

SUPPLY OFFICER

The supply officer is responsible for the receipt, identification, inspection, and distribution of all incoming material. Also, the supply officer is responsible for processing receipt papers and associated documents. The supply officer delegates the responsibility for physical receipt of the material to the assistants and division officers.

SPECIAL ASSISTANTS

On ships, the stores/material/cargo officer (when assigned) is responsible for the administration of stores functions. They report to the supply officer on all receiving matters. These functions include material receipt preparation, receipt procedures, material inspection, and receipt processing. On shore stations, the material division officer is responsible for material receipts.

STOCK CONTROL OFFICER

The stock control officer reports to the supply officer or the assistant supply officer on all matters concerning the receiving of material. These include receipt processing, reporting, reversals, and discrepancies. The stock control officer is responsible for the financial report imbalances from receipts.

RECEIVING SUPERVISOR

The receiving supervisor is responsible for the identification and inspection of incoming material. The supervisor is responsible for separating the material for stock and direct turnover to customer. These responsibilities also include distribution of material to storerooms or to customers. Additionally, the supervisor ensures that the material is correctly marked and the paperwork properly distributed.

DUTY AK

The duty AK is responsible for receiving, identifying, inspecting, and distributing material after normal working hours. The duty AK is responsible for ensuring that receipt documents are correct, and that they are given to the supervisor the next day.

TYPES OF RECEIPTS

The method used in buying material, as discussed in chapter 4, determines the method for processing receipts. The following paragraphs explain these different types of receipt.

RECEIPTS FROM THE DEFENSE LOGISTICS AGENCY/GENERAL SERVICES ADMINISTRATION

Material finished by the Defense Logistics Agency (DLA) or General Services Administration (GSA) will be accompanied by a Department of Defense (DOD) form. This form may be a DOD Single Line Item Release/Receipt Document (DD Form 1348-1) or Issue/Receipt Release Document (DD Form 1348-1A).

RECEIPTS FROM PURCHASE

Receipts from purchase are those materials and services procured by using DD Form 1155, or imprest fund. Usually, a copy of the procurement document also serves as receipt paperwork.

RECEIPTS FROM SHORE AND AFLOAT ACTIVITIES

Three copies of DD Form 1348-1 or DD Form 1348-1A will accompany each item of standard material furnished by a shore supply activity.

Material received from afloat units will have three copies of DD Form 1348-1 with them. Also, material may have a white copy of DD Form 1348 or NAVSUP Form 1250-1 that was submitted as requisition.

RECEIPTS FROM COMBAT LOGISTIC FORCE SHIPS

Material received from Combat Logistic Force (CLF) ships normally will have a computer listing of all the items and DD Form 1348m for each item. The listing includes, as a minimum, the following data elements:

- National stock number
- Unit of issue
- Quantity
- Document number
- Fund code
- Extended money value
- Unit price
- Cognizance symbol

RECEIPTS FROM OTHER GOVERNMENT ACTIVITIES

Material received from other Government activities are classified into two groups. They are receipts with reimbursement and receipts without reimbursement.

Receipts With Reimbursement

These are receipts for which Navy department funds will be used to the credit of the department from which the material was received. All receipts from Government departments, except for certain receipts from the Army and Coast Guard, are subject to reimbursement. The receiving activity will furnish a receipt with the supply officer's signature to the transferring organization. The invoice, or other document confirming the receipt, will be priced, extended, totaled, and will show the authority of the transfer.

Receipts Without Reimbursement

These are receipts for which the receiving activity does not transfer Navy department funds to the department that transferred the material.

MISCELLANEOUS RECEIPTS

The most common types of miscellaneous receipts are push material and turn-in items.

Push Material

Push materials are equipment and repair parts shipped automatically to an activity. These materials are used for the support of configuration and load list changes. Material may be shipped in this method to correct material deficiencies identified by type commander or inventory control points. In this case, the receiving activity will receive advance notification of shipments. The receiving activity is responsible for making outstanding requisition files to record due-in quantities and monitor receipts.

Turn-in Items

This is material turned-in by the activity's departments, supported units, and nonsupported units.

METHODS OF MATERIAL DELIVERY

There are various methods of material delivery. They are direct delivery, freight, or mail. The following texts describe these delivery methods.

DIRECT DELIVERY

Materials or services from a government or commercial source that were received and accepted by a

ship, squadron, or group representative at either the delivery point or source of supply is known as direct delivery. After acknowledgement of receipt, the Navy owns the materials and services; they are considered satisfactory unless discrepancies are noted. The supply officer must set up procedures to make certain only authorized personnel pick up, receive, or sign for materials or services.

FREIGHT

The freight method consists of material shipped via the DOD transportation system or commercial freight system. The Government or Commercial Bill of Lading is the document used for material shipped by freight. We can receive freight in the United States, foreign ports, and during UNREP.

MAIL

The United States Postal Service (USPS) delivers small items. These items include letters and packages sent by way of the various postal programs. Both Government and commercial sources often require a receipt signature. Receiving section personnel are normally authorized to pickup and sign for postal deliveries. The supply officer is responsible for setting up and maintaining a list of personnel to receive official mail.

RECEIPT DOCUMENTATION

All material and services received must have receipt documentation. When material received does not have paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should have one or several receipt

documents with it. The type of document depends on the method of purchase, supplier, type of delivery, and Government inspection requirements. Any document received with the material or service that contains enough information to process the receipt maybe used as a receipt document. Although you have a variety of receipt forms, the general pattern for processing is the same. These patterns are as follows:

- Determining the type of receipt inspection required
- Determining if material requires special handling
- Marking the receipt document with date, quantity received, receipt signature, and discrepancies noted during receipt
- Sending the receipt document for further processing

DD FORM 1348

The DD Form 1348 6-part manual receipt is used both as a requisition and receipt document for most materials transferred between nonautomated ships. When required by the issuing ship, the receiving ship acknowledges such transfer on the white copy of the DD Form 1348. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DD Form 1348 before it is filed in the material completed file.

Show receipt on the white or hardback copy of the DD Form 1348 by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field, as shown in figure 5-1.

DOC IDENT	ROUT	FSC	MIN	ADD	QUANTITY	REQ	REQUISITION	DATE	SERIAL	SUPPLEMENTARY	ST	DISTRIB	PROJECT	PRIOR	REQ	REL	ADVT	STAT		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
SEND TO: N00244 FISC SAN DIEGO										REQUISITION IS FROM: R04648 USS SAMUEL GOMPERS (AD 37)										
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
BLOCK	EDITING DATA	DOC IDENT	ROUTING	M/A	FSC	STOCK NUMBER	UNIT OF ISSUE	QUANTITY	EA	0	0	0	0	0	0	0	0	0	0	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
A	O	A	N	D	Z	3	5	9	2	0	0	0	1	6	0	4	8	9	5	
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
R	0	4	6	8	7	0	9	1	2	0	3	7	R	Y	N	E	M	0	1	
REMARKS	APPROVED FOR TRANSFER	D. PHILLIPS	D. PHILLIPS, LT, SC, USN	RECEIVED	5/5/87	H. STATHAM	H. STATHAM, SK1	U/P	\$4.80	T/P	\$9.60	RECEIVED	5/5/87	H. STATHAM	H. STATHAM, SK1	U/P	\$4.80	T/P	\$9.60	
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	K	U/P	\$4.80	T/P	\$9.60
DOC IDENT	ROUT	FSC	MIN	ADD	QUANTITY	REQ	REQUISITION	DATE	SERIAL	SUPPLEMENTARY	ST	DISTRIB	PROJECT	PRIOR	REQ	REL	ADVT	STAT		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Figure 5-1.-DD Form 1348 (6-part) manual receipt.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC IDENT	FROM	MATERIALS	FSC	STOCK NUMBER	ADDL UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PROJ ONLY	REQ'D DEL DATE	ADVISE	RI	UNIT PRICE																																																												
A 0 A N N Z S	5820009483408				0000	2086570294178	Y05136AY6					2ZZV602		5GN77					1500000																																																												
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE																																																																											
N00189	V08136	V20865		1500000																																																																											
FISC NORFOLK, VA	U S S FRANK CABLE (AS 40)																																																																														
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT WEIGHT	UNIT CUBE	IFC	N M F C	FREIGHT RATE	DOCUMENT DATE	MAT COND	QUANTITY	EA Y6																																																																					
111746							7030		00001																																																																						
SUBSTITUTE DATA (IF NOT ORIGINALLY REQUIRED)	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE																																																																													
CIRCLE QUANTITY	SECURITY CODE	MATERIAL CONTROL CODE																																																																													
SELECTED BY AND DATE	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																											
			H. Woodson 7/1/87																																																																												
PACKED BY AND DATE	NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
			H. Woodson, SKZ																																																																												
RI MARKS	DATE SHIPPED	RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																												
TRANSPORTATION CHARGEABLE TO	LOADING, UNLOADING, OR RECEIVING SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																													

Figure 5-2.-DOD Single Line Item Release/Receipt Document, DD Form 1348-1.

DD FORM 1348-1

Receipts from shore activities and automated afloat units are done either on a DD Form 1348-1 or DD Form 1348-1A. The title of these forms are DOD Single Line Item Release/Receipt Document and Issue/Receipt Release Document (IRRD), respectively. Examples of these receipt documents are shown in figures 5-2 and 5-3.

The following paragraphs describe the receipt procedures for material received on a DD Form 1348-1.

Circle the quantity in record positions 25-29 if correct. That is, the number of item received is the same as the quantity shown on the document. If the quantity is different, line out the original quantity. Then, enter and circle the quantity actually received immediately above the original quantity. Enter the date received and signature in block 7. Block N of the DD Form 1348-1 contains the security code for the item shipped. The record position 73 of the document contains the material control code (MCC).

Receiving personnel should be familiar with both Military Standard Requisitioning and Issue Procedures MILSTRIP and local management coding and command instructions for controlled items.

DD FORM 1348-1A

The DD Form 1348-1A is designed to be used with the activity's Logistics Applications of Automated Marking and Reading Symbols (LOGMARS) processing equipment. The document number (in box 24) and NSN (inbox 25) are bar coded. Box 26 contains the bar coded Routing Identifier code (RIC), unit of issue (UI), quantity (QTY), Condition code (CON CODE), Distribution code (DIST), and unit price (UP). These 20 position characters are continuous with no dashes or spaces. The procedures for processing IRRD are the same as prescribed for DD Form 1348-1. The lower left portion of the IRRD contains the security and MCC information. Use this information to ensure proper receipt processing.

DD FORM 1348-1A (1-74)																				TOTAL PRICE		ADDRESS		SHIP TO	
A0ANUZSEA00002YNEHQ2ANR 9CEK506																				DOLLARS		M/F USS FRANK CABLE		V02865	
AARD0004968																				00009936		AS 40			
																				MATERIAL CONTROL CODE		DOC 6056 DTIC 000870 UNIT PRICE 29 UNIT PRICE 000		M/F USS FRANK CABLE AS 40	
										PRESSURE REG REDUCING R REL VALV TYPE MANUFACTURE										RECEIVED BY AND DATE <i>H Woodson</i> 7/1/87 H Woodson, etc		SIGN AND DATE 2			
PRINT DT: 8406 SERIALIZED RESTART NR: 0004 DRIG NSN: APOE: APOD: TAC: 8387 ACOR: 02 PHINC: PACK LOC: P467 SHIP LOC: P999 GED AREA: G MODE: M AIR PARCEL POST PACKERS TRAILER DATA:										CIRCLE QUANTITY CIRCLED VALUE: 000011										RECEASON 89723860 LINE 001 OF 001		RECEASON 89723860 LINE 001 OF 001			

Figure 5-3.-Issue/Receipt Release Document (IRRD), DD Form 1348-1A.

DD FORM 1149

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services, such as repairs or rental equipment. When materials or services are received on a DD Form 1149, the ordering department will do the technical inspection, if required. The unique nature of the material received on the DD Form 1149 requires that receiving personnel be extremely careful when processing these receipts. Receiving personnel must secure and properly distribute these materials. Figure 5-4 shows an example of how to fill out a DD Form 1149. After technical review and acceptance, receiving personnel will complete the DD Form 1149 receipt document. To complete the DD Form 1149, you must mark and circle the quantity in column D. Also, you must date and sign in the lower right portion of the DD Form 1149, but not over any existing information.

DD FORM 1155

Ashore and afloat activities use DD Form 1155 as an order for supplies and services or as receipts from

commercial sources. When used as receipt document, complete DD Form 1155 by circling the quantity in column 20. Also, enter the date and signature in block 26 (fig. 5-5). Proper processing of DD Form 1155 receipts requires familiarity with the terms and concepts discussed in the following paragraphs.

Direct Delivery

When used for direct delivery, blocks 13 and 14 of DD Form 1155 will show that the material and invoice will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification and acceptance of material.

Normally, there are no qualified receiving personnel to make technical judgments in receiving material. A technical specialist from the ordering department or unit should help confirm acceptance before completing the DD Form 1155. Figure 5-5 shows receipt for direct delivery on a DD Form 1155.

REQUISITION AND INVOICE/SHIPPING DOCUMENT

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

1. FROM RO4648 USS SAMUEL GOMPERS (AD 37)
 2. TO N00244 FISC San Diego, CA
 3. SHIP TO - MARK FOR Supply Officer
 USS SAMUEL GOMPERS (AD 37)
 FPO San Francisco, CA 96601

4. APPROPRIATION AND SURHEAD 17X4911.702D OBJ. CL. 000 BUR. CONT. NO. 53824 SUBAL. LOT 0 AUTHORIZATION ACCTG ACTIVITY 060957 TRANS. TYPE ACTIVITY 2D PROPERTY ACCTG ACTIVITY R04648 COST CODE 007097(**)NU AMOUNT **

5. REQUISITION DATE 7 APR 87 6. REQUISITION NUMBER R04648-7097(**)

7. DATE MATERIAL REQUIRED 8. PRIORITY

9. AUTHORITY OR PURPOSE 10. SIGNATURE I. L. GARDNER, LT. SC, USN 11a. VOUCHER NUMBER AND DATE 12. DATE SHIPPED 13. MODE OF SHIPMENT 14. BILL OF LADING NUMBER 15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	CON. TAINER NUMBER (f)	UNIT PRICE (h)	TOTAL COST (i)
**Reqn. Ser. No.	3001 Marchant Calculators Serial Nos. 441067, 441255	EA	00001				60.00
	3002 Friden Adding Machines Serial No. 36412	EA	00001				40.00
	3003 IBM Selectric Typewriters Serial Nos. 14-667421, 15-667441	EA	00001				60.00
	3004 Remington Electric Typewriter Serial No. 14-336601	EA	00001				40.00

Total Cost NOT to exceed \$200.00

16. TRANSPORTATION VIA MATS OR MATS CHARGEABLE TO

17. SPECIAL HANDLING CONTAINER

ISSUED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	DATE	BY	SHEET TOTAL
CHECKED BY								
PACKED BY								
← TOTAL →								
							GRAND TOTAL	200.00
							RECEIVER'S VOUCHER NO.	

DD FORM 1 MAR 59 1149 (P-PT)
 REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED
 S/N: 0102-011-1801

ORIGINAL

Figure 5-4.—Requisition and Invoice/Shipping Document, DD Form 1149.

ORDER FOR SUPPLIES OR SERVICES				FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989	PAGE 1 OF 1						
1. CONTRACT PURCH ORDER NO. N00000-93-V-9999		2. DELIVERY ORDER NO. N00000-93-F-111		3. DATE OF ORDER 93 DEC 26		4. REQUISITION/PURCH REQUEST NO. V00000-3359-A000		5. CERTIFIED FOR ANTI-NATIONAL DEFENSE UNDER DMS REG 1 CO			
6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567				7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i>					
9. CONTRACTOR NAME AND ADDRESS MANUFACTURE INC. 0001 ROADBLOCK AVE. CITY, STATE 99999 ATTN: CHIP WRECK				10. DELIVER FOB POINT BY (Date) 93 DEC 30		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS FAST PAY 13. MAIL INVOICES TO SEE BLOCK #15 (BELOW)			
14. SHIP TO CODE SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000				15. PAYMENT WILL BE MADE BY CODE DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS)						MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
16. TYPE OF ORDER DELIVERY <input checked="" type="checkbox"/> PURCHASE		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions set forth in contract. Reference your TELEPHONE/FAX QUOTE: F/Q: NAME 12/25/93. ACCEPTANCE: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.								FAST PAY	
NAME OF CONTRACTOR <input type="checkbox"/> If this box is marked, supplier must sign acceptance and return the following number of copies:		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED					
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE (ACCOUNTING DATA)											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE	20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE	23. AMOUNT						
1	MOTOR	1	EA	111.00	111.00	FAST PAY					
* If quantity accepted by the Government is same as quantity ordered, indicate by J mark. If different, enter actual quantity accepted below quantity ordered and analyze.		24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND				25. TOTAL 111.00					
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO.		28. D.O. VOUCHER NO.		29. DIFFERENCES		30. INITIALS			
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER			
36. I certify this account is correct and proper for payment DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. RECEIVED AT		38. RECEIVED BY (CUSTOMER SIGNATURE)		39. DATE RECEIVED		40. TOTAL CONTAINERS	
41. ACCOUNT NUMBER		42. S/R VOUCHER NO.									

DD Form 1155 Previous editions are obsolete CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 5-5.-Order for Supplies and services DD Form 1155 (direct delivery/fast pay).

ORDER FOR SUPPLIES OR SERVICES				FORM APPROVED OMB No 0704-0187 Expires Jul 31, 1989	PAGE 1 OF 1						
1. CONTRACT PURCH ORDER NO. N00000-93-V-9999		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 DEC 26		4. REQUISITION/PURCH REQUEST NO. V00000-3360-A001		5. CERTIFIED FOR AN- TIONAL DEFENSE UN- DER DMS REG 1 CO			
6. ISSUED BY CONTRACTING OFFICER FISC SOMEWHERE CITY, STATE 99999-1234 JOHN DOE (999) 123-4567				7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOR <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER <i>(See Schedule if other)</i>					
9. CONTRACTOR NAME AND ADDRESS MANUFACTURE INC. 0001 ROADBLOCK AVE. CITY, STATE 99999 ATTN: CHIP WRECK				10. DELIVER FOB POINT BY (Date) 93 DEC 30		11. MARK IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED					
14. SHIP TO SUPPLY OFFICER USS FORSAIL FPO AE 99999-0000				15. PAYMENT WILL BE MADE BY DEFENSE ACCOUNTING OFFICE-CLEVELAND (ADDRESS)				13. MAIL INVOICES TO SAME AS BLOCK 6 (ABOVE)			
16. TYPE OF ORDER DELIVERY <input type="checkbox"/> This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. PURCHASE <input checked="" type="checkbox"/> Reference your TELQUOTE 12/25/93 furnish the following terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED. SUBJECT TO THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.											
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED		
<input type="checkbox"/> If this box is marked, supplier must sign acceptance and return the following number of copies:											
17. ACCOUNTING AND APPROPRIATION DATA (LOCAL USE) (ACCOUNTING DATA)											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICE				20. QUANTITY ORDERED/ACCEPTED	21. UNIT	22. UNIT PRICE		23. AMOUNT		
1	PULLEY ASSEMBLY				1	EA	87.00		87.00		
FOR OBLIGATION PURPOSES ONLY, THE TRANSPORTATION COSTS CHARGEABLE TO THE FUNDS INDICATED (TAC: N000 ARE ESTIMATED TO BE : \$12.34											
SUBJECT TO THE 7 WORKING DAY CONSTRUCTIVE ACCEPTANCE PERIOD.											
24. UNITED STATES OF AMERICA (SIGNATURE) BY ECKS BRAND CONTRACTING/ORDERING OFFICER											
25. TOTAL 87.00											
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED											
27. SHIP. NO.											
28. D.O. VOUCHER NO.											
29. AMOUNT VERIFIED CORRECT FOR											
30. INITIALS											
31. DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE											
32. PAID BY											
33. CHECK NUMBER											
34. BILL OF LADING NO.											
35. I certify this account is correct and proper for payment											
36. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER											
37. RECEIVED AT											
38. RECEIVED BY (CUSTOMER SIGNATURE)											
39. DATE RECEIVED											
40. TOTAL CONTAINERS											
41. ACCOUNT NUMBER											
42. S/R VOUCHER NO.											

DD Form 1155

Previous editions are obsolete

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 5-6.-Order for Supplies and Services DD Form 1155 (indirect delivery).

Fast Pay

The fast payment procedure allows payment, under limited conditions, to a contractor before the Government's verification that supplies were received and accepted. Fast payment is for ordering supplies by afloat and overseas activities only.

Fast pay is the payment made to a commercial source based on proof of shipment by the vendor. This means the vendor gets paid by submitting an invoice proving that supplies were delivered to a post office, common carrier, or Government receiving point. The vendor agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase agreements.

Use this method for buying material that does not require technical certification at the destination. Prepare DD Form 1155 according to enclosure 2, chapter 5, of NAVSUPINST 4200.85 (series). The DD Form 1155 should include the fast payment procedure clause at FAR 52.213-1 in full. Any BPA that may have fast payment order should also contain the fast payment procedure clause. Mark the original and all copies of the DD Form 1155 with "FAST PAY" in bold letters. The consignee must notify the purchasing office within the following time frames:

- Receipt of conforming material within 10 days from the receipt date
- Within 30 days if materials were not received by the date shown in block 10 of DD Form 1155
- Within 10 days after receiving material that does not conform to the requirements of the order

Indirect Delivery

When used for indirect delivery, blocks 13 and 14 of DD Form 1155 will show that the material and the invoice will be delivered to a transshipper. In this case, the supporting activity performs the technical inspection and confirms acceptance of the material. The receiving personnel need only verify the quantity of material received. See figure 5-6 for a sample DD 1155 processed for indirect delivery.

The procedure for ordering material on a DD Form 1155 often involves a customer picking up the material. This method is also known as "bearer pick-up." We use this method when the ordering department goes directly to the vendor to get material. The supply officer establishes local procedures to ensure proper receipt processing. The procedures include requirements for picking up all material and removing the DD Form 1155

copy from the bearer suspense file. The suspense copy of DD form 1155 goes to the receiving section for processing.

The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a copy of the DD Form 1155 and a preaddressed card titled "Report of Nonreceipt, Damage, or Nonconformance."

Report of Receipt, Nonreceipt or Nonconformance

The ordering activity completes and returns the Report of Receipt, Nonreceipt, or Nonconformance with an advance DD Form 1155. This form is used when material received under contract on a DD Form 1155 is not acceptable. The reasons for not accepting material includes damaged in shipment or not technically acceptable (direct shipments only). You also use this form to report orders that were not received within 60 days of the specified delivery date. Receiving personnel should then tell the procurement section to begin new procurement action if necessary. When material has been received on DD Form 1155, the Purchase Action file copy will be certified as received. See figure 5-7 for a sample Report of Receipt, Nonreceipt, or Nonconformance.

DD FORM 250

The Material Inspection and Receiving Report, DD Form 250, is used to verify material inspection and acceptance for items received directly from a contractor. The DD Form 250 may be used for shipments of material procured by ashore activities on DD Form 1155. Receiving personnel will review the DD Form 250 to determine the type of certification required. The following paragraphs explain the types of certification.

Acceptance At Destination (Code D)

Block 8 of DD Form 250 will show if acceptance at destination (code D) was requested by the ordering activity. If block 21B indicates procurement quality assurance (PQA) and acceptance, you should contact a qualified technician from the ordering department. The technician will inspect and certify material acceptability in block 21B.

The receiving personnel will certify the quantity received in block 22. For quantity discrepancies, line out the quantity in column 17, enter and circle the quantity received. For material received in damaged condition,

REPORT OF RECEIPT, NONRECEIPT, OR NONCONFORMANCE	
INSTRUCTION FOR USE	
IMPORTANT: Complete and return this card to: <u>Naval Supply Center Code 200</u> (1) Within 10 days after receipt of material, or (2) If material not received within 30 days after deliovery date specified in the order, or (3) If nonconforming material was received	
Purchase Order No. _____	Requisition No. _____
Activity <input type="checkbox"/> Partial Delivery	<input type="checkbox"/> Final Delivery
The supplies listed in the above purchase order were (Check one): <input type="checkbox"/> Received on _____ and conformed to the requirements of the order <input type="checkbox"/> Not received <input type="checkbox"/> Received but rejected - \$F 364 Report of Discrepancy attached	
Receiving Activity _____	Date _____
Signature official authorized to accept supplies title _____	Phone _____

NAVY DEPARTMENT OFFICIAL BUSINESS
Commanding Officer Fleet Industrial Supply Center City, State, Zip Code

Figure 5-7.-Report of Receipt, Nonreceipt or Nonconformance.

line out quantity and enter and circle quantity received in good condition. Write an explanation of the differences directly below the adjusted quantity, as shown in figure 5-8. After block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22.

Acceptance At Source

When block 8 shows Acceptance code S or O (source or other) and block 21A was completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22. Figure 5-9 is a sample DD Form 250 accepted at source.

Process receipts for material received on a DD Form 250 as soon as possible to fulfill the discount terms shown in block 5. This type of material is normally expensive. Quick processing of receipt can result in a reduced cost to the Government (fig. 5-9).

STANDARD FORM 1103

You may use U.S. Government Bill of Lading (GBL) (Standard Form 1103) to give delivery instructions to a commercial carrier. To provide receipt documentation to the ordering activity, use Standard Form 1103B. Shore activities often divert commercial deliveries directly to ships in the area to cut the need for double handling of material. In such cases, it is the ship's responsibility to tell the ashore support activity of any material received short or damaged. Commercial carriers do not always make scheduled deliveries. Receiving personnel must be able to react quickly to unexpected deliveries. Quick response to deliveries will avoid additional charges against the Government by commercial carrier. See figure 5-10 for sample GBL.

MATERIAL INSPECTION AND RECEIVING REPORT		1 PROC. INSTRUMENT/DEN CONTRACT GS-00S-56301 N00171-76-F-C124		2 SHIPMENT NO. KW00001		3 DATE SHIPPED		4 B.L. D-5597774		5 DISCOUNT TERMS 1/2 of 1% - 20 days		6 ACCEPTANCE POINT D							
8 PRIME CONTRACTOR K. W. Battery Co. 3555 Howard Street Skokie, IL 60076				10 PREPARED BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL				11 SHIPPED FROM (If other than prime contractor)				12 PAYMENT WILL BE MADE BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL							
13 SHIPPED TO CODE 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292				14 MARKED FOR USS PUGET SOUND (AD 38)				15 ITEM NO. 4		16 STOCK PART NO. Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged 1 skid (2 boxes) Reqn # V05837-7172-1410		17 QUANTITY SHIP/REC'D 1		18 UNIT EA		19 UNIT PRICE \$214.35		20 AMOUNT \$428.70	
21 A ORIGIN CPOA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents. DATE 7/4/67 TYPED NAME AND OFFICE JOHN BRIARS EN2, USN				21 B DESTINATION CPOA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents. DATE 7/4/67 TYPED NAME AND OFFICE JOHN BRIARS EN2, USN				22 RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. DATE 7/4/67 SIGNATURE OF AUTH GOVT REP F. LIEB TYPED NAME AND OFFICE SKC, USN				23 COMMENTS INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED							
INDICATES ACCEPTANCE AT SOURCE BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE				RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD				DISCOUNT APPLICABLE - EXPEDITE ACCEPTANCE AND FORWARDING OF RECEIPTED COPY TO PAYING OFFICE		DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY		DISCOUNT EXPEDITE		1 damaged (cracked casing)					

FORM DD 1 OCT 66 250 PREVIOUS EDITIONS ARE OBSOLETE

Figure 5-8.-DD Form 250 (Acceptance At Destination).

MATERIAL INSPECTION AND RECEIVING REPORT		1 PROC. INSTRUMENT/IDEN CONTRACT GS-00S-56301 N00171-76-F-C124		PAGE 1 OF 1	
2 SHIPMENT NO. KW00001		3 DATE SHIPPED		4 B.L. D-5597774	
5 PRIME CONTRACTOR K. W. Battery Co. 3555 Howard Street Skokie, IL 60076		6 PREPARED BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		7 DISCOUNT TERMS 1/2 of 1% - 20 days	
8 SHIPPED FROM (If other than prime contractor)		9 PAYMENT WILL BE MADE BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		10 ACCEPTANCE POINT S	
13 SHIPPED TO Transportation Officer Naval Supply Center Norfolk, VA 23511-6292		14 MARKED FOR USS PUGET SOUND (AD 38)		11 DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY	
15 ITEM NO. 4		16 STOCK PART NO. Mfg P/N A-5685-38, Type 6 FN-11 Battery Storage Wet and Charged 1 skid (2 boxes) Reqn # V05837-7172-1410		17 QUANTITY SHIP/RECD 1	
		18 UNIT EA		19 UNIT PRICE \$214.35	
		20 AMOUNT \$428.70		21 DISCOUNT EXPEDITE 1 damaged (cracked casing)	
21 A ORIGIN POA ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents. DATE: 6/15/87 SIGNATURE OF AUTH GOVT REP: J. J. SIMPSON TYPED NAME AND OFFICE: J. J. SIMPSON GS-5		21 B DESTINATION POD ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract except as noted herein or on supporting documents. DATE: _____ SIGNATURE OF AUTH GOVT REP: _____ TYPED NAME AND TITLE: _____		22 RECEIVER'S USE Quantity shown in column 17 were received in apparent good condition except as noted. DATE: 7/4/87 SIGNATURE OF AUTH GOVT REP: F. LIEB TYPED NAME AND OFFICE: SKC, USN * If quantity received by the Government is the same as quantity shipped, indicate by checkmark. mark if different than actual quantity received below quantity indicated in quantity.	
INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED		INDICATES ACCEPTANCE AT SOURCE BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE		RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD	

Figure 5-9.-DD Form 250 (Acceptance At Source).

U.S. GOVERNMENT BILL OF LADING				ORIGINAL	B/L NO.	SAMPLE													
TRANSPORTATION COMPANY TENDERED TO XYZ Railroad Company				SCAC	ROUTE ORDER/RELEASE NO.														
STOP THIS CAR OR TRUCK AT				DATE FURNISHED		DATE B/L ISSUED													
FOR CAR, TRUCK OR CONTAINER INITIALS AND NO. XYZ 7692				871027		871029													
IMPORTANT Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature of 1182B, Memorandum Copy, must be sent to consignee.				CARTRUCK CONTAINER: ORDERED FURNISHED MARKED CAPACITY: ORDERED FURNISHED		DATE FURNISHED: 871027 DATE B/L ISSUED: 871029													
Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.				FROM: Midwest Army Depot, IA (Shipping point)		3PLC 296847													
CONSIGNEE (Name, address and ZIP code) Transportation Officer Southern Outport New Orleans, LA 70146				MARKS: V21098-7197-4234		GBLOC ZZZZ													
DESTINATION (Name, address and ZIP code of institution) Supply Officer USS Shenandoah (AD 44) Holy Loch, Scotland				BILL CHARGES TO (Dept, Agency, Bureau/office, mailing address and ZIP code) Chief, Transportation Division US Army Finance Support Agency Indianapolis, IN 46249		GBLOC ZZZZ													
VIA (Route shipment when advantageous to the Government)				APPROPRIATION CHARGEABLE 17X3980.2379 022 74001 063408 2D 000000 000N155 98003															
SEAL NUMBERS				FOR CARRIER'S USE ONLY - WAYBILL NO OR FREIGHT BILL NO.		Connector will return unused or canceled bills of lading to the Government of file from which received.													
APPLIED BY																			
PACKAGES NO KIND		DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)		NUMBERS ON PACKAGES		WEIGHTS*		FOR USE OF DESTINATION CARRIER ONLY CLASS RATE CHARGES											
		Classification No. UFC 34580																	
22 Boxes 5 Pallets of 4 Boxes 1 Pallet of 2 Boxes		Electrical Appliances or Instruments Total cube 1250 ft.		1 thru 22		Gross 30,000 Pallets 500 Freight 29,500													
		<table border="1"> <tr> <th>Reason</th> <th>Serv</th> <th>Estimate</th> <th>Type</th> <th>YP</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Reason	Serv	Estimate	Type	YP											
Reason	Serv	Estimate	Type	YP															
		If this shipment fully loads the car or truck used, check <input type="checkbox"/> YES																	
CARRIER FURNISHED SERVICE AT ORIGIN <input type="checkbox"/> PICKUP <input type="checkbox"/> TRAP CAR Initials of shipper's agent				B/L NO. SAMPLE		FOR USE OF ISSUING OFFICE CONTRACT OR PURCHASE ORDER NO OR OTHER AUTHORITY V21098-7197-4234		DATED 870716											
NAME OF TRANSPORTATION COMPANY XYZ Railroad Company				F.O.B. POINT NAMED John Henry, CAPT, USA		ISSUING OFFICE (Name and title) Midwest Army Depot		DATE 871029											
DATE OF RECEIPT OF SHIPMENT 871029				Initial carrier's agent, by signature below, certifies he received the Original Bill of Lading.		ISSUING OFFICE (Name and complete address) Rock Valley, IA 51247		GBLOC 7777											
SIGNATURE OF AGENT PER																			
CERTIFICATE OF CARRIER BILLING FOR CHARGES - Consignee must not pay any charges on this shipment!																			
ON (Date)				AT (Actual delivery point)		THE (Name of delivering carrier)													
LIVERED THIS CONSIGNMENT COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER				<input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE		<input type="checkbox"/> CARRIER OSAD REPORT ATTACHED		SERVICE FURNISHED BY CARRIER AT DESTINATION <input type="checkbox"/> DELIVERY <input type="checkbox"/> TRAP CAR											
NAME OF DESTINATION CARRIER (List and agent carrier authorized in bill charges)				SIGNATURE OF CARRIER'S AUTHORIZED AGENT															

Figure 5-10.-U.S. Government Bill of Lading, Standard Form 1103.

Section V — Reactivity Data			
Stability	Unstable		Conditions to Avoid
	Stable		
Incompatibility (Materials to Avoid)			
Hazardous Decomposition or Byproducts			
Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		
Section VI — Health Hazard Data			
Route(s) of Entry	Inhalation ?	Skin ?	Ingestion ?
Health Hazards (Acute and Chronic)			
Carcinogenicity	NTP ?	IRAC Monographs ?	OSHA Regulated ?
Signs and Symptoms of Exposure			
Medical Conditions Generally Aggravated by Exposure			
Emergency and First Aid Procedures			
Section VII — Precautions for Safe Handling and Use			
Steps to Be Taken in Case Material is Released or Spilled			
Waste Disposal Method			
Precautions to Be Taken in Handling and Storing			
Other Precautions			
Section VIII — Control Measures			
Respiratory Protection (Specify Type)			
Ventilation	Local Exhaust	Special	
	Mechanical (General)	Other	
Protective Gloves	Eye Protection		
Other Protective Clothing or Equipment			
Work / Hygienic Practices			
Page 2			

Figure 5-13.-Material Safety Data Sheet (Back).

PROCESSING RECEIPTS

Material receipt is a continuous process with day-to-day work depending on location of the activity and the type and amount of material received. Some

procedures may vary in other activities, but the goal is the same. That is, to provide fast and accurate distribution of material and posting of receipt transactions. The procedures for processing receipts

include identification and inspection of material and determining the disposition of the item. The procedures also include separating stock items from DTO and recording and reporting receipt discrepancies.

When considered necessary, a transit shed or butler hut is constructed to support shipboard supply operations. This provides additional space and allows some receiving functions. The ship's supply officer determines the receiving functions, personnel, and equipment when receiving is to be performed ashore.

FILES USED IN RECEIPT PROCESSING

Files are used to keep records of outstanding requisitions applicable to prospective material receipts. Upon receipt of material, these records are used to ease the receipt process. Also, files are used for holding records as proof of receipt or disposition of material.

Material Outstanding File

The material outstanding file (MOF) contains a copy of procurement documents for materials or services not yet received. This file contains various documents as attachment to the procurement request. The file may contain follow-up, supply status, shipping status, as well as shipping documents that are specifically applicable to a single item.

Material Completed File

The material completed file contains a copy of procurement documents removed from MOF. This file contains received, canceled, or rejected records of procurement.

Multiple Item Shipping File

This file contains outstanding shipping documents that cover multiple item shipments. It consists of memoranda, transportation control and movement document (TCMD), and other types of shipping papers. This file is kept in the supply office or main receiving area. The outstanding documents are tiled according to shipment destinations and should be reviewed prior to entering port. When a multiple item shipment is received the outstanding document will be marked with date of receipt. Any discrepancies noted will also be written on the document. The receipts will then be filed in a separate folder marked "Completed Shipping Documents."

Miscellaneous Receipt File

This file contains shipping papers and invoices of material received but not ordered by the activity. For example, an item shipped by a shore activity to an aircraft squadron aboard ship. In this case, the receiving personnel will transfer the item to the squadron, get signatures, mark the receipt date, and file the document. You should prepare a consumption document for material received and issued as DTO.

MATERIAL INSPECTION AND VERIFICATION

Material must be inspected and verified upon receipt. Receipt inspection requires a quantity and quality certification, depending upon the source of supply. The following paragraphs describe the requirements for inspection and verification of material receipts.

Receipts From Naval Activities

Materials received from naval activities require a quantity inspection only. The shore supply activity has conducted the quality inspection upon acceptance of material from the original supplier. There is no need to duplicate the quality inspection aboard ship or station. The receiving personnel need only verify the quantity and inspect for obvious damage or tampering of material. Opening material received in bales, packages, or cases to ascertain their contents is not necessary. Receiving personnel can receive them according to their external markings and package count. Show acceptance of the entire quantity shipped by circling the quantity on the shipping document. If damage is obvious, technical personnel from the user department will need to perform an inspection to ensure the material is acceptable. If only the packaging is damaged, repack and remark the material for further processing. If the material is damaged, mark the paperwork as described in previous paragraphs. Then, put the material in a holding area for discrepancy reporting.

Receipts From Marine Corps and Other Government Activities

Receipts from government activities other than Navy will be inspected for quality and quantity. Receipts from Marine activities by Marine aviation logistics squadrons (MALS) will inspect for quantity only. Receiving personnel will perform the quality inspection. If receiving personnel are not qualified to do

the quality inspection, the user department should provide a technician to do the inspection. After completion of the inspection, show acceptance by circling the quantity on the document.

Receipts From Commercial Sources

Material received from a commercial source is a result of a purchase request submitted to a civilian vendor. In this section, we will discuss the requirements before accepting material from commercial vendors.

Material received from commercial vendors may require quality and quantity inspections. When inspected and accepted by the ashore activity, the quality inspection need not be performed afloat; however, the receiving activity must perform the quantity inspection before accepting the material. Upon receipt of material not inspected and accepted ashore, receiving personnel will perform the inspection. If needed, you may request assistance of technical personnel from the user department to do the quality inspection. A full and thorough quality inspection should be conducted. All packages must be opened and the contents verified by count. All DTO material will be inspected and accepted by the cognizant department head or representative, when possible. Itemized copies of invoices or delivery papers should accompany material deliveries from commercial vendors. Receiving personnel should not sign for material unless the shipper can provide a copy of the receipt document. Receiving personnel should not accept material until fully satisfied that the material conforms to the specifications in the purchase document or contract.

BPA receipts will be inspected for quality and quantity. Personnel who pick up material from supply will certify these inspections at time of pickup. This procedure also applies for material purchased through imprest fund.

DETERMINING MATERIAL DISPOSITION

Material received by an activity will be either for stock or DTO. You can determine where to send the material by the serial on the document number or by the supplementary address on shipping document. The supplementary address field of the DD Form 1348-1 normally contains the storeroom location for stock items. It also may have the work center or phone extension number for DTO items.

Document Information

The following texts describe the information on receipt documents that will help you in determining material distribution.

The ship to/mark block contains the requisition number of purchase documents.

The document number block contains the UIC and document serial number that identifies stock and DTO requisitions.

The special material identification code SMIC indicates if material is in support of a special program.

The security code indicates special handling based on security classification or hazardous nature of material. The codes used for classified material are A, B, C, D, E, F, G, H, K, L, O, S, T, U, and 7. Codes used for pilferable material are I, J, M, N, P, Q, R, V, W, X, Y, and Z. Codes used for ammunition and explosives are numbers 1 through 8. Refer to chapter 17 of NAVSUP P-437 for the meaning of these codes.

The Material Control Code (MCC) block indicates special handling based on specific control or accounting requirements.

The substitute data block advises that the item is an acceptable substitute for the item ordered.

The required delivery date block, when used, indicates expeditious handling required.

The priority block indicate the requisitioner's priority and therefore the speed of handling required.

The supplementary address block may have storeroom location for stock items or local coding of division for DTO items.

The project code block identifies shipments of material for specific projects or programs. The last digit of the project code contains the last digit of storeroom location for stock items (See Appendix 11 of NAVSUP P-567).

Shipment Labels And Markings

The *Military Standard Marking For Shipment And Storage*, MIL-STD-129M, provides information on shipment labels and markings. Figure 5-14 shows the placement of markings on unit packs, intermediate containers, and exterior containers. The following texts describe the identification information on shipping containers.

IDENTIFICATION MARKINGS.— The first line of information is the NSN/NATO stock number. This includes the prefix or suffix. If there is no NSN assigned, this line may be blank.

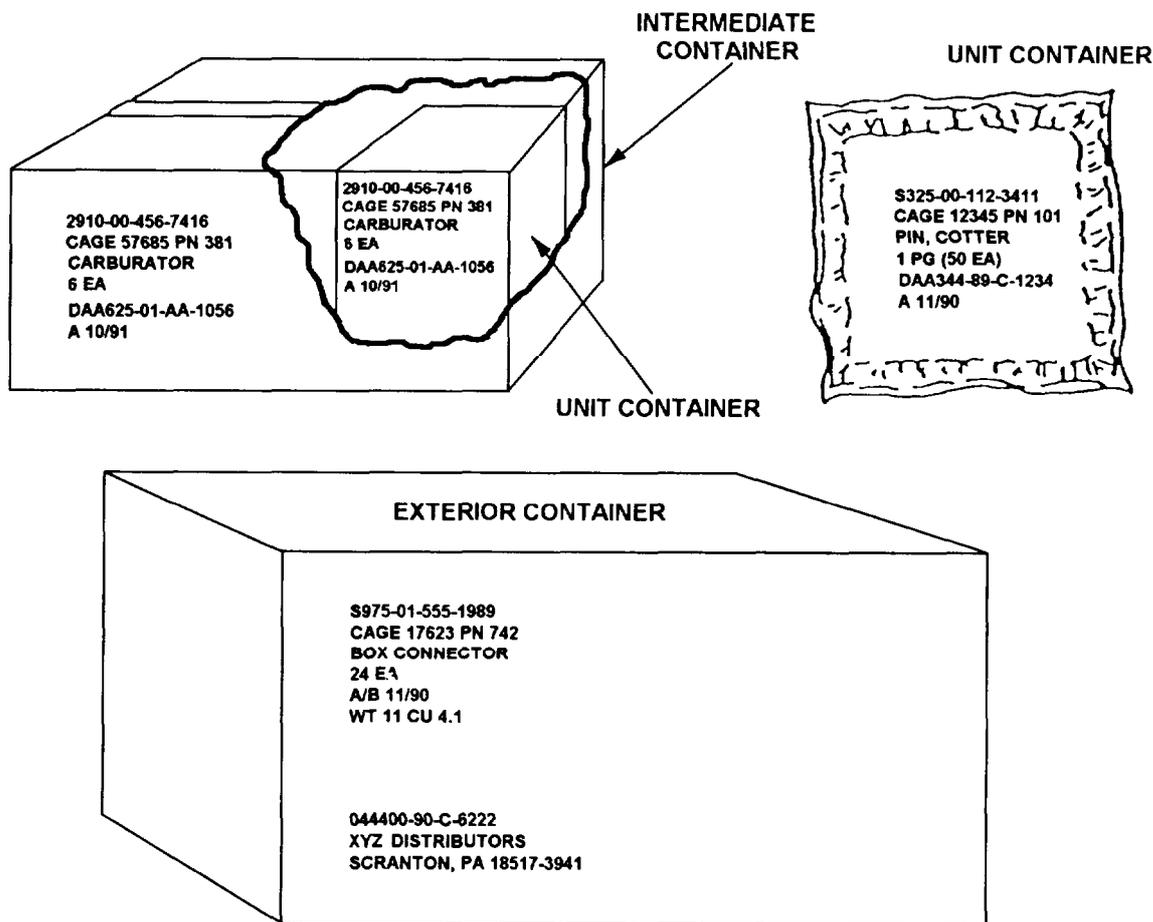


Figure 5-14. Shipment markings.

The second line is the CAGE code and part number. The CAGE code identifies the company that has the contract for the item. The part number identifies the item.

The third line contains the item description or nomenclature of the item.

The fourth line is the quantity and unit of issue. A nondefinitive unit of issue will have a quantitative expression such as 1 RO (100 FT). This means one roll contains 100 feet of material.

The fifth line contains the contract number/purchase order number. This line includes the four-digit delivery order or call number, when used.

The sixth line contains the level of protection and date. For example, the A 10/92 means level A protection (preservation) was provided in October 1992.

Unrelated items, such as mixed stock numbers or items combined into a shipping container, will have MULTIPACK markings. These markings include the word MULTIPACK on the first line. The second line contains the level of protection and the date of the

multipack. The third line contains the gross weight and cube.

Example: MULTIPACK

A 10/92

WT 100 CU 6

ADDRESS MARKINGS.— The domestic shipment address label contains the following minimum information.

The first line contains the control number or reference number. As a minimum, it contains the transportation control number (TCN) as the single shipment identification number. The first line may also contain the contract number, purchase order number, or GBL number.

The TCN contains 17 characters. The purpose of assigning a TCN is to control and manage every shipment unit throughout the transportation pipeline. The first three parts of the TCN for MILSTRIP shipments are normally the requisition number. The following paragraphs explain the breakdown of TCN.

Record positions 1-14 normally contains the document number assigned in record positions 30-43 of the requisition. Shipments in MULTIPACK will contain the document number of the requisition with the earliest RDD.

Record position 15 contains the suffix code from record position 44 of DD 1348-1. An X in this position means there is no suffix code assigned.

Record position 16 contains the partial shipment code.

Record position 17 contains the split shipment code.

The partial and split shipment codes indicate whether or not a shipment unit is separated into increments. These codes also identify the specific increments of shipments up to the 23rd increment. The 24th and each later increment will use another TCN. Refer to DOD 4500.32-R, *MILSTAMP*, for additional information on these codes. The following codes are those commonly seen by the AK.

Code Shipment Increment

- X Complete shipment
- A 1st increment of a partial or split shipment
- B 2d increment or piece
- C 3d increment or piece

The following are examples of partial and split shipment codes assigned for surface movement.

DESCRIPTION	TCN POSITION 16/17
A shipment moving as a complete unit from the origin shipper	XX
A shipment unit partialled into three increments for movement from the shipper:	
1st partial	AX
2d partial	BX
3d partial	CX
A complete shipment unit (XX) split into three increments by the transhipper:	
1st partial	XA
2d partial	XB
3d partial	XC
A partial shipment unit (AX) from the shipper split into three increments by the transhipper:	
1st split of partial A	AA
2d split of partial A	AB
3d split of partial A	AC

The From line contains the name and address of the transferring activity, This will have the DOD activity address code (DODAAC) of the activity.

The To line contains the name and address of the consignee using the DODAAC assigned.

The fourth line will contain the project code and required delivery date, when required.

The fifth line contains the weight and cube of the material.

The sixth line contains the piece number and the total pieces.

Example address markings:

```

TCN  V9999900001111XXX
B/L  #C1234567

FM   NSC SUPPLY
     NOWHERE, FL 12345-0009

TO   SUPPLY OFFICER
     V99999 USS INPORT CV-00
     FPO AE 99999-0009

PROJECT CODE: ABC

RDD: 123

WT  25  CU  2

BOX  1 OF 2

```

Material shipments that originated from DOD activity uses the DD Form 1387, Military Shipment Label. The information on this label may be typed, printed, or bar coded. The DD Form 1387 maybe pasted on the material or attached to a shipping tag. The *MILSTAMP*, DOD 4500.32-R, volume 1, specifies the instructions for and format of the DD Form 1387. See figure 5-15 for a sample bar-coded DD Form 1387. The following paragraphs describe the information on each block of the form.

Data block 1 contains the 17-character TCN, either bar coded or printed in clear text. For MULTIPACK shipment, the lead TCN will be in this block.

Data block 2 contains the postage data. This field is used for mail shipments only. All others will be blank.

Data block 3 contains the DODAAC address of the shipping activity.

Data block 4 contains type of shipment service. This field may have Air Express, Blue Label, Overnight

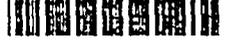
MILITARY SHIPMENT LABEL DD FORM 1387		
1. TRANSPORTATION CONTROL NUMBER  W6262Q50980209XXX		2. POSTAGE DATA
3. FROM		4. TYPE SERVICE
5. SHIP TO/POE		6. TRANS PRIORITY
7. POO		8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR  W6262R	10. WT	11. ROO
	12. CUBE	13. CHARGES
	14. DATE	15. FMS CASE NO
	16. PIECE NO  0004	
	17. TOTAL PIECES	

Figure 5-15.-Sample bar-coded DD Form 1387.

Delivery, or other types of services. A blank in this field means there is no service used.

Data block 5 contains the ship to and port of embarkation information. The three-digit, air/water port code, and the address will be in this block. For mail inside U. S., this field will have the complete address of the consignee (including zip code).

Data block 6 contains the transportation priority of the shipment.

Data block 7 may contain the three-digit port of debarkation designator, when used.

Data block 8 contains the project code, if applicable.

Data block 9 contains the consignee's DODAAC and complete address. It will be bar coded or printed in clear text.

Data block 10 contains the actual gross weight of the material.

Data block 11 contains the required delivery date.

Data block 12 contains the cube (in feet) of the material.

Data block 13 contains the freight charge. This information will be on the number one piece of the multiple shipment unit. This field is blank for mail shipments.

Data block 14 contains the date of shipment of the material.

Data block 15 contains the foreign military sales (FMS), when appropriate.

Data block 16 contains the piece number in bar code or clear text.

Data block 17 contains the total pieces of the shipment unit.

SHELF-LIFE MARKINGS.—Material shipment containers with shelf-life items are marked with the word SHELF-LIFE in bold letters. The DOD 4140.27-M contains the instructions for managing shelf-life items. There are two types of shelf-life items. Type shelf-life items have a definitive nonexpendable period of shelf life. They are assigned alpha shelf-life codes (including X). Type II shelf-life items have an assigned shelf life. This shelf life may be extended after completion of inspection, test, or restorative action. Type II items have assigned numeric shelf-life codes (including X). Refer to Appendix 17 of NAVSUP P437 for a list of shelf-life codes.

SPECIAL HANDLING DATA/CERTIFICATION.—The DD Form 1387-2, Special Handling Data/Certification, is used for shipping hazardous materials. It is also used for nonhazardous shipments (by military aircraft) that require special handling or protective

ITEM NOMENCLATURE ACETYLENE Flammable Gas, UN1001 Flammable Gas		NET QUANTITY PER PACKAGE 1 lb	TRANSPORTATION CONTROL NO. FB203912022485XXX	
SUPPLEMENTAL INFORMATION		CONSIGNMENT GROSS WEIGHT 40 lbs	DESTINATION Tinker AFB, OK	
			LOAD STORAGE/GROUP 18	
			FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)				
X	This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)	ATA/IATA/IMCO REGULATIONS		
X	AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 9-7a	49 cfr	PARAGRAPH	EXEMPTION
	DOD 4500.32R (MILSTAMP)		173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER Address and Telephone Number		TYPED NAME, SIGNATURE AND DATE Name and Date		
EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83				
DD	FORM 82 FEB 1387-2	SPECIAL HANDLING DATA/CERTIFICATION		

ITEM NOMENCLATURE LITHIUM BATTERIES Flammable solid Flammable solid, Cargo Aircraft Only		NET QUANTITY PER PACKAGE 10/100 grams	TRANSPORTATION CONTROL NO. FB440350612001XXX	
SUPPLEMENTAL INFORMATION		CONSIGNMENT GROSS WEIGHT 5 pounds	DESTINATION FB4403 FRF	
			LOAD STORAGE/GROUP	
			FLASH POINT	
This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Dept of Transportation. THIS IS A MILITARY SHIPMENT! (Complete applicable blocks below)				
X	This shipment is within the limitations prescribed for PASSENGER AIRCRAFT/CARGO AIRCRAFT ONLY (Delete nonapplicable aircraft)	ATA/IATA/IMCO REGULATIONS		
X	AFR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph 1-16/DOT-E 7052	49 cfr	PARAGRAPH	EXEMPTION
	DOD 4500.32R (MILSTAMP)		173.7 (a)	DOT-E 7573
ADDRESS OF SHIPPER Address and Telephone Number		TYPED NAME, SIGNATURE AND DATE Name and Date		
EDITION OF 1 MAY 79 CAN BE USED UNTIL 2 JUL 83				
DD	FORM 82 FEB 1387-2	SPECIAL HANDLING DATA/CERTIFICATION		

Figure 5-16.-Sample DD Form 1387-2.

services. Some of the items that require special handling are subject to damage by heat or freezing or life or death shipments. The shipper is responsible for completing and certifying the DD Form 1387-2. See figure 5-16 for a sample DD Form 1387-2.

HAZARDOUS CHEMICAL WARNING LABEL.— DOD activities are not required to relabel hazardous chemicals already labeled by the supplier according to the Hazard Communications Standards. Hazardous material received from the supplier without the applicable warning label will have a completed DD

Form 2521 with it. See figure 5-17 for sample DD Form 2521.

Material for Stock

Materials ordered for stock have a specific document serial number assigned. The UIC is the activity's own number, and serial numbers will usually be 0001 through 1900. Aircraft carriers uses the 18 and 19 series document numbers for ordering repairable stock. The first five positions of the storeroom location will be in the supplementary address field. The sixth

HAZARDOUS CHEMICAL WARNING LABEL							
1. CHEMICAL/COMMON NAME 9637, Alkanex 5970-00-161-7232				2 HAZARD CODE			
3 NSN/LSN 5970-00-161-7232		4 PART NUMBER 9637 Alkanex					
5 ITEM NAME Insulating Varnish							
6 HAZARDS (<i>X all that apply</i>)		(1) Acute (<i>Immediate</i>)			(2) CHRONIC (<i>Delayed</i>)		
		NONE	SLIGHT	MODERATE	SEVERE		
a. HEALTH				X	X		
b. CONTACT				X			
c. FIRE				X			
d. REACTIVITY			X				
7. SPECIFIC HAZARDS AND PRECAUTIONS (<i>Including Target Organ Effects</i>)							
<p>WARNING!</p> <p><u>Acute:</u> Irritation of skin, eyes, mucous membranes. Drying, defatting of skin. Ingestion may cause severe damage to gastrointestinal tract. Avoid breathing vapors. Keep away from heat, sparks, and flame.</p> <p><u>Chronic:</u> Contains a suspected mutagen. Contains a suspected teratogen. Blood and reproductive disorders may occur, eye, liver, kidney, and central nervous system damage may occur.</p> <p style="text-align: center;"><i>(See MSDS for further information)</i></p>							
8 PROTECT (<i>X all that apply</i>)		X	a EYES	X	b SKIN	X	c. RESPIRATORY
9 CONTACT a COMPANY NAME ABC Chemical Company							
b. ADDRESS (Street, P.O. Box, City, State, Zip Code, and Country) 10 Elm Street, Anytown, NY 55515							
c. EMERGENCY TELEPHONE NUMBER (<i>Include Area Code</i>) (555) 810-1010							
10. PROCUREMENT YEAR FOR HAZARDOUS CHEMICAL							

DD Form 2521, DEC 88

Figure 5-17.-Sample DD Form 2521.

position of location occupies the last digit of the project code.

If block N of the receipt document contains a security code, place material under lock and key until you can make delivery to the storage area. If record position 73 contains material control codes D, E, G, H, Q, or X, use the procedure for processing repairable items.

Deliver material with hazardous material markings directly to the storeroom location or to the department that ordered them. The markings used for shipping hazardous material identify the type of hazard (i.e., flammable, toxic, corrosive, etc.). Hazardous items transported via military air will have a DD Form 1387, Military Shipping Label. The item will also have a DD Form 1387-2, Special Handling Data/Certification

Label, attached. The DD Form 1387-2 label contains abbreviated shipping data, a description of the hazardous item, and special handling instructions.

The receiving and transshipping activities will be notified in advance about shipments of classified material moving other than by postal service. The assigned classification codes will be given on advance shipping notice and movement documents. In DD Form 1348-1, the classification code is in block N. Only designated personnel will handle classified material. All classified material will be located in a designated security storage area until receipt of disposition instruction. Personnel handling classified material must have the required degree of security clearance.

Material for Direct Turnover

The document serial number other than 0000 through 1999 identifies material for direct turnover (DTO) to customer. Serial numbers beginning with G or W indicate NMCS/PMCS/CASREP and require immediate action. The UIC on the document is the activity's own. The UIC of embarked squadrons and units should also be considered for DTO processing.

When materials received have G series documents, contact aviation stores (S-6) division for pickup. Contact stock control (S-1) division for W series documents.

If the shipping document contains a security code, place the material under lock and key until the ordering department picks up the material. The security code occupies block N of DD Form 1348-1 and the lower left corner of IRRD. Use the procedures for processing repairable for items identified with material control codes (MCC) D, E, G, H, Q, or X in record position 73. Hazardous material should be turned over to personnel appointed by the ordering department.

Material Without Identification Labels

In some cases, you may receive material that does not have labels or paperwork. You should try to identify it by CAGE and part number, description, and other identifying marks or qualities. Use a dummy receipt to process identified material. When all research methods fail to identify the material, follow the procedures in the following paragraphs.

If material is a consumable, stage the item for turn-in ashore. Seek technical assistance from probable users if material is a repair part. Contact the aviation stores division if material is aviation repairable.

Stage unidentified material for turn-in to the nearest naval activity ashore.

Material Returned to Supply

A document must accompany each turn-in transaction. The receiving personnel will inspect it for quantity. Material turned into supply by nonsupported units must be taken up in stock. If the material is excess to stock requirements, offload material to an activity ashore at the earliest opportunity.

Material that cannot be identified by the end-user requires additional technical research. Process material into stock when it is properly identified. Process material for turn-in ashore if research methods failed to identify the item.

Processing of repairable items depends on the condition of the material. Repairable items may be in a ready-for-issue (RFI) or not-ready-for-issue (NRFI) condition. RFI material turned in by a nonsupported unit may be shipped to the nearest supply activity, or it may be placed in stock to fill an allowance deficiency. RFI material turned in by the supported unit will be delivered to the storeroom for further processing. Process NRFI repairable through AIMD for repair. If the item is beyond the repair capability of AIMD, stage the NRFI repairable for shipment to the transshipping activity.

Materials returned to supply that were previously reported as missing or stolen, on DD Form 200, will have the transaction reversed.

SEPARATING MATERIAL RECEIPTS

After learning the disposition of material, forward it to either a storage location or to the customer. The method used to stage and distribute material depends upon several factors. These factors include the space available, location of storeroom, amount of material, and type of material. Aboard ship, additional factors include availability of customer's representatives and ship's operations.

Receipts for Direct Turnover

Mark DTO material receipts with the end user's name or work center code. Place the material in the temporary holding area reserved for the end user. Attach a copy of the receipt document for customer signature. Notify the ordering department immediately if material received has high priority. Notify the ordering department at least daily for material receipts with lower priority. Notify stock control (S-1) or the depot-level

repairable (DLR) manager for receipts of DLR items. Notify aviation stores (S-6) division for receipts of AVDLR items.

After turnover of material, submit the signed copy of the receipt document to stock control for further processing.

Receipts for Stock

Material received for stock should be clearly marked for the storeroom shown on the document and on the material. Attach the stow copy of each document to the material. If feasible, combine small items going to the same storeroom in a box. Seal and clearly mark the box for the designated storeroom. Aboard ship, use boxes that are small enough to fit on conveyors and hatches and that weigh no more than 60 pounds.

For multiple receipts, mark each piece with the document number. Also, mark each piece with the piece number, such as 1 of 3, 2 of 3, and 3 of 3. Attach the stow document on the No. 1 piece. Deliver stock items to each storeroom daily or more frequently, if possible.

Process receipts of aviation depot-level repairable (AVDLRS) according to the type commander's instructions.

The storeroom supervisor is responsible for ensuring that stock control gets the completed stow copy for further processing.

RECEIPT DISCREPANCIES

There are two categories of material discrepancies. The first category includes discrepancies such as overages, shortages, damages, incorrect, or not received material. These discrepancies are normally caused by the shipper or the transportation system. The second category includes material quality discrepancies. In this category, material cannot be used for its intended purpose because it does not meet the form, fit, or function requirements. These discrepancies are caused by the manufacturer or repair activity. The following paragraphs explain the reporting requirements for both types of discrepancies.

Reporting Discrepancies

The receiving activity uses Standard Form 364, Report of Discrepancy (ROD), for reporting discrepancies caused by the shipper. You may use this form for reporting shipping discrepancies caused by the activity that shipped the material. These shipping

activities include contractors, manufacturers, or vendors. SECNAVINST 4355.18 (series) provides detailed instructions for preparing the ROD. NAVSUPINST 4440.179 contains policies, responsibilities, and procedures for reporting and resolving these discrepancies.

The shipping-type discrepancies are material shipments from DOD activities, GSA distribution facilities, contractors, manufacturers, or vendors. Prepare a ROD to report any material with one or more of the discrepancies listed below.

- Shortages or overages valued at more than \$100 per line item. Reported classified or protected items regardless of dollar value. Refer to paragraph 6250.4f(4) of NAVSUP P-485 for processing shortages or overages valued at \$100 or less.

- Receipt of erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. This does not include erroneously issued material that can be settled with local supply activity.

- Receipt of material valued at more than \$100 per line item for canceled (confirmed) requisitions. This requires a copy of cancellation confirmation.

- The condition of the item, valued at more than \$100 per line item, is other than that shown on the shipping document.

- Receipt of material, valued at more than \$100 per line item, with an expired shelf life.

- Material shipped to the wrong activity, regardless of value.

- Material, regardless of dollar value, received with missing or incomplete technical data markings.

- Material, regardless of dollar value, with missing or improperly prepared supply documentation.

- Material, valued at more than \$100 per line item, reported as shipped via parcel post but not received or received in damaged condition.

- Material received for repair was stripped of parts or components without inventory manager authorization. The total value of the material is more than \$100.

- Repetitive discrepancies from the same activity, regardless of dollar value.

The packaging discrepancies include those described in the following paragraphs. Refer to chapter

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER							
<input checked="" type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING				87JUL01	005/87							
3. TO (Name and address, include ZIP Code) FLEET INDUSTRIAL SUPPLY CENTER N00244 NDZ SAN DIEGO, CA. 92132				4. FROM (Name and address, include ZIP Code) COMMANDING OFFICER USS SAMUEL GOMPERS (AD 37) FPO SAN FRANCISCO, CA. 96601								
5a. SHIPPER'S NAME SAME AS #3				5b. NUMBER AND DATE OF INVOICE 25 JUN 87		6. TRANSPORTATION DOCUMENT NUMBER (GMC, Waybill, TCN, etc.)						
7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) R04648-7160-2435						
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11. ACTION CODE				
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE (h)	AC-2 TION CODE				
9N 5960-00-806-0292	EA	2	1	1	74.06	74.06	S1	1G				
12. REMARKS (Continue on separate sheet of paper if necessary) SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED.												
1 DISCREPANCY CODES				2 ACTION CODES								
CONDITION OF MATERIAL C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment SUPPLY DOCUMENTATION D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) MISDIRECTED MATERIAL M1 - Addressed to wrong activity OVERAGE/DUPLICATE SHIPMENTS O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment PACKING DISCREPANCY P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization				PRODUCT QUALITY DEFICIENCIES Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) SHORTAGE OF MATERIAL S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.) T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing WRONG ITEM (Identify requested item as a separate copy in item 9 above) W1 - Incorrect item received W2 - Unacceptable substitute OTHER DISCREPANCIES Z1 - See remarks				1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)				
13. FUNDING AND ACCOUNTING DATA												
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL (AV OPERATOR 958-0111, ASK FOR SHIP'S SUPPLY OFFICER.) J.J. MCGUINNESS, LCDR, SC, USN				14b. SIGNATURE <i>J. J. McGuinness</i>								
15. DISTRIBUTION ADDRESSEES FOR COPIES												

Figure 5-18.-Report of Discrepancy (ROD), Standard Form 364.

4 of NAVSUP P-485 and chapter 3 of NAVSUP Publication 1, Volume 2, for additional information.

Submit the report for any unsatisfactory condition resulting from improper packaging. Improper packaging can cause the item or shipment to be lost,

delayed, or damaged. The cost for correction is over \$50.

Submit the report for discrepancies resulting in damaged material that may endanger life, impair combat or deployment operations, or affect other material.

Report this immediately to the shipping activity, contracting office, and control point by the quickest means. Mail the formalized SF 364 within 24 hours of the initial report.

Submit the report for improper identification of containers or items that require opening the container. Improper identification results in improper storage of material, regardless of cost.

Submit the report for any packaging discrepancy, regardless of cost, involving hazardous material. This includes improper identification marking of items, regardless of whether damage or other unsatisfactory conditions exist.

Submit the report for excessive packaging by contractors that results in additional rests to the Government.

Forms Used for Reporting Discrepancies

Report Item and packaging discrepancies on a Standard Form 364, Report Of Discrepancy (ROD). Prepare the form in original and as many copies as required by NAVSUPINST 4440.179 (series) for distribution. See figure 5-18 for a sample Standard Form 364.

Receiving or transshipping activities must submit the Standard Form 364 (ROD) within the time standards. When extenuating circumstances prevent submission of the ROD within the time frame, enter the reason for delay in block 12 of the ROD. The time frame for submitting the ROD is 150 days for Navy shipments (issues). The time frame for non-Navy shipments are 75 calendar days from shipment date for CONUS and 150 calendar days from shipment date for overseas. The time frame for lost parcel post shipments from Government activities is 45 calendar days from shipment date. The time frame for lost parcel post shipments from commercial sources is 90 calendar days from date of shipment.

Action activities must reply to customers within 45 days after receipt of the ROD. They should provide resolution of the discrepancy or interim status. They also need to inform the customer when they pass the ROD to another activity for further action. To allow for mailing each way, send the first follow-up to a ROD to the action activity 60 days after the submission of the original ROD. Send later follow-ups at 30-day intervals. Follow-up action is the responsibility of the activity that submitted the ROD.

The following text provides information on how to fill out and prepare the ROD. Show shipping or packaging discrepancy, or both, by placing an X in the proper box at the top of the form. Mark mailing envelopes with "Standard Form 364."

<u>Block</u>	<u>Explanation</u>
1	Date of Preparation. The report is prepared in sequence of year, month, and day; for example, September 22, 1993 is written 93 SEP 22.
2	Report Number. Enter the serial number of the report in this block. For example, for the fifth report of the calendar year, enter 005/93.
3	To. Enter name, address, ZIP Code, activity address code or routing identifier code, and attention symbol or code of action activity. Enter "See item 15" when reporting both shipping and packaging discrepancies for the same item.
4	From. Name, address, and ZIP Code of the reporting activity (consignee).
5a	Shipper's Name. Enter the name and address of the shipper (consignor) when it is different from item 3.
5b	Number and Date of Invoice. Enter number and date of vendor's invoice or shipper's bill number. Attach a copy of invoice to the Standard Form 364 (not applicable to packaging discrepancies).
6	Transportation Document. Enter the type of transportation document and the identifying number assigned to such document in this block. The document may be a GBL, commercial bill of lading (CBL), manifest, or waybill. The document may also be an ensured or certified parcel post number, or Transportation Control and Movement Document (TCMD). This is a mandatory entry when the shipment received was made via a traceable means. In addition, for shipment-type discrepancies, the following statement should be included in block 12: "Shortage has been verified as not being transportation related."
7a	Shipper's Number. Enter shipment number (when more than one shipment is under a contract or requisition) and contract or document number.
7b	Office Administering Contract. Enter name, address, and ZIP Code of the contract administration office (CAO) activity that directed or arranged the shipment.

<u>Block</u>	<u>Explanation</u>	<u>Block</u>	<u>Explanation</u>
8	Requisitioner's Number. Enter the requisitioning activity's number (requisition or purchase order number). Entry of the applicable requisition document number is mandatory in all cases.	10b	Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document. This entry is not applicable to packaging discrepancies.
9a	NSN/Part Number and Nomenclature. When the item received is different from the item shown on shipping documents or different from the item requisitioned, enter each item on a separate line.	10c	Discrepancy Total Cost. For shipping discrepancies, enter the total money value of material. For packaging deficiencies, enter cost of corrective action.
9b	Unit of Issue. Enter the unit of issue as billed or indicated on the shipping document for each item listed in item 9a. This entry is not applicable to packaging discrepancies.	10d	Discrepancy Code. Select the proper Discrepancy code listed on the face of the Standard Form 364 and enter in this block. When proper code is not listed, use code Z1 and describe the discrepancy in block 12.
9c	Quantity Shipped/Billed. Enter the quantity of items shipped or billed. When Discrepancy code C1 applies, enter the quantity and the Supply Condition code of the item when shipped. This entry is not applicable to packaging discrepancies.	11	Action Code. Enter requested action to be taken from codes listed on the face of the form. When action is other than that covered by the listed action codes, use code 1Z and explain action requested in block 12. Action code 1D or 1F is not used on reports prepared to cover shipments of DOD stock-funded items or GSA material. Material still required must be reordered. Action code 1E applies only to local purchase items.
9d	Quantity Received. Enter the quantity of item received.	12	Remarks. Use this block for supplemental information where the combination of discrepancy codes and action codes needs clarification. Use this block when shipping and packaging discrepancies need explanation. Also, use this block when a breakout of cost to reports for time and materials is required. Include specific data such as appearance, lot or batch number, manufacturer or packaging data, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or nonreceipt of items shipped by parcel post from GSA include a statement in block 12 to cover all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (DSN and commercial) of the individual to be contacted for additional information if different from that entered in block 14a. When medical material that requires refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet that is included within shipments of such material. Provide photos when it will assist the shipping activity in determining the cause of the discrepancy or deficiency.
10a	Discrepancy Quantity. Enter the discrepant quantity. When Discrepancy code C 1 applies, enter the quantity and the Supply Condition code of the item received. If total quantity received is classified under more than one condition code, enter each separately with the applicable condition code.		

NOTE: When overage material (expired shelf life) is received and discrepancy code Q1 or C2 applies, enter the following information under item 12 Remarks:

- a. Manufacturer's name
- b. Contract or purchase order number, if not shown in item 7a
- c. Date of manufacture, pack or expiration
- d. M/batch number
- e. Location of material
- f. Name, address, and telephone number (if available) of contact person
- g. Nature of complaint, stating in detail why material is unsatisfactory

<u>Block</u>	<u>Explanation</u>
13	Funding and Accounting Data. For packaging discrepancies, enter the accounting or appropriation data required by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory.
14b	Signature. Self-explanatory.
15	Distribution Addressees for Copies. Enter all other addressees that are to receive copies of the report.

Use the Discrepancy in Shipment Report (DISREP) for reporting transportation discrepancies in shipments. These are shipments sent through the Defense Transportation System (DTS) and shipments within CONUS by commercial earner. Use the Standard Form 361 for submitting DISREP. NAVSUPINST 4610.33 (series) describes the types of discrepancies that need to be reported on this form. Appendixes E and G of NAVSUPINST 4610.33 provide detailed instructions for preparing and distributing DISREP.

The primary purpose of reporting quality deficient material is to provide feedback to responsible activities. These are activities responsible for design, development, purchasing, maintenance, and contract administration. These activities use the report to determine the cause of the deficiency, to correct them, and to prevent recurrence.

The Ships Parts Control Center (SPCC) monitors action started in response to quality deficient reports (QDR). Also, the SPCC provides disposition instructions to all activities concerned. Submit reports for items with national stock numbers (NSN) to the screening points, as specified in SECNAVINST 4855.6. Send the original report for items with cognizance symbols 1R, 4R, 4V, 4Z, 6R, W, and 7R to the cognizant field activity (CFA). Send a copy of the report or the original, if CFA is not known, to COMNAVAIRSYSCOM (AIR-51624). Send the report to SPCC for material with a 9 in the first position of the cognizance symbol.

You must identify and categorize quality deficient material upon receipt or discovery. The originator decides what product quality deficiency category to

assign. The following information is used for assigning the category:

Category Definition

- I A product quality deficiency that may cause death, injury, or severe occupational illness. A deficiency that would cause loss or major damage to a weapons system. A deficiency that directly restricts the combat readiness capabilities of the using organization. A deficiency that results in a production line stoppage.
- II A product quality deficiency that does not meet criteria stated in category I.

You should isolate defective material identified by a QDR. Unless otherwise directed, hold the material as an exhibit for a minimum of 90 days after submitting the report to the screening point. Forward Category I QDR within 1 day after receipt of the report. Forward Category II QDR within 5 working days after receipt of the report. The originating activity is responsible for maintaining a log for assigning the control number and to track replies to each QDR. The originator also maintains copies of all QDR submitted for at least 2 years from the submission date of the QDR. The originator is also responsible for responding to all requests from screening action or support points investigating the QDR. Refer to chapter 4 of NAVSUP P-485 for sample copy of Standard Form 368.

DETERMINING WHEN A SHIPMENT IS CONSIDERED COMPLETE

There are several factors that determine when shipment is considered complete. The following texts describe these factors.

Deliveries by Supply Officers Ashore

Deliveries by supply officers ashore to afloat activities will be considered complete when stores are turned over to the representative of the afloat activity.

Deliveries by Contractors

Deliveries by contractors to afloat activities will be considered complete when stores were delivered to the

point specified in the purchase document and a receipt signature has been obtained.

Deliveries Free Alongside

Some purchase documents call for delivery free alongside (FAS) barge or ship. Delivery is considered complete when stores have been inspected, accepted, and delivered alongside or within convenient reach of the ship's tackle or other loading equipment.

Deliveries by Combat Logistics Force Ships

Normally, deliveries by combat logistics force (CLF) ships will be considered complete when stores have been placed in the conveyance along the CLF ship and signatures have been obtained. The conveyances are normally boats or barges. However, during underway replenishment (UNREP), deliveries will be considered complete when the stores have cleared the side of the issuing ship.

CHAPTER 6

MATERIAL CUSTODY, MATERIAL STOWAGE, MATERIAL HANDLING EQUIPMENT, AND SAFETY

Each year, the Navy spends billions of dollars in the logistical process to ensure fleet readiness at the highest level. Storage and warehousing of material, which include the physical and accountable aspects of the Navy inventory, are critical elements of the logistical process. These elements directly affect fleet readiness. Each part of supply management is responsible for ensuring that Navy material is properly cared for. There are several functions related to the care of material. These functions include accountability, physical security, stock rotation, material handling, inventory, and quality control. To understand the aspects of material storage and warehousing, you should understand each of these functions. This chapter describes these functions in detail.

MATERIAL CUSTODY

Custody means immediate charge and control exercised by a person or authority over a property or record. As an AK, your job will include protecting and maintaining material in the custody of your activity. These materials may be in supply department spaces or in other departments. The custodial responsibility for Navy material depends on different situations. The following text describes these situations.

MATERIAL IN SUPPLY DEPARTMENT SPACES

The supply officer is responsible for the storage, security, and inventory control of material stowed in storerooms. This includes material stored in other areas assigned to the supply department. The supply officer may delegate this responsibility to the person in charge of the storeroom or stowage area.

MATERIAL IN CUSTODY OF OTHER DEPARTMENT HEADS

Sometimes, it is necessary to store bulk items under the control of other department heads. Stowage of supply stock items in other department spaces must have a written authorization by the commanding officer. The authorization will specify the supply officer's

responsibilities. These responsibilities may include procedural instructions, stock replenishment, physical inventory, and record maintenance. The authorization also should include the responsibilities of the other department heads. These responsibilities may include storage, security, inventory, and location of material.

When supply department stock is stored in other spaces, the other department heads appoint (in writing) custodians for the material. The supply officer is responsible for providing detailed written instructions and procedures to the assigned custodians.

The supply officer is responsible for maintaining stock records of all material stored in other department spaces. The supply officer will provide a listing of the stock material to each departmental custodian. The custodian only maintains the stock location records. The custodian is responsible for the prompt submission of completed transaction documents to the supply department for processing.

MATERIAL IN SUBCUSTODY OF OTHER DEPARTMENT HEADS

The location of other items or material may be in the operating and maintenance spaces of other departments. These items include maintenance assistance modules (MAMs) issued on subcustody to other departments. The MAMs are avionics system parts used for isolating faults within an avionics system or test set. Fault isolation is done by substituting the parts with a MAM item. A MAM also enables end-to-end testing within a test program set (TPS).

The MAMs are not carried on the supply officer's stock records as part of the spares inventory, but are expended to the end user. MAMs are not included in the operating site's fixed allowance. However, MAMs are listed in the aviation allowance list (AVCAL/SHORCAL) and under the permanent custody of the supply officer. In turn, the supply officer issues the MAMs on subcustody to maintenance personnel. The supply officer maintains the custody records of repairable MAMs. The MAMs assets do not require a report to the Aviation Supply Office (ASO). Refer to FASOINST 4790.1 (series) for procedures on MAMs.

SECURITY OF MATERIAL

Stored material must be kept under lock and key in all cases. The exception for this requirement is when the material quantity and size make storeroom storage impractical. Storeroom spaces must be locked securely when not in use. Personnel in charge of the storage space are responsible for maintaining security for all stores in their custody. When storage spaces are open for use, an authorized person must be present. Other personnel may enter the space only when necessary for stowage, breakout of material, or emergencies.

Inspections

Personnel may access stowage spaces for inspections and as directed by the commanding officer. However, the inspectors will not be given keys to the spaces. They will be escorted by responsible supply department personnel.

Access for Emergencies

Access to stowage spaces is authorized to damage control personnel in the performance of their duties. Stowage spaces must be secured in such a manner that damage control personnel can open the space by use of ordinary damage control equipment in an emergency.

Permission for Entry

Only the supply officer can grant permission for entry of persons not ordinarily authorized access to stowage spaces. During the supply officer's absence, the assistant supply officer, special assistants, or supply duty officer can grant permission for entry to spaces.

Key Control

Key control procedures must be set by the activity. This procedure permits identification of the person holding the key to any stowage space at any given time.

CONTROLLED EQUIPAGE

The term *equipment* refers to those durable and uninstalled items that are located in operating spaces to support operational, maintenance, or administrative functions. Some of the equipment items are binoculars, cameras, guns, and typewriters. The term *controlled equipment* refers to those items of equipment that require special management control. These items require special control because they are essential for protection of life. These items are valuable and easily converted to personal use. Appendix 11 of NAVSUP P-485 lists those items classified as controlled equipment. Controlled equipment used on board ships will be in the custody of the department head responsible for the particular

equipment. The department head is responsible and signs for all controlled equipment in the department. The department head may delegate the physical custody of controlled equipment to other officers or enlisted personnel in the department.

MATERIAL STOWAGE

The term *storage* refers to the keeping or placing of property in a storeroom, warehouse, shed, or open area. The term *stowage* is synonymous with storage. For stowage of material afloat, you must know how to determine the stowage layout best suited for the material. Also, you must know the precautions to be taken to safeguard both the stores and the ship.

BASIC STOWAGE CRITERIA

To maintain control of material, you must meet the basic criteria for storage. These criteria include the following:

- Ensure maximum usage of available space
- Provide orderly stowage and access
- Prevent damage to the ship or injury to personnel
- Reduce the chance of material loss or damage
- Ease and ensure issue of the oldest stock first
- Make inventories easier

TYPES OF STORAGE FACILITIES

Storage facilities are the basic resources of the supply department, both afloat and ashore. Maximum use of storage space can save operational costs and promote efficiency of operation.

Types of Storage Facilities Ashore

The following paragraphs describe the general functions of the most common types of storage facilities used by the Department of Defense.

COVERED STORAGE SPACE.— The covered storage space is storage space within any roofed structure. This class includes various structure types. Only those types that are of significance to the AK are discussed here. They are general-purpose warehouses, refrigerated warehouses, flammable storage warehouses, and sheds.

The general-purpose warehouse has a roof, side walls, and end walls. This type of warehouse may have a heating unit installed. The Navy uses this type of warehouse for various storage functions. The building may be single or multistory, although the single-story

building has become the standard warehouse. The location of office space in this type of warehouse may be within the building or outside of the warehouse. In either case, the location of the office space is on the same side of the warehouse as the truck docks.

Normally, two main aisles run the length of the warehouse. This is to allow material handling equipment supplies to move straight through the length of the warehouse. Typically, cross aisles connect the main aisles. The functions found in the general-purpose warehouse include retail issues, bulk storage, receiving, shipping, preservation, security areas, and administrative offices.

The refrigerated warehouse outwardly resembles a general-purpose warehouse, although it is usually smaller. This warehouse is usually in two separate parts. One part is a chill space with controlled temperatures between 36°F and 46°F. The other part is a freeze space that allows control of the temperature below 32°F. Because the chill and freeze spaces divide the refrigerated warehouse, there are no main aisles that run the length of the entire warehouse.

The flammable storage warehouse is built of noncombustible material and has fire walls with a 4-hour fire-resistance rating. The main source of protection comes from an alarm and automatic sprinkler system.

Sheds are buildings without complete sides and end walls. The Navy uses sheds for storing materials that require maximum ventilation or materials that do not require complete protection from the weather.

OPEN STORAGE SPACES.— The open storage spaces are improved or unimproved open areas used for storage purposes.

The open improved storage spaces include graded spaces or areas and areas surfaced with concrete, tar or asphalt, gravel, or other suitable topping. The Navy uses these spaces for storing certain materials invulnerable to damage by adverse weather conditions.

Open unimproved storage spaces are unsurfaced open areas used for storage. The significant disadvantage of this type storage is the limitation on the use of material handling equipment.

Types of Storage Facilities Afloat

There are several types of storerooms afloat. In most ships, the general stores (S-1) and aviation stores (S-6) divisions use the same spaces to store material common to both. Storage locations of material specifically used by the ship are in spaces assigned to the S-1 division. Aviation items are stored in spaces assigned to the S-6 division.

The main issue storeroom is the space set by the supply officer as the central distribution point for the general stores division. Generally, this space is the most accessible of all stock stowage spaces when watertight integrity restrictions are in effect. This storeroom contains a locator system either in manual or automated format. All receipt and expenditure documents normally channels through the main issue storeroom.

The bulk storerooms are spaces used for storing wholesale quantities of small items and heavy and bulky material.

The repair parts storerooms are spaces used for stowage of all repair parts. The only exceptions are those bulkhead-mounted spares and material authorized for stowage in other departments. Repair parts storerooms contain stowage aids, such as bins, drawers, shelves, racks, and cabinets used for stowing material. Material needed to support aviation maintenance is stored in the maintenance support package (MSP) storeroom under the S-6 division. Aviation repairable parts are stored in separate storerooms in the S-6 division.

The flammable liquid storeroom can be at either end of the ship, below the full load waterline. This space must be as far away as possible from the magazines. This storeroom must have automatic fire alarm and fire-extinguishing equipment (CO₂ or HALON system). Also, this storeroom should have incandescent and explosionproof overhead lights (protected by lamp guards) with the switch outside the compartment. Flammable items stored in this storeroom have an assigned material content code (MCC) of D, F, G, P, S, and Z in the Hazardous Material Information System (HMIS). Refer to the HMIS and NAVSUP-P485 for information concerning handling of hazardous materials.

TEMPORARY STORAGE OF SHIPBOARD MATERIAL BY SHORE ACTIVITIES

When necessary, ships may use shore facilities to store material temporarily. Temporary storage of allowance list items of equipage or equipment over 1 year must have prior approval by the type commander. Consumable materials, tools, and other items required to support ship's equipage and equipment will not be offloaded for temporary storage. However, some items may be offloaded as authorized during shipyard, overhaul, conversion, or change of mission. The ship requesting storage is responsible for arranging the offload and return of material. The requesting ship is also responsible for informing the storage activity of any change in the length of storage.

Types of Temporary Storage Facilities

The supply officer may designate the use of transit sheds or butler huts to support the department's functions. When used, they should provide the safeguards, storage characteristics, and special storage requirements needed for security purposes.

Pierside trailers may be used for the temporary storage of supply department material when authorized by the supply officer. The type of materials and security requirements should be considered before using the trailers.

When authorized, ships may also use other shore-based facilities for temporary storage of material.

Identification of Temporary Storage Material

Material offloaded to shore activities for temporary storage must be boxed, tagged, and marked to provide ready identification. Each piece or container to be stored must be numbered consecutively.

Documentation of Temporary Storage Material

The Requisition and Invoice/Shipping Document, DD Form 1149, is used for material offloaded for temporary storage. The form includes a notation MEMORANDUM INVOICE ONLY in data block 4. The next number from the expenditure invoice log is assigned for control only. You must place one copy of the DD Form 1149 inside each container. Also, you must place one copy of the DD Form 1149 inside a waterproof envelope securely attached to the outside of each container. The DD Form 1149 must contain the description, quantity, and classification of the material. Also, it must have the type of storage required and the length of time of temporary storage.

MATERIAL PROTECTION

Items procured for the Navy have some degree of preservation packaging and packing that is required by the item manager. The packaging should protect the material from deterioration and damage during shipment, handling, and stowage. The protection levels specified are code-marked on unit packages and exterior shipping containers. Level A provides protection against the most severe conditions expected. Level B provides protection for less severe conditions. Level C provides protection for known favorable conditions.

Most materials received by afloat units are packaged and packed before shipment. Ship's personnel are responsible for retaining repair parts in their original packaging until issued. They are also responsible for providing adequate protection of material while it is in storage. Also, material must have adequate protection

during shipment. This includes shipment of unserviceable, mandatory, turn-in repairable items to another activity.

LOCATOR SYSTEMS

The stock locator system eases processing receipt, issue, and shipment of material. The location of each item in stock is recorded in the related stock record by using manual or automated files. This record should contain only as much information as necessary to find the material. The stock locator file is the heart of a stock location system. It is the address directory for all stored material.

Locator Systems Ashore

Locator systems ashore are different and more complicated than those afloat. To understand the locator system ashore, you must understand storage layout, location number format, and locator files.

The design of a locator system includes a planograph. The planograph is a drawing of the actual layout of a storage area. It portrays the subdivision of the gross space within the storage space. A planograph placed on the bulletin board enables the stock person to match the location on the locator file with the floor plan. The stock person may then proceed directly to the location of the stored item.

The automated system in use today allows faster response for inquiries concerning stock items. You must learn the procedures for using these computers according to your activity's instructions. Supply transactions, such as receipts, issues, transfers, or surveys, require posting into the computer system. The posted transactions keep the information in the system current.

When stock numbers have more than one location for small lots, the material should be combined into one location. Combining material into one location requires judicious planning. Usually, you can minimize relocation of material through attrition. Transfer of material between storeroom/warehouses or to different locations in the same storeroom/warehouse requires supervision by the leading storeroom AK. The leading storeroom AK is responsible for the following:

- Protecting the material from loss or damage during the move
- Ensuring proper stowage of material in the new location
- Ensuring prompt and accurate recording of new locations into the stock records or files

STORAGE LAYOUT.— Storage space ashore is subject to considerable variations, depending upon the

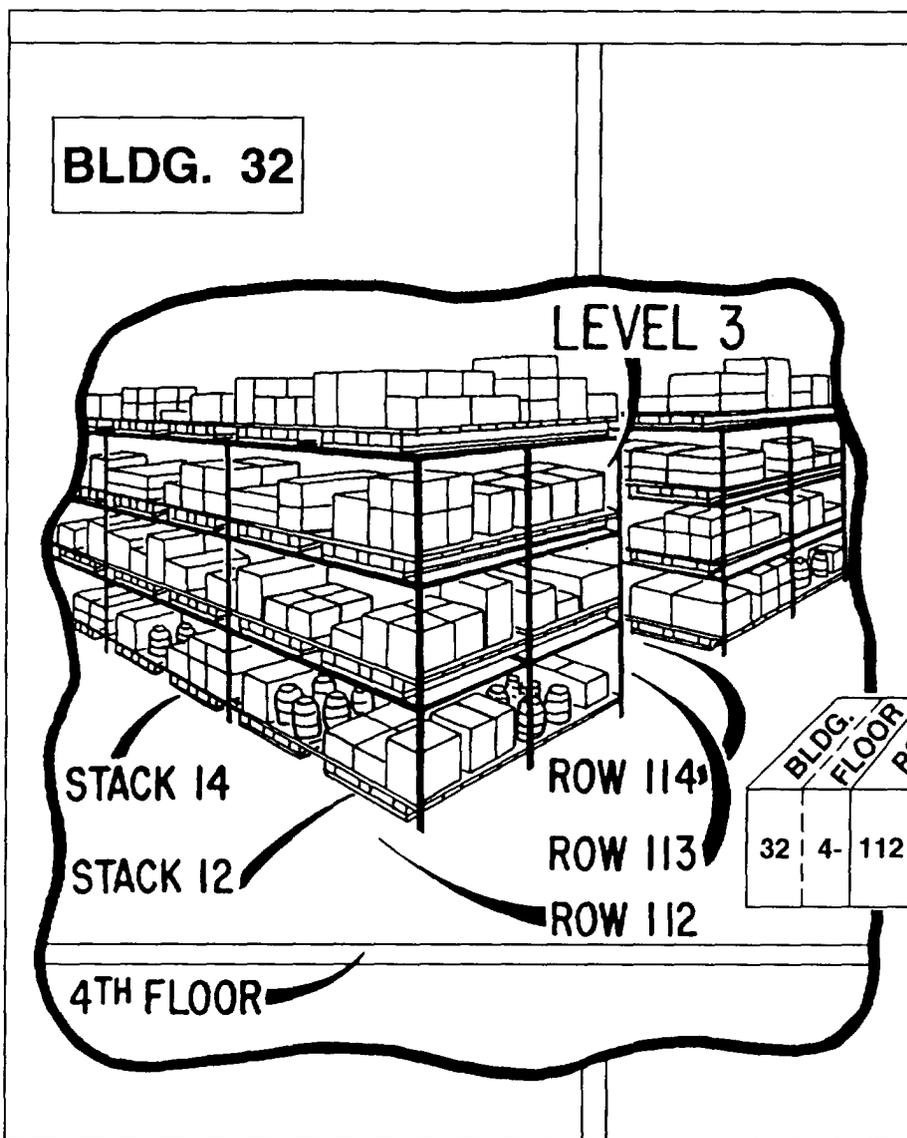


Figure 6-1.-Sample of location number and typical warehouse floor plan and storage area.

mission of the station. Some activities have multistory buildings that contain both office and storage spaces. In its broadest sense, storage space includes the area within the warehouse. This includes the entire area designated as an open storage area. However, this area includes spaces assigned for such functions as preservation and packaging, packing and crating, receiving, shipping, inspection and identification, screening, and offices. The space excluding these items and any other space is the gross space for storage. Net storage space is the area occupied by bins plus pallet rack space. Aisles make up the difference between the gross space and net storage space.

LOCATION NUMBER.— A significant location number is one that enables personnel who are not

familiar with a storage area to locate an item of stock. Each character or group of numbers that make up the location number plays an important part in locating an item in the storage space. The location number consists of the building, floor, row, stack, and level.

Normally, the location number consists of nine numeric digits separated into three groups by dashes; for example, 123-456-789. The first three digits identify the warehouse and the floor number. As in the example, the 12 indicates the building number and the 3 indicates the third floor. The second group of three digits (the 456 in the example) is the row number. The third group of three digits is the number of the stack. As in the example, the 78 shows the stack or the specific crosswise location on a row. The last digit in the example, the 9, shows the level within the stack. See figure 6-1 for a sample

location number and view of a typical warehouse floor plan and storage area.

LOCATOR FILES.—Automated shore and afloat activities maintain stock location data files in the computer system. This type of operation provides accuracy and speed. Automated systems can provide a printed listing of stock location information, from the computer data file, for manual use. Only authorized personnel should have access to computer files. The Shipboard Uniform Automated Data Processing System—Real Time (SUADPS-RT) uses the material location files (MLF). The MLF is capable of recording more storage locations in addition to the four locations in the basic material file (BMF). Refer to *SUADPS-RT Support Procedures*, volume 1, chapter 2, for more information.

In the manual stock locator file, all work is performed by hand. The manual system uses related stock records or the Afloat Locator/Inventory Record (NAVSUP Form 1075) for recording the location of each item of stock. An activity uses this type of locator file for managing a few items of stock. Some activities use this system particularly for high-demand or for slow-moving items.

Location Systems Afloat

Ships use either automated or manual systems to maintain files and records. This includes updating the location of each item in stock. There are several factors that you must consider in assigning a location for an item. Stowage of materials depend on the types, quantities, and characteristics of the materials. Other factors for stowage include security and safety requirements for storing the material.

There are other factors that you must consider before assigning available stowage space for the material. You must give consideration to the class of material and the volume of needed stowage space for each class. Some of these materials are bulk items, tires, aviation repairable, and electronic modules. Consideration must also be given to the physical characteristics of the material. Characteristics of the material include the weight and size. Some materials are fragile, flammable, susceptible to damage or theft, or have other properties that may affect the safety of the crew or ship. In addition, consumable and repair parts should be segregated to ease issue and inventory processing. As an example, the location for fast-moving items should be in an area with easy access for issues and replenishments.

The number, location, shape, and size of storerooms vary in each type of ship. The supply officer studies the configuration and capacities of all stowage space to determine the types and quantities of material to be stowed in each. Things to consider in planning the storeroom layout are location of storeroom doors, hatches, stanchions, ventilation ducts, overhead fixtures, and other structural aspects.

The first element of a location system is a logical and systematic numbering system. The storerooms are identified by number (or letter), beginning from the forwardmost and uppermost level on the starboard side. This numbering progresses from the starboard to the port side and from the upper level to the lower level of the ship. The first two digits of the location number contain the storeroom number. Other characters of the location number are the row, stack level, or bin number. You should familiarize yourself with the location system used in your ship.

Under the Shipboard Uniform Automated Data Processing System (SUADPS), you can query the location of an item from the computer. Also, you can find the location of an item in the Master Stock Status and Locator Listing (MSSLL). The MSSLL is a printout of certain essential data elements from each stock record in the basic material file (BMF).

STOWAGE AIDS

The ship's storerooms may contain bins, racks, shelvings, lockers, drawer cabinets, deck gratings, battens, and other stowage aids for storing material. Warehouses ashore have bigger storage spaces and can accommodate other storage aids. These aids include pallet racks, pallet support sets, dunnage, cantilever racks, and box pallets.

Pallets

A pallet is a low portable platform constructed of wood, metal, or fiberboard. Its standard measurement is 40 by 48 inches, and it is manufactured with flushed or winged ends. Pallets may afford a two-way or four-way entry. The construction of a two-way entry pallet allows the forks of a forklift to enter either the front or rear of the pallet. The four-way entry pallet allows entry of forks from any of the four sides of the pallet. Pallets help to move a greater number of material pieces at one time. Also, it speeds up handling and reduces higher stacking. There are several factors that determine the number of containers that can be stacked on a pallet. These factors include size of the pallet, size and shape of the material, and weight of the item. Also, you must consider the

material handling equipment (MHE) used for moving the pallet. The factors to consider are the lifting capacity and lifting height limit of the MHE. For example, when you use a forklift truck to stack three pallets high and maintain uniformity, the height of the lower two pallets should not exceed 102 inches. Also, you can do this by having an average height of 51 inches for each pallet load.

In forming pallet loads, you must not exceed the lifting capacity of forklift trucks at the specified distances from the heel or fork. Most 2,000-pound forklift trucks will lift 2,000 pounds if the load does not extend beyond 24 inches from the heel or fork. However, for every inch the load protrudes beyond this point, a sharp reduction in lifting capacity occurs.

The following paragraphs describe the types of stowage aids derived from pallets.

The box pallet is an adaptation of the standard pallet. A simple superstructure built on the pallet gives it the appearance of a crate or box. Warehouses use the box pallet for storing odd sized items or weak containers that will not support the superimposed load. If you use box pallets for stacking small lots, it permits higher stacking.

The pallet rack provides support for pallets that is independent of the lower loads. Use of pallet racks are common to shore activities. Warehouses use them to store material that is not strong enough to support the load. Other uses of pallet racks include storing material with irregular shapes or material that is too small for bulk storage and too large for bin storage.

The primary usage of the safety pallet is to elevate personnel both for maintenance work and moving material to and from storage. Handling a safety pallet is the same as handling an ordinary pallet except that it is secured to the forklift truck. Safety pallets provide safety when lifting personnel and material to high places where forklifts cannot approach at a right angle.

Dunnage

There are different types of dunnage used in warehousing and material storage. The floor dunnage is used to protect stock from possible damage from water flows or dampness from the floor or ground area. The short dunnage maybe cut from salvaged lumber and is used for separating the containers to permit the use of a forklift truck. The dunnage used in handling containers must be shorter than the container. Vertical dunnages are pieces of dunnage used in vertical positions to stabilize crushable items. The purpose of using vertical dunnage is to spread the weight of pallet loads. Usually, dunnage consumes less storage space than a pallet. Dunnage may be made from salvaged lumber at little cost; therefore, it should be used in lieu of a pallet.

Collars and Notched Spacers

The purpose of collars is to protect the valves of the compressed gas cylinders from the weight of the upper pallets. Collars provide this protection when compressed gas cylinders are in an upright position. To prevent accidental tipping, cylinders stacked vertically must be bound with steel strapping to stabilize the load.

Notched spacers are used for horizontal palletizing of compressed gas cylinders. This method of palletization permits the issue of a single cylinder without disturbing the balance of the unit. Notched spacers also prevent compressed gas cylinders from rolling out of the stack. For additional protection, use wire or steel strapping to bind the pallet when transporting cylinders for long distances or over rough terrain.

MATERIALS REQUIRING SPECIAL HANDLING

Certain materials with inherent hazardous properties, delicate instruments, classified items, and pilferable material require special handling or stowage. The following paragraphs describe these materials and the safety procedures for handling them.

Hazardous Materials

The *Naval Ships' Technical Manual*, chapters 670 and 9230, and the DOD Hazardous Material Information System (HMIS) outline the requirements for shipboard use and storage of dangerous and semisafe materials. The DOD 6050.5-LR lists these items under each classification. The HMIS also includes the procurement, transportation, physical, fire-fighting, spill, and leak information for each item. To determine the storage requirements of the item, cross-reference the type storage code from HMIS to the code listed in appendix 9 of NAVSUP P-485 or appendix 8 of NAVSUP P-567. Disposal of hazardous materials will be in accordance with the following publications:

- OPNAVINST 5090.1 (series), *Navy Environmental and Natural Resources Manual*
- *Naval Ships' Technical Manual* (NSTM), chapter 593, Pollution Control
- NAVSEAS9593-A7-PLN-010, *Shipboard Hazardous Material/Hazardous Waste Management Plan*

The labeling of hazardous material should provide enough information about the hazard presented by the material. Storage tanks and pipes containing hazardous

material also must be labeled. Stock hazardous material should be at the minimum quantity required to meet the operational requirements. The following paragraphs list some of hazardous items used afloat.

ACID.— Unless classified as safe material in the *Naval Ships' Technical Manual*, chapter 670, store liquid acid in the acid locker. If the acid locker is not available, stow acid bottles in the flammable storeroom. However, a watertight rubber lining must cover the deck and the lower part of the bulkhead. Also, label the space with **ACID BOTTLE STOWAGE**, in 3/8-inch letters, securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards. Stow corrosive acids separately from oxidizing or flammable materials. Avoid contact of corrosive acids with your skin or eyes. Personnel handling these acids must wear rubber gloves, rubber aprons, and goggles for protection.

ALCOHOL.— Since most alcohols have a flash point below 100°F, all alcohol must be stored in flammable liquid storerooms. Store grain alcohol (ethanol or ethyl alcohol) in an alcohol locker.

OXIDIZING MATERIAL.— The HMIS lists oxidizing material by Special Material Content Code J (Juliet). Store all oxidizing material in a dry compartment away from combustible materials. One of the oxidizing materials used onboard ships is calcium hypochlorite. It is a bleaching agent and disinfectant. Ships use calcium hypochlorite for purification of potable water, sewage treatment, and biological and chemical agent decontamination. Calcium hypochlorite itself is noncombustible. However, it is a strong oxidizing agent that will generate heat and liberate chlorine. It can also cause fire when stowed in contact with paints, grease, oils, detergents, and other combustible materials.

Calcium hypochlorite should be stored in bins or lockers. The storage space must contain the label **HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE** in red letters on a white background.

COMPRESSED GASES.— Compressed gas is any material or mixture in the container that has an absolute pressure of more than 40 psi (pounds per square inch) at 70°F. Or, regardless of pressure at 70°F, it may contain an absolute pressure of more than 104 psi at 130°F. Compressed gas also includes any liquid flammable material that has a vapor pressure above 40 psi at 100°F.

On ships, compressed gases are stored on the weather deck unless the ship has specifically designed spaces below deck for such material. When stored, compressed gas cylinders must be vertical and secured

with the valve protection caps in place. Compressed gas cylinders must be located away from other flammable materials, especially grease and oil. Also, the cylinders must be as far away as possible from navigation, fire control, or gun stations. The cylinders must be protected from the direct rays of the sun or accumulations of snow and ice.

You must take precautions when storing compressed gases below decks. You must prevent any leaking fumes from entering ventilation air intakes leading to working or living spaces.

Usually, empty cylinders still have some gas remaining in them; therefore, you must stow and handle empty cylinders with the same precautions as full cylinders. You must handle compressed gases, particularly the flammable and explosive gases, with extreme care.

You must prevent cylinders from dropping or forcefully striking against hard surfaces. You must not allow the tampering of cylinder safety devices. When not in use, be sure that the valve protection cap is secure in place. If the valve of the cylinder should snap off, the cylinder can behave like a missile. For example, a cylinder with 2,200 pounds per square inch (psi) pressure can travel 2,600 feet in free flight. This is disastrous when it happens in a confined space. The following paragraphs describe the safety requirements you must observe when handling compressed gas cylinders.

You must prevent cylinders from coming in contact with tire, sparks, or electrical circuits. Exploding steel cylinders have the same destructive effect as a bomb.

Do not drag or slide cylinders when moving them. You must use hand trucks, as prescribed by *Naval Ships' Technical Manual*, chapter 9230. If hand trucks are not available, tilt the cylinder and roll it on the bottom edge.

During loading or offloading of gas cylinders, you must secure them to a cradle, pallet, or rack. Never hoist cylinders with electromagnets, or with hooks or lines attached to the valve protection caps.

You must prevent the altering or defacing of the numbers or markings on the cylinders. Do not add markings to the cylinders without approval from the engineering officer. Do not issue cylinders if you cannot identify their contents.

The *Naval Ships' Technical Manual*, chapter 550, contains detailed information about the stowage, handling, and use of various types of compressed gases.

Anyone handling gas cylinders must be familiar with the color coding used on them. The color codes and markings identify the contents of the cylinders. The color coding is used as a hazard warning. The color coding consists of primary and secondary color

warnings. The primary color warning is the color assigned to identify the classification of the material according to its primary hazard from a safety standpoint. These colors appear as the main body, top, or band colors on compressed gas cylinders. A secondary color warning is the color assigned as a warning of a secondary hazard held by a material. This means that the material may have another type of secondary hazard that is distinctly different from that shown by its primary color warning. These colors appear as band colors on compressed gas cylinders. The following sections list the colors used as both primary and secondary warnings.

Yellow identifies flammable or combustible materials.

Brown identifies toxic and poisonous materials.

Blue identifies anesthetics and harmful materials. These are materials that produce anesthetic vapors and liquid chemicals and compounds hazardous to life and property. However, these materials do not normally produce dangerous quantities of fumes or vapors.

Green identifies oxidizing materials. These are all materials that readily furnish oxygen for combustion and react explosively when they come in contact with hot material.

Gray identifies physically dangerous materials. These are materials, safe in themselves, that are asphyxiating in confined areas. These also are materials handled in a dangerous physical state of pressure or temperature.

Red identifies fire protection materials.

Black identifies a combination of oxygen and other gases.

Buff (tan) identifies industrial gases.

Orange identifies refrigerants.

In addition to its basic colors, each cylinder marking may include a combination of colored stripes to identify a particular compressed gas. Refer to chapter 2 of NAVSUP P-485 or to P-567 for a listing of the different types of gases and the color markings used on compressed gas cylinders.

Aerosol products are liquids, solutions, or powders contained in pressurized dispensers. The dispensers have release valves to control the discharge amount of the product. Aerosol containers are commonly used for the disposal of paints, enamels, lacquers, insecticides, silicones, and rust preventives. The aerosol propellant may be low-boiling, halogenated hydrocarbons or other

hydrocarbons such as liquid propane or isobutane. Aerosol cylinders will burst if exposed to heat sources more than 120°F. Aerosol cans are prone to leakage when dented or hit against hard objects. Aerosol propellants are extremely flammable and, in enough concentration, can be anesthetic or asphyxiating. Therefore, aerosol products should be stowed in the flammable liquids storeroom or in cabinets away from oxidizing materials. The space should have mechanical ventilation, when necessary, to remove accumulated vapors.

RADIOACTIVE MATERIAL.— Radioactive materials are assigned an SMCC of R or X if radioactive and magnetic. These materials have the United States Nuclear Regulatory Commission (USNRC) radiation symbol label. This label must be in good condition and remain with the material at all times. Any area used for storing radioactive material must have the standard radiation symbol and the words **CAUTION RADIOACTIVE MATERIAL** conspicuously posted. Report any suspected radiation hazard promptly to the radiological safety officer and a representative of the medical department.

Miscellaneous Material

This section lists those other items requiring special handling.

CLASSIFIED MATERIAL.— Stowage and handling of classified material must be in accordance with the Department of the Navy Supplement to the *DOD Information Security Program Regulation*, OPNAVINST 5510.1.

DELICATE INSTRUMENTS.— Delicate instruments are usually expensive and easily damaged. These materials require especially careful handling and protective stowage. You must keep the instruments in a dry atmosphere, away from magnetron tubes or magnetic devices. When possible, the storeroom temperature should be 70°F or below.

DRUMMED PRODUCTS.— Drummed products on board ships may contain flammable liquids or nonflammable material. Stow drums on end with the bung end on top. Each drum must have adequate identification of its contents legibly indicated on the side of the drum. If stowed on the weather deck cover the drums with a tarpaulin (when practical). Drummed products must be inspected at least weekly to make sure the bungs are tight and there are no leaks or corrosion.

SHELF-LIFE MATERIAL.— Shelf-life material requires inspection upon receipt to ensure adequate

packaging and preservation. You must locate this material in spaces that are least likely to cause its deterioration. You also must use the coolest and driest space available for storing the more deteriorative materials, such as dry cell batteries and rubber products. To make periodic screening easier, consolidate shelf-life items in a readily accessible area whenever possible.

AIRCRAFT ENGINES.— While stored, an engine must be in its original container unless authorized to be stowed on an engine stand/cart. Aircraft engines are expensive items and require extreme protection and accountability. In older ships, aircraft engines are stowed on weather decks or sponsons. Stowage and issue of aircraft engines to and from the weather deck area require the use of a crane or hoisting equipment. Newer ships have bulk stowage areas assigned in the hangar bay area. Movement of aircraft engines in the hangar bay area requires a forklift or an overhead hoist. Regardless of stowage space, you must always keep aircraft engines and containers secured for sea. Securing for sea means tying the engines and containers down to prevent shifting in any direction. To preserve the condition of an engine, conduct corrosion preventive maintenance according to the specific engine manual. The supporting maintenance department normally conducts the corrosion preventive maintenance.

MATERIAL HANDLING EQUIPMENT

To keep the Navy supplied with the volume of material it requires, many types of handling equipment was selected to haul, unload, store, and issue material. You must remember that whether the job at hand is handling or storing of material, a piece of equipment is usually available for the job. Also, remember that any piece of material-handling equipment is only as efficient as the person operating it.

Throughout your naval career as an AK, your job may be operating material-handling equipment or supervising an operation that uses the equipment. Therefore, you should be familiar with the types of material-handling equipment commonly used at naval activities. *Storage and Material-Handling*, DOD 4145.19-R-1, chapter 4, and *Naval Ships' Technical Manual*, chapter 572, give detailed information on this topic.

Material handling is the lifting and shifting of materials up, down, or sideways. In other words, it means the movement of material other than by a common carrier. We constantly move material for processing in receiving, storage, packing, and shipping

areas. In the process of moving material, a piece of equipment is usually available for the handling of that material.

When assigned, you can be the material-handling equipment operator or supervisor of the operation. Therefore, you must become familiar with the types of material-handling equipment used in the Navy. The Navy uses a variety of material-handling equipment. The following text contains descriptions of the equipment and information about its use.

NOTE: The information presented here is not a complete training guide for the use of material-handling equipment. Its purpose is to give you the basic knowledge about the equipment. You must get proper training and licensing before operating any material-handling equipment.

FORKLIFT TRUCK

The forklift truck is probably the most widely used power-driven piece of material-handling equipment assigned to the supply department. The purpose of forklift trucks is to pick up, carry, and stack unit loads of supplies and equipment.

Equipped with telescopic masts, forklift trucks are able to lift loads beyond the height of the collapsed mast. Most trucks have free lift capability. Free lift is the lifting height of the forks before the inner slides move upward from the mast and increase the overall height.

Gasoline-powered forklift trucks may have solid rubber or semisolid tires for use in warehouses. We use forklift trucks with pneumatic tires for handling material in outdoor storage areas. Electric-powered trucks have solid rubber or semisolid tires for indoor operations only.

Forklift trucks are commonly used for handling palletized unit loads. They are also used for hauling boxes or containers equipped with skids and large rigid containers or packages. Forklift trucks are used aboard ship, on barges, on piers, in warehouses, in freight terminals, and on the ground to lift heavy containers. In unpaved yards or storage areas not covered with hard surfaces, the trucks must have pneumatic tires to operate efficiently.

Occasionally, forklift trucks are used in place of tractors. Forklift trucks are more efficient if used for elevating palletized loads into storage and for handling palletized loads between hauling operations. You should not use forklift trucks for traveling with individual loads for distances of more than 400 feet. Use tractor trailer trains if the operation requires travel for greater distances. When using tractor-trailer trains or other

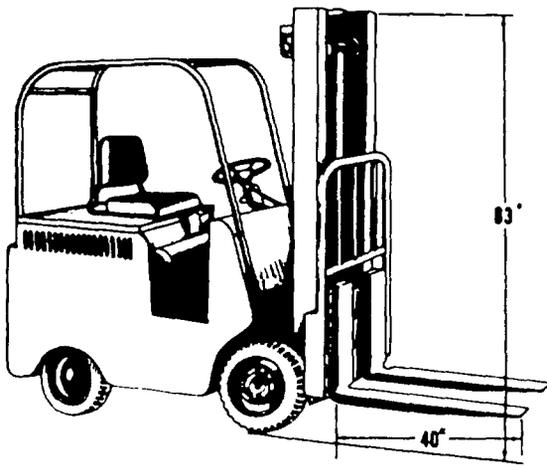


Figure 6-2.-Forklift truck.

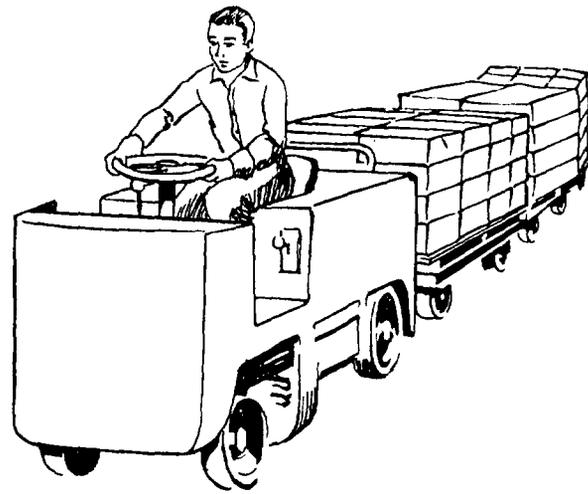


Figure 6-3.-Tractor-trailer train.

material-handling equipment, use a forklift truck at each end of the haul for loading, unloading, and stacking. This will make the operation faster and easier. Figure 6-2 shows a 6,000-pound forklift truck.

TRACTOR-TRAILER TRAINS

The tractor-trailer train (fig. 6-3) is a system that consists of a self-propelled power unit connected to a series of trailers. There are various types of tractors used for pulling the trailers. Tractor-trailer trains can haul heavier tonnage than carrier-type trucks of equal horsepower capacity. They can pull trains up to the total drawbar pull of the tractor. The number of trailers one tractor can continuously pull depends upon the length of haul, nature of material, and weight of the load of each trailer. Under normal conditions, one tractor should be able to operate with three sets of trailers. One set of trailers for loading, pulling a second set underway, and a third set unloading. Tractor-trailer trains are effective for hauling loads between 400 feet to 1 mile.

WAREHOUSE TRACTORS

A warehouse tractor is an electric- or gasoline-powered vehicle designed to pull a train of warehouse trailers. The gasoline-powered models used in the Navy have pneumatic tires and a rated drawbar pull of 4,000 to 7,500 pounds. Electric-powered models commonly used in the Navy have solid rubber tires and a rated drawbar pull of 2,000 or 4,000 pounds. The drawbar pull, the motive force that a tractor can exert in pushing or pulling loads, is merely a means of saying tractor capability. The actual capacity of the tractor is normally far more than the drawbar-pull rating. For example, a

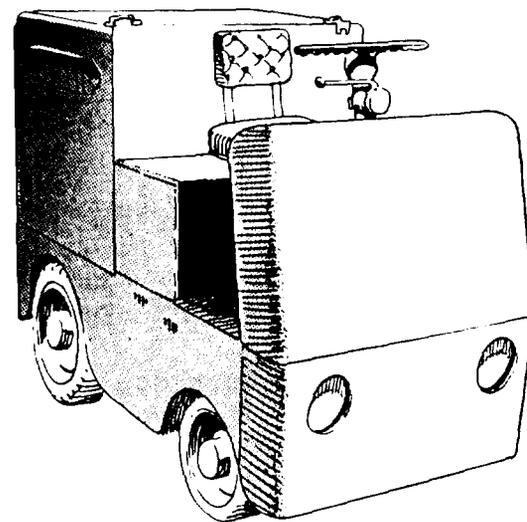


Figure 6-4.-Warehouse tractor.

tractor with a drawbar pull of 4,000 pounds may have an actual towing capacity of 90 tons.

Five different models of tractors was adopted as standard for the military services. The 2,000-pound, drawbar-pull, electric-powered warehouse tractor has solid rubber tires. It is a light-duty tractor for operation in warehouses and other closed storage areas.

The 4,000-pound, drawbar-pull, electric-powered warehouse tractor (fig. 6-4) has solid rubber tires. It is the standard heavy-duty tractor for indoor warehousing operations. This type of tractor is used in a similar manner and for the same purposes as the light-duty, 2,000-pound model.

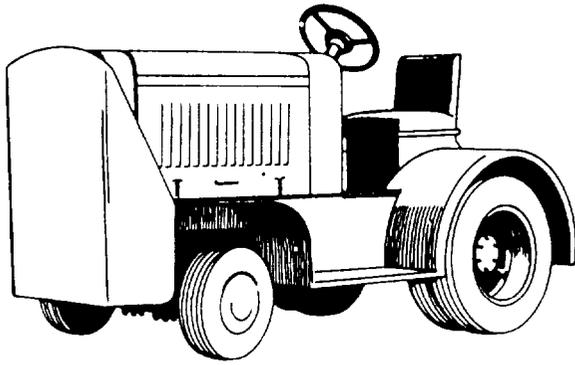


Figure 6-5.-Gasoline-powered tractor.

The 4,000-pound, drawbar-pull, gasoline-powered warehouse tractor (fig. 6-5) has pneumatic tires. It is a standard medium-duty tractor for outdoor storage operations. This tractor is used in outside storage areas for hauling trailers or for towing aircraft. It also maybe used for general-purpose towing or pulling at freight sheds, piers, warehouses, or other areas. It has enough weight, horsepower, and traction to operate on virtually all types of running surfaces.

The 7,500-pound, drawbar-pull, gasoline-powered warehouse tractor has pneumatic tires. It is the standard heavy-duty tractor for outdoor storage operations. This capacity tractor is available in two sizes. The first type is the low profile, industrial type tractor with conventional pneumatic tires on both drive and steering wheels. The second type is the high flotation model with oversized pneumatic tires on the drive wheels.

WAREHOUSE TRAILERS

A warehouse trailer is a load-carrying platform mounted on caster wheels. Standard trailers are available in a wide variety of sizes and capacities and may have solid rubber or pneumatic tires. The caster-steering type has fixed rear wheels that carry about two-thirds of the load and caster wheels at the front for steering. There are two models of caster steering type trailers. They are the 4,000- and 6,000-pound capacity models, similar to the one illustrated in figure 6-6. The caster steering type trailer suites indoor operations better.

The fifth-wheel steering type warehouse trailer has rear wheels mounted on a rigid axle and front wheels mounted on a center-pivoted steering axle with a drawbar attachment. This type of trailer is available with a capacity of either 6,000 or 20,000 pounds. It is more

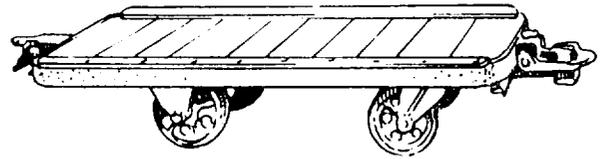


Figure 6-6.-Warehouse trailer.

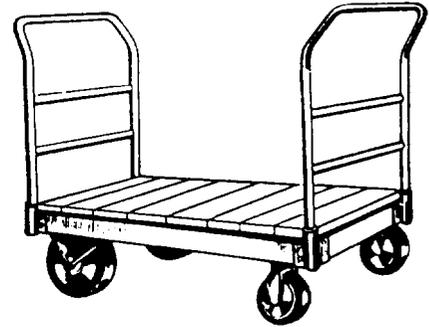


Figure 6-7.-Four-wheel platform hand truck.

suitable for heavy loads or for operations over rough surfaces.

HAND TRUCKS

Hand trucks are particularly useful in places where other mechanical equipment cannot operate because of space limitations. Hand trucks may be constructed of wood or metal. They are often preferable to and more economical than a piece of mechanical equipment for the movement of a single item.

The four-wheel platform hand truck (fig. 6-7) is advantageous for breaking out retail issues for bins or carrying light loads. Platform hand trucks are commonly used for any operation involving short hauls with frequent stops.

The two-wheel hand truck (fig. 6-8) has two handles, a platform where the load rests, and a pair of wheels attached to the bottom of the framework. It has a blade that extends at an angle from the bottom of the platform to hold the load. It also has two metal legs located near the top of the platform to help bear the load when the truck is resting flat on the ground. The platform of the truck may have flat crossbars for handling boxes or crates, or curved crossbars for handling barrels or drums.

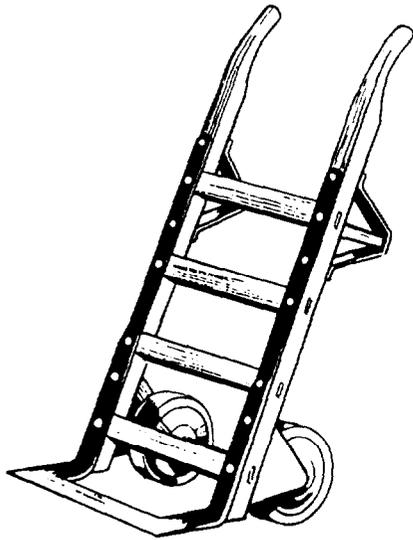


Figure 6-8.-Two-wheel hand truck.

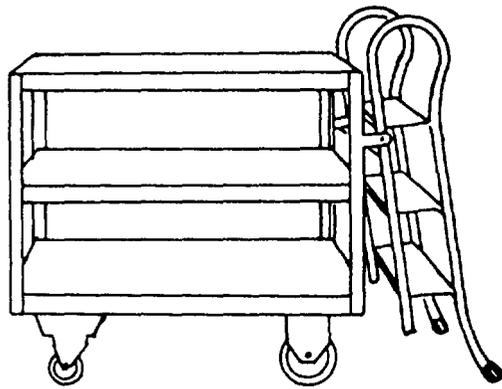


Figure 6-9.-Stockpicker truck.

A stockpicker truck (fig. 6-9) is a hand truck used for picking stock from retail shelves to fill orders. The truck is small enough for warehouse personnel to push into the aisles between the shelves. Personnel use the truck shelves to carry small items in cardboard containers, paper envelopes, or tote boxes. Some models of stockpicker trucks have a ladder to allow personnel to reach materials on high shelves safely.

HAND PALLET TRUCK

The hand pallet truck is available in two distinct designs. They are the hand-operated, hand-propelled model and the electric-powered, hand-operated model. The pallet truck has two load-carrying forks that can rise about 4 inches to carry palletized loads. Its purpose is to move pallet loads, which do not require stacking, in

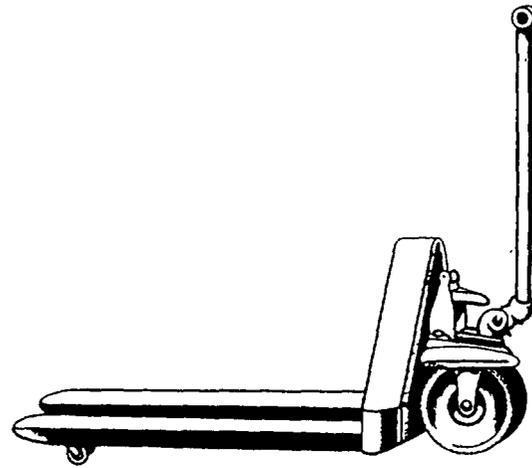


Figure 6-10.-Hand pallet truck manual/hydraulic.

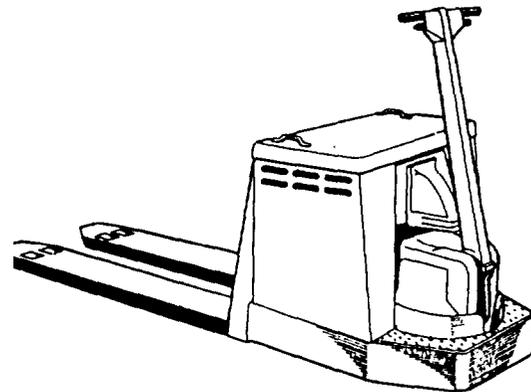


Figure 6-11.-Electric hand pallet truck.

short hauls. This includes moving pallet loads into cargo trucks as well as moving material during shipping and receiving operations. It works well with forklift trucks and can access areas where a forklift cannot because of space limitations.

The manual/hydraulic model (fig. 6-10) works well in loading and unloading cargo trucks and aircraft. This model is used whenever the operating conditions do not require a hand truck with the special characteristics of the powered model.

The electric hand pallet truck (fig. 6-11) is advantageous for moving pallet loads to longer distances. We also use this truck when the size of the load, the presence of grades or inclines along the route, or other considerations require the use of powered equipment.

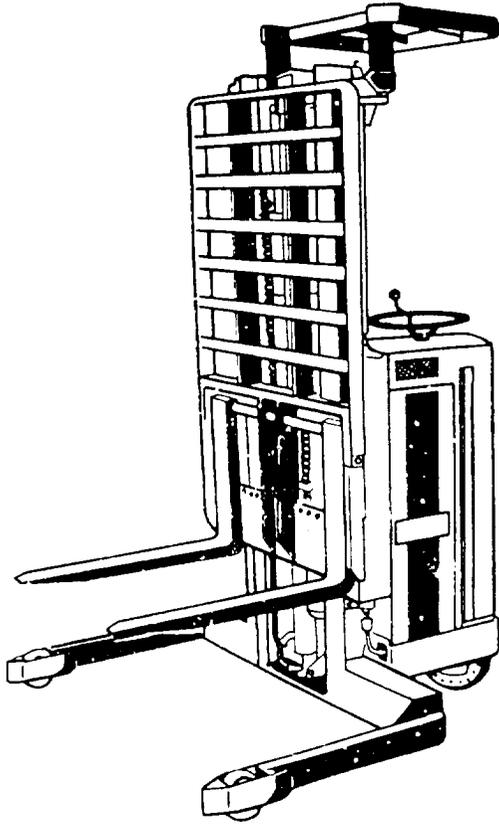


Figure 6-12.-Tiering truck.

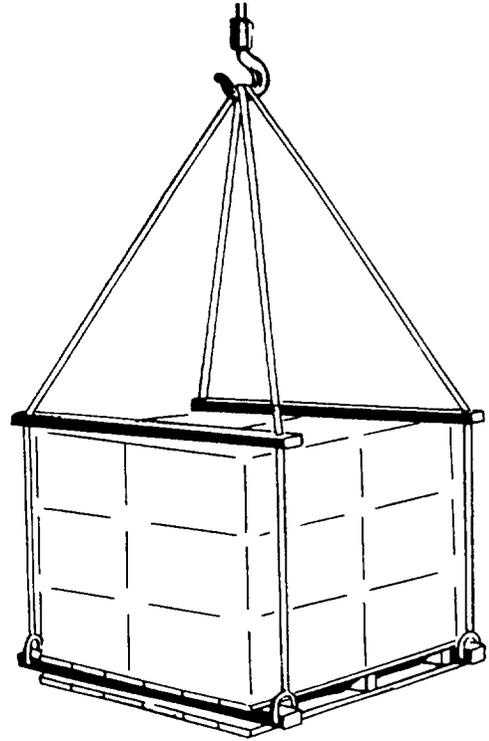


Figure 6-13.-Pallet sling.

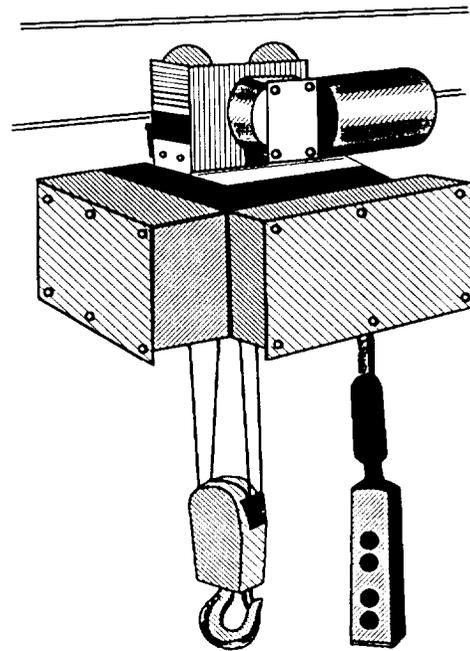
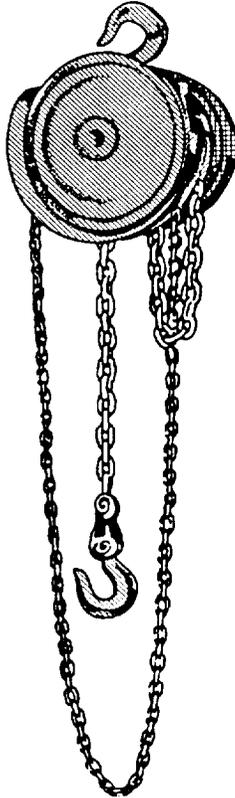


Figure 6-14.- (View A) Manual chain hoist; (View B) electric hoist.

TIERING TRUCK

The tiering truck (fig. 6-12) is an electric-powered forklift truck of the straddle-arm design. The location of the forks on the tiering truck are between two outriggers or straddle arms. The straddle arms extend forward in a plane at floor level parallel to that of the forks to straddle the pallet load. Because the straddle arms have contact with the floor, they support the elevated load and do not require a counterweight. The overall weight of the tiering truck is less than that of a conventional forklift truck of the same rated capacity. The tiering truck is more maneuverable than the standard forklift truck and it can operate in 6-foot aisles. The standard tiering truck for the military services is the electric-powered type. It has a load capacity of 3,000 pounds and a lifting height of 100 to 130 inches.

PALLET SLING

The pallet sling (fig. 6-13) is used for overhead lifting of palletized loads by a crane or ship's boom. Normally, a cable is used for the sling, but a line or chain may be used, depending on the weight of material to be lifted.

Slings have rigid horizontal supports at the base, usually made of steel bars or pipes. The horizontal support must be strong enough to distribute the load across the entire length.

Some slings have movable spreader bars at the top to prevent crushing the load while it is being lifted.

HOISTS, PULLEYS, AND DOLLIES

Various types of hoists, pulleys, and dollies are available ashore and afloat for moving equipment and supplies. You should familiarize yourself with this equipment and its purpose so that as various situations arise, you can select the proper piece of equipment.

Hoists

Chain hoists or chain falls provide a convenient and efficient method for hoisting loads by hand. The advantages of chain hoists are that one person can raise a load of several tons. Also, without securing the load, it can remain stationary. One person can carry and operate the manually operated chain hoists (fig. 6-14, view A). They are particularly useful in loading and unloading cargo trucks. They also are convenient for working in small storerooms aboard ship when other mechanized equipment is not available.

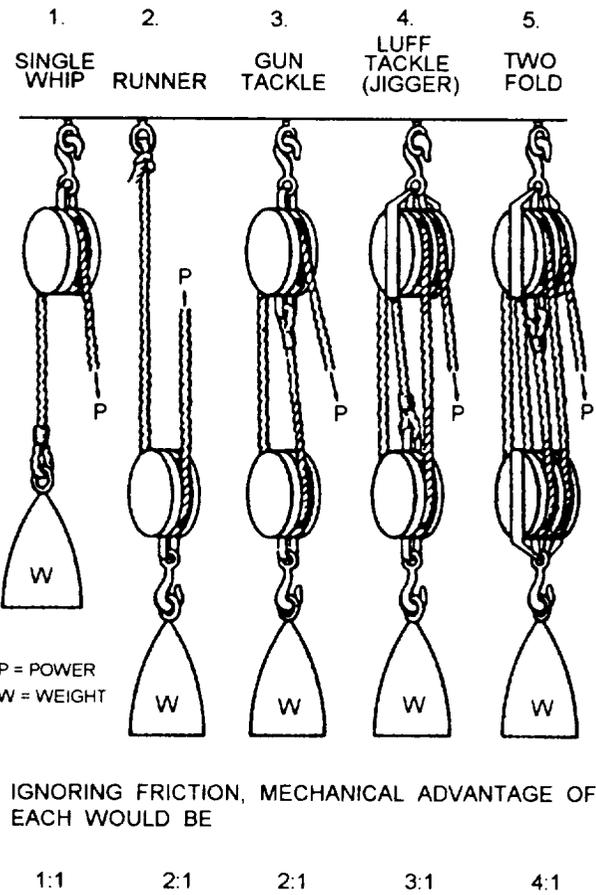


Figure 6-15. Blocks and tackles.

Some larger storerooms have electrically operated hoists that move along overhead tracks (fig. 6-14, view B). Electric hoists lift their loads by either chain or cable. Other models are pneumatic or air hoists that operate by compressed air. These hoists have the advantages of speed and ease of operation.

Block and Tackle

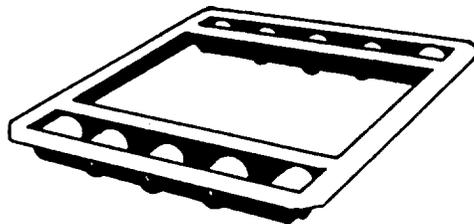
A block and tackle is the arrangement of one or more pulleys with rope or cable for pulling or hoisting large or heavy objects. The block and tackle (also called tackle or pulley) is used in the same situations as the chain hoist, except for smaller loads. Figure 6-15 shows the different types of blocks and tackles. It also provides the formula for figuring the amount of power needed to move the weight of the load.

Dollies

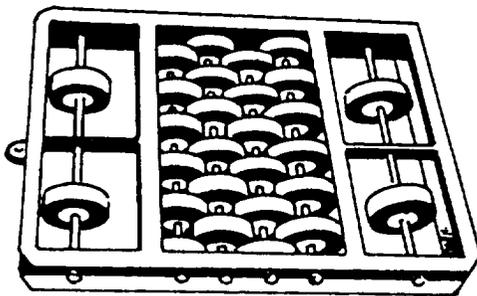
The dolly or dolly truck is a frame mounted on wheels or rollers. Dolly trucks are used for moving or



A
GENERAL PURPOSE DOLLY



B
PALLET-ROLLERS DOLLY



C
REEFER-CAR DOLLY

Figure 6-16.-(View A) General-purpose dolly (View B) pallet-rollers dolly; (View C) reefer-car dolly.

shifting heavy loads for short distances. Figure 6-16 shows the three common types of dollies used by the Navy.

The general-purpose dolly (fig. 6-16, view A) is used to move unpalletized large, bulky, or heavy material over short distances.

The pallet-rollers dolly (fig. 6-16, view B) has a capacity of 4,000 pounds. The purpose of the pallet-rollers dolly is to move palletized loads in and out of boxcars, trucks, trailers, and storerooms.

The reefer-car dolly (fig. 6-16, view C) is easy to maneuver, and is suitable for use on truck and reefer floors. The 24 wheels in the central position are slightly lower than the wheels at the ends. The springs hold the end wheels in position to allow the wheels to move on their axles while guiding the load to its destination.

SAFETY

This section provides information about general industrial and operational safety for storage and handling of material. This information is based in part from DOD4145. 19-R-1. The Navy *Occupational Safety and Health (NAVOSH) Program Manual*, OPNAVINST 5100.23, addresses the maintenance of safe and healthful conditions in the workplace. Check with your activity's safety program manager for specific safety requirements in your command.

ACCIDENTS

Manpower is the number one resource in the Navy. Accidents involving personnel directly affect productive man-hours and planned schedules. It takes time to recover man-hours lost because of accidents. Replacement personnel, or required skills, are not readily available.

When an accident causes destruction of material, it cost dollars to make necessary repairs or replacement. This can also result in a delay in production and possible shortage of critical material.

SAFETY TRAINING

Personnel must be given the proper safety training associated with their daily work. Safety training will reduce the potential for accidents.

Knowledge of Hazardous Material

Certain items, such as explosives, flammable material, and chemicals, require more care and attention than other items. Personnel handling hazardous material must have a knowledge of all potential hazards of the commodities under their control. Refer to the *DOD Hazardous Materials Information System Procedures (HMIS)*, DOD 6050.5-M, for additional information. The DOD 6050.5-M also describes the DOD 6050.5-L and DOD 6050.5-LR in microfiche format. The DOD 6050.5-LR is the complete annual and quarterly output by the system. It is intended for use by safety, health, transportation, and disposal specialists to ensure regulations of OSHA are followed. The DOD 6050, 5-L consist of the same data elements as DOD 6050.5-LR, minus the restricted data elements. The HMIS is also available in compact disk (CD) format. Both versions are issued quarterly. The latest version will continuously supersede the previous version.

Knowledge of Equipment

Each piece of equipment used in the Navy is designed to perform a specific function. For example, material handling equipment can safely handle a specified maximum load and operate under specified conditions. You create a potential hazard when you use equipment beyond its rated capacity or for other than its intended purpose. You must use a piece of equipment only for the purpose for which it is designed. As an example, when handling flammable gases, you must use the electric-powered and spark-enclosed equipment.

Equipment must be in proper operating condition. The operators must ensure that the equipment is mechanically safe. Operators must report all unsafe equipment conditions to the supervisor for correction or replacement. Equipment operators should also familiarize themselves with the layout of the area they are working in. Some of the factors to consider in the layout are distance of travel, type of terrain, elevation changes, and aisles. The greater the distance traveled or the rougher the terrain, the greater the potential for accidents. Changes in elevation involve extra handling and increases the potential for accidents. Narrow aisles, turns and jogs in aisles, and protruding objects also are safety hazards.

SAFETY EQUIPMENT AND CLOTHING

The use of safety equipment and clothing provide extra protection to personnel. The following text describes some of the items that you can use to protect yourself while working.

Synthetic Rubber Gloves

You must wear synthetic rubber gloves for protection when handling ordinary commercial concentrations of harmful chemicals, petroleum products, or chlorinated solvents.

Natural Rubber Gloves

You must wear natural rubber gloves when handling high concentrations of acids and alkalis, organic solvents, or highly toxic or corrosive chemicals. DO NOT use this type of glove for protection against petroleum products and chlorinated solvents.

General-Purpose Work Gloves

You must wear general-purpose work gloves for protection against cuts or abrasions when handling sharp or rough material. These gloves are made from leather material that cover the palm, thumb, and index finger areas. When using gloves with leather parts, make sure the leather parts do not become greasy.

Hoods, Aprons, Sleeves, and Suits

You must wear hoods, aprons, sleeves, or suits made from natural or synthetic rubber or acid-resisting rubberized cloth when handling acid.

Rubber-framed Goggles

You must use rubber framed goggles to protect your eyes against smoke, gas, fine dust, mists, and sprays of liquid or substances.

Spectacle Goggles

You must wear spectacle goggles with side shields for protection against flying particles of dust, chips, and machine cuttings.

Protective Helmet

You must wear a helmet for protection against falling or flying objects. While working in cramped places, you must wear a helmet to protect you from bumps against hard objects. A helmet is mandatory when you are working in a shipyard or in areas where you are hoisting and lifting materials.

Safety Shoes

You must wear authorized safety shoes while working in foot-hazardous areas.

SAFE STORAGE RULES

Good housekeeping practices are essential to safety as well as to efficient storage operations. Storage areas maintained in a clean and orderly condition can prevent many potential accidents and fires. Adequate lighting in storage areas decreases the hazards of accidents and enhances personnel health and morale. Place and secure storage materials in a safe manner that will prevent them from shifting or falling. Stack pallet loads with 2 inches of clearance on both sides to prevent dislocation of adjacent units.

Height of Stacks

This section describes the required limitations for storing materials. The height of stacks should not be limited except when required for operations stability and to maintain clearances and floor load limits. Below automatic sprinkler deflectors, there must be an 18-inch clearance when the stack height of material is not more than 15 feet. Maintain a 36-inch clearance for a stack height that is more than 15 feet. For hazardous material, maintain a 36-inch clearance regardless of the stack height. Maintain an 18-inch clearance when the height of the stack below joists, rafters, beams, or roof trusses is not more than 15 feet. Maintain a 36-inch clearance when the stack height is more than 15 feet. Regardless of the height, stacks in buildings without automatic sprinklers must have a 36-inch clearance.

Clearances

The requirement for maintaining clearance between stored material and the walls apply to specific situations. In buildings with substandard fire walls (less than 4-hour rating), you must maintain a clearance of 24 inches. You must maintain a 24-inch clearance for hazardous materials stored in general-purpose buildings. For materials subject to excessive swelling, you must maintain a clearance not to exceed 12 inches. The clearance maintained around fire doors is 24 inches between stock and the fire door, except the door near the aisle. The portion of the fire door near the aisle must have a 36-inch clearance. Where there is a protective barricade provided for the fire door, no clearance between the stock and barricade is required.

CHAPTER 7

MATERIAL EXPENDITURE AND MOVEMENT

This chapter will help you identify the procedures used in processing expenditures, offloads, and shipments of material. It will also help you learn the types of documentation used and the required record file for each type of transaction. To understand the procedures better, you need to learn the meaning of terms used in this chapter.

EXPENDITURE

Expenditure is any act that results in a decrease of Navy assets (material or funds). Material expenditure is the act of removing a specific quantity of items from the activity's stock records. Then, the activity passes these items to an end-user, another activity, or disposes of them according to higher authority. Expenditure also applies to material that is lost or is no longer usable (shelf-life expired or damaged).

TYPES OF EXPENDITURES

The methods for processing expenditures are issue, transfer, survey or cash sale.

Issue

The most often used method of expenditure is the issue. The term issue refers to the physical turnover of material to the end-user. Material issue results in a charge of Navy Stock Account (NSA) material against a current operating budget or operating target (OPTAR). Issue of Appropriation Purchase Account (APA) material results to statistical data only and does not affect operating budget or OPTAR.

For stock control, issue is a reduction of material available to support operations. The issue transaction also includes posting of the demand data for predicting future requirements. Issues also involve reduction of the money value carried on the supply officer's records. The money value appears as charges to the operating budget or OPTAR of the customer.

Issue documents used to expend material in support of maintenance require maintenance data in the Remarks block of the form. For example, maintenance data, such as job control number, aircraft bureau number, Type Equipment code, Work Unit code, Commercial and Government Entity code, part number, and Record Type code, should be in blocks L-V of DD Form 1348 (6-pt). These are statistical data produced by

the issue documents, and are part of the Maintenance Data System (MDS). The MDS is a basic element of the 3-M Systems that provides a means of recording maintenance actions in detail. The recorded information includes labor and material used in equipment maintenance. The 3-M Systems allow retrieval of information concerning maintenance requirements and equipment performance, when needed.

The term *onstation issue* means the issue of material from supply department stock to a supported squadron or unit. It also includes issues to a department of the issuing ship or station.

The term *offstation issue* means the issue of material from another supply activity. This transaction involves a decrease in the issuing activity's records and billing the receiving supply activity.

Transfer

The term *transfer* refers to the movement of material from the custody and records of one activity to another activity.

Survey

A survey is the procedure used for expending lost, damaged, or unserviceable material. An approved survey is an expenditure document, and it should have an assigned serial number in the expenditure document series.

EXPENDITURE DOCUMENT NUMBER

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) provides the numbering system for expenditure documents. The document number consists of the service designator code, unit identification code (UIC), four-digit Julian date, and a four-digit serial number. Expenditure document numbers must not duplicate those assigned to requisitions unless the requisitions are for replacement items.

EXPENDITURE RECORD LOG

The purpose of the expenditure record log is to control document number assignments. It also provides a record of all expenditures (except issues to the activity's work centers and supported units). The log contains an entry for each transfer, cash sale, and survey processed by the activity. Some activities have the

authorization to assign blocks of serial numbers for different classes of material. Some examples of these material classes are aviation repairable items, ordnance, and food. Activities authorized to assign blocks of numbers will have this segment subdivided to include separate sections for each material class. The serial numbers in each section run consecutively throughout the fiscal year. As a minimum, the expenditure record log will contain the following information:

- Expenditure document number
- Expending department
- Material disposition
- Material identification
- Remarks

EXPENDITURE FILE

This file contains the original copies of transaction documents processed by the activity. If the original is not available, the activity may use a copy of the transaction document. The transaction documents referred to in this section are the forms used for each transfer, cash sale, or survey. The sequence for filing the invoices is Julian date and serial number sequence. The retention period of the expenditure invoice file is 3 years after completion of the expenditure transaction.

MATERIAL ISSUES

The term *issue* means the process of expending material in response to a requisition from a user, supported unit, or activity. Refer to issue processing procedures described in NAVSUP Publication 1, Volume 2 (shore), and NAVSUP Publication 485 (afloat). For mechanized activities, refer to the publications and system procedures set.

Issues Ashore

Naval air stations and other stations under the management of Naval Air Systems Command (NAVAIR) use MILSTRIP for internal procedures. The Naval Aviation Maintenance Program (NAMP) procedures are also mandatory at naval air stations.

Document processing of material issues at supply departments ashore generally follows the preposting method. However, supply departments may establish the postposting method for issuing material in direct support of a weapons system. This method is necessary to meet the time frame for processing requirements.

The chronological order of requisition processing procedures ashore may vary among supply activities. For example, mechanized processing involves different

organizational areas than does manual processing. The processing of onstation issues by using the requestor's requisitions differs from the processing of offstation requisitions. Receipts from offstation may be on DD Form 1348-1, DD Form 1348-1A, or other shipment documents.

The processing and routing of requisitions also depend on the setup of the supply organization. Some supply departments carry material in stock while others get material support from the nearest stock point. Supply departments that have material in stock route copies of requisitions to either the issue control branch or the stock control branch. The issue control branch reviews the requisitions for proper MILSTRIP format and determines the internal handling precedence. When necessary, the issue control branch may provide expediting services to quicken the processing. The issue control branch also monitors the flow of issue documents through the issue process and furnishes status to requisitioners. This branch also maintains the requisition history and status file and serves as liaison between the supply department and its customers.

In screening the requisition, the issue control branch checks for proper format, completeness of required data, and proper authority. This branch also determines the necessity for special handling. After the screening process, the issue control branch forwards the requisition to the stock control branch for further processing. The issue control branch may return requisitions that have errors to the originator for resubmission. In some cases, the issue control branch can correct the errors on the requisition. The action taken in handling erroneous requisitions depends upon the circumstances and local policy. For example, issue control cannot ensure the correct data to use for the missing information on a requisition. The issue control branch should return the requisition to the originator for correction. When possible, issue control may contact the originator for the required data to correct the requisition.

Upon receipt of the requisition, the stock control branch ensures that copies of request forms are intact. The form used may be the DD Form 1348 (6 pt) or DD Form 1149. (For automated activities, refer to the user's manual.) The stock control branch determines the supply action to be taken on the requisition. If all material is to be issued from stock, stock control sends copies 2, 4, 5, and 6 of DD Form 1348 or 1149 to the storage branch. Copies 7 and 8 of DD Form 1149 may be used locally or destroyed.

If the entire requested quantity is issued from stock, the storage branch can discard copy 2. After completing the issue from stock the issue control branch retains and files the proof of delivery copy.

If less than the requested quantity is issued, the storage branch returns copy 2 to stock control. The stock control branch refers the requisition to the stock point for the remaining quantity and sends copy 2 to the issue control branch for filing. Stock control sends a copy of the referred requisition to the requesting activity.

When the requested quantity is not available and stock control refers the requisition to another naval activity, a suspense file will be maintained in the receipt control branch.

A supply department that does not carry A-purpose code stock processes requisitions through the customer service branch. The functions of the customer service branch include screening the requisitions for authority and format and maintaining a suspense file. Customer service retains copies of the requisition for file and refers the requisition to the supporting stock point.

Activities with automated systems can transfer data to other parts of the organization by electronic means. The computer system can send requisitions, received electronically, direct to the storage area. The requisitions received via the computer system goes through a validation process first. Then, the computer program allows processing of requisitions that passed the validation process. In the validation process, the computer system checks for mandatory entries and correctness of data. Requisitions with errors will need correction before the computer can continue processing.

Requisition Handling Precedence

The basis for internal handling of requisitions is the assigned priority designator. By using the priority designators, the requisitions are classified into three separate groups. Material requests bearing priority designators 01-03 are in issue group I. Issue group I is given special handling or expeditious processing from the receipt of requisition until delivery of material. Also, issuing activities can process issue group I requisitions as BEARER PICKUP.

Material requests bearing priority designators 04-08 are in issue group II. Material requests in this group require identification or marking before sending them

to storage for issue. Handling of material requests in this group may be "issue on requisition" basis, but not bearer pickup.

Material requests bearing priority designators 09-15 are in issue group III. Material requests in this group do not need identification or marking, but are processed on a first-in, first-out basis.

When a requisition contains a required delivery date (RDD), process the requisition in the proper issue group to meet the RDD. The assigned RDD can be earlier or later than the SDD listed in the Uniform Material Movement and Issue Priority System (UMMIPS). Refer to OPNAVINST 4614.1 (series), UMMIPS, or NAVSUP P-485, chapter 3, for additional information on RDD.

Table 7-1 is the NAMP Processing Standards for requisitions submitted by squadrons and AIMD in support of maintenance.

The processing time standards also apply to furnishing requisition status. The elapsed time starts when the customer places a requirement to the supporting supply activity. The elapsed time stops upon delivery of material or receipt of status by the customer. If the requested material is not in stock (NIS) or not carried (NC), the supply activity must give this information to the customer.

The term *requisition status* means the action being taken by the supply activity to file the requisition. Status data refers to the information on the requisition status. The media and status code of the requisition tells the supply activity how and where to send the status. Providing requisition status on time helps customers decide about the job and material requirement situations.

Local deliveries involve movement of material within the supported area of the supply activity. Material movement starts from the storage area and ends at the assigned delivery point. During the delivery process, material must have packaging protection to prevent damage. By keeping material in the original container, it will provide the desired protection. However, use of cushioning material, such as bubble wrap, can reduce shock and vibration during material movement. Refer to NAVSUP Publication 484 for packaging procedures

Table 7-1.-NAMP Processing Standards

Priority Group	Priority	Processing Time
I	1-3	1 Hour
II	4-8	2 Hours
III	9-15	24 Hours

afloat. Also, the Aviation Supply Office (ASO) publication C0030 provides packaging data for aviation repairable assemblies. During delivery, material must be properly loaded and secured in the vehicle to prevent damage from falling or jolting.

All material for issue will have documentation. The material will have at least two copies of the issue documents. One copy for the customer and one signed copy as proof of delivery.

Issues Afloat

This section provides issue procedures for general use consumables, repair parts, and repairable. The basic rule for issuing material afloat is the same as for shore sites. That is, the authority for issuing material afloat is also a request from the customer. Upon receipt of the requisition, the supply activity processes it fix issue or referral and provides status to the customer. Upon delivery of material, the customer signs and put the current date on the issue document. The customer retains one copy of the issue document as record of the completed requisition. Delivery personnel forward the signed copy of the issue document to the stock control branch or supply response section for use as proof of delivery.

Whether the ship uses the manual or mechanized procedures, the NAMP processing standards still apply. Refer to Table 7-1 for the processing standards.

Under mechanized procedures, activities can submit material requirements on-line by using a computer. The Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) provides this function. Aviation activities use the Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures. Entries in the customer identification and user identification files control access to this function in the computer. Refer to SUADPS-RT support procedures and NALCOMIS publications for use of this function.

The term *off-line*, used by supply onboard ships, refers to manual processing. In off-line processing, the customer submits requisitions on a locally approved form to the supply response section or customer service. The requisitions must contain, at a minimum, the following information:

- NSN/NICN/LICN or part number
- Unit of issue
- Quantity
- Document number

- Chargeable end-use fund code
- Project code
- Priority
- Advice code, if applicable
- MDS data, if applicable
- Cognizance symbol (NC items only)
- Nomenclature (NC items only)

Supply personnel may process the requisitions received off-line into SUADPS-RT or completely off-line if necessary. At the first opportunity, supply personnel can process issues processed off-line in SUADPS-RT by using the post-post option.

MECHANIZED PROCESSING.— Upon submission, SUADPS-RT automatically compares the material requests entered via computer to the control and validation files. This validation process allows for entering only the valid data in the system. Validation errors will cause an error message, and will require correction to continue processing. Upon completion of the validation process, SUADPS-RT will produce an issue document for available material. Storage personnel use the issue document to locate, pickup, and deliver material. The issue document lists up to four locations of the material. Storage personnel must search these locations to find the material for issue. If needed, a list of additional locations maybe available in location files.

There are several types of transactions involved when you operate under SUADPS-RT. They are complete issue, standard pack adjustment, partial issue, or not in stock (NIS).

The term *complete issue* refers to the issuance of the complete quantity requested (fig. 7-1). When processing the issue document, personnel making the issue must circle the quantity issued on the document and attach one copy to the material. Personnel may use the FIRST DESTINATION ADDRESS of the issue document for the staging area location, name, and date. Upon delivery of material, the customer signs and date the issue document.

Personnel making the issue must adjust the issue quantity to coincide with the standard pack of the item. To process the issue, line out the quantity requested and enter and circle the quantity issued. Mark the issue document with the words STANDARD PACK ADJUSTMENT and deliver the material. See figure 7-2 for an example of issue with standard pack adjustment.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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Figure 74-Substitute issue documentation on DD Form 1348-1.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																																																																																																														
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The S/LSC acts as the central point of entry for processing issues off-line. It performs the same basic functions as the supply response section (SRS) in aviation stores division. The following sections describe the responsibilities of the S/LSC for manual processing.

- The S/LSC or SRS checks the requisitions for completeness and correctness of information.

- It is responsible for determining the avail ability of the requested item by using the Master Stock Status and Locator Listing (MSSL). It writes the locations of the material on the back of the form.

- It is responsible for putting the stock numbers and locations of available substitute material on the back of the form. For substitute issue, the S/LSC is responsible for entering the stock number of material identified for issue.

- When requested material is not available for issue, the S/LSC forwards the requisition to the procurement section for DTO processing.

- The S/LSC is responsible for pulling and placing one copy of the issue documents in the issue pending file (manual).

The next step in processing requisitions off-line is the storeroom or warehouse. During this process, personnel uses the marked-up requisition form to get the material from the location. After finding the item, storeroom personnel move it to the issue staging area for pickup. See figure 7-6 for a sample of a complete

issue document processed off-line. The storeroom personnel processes the issue document according to the following transactions.

For complete issue, the following procedures apply:

- Circle the quantity when issuing the full quantity requested.
- Signs and mark the staging area location on the issue document.
- Attach a copy of the issue document to the material.
- Deliver the issue document to the customer contact point.

For standard pack adjustment, the following procedures apply (fig. 7-7):

- Adjust the issue quantity to match the standard pack of the item; line out the requested quantity.
- Enter and circle the issued quantity on the issue document.
- Mark the issue document with the words STANDARD PACK ADJUSTMENT.
- Sign the issue document and move material to staging area. Mark the location of the staging area on the issue document.
- Attach a copy of the issue document to the material.

The image shows a DD Form 1348 (6-pt) requisition form. Key handwritten entries include:

- SEND TO:** HOLDING AREA #2
- REQUISITION IS FROM:** Approved by: J. Jones
- STOCK NUMBER:** 1 2 3 4 0 0 1 2 3 4 5 6 7
- QUANTITY:** 0 0 1 (circled)
- REMARKS:** MDS DATA ENTRY
- Signature:** A.K. KEEPER
- Stamp:** A.K.3 Keeper 0001 1035

The form includes various sections for document identification, routing, and tracking, with a grid for document numbers and a bottom section for distribution and status.

Figure 7-6. Complete issue (manual) documentation on DD Form 1348 (6-pt).

DOC. IDENT. 1	ROUT. IDENT. 2	FSC 3	STOCK NUMBER 4	ADD. INFO 5	QUANTITY 6	REQUISITIONER 7	DATE 8	SERIAL 9	SUPPLEMENTARY 10	DISTRIBUTION 11	PROJECT 12	PRIOR. REV. 13	DEL. DATE 14	ADV. STAT. 15
A HOLDING AREA #2										B STANDARD PACK ADJUSTMENT				
EDITING DATA										STOCK NUMBER				
DOC. IDENT. 1	R 2	Y 3	S 4	S 5	M 6	A 7	FSC 8	NIIN 9	ADD 10	UNIT OF ISSUE 11	QUANTITY 12	E 13	A 14	000 15
SERV. 30	REQUISITIONER 31	DATE 32	SERIAL 33	REQ. NO. 34	REV. 35	SIG. 36	H 37	I 38	J 39	K 40	L 41	M 42	N 43	O 44
V 01234	0001	E001	R	A	MDS DATA ENTRY	A.K. KEEPER	A.K. Keeper	0001	1035	V	12			

Figure 7-7. Standard pack adjustment (manual) documentation on DD Form 1348 (6-pt).

DOC. IDENT. 1	ROUT. IDENT. 2	FSC 3	STOCK NUMBER 4	ADD. INFO 5	QUANTITY 6	REQUISITIONER 7	DATE 8	SERIAL 9	SUPPLEMENTARY 10	DISTRIBUTION 11	PROJECT 12	PRIOR. REV. 13	DEL. DATE 14	ADV. STAT. 15
A HOLDING AREA #2										B PARTIAL/BALANCE REQUIRED				
EDITING DATA										STOCK NUMBER				
DOC. IDENT. 1	R 2	Y 3	S 4	S 5	M 6	A 7	FSC 8	NIIN 9	ADD 10	UNIT OF ISSUE 11	QUANTITY 12	E 13	A 14	0001 15
SERV. 30	REQUISITIONER 31	DATE 32	SERIAL 33	REQ. NO. 34	REV. 35	SIG. 36	H 37	I 38	J 39	K 40	L 41	M 42	N 43	O 44
V 01234	0001	E001	R	A	MDS DATA ENTRY	A.K. KEEPER	A.K. Keeper	0001	1035	V	6			

Figure 7-8. Standard pack adjustment (manual) partial issue documentation on DD Form 1348 (6-pt).

- Deliver the issue document to the customer contact point.

For partial NIS issue, the following applies (fig. 7-8):

- When issuing partial quantity and no substitute is available, line out the requested quantity. Enter and circle the issued quantity on the document.
- Sign the issue document and move the material to the issue staging area. Enter the staging area location on the issue document.

- Attach a copy of the issue document on the material.
- Deliver the issue document to the customer contact point.
- Inform the customer of the partial issue action, and determine the requirement for the remaining quantity.
- Mark the issue document with PARTIAL ISSUE, BALANCE REQUIRED or BALANCE CANCELED.

DOC IDENT	ROUT IDENT	FSC	NSN STOCK NUMBER	ADDN	QUANTITY	REQUISITIONER	DATE	SERIAL	PI	SUPPLEMENTARY ADDRESS	ST	DISTRIB	PROJECT	PRIOR	REQ DEL DATE	LADY	
A HOLDING AREA #2										REQUISITION IS FROM: Approved by: J. Jones							
B PARTIAL NIS SUBSTITUTE ISSUE										STOCK NUMBER: 1 2 3 4 0 0 1 2 3 4 5 6 7							
C										UNIT OF ISSUE: E A							
D										QUANTITY: 0 0 0 1							
E										REMARKS: MDS DATA ENTRY							
F										A. K. KEEPER							
G										A. K. Keeper 0001 1035							
H										V 0 1 2 3 4 0 0 0 1 E 0 0 1 R							
I										STATUS DATA							
J										ADVISE							
K										65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 K							
L										DOC IDENT ROUT IDENT FSC STOCK NUMBER ADDN QUANTITY REQUISITIONER DATE SERIAL							

Figure 7-9.-Partial NIS/substitute issue documentation on DD Form 1348 (6-pt).

For partial NIS, substitute issue, the following applies (fig. 7-9):

In this situation, a partial quantity is available for issue and a substitute is available for the balance. This process involves two separate issue documents. The original document to process the partial issue transaction and the second to process the substitute issue.

- Line out the requested quantity on the first document. Then, enter and circle the issued quantity above the original quantity.
- Mark the first issue document with PARTIAL NIS SUB ISSUE.
- Prepare the second document by duplicating all entries from the first except the NSN, unit of issue, and quantity. Enter new document number and the unit of issue and quantity of the substitute item.
- Sign both documents and move material to the issue staging area. Put the staging area location on the issue document.
- Attach a copy of the issue document to the material.
- Deliver the issue document to the customer contact point.

The partial substitute issue transaction can fill part of the requested quantity if an acceptable substitute is available. To process the issue, line out the requested quantity and stock number. Then, enter the issued NSN and quantity on the issue document. Process the issue

document in the same manner as the partial NIS issue. See figure 7-10 for a sample of a partial substitute issue document.

The substitute issue transaction is the process of filling the request by an acceptable substitute. To process the requisition, line out the stock number originally requested. Then, enter the stock number issued and circle the quantity. The issue document is processed the same as complete issue, as described in previous text. See figure 7-11 for a sample of a substitute issue document.

The next step in off-line processing is the material turnover. This process involves material delivery or pickup from the staging area. Upon turnover of material, the customer must sign and enter the current date on the issue document. The supply representative forwards the signed issue document to the S/LSC or SRS for further processing and filing.

The last step in off-line processing is the post-post issue processing. The S/LSC or SRS uses the issue document to update the records in the computer. After receiving the signed copy of the issue document, the S/LSC or SRS discards the suspense copy in the issue pending file (manual). The S/LSC or SRS retains the completed issue document in the transaction holding file until the computer is ready for use. When the computer becomes available, the S/LSC or SRS records the issue transaction in the post-post option of SUADPS-RT. After posting in the computer, the S/LSC or SRS marks the issue document with RECORDED IN SUADPS-RT.

DOC IDENT	ROUT IDENT	FSC	NIN	ADD	QUANTITY	REQ	REQUISITION DATE	SERIAL	D	SUPPLEMENTARY	S	DISTRIB	PROJECT	PRIOR	REQ DEL	ADV
SEND TO:	STOCK NUMBER	ADDRES	DATE	DOCUMENT NUMBER	REQUISITION IS FROM:	FSC	NIN	ADDIT	UNIT OF	QUANTITY	F	G	H	I	J	K
A HOLDING AREA #2	B PARTIAL SUBSTITUTE ISSUE	Approved by: J. Jones	C	D	E	F	G	H	I	J	K	L	M	N	O	P
V 01234 0001 E001 R	A	REMARKS	MDS DATA ENTRY	A. K. KEEPER	A. K. Keeper 0001	1035	1035	1035	1035	1035	1035	1035	1035	1035	1035	1035

Figure 7-10.-Partial substitute issue documentation on DD Form 1348 (6-pt).

DOC IDENT	ROUT IDENT	FSC	NIN	ADD	QUANTITY	REQ	REQUISITION DATE	SERIAL	D	SUPPLEMENTARY	S	DISTRIB	PROJECT	PRIOR	REQ DEL	ADV
SEND TO:	STOCK NUMBER	ADDRES	DATE	DOCUMENT NUMBER	REQUISITION IS FROM:	FSC	NIN	ADDIT	UNIT OF	QUANTITY	F	G	H	I	J	K
A HOLDING AREA #2	B SUBSTITUTE ISSUE	Approved by: J. Jones	C	D	E	F	G	H	I	J	K	L	M	N	O	P
V 01234 0001 E001 R	A	REMARKS	MDS DATA ENTRY	A. K. KEEPER	A. K. Keeper 0001	1035	1035	1035	1035	1035	1035	1035	1035	1035	1035	1035

Figure 7-11.-Substitute Issue documentation on DD Form 1348 (6-pt).

The S/LSC or SRS forwards the completed issue document to stock control for filing in the history file.

Special Issue Procedures

This section describes some of the regulations that the AK must know about legal and illegal issues of material. The legal issue refers to the issuance of material with the proper authority and paperwork.

The AK, working in spaces containing flight clothing or hand tools, may be approached to make

illegal issue of an item. Some may even be tempted to sell this material or use it for personal benefit.

The definition of unauthorized issue is the issuance of material for other than its intended use. This also includes issuance without proper authority and paperwork, selling of government property, or giving away material. Obtaining government material for one's own use without proper authority is also an unauthorized issue.

The AK may use a regulation, instruction, manual, publication, or written order from the supply officer as proper authority for issuing material.

FLIGHT CLOTHING.— The supply department has custody of flight clothing and flight operational equipment in store until issued. The supply department also has the custody of returned, damaged, or soiled clothing. This includes clothing held pending survey, repair, or cleaning. Certain designated personnel may use flight clothing on an individual basis. Other personnel may use flight clothing included in the flight clothing pool. The NAVAIR 00-35-QH-2 publication lists the flight clothing items issued on individual basis. Also, it lists the designated personnel authorized to use flight clothing and equipments.

Issue procedures for items of flight clothing is different from other material. NAVSUP Publication 1, volume 2, chapter 5, describes the procedures for flight clothing. The form used for requisitioning flight clothing is DD Form 1348(6 or 4 part). Requisition may come from aviation squadrons or the material control division of an activity.

Issues for replacement of surveyed articles of flight clothing have different procedures. Lost or missing articles of flight clothing must be surveyed. The requisitioner can accomplish the survey by inserting a brief explanation of the cause and responsibility on DD Form 1348. The statement on DD Form 1348 must have the commanding officer's approval and signature.

Issues of flight clothing require entry to the Record of Flight Equipment Issue, OPNAV 3760/32B, in the individual's record. OPNAV 3760/32B is part of the Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Personnel Training/Qualification Jacket. The flight gear custodian of the receiving activity is responsible for entering the information in the individual's OPNAV 3760/32B.

Submit requisitions for flight clothing hems that require special measurement through the Commander, Defense Personnel Support Center (DPSC). DPSC processes the DD Form 1348 (requisition) and the Armed Forces Measurement Blank DD Form 358 (male)/DD Form 1111 (female) to fill the requests. Refer to NAVSUPINST 4400.70 (series) for additional information.

Authorized personnel receive initial outfitting of leather flight jackets upon completion of schools or training. NAS Pensacola records the issue of leather flight jacket in the individual's OPNAV 3760/32B. The only authorized stock point for leather flight jacket is Naval Air Station, Pensacola. Customers may submit requests for leather flight jacket by letter and requisition to the supply officer of NAS Pensacola. The letter must contain the name, rank and social security number of the bona fide recipient, and it must be signed by the commanding officer. The requisition document may be

a DD Form 1348 (6-pt) or NAVSUP Form 1250-1. Only upon turn-in of the old jacket to NAS Pensacola (code 1962J) can a replacement be issued. The turn-in document must contain the name, rank and social security number of the individual turning in the jacket.

Submit replacement request for lost or stolen leather flight jacket with an approved DD Form 200.

MAINTENANCE SUPPORT PACKAGE.— Issue procedures for items included in the maintenance support package (MSP) may vary. The issue procedures may be the same as the off-line processing or mechanized processing. Another way of issuing items from MSP is by use of a locally developed drop sheet. When used, the drop sheet contains separate line entries for each item issued. The format of the drop sheet must include the information necessary to record the issue according to set procedures. It also must include the Maintenance Data System (MDS) information for 3-M reporting. The drop sheet must include the following information:

- NSN, NICN, LICN
- Unit of issue
- Julian date
- Serial number
- Job control number
- Type Equipment code
- Work Unit code
- Project code
- Priority
- Receipt signature
- Fund code

Activities may use the Naval Aviation Logistics Command Management Information System (NALCOMIS) procedures, when available, for issuing MSP items.

SEAMART.— This is a self-service store onboard ships. Materials stocked in SEAMART are low-cost, consumable items frequently used by work centers of the activity. The procedures for SEAMART issues may vary from other activities. The procedures may be the same as off-line processing or they can be a shopping list. Automated activities can use the SEAMART issue function described in the *SUADPS-RT Support Procedures Manual*.

Ashore, SERVMART has the same function as SEAMART afloat. Issues from SERVMART require a money-value-only document and a shopping list. The SERVMART shopping list maybe NAVSUP Form 1314 or a facsimile printed from the computer system. Issues from SERVMART are conducted by each category of material. The transactions require one supporting requisition per material category. The material categories are as follows:

- Stock replenishment of consumables
- Stock replenishment of repair parts
- DTO consumables
- DTO repair parts
- Equipage
- Medical/dental material
- Hull and structural maintenance preservation material

Aviation activities and squadrons get material from SERVMART by using separate requisitions for each category of item. These activities use different requisitions for buying items for aircraft maintenance and administrative functions. The NAVSO P-3013-2 lists the authorized fund codes used by these activities for buying specific types of materials.

After completing the issue, the activity's account is charged, with the total cost of the items listed in the shopping list, on the document.

AVIATION FUELS.— The document used for issues of aviation fuels to onboard aircraft squadrons or detachments is DD Form 1348 (6-pt). The transaction document must cite the squadron's end-use find code. The completed transaction will result in the ship recording a SAC 207 NSA material issue. For example, the issues will appear in the financial inventory report (FIR), caption J1, Issues With Reimbursement-Service use.

MATERIAL TRANSFERS

A transfer is the movement of material from the custody and records of one activity to another activity.

One of the general duties of the supply officer is material transfer. The supply officer, or his/her assistant, is responsible for approving transfers of material from the activity. These materials include consumables, equipage, repair parts, ships' store stock and food items. Before transferring the material, the supply officer is responsible for ensuring that the department using the

material does not need it anymore. The supply or command duty officer may approve material transfer during the supply officer's absence.

Authority For Transfer

Material transfer must be made only after receipt of an approved official request document. The document may be a requisition, letter, or message. The offload of excess material to a shore activity does not need a request document. Excess material transferred to shore activities requires the supply officer's approval.

Other department heads that have custody of material must turn-in the material to supply for documentation and transfer. Other department heads are responsible for informing the supply officer if they need to retain the materials that are considered for transfer.

NOTE: Transfer of the Maintenance Assist Module (MAM) must have the type commander's approval.

Types of Transfers

The following paragraphs describe the different types of transfers.

TRANSFER TO END-USE OPERATING FORCES.— For this type of transfer, the Service Designator code assigned to the activity will be R or V. The Fund code used will indicate the fund and the Defense Accounting Office (DAO) supporting the activity.

TRANSFER TO END-USE SHORE ACTIVITIES.— In this type of transfer, the activity's Service Designator code is N.

TRANSFER TO DEFENSE BUSINESS OPERATING FUND.— On this type of transfer, the accounting data cited must contain the DBOF appropriation 17X4930 on the transfer document. When used, the Fund code must apply to the DBOF appropriation. The following are DBOF activities:

- Special Accounting Class (SAC) 207 ships and activities. SAC 207 is a segment of the Navy stock account (NSA) that identifies material carried onboard specific types of ships. This includes aircraft carriers, amphibious assault ships, marine aircraft groups (MAG), tenders, repair ships, and combat stores ships.
- Special Accounting Class (SAC) 224 ships. SAC 224 is a segment of NSA that identifies material carried onboard ship types AE, AO, AOE, and AOR.

- The DBOF facilities ashore include the fleet industrial support centers and naval air stations (NASs).

Transfer Procedures For End-Use Material

Transfer of NSA material between ships of the same type commander are nonchargeable transactions. However, the value of the transaction will be included in the **B** summary of the transferring ship. See NAVSO P-3013-2, paragraph 6100-2a, for more details. Transfers between ships of different type commanders are chargeable transactions. The value of the transaction will be included in the **A** summary of the transferring ship. Transfers between ships of the same or different type commanders will not give credit to the OPTAR of the transferring ship. However, the transferring activity may use the value of such transfer to support an OPTAR augment request from the type commander.

Transfers of Appropriation Purchase Account (APA) materials are nonchargeable transactions. Transactions on APA material does not require summarization.

Documentation

Forces afloat normally use the DD Form 1348 (6-pt) to transfer material. The requesting ship prepares and submits DD Form 1348 (6-pt) to the transferring ship. However, the requesting ship may send the request by a different method. When requested by a different method, the transferring ship prepares the DD Form 1348-1 to document the transaction.

The requesting ship must prepare the DD form 1348 (6-pt) according to MILSTRIP. When processing the document, the transferring ship must add the following data on the document:

<u>DATA BLOCK</u>	<u>ENTRY</u>
L-S	Add the words "Approved for Transfer" and the name, rank, and signature of the person authorizing the transfer.
T,U,V	Add the expenditure invoice number, unit price, and total price (on hardback copy). Add the words "COST CHARGE ONLY" for APA type material.

The following texts describes the distribution of the copies of DD Form 1348 (6-pt) used as transfer document.

The original copy stays with the transferring ship. After posting the transaction, the transferring ship files this copy in the expenditure invoice file.

The green copy is filed in holding file No. 1 of the requesting ship if the material is chargeable to the OPTAR.

The yellow copy stays with the transferring ship to support summary. The transferring ship submits this copy to the Defense Accounting Office if material is chargeable. If material is nonchargeable, the transferring activity discards this copy.

The white copy is returned to the requesting ship if receipt signature is required.

The hardback copy is used as the material outstanding file by the requesting activity.

The other form used as a transfer document is the DD Form 1348-1. Activities use this form as a controlling document when transferring material to another activity. The DD Form 1348-1, used to document the transfer, must include information described in the following texts.

The record positions 8-29 must contain the stock number, unit of issue, and quantity of the item.

The record positions 30-66 must have the same information as in the original request.

The record positions 74-80 must contain the current unit price.

Data block A must contain the service designator, UIC, name, and hull number of the transferring ship.

Data block B must contain the service designator, UIC, name, and hull number of the requesting ship.

Data block E must contain the total price of the transaction. Compute the total price by multiplying the unit price and quantity on the document.

Data block N must be blank for unclassified material. Enter C in this block for Confidential material. Place the consignee's copy of the documents with the security code inside the container.

Data block V must contain the expenditure invoice number, plus the words "COST CHARGE ONLY" if material is an APA.

Data block X must contain the nomenclature of the item.

Data block FF must contain the remark "Approved for transfer."

Data block GG must contain the name, rank, and signature of the person authorized to approve the transfer.

Activities may include other information on the document when transferring aviation depot-level repairable (AVDLR) material. This information may include the job control number (JCN), part number, serial number, and family group code. Refer to NAVSUP P-545 or NAVSUP P485, chapter 5, for the procedures in transferring depot-level repairable (DLR) items.

When the transferring ship uses DD Form 1348-1 to document the transfer, distribute copies as described in the following texts. Refer to AVDLR procedures for distributing copies of repairable shipment documents.

The original copy stays with the transferring ship, and is filed in the expenditure invoice file after posting.

Copies 2 and 3 are attached to the material and sent to the requesting ship.

Copy 4 stays with the transferring ship, and is attached to—the retained copy of the summary; or it is discarded if applicable to APA material.

Copy 5 stays with the transferring ship to support the summary; or it is discarded if applicable to APA material.

Copy 6 is attached to the original copy in the expenditure invoice file of the transferring ship after the receipt signature is obtained. The transferring ship may discard this copy if receipt signature is not requested.

Transfer of Aviation Fuel

Transfer of aviation fuels and lubricants between ships with AVCAL accounts use DD Form 1348 to document the transaction. The document must cite the special Accounting Class 207 NSA fund code. The SUADPS system will treat the transfer as an Other Supply Officer (OSO) transaction.

Transfers from ships with AVCAL accounts to ships without AVCAL accounts can be documented on DD Forms 1149, 1348, or 1348-1.

Transfer of aviation fuel to shore activities (offload) is documented on an unpriced DD Form 1149. The transaction is not summarized but must be reported according to NAVSO P-3013-2, paragraph 6105.

Transfer of Special Clothing

Transfer of special clothing to other ships needs approval from the commanding officer. Ships can transfer special clothing to a shore activity only when the on-hand quantity is in excess of the authorized allowance. The documentation used for transferring special clothing is DD Form 1348-1.

Transfer of Aircraft Engines

Transfer of aircraft engines from the custody of a reporting custodian to another activity requires submitting a report. See procedures described in NAVAIRINST 13700.15 (series). The Aircraft Engine Management System (AEMS) allows the use of an on-line computer terminal for submitting reports on aircraft engines. The AEMS terminal also allows retrieval of information on specific engines. AEMS provides accurate and timely data to Naval Air Systems Command (NAVAIR) and air type commanders.

The document used for shipping aircraft engines is DD Form 1348-1. With MILSTRIP data, the document also must include the type, model, serial number, and condition of the engine.

SURVEYS

The term *survey* refers to the procedures for determining the cause of gains, losses, or damage to government property. Also, it determines the procedure for establishing personal responsibility (if any) and documenting necessary inventory adjustments to stock records. The form used for survey is the Financial Liability Investigation of Property Loss, DD Form 200. The purpose of the form is to report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DOD-controlled property.

Even with the physical security and quality control established by activities to take care of government property, discrepancies occur. The discrepancy may be between stock or property book balances and the physical status of material in storage. The discrepancies are subject to review/approval thresholds, as described by their applicable category. The categories are supply system stock or property book material. The NAVSUPINST 4440.115 (series) provides procedures for processing the DD Form 200.

All items with discrepancies are subject to survey report procedures. The only exception is incoming shipments that can be attributed to shipper or carrier

liability. See NAVSUPINST 4440.179 (series) for more information.

Definitions

To understand the survey procedures better, you must know the terms that apply to it. The following paragraphs list these terms.

ACCOUNTABLE OFFICER.— The accountable officer is an individual appointed by proper authority who maintains item or financial records on government property. The appointment may entail financial liability for failure to exercise the individual's obligation. The government property may be in the individual's possession for use or storage or in the possession of others, to whom it has been officially entrusted for use or care and safekeeping. For supply system stock the supply officer or stores officer is the accountable officer.

APPOINTING AUTHORITY.— The appointing authority is the individual appointed, in writing, by the approving authority. The appointing authority appoints the financial liability officer, if required. This official approves or disapproves the recommendations of the responsible officer, reviewing authority, or financial liability officer. The appointing authority also recommends actions to the responsible officer. The appointing authority is normally senior to the responsible officer, reviewing authority, accountable officer, and financial liability officer. Afloat, the appointing authority for surveys of supply system stock may be the CO, XO, or supply officer (if not accountable). Also, the official appointed as approving authority may act as the appointing authority.

APPROVING AUTHORITY.— This official determines whether to relieve involved individuals from responsibility and accountability or approve assessment of financial liability. The approving authority may act as the appointing authority. The approving authority is the commanding officer. The commanding officer may authorize the supply officer to approve surveys of Navy stock fund valued at less than \$10,000.

CAUSATIVE RESEARCH.— This is an in-depth investigation of specific physical inventory discrepancies. The purpose of doing causative research is to find out why the discrepancy occurred so corrective action can be taken. This research consists of a complete review of all transactions. It includes transactions back to the last physical inventory, last location audit, or within 1 year, whichever occurs first. The types of transactions reviewed are receipts, issues, change notice, location updates, and unposted or rejected

documents. This review begins with the analysis of transactions posted in master stock records and ends with the validation of source documents. The causative research ends upon discovery of the cause of the discrepancy or when the discrepancy cannot be resolved.

FINANCIAL LIABILITY.— This is the statutory debt of an individual to repay the government for lost, damaged, or destroyed property as a result of negligence or abuse.

FINANCIAL LIABILITY OFFICER.— This officer is an individual appointed, in writing, by the appointing authority. This official is responsible for investigating the incident to determine responsibility for gain, loss, damage, or destruction of government property. The appointed individual must not be responsible or accountable or in any way interested in the property being surveyed. The appointed individual may be an officer, enlisted, or civilian. Officers assigned will be a commissioned officer or warrant officer. If enlisted, the member must be in grades E-7 thru E-9. Civilian employee assigned must be a GS-09 or above. The appointing authority official also may act as the financial liability officer.

FINANCIAL LIABILITY BOARD.— Members of the financial liability board may be appointed by the appointing authority to conduct the investigation. The primary purpose of the board is to provide information to the appointing and approving authorities. The board performs administrative but NOT judicial functions. The report submitted by the board is for advisory purposes, and the opinions do not constitute final determinations or legal judgments. The recommendations submitted by the board are not binding upon the appointing and approving authorities. The board members may be commissioned or warrant officers; enlisted in grades E-7, E-8, or E-9; or civilian employees GS-09 or above.

PROPERTY BOOK MATERIAL.— These materials are all government property other than supply system stock. The military real property is a property book material. This category covers land, building structures, utility systems, and improvements. It includes all equipments attached or installed, such as heating systems, elevators, and lavatories.

Minor property refers to items costing less than \$15,000 per unit price. (\$15,000 is the threshold as of October 1, 1991.) Minor property include items bought on or after October 1, 1991, that cost between \$5,000 and \$14,999.99 and that were removed from plant

property. This category includes, but is not limited to, furniture, fixtures, office or industrial equipments, and personnel support equipments. The subcategories within minor property include classified, sensitive, and pilferable equipment. Navy commands must have internal controls to manage minor property. The controlled equipage program is an example of internal control used aboard ships.

Plant property is defined as those items with a unit cost of \$15,000 or more and that have a useful life of more than 2 years. Plant property includes the following:

- All Navy-owned real property and realty not owned, but the Navy is responsible for its accountability.
- Personal capital property located in shore establishments or used by shore-based units under specified circumstances.
- Such real or personal property out-granted to others not under Navy Department, provided the title remains with or reverts to the navy when the out-grant is canceled. It does NOT include equipment selected as minor property, special tooling or test equipment, or personal capital property that is reported in a financial inventory account.
- Assets bought before October 1, 1991, which met the criteria for inclusion in the plant account. This refers to items bought at the previous threshold of \$5,000.

RESOLVED DISCREPANCY.— The discrepancy is considered resolved if the research determines the discrepancy and adjustment can be made to correct the records. Resolved discrepancies do not require DD Form 200 as support documentation.

RESPONSIBLE OFFICER.— This officer is an individual appointed by proper authority to exercise custody, care, and safekeeping of assigned property record items. The department head or the division officer is the responsible officer for property book material.

REVIEWING AUTHORITY.— This is the individual appointed, in writing, by the approving authority to review and analyze the results of supply system stock research. The supply officer or assistant supply officer is the reviewing authority for supply systems stock.

SUPPLY SYSTEM STOCK.— These stocks are materials maintained in stock records. The records show such data as receipts, issues, transfers, and on-hand balance. This includes end-use and stock-funded repair

parts and consumables stocked in the supply department storerooms.

UNRESOLVED DISCREPANCY.— If no evidence of paperwork or bookkeeping failure is found after research, the discrepancy between the record and physical status of material is considered an unresolved discrepancy.

Survey Criteria

If the discrepancy between the records and physical status of material is due to paperwork error, make the proper transaction to adjust and correct it. You must ensure proper processing of transactions when you make the corrections. These are resolved discrepancies and do not need a DD Form 200.

Unresolved discrepancies that do not meet the criteria for submitting DD Form 200 must be corrected by inventory adjustments. A DD Form 200 is not required to substantiate the inventory adjustment. The stock record will be adjusted with inventory gain or loss when the preliminary research fails to resolve the discrepancy. Contingent upon the extended dollar value or type of item involved, a causative research must be conducted to determine the cause of the physical inventory adjustment.

SUPPLY SYSTEM STOCK.— Initiate a DD Form 200 if an item of stock belongs to the following material categories:

- Sensitive items, (drugs, precious metals, or narcotics) when any discrepancy exists, regardless of dollar value.
- Classified items, regardless of dollar value.
- Arms, ammunition, or explosives, regardless of dollar value.
- Pilferable items, when the extended dollar value of a line item discrepancy is \$750 or more.
- Any discrepancy or repetitive loss when there is a sign or suspicion of fraud, theft, or negligence.
- Bulk petroleum fuel, when the loss exceeds stated allowances. For example, the stated allowance for loss during receipt of JP-5 fuel is one quarter of one percent. See DOD Manual 4140.25-M and OPNAVINST 4020.25 (series) for details.
- Noncontrolled items, when the extended dollar value of a line item physical inventory adjustment is

equal to or greater than the causative research threshold. The thresholds are as follows:

The extended dollar value of the line item is \$2,500 or more.

Any adjustment of a depot-level repairable (DLR), regardless of dollar value.

PROPERTY BOOK MATERIAL.— The commanding officer determines if Financial Liability Investigation of Property Loss, DD Form 200, is required. When the form is required, it is used to assign responsibility, adjust records, or provide relief from accountability. The commanding officer makes this determination based on the results of preliminary and causative research. As a rule, all items are subject to survey procedures, with the following exceptions:

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

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

- Property lost during combat operations. These losses are accounted for in other regulations and are not subject to survey procedures on DD Form 200.

- Discrepancies in quantities transferred to Defense Reutilization and Marketing Office (DRMO), provided the loss value 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.

- Special tooling and test equipment reporting will be provided by the cognizant laboratory or hardware systems command.

Also, consult SECNAVINST 5500.4 (series) for policy of Missing, Lost, Stolen, and Recovered (MLSR) Reports. Adjustments for sensitive or classified items, such as arms, ammunition, and explosives, require an MLSR as the initial report. The DD Form 200 is required as a final report if a sensitive item is in inventory. Material damaged in shipment, reported on Standard Form (SF) 364, requires a final report. Material damaged in transit, reported on Discrepancy in Shipment (SF-361), also requires a final report to be submitted.

Survey Procedures

This section describes the procedures on how to account for lost, damaged, or destroyed government property. The DOD 7200.10-M provides guidance and policies on qualifications, duties, and responsibilities.

Immediately after discovery of loss, damage, or destroyed property, you should start an inquiry. The inquiry must be an informal procedure to find the facts and circumstances that caused the gain, loss, damage, or destruction. The individual conducting the inquiry is responsible for completing blocks 1 through 11 of DD Form 200. Refer to NAVSUP P-485/567 for procedures in preparing the DD Form 200. The inquiry should identify what, how, where, when it happened, and who was involved. Also, include findings of any evidence of negligence, willful misconduct, and deliberate unauthorized use or disposition of property.

During the inquiry, the first matter to be determined is whether there is evidence of negligence. To find if the incident involves negligence, ask the question, "Would a reasonably prudent person have acted in this manner?" Check to ensure that proper procedures were followed for the use of the property. Also, inquire about the situation or condition when the incident happened. For example, an operator driving a forklift with a pallet load of uneven material traveled over the speed limit on a slippery and rough terrain and dropped and damaged the material. The operator was speeding, and although he knew about the rough ground, he failed to secure the pallet load. This is considered evidence of negligence. A reasonably prudent person would take precautions when operating a forklift under these conditions.

Evidence of simple or gross negligence depends on the conduct of the individual. If the individual did not exercise precautions or good judgement, then simple negligence applies. If the individual's conduct was characterized as reckless, deliberate, or a complete disregard of foreseeable results, then gross negligence applies. Evidence of whether simple or gross negligence was the cause of the loss or damage is based on the facts and circumstances, and is documented during the inquiry process.

After completing the inquiry, the accountable or responsible officer forwards the DD Form 200 to the appointing authority. The appointing authority then determines if there is a need for the financial liability officer or board to investigate. Refer to NAVSUP P-485, chapter 5, for procedures in processing discrepancies with/without personal responsibilities. Figure 7-12 shows the flow of DD Form 200 during processing.

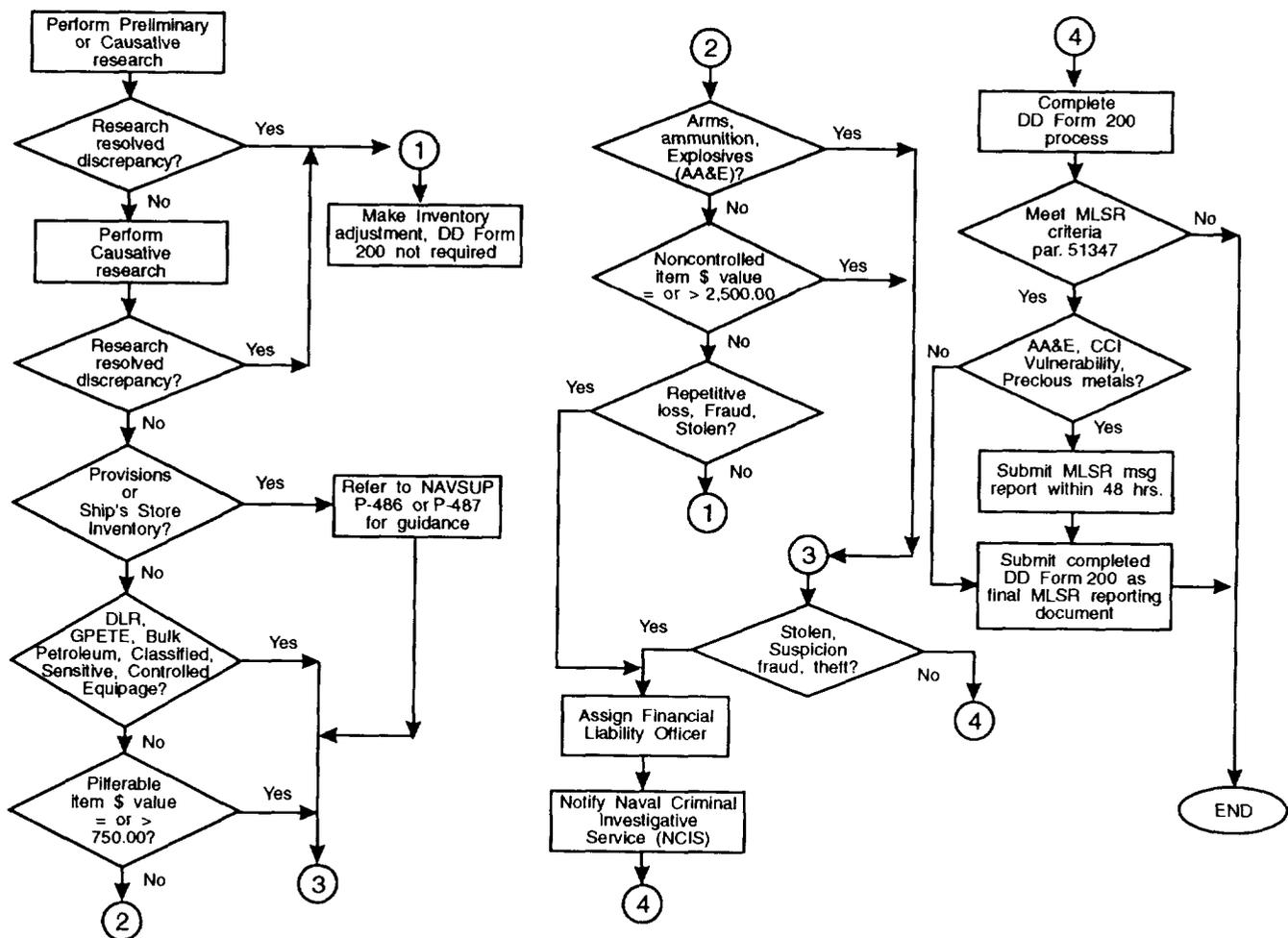


Figure 7-12.-Survey procedures flow chart.

Distribution of DD Form 200

After the final action, distribute copies of DD Form 200 according to the following texts.

ORIGINAL.— The activity retains the original copy with all the attachments, except when needed by higher authority.

DUPLICATE.— This copy is returned to the proper property officer to replace the quadruplicate copy that may then be destroyed. Submit this copy to higher authority when required.

TRIPPLICATE.— Destroy this copy if there is no financial liability involved. If there is financial liability involved, send this copy to the disbursing officer.

The individual who started the survey may keep the remaining copies of DD Form 200 for local use. Forward copies of DD Form 200 for surveys exceeding \$100,000 to the type commander with monthly financial returns.

MATERIAL OFFLOAD

The term *offload* applies to material turned in to shore activities for stock use, or disposal. These shore activities include fleet industrial support centers (FISCs), defense reutilization and marketing offices (DRMOs), and supply departments. The primary reason for offloading material is to reduce the onhand quantity to the authorized allowance. There are several factors that produce excess material in an activity. These include changes in allowance and adjustments of stock levels as a result of demand history processing. During the demand history processing, the high limit may go down as the demand for the material goes down. Also, inventory gains, top-off options with automatic reorders, canceled maintenance actions, and human error can produce excesses.

POLICY

Navy material returned to stock points have been traditionally called “material turned in to stores,”

(MTIS) since stock points carry material in stores account. The MTIS exists to take ready-for-issue (RFI) items and return them to stock points to meet other Navy requirements. Each transaction must have the supply officer's approval, and it is entered in the expenditure record. The MTIS does not include turn-in to DRMO and turn-in of not-ready-for-issue (NRFI) depot-level repairable. The MTIS is primarily for return of excess RFI material to stock. Also, you can use MTIS for returning erroneous issues by the stock point. For planning purposes, coordinate with the stock point in advance when returning turn-ins.

Credits for material turned in goes to the type commander allotment. The credit is given, as shown by the fund code, on the document according to the inventor y manager's authorized stocking levels. There is no credit given for appropriation purchase account (APA) items and unidentified material. Material turned into MTIS with an extended dollar value of \$20 or less does not get credit.

CLASSIFIED MATERIAL

Turn in classified material according to *Department of the Navy Information and Personnel Security Program*, OPNAVINST 5510.1. Personnel handling classified material must have a clearance level equal to or above the material handled. Top Secret and Secret material must have a continuous and unbroken chain of receipts. Get signature receipt on the original copy of DD Form 1348-1. The originating activity retains this copy in the expenditure invoice file. When mailing or shipping classified material, follow the procedures in OPNAVINST 5510.1, chapter 15. In such cases, stamp or mark the 5th or 6th copy of the DD Form 1348-1 **CONSIGNEE SIGN AND RETURN THIS COPY.** Upon receipt of the signed copy, file it with the original in the expenditure invoice file.

MANDATORY TURN-IN REPAIRABLE

Turn in excess ready-for-issue repairable items to the nearest stock point at the earliest opportunity. If all possible, ship them in the original container. If the original container is not available, pack them properly to prevent damage during handling and transit. The items must have the required labels, tags, record cards, and logbook when applicable.

TURN-IN DOCUMENTATION

Unless otherwise required, use DD Form 1348-1 to document turn-in of ready-for-issue material. Prepare

the DD Form 1348-1 by record positions (rp) or blocks, as shown below.

In (rp) 8-22, enter the NSN (including SMIC) or NICN.

In (rp) 23-24, enter the unit of issue assigned to the material.

In (rp) 25-29, enter the turn-in quantity. (Unless authorized, turn-in AVDLR item one each per document).

In (rp) 30-43, enter the document number from the expenditure log (rp 40-43).

In (rp) 52-53, enter the assigned fund code.

In (rp) 55-56, enter the cognizance symbol for the item.

In (rp) 72, enter **C** if requesting credit.

In (rp) 74-80, enter the current price listed in record.

In the remarks block enter the phrase "MTIS Credit (enter specific TYCOM)" as appropriate, if record position 72 has a **C**.

In block A, enter the activity service designator, UIC, name, and hull number.

In block B, enter the service designator, UIC, and name of the activity to receive the material.

In block E, enter the extended money value of the material. Do this by multiplying the quantity by unit price.

In block N, enter the security code if applicable. Leave this block blank if material is unclassified. If material is classified, put all the consignee's copy of DD Form 1348-1 inside the container. The documentation for large items may remain outside provided there is a continuous chain of receipts up to the final destination.

In block P, enter the proper Condition code, In this case, use **A** for RFI material.

In blocks X-Y, enter the noun name of the item. Enter the CAGE code and part number if the item have no NSN.

In block AA, enter the words "CREDIT REQUESTED." This only applies when turn-in material qualifies for credit.

In block FF, enter the words "Approved for transfer."

In block **GG**, enter the name and rank or grade of the person approving the transfer. The approving individual signs above the printed name in this block.

DISTRIBUTION OF DOCUMENTS

Distribute copies of DD Form 1348-1 as follows:

Copy 1 (original) is the activity copy. The activity retains copy in the expenditure invoice file as proof of shipment or turn-in.

Copies 2 and 3 are the consignee copies. Place these copies inside the container with the material.

Copy 4 is also the consignee copy. For unclassified material copy 4 in a waterproof envelope and attach it to the No. 1 shipping container. For classified material, place copy 4 with copies 2 and 3 inside the container with the material.

Copy 5 is the miscellaneous copy. An activity may retain this copy for local use, or otherwise discard it. Also, an activity may forward this copy to higher authority when turning in specific items. See NAVSUP P-485, chapter 5, paragraph 5068, for more details.

Copy 6 is the suspense copy (when needed), which is used expenditure invoice file until receipt of a signed copy 1.

When procedures require proof of receipt, get signature on copy 1 of the DD Form 1348-1. Turn-in of the following classes of material requires receipt signature:

- Classified
- Controlled equipage
- Controlled reactor plant parts
- Mandatory turn-in repairable or AVDLR
- Sensitive or pilferable items
- Small arms, ammunition, and explosives

When shipping these items, you should not open an original container for the sole purpose of putting the consignee copies inside. In this case, put copies 2 and 3 with copy 4 in a waterproof envelope. Then, attach the envelope, with documents, to the No. 1 container.

PREPARATION OF MATERIAL FOR TURN-IN

Before offloading, you must ensure materials have proper identification, tags, and markings. This will help

the receiving activity process and report the receipt of material. The following rules will help you prepare material correctly.

- Distribute copies of DD Form 1348 as described in previous paragraphs. When shipping more than one piece of material on a single document, attach the document on the No. 1 container.

- Mark radioactive materials with proper labels and separate them from other materials.

- Process unserviceable AVDLR items according to OPNAVINST 4790.2 (series), NAVSUP P-545, and the Master Repairable Item List (MRIL). Provide protection to the material according to NAVSUP P-484 and section C0030 (Packaging Data for ASO and NAVAIR Repairables).

- Separate ready-for-issue non-NSN items.

- Separate materials destined for turn-DRMO.

- Separate heavy items from delicate or small items.

- Separate materials with an extended line item value of \$20 or less to ease handling by the receiving activity.

- Mark containers, with only one item inside, with the stock number of the item.

- Remove flares and narcotics from life rafts prior to turn-in.

- Remove batteries from equipments before turn-in.

OFFLOAD PROCESSING

Automated ships perform offload processing partly by computer and manually by stock control and storage personnel. The offload process includes selecting material candidates and preparing documentation. Storage personnel use the document to locate, pick, stage the material, and send a copy back to stock control. Stock control uses the document to update and process offload records. Shipping personnel check the documents and material and deliver/ship the material.

During storage process, personnel use the DD Form 1348-1 to locate, count, and stage excess material. During this phase, personnel may make changes to the OFFLOAD and RETAIN QUANTITY on the document.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC. IDENT.	RI FROM	M S	FSC	STOCK NUMBER	ADD	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER	REQUISITIONER	DATE	SERIAL	SUFFIX	SUPPLEMENTARY ADDRESS	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQ'D DEL DATE	ADVISE	RI	UNIT PRICE	DOLLARS	CTS.																																																								
D6A	1234	001234567	EA	00002	V	01234	00010001	KZ	9N												0001234																																																										
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS.																																																																									
V01234	N24680			00002468																																																																											
USS SAIL (CV-00)	FISC SOMEWHERE																																																																														
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PAC	UNIT WEIGHT	UNIT CUBE	UFC	N M F C	FREIGHT RATE	DOCUMENT DATE	MAT COND.	QUANTITY																																																																					
M00001																																																																															
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE																																																																													
		RESISTOR																																																																													
SELECTED BY AND DATE	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																											
PACED BY AND DATE	NO. OF CONTAINER(S)	TOTAL CUBE	WAREHOUSE BY AND DATE	WAREHOUSE (LOCATION)																																																																											
REMARKS:	FUND CODE	RETAIN QUANTITY																																																																													
	KZ	00100																																																																													
FIRST DESTINATION ADDRESS	DATE SHIPPED	Approved for transfer:	I. M. Lecture, LT, SC, USN																																																																												
TRANSPORTATION CHARGEABLE TO	LOADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																													

Figure 7-13.-Offload and retain quantity documentation on DD Form 1348-1.

When the OFFLOAD and RETAIN QUANTITY both agree with the document quantity, process as follows:

- Pull and stage the offload quantity.
- Circle both quantities on DD Form 1348-1 and initial/date the document. (See figure 7-13.)
- Attach copies 2, 3, and 4 with the material.
- Return copy 1 (original) and remaining copies of DD Form 1348-1 to stock control to update files.

When the total quantity in stock is less than the retain quantity on DD Form 1348-1, do not offload the material. Process the document as follows:

- Line out the offload quantity; enter 0 (zero) above the quantity, and circle the 0 (zero).
- Line out the retain quantity; enter and circle the actual quantity on hand.
- Initial and date the DD Form 1348-1.
- Return the DD Form 1348 to stock control for further processing. (See figure 7-14.)

When the retain quantity equals the document but the offload quantity is different, it requires an inventory adjustment. Process the document as follows:

- Circle the retain quantity.
- Line out the offload quantity; enter and circle the quantity actually located and staged for offload.
- Line out the total price in block E and enter the new total price.
- Initial and date the DD Form 1348-1.
- Attach copies 2, 3, and 4 to the material.
- Return copy 1 (original) and remaining copies of DD Form 1348-1 to stock control for further processing. (See figure 7-15.)

PACKAGING, MARKING, AND CONTAINERIZATION FOR TURN-IN

Materials for offload or shipment must have some kind of protection to prevent damage during handling. The NAVSUP P-484 provides basic procedures on

methods, materials, and containers for packaging material for shipments.

You can reuse shipping containers to ship similar items, when available. Also use cushioning and bracing material to fill the voids and immobilize the items in the container.

If a reusable container is not available, encase and package the item with available packaging material. Ensure packaging gives a level of protection comparable to that given to new items. If item is an AVDLR, enter the words PACKAGING REQUIRED in block EE of DD Form 1348-1. The AVDLR item must be handled carefully and delivered (not shipped) to a shore activity for packaging. Some shore activities require a work request form filled out to perform the packaging and crating. In most cases the job involves funding authorization. Refer to the activity's instructions for packaging and crating procedures.

You may use pallets to unitize or group material for turn-in. TMs will allow usage of forklift trucks and speed up the movement process. Grouping several items to a pallet will reduce handling, thereby reducing the chance of damage. You must assemble items on a pallet in a way that will provide a stable load. Arrange pallet load carefully and secure individual items properly into a compact unit. Use the type of pallet that will accommodate material handling equipment. For example, use the winged-end pallet when using a pallet sling to move the material. Also, use hardwood pallet for transporting heavy items. When transporting gas cylinders, you may use collars or notched spacers and steel strapping to stabilize the load.

SHIPMENT

Selecting the proper mode of transportation for material depends on the priority, weight and size, and the availability of transportation means. The three major categories of material movement are air, ocean, and surface transportation. The following paragraphs describe these methods.

AIR SHIPMENTS

Air shipments are used when they are more economical than surface transportation, or when surface transportation is not available. Air shipments within the Defense Transportation System (DTS) normally are limited to transportation priorities 1 and 2 (TP-1 and TP-2). TP-3 shipments that have advance required delivery dates (RDDs) also may qualify for air shipment under certain conditions. The UMMIPS priority

designator (PD) determines the transportation priority (TP) assignment. TP-1 priorities are for shipment documents with PDs 01 through 03, TP-2 for PDs 04 through 08, and TP-3 for PDs 09 through 15. The airlift systems used by the Navy are Logistics Express (LOG-EX), QUICKTRANS, Air Mobility Command (AMC), and Special Assignment Airlift Missions (SAAMs).

Logistics Express

The LOG-EX airlift system includes carrier onboard delivery (COD) shipments to aircraft carriers. Also, it includes other airlift systems used to supplement AMC (formerly MAC) operations. LOG-EX is also referred to as Fleet Logistics Airlift System or LOGAIR. The goal of LOG-EX is to provide 24-hour or less transit time for TP-1 shipments. The Navy Overseas Air Cargo Terminal (NOACT) teams supervise air terminal operations of LOG-EX. NOACT also exercises traffic management and administers the LOG-EX airspare availability to the Navy within their geographic areas of responsibility.

QUICKTRANS Airfreight System

The QUICKTRANS airfreight system is a contractor-operated, CONUS-wide system of cargo terminals. It is connected by a scheduled air service, connecting truck lines, and an elaborate communications network. The QUICKTRANS system is under the policy direction of the Naval Supply Systems Command (NAVSUPSYSCOM). The Navy Material Transportation Office (NAVMTO) manages the QUICKTRANS system. This system is designed to satisfy the Navy's specific requirements for fast movement of urgent, high-priority material. QUICKTRANS provide service between AMC aerial ports, aircraft engine overhaul and repair facilities, or major shipyards and stock points. It also provides services to and from the weapons systems fabrication and testing facilities.

The exclusive use, operational control, and aircraft capability features of the QUICKTRANS system permit flexibility in satisfying unusual requirements that would be impossible to fill through commercial air sources. As a Navy segment of the DTS, the QUICKTRANS system can expand to accommodate increased fleet requirements whenever the need arises.

The aircraft used by QUICKTRANS can handle individual pieces of cargo up to 616 inches long, 125

inches wide, and 102 inches high. The total cargo capacity of the aircraft is 46,000 pounds.

QUICKTRANS monitors material movement by use of an automated information system. This system has the capability of performing advance transportation control. Also, it can perform movement document processing and cargo receipt processing. It provides advance information needed for cargo palletizing, aircraft load planning, and cargo manifesting. It also allows cargo-on-hand movement reporting, shipment tracing, and management reporting.

The shipper is responsible for delivering air eligible cargo to the QUICKTRANS terminal with the required shipping documents. Receiving activities must arrange pickup of the cargo within 8 hours upon notification of receipt by QUICKTRANS.

The Use of Air Transportation by Navy Shippers, NAVSUPINST 4630.22 (series), and *QUICKTRANS Air Freight System*, NAVSUPINST 4610.37 (series), provide detailed guidelines to shippers using military air shipment methods.

Air Mobility Command

AMC (formerly Military Airlift Command) is a worldwide system operating transport aircraft over scheduled air routes. It also operates in air terminals at appointed areas. Most overseas air shipments and personnel movements use AMC service.

Special Assignment Airlift Missions (SAAM)

The purpose for using SAAM is to move aircraft loads of cargo rapidly when regularly scheduled airlift service is not available to meet fleet requirements. When SAAMs are required, a commercial aircraft is leased to transport material from and to a specific point. Requests for SAAMs are submitted to NAVMTO via message or telephone, 7 days a week, 24 hours a day. The *Procedures for Arranging Navy-Sponsored Special Assignment Airlift Missions*, OPNAVINST 4630.26, provides guidelines and procedures for the use of SAAMs.

OCEAN SHIPMENTS

Ocean shipments of Navy-owned or sponsored cargo are made by Navy fleet vessels or vessels provided by the Military Sealift Command (MSC). Cargo is moved in Navy fleet ships under established procedures of the proper fleet or type commander or their authorized

representatives. Normally, cargo transported in Navy fleet vessels is limited to material moving in direct support of fleet operations. However, available space may be used to transport other low-priority supplies.

The MSC is responsible for providing ocean shipments to meet the requirements of the DOD. The type of shipping space provided by the MSC includes space on vessels controlled and operated by the MSC. MSC also provides space on vessels controlled but not operated by the MSC and space obtained in commercial vessels by the MSC.

Sea Express

Shipments that do not meet requirements for air transportation but require rush processing may use the Sea Express (SEA-EX). Shipments that qualify for air shipment also may qualify for SEA-EX when air transportation is not available.

Opportune Lift

The Opportune Lift (OPLIFT) program is a system used to divert government-sponsored cargo within the DTS from MSC to Navy vessels. The OPLIFT program was started to conserve transportation funds by moving Navy material into available space on U.S. Navy ships during scheduled deployments. Heavy, bulky, or low-priority shipments that do not have a specific RDD are eligible for the OPLIFT program. NAVMTO provides technical assistance to shippers requesting OPLIFT and coordinates movements of general cargo from CONUS. NAVMTO also maintains direct liaison with fleet commanders, shippers, and water terminal facilities. OPLIFTs that begin overseas are coordinated directly through cognizant fleet commanders. When last minute changes in operational commitments occur, cargo may be removed from vessels without advance notice. Therefore, activities using OPLIFTs must make sure material with specific RDD or high-priority material is not shipped through this program.

SURFACE SHIPMENTS

When possible, you should use surface transportation for shipping material. The following paragraphs describe some means of surface shipments.

Shipment by Government Vehicle

When directed by local authority, you may use government-owned and operated equipment to transport freight in distances up to 100 miles. During

emergency situations, use of government-owned and operated motor vehicles may be authorized for distances beyond 100 miles. Travel of more than 100 miles must have justification. It maybe for security reasons or when the use of such vehicles would be in the best interest of the government. Government vehicles used for transporting freight with excessive dimensions or weight require a state permits.

Commercial Trucks

Commercial trucks may be leased for exclusive use by the Navy or commercial truck lines maybe used for small shipments within CONUS. The following paragraphs describes the contract truck (CONTRUCK) and the Northeast Dedicated Truck System (NDTS), managed by NAVMTO.

Contract Truck

CONTRUCK is a commercially operated system. Its purpose is to provide fast, over-the-road delivery at a reduced cost for less than truck load (LTL) transcontinental Navy shipments. CONTRUCK was first established to move LTL shipments between the east and west coasts. It was expanded to include 5 days per week service between Norfolk, Virginia; Charleston, South Carolina; and Jacksonville, Florida. CONTRUCK shipments are combined for movement and distribution at terminals located in Norfolk, Charleston, Jacksonville, and San Diego, Long Beach, and Travis Air Force Base (AFB), California.

Shipments eligible for CONTRUCK are for items less than 10,000 pounds. Shipments include direct procurement method shipments of personal property and unaccompanied baggage. Material classified as Confidential or pilferable and general commodity cargo shipments may use CONTRUCK system. Shipments not eligible for CONTRUCK are class A and B explosives, material requiring special handling (such as heater service, electrical connections, refrigerators, or oversize cargo), and metal products over 10 feet in length or over 3,000 pounds per piece.

Shipments by Mail

The U.S. Postal Service (USPS) regulation governs shipments of all mailable material entered into the postal system, including surface and air parcel post. Mail is the primary and preferred means of moving material to and from ships. Mailable material includes official letters or packages that meet USPS standards according to weight, size, and physical dimensions. The various

types of special mail services include registered mail, certified mail, and insured mail. The use of special delivery or special handling offered by the USPS is not authorized for use by the Department of the Navy. All mailable matter in the United States domestic postal system is classified as first, second, third, or fourth class mail, and military official mail (MOM). To determine the class of mail to use for shipping supply parcels, refer to table 7-2.

Transportation of Mailable Matter

Mail and parcel post matter are transported by USPS equipment and personnel, and by commercial land, sea, and air carriers. Therefore, depending on the class of mail service requested by the shipper, the USPS uses commercial transportation to move mail between post offices. Although the use of mail service reduces shipping documentation costs, material cannot be expedited while it is in the postal system. Matter that must be shipped by traceable means must be sent by registered mail.

Some mail is moved with Army Post Office (APO) and Fleet Post Office (FPO) priority. Refer to NAVSUP Publication 1, volume 5, paragraph 52531, for APO and FPO priorities. The domestic postal system is handled according to the following priorities:

1. Airmail: Letter mail, air parcel post, or priority mail parcels weighing 12 ounces and up. Airmail applies to international mail only.
2. First-class: Letter mail and priority mail parcels weighing 11 ounces and under.
3. Second-class: Newspapers and periodicals.
4. Fourth-class: Parcel post.
5. Ordinary papers and third class.
6. Circulars.

Unmailable Material

Unmailable material includes all material that, by law or regulation, is prohibited from being sent through the USPS. Examples of unmailable matter are as follows:

- All kinds of poisons, such as caustics, acids, and alkalies.
- Oxidizing materials or flammable liquids and solids.

Table 7-2.-Decision Table for Mailing Supply Parcels

DECISION RULES FOR MAILING SUPPLY PARCELS		
0 to 12 ounces	All mailable material	Use First-Class Mail
Over 12 ounces	NMCS, PMCS, CASREP, SEAREP, MICAP, 999, and material critical to flying or marine safety.	Use priority mail
	Shipment consigned to mobile units and overseas activities (including Alaska and Hawaii).	
	Issue Group I or II (TP-1 or 2)	Use priority mail.
	Issue Group III (TP-3)	Use third or fourth class mail or hold for consolidated freight, whichever is less costly and will meet UMMIPS time frames.
	Shipments consigned to activities within CONUS.	
	Consignee located within 300 miles of shipper.	
	Issue group I or II (TP-1 or 2)	Use third or fourth class mail,
	Issue group III (TP-3)	Use third or fourth class mail or hold for consolidation as freight, whichever is less costly.
	Consignees located beyond 300 miles of the shipper:	
	Issue group I or II (TP-1 or 2)	Use priority mail. (* See note)
	Issue group III (TP-3)	Use third or fourth class mail or consolidation as freight, whichever is less costly and will meet UMMIPS time frames.
	Foreign Military Sales (FMS) program material.	Airmail is authorized in the FMS program since the cost of mailings under this program has no impact on Navy postal costs. In some cases airmail is required in order to comply with the FMS shipment instructions.
<p>(* Note: If analyses identify specific locations to which surface USPS movement can be effected in accordance with UMMIPS transit times, surface movement should be used to conserve indicia funds.)</p>		

- Materials that are likely to cause fires due to friction, absorption of moisture, spontaneous chemical changes, or as a result of heat retained from manufacturing or processing.

- Ammunition and explosives.
- Containers previously used for shipping high explosives, such as dynamite.
- Intoxicating liquors.
- Items subject to damage from freezing and permanently magnetic materials with unconfined fields are not mailable by air shipment.
- Radioactive, combustible, gaseous liquid, perishable material, and items subject to plant quarantines are either unmailable or subject to special mailing conditions. Detailed information on these categories may be obtained from local postal authorities.

Military Official Mail (MOM)

MOM is a special procedure approved by the USPS for providing air transportation of official mail addressed to or from a military post office. It is handled as third- or fourth-class mail at a cost cheaper than priority mail. Refer to *Navy Official Mail Management Instructions*, OPNAVINST 5218.7, for additional details.

MOM is the normal means of mailing official parcels that require airlift to overseas destinations not included in the domestic postal systems. It is also used for mailing official parcels that do not meet the criteria for priority or first-class mail. Mail that has a critical date of delivery may be sent by MOM on a piece-by-piece basis. Under no circumstances may both MOM and first class be marked on the same package. However, markings such as third-class MOM, controlled circulation MOM, and third-class bulk rate MOM are authorized if such mailings have a required delivery date and are addressed to an overseas activity.

Express Mail Service

Express Mail Service (EMS) is an overnight service developed by the USPS, and is available between designated post offices in CONUS and to some points served by international mail. Any mailable matter, properly prepared, can be moved by EMS. At this time EMS is not available for APO/FPO addresses, but can be used to quickly ship material to CONUS APO/FPO fleet forwarding post offices for normal service beyond. Three basic services are offered by EMS. They are same-day airport service, custom-designated service, and next-day service. EMS is a premium means of

moving mail, and specific authorization for each case must be requested from the Chief of Naval Operations (Postal Affairs Branch).

Weight and Size Limitations

Material eligible for all classes of mail, including MOM, is limited to 70 pounds or less and no more than 100 inches in length and girth combined. Individual pieces of third-class mail may weigh up to, but not exceed, 16 ounces, and the total weight placed in one bag may not exceed 70 pounds. Fourth-class mail parcels, including parcels marked Special Fourth-Class Rate, must weigh 16 ounces or more and may not exceed 70 pounds or 100 inches in length and girth combined.

External Markings

The statement "Postage and Fees Paid, DOD-316," must be professionally imprinted in the upper right corner of all envelopes, labels, tags, or wrappers used to send official mailable matter, including matter sent by any of the special mail services. The statements "Official Business" and "Penalty for Private Use, \$300," must be imprinted in the upper left corner, below the sender's return address. Markings that show the mail classification or type of special service, when appropriate, must be stamped on the address side of the parcel. The city, state, and ZIP Code must be the last line of the address, and no other information may appear below this line.

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

The *Military Standard Transportation and Movement Procedures* (MILSTAMP), DOD 4500.32-R, provides DOD policy for the transportation and movement of material through the DTS. Volume I contains standard data elements, codes, formats, documents, forms, rules, methods, and procedures. These are information required by DOD activities in the transportation and movement of material to, within, and beyond the DTS. Volume II contains instructions and procedures for applying transportation account codes (TAC) to transportation documents.

MILSTAMP policy simplifies the exchange of logistics data between armed services and agencies. Deviation or exemptions may not be approved unless the user shows that MILSTAMP does not provide workable methods or procedures.

To standardize cargo movements and documentation, MILSTAMP interfaces with UMMIPS and the following publications:

- *Military Standard Requisitioning and Issue Procedures (MILSTRIP)*
- *Military Supply and Transportation Evaluation Procedures (MILSTEP)*
- *Military Standard Marking for Shipment and Storage, MIL-STD 129 (series)*
- *Customs Inspections (DOD 5030.49-R)*
- *Federal Acquisition Regulations (FAR)*

MILSTAMP also specifies responsibilities of shipping/receiving activities, clearance for routing of material, and cargo terminal operations.

DOCUMENTATION

The movement control document for all CONUS shipments by a commercial carrier is the government or commercial bill of lading (GBL/CBL). It does not

include shipments by QUICKTRANS. QUICKTRANS shipments may use Transportation Control and Movement Document (TCMD), DD Form 1384 or DD Form 1348-1/1A as documents. Shipments originating from an overseas point, moving within the DTS, use TCMD. Figure 7-16 shows an example of a TCMD. The basic data elements required to prepare TCMD are the same from the original MILSTRIP requisition. (See DOD 4500.32-R, appendix D, or NAVSUP P-485, chapter 7).

PREPARATION OF THE TCMD

Specific data elements on the TCMD provide a summary of essential transportation data. The following texts describes other required entries when filling out the TCMD.

Block 1—Document Identifier. Enter TX1 for general cargo, TJ1 for hazardous material, or TE1 for ammunition.

Block 4—Commodity and Special Handling. This is a code that describes the type of cargo.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (4810)																	PAGE NO	
1 DOC ID TJ1	2 TRLR CONT	3 CONSIGNOR V12345 USS UNDERWAY (CV-00)			4 COMM-SPEC HDLG HD ELECTRON TUBE-MAGNETIC			5 AIF DIM A	6 POE PROVIDED BY THE ACA			7 POD PROVIDED BY THE ACA						
8 MODE 9	9 PACK CT	10 TRANS CONTROL NO V12345-0001-0001 RXX			11 CONSIGNEE N24689 FISC. SOMEWHERE, STATE			12 PRI 1	13 RDB	14 PROJ 715	15 DATE SHPD S92	16 ETA G	17 TR ACCT N522					
18 CARRIER		19 FLIGHT/TRUCK/VOY DOC NO			20 REF		21 REMARKS			22 PIECES 1	23 WEIGHT 75	24 CUBE 4						
25A TRANSHP POINT (1)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT/TRUCK/VOY DOC NO		G REF	H STOW	I LOCK	J SPLIT	K COND	L SIGNATURE REMARKS					
26A TRANSHP POINT (2)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT/TRUCK/VOY DOC NO		G REF	H STOW	I LOCK	J SPLIT	K COND	L SIGNATURE REMARKS					
27A TRANSHP POINT (3)		B DATE REC	C BAY WHSE	D DATE SHPD	E MODE CARRIER	F FLIGHT/TRUCK/VOY DOC NO		G REF	H STOW	I LOCK	J SPLIT	K COND	L SIGNATURE REMARKS					
28 CONSIGNEE		29 DATE RECEIVED/OFFERED (1/99)			30 CONDITION		31 REMARKS											
32 DOC ID	33 TRAILER CONTAINER	34 CONSIGNOR COMM ABBR OTHER	35 COMMODITY SPEC HDLG	36 VOY NO AIF DIM A	37 POE	38 M O D E	39 TYPE	40 TRANSPORTATION CONTROL NUMBER		41 CONSIGNEE	42 P R I	43 REMARKS			44 ADDITIONAL REMARKS OR			
TJ6			LSGP-28									NATIONAL STOCK NUMBER 5960 00 691 8036	UNCLASSIFIED UN2B07					
TJ9												PROPER SHIPPING NAME CLASSIFICATION MAGNETIZED MATERIAL	OPM-C					
TJ9												LABEL REQUIRED MAGNETIZED MATERIAL	1CT	75LBS				
TJ9												FLASH POINT				(IF APPLICABLE)		

DD FORM 1348 MC 1 APR 96 SN 0102 LF 013 6101 REPLACES EDITION OF 1 APR 83, WHICH MAY BE USED

Figure 7-16. Transportation Control and Movement Document, DD Form 1384.

Block 5—Air Dimension. Enter the code A when any single dimension (length, width, or height) is less than 72 inches. When any single dimension is greater than 72 inches, enter the code Z. When using code Z, enter the actual dimension as an additional entry in the Remarks section.

Block 10—Transportation Control Number (TCN). The TCN is a 17-character data element assigned to control and manage each shipment unit throughout the transportation movement pipeline. See DOD 4500.32-R for more information about TCN.

Block 12—Transportation Priority (TP). There are four TPs used on the TCMD. They are determined by the issue priority designator (IPD).

Block 17—Transportation Account Code (TAC). The TAC is a four-position alphanumeric code. The first position identifies the activity that will be charged (billed) for all services for movement transportation of the item within the DTS. All Navy-funded shipments are identified by the letter *N* in the first position of the TAC.

The second, third, and fourth positions are assigned and controlled by the sponsoring service/agency. These codes are used to identify the purpose code (second position), the specific fund to be charged (third position), and the type of cargo or commodity being shipped (fourth position). For example, a shipment in response to a requisition with a document number V12345-0001-G001 and cognizance symbol 7R material would have TAC code N217 assigned. When shipping the retrograde, using the same document number, the TAC code will be N517.

Block 22—Pieces. Enter the number of pieces in the shipment unit.

Block 23—Weight. Enter the total weight of the shipment unit, rounded off to the next higher whole number.

Block 24—Cube. Enter the total cube of the shipment unit, rounded off to the next higher whole number.

CHAPTER 8

MATERIAL CONTROL

The Naval Aviation Maintenance Program (NAMP) describes policies, procedures, and responsibilities at all levels of aviation maintenance. It is the basic document and authority governing the management of all aviation maintenance. It is sponsored and directed by the Chief of Naval operations (CNO).

The NAMP provides an integrated system for performing equipment maintenance and all related support functions. The support functions described in the NAMP include material control. On 26 October 1959, the CNO established the NAMP, and the Chief of the Bureau Of Aeronautics implemented it. On 1 January 1965, the Navy Maintenance and Material Management (3M) System was introduced. This system is what we know now as AV-3M. The 3M System provided maintenance data collection and man-hour and aircraft accounting systems as part of the NAMP. In January 1968, the VNO noted that the major implementing directives of the NAMP needed revision to ensure a cohesive and command-oriented publication. The directives were consolidated into a single family of documents. The result was OPNAVINST 4790.2, issued in July of 1970. Several revisions of the OPNAVINST 4790.2 followed to continually upgrade readiness and safety standards established by the CNO.

The contents of the NAMP provides information for all parts of aviation maintenance. It describes what to do, when to do it, where it will be done, and who is to do it. All aviation activities base their policies, plans, programs, and procedures on the NAMP. Whenever the Navy accepts a new model aircraft, it is expected that these aircraft fill a specific need for a given length of time. The purpose and mission of the aircraft are the basis for planning the requirements to support them. These include personnel, facilities, and material requirements. For this reason, all personnel associated with naval aircraft need to become familiar with the NAMP.

The Naval Aviation Logistics Command Management Information System (NALCOMIS) is an integrated, on-line, real-time system. NALCOMIS is designed to collect, store, process, and distribute data according to NAMP procedures by using a computer system. The computer terminals, magnetic tape drives,

and communications net work are the devices used to enter data in NALCOMIS. The terminals are the primary input devices because of the on-line and interactive nature of this system. Terminals are available for data input by system users with proper access authorization. A valid password is required as an input to sign on to NALCOMIS. An authorized user will be able to sign on from any terminal within the NALCOMIS environment. NALCOMIS will process the passwords in such a way that it recognizes the user signing on and the user's assigned organization, work center, and special maintenance qualification (SMQ). A user will be assigned only one password. The SMQ assigned to each person determines his/her ability to access a specific NALCOMIS conversation. Once a user is allowed access to a conversation, the user's SMQ and detailed maintenance qualifications will control data modifications at the data element level in NALCOMIS. After signing on to NALCOMIS, the user will be allowed to access most of the data base by selecting an inquiry option on a menu and providing any necessary key prompt information.

NALCOMIS can provide data either by screen display, a hardcopy report, or external interface record. The information displayed on a screen in response to a user's input will be provided only if the user has the necessary SMQ to perform the transaction. Only authorized users will be allowed to request a report to be printed. The external interface records are automatically generated upon successful completion of the related transaction.

Potential users should attend the appropriate training class(es) prior to receiving access to NALCOMIS.

This chapter describes the procedures according to OPNAVINST 4790.2 (series). It also contains basic information about the NALCOMIS.

Aviation Storekeepers are responsible for providing parts, equipments, and materials needed by maintenance. The AK accomplishes this through the material control of a squadron or intermediate maintenance activity (IMA). The *AIRMAN* training manual describes the organization of the aircraft

maintenance departments. You should be familiar with the functions of the entire maintenance department.

MATERIAL CONTROL RESPONSIBILITIES

Within maintenance organizations, the material control centers (MCCs) are the contact point for parts and material requirements. The material control coordinates these requirements with the supporting supply activity. This activity may be the aviation support division or aviation stores division (ASD) of the supply department.

Material control centers (MCCs) are functional areas within the maintenance organizations. It is tasked with the following:

- Ensuring that maintenance requirements for parts and material are forwarded to ASD in a timely and continuous manner.
- Ensuring that parts and material received are expeditiously routed to applicable work centers and not allowed to accumulate.

It is the responsibility of the material control center to coordinate material ordering, receipt and delivery. This is done to ensure the material ordered is the material required, and that it reaches the work center within the specified time frame. The following text describes how the MCC provides material support to the maintenance organization.

- Establishing delivery and pickup points for material as mutually agreed on by supply and the aircraft maintenance officer.
- Maintaining liaison with the supporting ASD on maintenance material matters to ensure the material needs of the organization are satisfied.
- Preparing documents for material required for operational support of weapons systems. Some examples of required material are aviation fuel, lube oil, flight clothing, and general supplies.
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts, and materials.
- Establishing procedures to ensure proper operation of toolrooms and the performance of tool inventories.
- Ensuring surveys are prepared in the event of loss, damage, or destruction of accountable material.

- Keeping maintenance control advised of the overall supply situation and its effect on maintenance.

- Performing memorandum operating target (OPTAR) funding, accounting, charting, and budgeting of costs.

- Maintaining accountability of material and equipment on custody.

- Maintaining inventory control of authorized allowances of material listed in the individual material readiness list (IMRL) and authorized allowance lists.

- Validating Not Mission Capable Supply/Partial Mission Capable Supply (NMCS/PMCS) requisitions daily. Maintaining current NMCS/PMCS status records by aircraft bureau number.

- Performing aircraft inventory upon receipt or transfer of an aircraft. The inventory may be performed with technical assistance from others. Ensuring inventory log entries are made and shortage listings are prepared and forwarded to maintenance control for inclusion into the aircraft inventory record (AIR).

- Maintaining control/records to ensure turn-in of defective repairable components within established time frames.

NOTE: When using a VIDS/MAF to turn in a defective component, enter the same document number used to requisition the replacement item.

ORDERING PARTS AND MATERIAL

Work centers and support areas forward requests for parts and material to MCC. These may be material required in support of weapons systems maintenance or administrative areas. These are known as direct and indirect support requirements. Direct support consists of MAF-related material requirements needed to complete a maintenance action. Indirect support consists of material requirements NOT related to the maintenance action form (MAF). The MCC is responsible for entering the data listed in the following text in the material control register.

NOTE: For activities using the NALCOMIS system, refer to the user's manual for procedures.

- Enter the ORGANIZATION CODE in the register. This is a three-character, alphanumeric code that identifies an organization. It identifies the organization that originally assigned the JCN to a maintenance action. In case of transient aircraft, the JCN will contain the organization code of the aircraft

controlling custodian. The *3M Aviation Organization Code Master Listing*, NAMS0 4790.A7065-01, provides a complete listing of these codes. The first character of the organization code identifies the major command. The second and third characters identify specific units within the major command. Refer to the NAMP, volume V, appendix K for more information on organization code structuring.

- Enter the **JOB CONTROL NUMBER (JCN)** in the register. The JCN is a 9-, 10-, or 11-character alphanumeric code that serves as the base for the maintenance data report (MDR) and control procedures. The JCN allows for separate identification of each maintenance action. Also, it provides a link with the maintenance actions performed by the intermediate maintenance activity (IMA) in support of an activity or an O-level maintenance discrepancy. The JCN consists of four parts. They are the organization code, date, serial number, and suffix. The paragraph above describes the organization code. The date is the last three digits of the Julian date. This is the date the JCN was assigned to a maintenance action. It does not necessarily reflect the date when the work started. The serial number maybe a three-digit number that runs sequentially from 001 to 999. Also, it maybe three alphanumeric characters. This number is used in sequence for each new job initiated. After using serial 999, the next number in sequence will be 001. The alphanumeric characters are used only when documenting inspections other than preflight, postflight, turnaround, daily, special, conditional, corrosion, and acceptance/transfer. This element may be omitted for initial issues and issues from pre-expended bins.

- Enter the **TYPE EQUIPMENT CODE (TEC)** that describes the end item on which the work is being performed. This is a four-character code that identifies the end item or category of equipment. Refer to the NAMP, volume V, appendix Q, for additional information about this code.

- Enter the **BUREAU or SERIAL NUMBER** of the equipment or item being worked on. If the number is more than six digits, enter the last six. If it is less than six digits, prefix it with zeros to make six digits. This element maybe omitted, if not applicable.

- Enter the **WORK UNIT CODE (WUC)** that identifies the system, subsystem, or component. Refer to the WUC manual for specific aircraft type. The NAMP, volume V, appendix O, provides a list of general WUC. This element may be omitted for issues on technical directive compliance (RECTYP 64). Also, this

element may be omitted for initial issues and issues from pre-expended bins.

- Enter the **COMMERCIAL AND GOVERNMENT ENTITY (CAGE)** code. This element must contain the engine TEC in lieu of the CAGE when ordering engines. Cognizance symbol 4V identifies engines.

- Enter the **PART NUMBER** of the required item.

- Enter the **QUANTITY** needed to do the work

- Enter the **PROJECT CODE** assigned. NAVSUP P-437 and P-485 provide a list of project codes.

- Enter the proper **REQUISITION PRIORITY DESIGNATOR** according to OPNAVINST 4614.1 (series).

- When required, enter the **REQUIRED DELIVERY DATE (RDD)**.

- When needed, enter the **DELIVERY POINT**.

- Enter the **ADVICE CODE** when needed. An advice code is mandatory for repairable items.

- Enter the **DOCUMENT NUMBER** assigned from the requisition log.

Material for technical directive (TD) modifications are issued and accounted for based on the requirements stated on the TD. TD kits and government-furnished equipment (GFE) that complements these kits are budgeted and issued as NAVAIR-owned material. They are issued for onetime installation in specified equipment during fleet maintenance overhaul, repair, or modification programs. The Naval Aviation Maintenance Office (NAMO) assigns the kit identification numbers for TD kits and GFE. The purpose for assigning the kit number is for identifying, requisitioning, and reporting the items. The Aviation Supply Office (ASO) maintains the records and stock balances of the kits for NAMO on the master data file. The daily receipt and processing of transaction item reports (TIR) updates the master data file.

If available, use pre-expended bins (PEB) to get the required items. PEB consist of low-cost, frequently used, maintenance-related items. Items stocked in the PEB are already paid for. Issues made from PEB do not create a charge to a squadron's account. The value of material in the PEB is charged to the overhead of industrial-type activities. At other activities, the value is charged to the accounts chargeable. The purpose of the PEB is to shorten the issue and accounting procedures

for recurring issues of specific items. The supply response section (SRS) of ASD manages the PEB. MCC should review requests for consumable items against the PEB listing provided by the supporting supply activity.

Requisitioning

In the process of ordering the items needed to support maintenance, MCC should perform the following:

- Receive requests from work centers or areas.
- Log requirements in the material control register or log book.
- Forward requirements to ASD by using requisition forms or by electronic means. Ensure the data on requisitions are correct. Refer to chapter 4 of this manual for requisitioning procedures.

For activities using NALCOMIS, submit requisitions by using Conversation codes N601 or N602. Use Conversation code N601 for direct support (MAF-related) material requirements. Use N602 for indirect support (not related to MAF) material requirements.

- Enter the date and time in the register or log to reflect the exact time of submission to ASD. This time is required for determining the accurate timing for conducting follow-up inquiries.

When ordering a repairable component, the defective component must be available for simultaneous exchange upon delivery of the item. When ASD personnel pick up the defective component, you should obtain a signature as proof of turn-in.

Field-level repairable with assigned SM&R code PAOOO must be processed through the Aeronautical Material Screening Unit (AMSU) for disposition. The AMSU is part of the maintenance department.

In some instances, it is not feasible or advisable to remove repairable components until a replacement is in hand. The Consolidated Remain-In-Place List (CRIPL) identifies those items included in this group. The items listed in the CRIPL are the only authorized exceptions to the one-for-one exchange rule. OPNAVINST 4440.25 (series) describes the responsibilities and procedures for establishing, maintaining, and modifying the CRIPL.

Establishment of phase maintenance kits is optional as directed by the aircraft controlling custodian (ACC) or type commander (TYCOM). When the program is implemented, the following procedures apply.

- Maintenance and material control officers jointly determine phase maintenance kit requirements. They do this by using the Maintenance Requirements Cards (MRC) and other maintenance information.

- Material control prepares and submits a listing of items included in the phase kits. The listing must have the part number and quantity of each item in the kit. Also, the listing must include the support period of the kit; for example, 30-day maintenance period.

- Material control must tell ASD if the kit requires replenishment. MCC also must inform ASD about any changes in part numbers or quantity requirements in the kit.

- The phase maintenance kits may be pre-expended or charged to the user upon issue. This is based upon the total parts inventory cost in each kit.

- Mandatory turn-in repairable components are not authorized in phase maintenance kits. These are the depot-level and field-level repairable items.

Requisition Monitoring

Monitoring requisitions is necessary to keep the outstanding file current. You should monitor requisitions from the date of submission until receipt of material. There are options for modifiers, follow-ups, and cancellations, as well as receipt of status. A NALCOMIS activity uses Conversation code N668 to review past and current status of a specific requisition.

The supporting ASD provides a listing of all outstanding NMCS, PMCS, and ANMCS requisitions daily. This listing contains the document number, NSN, unit of issue, quantity, project code, and priority. Also, it may contain the nomenclature, aircraft bureau number, requisition status, JCN, and WUC. Listings may have additional information as set by existing procedures. You must review this listing with maintenance control and make changes as necessary.

To effectively monitor the outstanding requisitions, you must be familiar with set procedures. This includes procedures for requisition modifiers, follow-up, and cancellation. Chapter 4 of this manual provides basic information of the procedures for requisition monitoring.

Material Obligation Validation

The purpose of the material obligation validation (MOV) request is to compare records and make sure that a requirement still exists. Supply activity forwards the

MOV requests according to the media and status (M&S) code of the requisition. If the M&S contains a zero, supply activity will send the requests to the monitoring activity. The record position (rp) 54 of the requisition contains the monitoring activity code. Appendix A3 of NAVSUP P-437 lists the monitoring activities. When record position 54 is blank and the M&S is zero, the supply activity forwards MOV requests to the requisitioner. Requisitions for aviation fleet maintenance (AFM) use the UIC of the supporting activity. In this case, the supporting activity receives and forwards the MOV requests to MCC for validation. Refer to chapter 4 of this manual for MOV processing procedures.

Files

There are two basic files for keeping records of AFM requisitions. They are the material outstanding file and the material completed file. MCC may use the Visual Information Display System (VIDS) for keeping outstanding requisitions. The VIDS is a management tool that provides a visual display of up-to-date information on a continuing basis. In a squadron, the VIDS allows correlation of information on all assigned aircraft. It provides information on the number of outstanding requisitions for each aircraft. The Project code of the outstanding requisition tells the status of the aircraft. For example, Project Code AKO means the aircraft is in Not Mission Capable Supply (NMCS) condition. MCC may use the Material Requisition Register (OPNAV 4790/11) or DD Form 1348 for the outstanding file. Activities that use NALCOMIS can use the printed copy of the requisition for the outstanding file.

The requisition completed file contains the receipted copy of each document removed from the outstanding file. Also, it contains canceled documents with attached cancellation confirmation. This file is in document number sequence and is retained for 3 years.

There are two holding files used for Operating Target (OPTAR) accounting. They are file 1 and file 2. File 3 is no longer used (see NAVSO P-3013-2, paragraph 4103-2). File 1 is the unfilled order chargeable documents for transmittal. It contains the accounting copy for submission to the proper Defense Accounting Office (DAO) as obligation. This accounting copy may be the green copy of DD Form 1348 (6 pt) or a copy of Standard Form 44. File 2 is the unfilled order cancellation documents/lists for transmittal to DAO. This file contains a list of confirmed cancellations or copies of each cancellation documents. MCC must maintain holding files 1 and 2 for a 36-month

life cycle of each fiscal year appropriation. This means you must have files 1 and 2 for the current year, last year, and year before last.

Flight Packets

Operation officers of aviation activities maintain a supply of flight packets for issue to pilots that make extended flights. Flight packets contain instructions to assist pilots in getting material or services needed for continuation of flight. The following text describes the items included in the flight packet.

PROCUREMENT DOCUMENTS.— Procurement documents are the documents used for getting material or services. The forms used are DD Form 1348 (6 pt), Standard Form 44, and DD Forms 1896 and 1897.

The DD Form 1348(6 pt) is for requisitioning repair parts and other material for in-plane servicing. It is not used for buying aviation fuels and lubricants.

The Standard Form 44 is for buying fuel from non-DLA into-plane contract sources. This form is also used for buying services (e.g., landing fee, parking fee) and material from commercial sources. Lodging for officers and food and lodging for enlisted personnel may also be procured with this form.

The DD Form 1896 (white identaplate) is for buying jet fuel and lubricants from DOD activities. Also, it may be used for getting fuel and lubricants from commercial contractors holding DLA into-plane refueling contracts. DD Form 1897 (purple identaplate) is for buying aviation gasoline (AVGAS) and lubricants from DOD activities. You can also use DD Form 1897 for buying AVGAS and lubricants from commercial contractors holding DLA into-plane contracts.

MISCELLANEOUS ITEMS.— The following items are also included in the flight packet:

- Instructions for safeguarding and shipping damaged aircraft.
- Instructions for procuring services and supplies (including multi-language billing instructions).
- Statement Of Witness, Standard Form 94.
- Claim for Damage or Injury, Standard Form 95.
- Indelible pencil or ball point pen and carbon paper.
- Engineering Investigation Reports, as described in OPNAVINST 4790.2 (series).

PROCUREMENT FROM U.S. GOVERNMENT SOURCES.— The pretyped DD Form 1348 (6 pt) is the document used for getting material and services from U.S. Government sources. However, it is not used for aviation fuels and lubricants. A separate document must be used for each item. The pilot will request instructions from the squadron commanding officer if the expected cost is more than \$2,500 and the source of supply is not a Navy activity.

The following texts describe the pilot's responsibility in annotating the DD Form 1348 (6 pt).

- Print the pilot's name, rank, and social security number in data block B. Print the aircraft bureau number in data blocks L-M.
- Ensure legibility of entries in the green and hardback copies returned by the supply source.
- Upon return to home station, submit the green and hardback copies to the MCC of the squadron or unit.

The issuing activity enters the following information on the DD Form 1348 (6 pt).

In data block A, enter the service designator, UIC, and name of the issuing activity.

In rp 4-6, enter the issuing activity's routing identifier code (if assigned).

In rp 8-22, enter the NSN, NICN, or part number issued.

In rp 23-24, enter the unit of issue.

In rp 25-29, enter the quantity issued.

In rp 36-39, enter the Julian date of the transaction.

In data blocks T-U, enter the unit price and the total price.

The issuing activity will return the green and hardback copies of the DD Form 1348(6 pt) to the pilot. The issuing activity retains the original and the remaining copies.

After receiving the green and hardback copies, the material control or unit supply officer is responsible for the following:

- Review the documents for legibility and completeness.
- Ensure recording of the obligation in the Requisition/OPTAR log.
- Ensure placement of the green copy in file 1 for submission to DAO.

- Ensure placement of hardback copy in the completed requisition file.

The pilot use the identaplates DD Form 1896 or 1897 for buying aviation fuel and lubricants from government sources. When used, the issuing activity will imprint the billing information on DD Form 1898. DD Form 1898 is the AVFUELS INTO-PLANE CONTRACT SALES SLIP. Air Force activities use the AF Form 1994, FUELS ISSUE/DEFUEL DOCUMENT.

After imprinting the DD Form 1898 or AF 1994, the fuel operator will enter the quantity and unit price. The operator then signs the space provided for the refueler's signature. The operator obtains the name, grade, SSN, and organization of the pilot, and provides the pilot a copy of each issue slip. The operator forwards the remaining copies of the issue slip to the issuing activity's fiscal office.

After refueling/lubrication, the refueling operator submits the issue slip to the pilot. Upon receipt of the issue slip, the pilot is responsible for the following:

- Sign the issue slip in the space provided for the customer's signature.
- Print the pilot's name, rank, SSN, and organization in the space provided.
- Ensure legibility of the imprinted and hand-scribed entries.
- Obtain a copy of the completed issue slip for delivery to the operations officer.

Upon return of the aircraft from extended flight, the operations officer is responsible for the following:

- Obtain and review copies of issue slips returned by the pilot.
- Forward the issue slip to the material control or unit supply officer.

Upon receipt of the issue slip from the operations officer, the material control or unit supply officer is responsible for the following:

- Review hand-scribed entries for legibility, completeness, and accuracy.
- Ensure recording of obligation in requisition/OPTAR log.
- Ensure placement of issue slip in "Unmatched Fuel Documents" file until listed in Summary Filled Order/Expenditure Difference Listing (SFOEDL).

- Ensure that the value on the issue slip is included in the Money Value Only (MVO) DD Form 1348(6 pt). The green copy of the MVO document is submitted to DAO for the reporting period. MVO documents for the single fiscal year have the same document number assigned. It consists of the service designator code and UIC. The date used is Julian date of the first day of the fiscal year. The serial number starts with "F0" and is followed by the last two digits of the fiscal year. Document number V12345-7274-F088 is an example of an MVO document number.

There are two ways of constructing document numbers for billing purposes. For NAVY AIRCRAFT, the serial number used is the last four digits of the preprinted serial number on the issue slip. For other DOD AIRCRAFT, the serial number used is the last four digits of the aircraft tail number. This procedures permit the accounting activities to liquidate obligations.

PROCUREMENT FROM COMMERCIAL SOURCES.— Material and services required to support aircraft on extended flight may be procured from commercial sources. The following text describes the procedures and forms used for buying from commercial vendors.

Standard Form 44.— The document used to purchase materials and services is the Standard Form 44. The cost of repairs and services is limited to \$2,500 for each transaction for each aircraft. (The limit cost for buying aviation fuel and lubricants is \$25,000). If the expected cost will be more than \$2,500, the pilot must request instructions from the commanding official. If the commanding officer approves the total cost, the material control or unit supply officer submits a DD Form 1348. The DD Form 1348 should cover the expected cost, and it should be submitted to the nearest activity with contracting authority.

In processing the Standard Form 44, the pilot is responsible for the following:

- Entering the aircraft bureau number and Julian date in the ORDER NUMBER and ACCOUNTING DATA blocks.
- Requiring the dealer to enter a brief description of material and services furnished, unit price, and the total price. Also, obtaining the name, address, and signature of the dealer.
- Ensuring separate charges are shown for officer's lodging and enlisted lodging and subsistence. Also, ensuring the names, rates, and permanent duty stations of enlisted personnel receiving subsistence are entered.

- The pilot must enter his/her name, rank SSN, and sign the document. Present copies 1 and 2 to the dealer. Instruct dealer to submit copy 1 as an invoice to the activity listed in the block captioned "AGENCY NAME AND BILLING ADDRESS."

- Submitting the remaining copies of Standard Form 44 to the material control or unit supply officer.

Upon receipt of Standard Form 44 copies, the material control or unit supply officer is responsible for the following:

- Checking the document for completeness and accuracy.
- Matching copy 4 with the issue request document that initiated the purchase. If the documents matched, prepare an MVO DD Form 1348 (6 pt) as an obligation document. If required, adjust the issue request document to match with copy 4. Attach copy 4 to the hardback copy of DD Form 1348 (6 pt). Enter the obligation to the requisition/OPTAR log, and file both documents in the material completed file.

DD Form 1896 or DD Form 1897.— The pilot may use the identaplates for buying aviation fuel and lubricants from commercial airports. However, the commercial airport must hold an into-plane refueling contract with the Defense Fuel Supply Center (DFSC). The pilot will present the identaplate to the refueling operator for imprinting a DD Form 1898 (sales slip). After entering the quantity, signature, and other information, the operator returns the identaplate and a copy of the sales slip to the pilot. The operator retains the original and remaining copies of the sales slip. In some instances, the contractor may insist on using the vendor's delivery form. In this case, the pilot should mark the delivery form with "DUPLICATE DD FORM 1898 ACCOMPLISHED." If the DD Form 1898 is not available, the contractors have authorization to use the vendor's delivery form. In this case, the pilot must ensure the form contains the aircraft type/model/series and tail number. Also, it must include the home station and major command of the aircraft. Also, the procurement document processed for the transaction is Standard Form 44.

Upon return to home station, the pilot submits the copy of DD Form 1898 or other delivery form. The MVO DD Form 1348 for the reporting period must include the value of the purchase.

RECEIPT AND DELIVERY OF PARTS AND MATERIAL

The following texts describes the responsibilities of material control when receiving parts or material.

- Material control must receive material and issue document from the material delivery unit of ASD.
- MCC representative must sign the issue document as proof of receipt. The forms used as issue document may be DD Form 1348 (6 pt), DD Form 1348-1, or DD Form 1348-1A. Chapter 4 of this manual describes the other forms used as procurement documents.
- The individual signing for the part must put the date and time of the actual delivery on the issue document.
- MCC must distribute received parts/material to the proper work center or area.
- MCC must obtain signature of the work center personnel receiving the material for use as proof of delivery. File the signed copy in the completed requisition tile.
- MCC must turn in defective repairable (CRIPL item) comment within 24 hours of receipt of the RFI replacement.

In some cases, material received from supply does not satisfy intended maintenance actions. This condition arises when wrong material was ordered or delivered or material was improperly marked or determined to be not ready for issue (NRFI). If material was not installed after receipt, prepare a DD Form 1348-1 to return the item. Use the NSN of the item being returned on the turn-in document. Blocks V and Y of the document must contain the original JCN and document number. Blocks AA through CC must contain the reason for returning the item. Blocks DD and EE must contain the part number of the item being turned in. Return all associated documents such as RFI tag and SRC with the item. Notify ASD when material is ready for pickup.

If required, reorder material by using a new document number and cite the original document number in the remarks. For example, "REORDER FROM: 1234-G123." Use Advice Code 5G, if applicable, for reordering AVDLR items.

A repairable item received from supply that was found to be NRFI upon installation must be turned in on a VIDS/MAF or facsimile. Use "Y" in the WHEN DISCOVERED CODE block of the turn-in document.

Reorder replacement items by using a new document number.

TURN-IN OF DEFECTIVE COMPONENTS

Repairable items must be available for turn-in when a replacement is requested. Repairable parts listed in the CRIPL are authorized to remain in place. These repairable parts are commonly known as CRIPL items. The defective CRIPL item must be turned in within 24 hours after receipt of replacement item.

All defective repairable components must be wrapped in cushioning material. Use cushioning material that will provide protection during handling and movement. Cellular plastic film (bubble wrap) provides the necessary short-term protection from handling and shock.

In an IMA, personnel handling printed circuit assemblies or micro-components must be familiar with the electrostatic discharge (ESD) program. Personnel should consider the components as ESD-sensitive during handling, packaging, repairing, and transporting. NAVSUPINST 4030.46 provides guidance and direction for the identification, handling, and protection of ESD-sensitive components. NAVSUP P-484 details the proper methods and material used in packaging ESD-sensitive items.

Some defective material may be needed for an engineering investigation (EI). Some maybe needed for quality deficiency report (QDR). Turn in all defective material for EI or QDR exhibits to ASD. ASD will hold the material until receipt of disposition instructions. If ASD does not receive disposition instruction within 30 days, ASD will request disposition instructions from the CFA. Handle material for EI or QDR in an "as is" condition. There should be no adjustments, disassembly, or any type of cleaning to the material. Take special care to cap or package material immediately upon removal from the system, to prevent corrosion, contamination, or other damage that may contribute to confusion during the investigation. Refer to OPNAVINST4790.2 (series) for more information about EI or QDR.

Unless authorized by higher authority, activities may not hold spare RFI or NRFI repairable components.

FINANCIAL MANAGEMENT

All material and services requisitioned by an activity ultimately cost the government money. Since the requirements for these items begin in material control, financial responsibility starts there as well.

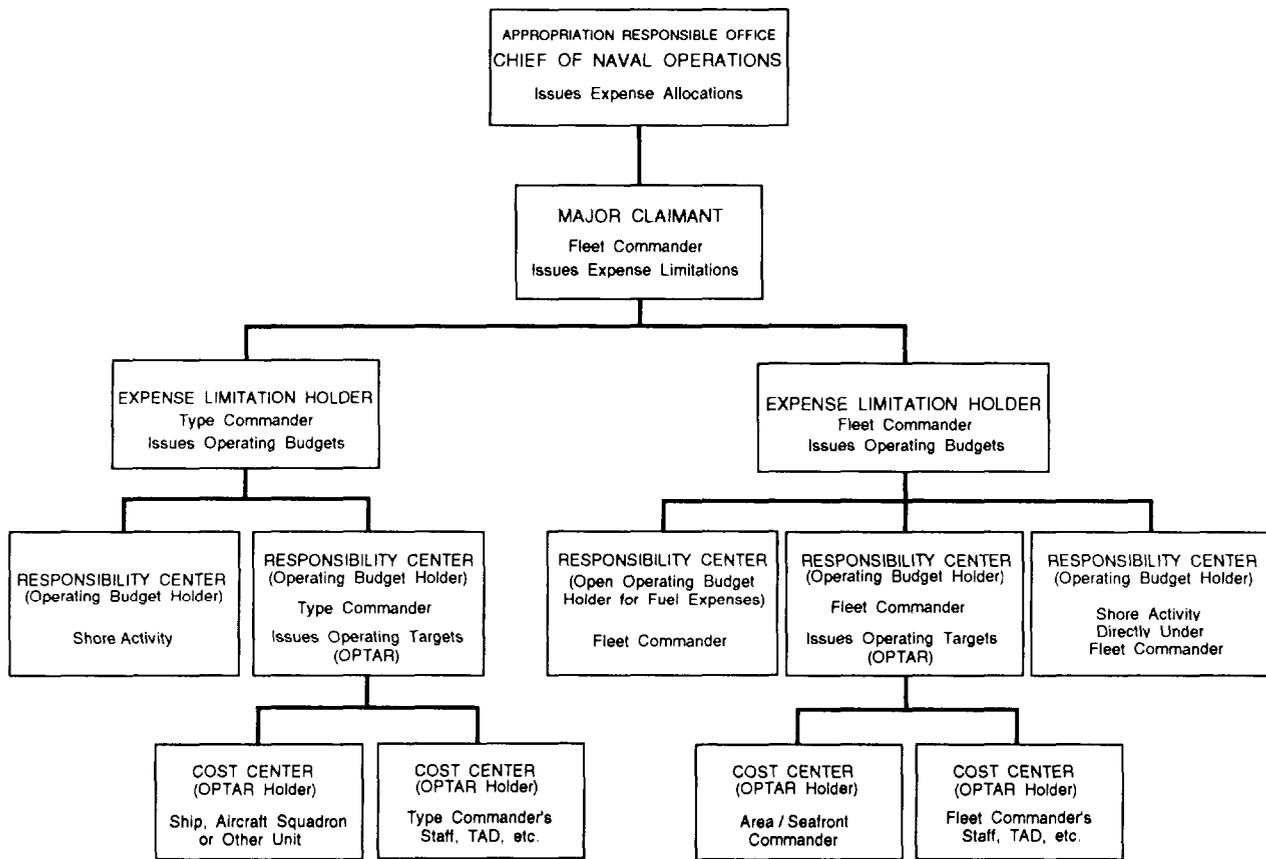


Figure 8-3.-Funding chain of command.

FUNDING

Annually, Congress enacts an Operation and Maintenance, Navy (O&MN) appropriation. At the squadron-level in the chain of command, the O&MN is known as OPTAR. The squadron's aircraft controlling custodian (ACC) or TYCOM gives the squadron a portion of the OPTAR each fiscal quarter. Squadrons should get the OPTAR in the beginning of October, January, April, and July. Figure 8-3 illustrate the flow of funds for O&MN.

The Defense Business Operating Fund (DBOF), formerly known as Navy Stock Fund (NSF), finances aviation depot repairable (AVDLRs). Under this process, the end user finances the depot-level repair and procurement of 7R Cog items. The end user does this through local replenishment of repairable items that were BCM, lost, or missing. Although squadrons initiate repairable demands, the IMA has primary control over whether the transaction results in a DBOF charge. Thus, the IMA or station will retain control of the AVDLR replenishment OPTAR and corresponding accounting responsibilities.

Aviation squadrons use two types of funds. They are the Flight Operation Fund (OFC-01) and Aviation Fleet Maintenance (AFM) Fund (OFC-50). OFC stands for OPTAR functional categories.

Flight Operations Funds

Flight operation funds, also known as OPTAR funds, are for buying supplies and services not used in direct support of maintenance. OPTAR is the amount of money required by a unit to perform its mission. Appendix 2 of NAVSO P-3013-2 lists the fund codes used for buying specific items. You should be familiar with this list to order supplies. The following texts list some of the expense-type transactions that are proper charges to the OPTAR.

- Aviation fuels consumed in flight operations.
- Initial and replacement issues of authorized items listed in NAVAIR Allowance List 0035QH series. It does not include items used by maintenance personnel.
- Consumable office supplies for squadrons.

- Aerial film, recording tape, and chart paper used in flight.
- Flight deck and safety shoes used by squadron personnel in the readiness, launch, and recovery of aircraft.
- Unit identification marks for initial issue to newly reported squadron personnel.
- Liquid and breathing oxygen consumed during flight by the pilot and aircraft systems.
- Nitrogen consumed in flight.
- Forms and publications (Cog 1I) and reproductions thereof. The OPTAR is not used for initial outfitting, newly commissioned squadrons, or forms and pubs in direct support of maintenance.
- Special-purpose, identifying clothing used by squadron personnel in the readiness, launch, and recovery of aircraft.

Aviation Fleet Maintenance Funds

The aviation fleet maintenance (AFM) fund is for buying supplies and services in direct support of maintenance. The following texts lists some of the items charged from the AFM. Refer to Appendix 2 of NAVSO P-3013-2 for a complete list of items chargeable to AFM.

- Paints, wiping rags, towel service, cleaning agents, and cutting compounds used in preventive maintenance and corrosion control of aircraft.
- Consumable repair parts, miscellaneous material, and Navy stock account parts. These are items used in direct maintenance of aircraft, drones, targets, component repair of AVDLR and related SE.
- Pre-expended, consumable maintenance material meeting the requirements of NAVSUP P-485. These are items used in maintenance of aircraft, aviation components, and SE.
- Aviation fuel and lubricants used in test and check of aircraft engines during build-up, change, or maintenance at the intermediate level only.
- Allowance list items (NAVAIR 0035QH series). Items strictly used for maintenance, such as impermeable aprons and explosive handler's coveralls. Also, it include industrial face shields and goggles, gas welder leather gloves, and nonprescription safety glasses.

- Fuel used in related support equipment (ship board only).
- Test bench equipments. This is replacement of components used in the test bench repair and rotatable pools.
- Aircraft loose equipments. This is for maintenance and replacement of aircraft loose equipments included in aircraft inventory record.
- Consumable hand tools for maintenance of aircraft, repair, and maintenance of equipment and related SE.
- Safety and flight deck shoes used in maintenance shops.
- Decals used on aircraft.
- Repair and maintenance of flight clothing and pilot/crew equipment.
- Forms and publications (Cog 1I) used in support of direct maintenance of aviation components or aircraft.
- Special clothing authorized for use on unusually dirty work while performing maintenance on aircraft.
- Cost incurred for IMRL repair.
- Oils, lubricants, and fuel additives consumed in flight operations. It does not include those used in aviation maintenance of drones, targets, component repair, or related SE.
- Repairable NSA material used in direct maintenance of aircraft, drones, targets, component repair, or related SE. These are NSA items (not AVDLR) that have MCC E, H, G, Q, or X assigned.

In addition to the above, the following are proper AFM charges for IMA:

- Items consumed in the interim packaging/preservation of repairable parts.
- Replacement for missing or unserviceable general-purpose, electronic test equipment allowance items.

Financial Accounting

The ACC/TYCOM issues the operating budget from the applicable Five Year Defense Plan (FYDP) expense limitation. This is to finance the operations, maintenance, administrative, and temporary additional

duty travel requirements of units assigned and of their staff. This requires maintenance of auditable records that will show the transaction costs incurred and the balance of the operating budget. Also, it must include the value of each operating budget granted. Each ship, aviation squadron, or command is responsible for the efficient and effective use of the OPTAR. Also, each activity is responsible for accurate and timely accounting and reporting of OPTAR. Prompt action must be taken in research and validation of transactions reported by the accounting office relative to the status of each OPTAR held by the command.

REQUISITION/OPTAR LOG.— Each ship, aviation squadron, or command must establish this log (NAVCOMPT Form 2155). The purpose of the log is to record OPTAR grants. Also, it is used for recording the value of transactions incurred as chargeable to the type commander's operating budget. A separate requisition log will be established for each OPTAR received. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained in the Defense Accounting Office (DAO). OPTAR grants will be entered in the requisition/OPTAR log.

The value of chargeable requisitions (unfilled orders) reduces the amount on the OPTAR grant. Record all chargeable requisitions and purchase orders in the log. Also record all nonchargeable requisitions in the log. Nonchargeable requisitions do not affect the OPTAR balance and do not require submission to DAO. Requisitioning Appropriations Purchase Account (APA) material is an example of nonchargeable requisition. Additionally, differences reported by the DAO on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) must be entered in the log. See subparagraph 4108-6 of NAVSO P-3013-2 for information about SFOEDL. In SFOEDL, the debit differences will decrease and the credit differences will increase the OPTAR balance. For automated OPTAR holders, see paragraph 4104-7 of NAVSO P-3013-2 for applicability of log and files. Refer to paragraph 4104 and 4105 of NAVSO P-3013-2 for posting and maintaining requisition/OPTAR log and holding file transactions.

HOLDING FILES.— Establish files by fiscal year for each OPTAR received. The purpose of the file is to hold the appropriate accounting documents pending transmittal to DAO. The following paragraphs list the types of files and describe their contents.

File 1 is the unfilled order chargeable documents for transmittal. This file contains the accounting copy

(green copy) of the DD Form 1348(6 pt). Also, it may contain a copy of DD Form 1149, DD Form 282 (DOD Printing Requisition), or Standard Form 44. Also included are price adjustment documents that increase the estimated chargeable costs. Do not place requisitions for APA or nonchargeable material in holding file 1. Transmit documents in this file to DAO for matching with expenditure documents from the supplying or paying activity.

File 2 is the unfilled order cancellation documents/list for transmittal. This file contains documents that decrease the estimated cost chargeables (credit adjustments) of the OPTAR. These documents cancel or adjust unfilled orders previously established through the submission of holding file 1 documents. These documents are as follows:

- List of confirmed cancellations or copies of each cancellation documents.
- Advance downward price adjustments.
- Copies or list of administrative cancellations of above threshold unfilled orders.
- Optionally administrative cancellations of below threshold-unfilled orders.

All the documents in this file must have the unit and extended price. Enter a transaction for each document in the estimated cost chargeable section of the requisition/OPTAR log. The transaction entry must be for the period involved with an increase to the OPTAR balance. Transmit documents in this file to the DAO.

Holding file 3 is no longer used because the financial OPTAR holder listings or response sheets for transactions being challenged are to be sent directly to DAO as soon as they have been processed.

OPTAR DOCUMENT TRANSMITTAL REPORT.— To maintain currency of accounting records, transmit proper transaction documents to DAO on time. The transaction documents include unfilled orders, cancellation documents, and processed listings.

OPTAR holders that use manual procedures must submit a transmittal report to DAO on the 15th and last day of each month for the current fiscal year OPTAR. Transmittal reports must include documents in holding files 1 and 2. OPTAR holders operating under automated (SNAP II) procedures must submit the report on the 15th and last day of each month for current fiscal year OPTAR. Automated activities must submit the mechanized unfilled order documents under cover of an OPTAR Document Transmittal Letter (Report 26) to

Table 8-2.-Frequency of Submission, OPTAR Report

The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) will be prepared and submitted as follows:	
Current Fiscal Year OPTAR	<ul style="list-style-type: none"> a. Nonautomated OPTAR holders on the 15th and last day of the month. b. SNAP II OPTAR holders on the 15th and last day of the month. c. SUADPS OPTAR holders on the last day of the month.
Last Fiscal Year OPTAR (prior 1 year)	On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO.
Fiscal Year before last (prior 2 years)	On the last day of the month, but only if holding file 1 or 2 contains document(s) for DAO.

DAO. Table 8-2 provides the frequency for preparation and submission of the OPTAR Document Transmittal Report (NAVCOMPT Form 2156).

BUDGET/OPTAR REPORT.— Under normal circumstances, activities submit the Budget/OPTAR Report (BOR) by message. Activities or units in the vicinity of the DAO, or during the periods of message minimize, are required to submit the report on NAVCOMPT Form 2157. When prepared, submit the BOR to DAO by not later than the first workday of the month following the month to be reported. Also submit

a copy of the BOR to the appropriate type commander. When a message report is submitted, the Budget/OPTAR Report will not be submitted. The requisition/OPTAR log is a principal source of data needed to prepare the BOR for manual OPTAR holders. Prior to preparation of the BOR, the requisition/OPTAR log will be balanced. Refer to paragraph 4107 of NAVSO P-301 3-2 for additional information about the BOR. Table 8-3 illustrates the frequency for submitting the BOR.

Table 8-3.-Decision Chart for Submitting BOR

A Budget/OPTAR Report will be prepared and submitted as follows:	
Current Fiscal Year OPTAR	<u>Monthly</u> (by the first workday of the month following the month being reported upon)
Last Fiscal Year OPTAR (prior 1 year)	<p>(1) For the report months of October, November, December, January, February, and March:</p> <p><u>MONTHLY</u> (by the first work day of the month being reported upon)</p> <p>(2) For the report months of April, May, June, July, August, and September:</p> <p><u>ONLY</u> for the <u>months</u> in which there is a <u>change</u> in gross obligations. (see note)</p>
Fiscal Year before the last OPTAR (prior 2 year)	Only for the months in which there is a change in gross obligations. (see note)
Note: There is a change in gross obligations when there has been a change in the Estimated Cost Chargeable portion of the Requisition/OPTAR Log (NAVCOMPT Form 2155), and therefore, also Block 22 of the BOR.	

Transaction Listings Received From DAO

The designated accounting offices (DAO) perform the official accounting for OPTAR granted to ships, aviation squadrons, and other commands. One part of the accounting process for each OPTAR holder is matching the obligations with the bills from supply sources. This matching process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. The OPTAR holder returns the completed listing (or listing response sheet) to DAO to correct the records. The annotated listing or response sheet will be sent separately from the OPTAR Document Transmittal Report (NAVCOMPT Form 2156). The following paragraphs describes these transaction OPTAR holder listings.

SUMMARY FILLED ORDER/ EXPENDITURE DIFFERENCE LISTING.— The DAO sends this listing to OPTAR holders. The Summary Filled Order/Expenditure Difference Listing (SFOEDL) is distributed monthly for the 1st through 24th report months. Afterwards, it is distributed quarterly through the 33rd report month. Each SFOEDL, sent by DAO, will contain the results of the monthly reconciliation since the last SFOEDL distributed to the OPTAR holder. The transactions will be printed in document number sequence for each OPTAR on both monthly and quarterly transmittals of this report. OPTAR holders will accept and post all differences in the SFOEDL to the Requisition/OPTAR Log. After posting, the OPTAR holder will review the listing and annotate transactions considered invalid with the proper rejection code. DAO will reverse valid rejections with a correction transaction, and it will appear on a later SFOEDL. The DAO performs research on differences of \$3,000 or more before including it in the SFOEDL. Therefore, consider these differences valid. You should carefully investigate before assigning rejection codes to transactions with differences of \$3,000 or more. Refer to paragraph 4108-6 of NAVSO P-301 3-2 for the format and processing procedures of SFOEDL.

AGED UNFILLED ORDER LISTING.— DAO sends Aged Unfilled Order Listing (AUOL) to OPTAR holders for whom they perform accounting. AUOL is produced and distributed MONTHLY for the 4th through 15th report months, and then six times quarterly from the 18th through the 33rd report month. The AUOL lists unfilled orders (obligations) that are 3 or more months old, held in DAO files. These unfilled orders have not matched with expenditure documents and have

not been canceled. Once the document appears in AUOL, 3 months will pass before it will appear again; if it has not been deleted by matching with its related expenditure or by cancellation. For example, a requisition prepared in October will first appear in the AUOL for January. October is the first OPTAR report month, and January is the fourth OPTAR report month. If the requisition remains unmatched for another 3 months, it will again appear in the AUOL for April. April is the seventh OPTAR report month. These October requisitions will appear in the AUOL every 3 months until the OPTAR's 33rd report month. The requisitions will be continuously listed unless deleted by matching a related expenditure listing or canceled. Refer to paragraph 4108-3 of NAVSO P-3013-2 for AUOL format and procedures. Activities must complete reviewing and validating the AUOL within 20 days following receipt. After processing, mail the AUOL or Response Sheet to DAO. The annotated AUOL is no longer included in the OPTAR Document Transmittal Report.

UNMATCHED EXPENDITURE LISTING.— This is an itemized listing of expenditure documents, received by DAO, for material or services that have not matched with an unfilled order. The typical ship or aviation squadron does not receive this listing unless it has a reimbursable OPTAR. DAO sends the Unmatched Expenditure Listing quarterly. DAO sends it for report months of December, March, June, and September over the 36-month life cycle of the appropriation. Refer to paragraph 4108-4 of NAVSO P-3013-2 for more information about this listing.

VISUAL INFORMATION DISPLAY SYSTEM

The Visual Information Display System (VIDS) is a management tool. It provides a visual display of all information on a continuing basis. In an O-level maintenance activity, the system correlates aircraft status, particularly NMCS, PMCS, and other discrepancies, and assigns a relative importance to each item. In IMAs, VIDS provides information, including repair status, on components within a production area.

Operating Procedures

VIDS provides quick reference of component or aircraft status. These status may be in work (IW), awaiting maintenance (AWM), or awaiting parts (AWP). VIDS allows the management level of maintenance to review the overall situation and determine the resources available. In doing so, the

maintenance officer or supervisor can carry out their duties more effectively and efficiently. Set up the material control VIDS according to OPNAVINST 4790.2 (series). After receiving a material request from a work center, transmit the demand to the supporting supply activity. Use the requisition priority and project code assigned by production control. Advise maintenance or production control and the work center of the document number assigned. Place a copy of the facsimile transceiver form, register, or other form on the VIDS board. You may use color tabs on the request form to indicate the priority or project code used.

NOTE: Activities using the Naval Aviation Logistics Command Management Information System (NALCOMIS) should refer to the user's manual. Some activities that use NALCOMIS do not use VIDS to maintain files.

Hardware

VIDS display boards consist of enlarged cardex-type pockets for the visual display of weapons systems or component status. Each pocket overlaps the one below it, with an approximately 3/8-inch strip visible at the bottom pocket. VIDS boards are available in 100, 50, and 25 pockets.

Material Requisition Register

MCC use the Material Requisition Register (OPNAV 4790/11) to transmit demands to ASD when other means is not available. MCC uses this form to display AWP status. Data sequence is compatible with key entry and the MILSTRIP.

Software

Items used for the operation of the VIDS may be obtained from the supply system or commercial vendors. These items include signal tabs, file containers, replacement pockets, and three-ring binders.

AIRCRAFT INVENTORY RECORDS

Activities with assigned aircraft or that maintain aircraft must be familiar with the aircraft inventory record (AIR). The purpose of the AIR is to provide a continuous chain of accountability for specific equipment and material. The equipment or material may be installed on or designated for use on any aircraft of a specified type/model/series. The following text lists the items that make up the AIR. Refer to OPNAVINST 4790.2 (series) for detailed description of each part.

- Binder (OPNAV 4790/109).
- Title Page and Sectional Breakdown Diagram (OPNAV 4790/110).
- Equipment List (OPNAV 4790/111).
- Shortages (OPNAV 4790/112).
- Certification and Record of Transfer (OPNAV 4790/104)

Master Aircraft Inventory Record

The Commander, Naval Air Systems Command (NAVAIR) maintains the Master Aircraft Inventory Record (MAIR). The MAIR identifies those items of installed and loose equipment that require a periodic inventory. A MAIR shall be maintained as the standard for each type/model/series aircraft. The MAIR serves as a checklist for items requiring an inventory. Also, it provides reasons/authority for any shortages that exist and documents certificates of accountability.

Equipment Accountability

In addition to the accountability of AIR items, an accounting of equipment will be done prior to aircraft transfer. These are equipments listed in or comprising subsystems of the applicable mission essential subsystem matrix (MESM). A number of MESM items are identified at the subsystem level rather than by exact equipment designation. Therefore, you cannot use the MESM totally as a specific equipment checklist as you can the AIR. The accounting of most MESM items is by system operation checks and maintaining a VIDS/MAF file vice an AIR-type accountability. When transferring aircraft equipment accountability, those missing MESM-related items will be identified in the AIR as shortages, even though that specific equipment is not listed.

Aircraft are transferred and accepted only after completion of equipment/item inventory and notation on the forms of the AIR. In most instances of aircraft transfer, the inventory is accomplished based on the selected equipment and material listed in the AIR and systems identified in the MESM. The following paragraphs provide a list governing the selection of items to be included in the AIR. These items may be government-furnished equipment (GFE) or contractor-furnished equipment (CFE).

- Special equipment items essential to the health, safety, and morale of the crew. Some examples are bedding, life rafts, and first aid kits.

- Equipment/material required for the protection of the aircraft during flight and overnight storage. Some examples are covers, control locks, and plugs.

- Pilferable items or items that are readily convertible to personal use. Some examples are clocks, tool kits, compasses, and mirrors.

- All classified items, whether installed or provisioned for installation, have been incorporated on the aircraft except when items are accounted for by an authorized classified material accounting system during aircraft transferring actions.

- All items of loose equipment applicable to an aircraft that are designated for transfer by the ACC/TYCOM/NAVAIR whenever the aircraft is transferred.

- All mission essential equipment that cannot be installed in a given aircraft or configured for other missions.

The following are items excluded from an AIR:

- Equipment rigidly fixed and considered to be a basic/integral part of the aircraft. Some examples are engines, propellers, wheels, and brakes.

- Personal issue items that are furnished and authorized by squadron allowance.

- Equipment/material authorized by the IMRL.

- Equipment/material that is provided on less than a one-per-aircraft basis and is accounted for by another material accounting system,

- ACC/TYCOM controlled material.

Preparation of Air

The aircraft manufacturer prepares the AIR and delivers them with individual aircraft. A copy of the AIR for each block or series is forwarded to NAVAIR for approval prior to delivery to the Navy. The proposed AIR includes the CFE/GFE MESM-related items that will be provided following the delivery of aircraft. NAVAIR is responsible for determining the accuracy and adequacy of the AIR. Also, NAVAIR is responsible for ensuring the AIR have complete item identification and part numbers covered by the contract. The cognizant Army, Navy, Air Force plant representative or Defense

Contract Administrative Services Representative (DCASR) is responsible for providing NAVAIR with the proposed AIR. Also, they are responsible for providing NAVAIR a copy of the AIR actually delivered for each aircraft block or series.

Use and Maintenance of Air

The following paragraphs describe the responsibilities of activities in the use and maintenance of AIR.

NAVAIR.— NAVAIR is the sole authority for changes and revisions of AIR. Forward recommendations for changes and revisions, with justifications, via the chain of command. NAVAIR also provide assistance, as required, to resolve supply support problems that cause long-term AIR shortages.

ACC/TYCOM.— The ACC/TYCOM provides assistance required for developing and maintaining standard AIR, within T/M/S aircraft, of their organization.

CFA.— The cognizant field activity (CFA) is responsible for assisting in the maintenance of standard AIR within T/M/S aircraft. CFA also provides NAVAIR with recommended changes to T/M/S MAIR based on applicable technical directives or changes.

LOST OR DESTROYED AIR.— In the event an AIR becomes lost or destroyed, the reporting custodian reconstructs the AIR. The reporting custodian can use a copy of the MAIR provided by NAVAIR and a physical inventory.

ADDITIONAL COPIES OF FORMS.— When the AIR is completely used, additional copies of the specific forms may be obtained from the proper supply point. Insert the additional forms in the record after listing the items as shown in the originals. The inventories recorded on the new forms are numbered in sequence, starting with the first subsequent transfer. When the second subsequent transfer has been recorded on the new forms, you may destroy the superseded forms.

Aircraft Transfer and Acceptance

Immediately upon receipt of notification of transfer, the activity must perform the aircraft inventory. The inventory should include all equipment specifically assigned to the aircraft. This includes AIR, MESM, and items that will be shipped separately on DD Form 1149. The transferring activity forwards the “loose equipments” and DD Form 1149 to supply for shipment.

After obtaining proof of receipt from supply, the transferring activity attaches a copy of DD Form 1149 to the AIR. The transferring activity retains one receipt copy of DD Form 1149 as their record.

When a ferry pilot is required to effect an aircraft transfer, it requires two inventories. One inventory by the transferring activity prior to the ferry pilot and another by the accepting activity. The ferry pilot does not participate in the inventory of aircraft. However, the ferry pilot accepts custody of pilferable and classified equipment from the transferring activity. The ferry pilot transfers the custody of these items to the accepting activity. AIR items not transported on the aircraft are shipped separately. These items must be marked "AIR Equipment for Aircraft BUNO." Note this shipment in column E of AIR Equipment List opposite each affected equipment.

AIR items not required for mission accomplishment may be removed from the aircraft and lined out of the applicable AIR Equipment List. Before doing this, the activity must have approval from the applicable ACC/TYCOM and NAVAIR. When approved, the activity can process the items for turn-in to supply. The activity enters the name of the removing organization and turn-in control number in column E of OPNAV 4790/111. In addition, the organization records the appropriate entry in OPNAV 4790/112. In this situation, NAVAIR continues to maintain required quantity of items on MAIR. NAVAIR does this because the same type of aircraft in other commands requires continued usage of the equipment.

TRANSFER ON SITE.— When transferring aircraft on site, the transferring and accepting activity jointly inventory the aircraft. The inventory team records the quantity of each item on the aircraft at the time of transfer. The team uses the AIR Equipment List (OPNAV 4790/111) to record these items. Also, the team completes the AIR Shortages (OPNAV 4790/112) to identify shortages of AIR and MESM items that are not available for transfer. A Certification and Record of Transfer (OPNAV 4790/104) must be completed at the time of transfer.

DELIVERY TO DEPOT OR CONTRACTOR.— An aircraft maybe delivered to a depot or contractor facility and scheduled for return to the originating organization. In this case, the originating organization retains those items not required for rework, testing, or special projects. The originating activity should note those removed items on the OPNAV 4790/112. This will relieve the accepting depot or

contractor of accountability requirements. The OPNAV 4790/104 must be certified during the transfer action.

TRANSFER VIA DEPOT OR CONTRACTOR.— When transferring aircraft via depot or contractor, the transferring activity ships only the minimum of essential AIR items. The transferring activity notes shortages on OPNAV 4790/112. The remaining equipment must be shipped to the receiving activity 30 days prior to the scheduled depot or contractor completion date. The OPNAV 4790/104 must be certified during this transfer action.

Shortages

Prior to transfer, list all missing AIR and MESM-related items on OPNAV 4790/112. The transferring activity retains the original copy of OPNAV 4790/112 as a permanent record of transfer. A second copy remains in the AIR and is delivered to the accepting activity. Forward a third copy to the ACC/TYCOM of the transferring activity. In the case of transfer between ACC/TYCOM, forward the third copy of the form to the ACC/TYCOM of the accepting activity. A fourth copy will be forwarded to one of the appropriate commands listed in the following texts,

- Commander, Fleet Air (COMFAIR)
- Commanding General, Marine Aircraft Wing (CGMAW)
- Functional Wing
- Commanding General, Marine Brigade (CGMARBDE)

To relate AIR shortages to any specific inventory or transactions, enter the following information on OPNAV 4790/112.

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of inventorying activity's CO or representative authorized to sign by direction

You must make every effort to find the items revealed as missing during inventory. However, transfer of aircraft will not be delayed pending replacement of the items. In this case, the transferring activity makes entries to OPNAV 4790/112. If a missing item was removed for repair, enter a notation in column D of OPNAV 4790/112. Take the necessary steps to ensure the items are forwarded and marked for the proper

BUNO when received. In some cases, an outstanding requisition may exist for a replacement item. In this case, include a statement that the item will be forwarded upon receipt in column D of OPNAV 4790/112. When the inventory control point has the requisition back ordered, the transferring activity cancels the requisition. The transferring activity will advise the accepting activity. Also, the transferring activity furnishes information and justification on OPNAV 4790/112 for use in ordering replacement items.

The accepting activity may discover shortages, not recorded in the AIR, during acceptance inventory. The receiving organization is responsible for itemizing shortages and submitting a list of such shortages. The receiving organization must submit the list to the transferring organization within 10 working days after receipt of the aircraft. Within 15 days after receipt of shortage information, the transferring organization is responsible for the following:

- Furnish proof of turn-in document.
- Furnish shipping data indicating shortages are enroute.
- Provide other legitimate means of accounting for listed items or property. If unable to locate missing items, the transferring activity must send an explanatory statement to the receiving activity. The statement must be signed personally by the transferring activity's CO indicating the authority for shortages; for example, a completed DD Form 200.

Air shortages that persist for 90 days before transfer, without proper authority in column D or column E of OPNAV 4790/112, will be forwarded to NAVAIR for resolution.

TOOL CONTROL PROGRAM

This program provides a means to rapidly account for all tools, thus reducing potential foreign object damage (FOD). Also, it reduces tool losses that result in reduced tool replacement cost.

Responsibility

The Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) is responsible for the development of the Tool Control Plan (TCPL). NAVAIR coordinates with the cognizant wing in developing TCPL for new type/model aircraft introduced to the fleet. NAVAIR does this through the Naval Air

Engineering Center (NAVAIRENGCEN). Other responsibilities of NAVAIR include the following:

- Submission of proposed TCPL and change recommendations to ACC for approval.
- Approval and issue of TCPL and changes to TCPL.
- Publishing list of approved TCPL via NAVAIRNOTE.

The material control officer (MCO) is responsible for coordinating the Tool Control Program (TCP). The MCO also ensures that tools are ordered and issued in a controlled manner consistent with the approved Tool Control Plan (TCPL).

Tool Control Plan

The TCPL contains information that includes material requirements, tool inventories, and detailed instructions. Compliance with an approved TCPL is mandatory for O-level maintenance activities. Request for deviation, although not encouraged, is submitted to the cognizant wing for approval. If applicable, submit the request to the cognizant ACC/TYCOM designated wing serving as the TCPL model manager for specific T/M/S aircraft.

In the event a TCPL does not exist for specific type/model aircraft, the reporting custodian develops the TCPL. The reporting custodian can use other published TCPL as guidance for developing a TCPL. The reporting custodian submits the developed TCPL to the cognizant wing for approval via the chain of command.

AIRCRAFT MAINTENANCE MATERIAL READINESS LIST PROGRAM (AMMRL)

The AMMRL is an overall program that provides the data required for effective management of support equipments (SE). The AMMRL program is involved with over 27,000 end items of aircraft maintenance SE. These are items in the Individual Material Readiness List (IMRL). Also, the program is involved with over 10,000 items of operational test program set (OTPS) elements. These OTPS elements are the tailored outfitting list (TOL) items. NAVAIRINST 13650.1 (series) defines the procedures for allowance and inventory control for IMRL items. The objective of this program is to document technical and cataloging data and in-use information about the IMRL and TOL items.

Refer to OPNAVINST 4790.2 (series) for more information about the AMMRL program.

Custody Codes

This is a single alpha character code that provides supplemental accountability details about an SE transaction. Also, it shows the effects of transactions on supply and financial records. The codes identify a specific category of SE items placed in the custody of an intermediate maintenance activity (IMA). IMA issues the items to other activities on a subcustody basis. The following paragraphs describes the custody codes.

Code D is assigned to items listed only in a detachment list code, requiring management, and having custody code of P or E. Code D will take precedence in IMRL printing. The issuing of allowances for items coded D is done in the same manner as the P-coded item. For example, code D would apply to items required on air capable ships by deployable detachments.

Code E is for items used infrequently (less than once per month). It means the item is available from the supporting IMA as required. The IMA makes the item available to activities. After use, the activities return the item to IMA.

Code M is for noncalibratable items requiring management that are not otherwise custody ceded. The quantity authorized for these items is the total quantity required for subcustody by each activity supported. An example of an M-coded item is a carrying case for a calibratable item when it is listed in the source data as a separate end item. There are two steps for assigning items in code M. First, the support equipment controlling authority (SECA) identifies the item. Second, NAVAIRENGCEN assigns code M to the item.

Code N is automatically assigned to items that do not require calibration or management, and, consequently, not otherwise coded. Code N is automatically entered if the maintenance level is intermediate (I).

Code P is for items weighing over 200 pounds (over 300 pounds for wheeled equipments). When authorized for a supporting IMA, the IMA or MALS contingency support package quantity is the total quantity required for subcustody to each O-level maintenance activity. The items are issued on a subcustody basis to squadrons for full-time utilization. The squadron returns the item to the IMA prior to deployment. While deployed, the new supporting IMA issues these items to embarked squadrons.

Code L is for all items requiring calibration and management. These are items designated for use at O-level maintenance and not already coded D, E, or P. The quantity authorized is the total quantity required for subcustody by each activity supported. The O-level activities retain the items when deployed.

Individual Material Readiness List

The IMRL is a consolidated allowance list of authorized quantities of SE items. These are items required by an activity to perform its assigned maintenance level functions. The following paragraphs describe the terms used in IMRL.

Support equipment (SE) refers to IMRL and non-IMRL equipment required to make a system, subsystem, or end item equipment operational.

The *Primary Support Equipment Controlling Authority* (PSECA) is the term applied to COMNAVAIRSYSCOM. The COMNAVAIRSYSCOM functions as the centralized SE inventory management authority. PSECA is responsible for coordinating distribution of in-use assets among the SECAs. Also, PSECA is responsible for prioritization of SE procurement and distribution of new SE.

SECA is the term applied to major aviation commands that exercise administrative control of AMMRL Program SE end items. SECA performs the allowance and inventory control of these items. The following is a list of designated SECAs:

- Commander, Naval Air Force, Atlantic (COMNAVAIRLANT)
- Commander, Naval Air Force, Pacific (COMNAVAIRPAC)
- Chief of Naval Air Training (CNATRA)
- Commander, Naval Air Reserve Force (COMNAVAIRRESFOR)
- Naval Air Maintenance Training Group (NAMTRAGRU)
- Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

NOTE: COMNAVAIRSYSCOM has designated Commanding Officer, Naval Aviation Maintenance Office (NAMO) to execute SECA functions for all NAVAIR field activities and depots. NAMO also has SECA functions for naval weapons stations with SE supplied by NAVAIR under the scope of the AMMRL program.

The Support Equipment Resources Management Information System is also known as SERMIS. It is a collection of technical and catalog data that identifies SE end items required for O-, I-, and D-level aircraft maintenance. SERMIS provides SECA with on-line visibility of source, allowance, inventory, and rework data.

The Local Asset Management System (LAMS) is a management information system. It uses existing computers to provide standardized SE asset control within the activity. LAMS provides standardized inventory control for naval aviation IMRL SE. It also allows real-time tracking of an activity's assets.

An IMRL is constructed for all Navy and Marine aviation maintenance activities by extracting applicable portions of the SERMIS. The on-hand quantity listed in the IMRL is based on reports of IMRL item transactions and physical inventories. The format and content of IMRL are in five sections, with a monthly cumulative supplement. These sections are employment data, change list, index, main body, and the activity's inventory record. Each monthly SERIS source data update produces the cumulative supplement. The supplement provides a cumulative list of changes to the IMRL of an activity. Only the items appearing on the list require review. All other items on the basic IMRL remain the same. Changes will remain in the cumulative supplement until the next IMRL printing. The next IMRL printing will include the changes listed in the supplement in the change list section. After IMRL printing, the cumulative supplement cycle starts again. In the first cumulative supplement after an IMRL printing, an asterisk will appear in the first column for each item listed. The asterisk for the second and subsequent listings differentiate the changes that occurred in the current month.

Upon receipt of the current cumulative supplement, check for new items listed. If new items are required but not on hand, do the following.

- Order items with even number cognizance symbols.
- Order, or include in the next budget, items with odd number cognizance symbols and non-NSN items.

Use existing instructions for submitting an IMRL revision request or requesting disposition instructions. Submit an IMRL revision for added items that were determined as not required to perform the mission. Also, submit an IMRL revision for deleted items that are required to perform the mission.

The maintenance department has an IMRL manager designated. The IMRL manager is responsible to the material control officer for the maintenance of the IMRL. The IMRL manager is responsible for the following:

- Submitting transaction reports of all reportable transactions to the SECA. These transactions are receipt of new items, transfer of items on hand, surveys, or changes in on-hand quantities. The reportable SE listed in the IMRL will be on hand, on order, or certified as not required for mission support by submission of a revision request.

- Conducting an annual physical inventory, and submitting inventory report to SECA via the chain of command.

- Ensuring that IMRL revisions requests are submitted for all required changes. The IMRL Revision Request, NAVAIR 13650/1, is available in the supply system.

- Submitting letter requests, via the chain of command, for disposition instructions of excess SE.

- Submitting DD Form 200 for survey.

- Maintaining custody records for on-hand assets.

All items listed in the IMRL with report code R are subject to transaction reporting. Report IMRL transactions at the time they occur. IMRL activities use the SE Transaction Report, OPNAV 4790/64, for reporting IMRL transactions. Refer to OPNAVINST 4790.2 (series) for information on how to complete OPNAV 4790/64.

SUPPLY RELATED PUBLICATIONS AND SURVEYS

The AK working in material control must know the publications used in the supply system. OPNAVINST 4790.2 (series) and chapter 3 of this training manual will provide a list of these publications.

The term survey refers to the procedures required for lost, damaged, or destroyed Navy property, material, or equipment. The purpose of survey is to determine responsibility for lost, damaged, or destroyed property. The form used for this procedure is the Financial Liability Investigation of Property Loss (DD Form 200). NAVSUP P-485 and chapter 7 of this training manual provide procedures for completing DD Form 200. Refer to these references for additional information about survey.

CHAPTER 9

SUPPLY SUPPORT

This chapter describes the supply support procedures according to the Naval Aviation Maintenance Program (NAMP). It also describes some basic information about the Naval Aviation Logistics Command Management Information System (NALCOMIS). The *NALCOMIS User's Manual* contains detailed information on the NALCOMIS procedures. The AKs assigned to the aviation support division or supply support center should be familiar with these procedures. This chapter will give you the knowledge you need to provide effective customer support. While working in supply, your goal is to provide the best supply support possible while maintaining a strict accountability of assets. The key to achieving this goal is to know the procedures for processing documents and materials and maintain accurate transaction records.

The NAMP (OPNAVINST 4790.2) outlines command, administrative, and management relationships. It also establishes policies and procedures for the assignment of maintenance tasks and responsibilities. The NAMP is the basic document and authority that governs the management of all aviation maintenance.

The NALCOMIS is an integrated, on-line, and real-time system. The devices used to input data in NALCOMIS include computer terminals, magnetic tape drives, and communication networks. The terminals are the primary devices for data input because of the on-line and interactive nature of the system. The data output from NALCOMIS is via screen displays, reports, and interfaces to the functional user of the system. The data resides within NALCOMIS on an integrated data base that contains both static and dynamic data types.

The static data elements are used mainly for reference purposes during system operations. Many of these elements are added to the system during initial installation and require minimal updates during the use of the system. Updates to these elements are restricted to users that have the proper authority and responsibility to maintain the integrity of the data base. Static data elements are used for validations and reference purposes on input transactions, output reports, and displays.

The dynamic data are added and updated through the normal operations of the application system. The addition or update of dynamic data is done through on-line transaction processing and interfaces with other computer systems.

Personnel will require a password to sign-on to NALCOMIS. Passwords are maintained by the data administrator at each NALCOMIS site. To prevent unauthorized use, the password is accessible only to a minimum number of authorized personnel. A user will be assigned only one password at any time. Passwords are processed in such a way that NALCOMIS recognizes the user signing on, the user's organization (ORG), work center (WC), and special maintenance qualification (SMQ). The SMQ assigned to each person will determine his/her ability to access a specific NALCOMIS conversation.

The first opportunity for the user to provide input to NALCOMIS is during sign-on. Any unauthorized attempt to sign-on will produce an error message on line 2 of the display screen to indicate such condition has occurred. After a successful sign-on, the user's assigned SMQ will be referenced to determine if the user is allowed to do the transactions.

Supply and maintenance personnel assigned to appropriate work centers will be allowed to enter data in NALCOMIS. Once signed on to NALCOMIS, the organization, work center, and SMQ of the user will be known. Potential users should attend the proper training classes before getting access to NALCOMIS.

The Navy supply system is responsible for providing material in support of the operation and maintenance of aeronautical equipment. Its purpose is to locate material when and where it is needed. The intent is to make the relationship between the supplier and the user as simple and uncomplicated as possible. However, the procedures should be within the boundaries of the logistics directives published by higher authorities. Replenishment of stock may be by system basis as a direct result of recorded usage and demand data or program basis from precalculated usage. All Navy activities have an assigned area to which they can submit requests for material or services. In the case of aviation maintenance, it starts at material control. The

requests then flow to ASD/SSC or to the designated point in the supply system.

NAMP POLICIES AND PROCEDURES

To be successful in maintenance and material management, you must follow the policies and procedures outlined in the NAMP. The following paragraphs describe some of the NAMP policies and procedures.

COMMON GOAL OF SUPPLY AND MAINTENANCE

The common goal of supply and maintenance organizations is to provide maximum weapons systems operational readiness. A close liaison between supply and maintenance personnel is essential in achieving this goal. It is important that supply and maintenance personnel have a single point of contact for coordinating those functions common to both.

MEETINGS BETWEEN SUPPLY AND MAINTENANCE PERSONNEL

Meetings are held at least weekly between supply and maintenance representatives. The status of high priority requisitions is the general topic of the meetings. These requisitions are the Not Mission Capable Supply (NMCS), partial Mission Capable Supply (PMCS), and other related requisitions. Monthly meetings are also held to resolve problems, establish local procedures, and promote material support effectiveness.

SPECIAL MATERIAL MANAGEMENT PROGRAMS

The special material management programs control critical and costly repairable material used in support of aircraft maintenance. They are listed as follows:

- The Operational Support Inventory (OSI)/Fixed Allowances Program
- The Intensive Repairable Item Management (IRIM) Program
- The Aviation Depot Level Repairable (AVDLR) Program
- The Advanced Traceability and Control (ATAC) Retrograde Depot Level Repairable (DLR) Program

Weapons systems are supported under the OSI/fixed allowance concept. Activities cannot exceed a negotiated firm allowance without authorization from the inventory control point (ICP). All assets are carried on the supply officer's record in Purpose code W or L. Refer to NAVSUPINST 4440.160, FASOINST 4440.15, and FASOINST 4440-16 for additional information. The supply and maintenance activities must maintain the one-for-one exchange discipline for issues of AVDLR items. Pass requisitions off-station only after the Beyond Capable Maintenance (BCM) action. However, you may pass requisitions off-station for anticipated NMCS or items listed in the CRIPL before processing a turn-in.

The IRIM program, at Navy ICP, standardized previous programs for intensive management of high cost and critical repairable items. For aviation repairable, IRIM replaces the Intensive Closed Loop Aeronautical Management Program (I-CLAMP). The objectives of IRIM are to resolve troubled items, improve turn-around-time (TAT) and carcass returns, and reduce backorders. Refer to NAVSUPINST 4419.4 and ASOINST 4440.99 for additional information.

The Defense Business Operating Fund (DBOF), formerly Navy Stock Fund, finances the AVDLR. Essentially, the DBOF is a revolving accounts of finds and material. Aviation units pay for DBOF items with aviation fleet maintenance (AFM) operating finds. In turn, DBOF uses the payment to replenish the items by paying for the repair or buying new replacement items. The benefits of the AVDLR program are reduced backorders, improved financial flexibility, and improved aircraft readiness. Also, it is an incentive for maintenance personnel to effect all repair permitted under the NAVAIR Aircraft Maintenance Plan.

The objective for establishing the ATAC Retrograde DLR Program is to improve control of turned in repairable items. The DLR Carcass Tracking Program provided improved accountability, traceability, and customer billing accuracy. Prior to implementation of ATAC the Program, each activity shipped retrograde to different repair/overhaul points. Under ATAC procedures, activities send retrograde to the ATAC hub. The hubs serve as centralized DLR processing facilities. Refer to NAVSUPINST 4421.20 for complete ATAC procedures.

MATERIAL REPORTING

Material reporting is a procedure that uses supply action documents in support of maintenance. The

information from the supply document are entered and merged with the material reporting history file. Activities forward the report to the Naval Sea Logistics Center (NAVSEALOGCEN). Material usage data in the report conveys information to different managerial levels in the Navy. This data allows management to accomplish the following:

- Relate material issues and turn-ins to weapons systems and components by activity and maintenance level
- Appraise higher commands of material expenditures in support of maintenance
- Determine weapons systems costs at the O- and I-levels of maintenance
- Determine usage, failure, and TAT rates for allowance change requests and developing the OSI/fixed allowance

A record type (RECTYP) code identifies each type of supply action document. The record type codes are as follows:

- RECTYP 60 - Material issues for weapons systems
- RECTYP 61 - RFI component from IMA
- RECTYP 62 - Deletion of previously submitted RECTYP
- RECTYP 63 - The non-RFI components from IMA
- RECTYP 64 - Material issue for technical directive (TD) compliance
- RECTYP 65 - Material issue to fill initial allowance
- RECTYP 66 - Material issue to PEB and for indirect material requirements

The source documents used for gathering information for material reporting are the requisitions and the supply portion of maintenance actions. In manual processing, these are the completed DD Form 1348 (6 pt) and a copy of the maintenance action form (MAF). The completed documents require timely submission to the data services facility (DSF) for processing. That is, the document must be processed within 1 work day after completing the supply transaction. In automated activities, the computer automatically extracts the data for material reporting. Supply must complete revalidation of erroneous

material reporting data within 1 work day after receipt from DSF.

NOTE: The NALCOMIS communication network allows output of the Aviation Maintenance and Material Management Systems to an external interface.

The local data services facility provides supply with local material reports. The MR-1-1 and MR-1-2 contain information for repairable management and fixed allowance determination. These reports merge supply and maintenance data to determine usage and TAT of repairable items. The MR-1-1 and MR-1-2 are identical reports except for the sequence in which they are produced and the totals taken. The MR-1-1 is by Work Unit Code (WUC), by NIIN, and by JCN sequence. The MR-1-2 is by NIIN and by JCN sequence. Each report has two parts. Part 1 is a detailed list, and part 2 is the summarization of the detailed list. The report contains the data for the current 6 months. Activities requesting the report can select the reporting period desired. The MR-2-1, MR-2-2, and MR-2-3 are expense item management data reports. The reports contain information for reviewing item usage to set stock levels. The reports display frequency and demand data on all maintenance and related expense items for up to the previous 6 months. Activities using NALCOMIS should refer to the *NALCOMIS User's Manual* for procedures on material reporting.

AVIATION SUPPORT DIVISION

Material management involves a direct relationship between the two complex operations of maintenance and supply. It is important that these operations have a single point of contact for coordinating those functions common to both. The success of material management at any activity depends largely on the success of this coordination effort. It is imperative supply and maintenance personnel be familiar with responsibilities of both.

RESPONSIBILITIES

The ASD/SSC officer is responsible to the supply officer for the performance of the center and acts as a direct liaison between the aircraft intermediate maintenance department (AIMD) officer and the supply officer. The ASD/SSC is responsible for the following actions:

- Receiving requirements for material in support of weapons systems maintenance

- Performing technical research and preparing supply requisitions
- Delivering material to customers
- Monitoring turn-in of repairable components due from both O- and I-level maintenance activities
- Maintaining the local repair cycle asset (LRCA) storage areas and providing listings of available components to customers
- Establishing, maintaining, and replenishing pre-expended bins (PEBs) and providing PEB listings to customers
- Coordinating with the AIMD to originate customer service requests with the NADEP
- Initiating local expeditious repair (EXREP) requests
- Maintaining awaiting parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts
- Expediting high-priority requisitions
- Measuring supply response time

For detailed procedures for the responsibilities of each unit, refer to OPNAVINST 4790.2.

LOCATION

The ASD/SSC should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the SSC/ASD may vary according to local geographic and facilities layout.

HOURS OF OPERATION

All the functional areas of the ASD/SSC must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

MEANS OF RECEIVING REQUISITIONS

In manual processing, ASD/SSC may receive requisitions on various forms. These forms include DD

Form 1348 (6 pt and DD Form 1348-6. ASD/SSC may also receive requisitions via message.

In automated activities, ASD/SSC receives requisitions electronically via computer terminals.

RESPONSE STANDARDS

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for not-carried (NC) or not-in-stock (NIS) items. Response time starts when the requirement is placed in the SSC/ASD and stops when the requested material or status is received at the delivery mint. Chapter 8 of this TRAMAN shows these time standards. Response time should be individually measured and maintained on a monthly basis for review by the supply officer.

The NALCOMIS activities can print the Issue Response Time Analysis Report through conversation code N692. The user can specify the ORG code, Project code, and urgency of need designator along with inclusive dates for the report. This report summarizes the issue response time by Project code within Type Equipment code, within organizational code, and within issue group.

STATUS LISTINGS

Daily mechanized listings that provide complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. As a minimum, the listings contain the following information:

- Document number
- Cognizant symbol (COG), material control code (MCC), national stock number (NSN), and special material identification code (SMIC)
- Unit of issue and quantity
- Project and priority
- Bureau number
- Nomenclature
- Status/Routing Identifier code (RIC) of activity submitting status

- Job control number (JCN)
- Work Unit code (WUC)
- Originator code of requisitioner

The NALCOMIS activities can print NMCS/PMCS High Priority Report through conversation code N696. This report will list all requisitions selected by the user.

An AWP status is provided weekly to the AIMD on a mechanized listing and contains, as a minimum, the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center. The NALCOMIS activities can print the AWP Repair Parts Status Report through conversation code N694. This report lists all of the components that are AWP.

INDIVIDUAL COMPONENT REPAIR LIST

The Individual Component Repair List (ICRL) contains the existing repair capability data on items previously processed by the IMA. The supporting supply activity is responsible for assisting IMA in maintaining an accurate ICRL. The supporting supply activity uses the ICRL for the following purposes:

- To enter the repair capability code on local stock records
- As a source of data for recomputing repairable allowances for activities that use manual procedures

The NALCOMIS activities use conversation code N201 to add new ICRL records to the data base. Conversation code N202 is used to update already established records or to delete an ICRL record. Conversation code N222 is used to display the ICRL record of an item on the computer screen. Conversation code N235 is used to request a printout of ICRL in the sequence selected by the user.

ORGANIZATION

The aviation support division (ASD)/supply support center (SSC) is the contact point for supply operations. It is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons systems maintenance. The ASD/SSC consist of two sections, the supply response section (SRS) and the component control section (CCS). Figure 9-1 shows the organization of the ASD/SSC.

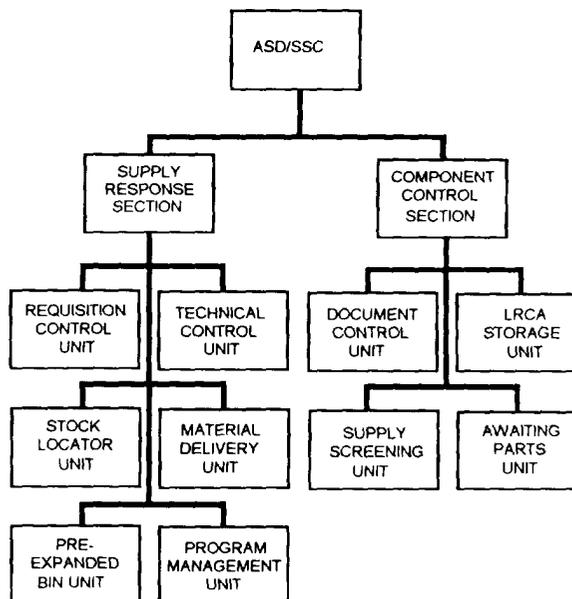


Figure 9-1.-ASD/SSC organization.

Supply Response Section

The SRS is the single point of contact for processing customer requirements and providing follow-ups and status as required. The SRS is divided into six units: requisition control unit (RCU), technical research unit (TRU), stock locator unit (SLU), material delivery unit (MDU), pre-expanded bin (PEB) unit, and the program management unit (PMU).

The SRS is responsible for the following:

- Processing material requirements
- Maintaining control
- Transmitting requests to other on-station supply processing points as required
- Delivering all parts and materials to customers
- Providing status on all requirements received
- Maintaining all aviation PEBs
- Expediting all high-priority requisitions
- Reviewing and monitoring mailbox messages in NALCOMIS

Individual unit responsibilities of the SRS are listed in the following paragraphs.

REQUISITION CONTROL UNIT (RCU).— The RCU receives all requests for material requirements,

prepares appropriate documentation, maintains appropriate files and registers, and provides status to the customers. This unit also maintains the proof of delivery (POD) file.

The requisition from the customer will include the MILSTRIP and the following information:

- Organizational (ORG) code.
- Job control number (JCN).
- Type Equipment code (TEC).
- Bureau/serial number (BUNO), if applicable.
- Work Unit code (WUC). The WUC may be omitted for RECTYP 64, 65, 66, or 67 issue. Requests for consumable material that do not have a unique WUC must indicate the WUC of the subsystem on which the material is being installed.
- Commercial And Government Entity (CAGE) code. This element will have the engine TEC in lieu of the CAGE when requisitioning an aircraft engine.
- Quantity.
- Document Number.
- Demand code.
- Delivery point. (Used for intrastation only.)
- Fund code, if applicable.
- Project code.
- Priority.
- Required delivery code, if applicable.
- Advice code. This code is mandatory for repairable items.

Upon receipt of the requisition, RCU logs the information in the requisition register or log. Then, RCU sends the requisition to the technical research unit (TRU).

The following paragraphs describe manual processing of the DD Form 1348 (6 pt).

If the requisition is for consumable material, RCU will receive the green copy from TRU. The RCU files the green copy in the suspense file.

RCU processes issue transactions as follows:

For consumable issue, RCU will receive the hardback copy from MDU. The RCU then makes the necessary entries in the requisition log, discards the

green copy, and files the hardback in the proof of delivery (POD) file.

For repairable issues, RCU receives the hardback copy from the document control unit (DCU) for the POD file. The RCU also makes the proper entries in the requisition log.

The RCU processes not-carried (NC) or not-in-stock (NIS) requisitions for consumable material as follows:

The RCU receives and forwards requisitions marked NC/NIS to the technical research unit for substitutes or interchangeable. If the requisition is still NC/NIS, RCU provides the status to the customer. The RCU forwards NMCS, PMCS, and work stoppage requisitions [less yellow, white, and green copies of DD Form 1348 (6 pt)] to PMU. The RCU forwards indirect support requisitions to the control division for referral action. Upon receipt of the signed hardback copy, RCU files it in the proof of delivery file (POD) and discards the green copy from the suspense file.

The RCU processes NC/NIS requisitions for repairable material as follows:

Upon receipt of the green copy marked NC/NIS from the stock locator unit (SLU), RCU provides the status to the customer. If the requisition is NMCS/PMCS/work stoppage, RCU sends the green copy to the programs management unit (PMU) and notifies SLU of the EXREP or work stoppage status. Then, RCU gives the yellow copy of the DD Form 1348 to the material delivery unit for pickup of retrograde.

The RCU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

Upon receipt of the DD Form 1348 (less white copy) from SLU, RCU will provide the status to customer. The RCU forwards the DD Form 1348 (less white copy) to PMU for further processing.

The RCU acts upon unsatisfactory issues as follows:

Upon receiving notification that material is ready for pickup, RCU informs MDU to pickup the item. If the item is in ready for issue (RFI) condition, MDU routes the item to stock after checking the item with the turn-in document. If the item is in an unserviceable condition, MDU forwards the item to the component control section (CCS). In turn, CCS prepares the MAF (or other document) needed to induct the item to IMA.

The NALCOMIS activities use conversation code N618 to record the return of consumable or repairable items from customers. This process creates a turn-in (D6A) record. It also generates a DD Form 1348-1 or Repairable Movement Notice (D6A) if the item is repairable.

NOTE: In the event that wrong material was received from off station, either RFI or non-RFI, and there is no allowance for the material, submit a Report Of Discrepancy (ROD) for disposition instructions.

The RCU prepares a duplicate DD Form 1348(6 pt) (or other document) of the original requisition with RECTYP 62. The RECTYP 62 will delete the RECTYP 60 previously submitted. The RCU forwards one copy of the DD Form 1348 to the data services facility (DSF) for processing. A duplicate DD Form 1348 is not required if the original copy can be located and destroyed prior to being forwarded to DSF.

In NALCOMIS activities, RCU is primarily involved with conversation codes N601, N602, N604, N607, N610, and N615. The RCU also uses conversation codes N606, N614, N619, N624, N630, N643, N668, and N679. Refer to the *NALCOMIS User's Manual* for other conversation codes used by RCU.

TECHNICAL RESEARCH UNIT (TRU).— The TRU is responsible for the verification of requisition data, such as part number, stock number, references, and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability, and alternate national item identification numbers.

The TRU processes requisitions as follows:

The TRU receives requisitions from RCU. Upon receipt of the requisitions, TRU performs technical research to find the required data needed to process the requisition. The TRU uses publications, catalogs, stock lists, manuals, or computers to perform the research.

If the requisition is for a consumable item, TRU sends the green copy of DD Form 1348 to RCU and discards the yellow and white copies. The TRU sends the remaining copies of DD Form 1348 to the stock locator unit for further processing.

If the requisition is for a repairable item, TRU checks the CRIPL. If the requested item is not listed in the CRIPL, TRU marks the requisition as a mandatory turn-in repairable (MTR). The TRU also lists the applicable substitute, interchangeable, supersedure, and next higher assembly information on the requisition. The TRU forwards the white copy of the DD Form 1348

to DCU and the remaining copies to the stock locator unit (SLU).

In NALCOMIS activities, TRU uses conversation codes N604, N610, N631, N650, N651, N654, N656, N657, and N679. It also uses conversation codes N682, N683, N687, N689, and N628.

STOCK LOCATOR UNIT (SLU).— The SLU is responsible for locating the material by use of stock locator cards, master stock status and locator listing (MSSLL), or other available locator systems. Under some automated systems, the locations are printed on the requisitions when processed.

SLU processes the requisition as follows:

Upon receipt of a requisition from TRU, SLU determines the availability and location of the requested material. The SLU will put the location of material carried in stock on a DD Form 1348 and send it to MDU.

If the requested item is NC/NIS, SLU will put the status on the DD Form 1348 and forward the requisition to TRU for a recheck. The SLU conducts a physical warehouse/storeroom check on all NMCS/PMCS/work stoppage requisitions that were NC or NIS. When SLU receives the requisition rechecked by TRU, for a consumable item, and the status is still NC/NIS, SLU will forward the requisition to RCU. If the NC/NIS requisition is for a repairable item, SLU sends the green copy of the DD Form 1348 to RCU. The SLU will hold the remaining copies of the DD Form 1348 in the repairable suspense file until notified by RCU to induct the item as EXREP or work stoppage.

Upon notification by RCU to induct the item, SLU marks the requisition EXREP or work stoppage and forwards the DD Form 1348 to MDU for component pickup.

The SLU forwards the requisitions for repairable items, listed in the CRIPL, that are NC/NIS to RCU.

In activities that use the preposting method, the SLU function is not required. In this case, the stock control or storage branch assumes this task.

In NALCOMIS activities, SLU primarily uses conversation codes N610, N616, N628, N629, N631, N662, N670, N687, and N809. The SLU uses supporting conversation codes N606, N607, N619, N624, N632, N633, N634, N638, N639, N686, and N689. Refer to the *NALCOMIS User's Manual* for other conversation codes used by SLU.

MATERIAL DELIVERY UNIT (MDU).— The MDU is responsible for the pickup and delivery of all

material to and from supported activities. Also, this unit is responsible for planning and scheduling deliveries to meet the required time frame. Fragile material and delicate components that require special handling, special padding, or racks should be delivered by the most direct route to reduce the risk of damage.

The MDU processes requisitions as follows:

Upon receipt of requisitions for carried items from SLU, MDU delivers the requisitions to the storage location. The MDU picks up the material from the storage location and delivers the items to the customer. Upon issue of consumable material, storage personnel detach the original and green copy of the DD Form 1348 (6 pt). Storage personnel put the Julian date and time of issue below block V on the DD Form 1348 (6 pt). The MDU sends copies of the DD Form 1348 (6 pt) to stock control for financial and data processing actions. When MDU delivers a repairable item, it requires an immediate exchange or proof of previous turn-in unless the item is listed in the CRIPL or the requisition contains project code ZA9.

Upon delivery of the material, MDU will have the customer sign and put the date and time on the pink and hardback copy of the DD Form 1348(6 pt). The MDU gives the pink copy to the customer and delivers the hardback copy to RCU. If the material issued is a repairable item, MDU will pickup the turn-in item and all associated documents. Documents that may accompany the item include the MAF (or facsimile), service record card, or logbook. The MDU delivers the part and documents to the aeronautical material screening unit (AMSU) via the supply screening unit (SSU). The MDU returns a signed and annotated copy of the MAF (if used) and the original, green, and hardback copies of the DD Form 1348 (6 pt) to DCU.

If the turn-in repairable is not available, MDU will have the customer sign the yellow and hardback copies of the DD Form 1348 (6 pt), which are then forwarded to DCU. The MDU will give the pink copy of the DD Form 1348 (6 pt) to the customer.

The MDU will receive the original, pink, yellow, and hardback copies of the DD Form 1348 (6 pt) for EXREP or work stoppage requisitions. The MDU will pick up the repairable turn-in item with the associated documents and give the signed yellow copy to the customer as proof of turn-in. The MDU delivers the turn-in item, associated documents, and the original, pink, and hardback copies of the DD Form 1348(6 pt) to SSU.

The MDU may sign the local form/log when picking up repairable turn-in items before a requisition is processed by RCU. The MDU delivers the item and associated documents to AMSU, and gives the MAF copy (if used) to DCU.

In activities that use the preposting method, MDU may receive the requisitions from stock control or the warehouse. In this case, the DD Form 1348 original and green copies are deleted from MDU procedres.

The MDU also delivers material received from off station. Upon receipt of the material in supply, receiving personnel inform SRS. The SRS ensures that proper documentation is attached for delivery of the material. The SRS makes the appropriate entries on the requirements register, file, or log concerning the receipt.

In activities that use the preposting method, MDU delivers the DD Form 1348 (6 pt) marked "warehouse refusal" to TRU via RCU for processing.

NOTE: The NALCOMIS activities use the DD Form 1348-1 as an issue document. Distribution and use of DD Form 1348-1 copies may vary at each activity.

PRE-EXPENDED BIN (PEB) UNIT.— The PEB unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet storekeeper to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEB. This includes the replenishment or turn-in action, as required. The PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in-full package quantities.

The supply officer and the maintenance officer of the supported activity are jointly responsible for determining eligible items in the PEB. his includes items to be added or purged from pre-expended stocks. Eligible items with a unit cost of \$150 or less may be routinely established in PEB stock. Eligible items with

a unit cost in excess of \$150 maybe pre-expended with the approval of the commanding officer. The SRS will replenish the PEB as necessary.

Stock records require a quarterly review to ensure that all items have sufficient usage for retention in the PEB. You also should correct any mixing of pre-expended items during the quarterly review. As a minimum, purge and return to the supply department any item that had no demand within the last 12 months. Refer to OPNAVINST 4790.2 for list of items not authorized for inclusion in the PEB.

In NALCOMIS activities where PEB processing is implemented, supply personnel can use conversation code N603 to submit requisitions for replenishments. The user can also produce the pre-expended bin requisition listing by using conversation code N603.

PROGRAM MANAGEMENT UNIT (PMU).—The PMU is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage, and EXREP. The PMU distributes daily status listings to supported activities. The PMU also performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

The PMU processes NC/NIS requisitions for consumables as follows:

The PMU receives the DD Form 1348 (less yellow, white, and green copy) from RCU. Upon receipt of DD Form 1348 (6 pt) copies marked NC/NIS, PMU passes the requisition off station. The PMU files the requisition in the direct turnover (DTO) due file.

Upon receipt of material, PMU will receive a copy of the shipping document from the receiving section. The PMU forwards the original DD Form 1348 to stock control for RECTYP 60 processing. The PMU attaches the pink and hardback copy of DD Form 1348(6 pt) to the receipt document. The PMU forwards the documents to MDU for pickup of material for delivery to customer.

The PMU processes NC/NIS EXREP and work stoppage requisitions for repairable parts as follows:

The PMU receives the green copy of DD Form 1348 (6 pt) as notification of EXREP or work stoppage. The PMU files the green copy in the pending file.

If the EXREP or work stoppage is RFI, PMU receives the white copy of DD Form 1348 (6 pt) from the document control unit (DCU). The PMU removes

the green copy of the DD Form 1348 from the pending file and discards both the white and green copies.

If the EXREP or work stoppage part is beyond capability of maintenance (BCM), PMU receives the original, pink, and hardback copies of the DD Form 1348 (6 pt) from DCU. The PMU files them in the outstanding requisition file. The PMU removes the green copy of the DD Form 1348(6 pt) from the pending file. The PMU forwards the green copy to the supporting supply activity for financial obligation and initiates an off-station requisition.

Upon receipt of the receipt document from the receiving section, PMU must search the outstanding requisition file for the oldest requisition with the highest priority. If PMU does not find a requisition, PMU will coordinate with DCU to determine the disposition of the material. If PMU finds the requisition, PMU will notify MDU to pick up the pink and hardback copies of the DD Form 1348 (6 pt) from PMU and the material from receiving and deliver it to the customer. Concurrently, PMU will forward the original copy of the DD Form 1348 (6 pt) to DSF for RECTYP 60 processing.

The PMU processes NC/NIS requisitions for items listed in the Consolidated Remain In Place List (CRIPL) as follows:

The PMU receives the DD Form 1348 (6 pt), less white copy, from RCU. The PMU passes the requisition off station and forwards the green copy of the DD Form 1348 (6 pt) to the supporting supply for financial obligation.

Upon receipt of the material, PMU notifies MDU to pick up the remaining copies of the DD Form 1348(6 pt) from PMU. The MDU picks up the material from the receiving section and delivers it to the customer.

In NALCOMIS requisition processing within SRS, TRU will not see the requirement until after an issue has been made, an EXREP turn-in notice has been generated, an exception is processed, or a problem occurs. If the requested item is available, NALCOMIS will process the requisition and print a DD Form 1348-1 (issue document). The issue document will be printed on the assigned printer, such as in the warehouse, rotatable pod, or other areas. Upon receipt of the signed proof of delivery (POD) copy from MDU, SRS processes the transaction by using conversation codes N613 and N615. If another unit is assigned to process the issue transaction for repairable, they will process the issues by using conversation code N615. If an off-station requisition was processed as Receipt On Board on conversation code N613 but not completed on

N615, the requisition will appear in the daily DTO-ROB Report. On-station issues that were not completed on conversation code N615 will appear in the ISSIP Report.

Cancellation requests will be processed by PMU for issue priority groups I and II. The SRS processes all other requests for cancellation. Cancellations are processed by using conversation code N610 for on-station documents and N611 for off-station documents.

If the requested consumable item is not available, TRU will use conversation code N61 O to update the local status. The TRU can also use conversation code N610 to refer the requisition to other computer systems, if linked, for processing. The TRU or PMU can update the supply system status on the requisition by using conversation code N609.

If the requested repairable item is NC/NIS and TRU determines that there are no substitutes available, two things will happen. First, if the requisition contains 5S advice code, NALCOMIS will assign a local status of OFFMP. This status means off-line for manual processing. Check to see if the CRIPL 5S Advice code is valid, and then coordinate with DCU to clear the status. If the requisition is valid, refer the requisition off station by using conversation code N610. If the requisition contains an Advice code 5G, NALCOMIS will post an EXREP status. When IMA confirms the item as BCM, the Carcass Tracking processing will pass the requisition off station. A REFER status will appear on the NMCS/PMCS Report after the JCBCM status.

Component Control Section

The component control section (CCS) is responsible for managing repairables in the local repair cycle asset (LRCA) storage area and the repair cycle, including retrograde. The CCS manages these items by performing inventory control over all repairable assets stored in the LRCA storage areas. This includes items in the intermediate maintenance activity (IMA) repair cycle and retrograde repairables being processed for shipment via ATAC. The CCS consist of four units. They are the document control unit (DCU), LRCA storage unit, supply screening unit (SSU), and awaiting parts (AWP) unit. The following paragraphs describe the responsibilities of the CCS units.

DOCUMENT CONTROL UNIT— The DCU is responsible for the control of all non-RFI components in the IMA repair cycle (except rotatable pool

components). The DCU also maintains control of components awaiting turn-in from customers.

DCU maintains several files as follows:

The document suspense tile is a record of demands for repairable items. In manual processing, it contains the white copy of the DD Form 1348 (6 pt) that was received from TRU/RCU. The DCU holds this file in job control number (JCN) sequence until receipt of the corresponding MAF as proof of induction from AMSU.

The exchange due file contains records to indicate that a defective turn-in is due. In manual processing, this tile contains the yellow copy of the DD Form 1348 (6 pt) received from MDU. The DCU keeps this file in JCN sequence and uses it to follow up on the turn-in of defective units. The DCU ensures that customers turn-in defective components, listed in CRIPL, within 24 hours after receipt of the replacement. Upon receipt of the turn-in item, DCU gives the signed yellow copy of the DD Form 1348(6 pt) to the customer as proof of turn-in. The NALCOMIS conversation code N661 allows the user to print an IOU report. This report will list all of the criteria selected by the user. Conversation code N676 displays the IOU status information of a particular component. The NALCOMIS activities use a signed copy of the DD Form 1348-1 as proof of turn-in.

The induction return due file contains records of components inducted in the repair cycle. In manual processing it contains the MAF or facsimile copy. The DCU receives a copy of the MAF and the original, green, and hardback copies of the DD Form 1348(6 pt) from AMSU. The DCU uses these documents to check the exchange due file and, if necessary, discards the yellow copy of DD Form 1348 (6 pt). The DCU writes the issue Julian date on the original copy of the DD Form 1348 (6 pt) and sends it to DSF. The DCU files the MAF copy in the induction return due file until SSU submits the corresponding white copy of the DD Form 1348. The DCU also completes and verifies the Material Data block of the MAF copy.

If a component returned from AMSU is RFI, DCU discards the white and green copies of the DD Form 1348.

If a component returned from AMSU is non-RFI, DCU sends the green copy of the DD Form 1348 to the financial section and discards the white copy.

After processing the components returned from AMSU and the MAF copy in the induction return due file, DCU sends the MAF copy to DSF for 3-M

processing. Upon receipt of the processed MAF copy from DSF, DCU files and retains it for 2 years.

The NALCOMIS conversation code N270 is the Automated Aeronautical Material Screening Unit (AMSU) Receipt. The AMSU uses this conversation to screen and induct items being turned-in for repair from the IMA. The AMSU uses conversation code N271 to screen and induct items turned-in by squadrons, ASD/SSC, or other external organizations. Processing in these conversation codes will create a DIFM record for tracking of items through the repair cycle. The process will also clear the IOU and suspense records.

The completed requisition file contains the signed copies of issues from the local repair cycle asset (LRCA). Upon receipt of proof of delivery copy from MDU, DCU files a copy, by document number sequence within organization code, in the completed requisition file. The DCU sends the signed DD Form 1348 (6 pt) hardback copy or DD Form 1348-1 to RCU for the POD file.

The EXREP or work stoppage file contains the DD Form 1348 (6 pt) for outstanding requisitions. This file represents the requirements for repairable items to be repaired by the IMA. When requisitions are in EXREP or work stoppage status, DCU files the DD Form 1348 in part number or national item identification number (NIIN) sequence. Activities may use VIDS board for maintaining this file. The NALCOMIS activities can print the EXREP status report by using conversation code N643.

If an RFI repairable component is received from IMA, DCU screens this file for the oldest requisition with the highest priority. The DCU removes the DD Form 1348 from the file, sends it to SSU, and informs PMU to remove the requisition from NMCS/PMCS/work stoppage listing.

NOTE: This should be the general guideline for material issues; however, latitude exists to fill other requirements when urgency of need does not fit within the age/priority parameters of UMMIPS, such as filling a younger requisition of a squadron with a more immediate requirement.

If an item received is non-RFI (beyond capability of maintenance), DCU removes the corresponding DD Form 1348 (6 pt) and sends it to PMU for processing.

There will be situations when customers turn-in defective components and do not require a replacement. Upon receipt of the MAF copy from AMSU, DCU

prepares a DD Form 1348(6 pt). The DD Form 1348(6 pt) will contain the JCN, NSN, Purpose code, and material control code. The DCU marks the DD Form 1348 (6 pt) with the words "NO ISSUE" and sends it to SSU. The DCU files the MAF copy in the induction return due file or VIDS board. When DCU receives the component from AMSU, DCU processes the MAF copy (from the induction return due file) and component as a normal return from IMA.

In NALCOMIS activities, DCU maintains the induction log. The DCU posts the document date and serial number (DDSN), MAF control number (MCN), part number, item serial number, and date/time received in the log. The DCU can discard the MAF facsimile after verifying that the item has been inducted. Upon receipt of non-RFI items, confirmed as BCM, SSU will complete log entries in the BCM log. The information in the log should include the status, date, and disposition of the material.

If the item is RFI, DCU prints a copy of the display screen from conversation code N668. The DCU uses this copy to check the latest status of the requisition and match the information with the MAF and RFI condition tag. The DCU may also use conversation code N669 to check for cross issues. Conversation code N669 will display all of the outstanding requisitions for the same item. The DCU will complete all of the log entries for the RFI item. The DCU marks or stamps the MAF "CLEARED CCS" and also stamps "R/POOL" on the outside of the pool items. Items processed as EXREP and returned in RFI condition will be returned to the requisitioner. The DCU will generate an issue document by using conversation code N621. The DCU will notify MDU to pick up the material for delivery to the requisitioner. Refer to the *NALCOMIS User's Manual* for additional information.

LOCAL REPAIR CYCLE ASSET STORAGE UNIT.— The LRCA storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets for ASD/SSC. This includes items in the rotatable pool. The LRCA is part of an activity's repairable fixed allowance. The LRCA assets are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The rotatable pool portion of the LRCA is located in an area that promotes efficient supply support of aircraft maintenance. The location should facilitate rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA). Co-location of the rotatable pool with

either IMA production control or the IMA is the most desirable arrangement. The major criteria for managing items in rotatable pool are supply support improvement, local demand, and space availability. However, inclusion of an item in the rotatable pool will not be constrained by a specific usage rate. Proper management of rotatable pool assets depends on judicious use of low limits to alert the IMA of critical situations. Use of low limits will prevent NIS situations by triggering a higher production priority in the IMA for repair. Repeated critical situations should highlight logistics management deficiencies and start review actions.

The supply department prepares a list of LRCA items carried in storage locations. The list specifically identifies those items in the rotatable pool. Supply distributes the list to all aircraft maintenance activities requiring supply support. The format of the list includes the NSN, manufacturer's part number, CAGE code, WUC, family group code, description, and LRCA item number. Supply prepares the list in various sequences adapted to the needs of the maintenance activities.

Afloat activities maintain operational support inventory (OSI) by using the aviation consolidated allowance list (AVCAL) process. FASOINST 4440.15 describes procedures for establishing retail requirement levels for consumables and repairables afloat. Shore activities use the shore-based consolidated allowance list (SHORCAL) process. FASOINST 4440.16 describes the procedures for the retail establishment levels ashore.

The OSI/fix allowance is a result of negotiations between the operating sites and the Aviation Supply Office (ASO). The activity's OSI/fix allowance assets are subject to ASO redistribution only to fill issue priority 1, issue group 1, NMCS, or PMCS requisitions. Otherwise, it is protected from ASO redistribution. The OSI/fix allowances are managed under several Purpose codes. The following text describes the Purpose codes.

Purpose code "W" is assigned to the OSI retail level and consists of aviation depot-level repairable (AVDLR) and field level repairable (FLR).

Purpose code "L" is assigned to the supplemental aviation spares support requirements. The quantity on hand in "L" will equate to the quantity deployed.

Purpose code "A" is assigned to the wholesale FLR and AVDLR that are not part of the authorized site fixed allowance.

Allowance change requests are submitted to ASO with information copies to ACC/TYCOM and are subject to negotiations. Use NAVSUP Form 1375 for submitting allowance change request. Allowance computation after the initial outfitting or reAVCAL/reSHORCAL is based on the activity's usage and repair history. The local usage/repair history data base used for allowance computation will be 12 months, except for new systems or aircraft. In case of new equipment or aircraft aboard for less than 1 year, use a minimum of 6 months of data. Use the local repair cycle requirement (LRCR) table provided in FASOINST 4440.15/4440.16 for determining allowance quantity. OPNAVINST 4790.2 also provides an LRCA table for computing allowances.

Repairable item fixed allowances are determined by turnaround time (TAT) and monthly usage. If the TAT is stable, assets will be available as requirements occur. If TAT lengthens for any unusual reason, rotation of assets slows and affects readiness. The TAT performance must be monitored. Supply should conduct liaison with IMA when excessive TAT begins to impact support performance. When using TAT in computing allowances, each TAT element will be constrained as follows:

- Removal to IMA, 1 day
- Scheduling time, 3 days
- AWP time, 20 days
- Actual repair time, 8 days

NOTE: The total average TAT will be limited to a maximum of 20 days for each NIIN in each case. Constraints will be applied to each case before totalling.

Issue procedures for LRCA may vary between activities. The procedures depend upon manual or automated processing. In manual processing, issue of LRCA begins in SRS when the storage area and SRS are collocated.

The LRCA will receive the original, green, pink yellow, and hardback copies of the DD Form 1348 (6 pt) from MDU. The LRCA will breakout the requested item and put the Julian date and time below block V of the original copy of the DD Form 1348 (6 pt). The LRCA will give the material and all DD Form 1348 (6 pt) copies to MDU for delivery to the customer. The LRCA posts the issue transaction on stock records.

Flight deck issue is the process of issuing repairable material to meet the flight deck or flight line urgent

requirements. In this case, an item is issued without normal documentation. Issue and control procedures must be established for issuing repairable items to customers. The following procedures apply:

- Receive demand directly from the customer (customer must provide JCN).
- Break out the material and issue it to the customer.
- Prepare the DD Form 1348 (or similar document) and enter the Julian date and time below block V on the original and green copies.
- Send the green copy of DD Form 1348 to DSF and post the issue on stock record.
- Send the DD Form 1348 white, green, and yellow copies to DCU.

The LRCA will receive RFI repairable items that have been inducted through the repair cycle from AMSU. The repairable items must have the applicable logs, records, SRC, or other associated documents. Upon receipt of an item, LRCA will stow the material and post the receipt transaction on the stock record.

The NALCOMIS activities may have several LRCA storage locations or repairable pools. If the item requested by the customer is available, the issue document (DD Form 1348-1) will be printed from the designated printer location. If the requested item is located in the R-pool, personnel will break out the item for issue by using the location on DD Form 1348-1, and stamp all copies "R-POOL." The individual doing the break out will sign, put the date and time of break out, and put the serial number of the item being issued on the DD Form 1348-1. The R-pool retains copy 6 of the DD Form 1348-1 until receipt of the POD from MDU. The primary conversation codes used by R-pool are N609, N610, N612, N613, N614, N615, N616, N639, N670, N671, N676, and N677. Refer to the *NALCOMIS User's Manual* for other conversation codes used by the R-pool.

SUPPLY SCREENING UNIT.— The SSU is responsible for processing all items returned from the IMA. The SSU should be located next to the AMSU. The SSU is also responsible for preparing retrograde for shipment via ATAC within 2 working days. The SSU also processes field level repairable for shipment or return to storage. Where practical, retain items with assigned movement priority designator 03 in the Master Repairable Item List (MRIL) in awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 Project code). Every section or unit concerned with repairable must handle BCM DLRs quickly.

Assign document numbers for shipping unserviceable AVDLR as follows:

- For material issued from the wholesale stock or DBOF stores account, use the requisition number. For example, the stock point issued the item on a ZA9 requisition. Upon receipt of the item, the squadron turned in the unserviceable part for repair to AIMD. After induction, AIMD certifies the item as BCM. In this case, the shipment document number for the retrograde must be the same as the requisition.
- For material issued from end use, such as ASD/SSC, use the replenishment document number. The retrograde shipment document must cite the document number of the stock replenishment. This will close the loop of carcass tracking.

NOTE: Refer to FASOINST 13490.3 for identification and disposition of repairable aircraft tires.

The SSU maintains the IMA due file. This file contains the white copy of the DD Form 1348 received from DCU. The SSU retains this copy until receipt of the signed off MAF copy (or facsimile) from AIMD.

Upon receipt of the items from IMA, SSU processes them as follows:

- Checks the condition of the item as indicated on the MAF (or facsimile).
- Removes the corresponding white copy of the DD Form 1348 (6 pt) from the IMA due file and sends it to DCU with the appropriate annotation.

SSU processes RFI items for stock as follows:

If the item was issued from A-purpose or non-LRCA W purpose stock mark a copy of the MAF (or facsimile) "STOCK" Mark or stamp "RFI" on the DD Form 1348(6 pt) white copy and forward it to DCU. Initiate a DD Form 1348-1 and send the item and associated documents to the warehouse.

If the item was issued from W-purpose and is locally repairable, mark a copy of the MAF (or facsimile) "LRCA." Mark or stamp the DD Form 1348(6 pt) white copy "RFI" and forward it to DCU. Send the RFI item

with the MAF copy (or facsimile) and associated documents to the LRCA storage unit.

SSU processes RFI items for issue on requisitions as follows:

If an outstanding requisition exists for the item, SSU will receive the requisition from DCU. The SSU will provide MDU with the RFI item, associated documents, and DD Form 1348 (6 pt) pink and hardback copies.

There will be instances when the DD Form 1348(6 pt) white copy in the MA due file indicates that an RFI item should be returned to LRCA storage. In this case, SSU will process the item as follows:

- Attach the original copy of the DD Form 1348(6 pt) to the MAF copy. Forward the copies to the LRCA storage location with the appropriate remarks for affecting a receipt against the JCN on the MAF copy and for issue against the JCN on the original copy of the DD Form 1348 (6 pt).

- Mark or stamp the white copy of the DD Form 1348 (6 pt) "RFI." Send the white copy of the DD Form 1348 (6 pt) to DCU for completion of the MAF copy (or facsimile) in the induction return due file.

There will be instances when the white copy of the DD Form 1348 (6 pt) indicates that the RFI item was intended to be returned to A-purpose stock. In this case, SSU will process the RFI item as follows:

- Notify DCU to process MAF copy (or facsimile) with RECTYP 61.

- Mark or stamp the white copy of the DD Form 1348 (6 pt) in the IMA due file "RFI." Attach the white copy with the original copy of the DD Form 1348(6 pt), used as the issue document. Send both copies to the inventory control division to clear the due in from maintenance (DIFM) file (if used) and post the issue. The completed original copy of the DD Form 1348 (6 pt) will be forwarded to DSF for processing.

SSU processes non-RFI items as follows:

Upon receipt of a non-RFI item from AIMD, SSU will process the item and associated documents as follows:

- Match and verify the part number, serial number, CAGE, and other data on the item with the MAF copy (or facsimile).

- Determine the disposition by using the MRIL and NAVSUPINST 4421.20.

- If not provided from another source (automated procedures), prepare a DD Form 1348-1 by using the information from the white copy of the DD Form 1348 (6 pt). Assign a shipment document number as described in previous paragraphs.

- Enter the JCN from each non-RFI item to be shipped in blocks V and Y of the DD Form 1348-1.

- Mark or stamp the white copy of the DD Form 1348 (6 pt) "DSP" or "dispose of," as applicable. Enter the activity to which the item is to be sent, such as ATAC, and enter the Julian date it is released for transportation. Forward the completed white copy of the DD Form 1348 (6 pt) to DCU.

- Ensure the JCN on the MAF copy (or facsimile) is legible.

- Ensure that a material condition tag (fig. 9-2) is securely attached to the item. The Remarks block should contain the Type Equipment code (TEC) and JCN.

- Insert the SRC, logs, records, and other documents in a sealed plastic envelope separate from the DD Form 1348-1, condition tag, and MAF copy (or facsimile).

- Route the non-RFI item, MAF copy (or facsimile), DD Form 1348-1, and associated documents to the next point of action. This may be the packing section, slipping section, or ATAC hub representative.

I Dispose of those items that are coded WW in the MRIL to the nearest Defense Reutilization and Marketing Office (DRMO). When material is physically shipped or transferred to DRMO, furnish a shipment status card (DI A53) according to DOD 4000.25-1-M, MILSTRIP.

SSU processes field-level repairable (FLR) as follows:

Cognizance symbol 1R and material control code D identify FLR items. These are repairable assemblies that have an SM&R code that limits their restoration to usable condition to I-level maintenance. Upon receipt of a defective FLR, IMA will determine its repairability and return it to RFI condition or declare it BCM. If the item is BCM, SSU will arrange for disposition by using the information in the MRIL. The SSU procedures for processing FLR items are essentially the same as for DLR with the following exception. Some FLR have an assigned DOP (as indicated in the MRIL) and must be shipped to the DOP or DSP when BCM action occurs.

<small>WARNING: Unauthorized persons removing, defacing, or destroying this label may be subject to a fine of not more than \$1,000 or imprisonment for not more than one year or both (18 USC 1361)</small>	FSN, PART NO AND ITEM		UNSERVICEABLE (REPARABLE)	
	7RH 1560-00-123-45675X 215-04123-1 VALVE		INSPECTION ACTIVITY	CONDITION CODE F
			REASON FOR REPARABLE	
			BCM-1	
SERIAL NUMBER/LOT NUMBER	UNIT OF ISSUE	REMOVED FROM		
0123	EA			
CONTRACT OR PURCHASE ORDER NO.	QUANTITY	INSPECTOR'S NAME OR STAMP AND		
	1	AMH1 CLARK		
REMARKS				
AAFF PD4-123-456				
SAMPLE				

DD FORM 1577-3 1 OCT 66 S/N 01012-1F-016-0800
 DD FORM 1577-2/1577-3 (1 OCT 66)
 * GPO 1985-508-146

Figure 9-2.-Unserviceable material label.

According to NAVSUPINST 4421.20, FLR must not be shipped via ATAC hub.

Handle non-RFI repairable items in the same manner as RFI items. Provide particular care to prevent further damage of repairable that are being shipped for rework. The RFI repairable items that will be reissued to local operating units in a short period of time need minimum packaging and preservation.

The IMA is responsible for internal and external preservation (prior to packing) of all items. The IMA is also responsible for providing adequate protection to items during movement to the supply packing and preservation section. Supply is responsible for the final packing and preservation of repairable items (less engines) prior to shipment or storage. The IMA performs the packing and preservation of engines. Use the proper container when storing (for a long period) or shipping engines.

The supply department is responsible for processing material exhibits for investigation. These are items needed for an engineering investigation (EI) or Quality Deficiency Report (QDR). According to the NAMP, supply should hold material for 30 days pending disposition instructions from the cognizant field activity (CFA). When directed, supply will screen stock items suspected as defective. If the disposition instruction is not received in 30 days, request a disposition instruction from the CFA. If it is determined that an investigation is

needed, the maintenance engineering cognizant field activity (MECFA) will request the holding activity to ship the item. Ship items via the ATAC hub.

Ship the item in "as is" condition. If contradictory safety instructions exists, they take precedence over the instructions in OPNAVINST 4790.2. When a hazardous condition is evident, perform only those tasks necessary to protect the item. When processing the item, the following procedures apply:

- Cap or package the item immediately to prevent contamination, corrosion, or further damage.
- Do not attempt any disassembly of the material.
- Do not make any adjustments.
- Do not perform any type of cleaning.
- For suspected contamination, send sample of fluid in a clean and sealed container.
- Send all failed fragments, wrapped separately.
- Package the item in the same level of protection as RFI parts.
- Mark or tag the item with the control number provided by the CFA.

The following paragraphs describes the procedures for preparing the EI/QDR exhibit for shipment.

Mark the document and all sides of the container with the words "ENGINEERING INVESTIGATION" or "QDR." Cite the control number provided by the CFA. When using parcel post, register the shipment. Attach a copy of the message report to the material.

Prepare the DD Form 1348-1 accordingly. In record positions 1-3, enter BEI (for EI) or BQD (for QDR). Enter Condition Code L in record position 71. Enter other data according to MILSTRIP.

In the "Ship To" block (block B), enter the shipping code and address according to the disposition message. If an item is being sent to a commercial activity, the shipping code is that of the commercial repair facility. An item being sent to an organic depot will have the shipping code of the collocated supporting supply department (SSD) or designated support point (DSP). The MRIL contains shipping codes used for EI/QDR material.

In block D, enter the words "investigation material" and the control number. Use block N for security code, if required. Assign Project code 754 and movement priority designator 03. Enter Condition code L in block P and the JCN in block V. Enter the nomenclature and serial number (if required) in blocks X and Y. Enter the contract number, project order, or other material data in blocks AA-CC, and send a copy to ASO (_R Cog). Enter the words "PACKAGING REQUIRED" in block EE if the item requires additional packaging by a transshipping activity. Enter the UIC and name of the receiving activity in block 11 if the item is turned over to another Navy activity for transshipment. Enter the Julian date of shipment in block 12. Refer to NAVSUPINST 4440.187 for additional policies and procedures for control of DLR forwarded for investigation.

The DD Form 1348-1 must be stamped with "EI" or "QDR," in 3-inch letters without obliterating any vital data element. This will help in receipt and routing of material.

The activity shipping the item for investigation is responsible for notifying the receiving activity about the shipment. When notified by CFA that the EI/QDR exhibits have not been received, supply will assist in locating the material.

The supply department must process any EI/QDR items to be shipped directly to a contractor's plant or released to a contractor's representative. Supply will issue the item on a custody basis, only after receiving the authority from the MECFA. Ship DLR exhibits destined to a commercial contractor's depot via ATAC hubs for processing.

In NALCOMIS activities, SSU uses conversation codes N618 and N667 as primary conversation codes in the computer. The SSU uses conversation codes N659, N660, N668, N675, N677, and N679 as supporting conversations. The DCU will process components returned from the IMA on conversation code N621. When using conversation code N621, the computer will record the disposition of the component and produce the hardcopy notice to accompany the component. Also, this conversation code will produce a DD Form 1348-1 issue document for RFI components being issued to the original requestor. It also produces a DD 1348-1 shipping documents for components with confirmed BCM action. Conversation code N621 will generate a stow notice if the RFI item is for stock. Refer to the *NALCOMIS User's Manual* for more details on SSU procedures.

AWAITING PARTS UNIT.— The AWP unit is responsible for receiving, storing, and controlling all AWP components returned from the IMA. This unit should be located next to IMA production control.

The following is a partial list of AWP responsibilities. (Refer to OPNAVINST 4790.2 for more details.)

- Establishing holding and staging areas.
- Requisitioning piece parts and maintaining requisition files, registers, and records necessary to monitor, follow-up, expedite, reconcile, and report material demands for component repair.
- Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair.
- Receiving incoming material, identifying it to the failed component, and when all required material is received, reinducting the component.
- Continually reviewing and following up on off-station requisitions to fill AWP requirements.
- Establishing procedures to make sure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.
- Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control.
- Establishing procedures to BCM components to the next level of repair when appropriate. The AWP management personnel must be responsive to aircraft

maintenance needs by performing timely follow-up, validation, and BCM actions.

The supporting DSF provides the AWP listing weekly. The contents of the listing are basically the same as the NMCS/PMCS listings.

There are occasions when the part, needed by maintenance to fix a repairable item, is not available locally. When this occurs, the repairable item is considered to be in AWP status. Upon notification of the requisition status, the maintenance work center supervisor will prepare the item and documents for transfer to AWP holding area. In all cases, even if requisition status is not received, the AWP item will be delivered to the AWP holding area within 24 hours from the time a part is requisitioned by the work center. The intent is to move all AWP items from the work center to AWP holding area when local supply action is complete. Aircraft engines and other large components may be retained in the work center when movement to an AWP holding area is impractical.

Before accepting the AWP item, ensure the work center has completed the required data on the MAF (or facsimile). The AWP unit personnel submit the requisition to SRS and put the requisition date and serial in the Failed/Required Material block of the MAF (or facsimile).

In some occasions, AWP unit personnel may receive a part that does not satisfy the intended maintenance action. This occurs when wrong material was received/ordered, material was improperly marked, or non-RFI. When material received was determined to be non-RFI after installation, requisition a replacement item. If the item is a shop replaceable assembly (SRA), use the original MAF (or facsimile). If the item is a weapons replaceable assembly (WRA), use a new JCN. The applicable work center prepares the MAF (or facsimile) turn-in document by using When Discovered code "Y" to accompany the non-RFI item.

When the repairable part received was determined to be non-RFI but was not installed, prepare a DD Form 1348-1 as the turn-in document. Put enough information in the Remarks block of the DD 1348-1 to permit the supply department to submit a ROD, if required. Reorder the material (if required) by using a new document number. Put the original document number in the Remarks block of the new requisition. In this case, the original MAF (or facsimile) remains outstanding.

The AWP unit personnel must conduct the following requirements:

- Establish a location system for the AWP components. A work unit code (WUC) system may be the most efficient.

- Assign document serial numbers unique to AWP requisitions.

- Move requisitions from one component to another when cannibalization is authorized.

- Store repair parts received, associated documents, and hardware received from the work center with the AWP item.

- Present AWP items for reinduction to IMA when all required parts are received.

- Ensure that the VIDS/MAF (or facsimile) contains the proper entries before receiving or delivering the AWP item.

- Deliver all repair parts accompanying the component to the proper work center.

The accuracy of AWP inventory requisition records and outstanding requisitions must be maintained through weekly reviews. A standard of no less than 98-percent accuracy is necessary for effective AWP management.

Record the results of each validation in terms of overall accuracy for the following categories:

- One or more valid outstanding requisitions exists for each AWP item. Submit requisition for noted deficiency.

- A valid AWP component exists for each outstanding requisition. Cancel requisitions to correct the error.

- The locator system reflects the same location as the AWP item. Update records to correct errors.

To validate AWP items, use the MAF (or facsimile) to validate with the AWP items in the holding area location. Tag the validated items. Upon completion, research those AWP items not tagged and perform corrective actions. Also, validate all AWP items retained in work centers during this time.

Use the MAF (or facsimile) to validate required parts with the outstanding requisition file. Submit a requisition for items listed in the Failed/Required Material block of the MAF (or facsimile) with no outstanding requisition on file. Cancel those requisitions in the outstanding requisition tile that are not listed on

the MAF (or facsimile). Upon completion of AWP validation, correct the AWP listing accordingly.

The AWP retention goals and thresholds apply to all fixed allowance assets. A daily count of AWP items must be conducted to provide management flexibility. The age of AWP components should be color coded (20, 30, 60, and over 60-day increments).

Supply and maintenance personnel must review the AWP when the following situations exist:

- Any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions.

- The number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

There will be situations that will require the use of a piece of a part on a given AWP item that was received for another AWP item. It is sometimes necessary to remove an installed part from an AWP item to fix another AWP item. To ensure replacement of a cannibalized part, a control system is required. The key to controlled cannibalization is documentation. Some occurrences are as follows:

- AWP work center review. The work center supervisor or representative determines that, by judicious use of available piece parts accumulated among a group of like AWP items, a given number of those AWP items can be repaired.

- CCS initiated review, Outstanding NMCS or PMCS requirements for repairable may require CCS to screen AWP items. The CCS may determine if potential cannibalization is feasible to satisfy the NMCS/PMCS and request the work center to take action.

The BCM-4 is an Action Taken code assigned to a repairable item that was not repaired because of lack of parts. Before processing an AWP item as BCM-4, ensure all necessary actions were taken to get the part. Review outstanding requisitions for AWP items on a daily basis. Submit a follow-up if a positive status is not received within 10 days. If a satisfactory status is not received 10 days after the follow-up, submit a request for assistance to the ACC/TYCOM. Refer to NAVSUP P-437 and chapters 3 and 4 of this TRAMAN for additional information about supply assistance requests.

There are many variables to consider before you can BCM an item. They are listed as follows:

- Operational requirement. The component maybe required to meet a specific operational tasking.
- Readiness. Mission capable (MC); full mission capable (FMC).
- IMA production capacity.
- Supply system availability of repair parts versus availability of WRA or SRA.
- Financial impact, considering the cost of repair parts vice net cost of WRA or SRA.

To process the item for BCM-4, reinduct the item into the work center. The work center will reinstall the piece parts and perform preservation on the item. Ensure that the item is complete (no missing parts) before shipping it to the designated ATAC hub. Request for approval to retrograde assets will include the following information:

- Nomenclature
- NSN
- Part number
- Quantity
- Past 90-day removal rate
- Normal median TAT in IMA
- Tentative BCM code of defective item
- Narrative of problem precluding local repair

Include the 30-day assist message previously submitted to the ACC/TYCOM as reference. Other assets held in AWP may be BCM without prior ACC/TYCOM approval when the retention limitations are reached.

In a NALCOMIS activity, AWP personnel use several conversation codes to perform AWP functions. Some of these conversation codes are as follows:

Conversation code N203 provides a cross-reference of part number to a CAGE and stock number.

Conversation code N216 displays the Failed/Required Material Data of the MAF Control Number (MCN).

Conversation code N644 is used to receive a component into the AWP location. The Job Status code must be "WT" to process component into AWP location.

Conversation code N646 is used to release AWP components back to the repair cycle. The Job Status

code must be "WQ" (awaiting parts) to release documents from AWP.

Conversation code N648 is used to perform transpose actions (AWP cannibalization) of repair parts from an AWP component to another.

Conversation code N649 is used to update or identify AWP location of a component.

Conversation code N680 displays information concerning the status of a particular component and its material requirement.

Other conversation codes used by AWP personnel are N605, N607, N608, N609, N611, N612, N613, N615, N668, N669, N670, N675, or N679. Refer to the *NALCOMIS User's Manual* for detailed information about these conversation codes.

INTER-IMA SUPPORT

Instances will occur where a repairable item, which is beyond the capability of the local IMA, is shipped to an off-station IMA for repair and return. The procedures for the repair and return program are in two parts. It consist of procedures for the shipping activity and the receiving activity.

The shipping activity will process defective items for repair and return as follows:

- SSU receives the defective item with a new MAF (or facsimile) from the work center. The JCN and other data on the MAF (or facsimile) must be the same as in the original MAF.

NOTE: Jointly, AMSU and AWP will prepare the new MAF (or facsimile).

- DCU removes the corresponding copy of the MAF (or facsimile) from the induction return due file and completes the Material Data block. The DCU will forward the completed copy of the MAF (or facsimile) to DSF for 3-M processing.

- Supply ships the defective item, new MAF (or facsimile), copy of original MAF (or facsimile), and the DD Form 1348-1 according to local procedures. Attach all applicable records, log books, SRC, or other associated documents with the item. Retain one copy of DD Form 1348-1 for tracking the shipment.

The receiving activity uses local procedures in processing receipts of items for repair and return. The item should have with it the new MAF (or facsimile), a

copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1. The following procedures for processing the items apply:

- ASD/SSC receives the items, new MAF (or facsimile), copy of the original MAF (or facsimile), associated logs and records, and DD Form 1348-1.

- ASD/SSC delivers the defective items and associated documents to AMSU for induction. Files the new MAF copy (or facsimile) in the induction return due file.

- After completion of the maintenance action, SSU receives the item, a copy of the new MAF (or facsimile), and associated documents from AMSU.

- DCU completes the MAF copy (or facsimile) from the induction return due file and sends it to DSF for 3-M processing.

- The supporting supply will ship the items, a copy of the new MAF (or facsimile), associated documents, and the DD Form 1348-1 according to local procedures.

The NALCOMIS activities use conversation code N271 to induct items for inter-IMA repair. Upon return of the component from the inter-IMA repair, NALCOMIS activities use conversation code N641 to process the item. All other conversation codes used for processing the item during the repair cycle are the same as AMSU and CCS use.

DEPOT CUSTOMER SERVICE REQUEST

The ASD/SSC initiates customer service requests (OPNAV 4790/36A) that are not initiated by IMA. The IMA requests are limited to services not requiring repair of repairable item. ASD/SSC will initiate a request if one of the following conditions exists:

- Outstanding NMCS/PMCS/work stoppage requisitions exist.
- The unserviceable item requires depot test or check.
- Supply system asset status indicates that a replacement is not now available.

ASD/SSC is responsible for the following:

- Preparing a funded OPNAV 4790/36A.
- Transporting material for customer service to and from the depot via traceable means.

- Maintaining suspense and completed records on depot customer service transactions and record associated statistics and usage data.

Depot customer service will not be requested for repairable items requiring extensive repair or overhaul. However, if the item is not included in the HI BURNER and Application Operation B08 Scheduling Programs, the Naval Aviation Depot Operations Center will be

requested to authorize customer service if a serious NMCS/PNICS/Work stoppage condition exists.

NALCOMIS activities use conversation code N271 to enter the JCN to the system. Conversation code N641 is used to process the return of a component from depot customer service. This conversation will record the disposition of the item and produce the hardcopy notice to accompany the item.

CHAPTER 10

STOCK CONTROL

The primary function of any supply organization is to ensure the availability of material to support the needs of its customers. To accomplish this function, supply must manage all material in stock continuously and judiciously. This chapter provides information about stock control afloat. However, some of the procedures described may also apply to stock control ashore.

The implementation of computer systems to gather and analyze supply data has made inventory management easier to accomplish. There are several kinds of computer systems used throughout the Navy. Aboard ship, the AK working in stock control will most likely use computer systems. These computers use the Shipboard Uniform Automated Data Processing System (SUADPS) and Naval Aviation Logistics Command Management Information System (NAACOMIS) procedures. Personnel assigned to stock control afloat should attend the SUADPS-RT and NALCOMIS training. This training will help personnel become familiar with the procedures for processing different transactions and reports.

Stock control uses different methods to perform inventory control functions. In mechanized activities, stock control uses several kinds of reports in managing stock items. The computer produces the mechanized reports used by stock control or supply personnel. The person requesting the report can select any of the optional criteria provided by the computer system to produce the specific report. The person requesting the report fills out and submits the request form to the systems coordinate. The systems coordinator will include the request for the report in the planning calendar. Supply personnel can use the mechanized reports to analyze various situations in stock posture and to check completed transactions.

As an AK, you must be able to perform stock control functions. The AK working in stock control is responsible for maintaining stock records, conducting inventory, or maintaining files. Personnel working in stock control must be familiar with the procedures used by other divisions in supply because all supply personnel performing receipts, stowage, or issues generate transactions that affect records in stock control. While in stock control, you will come in contact with

certain supply terms used in inventory management. You must familiarize yourself with these terms.

SUPPLY AND STOCK MANAGEMENT TERMINOLOGY

The first step in learning stock control procedures is to become familiar with the terminology used throughout the various levels of supply and stock management. The following texts describes some of these terms.

Average Endurance Level— The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation. It is the median between the safety level and stockage objective; that is, safety level plus one-half of the operating level.

Carried Items— This term refers to items in stock. For example, those items that the supply department maintains stock records showing current on-hand balances.

Consumption Document— This form is used to effect, record or report issues of material. Consumption occurs upon issue of material regardless of when it was used.

Demand/Quantity— The quantity of an item requested and issued regardless of the number of requests involved. This term is synonymous with the term *usage*.

Demand-Based Item (DBI)— The same definition as peacetime operating stock (POS) items.

Direct Turnover (DTO)— This term refer to material ordered from sources external to the ship or station. Immediately upon receipt, supply personnel turnover the material to the using department or squadron. Such material is required for immediate or planned use.

Frequency of Demand— The number of requests (hits) that an item experiences within a given time frame. For example, if there are five requisitions processed for an item within the given time frame, the frequency of demand is five. The total quantity

demanded could be any number, depending on the quantity per request.

High Limit— The maximum quantity of material to be on hand and on order to sustain current operations. It includes the sum of stocks represented by the operating level, the safety level, and the order and shipping time. It is equivalent to the requisitioning objective.

Item Depth— The quantity of a particular item stocked. For example, if the allowance quantity of an NSN is 10, the item depth for that NSN is 10. Inventory management uses this term with stock levels; that is, when referring to the depth of all NSNs stocked by an activity.

Item Range— The number of different items stocked. For example, if an activity stocks 7,000 different line items (stock numbers), the item range is 7,000.

Low Limit— The stock position that signals the need to start a replenishment action. It includes the stocks represented by the safety level plus the order and shipping time. It is equivalent to the reorder point.

Not Carried— Refers to items that the supply department does not stock. The supply department does not maintain stock records for these items. It is synonymous with the term *not stocked*.

Not in Stock— Refers to items stocked by a supply department but not on board when the demand occurs.

Order and Shipping Time— The anticipated (or advertised) time between order and receipt.

Operating Level— The quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions. Normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).

Peacetime Operating Stock (POS) Item— Used by automated ships to identify items that have a relatively high issue rate. POS items experience a demand frequency of two or more in a period of 6 months, and continue to have at least one demand every 6 months afterwards. POS items require semiannual review of stock records to compute the new requisitioning objective. POS item is synonymous with the term *demand-based item (DBI)*.

SIM Item— The term SLM means selected item management. It is an inventory control principle for nonautomated ships. SIM items are those items that have experienced a frequency of demand of two or more

within the past 6 months. SIM items also refer to items that have a predictable demand of two or more based on deployed or seasonal usage. SIM is similar to the criteria for POS and DBI used in automated ships.

Reorder Point— The stock position that signals the need to start replenishment action. It includes stocks represented by the safety level plus the order and shipping time. It is the same as low limit.

Requisitioning Objective— The maximum quantity of material to be maintained on hand and on order to sustain current operations. It includes the sum of stocks represented by operating level, safety level, and order and shipping time. It is the same as high limit.

Safety Level— The quantity of material, in addition to the operating level, required to be on hand to permit continual operations. This is the quantity of material used as a buffer to reduce the number of not in stock (NIS) situations.

Stockage Objective— The maximum quantity of material to be maintained on hand to sustain current operations. It includes the sum of stocks represented by the operating level and the safety level.

STOCK CONTROL RESPONSIBILITIES AND FUNCTIONS

Aboard ship, stock control is the nerve center of the supply department under the Shipboard Uniform Automated Data Processing System (SUADPS). The Naval Aviation Logistics Command Management Information System (NALCOMIS) used by aviation units also interfaces with SUADPS. The inventory control procedures used Moat are compatible with the 3-M reporting and OPTAR accounting requirements in the Navy. These are the 3-M reports as defined in OPNAVINST 4790.4 (ship's) and OPNAVINST 4790.2 (series) for aviation. The *Financial Management of Resources (Operating Forces)*, NAVSO P-3013-2, describes the OPTAR accounting and reporting procedures.

RESPONSIBILITIES

Stock control is responsible for the inventory control and management of all stock items in the custody of the supply officer. These are items located in supply department spaces or under the custody of other departments. Stock control processes all requisitions submitted manually or electronically by computer. Stock control posts transactions, such as receipts, issues, surveys, and inventory adjustments. Stock control also

prepares and submits financial reports and maintains various files. This includes the manual and mechanized output files. Stock control personnel encode input documents and check codes inserted by other personnel in the supply department. Stock control also prepares requests for reports and listings and interprets computer output data. It is clear that the accuracy and completeness of the computer product will be no better than the accuracy and completeness of the stock control personnel's efforts.

FUNCTIONS

Stock control personnel act to facilitate paperwork flow while accommodating computer requirements within SUADPS constraints to perform the supply functions described in the following paragraphs.

Files

Stock control maintains mechanized and manual files. Refer to the SUADPS-RT Support Procedures for lists of mechanized files. The following paragraphs describe some of the manual files maintained by stock control.

The Stock Control History File contains a copy of transaction documents, such as issues, offship requisitions, change notices, and receipts. The material completed file contains the copy of completed procurement documents submitted by ship departments. The receipt file contains a copy of all signed shipping documents used to process the receipt transaction.

The data processing history file consists of all computer-generated listings or documents used for updating the records.

Stock control also maintains copies of reports generated by the computer system. Stock control uses these reports when conducting an audit trail for a specific item or document number.

Updates

An update is the processing of collected transactions or information into the computer system. The process includes inputting information to the system tape files, which allows the system to produce a report or printout. Stock control manages the update by specifying what input documents should be processed

first. Stock control does this by submitting a request for update to the systems coordinator, together with requests for specific reports and other output. Computer systems with real-time capability update records automatically when customers enter transactions in the computer.

Stock records are normally updated monthly based on change notice management information provided by SPCC. A complete reconciliation of stock record data should be accomplished with SPCC once a year. Each fiscal year, a unit price change tape will be received from SPCC to update the unit price information in the stock records. The unit price change tape normally has an effective date of 1 October.

Procurements

Stock control is responsible for buying material for the ship and embarked squadrons. This includes submitting requisitions for stock, as well as DTO requisitions for embarked aviation squadrons and ship's departments.

Stock replenishment policy afloat includes the computation of demand quantity during the past 6-, 9-, or 12-month period. Use the endurance table in paragraph 6230 of NAVSUP P-485 to adjust the high limit, low limit, and safety level. When using the endurance table, determine the proper order and shipping time (O&ST) before selecting the high/low limit for SIM items. The authorized O&ST are as follows:

- 0 (zero) days for deployed and nondeployed ships when items are readily available in SERVMART or tending ship throughout the following quarter.
- 30 days for nondeployed ships in the United States, excluding Alaska and Hawaii. It is also 30 days for deployed ships when the items are available from stock points in Alaska, Hawaii, and outside the United States or from Combat Logistics Force (CLF) ships throughout the following quarter.
- 75 days for deployed ships in areas other than Western Pacific when items are available only in the United States, excluding Alaska and Hawaii.
- 90 days for deployed ships in Western Pacific when items are available only in the United States, excluding Alaska and Hawaii.

The cognizant fleet commander in chief may authorize changes to the O&ST when it is considered

necessary to maintain the prescribed average endurance level.

Replenishment of SIM items are determined when expenditure transactions have been posted to the stock records. SIM items are replenished when the on-hand plus the on-order quantity is equal to or less than the low limit. Non-SIM items are replenished on a one-for-one replacement basis, depending on the availability of funds. Replenishment of AVDLR is accomplished on a one-for-one basis after a BCM action on the unserviceable turn-in.

Automated activities can process stock replenishment by using the automatic reorder function in the computer system. This function can screen the stock records and prepare MILSTRIP requisitions for each deficient item.

Receipts

Receiving and storage personnel submit completed receipt documents to stock control. Stock control is responsible for checking the receipt documents for annotations and markings made by receiving or storage personnel. The annotations made in the receipt document determines the action required before processing the receipt through the computer program. Stock control personnel also must review receipt documents for completeness of information. This information includes the receipt signature, receipt date, quantity circled, and suffix code (record position 44).

When processing receipts, compare receipt document data with stock control data. The following are some of the data that you should check:

- Cognizance symbol
- Stock number
- Unit of issue
- Unit price
- Quantity requisitioned
- Storage location

After comparing the data, receipts that are in agreement can be processed by using local procedures.

In receipts, the stock number is the most common data that is substituted from the original requisition. Before posting these receipts, check the requisition file for the supply status that contains information about the substitute stock number. You can distinguish a new or

substitute stock number by status codes BG or BH, respectively. If status data is not listed in the requisition file, use other publications in the technical library to ensure the substitute data is correct. In automated activities, after posting the receipt, cross-reference records for substitute stock numbers are created automatically by the computer.

A suffix code in record position (rp) 44 of a MILSTRIP format identifies partial receipts. When posting partial receipts, be sure to include the suffix code in the input.

The term *receipt not from due* means that the document number of the material received is not in the outstanding requisition file. This situation exists when requisitions processed off-line are not recorded in the requisition file, but remain outstanding in the supply system. Other causes of unrecorded requisitions maybe push items from the ICP to ship's stock for which there is no basic NSN file in the record. For whatever reason, the material arrives and stock control must process the receipt.

Issues

Stock control gets a copy of the proof of issue documents after the delivery of material to the customer. These documents have been edited by the aviation stores division (ASD) or supply support center (SSC) during the initial submission of requisitions. Upon receipt of the proof of issue documents, stock control posts the transactions in the stock records. In automated activities, the computer procedures allow automatic processing of issue transactions in the stock records. Transactions processed by ASD/SSC via NALCOMIS interfaces with and automatically posts into SUADPS tiles. For repairable items, automated activities post issue transactions for aviation depot-level repairable (AVDLR) items only after a BCM action by the IMA.

Transfers

Activities may transfer material only upon receipt of an authorized request from another ship or activity. A requisition is the most common form of request for transfer of material. Higher commands may direct transfer of material by message, letter, or memorandum. Stock control is responsible for processing material transfer by using the applicable procedures. After completing the transfer, shipping section personnel

forward the copy of the expenditure document to stock control for posting to the stock records.

Change Notice Actions

Normally, SPCC sends change notice information to other activities on magnetic tape. Stock control receives and forwards the tape to the system coordinator for processing in the computer update. Change notices received by other means require manual processing by stock control.

Financial Reports

The implementation of computers has virtually cut the manual preparation of financial reports. When stock control needs a report printed, stock control will submit a request to the systems coordinator. The financial manager reviews and makes corrections to the report, if needed. In most cases, the printed report will require no further action from stock control other than a signature from the reporting officer.

Aviation Depot-Level Repairable

Repairable are components or subassemblies that can be repaired for reuse. The term *depot-level repairable* (DLR) refers to repairable for which the condemnation decisions are made at the depot maintenance level. The term *aviation depot-level repairable* (AVDLR) refers to DLRs under the management of the Aviation Supply Office. (Ship's Parts Control Center [SPCC] manages DLR for ships.) An AVDLR item can be repaired at the intermediate maintenance activity (IMA). The AVDLR items that are processed as beyond capability of maintenance (BCM) by the IMA must be shipped to the depot repair facility for repair.

Stock control manages AVDLR and DLR items in the supply department stock. The AKs processing these items should be familiar with the procedures outlined in NAVSUP P-485 and NAVSUP P-545. The following paragraphs describe the AVDLR program.

IDENTIFICATION AND STORES ACCOUNT.— Material assigned with a 7 in the first digit of the cognizance symbol identifies End-Use AVDLRs afloat. An example of this cognizance symbol is the 7R. SUADPS-RT activities hold these items in the End-Use

Store Account 55000. Only those SUADPS-RT activities with a uniform system identification (USID) code of C or M maintain End-Use Stores Account 55000. The supply officer owns the End-Use Stores Account 55000. The supply officer uses the allotted operations and maintenance funds apportioned by the type commander to maintain the End-Use inventory.

Items assigned with a 7_ Cog are also known as Navy Stock Account (NSA) depot-level repairable (DLRs). The Defense Business Operating Fund (DBOF) owned NSA DLRs are under the management of ASO or SPCC and carried in stores account 51000.

Repairable items in Appropriation Purchase Account (APA) are identified by an even number in the first digit of the cognizance symbol. These items are held in APA Stores Account 52000. Issue transactions for APA items do not create a charge to the budget of the fleet or other Navy users.

Items carried in the supply system are basically grouped into the principal and secondary items. Principal items generally stand alone and perform a function. They are not financed by DBOF. Secondary items, on the other hand, are used in or along with principal items in performing their function. Secondary items are grouped based on their repairability. Items that are not considered economical to repair at the depot maintenance level are grouped as consumables or field-level repairable (FLR).

As new principal items are purchased for the Navy, there is an interim period when logistics support for secondary items applicable to the principal items are provided by the contractor. These secondary items are assigned with a 0 (zero) in the first position of the cognizance symbol (for example, 0M, 0R) for the interim support period. The 0_ Cog item will migrate to a 1_/7_ Cog when the material support date (MSD) is reached. The MSD is the date agreed upon when the ICP will accept responsibility of the 0_ Cog item. Naval air stations carry these items in the Stores Account 55000 (W or L purpose) during the interim period. Afloat activities carry these items in the Statistical Stores Account with APA items. The contractor issues interim support items to users without charge.

REQUISITIONING.— Requisitioning an NSA DLR requires a financial obligation of End-Use funds. However, re-AVCAL requisitions for activities under End-Use procedures do not require financial obligations. Drawdown requisitions for initial or increased AVCAL allowances for 7_ Cog AVDLR are chargeable to central outfitting funds held by the

Aviation Supply Office (ASO). The price obligated is Net Price when an exchange turn-in is or will be made, or Standard Price if there is no turn-in. APA and Interim Support DLRs are requisitioned at Standard Price, but do not require a financial obligation. Requisitions for APA and Interim Support DLRs do not result in an expenditure of End-Use funds. Prepare requisitions for AVDLR according to MILSTRIP. An Advice code is a mandatory entry for requisitioning AVDLR items.

OUTFITTING.— Ships that support aircraft are outfitted according to the Aviation Consolidated Allowance List (AVCAL). The AVCAL is a document that lists the authorized items and quantities of aeronautical material for stock. Ships use these items to support operations of embarked aircraft. The AVCAL is tailored for each ship, and the items selected apply to each type of embarked aircraft.

Prior to each deployment, ships will receive a new AVCAL for review. The ASO convenes the AVCAL Quality Review Conference (AQRC) for negotiating site allowance requirements. During the AQRC, the ASO makes the adjustments to the preliminary requirement level to reflect the negotiated allowance. The final AVCAL product released to the applicable activity includes all authorized changes to the range and depth. Activities update the fixed allowance levels in stock records by using the procedures for processing Allowance Change Request—Fixed (ACR-F). The ACR-F is a tool used by the Fleet to revise the authorized allowance level. The Fleet can use the ACR-F for requesting additions or decreases to the allowance quantity.

Before the workup, ships submit requisitions for initial or increase in allowances of “R” Cog items to ASO. Unless otherwise directed, requisitions for 7R Cog items will have a Demand code of N, Signal code C, Fund code QZ, and Advice code 5D. Requisitions for APA and interim support items will have a Demand code N, Advice code 5D, and Fund code Y6. Submit requisitions for APA and interim support DLRs to the proper inventory control points (ICP) via normal requisitioning transmission mode. Refer to Appendix 18 of NAVSUP P-485 for a list of cognizant inventory managers.

During the AVCAL/SHORCAL process, initial outfitting of Maintenance Assist Modules (MAM) and Test Bench Installation (TBI) items are identified. These items are not part of the AVCAL/SHORCAL fixed allowance or carried in the supply officer’s stock records. ASO will push the initial outfitting

requirements for these items to the operating sites. Upon receipt of these items, the supply officer will assign custody of MAM and TBI items to the IMA.

CARCASS TURN-INS.— Turn-in of non-RFI AVDLR as a result of an issue transaction must have the same attention as requisitioning the replenishment. In automated activities, posting of issue transaction for AVDLR occurs after a completed BCM action by the IMA. To prevent spending excessive time in research, you must start carcass tracking upon receipt of the requisition from the customer. Delays in carcass turn-in affect readiness because of the decrease in asset availability. It also can result in a charge for the carcass value against the OPTAR or operating budget of the activity. The carcass value is the difference between the Net Price and Standard Price.

Inventory control points maintain a master carcass tracking record for items under their cognizance. ASO maintains carcass tracking records for 7R items. The record contains transactions received from activities about the issue/receipt of AVDLR that requires a turn-in. The ICP uses this record to monitor the turn-in of carcasses as an exchange for the RFI issue. The ICP also uses the carcass tracking record to determine whether to send a follow-up action or additional billing to activities.

Applicable transactions in the carcass tracking record involve several types of document identifiers. The AK responsible for carcass tracking should be familiar with these document identifiers. The document identifier A0_ is a record of the requisition. Document identifier A4_ is for the referral action. Document identifier D7_ is a record of issue through the Transaction Item Report (TIR). Document identifier B7_ is a record of issue by a non-TIR activity. Document identifier D6_ is a record of receipt through HR. Document identifier D6R is a shipment notification. Document identifier FTA is a record of automatic material returns to other services. In essence, an issue transaction or requisition citing an exchange Advice code will open the carcass tracking. The matching carcass receipt transaction from the designated support point (DSP)/designated overhaul point (DOP) will close the carcass tracking.

Total carcass tracking is predicated on the premise that the carcass tracking record will be closed out within a specific time frame. If the record remains open, the ICP will submit follow-up action to the requisitioner by using document identifier BK1. Refer to NAVSUP P-485 or P-545 for the format of BK1 documents. If the carcass tracking record involves a transshipper, the ICP

will send a BK5 follow-up inquiry to the transshipper instead of BK1 to the requisitioner. The ICP submits a BK1 follow-up inquiry under the following time guidelines:

<u>ADVICE CODE</u>	<u>NUMBER OF DAYS FROM REQUISITION DATE FOLLOW-UP SENT</u>
5G, 5V, 56	45 days for "N" Service code requisitions to ASO.
	60 days for "R" or "V" Service code requisitions to ASO.
	90 days for all requisitions to SPCC.
<u>ADVICE CODE</u>	<u>NUMBER OF DAYS FROM JULIAN DATE OF RFI ISSUE</u>
5R, 5Y, 5S, 52	45 days for "N" Service code requisitions to ASO.
	60 days for "R or "V" Service code requisitions to ASO.
	90 days for all requisitions to SPCC.

Upon receipt of BK1 follow-up inquiry, the person maintaining the carcass tracking record should conduct the research. When conducting the research, check the requisition and the status of the turn-in. The person maintaining the carcass tracking record must submit a BK2 response for each BK1 follow-up inquiry. Refer to chapter 5 of NAVSUP P-485 or appendix P of NAVSUP P-545 for the BK2 format. ASO must receive the BK2 response within 21 days of the follow-up date on the BK1 document (rp 50-54) to avoid additional billing. SPCC should receive BK2 responses within 50 days to avoid additional billings. The BK2 document must contain the applicable response code in record position (rp) 47. NAVSUP P-485 and NAVSUP P-545 contain a complete list of response codes. The following texts list some examples of response codes.

Response code A means the shipment document number used for the carcass is the same as the original requisition number.

Response code B means the document number used for shipping the carcass is different from the requisition number. The turn-in document number is in rp 48-61.

Response code C means there will be no carcass turn-in. The Advice code of the requisition should be 5A.

Response code D means there will be no carcass turn-in. The Advice code of the requisition should be 5D.

The Carcass Tracking System also permits activities to send an Advance BK2 document. Activities can send an Advance BK2 to the ICP to negate processing of a BK1. Activities should send an Advance BK2 for the following situations:

- System cancellations—The supply system canceled the requisition, and the requisitioner turned in the carcass on the original document number. Upon submitting the reorder document, also submit an Advance BK2 with Response code B (rp 47) and the original document number in rp 48-61.

- Loss In Shipment—Submit an Advance BK2 with Response code J for nonreceipt of requisitioned AVDLR. In this situation, the supply source shipped the AVDLR, but the requisitioner did not receive it. Also, the requisitioner already shipped the carcass turn-in on the original document number. Use Response code J if the carcass was turned in on the reorder document number. In rp 27-40 of the Advance BK2, put the document number that did not have a turn-in and put Response code J in rp 47. In rp 48-61, put the document number that has a turn-in. In this case, the reorder document will always beat net price because there is an exchange turn-in. The activity that did not receive the material should submit the Report Of Discrepancy (SF 364). The activity should also prepare and submit a DD Form 200 for the lost material

If the ICP considers the BK2 response as invalid, the ICP will send a BKR document with a Rejection code to the requisitioner. Record position 65 of the BKR document will contain the Rejection reason code. Chapter 5 of NAVSUP P-485 or appendix U of NAVSUP P-545 provides a list of Rejection codes. Upon receipt of the BKR with Rejection code, the requisitioner should conduct a research and submit the correct BK2 to the ICP. The BKR document received on a transaction does not alter the time frame in generating the BK3 from the ICP.

When the ICP has not received a BK2 response within the allotted time frame, the ICP will process a BK3 document. The BK3 document is an advance notification of billing to the requisitioning activity. The amount of the bill is the difference between the net and standard price. NAVSUP P-485 and NAVSUP P-545 describe the format for the BK3 document. The BK3 document sent by the ICP will contain a Reason code

(rp 65), which tells the activity the reason for sending the bill. These Reason codes are as follows:

REASON CODE	REMARKS
A	BK3 produced due to BK2 with C, D, or G Response code. Billing will be at standard price.
B	BK3 produced due to non-response to BK1. No BK2 received. Submit/resubmit BK2.
C	BK3 produced due to the use of a second For K response.
D	ICP delayed this transaction because it was suspended for review.
E	ICP deleted a match that was generated by the imperfect match review.

To correct the carcass tracking record, the requisitioner should submit/resubmit a BK2. If the activity can correct the carcass tracking, it can also request a billing reversal. The activity can request a billing reversal by using the BK2 format and submitting it to tie proper ICP. The ICP will review the BK2 document and determine if credit applies. If a carcass value credit applies, the ICP will send a BK4 document to the requisitioning activity.

A BK4 document is a notification of reduced billing to a customer. Refer to NAVSUP P485 and appendix W of NAVSUP P-545 for the format of BK4 documents. When processing the BK4 document, check the quantity (rp 22-26) and the Reason code (rp 65). The following are the Reason codes used in BK4 documents:

- A** Positive turn-in data received against a tracking record in billing status.
- B** Positive turn-in data received against a tracking record in BK3 status.
- C** BK3 suppressed as a result of a B or F reject.

A BK4 with Response code A will result in a credit on the Summary Filled Order/Expenditure Difference Listing (SFOEDL). The credit is posted because the additional billing was previously posted in the SFOEDL. The BK4 with a Response code B or C will not cause a credit to the SFOEDL because the carcass value was never billed by the ICP.

TURN-IN OF EXCESS AVDLR.— When a customer turns in a non-RFI AVDLR item with no corresponding requisition, check the NSN of the item if it is carried in stock. If the item is carried in stock, induct the item into AIMD for repair. If the item is not carried (NC), create a record of the NSN in the stock record before inducting the item into AIMD. Process the turn-in document as “Material Returned to Store.” If the item was confirmed as beyond capable maintenance (BCM) by AIMD, ship the item according to ATAC procedures. If credit is provided by the ICP, it will be provided to your type commander (TYCOM).

When the customer returns an RFI AVDLR, check the stock record if it is carried in stock. If the item is carried in stock, process the turn-in document as “Material Returned to Store” by using the local procedures.

If the item is needed to fill a stock replenishment requirement, process the transaction as “Material Returned to Store.” Submit a cancellation request for the outstanding stock replenishment requisition. In most cases, the turn-in item will cause an excess situation in the stock posture. The cyclic inventory schedule will identify those items in excess of authorized allowance.

Activities should offload AVDLR items identified as excess. Activities should offload the RFI AVDLR item to the closest Navy Transaction Item Reporting (TIR) activity. The shipping document (usually DD Form 1348-1) should have Fund Code **QZ** or **Y6** (rp 52-53), Movement Priority Designator **06** (rp 60-6 1), Condition Code A (rp 71), and Management Code C (rp 72). The Document Identifier (rp 1-3) of the shipping document must be blank. Refer to NAVSUP P-485 and NAVSUP P-545 for the detailed format of DD Form 1348-1 used in shipping excess AVDLR. The Management code C (rp 72) means the item is being returned for possible credit. If the ICP grants the credit, it will be given to the type commander of the requesting activity.

If the returned RFI AVDLR item is not carried (NC) in stock create the record of the NSN in the stock records. Process the item as “Material Returned to Store,” and then offload it at the first opportunity.

OFFLOADING AVDLR ITEMS.— The re-AVCAL or physical inventory will identify the AVDLR items that are no longer needed for stock or excess to the authorized allowances. These items must be offloaded to the nearest TIR activity for processing. The shipping document must be prepared according to the format described in NAVSUP P-485 and NAVSUP

P-545. Automated activities can process offload items by using the mechanized offload procedures in SUADPS-RT. Stock control personnel can also use SUADPS-RT to process offload items manually by using the proper option and computer screens.

Aviation Fuel

Aviation ships record inventories of aviation fuel in the same manner as Navy stock account (NSA) items. Stock control maintains the material data information for aviation fuel in the stock records. Stock control use the stock record for recording all transactions, such as receipts, issues, and transfers. For activities using SUADPS-RT, refer to the support procedures for processing the transactions.

PROCUREMENT.— The aviation fuels officer is responsible for determining fuel requirements. The aviation fuels officer advises the supply officer of the quantity and desired delivery date of stock replenishment. Stock control prepares requisitions for aviation fuels by using the off-line procedures. Refer to paragraph 3404 of NAVSUP P-485 for additional information about requisitioning procedures.

RECEIPTS.— Stock control processes receipt transactions according to the local procedures. Differences between the quantity invoiced and quantity received are processed as gain or loss by inventory.

EXPENDITURES.— Aviation fuel expenditures include issue to aviation units, issue to ship's propulsion, offload, or cash sales.

Issues and transfers of fuels to aviation units will result to a charge to the unit's OPTAR. This will appear as a charge to the proper flight operations (FLTOPS) fired code of the squadron or unit.

Issues of aviation fuel to ship's propulsion will be charged to the fleet commander's open allotment.

Aviation fuels offloaded to Navy shore activities are documented on DD Form 1149 and processed as other supply officer (OSO) transfers.

Aviation fuel provided to Air Force planes or activities or other DOD aircraft will be processed as cash sale transactions.

INVENTORY ADJUSTMENTS.— Aviation fuel lost by other than receipt adjustment should be documented by a survey. Some causes of fuel losses include stripping, flushing, spills, or contamination. Stock control will prepare a separate survey each time a loss of fuel is determined. At the end of each month,

stock control sends a message report of fuel inventory adjustments to SPCC. This report is required monthly to include negative reports. SPCC uses these reports to review and combine gains, losses, and surveys on a quarterly basis. SPCC will process the result as charge or credit to an allotment provided by the type commander for the net gains or losses.

PHYSICAL INVENTORIES

Physical inventories are a prerequisite to efficient inventory control. The primary goal of a physical inventory is to ensure that the quantity reflected in records agrees with the quantity in location. The computer program can produce inventory count cards or listings to aid in accomplishing the inventory schedules on almost any basis desired. Some of the options available are inventory by storeroom, cognizance symbol, money value, or shelf life. To get the inventory aid, stock control submits a request to the system coordinator for the specific option desired. Based on the stock control request, the system coordinator prepares the necessary documentation to get the desired inventory output.

Automated activities may use the Logistics Applications Marking and Reading Symbols (LOGMARS) Inventory Module. This is an integrated program designed for shipboard scheduled or unscheduled physical inventory functions. The LOGMARS inventory program uses the barcode reader to gather inventory data. These data are uploaded to the host computer system. The LOGMARS inventory program provides two inventory options. They are the NIIN and location inventory options. The NIIN inventory option allows the user to inventory all locations on file for selected items of stock. The location inventory option allows users to inventory all or selected group of stock within a specified location or range of locations. Refer to the *LOGMARS User's Guide* for detailed procedures about the system.

BULKHEAD-TO-BULKHEAD INVENTORIES

Bulkhead-to-bulkhead inventories are physical counts of all stock material within ships or specific storerooms. A bulkhead-to-bulkhead inventory of a ship's entire stock of repair parts is usually taken during a Supply Operations Assistance Program/Integrated Logistics Overhaul (SOAP/ILO). A bulkhead-to-bulkhead inventory of a specific storeroom is taken for the following reasons:

- When a random sampling inventory of that storeroom fails to meet the inventory accuracy rate of 90 percent.

- When directed by the type commander (TYCOM) before a supply management inspection (SMI).

- When directed by the commanding officer (CO).

- When circumstances clearly shows that it is required for effective inventory control.

SPECIFIC COMMODITY INVENTORIES

Specific commodity inventories are physical counts of all items of generic segments of material. For example, this would include an inventory of material under the same cognizance symbol. This type of inventory is taken under the same conditions as a bulkhead-to-bulkhead inventory. However, this type of inventory requires prior knowledge of specific stock numbers and item locations.

SPECIAL MATERIAL INVENTORIES

Special material inventories require the physical count of all items, which because of their physical characteristics, cost, mission essential status, 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. Special material inventories also include controlled equipment and presentation silver. Physical inventories of such material are required on a scheduled basis as prescribed in chapter 6 of NAVSUP P-485.

Classified Items

Classified items require an inventory annually and upon change of custodial responsibility. Security codes identify classified items in stock records. See the listing of security codes in appendix 9 of NAVSUP P-485.

Hazardous Items

Perform physical inventory of hazardous items annually. During the inventory, carefully inspect each unit of every item for material condition, correct identification, and proper marking or labeling.

Depot-Level Repairable

Inventory aviation depot-level repairable (AVDLR) items annually. After completing the inventory, turn in all repairable identified as excess to the nearest ashore supporting activity. Induct those repairable requiring condition tags to the supporting maintenance for test, check or repair. Items not in the stock record must be taken up in stock after adding the information in the stock record. Before adding information to the record, stock control should completely research these items to avoid duplication or erroneous records.

Other Materials

Other stock items that may be specifically designated by the inventory manager, fleet commander, TYCOM, or the CO for special inventory control should be inventoried according to the frequency criteria established by the directing authority.

Shelf-Life Items

Deteriorative shelf-life items, other than those included in the items just discussed, are not required to be periodically inventoried, but must be screened as often as necessary to ensure timely use or transfer before their shelf-life expiration date.

SPOT INVENTORIES

Spot inventories are unscheduled physical inventories taken to verify the existence of specific stock items. A spot inventory is taken as a result of the following:

- When the request shows total not in stock (NIS) but the verified stock record for the requested item shows anon-hand balance.

- When issue transaction is a partial NIS issue and stock record shows that anon-hand balance is more than the issued quantity.

- To determine the on-hand quantity of a particular item when and as requested by the CO, TYCOM, cognizant inventory manager, or other competent authority.

An example of a spot inventory is when the CO requests the physical inventory of an item that he or she considers to be highly essential to prospective operations. Another example is when the type commander needs to have total asset visibility of a particular critical item.

VELOCITY INVENTORIES

Velocity inventories are based on the premise that inaccuracies of stock balances for any given items increase with issue frequency. Therefore, a velocity inventory requires aperiodic physical count of all stock items that experience frequent demands (fast movers). Velocity inventory also requires the physical count of items with infrequent demands or no demands (slow movers). Personnel usually perform inventory of items considered as slow movers when conducting an issue of such items.

SCHEDULED INVENTORIES

The following paragraphs describe minimum scheduled inventories required for inventory control of stock material. Some items may be included in more than one group or class of material for inventory. If so, these items should be inventoried according to the group or class that requires greater frequency. On aircraft carriers, inventory frequency for DBI/POS items is annual, preferably before a major replenishment. Inventory frequency for non-DBL/non-POS items (material that does not meet the demand criteria for DBI/POS) is annual. Special material described in previous paragraphs also requires scheduled inventory.

NONSCHEDULED INVENTORIES

These are inventories unexpectedly required due to significant stock record inaccuracies. Supply personnel may discover these inaccuracies during issue process, random sampling inventory, or an annual supply inspection. Some examples of unscheduled inventories are spot inventories and those occasionally required of certain items by higher authority.

PREPARING FOR INVENTORIES

There are several things activities should do before conducting inventories. To properly prepare for inventories, activities should complete the following tasks:

- **Unposted Documents.** Receipts and expenditure transaction documents for items that have been removed or placed in an assigned location must be posted to stock records. Transaction documents purposely held from being processed will be held in the suspense or pending file.

- **Material Arrangement.** Supply department personnel or other department's custodian must arrange

material included for inventory when practical. Identify material properly by marking, tagging, or labeling. Stow items with identification or markings plainly visible. Package loose units of small items in standard bulk lots. Reseal containers of items that have full counts of originally packaged quantities. Stack uniformly sized packages of the same units in rows and tiers to make counting easy. For example, put together boxes of items with the same NSN, such as screws, nuts, or bolts, in the same row.

- **Count Document.** Before the physical inventory, stock control will prepare the count document. The count documents may be NAVSUP Form 1075, inventory cards, or computer listing. The count document will have the stock number or part number, nomenclature, unit of issue, and locations. The count document will have all the storage locations for each item except when doing a bulkhead-to-bulkhead inventory of a specific storeroom. Some activities may use the Logistics Applications Markings and Reading Symbols (LOGMARS) inventory module. When using LOGMARS, inventory personnel can use the bar code reader to record the inventory of items. The user can scan the bin location, stock number, and unit of issue label, and then key in the quantity.

- **Administrative Action.** The supply officer may request to publish the scheduled inventory in the "Plan Of The Day." This notice includes processing restrictions, such as conducting issues for emergency requirements only.

COUNT PROCEDURES

The accuracy of stock records depends upon complete and correct physical inventory counts. To avoid recount or research, determine the total quantity of each item during the initial count. Inventory personnel are authorized to open sealed containers for identification, except containers sealed for preservation. The supply officer may authorize inventory personnel to open preservation packaging. After identifying and counting the items, personnel must reseal and mark all the containers. The person who checked the content of the container should initial and date the container.

Inventory personnel will proceed from location to location in predetermined sequence. They must check the items for proper identification, marking, and labeling. Inventory personnel should also make a record of items that need preservation or items that are unfit for issue. The quantity inventoried should be recorded in the count documents legibly. For items stored in

multiple locations, record the total quantities in all locations on the count document. Personnel who do the counting must ensure that the quantity and unit of issue of each item inventoried are compatible. For example, if the total count of an item is 100 and the unit of issue is pair (PR), the inventory count should be 50 PR. Inventory personnel should record or check the actual location(s) of material in the count documents. If the prerecorded location does not contain the item, enter a 0 (zero) for quantity inventoried. In some cases, inventory personnel may find the item in another location. If it is impractical to put the item in the prerecorded location, delete the prerecorded location and add the new location. Enter the new location and the quantity in the inventory documents. Inventory personnel are also responsible for keeping themselves apprised of all pending transactions in the inventory segment. These are the receipts, issues, or other transaction documents of items included in the inventory. Inventory personnel should stamp or mark these transaction documents with "BEFORE INVENTORY" or "AFTER INVENTORY," as appropriate.

REVIEWING THE COUNT DOCUMENTS

Inventory personnel must review the count documents to ensure that all items scheduled for inventory are counted. During the review, they should ensure that quantities are legible and have a correct unit of issue, and that all added items are identified and legibly recorded. Enter any remarks legibly and state them explicitly. When using manual inventory procedures, document each item in NIIN sequence. Inventory personnel should ensure that count documents have the date and initial of the person who counted the items.

RECONCILING COUNT DOCUMENTS AND STOCK RECORDS

Physical inventory procedures include comparing the inventoried quantities with the quantities in stock records to check if there are differences. If the inventory and stock record quantities match, post the inventory and date of inventory in the stock records. Also, enter the inventoried quantity in the stock record to reflect the on-hand balance.

If differences exist, stock control personnel should reconcile the records. Reconciliation is the process of resolving inventory discrepancies. Reconciliation process consists of several steps. It is dependent upon

the type of material, cost, and the circumstances that led to a discrepancy. The reconciliation process may include conducting a preliminary or a causative research. It also includes processing inventory adjustments or adjustment reversals and maintaining supporting documentations.

A major difference exists when the physical count of a stock item differs from the confirmed stock record balance by 10 percent or more. A minor difference exists if the count differs less than 10 percent. All ships treat inventory differences for SPECIAL MATERIAL, listed in the previous paragraphs, as major differences.

Preliminary Research

The preliminary research consists of checking recent transactions, unposted or rejected documentation, and temporary locations. It also includes verifying catalog data, such as unit of issue, quantity per unit pack or other data.

Causative Research

This is an in-depth investigation of specific inventory discrepancies. Causative research is conducted to determine the cause of the inventory discrepancy so corrective action can be taken. This consists of a complete review of all transactions, within the allowable look-back period, in the history files. The transactions that need review are the receipts, change notices, expenditures, location updates, and unposted or errored documents. Normally, causative research is conducted after posting the inventory adjustment to the stock record. The research should be completed within 30 days from the date the adjustment was posted to the stock record. The supply officer reviews the results of causative research periodically. Also, the supply officer initiates actions to prevent recurrence of such inventory discrepancies.

Posting Inventory Results

The procedures for posting the result of physical inventories may vary from each activity. Posting depends upon the method or equipment used by the activity. Activities using the manual procedures use the Stock Record Card Afloat, NAVSUP Form 1114. Activities using automated procedures may process the results by using the inventory function in the computer program. After posting, file the inventory count documents in the stock control history file in NIIN sequence. Keep the completed count documents in file

until completion of the next scheduled inventory of the same items.

Inventory Adjustments

After comparing the inventory count with the stock record count, process an inventory adjustment record, if necessary. Process the inventory adjustments only after all transactions affecting the inventory balance have been posted. Inventory loss of an aviation depot-level repairable (AVDLR) will be processed as a survey. Therefore, a causative research must be conducted prior to processing a loss for an AVDLR item.

For minor differences, process a gain by inventory (GBI) if the inventory count is greater than the stock record balance. The processed GBI will increase the on-hand quantity. Process a loss by inventory (LBI) if the inventory count is less than the stock record balance. The LBI will decrease the on-hand quantity in the stock record.

Location Differences

Stock control personnel must check location differences noted in the inventory count documents with those in stock records. When locations do not agree, check the physical location of the material. If differences still exist, correct the item locations in the stock records to conform with the count documents. You should consider locations for items with zero balance in the count documents as valid locations if an outstanding stock requisition exists.

Inventory Accuracy Rate

After completion of a scheduled inventory, the count and adjustment documents will be reviewed to compute the accuracy rate. As a minimum, 90 percent is the acceptable accuracy rate. The differences considered as errors when computing the accuracy rate are as follows:

- Each location difference.
- Quantity difference for each item—when the adjustment quantity exceeds 10 percent of the stock record balance or the adjusted value is more than \$25.

Location and quantity error in the same stock record are counted as only one error when computing the inventory accuracy rate. Changes made to correct the cognizance symbol, unit of issue, unit price, or other material data are not considered as errors. To compute the accuracy rate, subtract the errors from the number

of items inventoried, and then divide the difference by the number of items inventoried. For example, there are 300 items inventoried and the number of errors is 12; 300 minus 12 equals 288; 288 divided by 300 equals .96. The inventory accuracy rate is 96 percent.

UPDATING STOREROOM INFORMATION

Accurate storeroom information helps in performing material receipt, issue, stowage, and inventory. The Location Audit Program (LAP) is the method used to check locations in storage with stock records. Location audits should be scheduled for completion just prior to the scheduled inventory of a particular storage area. All storage areas must be audited annually. The benefits of conducting location audits are as follows:

- Improved supply effectiveness
- Reduced inventory effort
- Improved inventory accuracy
- Maximum usage of storage spaces

The NAVSUPINST 4440.185, type commander directives, and volume I of *SUADPS-RT Support Procedures* contain the location and audit procedures. The information checked during the location audit are the stock number, location, unit of issue, and shelf-life expiration date. Location audits can produce computer listings for various information. This may be a listing of stock items with on-hand quantity but no locations listed. The computer listings may be lists of materials that have multiple locations assigned.

You should make every effort to find out the location of the items listed as “Material On-Hand With No Location.” Perform the research by using the stock control history files, transaction listings, or other files. If a location for the item is found, add the location in the stock record. If unable to find the location, process an LBI or survey to adjust the stock records.

When an item found in the location is not in the master stock record, list the item in stock as GBI. The GBI action is subject to the threshold for the preliminary and causative research.

Consolidate items with excessive locations into as few locations in the same storeroom as possible. Delete locations listed in the stock record that do not contain any of the material. Record location changes in the stock records.

Put items found in the wrong location into the existing location. If needed, assign a new location for the item. When assigning a new location, consider the number of items already assigned in the same location.

By using the sampling procedures of the type commander, personnel must ensure that a 98-percent location validity is verified annually. The location validity rate will be computed upon completion of a location audit for a particular storeroom or storage area. The rate is computed by auditing 5 percent of the

locations involved, and then subtracting the number of erroneous locations from the number of locations audited. Then, dividing the number of valid locations by the total number of locations audited. As an example, the validation of 850 locations resulted in 17 errors. Subtract 17 from 850, which equals 833. Divide 833 by 850, which equals .98. This shows the accuracy rate is 98 percent.

To update the location data in stock records, follow the procedures set for your activity.

APPENDIX I

GLOSSARY

- ACCOUNTABILITY**—The obligation imposed upon any person authorized to have public property in custody or possession, or to produce the property, or evidence of its authorized disposition when directed by proper authority or upon proper occasion.
- ACCOUNTABLE OFFICER**—An individual appointed by proper authority who maintains inventory or financial records, or both, in connection with government property, whether the property is in that individual's possession for use or storage or in the possession of others to whom it has been officially entrusted for use or care and safekeeping.
- ACCOUNTABLE ACTIVITY**—An activity that receives and issues material in and out of a stores account (Navy Stock Account or Appropriation Purchases Account), such as special accounting class (SAC) 207 activities.
- ACCOUNTING PERIOD**—A definite period of time, the beginning of which is fixed either by law or by administrative action, for assembling, recording, or reporting accounting data.
- ACTIVITY ADDRESS CODE**—A six-character code that consists of the Service code (N, R, or V) and the Unit Identification Code (UIC), which identifies a specific activity and translates to a clear text address.
- AERONAUTICAL EQUIPMENT**—Aircraft, support equipment, aviator's equipment, and other similar devices.
- AERONAUTICAL MATERIAL**—All the material used in the operation and maintenance of aircraft.
- AIRCRAFT EQUIPMENT CONFIGURATION LIST**—A listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers, that contain the support requirements for outfitting purposes.
- AIRCRAFT CONTROLLING CUSTODIAN (ACC)**—The air commands and Naval Air Systems Command (NAVAIR) that exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.
- ALLOWANCE LIST**—A list of documents specifically tailored to an activity that identifies items/parts needed for support of maintenance or supply mission.
- ALLOWANCE ITEMS**—Items that appear in authorized allowance documents, such as COSAL, SHORCAL, and AVCAL, with an allowed quantity.
- ALLOWED ITEMS**—Items, both allowance and nonallowance, that qualify for local stock or items authorized to be procured as DTO material for immediate or planned use.
- APPOINTING AUTHORITY**—An individual designated in writing by the approving authority. The appointing authority appoints financial liability, if required, and recommends actions to the responsible officer.
- APPROVING AUTHORITY**—The individual who makes determination to relieve involved individuals from responsibility and/or accountability or to 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 the commanding officer unless specified by other directives.
- AUTOMATED ACTIVITIES**—Activities equipped with an Electronic Digital Computer (EDC) system for processing supply and accounting documents and records.
- AVIATION CONSOLIDATED ALLOWANCE LIST**—A consolidated listing of components, repair parts, and consumable items required for a mobile activity (ashore or afloat) to perform aviation organizational and intermediate level maintenance in support of assigned aircraft.
- AVIATION CAPABLE SHIP**—A nonaviation ship that can be used as an aviation operating platform.
- BAR CODE**—A method of labeling material that provides for automated data collection for processing material receipts, issue transactions, and inventory of stowed materials. The labels consist of

a series of vertical lines and spaces that provide coded information. These codes are read and interpreted by special scanning equipment referred to as Logistics Applications of Automated Marking and Reading Symbols (LOGMARS).

BLANKET PURCHASE AGREEMENT—A simplified procedure of establishing charge accounts with qualified sources of supply to cover anticipated small purchases of the same general category.

BREAKOUT—The process of removing stock material from a storercmm for issue, transfer, or sale.

BROAD ARROW—A program to identify an urgently required test bench item. This program is outlined in NAVSUPINST 5442.2.

CARCASS VALUE—The value of the repairable NRFI carcass. This value is equal to the difference between the standard price and net price. Example: standard price of \$10,000 less net price of \$3,000 equals carcass value of \$7,000.

CARCASS—A not ready for issue (NRFI) repairable component that requires turn-in to a repair facility or designated overhaul point.

CAUSATIVE RESEARCH—An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so corrective action can be taken. This consists of a complete review of all transactions, locations updates, previous adjustments, and suspended or erroneous documentation within the allowable look-back period (normally 365 days).

COMBAT LOGISTICS FORCE (CLF)—Ships assigned for the purpose of relieving deployed fleet units from direct dependency on shore bases for supply support. To accomplish this, the CLF provides items of known military essentiality and those in greatest demand by deployed fleet units.

CONSOLIDATED REMAIN-IN-PLACE LIST—A listing that identifies those intermediate-level (I-level) and depot-level (D-level) repairable that are authorized to remain in an aircraft until a serviceable item is received from supply.

CONTROLLED EQUIPAGE—Items of equipage that require special management control because the material is designated as control by fleet/type commander or commanding officer, the material is essential for the protection of life, or it is relatively valuable and easily converted to personal use.

CONVERSATION CODE—An alphanumeric code that identifies a specific procedure to be performed in NALCOMIS.

COST CODE—A 12-position number to classify accounting transactions by providing the 8-position Julian date and serial number from a requisition and a 2-position fund code. The cost code is always preceded by 2 zeros on accounting data entries to make up the 12 positions.

CRITICAL ITEM—An item essential to the operational readiness of a ship or aircraft and in short supply in system stocks (or expected to be) for an extended period of time.

CUSTODY—The physical possession of material and the assumption of responsibility against its improper usage and loss.

DESIGNATED OVERHAUL POINT—A depot-level rework facility assigned the technical and overhaul responsibility for designated weapons systems.

DUE-IN FROM MAINTENANCE (DIFM)—Depot-level repairable (DLR) assets that are inducted into the aircraft intermediate maintenance department (AIMD) and are expected to be placed in stock upon completion of repair.

EQUIPAGE—Items that require management control afloat because of high unit cost, vulnerability to pilferage, or essentiality to the ship's mission. Chargeable items of equipage are identified in procurement, receipt, and other documents by the letter "E" in the second position of the applicable find code.

FINANCIAL LIABILITY—The statutory obligation of an individual to reimburse the government for lost, damaged, or destroyed government property as a result of negligence or abuse.

FREQUENCY OF DEMAND—The number of times that an item is requested during a specific period of time regardless of the quantity requested or issued.

GOVERNMENT BILL OF LADING—A transportation contract between a commercial carrier and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee.

HAZARDOUS MATERIALS INFORMATION SYSTEM—A system that provides accurate, complete information to both fleet and shore personnel on the procurement, use, transportation,

handling, storage, and disposal of hazardous materials.

HUB—A Navy-operated facility that processes DLR and provides verification of drawing/part number to NSN, corrects erroneous documents, makes the MRIL inquiry to determine the DOP/DSP, and to cut off carcass tracking. Also prepares and submits Reports of Discrepancy (ROD)/Transportation Discrepancy Reports to cut off carcass tracking. Repacks material for shipment.

ILLUSTRATED PARTS BREAKDOWN—A list prepared by the manufacturer for each model aircraft, engine accessory, electronic equipment, or support equipment (SE).

IMPREST FUND—A simple, economic purchase method used for small purchases. The imprest fund is a cash fund for which small payments are made at the time of purchase from a commercial vendor.

INTEGRATED LOGISTICS OVERHAUL—A concerted effort of assigned shipboard personnel, under the supervision of an ashore-based ILO team, to refine shipboard inventories of repair parts, update related stock records consistent with authorized allowances or other stockage objective criteria, and identify material or excess stock.

INTERCHANGEABLE ITEM—A nonequivalent item that is used in place of another item in all applications.

INTERMEDIATE MAINTENANCE ACTIVITY—Any aviation activity (ship or station) authorized to provide intermediate level maintenance support. It consist of the intermediate maintenance department, the supply department, the weapons department, the public works department, and the engineering department.

INVENTORY CONTROL POINTS—The primary support activities of the Naval Supply Systems Command, bureaus, systems commands, and offices that exercise inventory control over specific categories of material.

LOGISTICS APPLICATIONS OF AUTOMATED MARKING AND READING SYMBOLS—A system designed to improve the accuracy and productivity of the receipt and stowage process. It is a system used by SUADPS-RT activities to record incoming transactions by reading bar-coded symbols.

MAINTENANCE CODE—Two-position codes used in Source, Maintenance and Recoverability

(SM&R) codes, with the first position indicating the lowest maintenance level authorized to remove, replace, and use the support item. The second position indicates the maintenance level with the capability to perform complete repair.

MATERIAL OBLIGATION—Unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue.

MATERIAL OBLIGATION VALIDATION—A system used to verify the unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.

MILITARY ORDINARY MAIL—A special procedure approved by the U.S. Postal Service for providing air transportation of official fourth-class mail at a rate considerably cheaper than for priority mail. It may also be used for official second- and third-class mail if considered essential to timely delivery.

MISSING, LOST, STOLEN, OR RECOVERED (MLSR)—A program that requires the reporting of missing, lost, stolen, or recovered material.

NATIONAL CODIFICATION BUREAU (NCB) CODE—A two-digit code included in the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number or indicates that the stock number is used by two or more countries.

NAVY ITEM CONTROL NUMBER (NICN)—Items of material that are not included in the Federal Catalog System, but are stocked or monitored in the Navy supply system. NICNs are 13-character identification numbers assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance.

NET UNIT PRICE—Price charged for a DLR when the carcass will be turned in. Net unit price includes repair cost, replacement cost when item is BCM, and a surcharge.

NEXT HIGHER ASSEMBLY—Refers to the next higher assembly on or with which an item is used as a subassembly, part, attachment, or accessory.

- NODE**—A DLR collection, consolidation, and transshipment point (does not perform validation of part number/drawing to NSN). It may be operated by freight agent (civilian contractor) or government personnel.
- OPERATING TARGET (OPTAR)**—An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.
- OTHER SUPPLY OFFICER (OSO) TRANSFER**—A transfer of Defense Business Operating Fund material between two accountable officers.
- PRINCIPAL ITEM**—A final combination of end products, components, parts, or material that is ready for its intended use. For example, ship, aircraft, or truck.
- PROCUREMENT QUALITY ASSURANCE**—The act of a qualified technician in inspecting and certifying material acceptability for shipments received directly from a contractor. The inspection requires the technician to verify the original purchase contract specifications against the specifications of the material received and documented on the DD Form 250, Material Inspection and Receiving Report.
- PROVISIONING**—The process of technical planning necessary to establish the individual item support; establishing minimum levels responsible for repair; identifying support equipment requirements, handbooks, manuals, and maintenance publications; determining the basic factory and field training requirements; and providing for the establishment of inventory management records. This process takes place when new equipment is purchased.
- QUANTITY DEFICIENCY REPORT (QDR)**—A report used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.
- QUICKTRANS**—A scheduled cargo airlift system using commercial air carriers under contract to the Navy.
- RANDOM SAMPLING INVENTORY**—A method of determining the current inventory accuracy level whether or not there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.
- RANGE**—The number of different line items stocked. To increase the stock range is to add new line items to stock.
- REAL TIME**—The posting and processing of transactions as they occur rather than by the batch.
- RECONCILIATION**—An effort between two or more activities, units, or work centers to bring a common file into agreement.
- RECOVERABILITY CODE**—The third position of the maintenance code, indicating the lowest level authorized to condemn and dispose of an item.
- REFERRAL ORDER**—An order used between supply stock points, item managers, and other managers in the supply distribution system. Its purpose is to pass requisitions for continued supply action when the initial activity cannot fill the demand.
- REPAIRABLE ITEM**—A component or item that can be returned to an RFI condition by use of repair parts or by overhaul.
- REPLACEMENT ITEM**—A different item supplied as a spare or repair part in place of the original part. Replacement items are not necessarily interchangeable with the items they replace.
- REPORT OF DISCREPANCY (ROD)**—Used to report shipping or packaging discrepancies attributable to the activity that shipped the material. This is reported on Standard Form 364, which is prepared by the receiving activity.
- REQUISITION STATUS FILE**—A file that contains records used to record a history of incoming and outgoing status changes and other requisition actions, such as cancellations, modifications, and material obligation validations.
- RESPONSIBLE OFFICER**—An individual appointed to exercise custody, care, and safekeeping of property book material. For stores inventory afloat, the division officer, LCPO, or LPO is normally assigned this responsibility.
- RETROGRADE**—Any movement of material that is being returned to supply or maintenance activities for repair.
- SECURITY CLEARANCE**—A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level.

SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM-REAL TIME (SUADPS-RT)—Refers to the entire group of supply and financial computer programs that use the SNAP I system.

STANDARD PRICE—The price charged to a customer for a DLR when there is no NRFI turn-in.

STOCKING ACTIVITY—A facility within the supply system that performs receiving, storing, and issuing of materials.

STOWAGE—The act of physically storing material properly so that it is protected from loss or damage, as well as making sure that it will not cause any hazard to the ship or its crew.

SUBSTITUTE ITEM—An item authorized for one-time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term *substitute item*.

SURVEY—A procedure for determining the cause of gain, lost, damaged, or destroyed Navy property, establishing personal responsibility, and documenting necessary inventory adjustments to stock records.

WHOLESALE INVENTORY—Material over which the designated wholesale inventory manager (ASO/SPCC) has asset visibility and exercises unrestricted asset control.

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

NOTE: Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to be sure that you are studying the latest revision.

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APPENDIX III

ACRONYMS

AAC—Acquisition Advice Code	COMNAVAIRPAC—Commander, Naval Air Force, Pacific
ACR-F—Allowance Change Request-Fixed	CONREP—Connected Replenishment
ADMRL—Application Data for Material Readiness List	CONUS—Continental United States
ADP—Automated Data Processing	COSAL—Coordinated Shipboard Allowance List
AFM—Aviation Fleet Maintenance	DAAS—Defense Automatic Addressing System
AIR—Aircraft Inventory Record	DAO—Defense Accounting Office
AMC—Air Mobility Command (formerly Military Airlift Command)	DBI—Demand Based Items
AMD—Average Monthly Demand	DBOF—Defense Business Operating Fund
AMMRL—Aircraft Maintenance Material Readiness List	DEMIL—Demilitarization
ANMCS—Anticipated Not Mission Capable Supply	DESC—Defense Electronic Supply Center, Dayton, Ohio
APA—Appropriation Purchase Account	DFSC—Defense Fuel Supply Center, Washington, DC
ARR—Allowance Requirements Registers	DIFM—Due-In From Maintenance
ASG—Afloat Shopping Guide	DISC—Defense Industrial Supply Center, Philadelphia, PA
ASO—Aviation Supply Office	DLA—Defense Logistics Agency
ATAC—Advanced Traceability and Control (Program)	DLR—Depot-Level Repairable
AUOL—Aged Unfilled Order Listing	DLSC—Defense Logistics Services Center, Battle Creek MI
AVCAL—Aviation Consolidated Allowance List	DOD—Department of Defense
AVDLR—Aviation Depot Level Repairable	DOP—Designated Overhaul Point
AWM—Awaiting Maintenance	DRMO—Defense Reutilization and Marketing Office
AWP—Awaiting Parts	DRP—Designated Rework Point
BCM—Beyond Capability of Maintenance	DSP—Designated Support Point
BOR—Budget/OPTAR Report	DTG—Date-T-me Group
BOSS—Buy Our Spares Smart	DTO—Direct Turnover
BPA—Blanket Purchase Agreement	DTS—Defense Transportation System
CAGE—Commercial and Government Entity (code)	ESD—Estimated Shipping Date
CC—Card Column, same as record position (rp)	EXREP—Expeditious Repair
CD-ROM—Compact Disc-Read Only Memory	F/AD—Force/Activity Designator
CLF—Combat Logistics Force	FAR—Federal Acquisition Regulation
COD—Carrier Onboard Delivery	FASO—Field Aviation Supply Office
COMNAVAIRLANT—Commander, Naval Air Force, Atlantic	FIR—Financial Inventory Report
	FISC—Fleet and Industrial Supply Center

FLR—Field Level Repairable
 FMSO—Fleet Material Support Office
 FY—Fiscal Year
 FYTD—Fiscal Year To Date
 GBI—Gain By Inventory
 GB—Government Bill of Lading
 GFE—Government-Furnished Equipment
 GSA—General Services Administration
 GSE—Ground Support Equipment
 ICP—Inventory Control Point
 ICRL—Individual Component Repair List
 ICSS—Interim Contractor Supply Support
 IL—Identification List
 ILO—Integrated Logistics Overhaul
 IM—Inventory Manager
 IMA—Intermediate Maintenance Activity
 INREP—Inport Replenishment
 IPB—Illustrated Parts Breakdown
 IPD—Issue Priority Designator
 JCN—Job Control Number
 LBI—Loss By Inventory
 LRCA—Local Repair Cycle Asset
 MAM—Maintenance Assistance Modules
 MC—Mission Capable
 MDC—Maintenance Data Collection
 MDS—Maintenance Data System
 MDU—Material Delivery Unit
 MHE—Material Handling Equipment
 MILSTAMP—Military Standard Transportation and
 Movement Procedures
 MILSTD—Military Standards
 MILSTRAP—Military Standard Transaction Re-
 porting and Accounting Procedures
 MILSTRIP—Military Standard Requisitioning and
 Issue Procedures
 ML-C—Management List-Consolidated
 MOV—Material Obligation Validation
 MPD—Movement Priority Designator
 MSC—Military Sealift Command
 MSD—Material Support Date
 MSP—Maintenance Support Package
 MTIS—Material Turned Into Store
 MTR—Mandatory Turn-In Repairable
 MVO—Money Value Only
 NADEP—Naval Aviation Depot
 NALCOMIS—Naval Aviation Logistics Command
 Management Information System
 NAMP—Naval Aviation Maintenance Program
 NAVAIRSYSCOM—Naval Air Systems Command
 NAVCOMPT—Navy Comptroller
 N4VMASO—Navy Management Systems Support
 Office
 NAVMTO—Navy Material Transportation Office
 NAVSEA—Naval Sea Systems Command
 NAVSUPSYSCOM—Naval Supply Systems Com-
 mand
 NC—Not Carried
 NHA—Next Higher Assembly
 NICN—Navy Item Control Number
 NIIN—National Item Identification Number
 NIS—Not In Stock
 NMC—Not Mission Capable
 NMCM—Not Mission Capable Maintenance
 NMCS—Not Mission Capable Supply
 NRFI—Not Ready For Issue
 NSA—Navy Stock Account
 O/H—On Hand
 O&M,N—Operations and Maintenance, Navy
 OL—Operating Level
 OMA—Organizational Maintenance Activity
 OIWAV—Office of the Chief of Naval Operations
 OPTAR—Operating Target
 ORG—Organizational Code
 OSL—Operational Support Inventory
 OSO—Other Supply Officer
 OST—Order and Shipping line
 P/N—Part Number
 PEB—Pre-expended Bin

PMC—Partial Mission Capable
 PMCM—Partial Mission Capable Maintenance
 PMCS—Partial Mission Capable Supply
 PMI—Precious Metal Indicator
 POD—Proof Of Delivery
 POL—Petroleum, Oils, and Lubricants
 POS—Peace Time Operating Stock
 PWRS—Pre-positioned War Reserve Stock
 QA—Quality Assurance
 QDR—Quality Deficiency Report
 QUP—Quantity per Unit Pack
 RDD—Required Delivery Date
 RFI—Ready For Issue
 RHF—Requisition History File
 RI—Routing Identifier
 RIP—Remain-In-Place
 RO—Requisitioning Objective
 ROB—Receipt On Board
 ROD—Report Of Discrepancy
 RP—Reorder Point
 SAC—Special Accounting Class (207 or 224)
 SAMMA/SAL—Stores Account Material Management Afloat/Shipboard Authorized Levels
 SDD—Standard Delivery Date
 SFOEDL—Summary Filled Order/Expenditure Difference Listing
 SHORCAL—Shorebased Consolidated Allowance List
 SLAC—Shelf-Life Action Code
 SLC—Shelf-Life Code
 SM&R—Source, Maintenance, and Recoverability (code)
 SMCC—Special Material Content Code
 SMI—Supply Management Inspection
 SMIC—Special Material Identification Code
 SNAP—Shipboard Non-tactical ADP Program
 SNDL—Standard Navy Distribution List
 SOS—Source Of Supply
 SPAWARSSYSCOM—Space and Naval Warfare Systems Command
 SPCC—Ships' Parts Control Center
 SSIC—Standard Subject Identification Code
 SUADPS-RT—Shipboard Uniform Automated Data Processing System-Real Time
 TAC—Transportation Account Code
 TAT—Turnaround Time
 TBA—Table of Basic Allowance
 TBOS—Test Bench Out of Service
 TCMD—Transportation Control and Movement Document
 TEC—Type Equipment Code
 TIR—Transaction Item Report
 TNICN—Temporary Navy Item Control Number
 TP—Transportation Priority
 UI—Unit of Issue
 UIC—Unit Identification Code
 UMMIPS—Uniform Material Movement and Issue Priority System
 UP—Unit Price
 USID—Uniform System Identification Code
 VERTREP—Vertical Replenishment
 VIDS—Visual Information Display System
 WC—Work Center
 WSDC—Weapons Systems Designator Code
 WUC—Work Unit Code

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Assignment Questions

Information: The text pages that you are to study are provided at the beginning of the assignment questions.

COMMANDING OFFICER
NETPDTC
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

04 May 00

ERRATA # 1

Specific Instructions and Errata for
Assignments
NAVEDTRA 14017

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect your ability to answer the question.

2. Make the following changes to the Assignments.

a. The Aviation Supply Office (ASO) Philadelphia has been renamed the Navy Inventory Control Point (NAVICP)-Philadelphia. Ships' Parts Control Center (SPCC) Mechanicsburg has been renamed NAVICP-Mechanicsburg. Change ASO to read NAVICP- Phil and change SPCC to read NAVICP-MECH.

b. Delete all reference to NAVSUP P-567. Substitute reference to NAVSUP P-485, volume I.

c. Delete all reference to NAVSUP P-437 Supply Appendices. Substitute reference to NAVSUP P-485, volume II . The appendix numbers referred to in the text may have changed. To assure correct appendix numbers, refer to the P-485 index.

d. Delete all reference to NAVSUP P-437, Supply Ashore. Substitute NAVSUP P-485, volume III.

3. Delete the following questions, and leave the corresponding spaces blank on the answer sheets:

<u>Questions</u>	<u>Questions</u>	<u>Questions</u>	<u>Questions</u>
1-32	4-2	5-55	7-61
2-24	4-7	7-49	

Make the following changes:

<u>Question</u>	<u>Change</u>
3-35	In the question, delete the words "parts of the" in the first line, and, in the second line, change "SMIC" to read "SMICs".

ASSIGNMENT 1

Textbook Assignment: "Organization," chapter 1, pages 1-1 through 1-15.

- 1-1. New Navy members can learn about naval organizations in which of the following publications?
1. Advancement Handbook for AK3
 2. NAVCOMPT Manual, volume II
 3. OPNAVINST 4790.2
 4. Basic Military Requirements
- 1-2. The organizational structure of naval aviation activities is described in which of the following publications?
1. Advancement Handbook for AK3
 2. Basic Military Requirements
 3. Airman
 4. Seaman
- 1-3. The Navy Supply System exists to serve what primary purpose?
1. To outfit newly commissioned ships only
 2. To provide support for CONUS-based ships only
 3. To procure additional supply items as needed only
 4. To procure, manage, and provide items that are used by the Navy throughout the world
- 1-4. You should learn how the Navy Supply System organizations function for what primary reason?
1. To have a better understanding of the chain of command
 2. To have a better understanding of how your job relates to other supply organizations
 3. To be better prepared to expedite receipts and issues
 4. To facilitate your ability to submit reports
- 1-5. When submitting requisitions, which of the following information should you know?
1. What section will be processing the requisitions and follow-ups
 2. Where to send the requisitions
 3. Who is the point of contact
 4. All of the above
- 1-6. In the Navy, what person is responsible for supervising Navy-wide policy in production, procurement, supply, and disposal of material?
1. The Chief of Naval Operations
 2. The Commander Naval Forces
 3. The Chief of Naval Training Support
 4. The Assistant Secretary of the Navy for research, development, and acquisition
- 1-7. Planning and determining the material support needs of naval operating forces is the responsibility of what person?
1. The supply officer
 2. The Chief of Naval Operations
 3. The Secretary of the Navy
 4. The Chief of Naval Development
- 1-8. What person is responsible for providing material support to the Navy and Marine Corps?
1. The Commander, Naval Supply Systems Command
 2. The Commandant of the Marine Air Wing
 3. The Chief of Naval Operations
 4. The Secretary of the Navy
- 1-9. What does the acronym NAVSUPSYSCOM stand for?
1. Navy Support Systems Command
 2. Naval Supply Systems Command
 3. Naval Support Systems Company
 4. Naval Support Systems Commander
- 1-10. What total number of systems commands are under the CNO?
1. Five
 2. Two
 3. Three
 4. Four
- 1-11. In the supply system organization, what person is the highest ranking officer?
1. The commanding officer
 2. The supply officer
 3. The Commander, Naval Supply Systems Command
 4. The Commander, Naval Air Systems Command

- 1-12. A Navy item manager manages what type of material?
1. Repair material only
 2. Assigned groups of material only
 3. All material used by Navy only
 4. All material used by the Navy and Marine Corps
- 1-13. What activity is the inventory control point that manages aircraft equipment and spare parts?
1. DPDMR
 2. ASO
 3. BUMED
 4. DPSCPAC
- 1-14. The Aviation Supply Office is under the administrative direction of what command?
1. NAVSUP
 2. NAVAIR
 3. NAVSEA
 4. BUPERS
- 1-15. The Aviation Supply Office is under the technical direction of what command?
1. NAVSUP
 2. BUPERS
 3. NAVSEA
 4. NAVAIR
- 1-16. What fund does the ASO use to buy consumable aeronautical material?
1. The aviation fleet maintenance fund
 2. The operating target fund
 3. The defense business operating fund
 4. The imprest fund
- 1-17. Within the ASO command organization, what area is responsible for the inventory management of catapult and arresting gear items?
1. The Operations Directorate
 2. The branch Aviation Supply Office
 3. The power plant division
 4. The customer operations division
- 1-18. Under the ASO Operations Directorate, what total number of divisions perform as item managers?
1. One
 2. Two
 3. Three
 4. Four
- 1-19. Which of the following divisions is/are NOT under ASO's Operations Directorate?
1. The strike and fighter divisions
 2. The power plant, HELO, and SE divisions
 3. The ASW, electronics, and trainer divisions
 4. The material accounting division
- 1-20. When considering stock replenishment, ASO item managers use which of the following information?
1. The supply demand
 2. The repair action
 3. The supply requisition status
 4. The amount of excess items
- 1-21. Under the Operations Directorate, the ASO item managers are responsible for all EXCEPT which of the following functions?
1. Controlling the distribution of ASO-managed items
 2. Processing requisitions for status that require manual processing
 3. Controlling the repair and rework of ASO-managed items
 4. Managing the physical storage and distribution of material
- 1-22. What division or branch serves as the connecting link between ASO and its customers?
1. The policy and control division
 2. The integrated logistics support division
 3. The power plant/SE division
 4. The customer advocate branch
- 1-23. The functions of the customer advocate branch of ASO are described in which of the following statements?
1. Coordinating, monitoring, and controlling the development of AVCAL
 2. Monitoring the accuracy and updating the AECL
 3. Verifying, updating, and maintaining the file data of support unit allowances
 4. All of the above

- 1-24. The customer advocate branch of ASO consists of a total of how many site support sections?
1. One
 2. Two
 3. Three
 4. Four
- 1-25. Under the customer advocate branch of ASO what site support section supports afloat units?
1. Section 1
 2. Section 2
 3. Section 3
 4. Section 4
- 1-26. Under the customer advocate branch of ASO what site support section supports shore stations?
1. Section 1
 2. Section 2
 3. Section 3
 4. Section 4
- 1-27. What area of the ASO customer operations division is responsible for processing the requisitions received by mail or message?
1. Site support section
 2. The requisition control center
 3. The customer advocate branch
 4. Site support section 4
- 1-28. What area of ASO processes requisitions for non-NSN part numbered items?
1. Site support section 1
 2. Requisition control center
 3. Customer advocate branch
 4. Site support section 4
- 1-29. Under the requisition control center, which of the following sections is responsible for routing the lower priority requisitions that require manual processing?
1. The site support sections
 2. The requisition process control section
 3. The program management section
 4. The data section
- 1-30. Under the RCC, which of the following sections is responsible for providing analysis services for invalid, unidentified, or non-NSN requisitions and inquiries?
1. The site support sections
 2. The requisition process control section
 3. The part number requisition section
 4. The data section
- 1-31. Which of the following areas of the ASO organization furnishes HOT-LINE services and processes follow-up requests from customers?
1. The requisition processing section
 2. The material accounting division
 3. The strike/fighter division
 4. The expediting services unit
- 1-32. Which of the following functions is NOT a responsibility of the expediting services unit of ASO?
1. Locating and providing material for part-numbered requisitions
 2. Identifying and acting upon shortages (wholesale) in the supply system
 3. Interfacing with the customer advocate branch to provide the status on expected material availability
 4. Maintaining records of all completed documents processed by ASO
- 1-33. Which of the following areas of ASO executes the MOV Program?
1. The requisition processing section
 2. The expediting services unit
 3. The program management section
 4. The part number requisition section
- 1-34. Which of the following areas of ASO manages the execution of funds that finance increases to retail supply levels?
1. The expediting services unit
 2. The ICP/systems support section
 3. The requisition processing section
 4. The program management section

- 1-35. Negotiating repair schedules of AVDLR with-the-depot or commercial rework facility is the responsibility of which of the following areas of ASO?
1. The requisition processing section
 2. The ICP/systems support center
 3. The program management section
 4. The industrial support center
- 1-36. A complete range of technical functions associated with provisioning of aviation material is provided by what division of the ASO Operations Directorate?
1. The material accounting division
 2. The integrated logistics support division
 3. The strike/fighter division
 4. The customer operations division
- 1-37. The integrated logistics support division of ASO has a total of how many branches?
1. Five
 2. Two
 3. Three
 4. Four
- 1-38. The Support Material List of items with assigned stock number or temporary Navy Item Control Number is processed by what branch?
1. The technical policy and analysis branch
 2. The cataloging branch
 3. The provisioning branch
 4. The integrated logistics support branch
- 1-39. What branch assigns SM&R codes according to applicable instructions?
1. The technical policy and analysis branch
 2. The cataloging branch
 3. The provisioning branch
 4. The integrated logistics support branch
- 1-40. What branch assigns the FSC to all new items added in the ASO data file?
1. The technical policy and analysis branch
 2. The cataloging branch
 3. The provisioning branch
 4. The integrated logistics support branch
- 1-41. What branch is responsible for operating the MILLIE status file for ASO customers?
1. The technical policy and analysis branch
 2. The cataloging branch
 3. The provisioning branch
 4. The integrated logistics support branch
- 1-42. What branch acts as stock coordinator for NAVAIR-managed inventories?
1. The technical policy and analysis branch
 2. The cataloging branch
 3. The provisioning branch
 4. The integrated logistics support branch
- 1-43. The Naval Publications and Forms Directorate is under which of the following commands?
1. NAVAIR
 2. SPCC
 3. ASO
 4. NAVSEA
- 1-44. What organization is the inventory control point for ship equipment and repair parts?
1. ASO
 2. SPCC
 3. NAVAIR
 4. NAVSEA
- 1-45. What does the abbreviation FISC stand for?
1. Federal and Industrial Support Center
 2. Fleet Industries and Supply Center
 3. Fleet and Industrial Supply Center
 4. Fleet Information and Support Center
- 1-46. What organization manages and stores intermediate and wholesale inventory for Navy ICPs that directly support the fleet?
1. ASO
 2. SPCC
 3. FISC
 4. NAVMTO

- 1-47. The basic functions of supply departments afloat and ashore include which of the following functions?
1. Warehousing only
 2. Distribution of material only
 3. Inventory control only
 4. Warehousing, distribution of material, and inventory control
- 1-48. In a supply department ashore, what division prepares and administers the department's budget?
1. The administrative division
 2. The technical division
 3. The planning division
 4. The material division
- 1-49. In a supply department ashore, what division is responsible for keeping technical publications current?
1. The administrative division
 2. The technical division
 3. The planning division
 4. The material division
- 1-50. In a supply department ashore, what division is responsible for reconciling differences between physical count and stock record balances?
1. The planning division
 2. The administrative division
 3. The inventory division
 4. The material division
- 1-51. The inventory division in a supply department ashore consists of what total number of branches?
1. Five
 2. Two
 3. Three
 4. Four
- 1-52. In a supply department ashore, what branch is responsible for conducting the physical inventory count and recount?
1. The audit branch
 2. The fuel branch
 3. The receiving branch
 4. The count branch
- 1-53. In a supply department ashore, what division is responsible for maintaining stock records?
1. The planning division
 2. The inventory division
 3. The control division
 4. The material division
- 1-54. In a supply department ashore, what branch is responsible for receiving, inspecting, packing, and preserving material for shipment?
1. The audit branch
 2. The receiving branch
 3. The issue control branch
 4. The traffic branch
- 1-55. In a supply department ashore, the returned material section is part of what branch?
1. The traffic branch
 2. The material branch
 3. The receiving branch
 4. The inventory branch
- 1-56. In a supply department ashore, what section is responsible for investigating discrepancies on material receipts?
1. The receiving operations section
 2. The receipt processing section
 3. The supply response section
 4. The component control section
- 1-57. The supply department ashore may set up a fuel branch when authorized by what command?
1. NAVAIR
 2. NAVSEA
 3. NAVSUP
 4. NAVMTO
- 1-58. What activity is the single point of contact for organizational and intermediate maintenance activities requiring direct supply support?
1. ASO
 2. ASD
 3. FISC
 4. NADEP
- 1-59. Aboard a ship, what officer is responsible for the administration of all supply functions?
1. The AIMD officer
 2. The operations officer
 3. The deck officer
 4. The supply officer
- 1-60. On most ships, stock control is part of what supply division?
1. The S-1 division
 2. The S-2 division
 3. The S-3 division
 4. The S-6 division

- 1-61. When set up afloat, what division is responsible for conducting audits and random samplings of all supply inventories?
1. The ship's stores division
 2. The aviation stores division
 3. The data processing division
 4. The quality assurance division
- 1-62. Aboard a ship, what supply division receives, stores, and issues aviation material?
1. The S-1 division
 2. The S-3 division
 3. The S-6 division
 4. The S-7 division
- 1-63. Fleet supply officers are responsible for advising the fleet commander-in-chief about which of the following information?
1. Supply matters only
 2. Transportation matters only
 3. Supply and transportation matters
 4. Manpower matters
- 1-64. What command is responsible for implementing aviation supply policies and procedures for aircraft carriers on the East Coast?
1. FISC
 2. COMNAVAIRPAC
 3. CNATRA
 4. COMNAVAIRLANT
- 1-65. The Aviation Material Office, Atlantic is responsible for fleet rationing of which of the following types of material?
1. Hazardous items
 2. Non-NSN items
 3. Fleet-controlled items
 4. Shelf-life items
- 1-66. What total number of defense supply centers are under the DLA?
1. Six
 2. Two
 3. Eight
 4. Four

ASSIGNMENT 2

Textbook Assignment: "Administration and Customer Service?," Chapter 2, Pages 2-1 through 2-16.

-
- 2-1. A general rating reflects which of the following qualifications?
1. Specialties within a service rating
 2. Broad occupational fields of related duties and functions
 3. Civilian skills identified with a wartime Navy
 4. Civilian skills identified with a peacetime Navy
- 2-2. An Aviation Storekeeper comes under what rating category?
1. General rating
 2. Service rating
 3. Special rating
 4. Subspecialty rating
- 2-3. The duties of an AK may include which of the following tasks?
1. Submitting, processing, and conducting technical research of requisitions
 2. Receiving, identifying, stowing, and expending material
 3. Performing financial accounting
 4. All of the above
- 2-4. When assigned to a supply department ashore, in which division will you most likely be called upon to prepare various forms of correspondence?
1. The Administrative division
 2. The Control division of a non-automated activity
 3. The Traffic division of a small supply activity
 4. The Shipping and Receiving division when there is no Services branch
- 2-5. The material division of a supply department ashore is composed of which of the following branches?
1. Shipping and Receiving
 2. Traffic and Quality Assurance
 3. Purchasing and Storage
 4. Traffic and Storage
- 2-6. When material is received, the inspection and verification processes are conducted by which of the following ALs?
1. The AK assigned to quality assurance
 2. The AK responsible for delivery
 3. The AK working in the Receiving section
 4. The AK who prepares the shipment documents and labels
- 2-7. ASD functions and responsibilities are best described in what publication?
1. NAVSUP Manual, Volume I
 2. NAVSUP Manual, Volume II
 3. OPNAVINST 4790.2 (series)
 4. OPNAVINST 4790.3 (series)
- 2-8. An AK will be expected to use the allowance list and initial outfitting list to perform technical research when attached to which of the following activities?
1. AIMD only
 2. ASD only
 3. AIMD or ASD
 4. Material control
- 2-9. Aboard a CV, an AK will conduct reconciliation of stock material when assigned to what section of supply?
1. Stock Control
 2. Storage
 3. Quality Assurance
 4. Shipping
- 2-10. In an ASD, what person is responsible for determining the technical manuals and publications required to support the organization?
1. The AIMD quality assurance supervisor
 2. The AIMD technical publication librarian
 3. The SRS supervisor
 4. The AK doing the technical research

- 2-11. Some supply publications are distributed automatically for which of the following reasons?
1. They are of little importance to normal supply operations
 2. They are required in the performance of various supply corps functions
 3. They are needed for effective accountability of materials
 4. They are needed to train personnel for advancement in rate
- 2-12. Ensuring that a list of supply publications are maintained and controlled aboard a CV is the responsibility of what officer?
1. The admin officer
 2. The division officer
 3. The stores officer
 4. The supply officer
- 2-13. Official supply publications should be reviewed for currency at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 2-14. When there are changes to current publication requirements, the issuing activity is notified for which of the following reasons?
1. So that adjustments can be made in the distribution list
 2. To ensure publications are mailed quickly
 3. To ensure changes are included in the publications
 4. To prevent "out of stock" situations
- 2-15. Changes to publications in the CD-ROM format are usually distributed to activities in what way?
1. A message containing CD changes is mailed to the activity
 2. A CD is reissued with new information only
 3. A CD is reissued in its entirety
 4. A set of replacement pages are sent to the activity
- 2-16. The technical publication librarian should receive a revised edition of a publication in which of the following situations?
1. When half of the publication has been changed
 2. When changes have affected 60% of the publication
 3. When the publication becomes old
 4. When the previous changes were not incorporated in the publication
- 2-17. The procedures for shipping Navy property via commercial carrier are listed in what volume of the Naval Supply Systems Command Manual?
1. Volume 5
 2. Volume 2
 3. Volume 3
 4. Volume 4
- 2-18. What activity is responsible for the design of the Naval Logistics Library (NLL), NAVSUP P-600, in CD-ROM?
1. The Aviation Supply Office
 2. The Chief of Naval Education and Training
 3. The Fleet Material Support Office
 4. The NAVSUPSYSCOM
- 2-19. NAVSUP publications are formatted in the NLL in what manner?
1. Full text data
 2. Structured data
 3. Fixed format record
 4. Columnar data
- 2-20. The NLL is published with all changes and rewrites included at what prescribed interval?
1. Monthly
 2. Quarterly
 3. Biannually
 4. Annually
- 2-21. What type of information is listed in volume 2, chapter 5, of the NAVCOMPT Manual?
1. SSIC
 2. Accounting classification
 3. Fund codes
 4. UIC

- 2-22. Which of the following publications should you use as a desk top reference for the proper coding of MILSTRIP requisitions?
1. NAVSUP P-567
 2. NAVSUP P-485
 3. NAVSUP P-437
 4. NAVSUP P-409
- 2-23. The policies established in NAVSUP P-485 apply to ships that use which of the following procedures?
1. Manual only
 2. Automated only
 3. Manual and automated
 4. Electronic interface
- 2-24. To perform inventory management functions through SUADPS, supply officers on automated CVs should follow the procedures in what publication?
1. NAVSUP P-437
 2. NAVSUP P-485
 3. NAVSUP P-560
 4. NAVSUP P-567
- 2-25. The allowance requirements registers (ARRs) are approved and published by what activities?
1. Approved by NAVAIR and published by ASO
 2. Approved by ASO and published by NAVAIR
 3. Approved by NAVAIR and published by FMSO
 4. Approved by FMSO and published by ASO
- 2-26. NAVAIR 00-35QH (series) is what type of publication?
1. ARR
 2. AL
 3. TBA
 4. TLA
- 2-27. ARR are used as guides in the establishment of allowance lists at which of the following activities?
1. Ships only
 2. Air stations only
 3. MAGs only
 4. Ships, air stations, and MAGs
- 2-28. A listing of repairable components authorized for delayed turn-in because of safety reasons is provided in which of the following publications?
1. C0001
 2. C0018
 3. CRIL
 4. CRIPL-01
- 2-29. Which of the following publications is available on microfiche and is NOT included in the FED-LOG (CD-ROM)?
1. ILS
 2. LIRSH
 3. ICRL
 4. ML-N
- 2-30. An Illustrated Parts Breakdown (IPB) is prepared by what activity?
1. The manufacturer
 2. The Aviation Supply Office
 3. The Naval Air Systems Command
 4. The Naval Supply Systems Command
- 2-31. What publication is the source of the Navy's security program?
1. OPNAVINST 4790.2
 2. OPNAVINST 5100
 3. OPNAVINST 5510.1
 4. OPNAVINST 5442.4
- 2-32. Outside the DOD, an AK may use the standard letter to correspond with which of the following organizations?
1. U.S. Air Force Detachments
 2. U.S. Coast Guard patrol ships
 3. The U.S. Army Research Institute
 4. The Fleet Training Unit, Little Creek, Virginia
- 2-33. A brief form of correspondence used by the via addressee to comment on the contents of a letter is known by which of the following terms?
1. Business letter
 2. Memorandum
 3. Multiple address letter
 4. Endorsement

- 2-34. Informal communication within an activity or between activities on routine business may be accomplished by which of the following means?
1. A business letter
 2. An endorsement
 3. A memorandum
 4. A message
- 2-35. What is the most formal type of memorandum?
1. The printed type
 2. The memorandum-for type
 3. The letterhead type
 4. The plain paper type
- 2-36. Which of the following publications contains a listing of the abbreviated addresses used in naval messages?
1. The Department of the Navy Directives Issuance System Manual
 2. The USN Plain Language Address Directory
 3. The Department of the Navy Correspondence Manual
 4. The Navy Policy and Standards for Supply Management Manual
- 2-37. Which of the following activities furnishes the procedures for drafting and handling messages in a command?
1. The administrative office of the supply department
 2. The local communications activity
 3. The security office
 4. The facilities management office
- 2-38. Including the letter N, what total number of characters are in the SSIC of a naval message?
1. Five
 2. Six
 3. Three
 4. Four
- 2-39. Under normal conditions, the DTG is assigned to a naval message at which of the following times?
1. At the time the message is released
 2. At the time the message is drafted
 3. At the time the message is approved and signed by the releaser
 4. At the time the message is signed by the supply officer
- 2-40. What type of directive contains information of a continuing nature or requires continuing action?
1. A notice
 2. A memorandum
 3. A change transmittal
 4. An instruction
- 2-41. What part of OPNAVINST 4790.2E identifies the type of directive?
1. OPNAV
 2. INST
 3. 4790.2
 4. E
- 2-42. What part of OPNAVINST 4790.2E identifies the issuing activity?
1. OP only
 2. NAV only
 3. OPNAV
 4. E
- 2-43. In OPNAVINST 4790.2E, what does the letter E indicate?
1. The fifth revision
 2. The fifth change
 3. The fifth instruction number
 4. The fifth volume
- 2-44. What directive outlines the responsibilities for AKS working in the Material Control division of an aviation squadron?
1. SECNAVINST 5212.5
 2. OPNAVINST 5442.4
 3. OPNAVINST 3750.6
 4. OPNAVINST 4790.2
- 2-45. Which of the following commands is responsible for managing the Configuration Management Program in the Navy?
1. TYCOM
 2. NAVSUPSYSCOM
 3. NAVAIRSYSCOM
 4. COMNAVEDTRACOM
- 2-46. A potentially hazardous condition exists that, if not corrected, could result in personal injury or reduction in operational efficiency, but does NOT remove the aircraft from service. This situation requires a TD with what action category?
1. Immediate
 2. Urgent
 3. Routine
 4. Confidential

- 2-47. When material needed to accomplish the requirements of an urgent technical directive is ordered, what supply issue group priority should be used?
1. I or II
 2. I or III
 3. II or III
 4. II or IV
- 2-48. Information that can cause damage to the national security if disclosed to the enemy is given what classification?
1. Unclassified
 2. Confidential
 3. Secret
 4. Top Secret
- 2-49. Unnecessary classified material should be destroyed at which of the following times?
1. After 1 year has elapsed
 2. Upon notification from the security officer
 3. As soon as it is no longer required
 4. After it is read by an authorized person
- 2-50. What is the traditional method used to destroy classified material?
1. Burning
 2. Strip shredding
 3. Crosscut shredding
 4. Mulching
- 2-51. To obtain information on the single standard system for segregating and filing Navy and Marine Corps records, you should refer to which of the following instructions?
1. SECNAVINST 5212.5
 2. OPNAVINST 5510.1
 3. SECNAVINST 5210.11
 4. OPNAVINST 4790.2
- 2-52. The Navy's SSIC system is broken down into what total number of subject groups?
1. 10
 2. 11
 3. 12
 4. 13
- 2-53. What two digits of the SSIC subject group designates a secondary subject?
1. 1st and 2d
 2. 2d and 3d
 3. 3d and 4th
 4. 1st and 4th
- 2-54. What SSIC group is assigned to documents concerning financial management ?
1. 3000 series
 2. 5000 series
 3. 7000 series
 4. 9000 series
- 2-55. As a general rule, what is the minimum requirement you should follow for ensuring security to supply spaces that are NOT attended by authorized personnel?
1. Post any person as a watch
 2. Lock the spaces from the inside
 3. Lock the spaces only if an authorized person will be out over 5 minutes
 4. Keep the spaces locked when not attended by authorized personnel
- 2-56. Ensuring that the rotatable pool storeroom is secure, including after working hours, is the responsibility of what person?
1. The last person that conducted business
 2. The division officer
 3. The CCS supervisor
 4. The R-pool supervisor
- 2-57. To maintain control and accountability of keys removed from the key locker, which of the following actions should you take?
1. Mark the keys with the storeroom number
 2. Have duplicate keys made for each space
 3. Have the custodian keep the keys until the custodian's transfer to another activity
 4. Maintain a key log to identify the key holders
- 2-58. you should conduct a complete inventory of the keys in the key locker at which of the following times?
1. During turnover of the space
 2. After securing from work
 3. During the shift change or before securing from work
 4. After the duty section muster
- 2-59. Which of the following terms refers to a person for whom a service is provided?
1. A contact point
 2. A customer
 3. A supervisor
 4. A coworker

- 2-60. Which of the following areas is NOT an example of a contact point?
1. The awaiting parts unit
 2. The technical research unit
 3. The pre-expanded bin
 4. The tire storeroom
- 2-61. The customer's first impression of you as a contact point representative is based primarily on which of the following characteristics?
1. Your total workload
 2. Your attitude
 3. Your appearance
 4. Your office space
- 2-62. The self-evaluation check list provides a means of evaluating whose performance?
1. The coworker
 2. The worker
 3. The supervisor
 4. The customer
- 2-63. Your attitude towards the customers is closely related to your attitude toward what other factor?
1. Your job
 2. Your family
 3. Your supervisor
 4. Your surroundings
- 2-64. When helping an upset customer, you should react in which of the following ways?
1. A rude manner
 2. A defensive manner
 3. A contemptuous manner
 4. A calm and confident manner

ASSIGNMENT 3

Textbook Assignment: "Material Identification," chapter 3, pages 3-1 through 3-17.

- 3-1. In the supply system, the term "material cognizance" refers to which of the following stock points or personnel?
1. The primary stock points
 2. The secondary stock points
 3. The inventory manager only
 4. The inventory managers and technical advisors
- 3-2. What two-character code identifies the inventory manager and the stores account?
1. The Purpose code
 2. The Special Material Identification code
 3. The Cognizance Symbol code
 4. The Fund code
- 3-3. Which of the following items are vested to DLA for joint military management?
1. Retail
 2. Wholesale
 3. Repairable
 4. Consumable
- 3-4. What character of a cognizance symbol identifies the stores account?
1. First
 2. Second
 3. Third
 4. Fourth
- 3-5. Which of the following cognizance symbols identifies APA material?
1. 1R
 2. 3H
 3. 5R
 4. 6R
- 3-6. Which of the following cognizance symbols identifies NSA material?
1. 1R
 2. 2E
 3. 6R
 4. 8R
- 3-7. What activity manages the Federal Cataloging System within the DOD?
1. DLA
 2. DLSC
 3. ASO
 4. GSA
- 3-8. The first two digits of an FSC identifies which of the following items?
1. The single item, component, or equipment
 2. The major division of commodities within a group
 3. The commodities according to physical or performance characteristics
 4. The group/category inventory managers
- 3-9. What FSC groups are used by the Navy for forms and publications?
1. 90 through 99
 2. 70 through 80
 3. 30 through 40
 4. 01 through 09
- 3-10. Which of the following FSC groups is NOT included in the Federal Cataloging System?
1. 08
 2. 28
 3. 48
 4. 58
- 3-11. An NSN has what total number of digits?
1. 7
 2. 9
 3. 13
 4. 15
- 3-12. What activity is responsible for assigning the NSN to material for supply department stock?
1. The Defense Logistics Agency
 2. The Supply Department
 3. The Naval Supply Center
 4. The Defense Logistics Support Center
- 3-13. What cataloging handbook contains a list of groups and classes of material in the supply system?
1. QH2
 2. H2
 3. QR6
 4. R6

- 3-14. Which of the following NSNS was assigned by the U.S.?
1. 1234-21-012-3456
 2. 1234-11-001-2345
 3. 1234-01-234-5678
 4. 1234-13-234-6543
- 3-15. To properly identify the required material, you should use what digits of the NIIN?
1. The first four
 2. The first seven
 3. The last seven
 4. The last nine
- 3-16. What account is paid for out of appropriations and is NOT chargeable to the user's operating funds?
1. APA
 2. NSA
 3. TFA
 4. OPTAR
- 3-17. Which of the following items are the same as NSA items?
1. APA items
 2. Repairable items
 3. Expense type items
 4. Remain-in-place items
- IN ANSWERING QUESTIONS 3-18 THROUGH 3-25, REFER TO TABLE 3-2 IN THE TEXT.
- 3-18. The forms and publications used by the Navy are under the inventory control of what activity?
1. NPPS
 2. SPCC
 3. NAVAIR
 4. ASO
- 3-19. The technical responsibility for aircraft engines in the Navy belongs to what activity?
1. NAVAIR
 2. SPCC
 3. ASO
 4. NPPS
- 3-20. Aviation depot-level repairable (AVDLR) material is assigned what cognizance symbol?
1. 1R
 2. 4R
 3. 5R
 4. 7R
- 3-21. What activity is the cognizant item manager for 7R material?
1. SPCC
 2. NAVAIR
 3. NAVFAC
 4. ASO
- 3-22. The defense construction material that is NOT owned by the Navy will have what code in place of the cognizance symbol?
1. 11
 2. 4Z
 3. 9C
 4. Ax
- 3-23. What activity is the cognizant inventory manager for all Navy-owned 9 Cog material?
1. ASO
 2. BRASO
 3. SPCC
 4. Various commands
- 3-24. The cataloging code assigned to defense electronic material is equivalent to what cognizance symbol of Navy material?
1. 9C
 2. 9D
 3. 9G
 4. 9N
- 3-25. Cognizance symbol 9Z is equivalent to what cataloging code of DLA material?
1. KZ
 2. GG
 3. CX
 4. AX
- 3-26. The Material Control code is assigned by what person?
1. The executive officer
 2. The inventory manager
 3. The technical advisor for the material
 4. The commanding officer
- 3-27. In what card column of a MILSTRIP format will you find the Material Control code?
1. 7
 2. 45
 3. 53
 4. 73

IN ANSWERING QUESTIONS 3-28 THROUGH 3-31,
REFER TO TABLE 3-3 IN THE TEXT.

3-28. What Material Control code is assigned to an item that is field-level repairable?

1. D
2. E
3. H
4. L

3-29. Depot-level repairable NOT assigned Material Control codes E, G, Q, or X are assigned what Material Control code?

1. D
2. E
3. H
4. L

3-30. Repairable items designated for the IRAM Program are assigned what Material Control code?

1. D
2. E
3. H
4. L

3-31. What Material Control code is assigned to an end item of ground support equipment?

1. E
2. H
3. S
4. W

3-32. The SMIC is assigned to material for which of the following reasons?

1. To provide visibility to selected items
2. To ensure maintenance integrity of material
3. Both 1 and 2 above
4. To provide stores account data

3-33. The SMIC for material requiring weapons system applicability is assigned by what person?

1. The technical advisor of the material systems group
2. The inventory manager of the material
3. The cognizant type commander
4. The weapons system analyst

3-34. What card columns of the MILSTRIP format contain the SMIC?

1. 15 and 16
2. 17 and 18
3. 19 and 20
4. 21 and 22

3-35. Which of the following parts of the SMIC identifies material for F-18 fighter aircraft?

1. SF
2. MF
3. FF
4. BF

3-36. What Appendix of NAVSUP P-437 contains a list of SMICs for different weapons systems?

1. 7
2. 8
3. 17
4. 18

3-37. SMICs with an N in the second position apply to what weapons system?

1. Antisubmarine aircraft
2. Helicopters
3. Turboprop engines
4. Jet engines

3-38. What does NICN stand for?

1. National Item Control Number
2. Navy Item Control Number
3. Navy Integrated Control Number
4. Navy Item Consolidation Number

3-39. Which of the following items are identified by NICNs?

1. Kit numbers
2. Publications and forms
3. NAC numbers
4. All of the above

3-40. In a 13-digit NICN, what code occupies the 5th and 6th positions?

1. The Navy Item Control Number code
2. The Material Control code
3. The Supply Classification code
4. The Special Material Identification code

IN ANSWERING QUESTIONS 3-41 THROUGH 3-43,
REFER TO TABLE 3-4 IN THE TEXT.

3-41. Which of the following NIC codes identifies a form?

1. LD
2. LK
3. LP
4. LF

- 3-42. What type of material is identified in NICN 1234-LK-123-4567?
1. A directive
 2. A form
 3. An aircraft change kit
 4. A publication
- 3-43. Locally assigned item control numbers contain what letters in the 5th and 6th positions?
1. LF
 2. LL
 3. LQ
 4. LX
- 3-44. What format is used to order material identified by a NICN?
1. The DD 1348 format
 2. The DD 1348-6 format
 3. The DD 1384 format
 4. The DD 1387 format
- 3-45. A temporary NICN is assigned to material for which of the following purposes?
1. To identify the items before the assignment of an NSN
 2. To control the items pending an NSN assignment
 3. Both 1 and 2 above
 4. To release the shipment from the manufacturer
- 3-46. When Status Code BG is received for a NICN requisition, what other information should be checked and used to update the outstanding file?
1. A new document number
 2. A new NSN
 3. A new fund code
 4. A new advice code
- 3-47. What activity is responsible for maintaining the NICN to NSN cross-reference list?
1. ASO
 2. BRASO
 3. SPCC
 4. NALC
- 3-48. What locally assigned numbers are used to identify material that did NOT qualify for stockage during the provisioning process?
1. FSC numbers
 2. NIC numbers
 3. NATO numbers
 4. NAC numbers
- 3-49. What activity is responsible for consolidating the NAC number report before submitting it to DLSC for the screening process?
1. ASO
 2. DLSC
 3. FMSO
 4. NAVSUP
- 3-50. After the material availability has been verified, requisitions for NAC-numbered items are submitted to what location?
1. The point of entry of all requisitions
 2. The reporting activity
 3. The ASO
 4. The type commander
- 3-51. Deployed units are NOT required to perform which of the following actions when ordering NAC numbered items?
1. Conduct technical research on the material
 2. Send an information copy of the order to ASO
 3. Verify material availability from the reporting activity
 4. Submit a requisition
- 3-52. What directive provides the format used to requisition NAC numbered items?
1. FASOINST 4410.15
 2. OPNAVINST 4790.2
 3. OPNAVINST 4614.2
 4. FASOINST 4235.36
- 3-53. What information, in addition to the part number, should you use to properly identify a non-NSN item?
1. The CAGE code
 2. The Material Control code
 3. The Cognizance symbol
 4. The Purpose code
- 3-54. The cumulative listing of National Stock Numbers for all armed services is identified by which of the following letters?
1. ML-N
 2. ML-C
 3. MRC
 4. MDC

- 3-55. Which of the following codes indicates how and under what restrictions an item can be obtained?
1. The Service/Agency code
 2. The Commercial and Government Entity code
 3. The Acquisition Advice code
 4. The Shelf-Life code
- 3-56. Which of the following terms is used to represent the amount or quantity that has been established as standards of measurement for issue of material?
1. Quantity per unit pack
 2. Controlled Inventory Item code
 3. Phrase code
 4. Unit of issue
- 3-57. What code indicates the life span of material?
1. SRC
 2. SLC
 3. RC
 4. AAC
- 3-58. Which of the following lists provides cross-reference information from reference numbers to NSNS?
1. ML-N
 2. ML-C
 3. MCRL
 4. MRIL
- 3-59. What cognizance symbol is assigned to items listed in the GSA Federal Supply Catalog?
1. 9C
 2. 9D
 3. 9N
 4. 9Q
- 3-60. Which of the following lists is a catalog of Navy-managed repairable items and provides shipping information for unserviceable components?
1. ML-C
 2. ML-N
 3. MRIL
 4. MCRL
- 3-61. What symbol in the Long Supply Credit or Indicator position of the MRIL (in CD-ROM format) indicates that credit is authorized?
1. *
 2. !
 3. ?
 4. \$
- 3-62. In the Scheduled Removal Component Card code column of the MRIL (in CD-ROM format), what displays are used to indicate (a) an SRC-is NOT required and (b) an SRC is required?
1. (a) A blank space
(b) Y
 2. (a) A blank space
(b) a blank space
 3. (a) N
(b) a blank space
 4. (a) N
(b) R
- 3-63. In the Remain-In-Place (RIP) column of the MRIL, what code indicates an authorized RIP item?
1. Y
 2. N
 3. B
 4. A
- 3-64. When the shipping data in the MRIL contains more than one activity, the NRFI repairable item should be shipped to which of the following locations?
1. The first address listed
 2. The last address listed
 3. The nearest activity
 4. The manufacturer
- 3-65. Which of the following directives provides detailed information concerning hazardous material?
1. NAVSUPINST 4200.81
 2. NAVSUPINST 4620.7
 3. OPNAVINST 4110.2
 4. NAVSUPINST 5230.8

ASSIGNMENT 4

Textbook Assignment: "Material Procurement, " chapter 4, pages 4-1 through 4-21.

- 4-1. Which of the following processes is/are included in the Navy's procurement process?
1. Submission of requisitions
 2. Referral of requisitions
 3. Issuance of material
 4. All of the above
- 4-2. The detailed requisitioning procedures used as the standard by the military are contained in what NAVSUP publication?
1. P-437
 2. P-485
 3. P-545
 4. P-567
- 4-3. To obtain an item that does NOT have a stock number, a customer should take which of the following actions?
1. Buy the item with personal money and request reimbursement later
 2. Submit a requisition directly to the vendor
 3. Submit a requisition to the supporting supply activity
 4. Submit an emergency procurement request to the Navy exchange officer
- 4-4. Supply requisitioning instructions are issued to ships or forces afloat by which of the following authorities?
1. The Aviation Supply Office
 2. The Chief of Naval Material
 3. The Defense Accounting Office
 4. The fleet commanders
- 4-5. The MILSTRIP used in the Navy today was developed by what authority?
1. The Department of the Army
 2. The Department of Defense
 3. The Department of the Navy
 4. The Fleet Material Support Office
- 4-6. The purpose of MILSTRIP is to standardize procedures, forms, formats, codes, and documentation of requisitioning and issuing systems for which of the following activities?
1. The Navy only
 2. The Army only
 3. The Air Force only
 4. All military services
- 4-7. Requisitioning procedures for shore activities are provided in which of the following publications?
1. OPNAVINST 4790.2
 2. NAVSUP P-485
 3. NAVSUP P-545
 4. NAVSUP P-437
- 4-8. The Navy supply system procedures for Operating MILSTRIP for afloat units-are contained in what publication?
1. OPNAVINST 4790.2
 2. NAVSUP P-485
 3. NAVSUP P-437
 4. NAVSUP P-545
- 4-9. Besides requisitioning, you may use the six-part DD Form 1348 for which of the following purposes?
1. For cancellations only
 2. For follow-ups only
 3. As a modifier only
 4. For cancellations, follow-ups, and as a modifier"
- 4-10. You should enter the UIC of the supporting supply activity in what block of the six-part DD Form 1348?
1. Block A
 2. Block B
 3. Block C
 4. Block D
- 4-11. What information should you record in positions 1-3 of a DD Form 1348 when using it as a cancellation request?
1. The reason for cancellation
 2. The Routing Identifier code
 3. The Document Identifier code
 4. The Signal code

- 4-12. You should enter the Media and Status code in what record position of a DD Form 1348?
1. Record position 1
 2. Record position 3
 3. Record position 5
 4. Record position 7
- 4-13. When submitting high priority requisitions, (a) what code should you use in place of the SMIC, and (b) in what record position of the DD Form 1348 should you put the code?
1. (a) MCC (b) 73
 2. (a) M&S (b) 7
 3. (a) WSDC (b) 21-22
 4. (a) PC (b) 70
- 4-14. You should use C9999 in the Quantity block of a requisition in which of the following situations?
1. When ordering all copying machine products from the same vendor
 2. When material or service requirements will result in more than one receipt
 3. When ordering repair parts for telephones used on board ships
 4. When all material can be issued in a single delivery
- 4-15. What Demand code should you use when requesting items needed for initial outfitting?
1. T
 2. R
 3. O
 4. N
- 4-16. For priority 1-8 ANMCS requisitions that do NOT meet the criteria for 999, what code should you use in coding record position 62?
1. D
 2. E
 3. N
 4. T
- 4-17. When ordering non-NSN material, you should use what DD Form?
1. 1348 (6 PT)
 2. 1348-6
 3. 1384
 4. 1387-2
- 4-18. The DD Form 1348-6 format consists of what total number of parts?
1. One
 2. Two
 3. Three
 4. Four
- 4-19. Which of the following codes is synonymous with the manufacturer's code?
1. The Source code
 2. The CAGE code
 3. The Condition code
 4. The Purpose code
- 4-20. If the number of characters exceeds record positions 8-22 on a DD Form 1348-6, in what block of the Identification Data section should you enter the CAGE and part number?
1. Block 1
 2. Block 2
 3. Block 3
 4. Block 4
- 4-21. What DD Form should you use to requisition rentals of copying machines and repairs of certain equipment?
1. 1348 (6 PT)
 2. 1348-6
 3. 1384
 4. 1149
- 4-22. When ordering multiple items on a DD Form 1149, you should list the document serial numbers in what manner?
1. With the serial numbers in sequence in Data block 6
 2. With a dash between the first and the last serial numbers
 3. With a serial number for each item in Data block (b)
 4. With one serial number for all of the items
- 4-23. When used as a request for services, what officer is required to sign Data block 10 of a DD Form 1149?
1. The type commander
 2. The commanding officer
 3. The engineer officer
 4. The supply officer

- 4-24. What NAVSUP instruction provides guidance and procedures for purchasing material from civilian vendors?
1. 4200.85
 2. 4440.115
 3. 4614.4
 4. 5100
- 4-25. What is the maximum dollar limit for "small purchase" material?
1. \$2,500
 2. \$10,000
 3. \$20,000
 4. \$25,000
- 4-26. In reference to a GSA FSS aboard a ship, which of the following statements is correct?
1. A GSA FSS is practical
 2. A GSA FSS is not cost effective
 3. A GSA FSS is not optional
 4. Most ship's purchases are not considered urgent
- 4-27. You can use what total number of methods for making small purchases?
1. One
 2. Two
 3. Three
 4. Four
- 4-28. Each BPA should NOT exceed what maximum dollar limit?
1. \$500
 2. \$2,500
 3. \$25,000
 4. \$250,000
- 4-29. Excluding purchases for fuel and oil, what is the maximum dollar limit for purchases when an SF-44 is used?
1. \$50,000
 2. \$25,000
 3. \$2,500
 4. \$500
- 4-30. Competitive quotes are required from different vendors for purchases above what maximum dollar amount?
1. \$100
 2. \$500
 3. \$1,500
 4. \$2,500
- 4-31. Purchases for the Government may be made by which of the following personnel?
1. A department head
 2. A department LCPO
 3. A contracting officer
 4. A stores officer
- 4-32. What is the maximum dollar limit when you are buying material using the imprest fund?
1. \$500
 2. \$400
 3. \$300
 4. \$200
- 4-33. Imprest fund material must be delivered within what maximum number of days?
1. 30 days
 2. 60 days
 3. 75 days
 4. 90 days
- 4-34. Which of the following conditions applies to the material inspection requirement for an imprest fund?
1. A technical inspection is required at the destination point
 2. A detailed inspection is required at the vendor's location
 3. A detailed technical inspection is required by the buyer at the delivery point
 4. A detailed technical inspection is not required
- 4-35. To set up an imprest fund, ships with contracting authority must meet which of the following conditions?
1. They must have the commanding officer's approval in writing
 2. They must have the type commander's approval in writing
 3. They must have an authorization for contracting
 4. All of the above
- 4-36. When vendors have an agreement with a Navy supply activity to furnish a specific group of materials, what purchase method should be used?
1. The imprest fund method
 2. The purchase order method
 3. The BPA call/memorandum method
 4. The pierside purchasing method

- 4-37. What is the maximum purchasing authority dollar amount for an LPH and aircraft carrier?
1. \$2,500
 2. \$10,000
 3. \$25,000
 4. \$30,000
- 4-38. In an activity with contracting authority, what person is authorized to make BPA calls?
1. The stock control officer
 2. The supply LCPO
 3. The customer service LPO
 4. The individual appointed in writing by the commanding officer
- 4-39. You may use a DD Form 1155 to make which of the following types of purchases?
1. Small and unclassified
 2. Large and unclassified
 3. Small and confidential
 4. Large and confidential
- 4-40. When constructing the appropriations and subhead in accounting data, you should use which of the following references?
1. NAVSUP P-500
 2. NAVSUP P-485
 3. NAVCOMPT Manual, vol 2, chap 5
 4. NAVSO P-3013
- 4-41. The Cost code in accounting data includes all EXCEPT which of the following information?
1. A Julian date preceded by two zeros
 2. An object class
 3. A Fund code
 4. A serial number
- 4-42. Which of the following forms is the purchase order-invoice-voucher used for over-the-counter purchases?
1. DD Form 1149
 2. DD Form 1348-6
 3. Standard Form 44
 4. Standard Form 364
- 4-43. When pilots on extended flights purchase aviation fuel by using a Standard Form 44, what is the maximum dollar amount they are normally authorized to spend?
1. \$2,500
 2. \$25,000
 3. \$250,000
 4. \$500,000
- 4-44. After making a purchase, a pilot must return what copies of the Standard Form 44 to the ordering activity?
1. Copies 1 and 2
 2. Copies 1 and 3
 3. Copies 2 and 3
 4. Copies 3 and 4
- 4-45. What copy of the Standard Form 44 is used by the fiscal office for recording obligations?
1. Copy 1
 2. Copy 2
 3. Copy 3
 4. Copy 4
- 4-46. What means is used by supply activities to inform customers about the action being taken on their requisitions?
1. A stock balance card
 2. A material obligation validation
 3. A requisition Status
 4. An Action Taken code
- 4-47. Supply activities use what code on a requisition as the basis for how and to whom a status should be sent?
1. A Demand code
 2. A Media and Status code
 3. A Signal code
 4. A Service Designator code
- 4-48. A stock point may provide an exception status to requisitioners in which of the following situations?
1. A direct delivery procurement
 2. A rejected requisition
 3. A cancellation acknowledgement
 4. All of the above
- 4-49. A shipment status includes all EXCEPT which of the following information?
1. The date of packing
 2. The date of shipment
 3. The date available for shipment
 4. The mode of shipment

- 4-50. A partial shipment is indicated by what means on a requisition?
1. An M&S code in record position 7
 2. A Suffix code in record position 44
 3. A Signal code in record position 51
 4. A Distribution code in record position 54
- 4-51. The transaction date, Status code, and the routing identifier of the last holding activity are contained in what record positions of the status information?
1. 74-80
 2. 70-73
 3. 62-69
 4. 45-50
- 4-52. During the requisition monitoring process, which of the following information should you consider before taking action on a requisition?
1. The last holding activity
 2. The type of status received last
 3. The date of the last status
 4. Both 2 and 3 above
- 4-53. What document identifiers are used in follow-up inquiries?
1. AB, AC, and AF
 2. AF, AT, and AK
 3. AF, AS, and AT
 4. AF, AK, and AM
- 4-54. What is the preferred method for the submission of a follow-up request when the information does NOT exceed 66 record positions?
1. Mail
 2. Hand delivery
 3. Phone
 4. Message
- 4-55. To maintain up-to-date information, priority 4-8 requisitions should be reviewed at least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 4-56. When, if ever, may a follow-up action be submitted for a requisition with a 0 (zero) in record position 7?
1. 10 days after the ESD has passed
 2. 10 days before the RDD
 3. After the RDD/SDD has passed
 4. Never
- 4-57. If a status has NOT been received, you may send a follow-up inquiry for priority 1-8 requisitions at which of the following times?
1. 3 days after the requisition date
 2. 3 days after the transaction date of the last status
 3. 3 days after the previous follow-up date
 4. All of the above
- 4-58. A modifier for ships requisitions may NOT be initiated by which of the following activities or persons?
1. A stock point
 2. A supplementary addressee
 3. A monitoring office
 4. A requisitioner
- 4-59. You should submit a shipment tracer request for materials shipped by mail or parcel posts at which of the following times?
1. 15 days before the shipment date on the status document
 2. 15 days after the shipment date on the status document has passed
 3. 30 days after the shipment date on the status document has passed
 4. No earlier than 10 days before and no later than 60 days after the shipment date on the status document
- 4-60. After requisitions are monitored, what action should be taken with the requisitions that are NOT needed?
1. They should be considered for cancellation
 2. An AFC should be submitted for each
 3. A follow-up message should be sent
 4. They should be expedited for quick delivery

- 4-61. Requisition records should be maintained in the outstanding file in which of the following ways?
1. By date order only
 2. By document number sequence only
 3. By order date and by document number sequence
 4. By document serial number
- 4-62. When submitting a requirement for a previously rejected requisition, what new information should you provide?
1. The corrected data
 2. The NSN
 3. The document number
 4. The Demand code
- 4-63. The unfilled quantity of an outstanding requisition that is recorded as commitment against stock or vendors is known by what term?
1. A requisition modifier
 2. A follow-up action
 3. A cancellation request
 4. A material obligation
- 4-64. When are requisition priority designators 1-8 considered overaged and subject to MOV?
1. When a requisition has been outstanding for more than 30 days
 2. When a requisition has been outstanding less than 30 days
 3. When a status has not been received 7 days after the submission of a requisition
 4. When a requisition has been completed for 10 days or more
- 4-65. A DI APX is sent to the supply source during an MOV process for which of the following reasons?
1. To confirm receipt of correct record count
 2. To inform the supply source that the MOV Control Card was received
 3. To notify the supply source that retransmission of the MOV is required
 4. To inform the supply source that the MOV Control Card was not received
- 4-66. The supply source may cancel requisitions during the MOV process in which of the following situations?
1. When the requisitioner has not acknowledged receipt of the scheduled validation request document
 2. When no response card is received by the response due date
 3. When receipt of validation requests has been acknowledged but no document AP has been received
 4. All of the above

ASSIGNMENT 5

Textbook Assignment: "Material Receipt," chapter 5, pages 5-1 through 5-30.

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- 5-1. What person has the overall responsibility for material receipts in the supply department?
1. The senior supply petty officer
 2. The supply duty officer
 3. The supply division officer
 4. The supply officer
- 5-2. In a supply department ashore, the supply officer may delegate the responsibility for material receipts to which of the following personnel?
1. The warehouse supervisor
 2. The aviation support division officer
 3. The material division officer
 4. The traffic branch officer
- 5-3. In reference to processing incoming material receipts, the receiving supervisor is responsible for which of the following areas?
1. Identification only
 2. Inspection and distribution only
 3. Staging, marking, and paperwork only
 4. Identification, inspection, distribution, staging, marking, and paperwork
- 5-4. The DLA/GSA personnel use which of the following forms to document the shipment of material?
1. DD Form 1348-1A
 2. DD Form 1384-1
 3. NAVSUP Form 1348
 4. Standard Form 364
- 5-5. Civilian vendors use which of the following forms to document the shipment of material?
1. DD Form 1348-6
 2. DD Form 1348-1
 3. DD Form 1155
 4. NAVSUP Form 1114
- 5-6. When issuing NSN materials, a Navy supply stock point furnishes what total number of DD Form 1348-1 copies with each item?
1. 1 copy
 2. 2 copies
 3. 3 copies
 4. 4 copies
- 5-7. When used as a requisition afloat, what copy of a DD Form 1348 (6 pt) may be attached to the issued material?
1. The original copy
 2. The green copy
 3. The yellow copy
 4. The white copy
- 5-8. To enhance receipt processing of issued items, the Combat Logistics Force ships provide which of the following documents to the receiving ships?
1. A DD Form 1348-1 for each item issued
 2. A computer listing of all items issued only
 3. A computer listing of all items issued and a DD Form 1348m for each item issued
 4. A DD Form 1149 with a list of all document numbers issued
- 5-9. When processing receipts that require reimbursement, the receiving activity must furnish what document to the transferring activity?
1. A message confirming the receipt
 2. A receipt signed by the supply officer
 3. A receipt signed by the receiving supervisor
 4. A memorandum of receipt
- 5-10. An inventory manager may process "push materials" for which of the following purposes?
1. To support the configuration of the ship
 2. To correct the ship's stock deficiency
 3. To update and support changes to the load list
 4. All of the above
- 5-11. Which of the following methods of delivery may be used to ship material from DOD or commercial sources?
1. Direct delivery only
 2. Mail only
 3. Freight only
 4. Direct delivery, mail, or freight

- 5-12. Which of the following documents is used for material shipped by freight?
1. A Requisition and Invoice/ Shipping Document
 2. An Order for Supplies and Services
 3. A Government or Commercial Bill of Lading
 4. A Material Inspection and Receiving Report
- 5-13. Which of the following processes is NOT part of the general pattern for the processing of receipts?
1. Determining the inspection and special handling requirements
 2. Marking the receipt document with the date, quantity received, and signature
 3. Noting discrepancies and submitting completed documents
 4. Delivering DTO receipts to the storeroom
- 5-14. To acknowledge receipt from another ship, the receiving ship uses what copy of the DD Form 1348 (6 pt)?
1. The original copy
 2. The white copy
 3. The yellow copy
 4. The pink copy
- 5-15. What is the form number of the DOD Single Line Item Release/Receipt Document?
1. DD Form 1348 (6 pt)
 2. DD Form 1348-6
 3. DD Form 1348-1
 4. DD Form 1348-1A
- 5-16. When processing a receipt that contains a quantity discrepancy, you should follow which of the following procedures?
1. Circle the original quantity and enter the new quantity
 2. Line out the original quantity only
 3. Line out the original quantity and enter and circle the quantity received
 4. Circle and line out the quantity received
- 5-17. What block of a DD Form 1348-1 contains the security code of the item shipped?
1. N
 2. M
 3. L
 4. K
- 5-18. What record position of a DD Form 1348-1 contains the MCC of the item received?
1. 43
 2. 70
 3. 73
 4. 74
- 5-19. What form is used with the Logistics Applications of Automated Marking and Reading Symbols processing equipment?
1. NAVSUP Form 1250 (5 pt)
 2. DD Form 1149
 3. DD Form 1348-1
 4. DD Form 1348-1A
- 5-20. If used, the security code is located in what position on a DD Form 1348-1A?
1. Upper left
 2. Lower left
 3. Upper right
 4. Lower right
- 5-21. To request services from a contractor, afloat units use which of the following forms?
1. DD Form 200
 2. DD Form 1149
 3. DD Form 1348 (6 pt)
 4. DD Form 1348-1
- 5-22. When a technical inspection is required for the received material listed on a DD Form 1149, what department is responsible for performing the inspection?
1. The requesting department
 2. The supporting shore activity department
 3. The receiving department
 4. The customer services department
- 5-23. On a DD Form 1155, what column contains the quantity ordered?
1. 10
 2. 20
 3. 30
 4. 40
- 5-24. The quality and quantity inspections of material received as direct delivery on a DD Form 1155 are performed by what activity?
1. The ordering activity
 2. The supporting shore activity
 3. The commercial vendor's activity
 4. The contracting activity

- 5-25. Which of the following activities may use the fast pay method for ordering supplies?
1. NAS, Pensacola, Florida
 2. Supply Department, Norfolk, Virginia.
 3. USS America
 4. FISC, San Diego, California.
- 5-26. Acceptable material received by the fast pay method must be reported to the purchasing office within what maximum number of days?
1. 30 days
 2. 25 days
 3. 14 days
 4. 10 days
- 5-27. When a DD Form 1155 is used for indirect delivery of material, the receiving personnel must verify which of the following information?
1. The quantity of material only
 2. The weight of material only
 3. The quantity and weight of material
 4. The delivery time
- 5-28. When an activity has NOT received material at the specified delivery date, they must submit a Report of Receipt, Nonreceipt, or Nonconformance within what maximum number of days?
1. 10 days
 2. 25 days
 3. 40 days
 4. 60 days
- 5-29. Which of the following forms is used as a Material Inspection and Receiving Report?
1. DD Form 1348-1
 2. DD Form 1348-1A
 3. DD Form 1149
 4. DD Form 250
- 5-30. When receiving material that needs PQA and acceptance on a DD Form 250, what action must the receiving personnel take?
1. Certify the acceptability only
 2. Certify the acceptability and quantity
 3. Certify the quantity and have a qualified technician certify the acceptability
 4. Have the ordering department certify the quantity
- 5-31. When processing a DD Form 250 with an acceptance code S and a completed block 21A, the receiving personnel should take which of the following actions?
1. Certify the quantity received only
 2. Certify the quantity received and inspect for quality
 3. Perform a quality inspection upon receipt at the destination
 4. Request assistance from the ordering department to perform a quality inspection
- 5-32. What block of a DD Form 250 contains the discount terms (if applicable) for a procurement?
1. Block 22
 2. Block 17
 3. Block 8
 4. Block 5
- 5-33. What form is the Government Bill of Lading?
1. DD Form 1103
 2. DD Form 1149
 3. DD Form 1155
 4. Standard Form 1103
- 5-34. The responsibility for conducting research and preparing dummy invoices for material received without paperwork belongs to which of the following personnel?
1. The ordering department personnel
 2. The stock control personnel
 3. The receiving personnel
 4. The storeroom personnel
- 5-35. If there is a discrepancy between the newly received original shipping document and the dummy invoice that was posted, which of the following actions should you take?
1. Attach the original document to the Standard Form 364 and file them
 2. Submit a Standard Form 364
 3. Discard the original document
 4. Correct and adjust the records and file the original document
- 5-36. According to HMIS, what form must be completed for all hazardous material purchased from commercial vendors?
1. A DD Form 1387-2
 2. An MSDS
 3. A shipment label
 4. A DD Form 1149

- 5-37. Receipt processing includes which of the following procedures?
1. Identifying material only
 2. Inspecting material only
 3. Determining the disposition of material only
 4. Identifying, inspecting, and determining the disposition of material
- 5-38. Aboard ship, what person is responsible for determining the receiving functions and manning in the butler hut?
1. The stores officer
 2. The special assistant
 3. The supply officer
 4. The commanding officer
- 5-39. Aboard ship, what file contains requisitions for material or services NOT yet received?
1. MCF
 2. MOF
 3. MOV
 4. MAW
- 5-40. What is the basis for the type of inspection that must be performed when receipts are processed?
1. The source of supply
 2. The mode of shipment
 3. The movement priority designator
 4. The Status code
- 5-41. Materials received from supply departments ashore require which of the following inspections?
1. Quality only
 2. Quantity only
 3. Quality and quantity
 4. Weight
- 5-42. Materials received from government activities other than the Navy require which of the following inspections?
1. Quality only
 2. Quantity only
 3. Quality and quantity
 4. Weight
- 5-43. Materials received from commercial vendors that were inspected and accepted by an ashore activity require which of the following inspections by afloat activities?
1. Quality only
 2. Quantity only
 3. Quality and quantity
 4. Weight
- 5-44. When receiving a stock replenishment afloat, you will normally find the storeroom location of items in what block of the DD Form 1348-1?
1. The "Ship To" block
 2. The "Mark For" block
 3. The "Supplementary ADDRESS" block
 4. The "Remarks" block
- 5-45. What type of material is assigned security code S?
1. Pilferable
 2. Explosive
 3. Classified
 4. Ammunition
- 5-46. When assigned, the first line of the identification markings on a container of material contains which of the following information?
1. The CAGE code and part number
 2. The nomenclature
 3. The document number
 4. The NSN
- 5-47. An exterior container indicates a quantity of 24 EA. The 4th line on the label of an individual item inside should contain what information?
1. 1 of 24 EA
 2. 1 EA
 3. A 8/93
 4. Item description
- 5-48. What does "A 11/93" printed on the 6th line of an identification marking indicate?
1. The security code and shipment date
 2. The condition code and packing date
 3. The shelf-life code and last inventory date
 4. The level of protection and preservation date
- 5-49. If a shipping activity combines a mixture of items into one container for shipment, by what means would the receiving activity know this without opening the container?
1. The shipment label lists all of the document numbers
 2. The word "MULTIPACK" appears on the first line of the markings
 3. The label has more than one TCN
 4. The markings include the number of documents involved

- 5-50. A TCN contains which of the following information?
1. A contract number and split shipment code
 2. A document number only
 3. A document number and contract number
 4. A document number, suffix, and partial and split shipment codes
- 5-51. Material shipped from a DOD activity will have what Military Shipment Label attached to the outside of the container?
1. DD Form 1348-1
 2. DD Form 1387-2
 3. DD Form 1387
 4. DD Form 1864
- 5-52. A lead TCN should be assigned to what type of shipment?
1. A split shipment
 2. A partial shipment
 3. A priority 1 shipment
 4. A MULTIPACK shipment
- 5-53. What type of shelf-life is nonextendable?
1. Type I
 2. Type II
 3. Type III
 4. Type IV
- 5-54. What form is the Special Handling Data/Certification Form?
1. DD Form 1387
 2. DD Form 1387-2
 3. DD Form 1384
 4. DD Form 1155
- 5-55. The receiving activity will be notified in advance when a classified shipment is made by which of the following means?
1. Registered mail
 2. Air mail
 3. QUICKTRANS
 4. Special delivery mail
- 5-56. To process material received without an identification label, what action must you take first?
1. Ship the material to the nearest supply activity
 2. Try to identify the material
 3. Store the material
 4. Mark the material as free-issue
- 5-57. To process RFI consumable material turned in by a nonsupported activity, what action must the receiving activity afloat take first?
1. Tranship the item to the nearest activity
 2. Use the original document to mail the item to the stock point
 3. Process the item as receipt for the stock
 4. Return the item if it is not carried in stock
- 5-58. At least how often should receiving personnel afloat notify customers concerning receipt of low priority items?
1. Daily
 2. Every other day
 3. Weekly
 4. Twice a week
- 5-59. Aboard ship, ensuring that stock control gets the stow copy of the stock material placed in a storeroom is the responsibility of which of the following personnel?
1. The division officer
 2. The receiving personnel
 3. The storeroom supervisor
 4. The quality assurance personnel
- 5-60. Which of the following forms is used to report discrepancies caused by a shipper?
1. Standard Form 1103
 2. Standard Form 364
 3. DD Form 200
 4. DD Form 1387
- 5-61. After immediately reporting a packaging discrepancy that can endanger life, you should mail a formalized SF 364 within what maximum number of hours?
1. 72 hr
 2. 48 hr
 3. 24 hr
 4. 30 hr
- 5-62. A Report of Discrepancy, SF 364, must be submitted within what maximum time frame for (a) a Navy shipment and (b) a non-Navy shipment overseas?
1. (a) 150 days (b) 75 days
 2. (a) 75 days (b) 150 days
 3. (a) 75 days (b) 75 days
 4. (a) 150 days (b) 150 days

5-63. What means is used to report transportation discrepancies in shipments by a commercial carrier in CONUS?

1. A ROD
2. A QDR
3. A DISREP
4. An EI

5-64. Which of the following activities is responsible for monitoring the actions taken on QDRs?

1. ASO
2. FISC
3. FMSO
4. SPCC

5-65. Unless otherwise directed, the originating activity should hold defective non-aviation material as a QDR exhibit for what minimum number of days after submitting a report to the screening point?

1. 30 days
2. 45 days
3. 60 days
4. 90 days

5-66. Assigning the control number and tracking the reply to a QDR is the responsibility of what activity?

1. The activity receiving the report
2. The activity sending the report
3. The Aviation Supply Office
4. The Naval Maintenance Office

ASSIGNMENT 6

Textbook Assignment: "Material Custody, Material Stowage, Material Handling Equipment, and Safety," chapter 6, pages 6-1 through 6-18.

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- 6-1. The control exercised by an individual over a property or record is known by which of the following terms?
1. Storage
 2. Equipage
 3. Inventory
 4. Custody
- 6-2. What person has overall responsibility for the storage, security, and inventory control of material stowed in supply department spaces?
1. The supply officer
 2. The storeroom supervisor
 3. The QA officer
 4. The division officer
- 6-3. Aboard ship, what officer must authorize stowage of supply department stock in other department spaces?
1. The operations officer
 2. The air officer
 3. The commanding officer
 4. The supply officer
- 6-4. When supply department stock is stored in another department's spaces, the other department is responsible for all EXCEPT which of the following functions?
1. Physical inventory of the material
 2. Replenishment of the material
 3. Security of material
 4. Location of material
- 6-5. Maintaining the stock records of supply material stored in other department spaces is the responsibility of what person?
1. The designated custodian
 2. The other department head
 3. The person using the material
 4. The supply officer
- 6-6. The assigned custodian for material stowed in other department spaces is responsible for maintaining which of the following records?
1. The financial records
 2. The location records
 3. The inventory adjustment records
 4. The demand records
- 6-7. In aviation maintenance, what does the acronym MAM stand for?
1. Maintenance avionics module
 2. Maintenance asset management
 3. Maintenance assistance module
 4. Maintenance activity material
- 6-8. Which of the following statements refers to the inventory management of items identified as MAMs?
1. MAMs are part of the supply spares inventory
 2. MAMs are included in the activity's fixed allowance
 3. MAMs are not expended to the end user
 4. MAMs are listed in the AVCAL under the custody of the supply officer
- 6-9. The custody records of repairable MANs are maintained by which of the following officers?
1. Any division officer in AIMD
 2. The supply officer
 3. The AIMD officer
 4. The operations officer
- 6-10. Aboard ship, the uninstalled items that are located in work spaces to support operational and administrative functions are known by which of the following terms?
1. IMRL
 2. Equipage
 3. AVCAL
 4. MAM
- 6-11. Which of the following items should be considered as controlled equipage?
1. Desks
 2. Permanently mounted fans
 3. Personal computers
 4. Forklifts
- 6-12. Which of the following terms refers to the placement of property in a storeroom or warehouse?
1. Inventory
 2. Packaging
 3. Shipment
 4. Storage

- 6-13. To maintain control of stored material, you should meet all EXCEPT which of the following criteria?
1. Provide orderly stowage and access
 2. Prevent damage to the ship or personnel
 3. Reduce material loss or damage
 4. Issue the newest stock first
- 6-14. Maximum use of storage space can provide which of the following results?
1. Savings in operational cost
 2. Maximum use of personnel
 3. Limited man-hours
 4. Safety prevention
- 6-15. In material stowage, the storage area within any roofed structure is known by which of the following terms?
1. Facility
 2. Office building
 3. Covered storage space
 4. Hangar area
- 6-16. What type of warehouse has a roof and walls and is used for various storage functions?
1. A refrigerated warehouse
 2. A flammable warehouse
 3. A general-purpose warehouse
 4. A specific-purpose warehouse
- 6-17. Generally, where are the office spaces located in a general-purpose warehouse?
1. On the opposite side of the loading docks
 2. On the same side as the loading docks
 3. In any area inside the warehouse
 4. In the area away from the main aisle
- 6-18. What aisles allow movement of the material handling equipment or supplies through the length of a general-purpose warehouse?
1. The fire aisles
 2. The personnel aisles
 3. The main aisles
 4. The cross aisles
- 6-19. A refrigerated warehouse is usually separated in what total number of parts?
1. Five
 2. Two
 3. Three
 4. Four
- 6-20. The firewalls used in a flammable storage warehouse have what prescribed fire resistance rating?
1. 6-hr
 2. 2-hr
 3. 9-hr
 4. 4-hr
- 6-21. What type of storage facility is used for storing material that needs maximum ventilation but does NOT need complete protection from the weather?
1. A refrigerated warehouse
 2. A chill space
 3. A general-purpose warehouse
 4. A shed
- 6-22. There are a total of how many types of open storage spaces?
1. One
 2. Two
 3. Three
 4. Four
- 6-23. Aboard ship, what space is used as the central distribution area for general-type stores?
1. The rotatable pool storeroom
 2. The SEAMART storage space
 3. The main issue storeroom
 4. The bulk storeroom
- 6-24. Aboard ship, which of the following storage spaces must be located away from magazines?
1. The flammable liquid storeroom
 2. The general stores storeroom
 3. The repairable storeroom
 4. The pre-expended bin storage space
- 6-25. Aboard ship, an allowance list item of equipment needs to be stored temporarily in a shore activity for over 1 year. The ship must obtain storage approval from what person?
1. The stock control officer
 2. The stores officer
 3. The department head
 4. The type commander

- 6-26. When a ship has material that needs to be placed in temporary storage at a shore activity, what activity is responsible for coordinating the offload and return of material?
1. The supporting shore activity
 2. The ship requesting storage
 3. The supply activity ashore
 4. The type commander's office
- 6-27. What form is used to document material offloaded for temporary storage ashore?
1. DD Form 250
 2. DD Form 1149
 3. DD Form 1348-6
 4. DD Form 1348-1
- 6-28. What material protection level provides protection against less severe conditions?
1. D
 2. C
 3. B
 4. A
- 6-29. Until issued, repair parts should be stored in what manner?
1. In bubble wrap
 2. In plastic bags
 3. In waterproof barrier material
 4. In their original container
- 6-30. What type of drawing shows the actual-layout of a storage area and enables the stock person to match the location on the locator file with the floor plan?
1. A planograph
 2. A blueprint
 3. A gross storage space drawing
 4. A net storage space drawing
- 6-31. To keep the number of material locations for small lots to a minimum, which of the following actions should you take?
1. Delete the locations
 2. Relocate material to another storeroom
 3. Combine the material into one location
 4. Change all of the locations
- 6-32. When material is transferred to another location, what person is responsible for ensuring that the material is properly stowed in the new location?
1. The AK physically moving the material
 2. The storeroom supervisor
 3. The supply division officer
 4. The supply officer
- 6-33. The space occupied by bins and pallet racks in a warehouse is known by which of the following terms?
1. Operating space
 2. Work space
 3. Gross storage space
 4. Net storage space
- 6-34. In a storage space ashore, the first three digits of the location number identify which of the following information?
1. The building number and stack
 2. The row and stack
 3. The floor and row
 4. The building and floor number
- 6-35. Ashore, in the location number 123-456-789, what does the number 9 identify?
1. The building number
 2. The level within a stack
 3. The stack
 4. The row
- 6-36. Which of the following factors should you consider when assigning a location for material?
1. The quantities and types of materials
 2. The characteristics of the materials
 3. The security and safety of the materials
 4. All of the above
- 6-37. Aboard ship, the first two digits of a location number contain what information?
1. The compartment number
 2. The storeroom number
 3. The level number
 4. The space category
- 6-38. A standard pallet is what size?
1. 36 by 40 in.
 2. 38 by 48 in.
 3. 40 by 48 in.
 4. 42 by 40 in.

- 6-39. The construction of a two-way entry pallet allows the forks of a forklift to enter from which of the following pallet positions?
1. Front or side
 2. Rear or side
 3. Either side
 4. Front or rear
- 6-40. Most 2,000-pound forklift trucks will lift 2,000 pounds if the load does NOT extend beyond what maximum distance from the heel or fork?
1. 10 in.
 2. 20 in.
 3. 24 in.
 4. 36 in.
- 6-41. Which of the following stowage aids is used for storing odd sized items or weak containers that will NOT support a superimposed load?
1. Safety pallet
 2. Horizontal dunnage
 3. Box pallet
 4. Notched spacers
- 6-42. When using a forklift to elevate personnel, you should use which of the following types of pallets?
1. A box pallet
 2. A safety pallet
 3. A standard pallet
 4. A winged pallet
- 6-43. Which of the following stowage aids can be made from cut salvaged lumber and used to protect material from water damage?
1. Standard pallets
 2. Notched spacers
 3. Pallet racks
 4. Floor dunnage
- 6-44. Which of the following stowage aids are used for horizontal palletizing of compressed gas cylinders?
1. Notched spacers
 2. Pallet racks
 3. Box pallets
 4. Collars
- 6-45. Information concerning hazardous material procurement, transportation, fire-fighting, spills, and leaks can be found in which of the following publications?
1. NAVSUP P-485
 2. HMIS
 3. NSTM, chapter 593
 4. NAVSEA S9593-A7-PLN-010
- 6-46. Aboard ship, when acid is stored in a flammable storeroom, the storeroom must be provided with which of the following materials?
1. Wood deck plates
 2. A plastic liner that covers the deck area
 3. A watertight rubber liner that covers the entire deck and lower part of the bulkhead
 4. Rubber tiles
- 6-47. The HMIS lists oxidizing material by what special material content code ?
1. A
 2. D
 3. H
 4. J
- 6-48. Unless otherwise specified, compressed gas cylinders must be stored in what area on a ship?
1. Outside the flammable storeroom
 2. On the weather deck
 3. On either end of the ship, below the waterline
 4. In the bulk storeroom below the main deck
- 6-49. Compressed gas cylinders are color coded for which of the following reasons?
1. To identify the type of cylinder
 2. To identify the amount of gas in the cylinder
 3. To serve as a hazard warning
 4. To prevent corrosion
- 6-50. OPNAVINST 5510.1 covers which of the following types of material?
1. Hazardous material
 2. Aircraft material
 3. Support equipment material
 4. Classified material
- 6-51. Aboard ship, a drummed product is stored in what manner?
1. On its end with the bung end up
 2. On its side secured with spacers
 3. On its end with the bung end down
 4. Horizontally

- 6-52. For storage of deteriorative material, such as batteries and rubber products, what environment is the most desirable?
1. Warm and dry
 2. Cool and dry
 3. Warm and humid
 4. Extremely cold and humid
- 6-53. Aboard ship, aircraft engines must be secured in a manner that will prevent them from shifting in which of the following directions?
1. Forward only
 2. Port or starboard only
 3. Aft only
 4. Forward, port or starboard, and aft
- 6-54. The corrosion preventive maintenance on aircraft engines is performed by what department?
1. Engineering
 2. supply
 3. Aircraft maintenance
 4. Operations
- 6-55. Which of the following equipment is used to pickup, carry, and stack unit loads of supplies and material?
1. A two-wheel hand cart
 2. A hand pallet truck
 3. A tractor trailer
 4. A forklift truck
- 6-56. In reference to a forklift truck, what is meant by the term "free lift"?
1. The maximum lifting height of the forks
 2. The safe distance of the forks from the ground when traveling
 3. The lifting height of the forks before the inner slides move above the mast
 4. The maximum height of the forks when lifting loads over the weight limit
- 6-57. A forklift truck should NOT be used to move loads beyond what maximum distance?
1. 100 ft
 2. 200 ft
 3. 300 ft
 4. 400 ft
- 6-58. When moving loads beyond the maximum travel distance for a forklift, which of the following equipment should you use?
1. A hand pallet truck
 2. A tractor-trailer train
 3. A pneumatic wheel forklift
 4. A hand cart
- 6-59. Under normal supply operational conditions, a tractor should operate with a maximum of how many sets of trailers?
1. One
 2. Two
 3. Three
 4. Four
- 6-60. What is the rated drawbar pull range of a Navy gasoline-powered warehouse tractor?
1. 1,000 to 2,500 lb
 2. 2,500 to 3,000 lb
 3. 3,000 to 4,000 lb
 4. 4,000 to 7,500 lb
- 6-61. When warehouse operations involve short hauls and frequent stops, which of the following equipment should be used to move the material?
1. A two-wheel hand cart
 2. A tractor trailer
 3. A four-wheel platform hand truck
 4. A stock picker
- 6-62. The forks of a Navy hand-pallet truck can be raised what prescribed distance from the deck?
1. About 1 in.
 2. About 2 in.
 3. About 3 in.
 4. About 4 in.
- 6-63. What device is equipped with horizontal bars and is used to lift palletized loads by a crane or ship's boom?
1. A pallet sling
 2. A spreader bar
 3. A forklift truck
 4. A cargo net
- 6-64. The HMIS is issued at what prescribed interval?
1. Monthly
 2. Bimonthly
 3. Quarterly
 4. Annually

6-65. For protection from falling objects when working in areas where lifting or hoisting operations are performed, you must wear which of the following safety equipment?

1. A protective helmet
2. Rubber gloves
3. Goggles
4. A rubber apron

6-66. In warehouses ashore, the fire doors near the aisle must have what minimum clearance?

1. 12 in.
2. 24 in.
3. 36 in.
4. 48 in.

ASSIGNMENT 7

Textbook Assignment: "Material Expenditure and Movement," chapter 7, pages 7-1 through 7-30.

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- 7-1. Any act that results in a decrease of Navy assets is known by which of the following terms?
1. Equipage
 2. Expenditure
 3. Stock balance
 4. Inventory
- 7-2. Which of the following methods is used to process expenditures?
1. Transfer
 2. Inventory
 3. Packing
 4. Storage
- 7-3. What is the most common method of expenditure used to charge the user's budget for consumables ordered?
1. Survey
 2. Transfer
 3. Custody
 4. Issue
- 7-4. The issue of material from a supply department to a supported unit or squadron is known by which of the following terms?
1. Subcustody
 2. Shipment
 3. On-station issue
 4. Off-station issue
- 7-5. The procedure used for expending lost, damaged, or unserviceable material is known by which of the following terms?
1. Issue
 2. Survey
 3. Transfer
 4. Pre-expended
- 7-6. After the completion date, documents filed in the expenditure invoice file should be retained at least how long?
1. 1 yr
 2. 2 yr
 3. 3 yr
 4. 4 yr
- 7-7. A requisition priority that is given special handling or processed as "bearer pick-up" is in what issue group?
1. I
 2. II
 3. III
 4. IV
- 7-8. What issue group is processed as an "issue on requisition basis?"
1. I
 2. II
 3. III
 4. IV
- 7-9. What issue group is processed on a "first in, first out" basis?
1. I
 2. II
 3. III
 4. IV
- 7-10. Requisition priorities 1 through 3 should be processed within what maximum time frame?
1. 1 hr
 2. 2 hr
 3. 12 hr
 4. 24 hr
- 7-11. On a requisition, the supplying activity uses which of the following information to determine how and where to send the supply status?
1. Routing identifier
 2. Signal code
 3. Media and Status code
 4. Demand code
- 7-12. Material delivered to a requisitioner should have at least how many copies of the issue document with it?
1. Six
 2. Two
 3. Three
 4. Four

- 7-13. For posting or to use as proof of delivery, afloat delivery personnel should send completed issue documents to what section or division in supply?
1. The receiving section
 2. The shipping section
 3. The supply response section
 4. The quality assurance division
- 7-14. In automated activities, what term refers to the manual processing of requisitions submitted on a DD Form 1348 (6 pt)?
1. In-line
 2. Off-line
 3. Real-time
 4. NALCOMIS
- 7-15. Personnel issuing material should complete the issue document by performing which of the following functions?
1. Circling the document number
 2. Lining out the quantity issued
 3. Circling the issued quantity
 4. Circling the unit of issue
- 7-16. What term refers to the issue of available quantity when less than the originally requested quantity is available?
1. Full issue
 2. Standard pack adjustment
 3. Substitute issue
 4. Partial issue
- 7-17. An issue transaction is complete after which of the following events?
1. After the POD is received
 2. After the material is delivered
 3. After the POD is obtained and the issue is posted
 4. After the stock replenishment is submitted
- 7-18. During manual processing, what ASD area acts as the central point of entry for processing requisitions?
1. SRS
 2. DCU
 3. PMU
 4. AWP
- 7-19. The ASD is processing requisitions off-line. While awaiting receipt of the POD copy, the S/LSC should retain a copy of the issue document in what file?
1. The material completed file
 2. The material outstanding file
 3. The issue pending file
 4. The financial file
- 7-20. When issuing material for requisitions that require a standard pack adjustment, you should mark the document in which of the following ways?
1. Line out the issued quantity
 2. Circle the quantity originally requested
 3. Line out the quantity originally requested, then enter and circle the issued quantity
 4. Circle both the original and issued quantity
- 7-21. Before processing a requisition as a partial NIS issue, you should check which of the following items?
1. The availability of a substitute
 2. The date the requisition was received
 3. The Work Center Code
 4. The need for the remaining quantity
- 7-22. When partial NIS, substitute issue items are processed, what total number of issue documents are required?
1. One
 2. Two
 3. Three
 4. Four
- 7-23. An automated activity that processes transactions manually will use what issue processing method to post the documents to the computer?
1. Real-time
 2. Prepost
 3. Post-post
 4. Interactive

- 7-24. Personnel that are NOT authorized to be issued flight clothing may, on an individual basis, be issued flight clothing on a custody basis from what location?
1. The material control center
 2. The flight clothing pool
 3. The stock location
 4. The supply response section
- 7-25. A list of flight clothing items that may be issued to authorized personnel is contained in what NAVAIR publication?
1. 00-35QH-2
 2. 00-35QB-2
 3. 00-35QD-2
 4. 00-35QR-4
- 7-26. When a replacement for a surveyed item of flight clothing is ordered, the requisition must be approved by what officer?
1. The material control officer
 2. The commanding officer
 3. The operations officer
 4. The maintenance officer
- 7-27. Issues of flight clothing are entered in an individual's record on what form?
1. Standard Form 44
 2. OPNAV 3760/32B
 3. OPNAV 4790/60
 4. DD Form 1348
- 7-28. What person is responsible for entering the issue of flight clothing in an individual's record of flight equipment issue?
1. The supply person issuing the item
 2. The administrative officer
 3. The flight gear custodian of the receiving activity
 4. The material control officer
- 7-29. What NAVSUP instruction contains procedures for ordering odd sized flight clothing with special measurements?
1. 4400.70
 2. 4410.52
 3. 4421.20
 4. 4440.115
- 7-30. Leather flight jackets are initially issued to designated individuals after completing training or school. The issue transaction is recorded in the individual's record at what NAS location?
1. Albuquerque, New Mexico
 2. Pensacola, Florida
 3. Miramar, California
 4. Greensburg, Pennsylvania
- 7-31. When using a drop sheet to order parts from MSP, which of the following supply codes should you include on the sheet?
1. The Material Control code
 2. The Signal code
 3. The Fund code
 4. The Purpose code
- 7-32. On a ship, what self-service area stocks low-cost/high-usage items?
1. The main issue storeroom
 2. The flight gear storeroom
 3. The engine storeroom
 4. SEAMART
- 7-33. SERVMART items are issued by category. The transactions require what total amount of documents per category of material?
1. One
 2. Two
 3. Three
 4. Four
- 7-34. During manual processing afloat, what form is used to document issues of aviation fuel to embarked aircraft squadrons or detachments?
1. DD Form 1348-6
 2. DD Form 1348-1
 3. DD Form 1348 (6 pt)
 4. DD Form 1384
- 7-35. What officer is responsible for approving the transfer of material from ships?
1. The disbursing officer
 2. The administrative officer
 3. The operations officer
 4. The supply officer

- 7-36. When transferring material from a ship to a Defense Business Operating Fund activity, what appropriation number must be used on the transfer document?
1. 17X4930
 2. 17X1234
 3. 17X1804
 4. 97X8097
- 7-37. Special Accounting Class (SAC) 207 is part of the NSA material on board specific types of ships. Which of the following types of ships carry SAC 207?
1. AE
 2. AO
 3. AOR
 4. CV
- 7-38. What financial transaction applies to the transfer of NSA material between ships that have the same type commander?
1. Chargeable
 2. Nonchargeable
 3. Free issue
 4. Loss by inventory
- 7-39. What financial transaction applies to the transfer of NSA material between ships that have different type commanders?
1. Chargeable
 2. Nonchargeable
 3. Free issue
 4. Loss by inventory
- 7-40. What copy of DD Form 1348 (6 pt) is used by the transferring ship to post the transaction and for the expenditure invoice file?
1. Original
 2. Hardback
 3. Green
 4. Pink
- 7-41. Material being transferred should have what copies of DD Form 1348-1 attached to it?
1. The original and copy 2
 2. Copies 3 and 4
 3. Copies 4 and 5
 4. Copies 2 and 3
- 7-42. What form is used to report the facts and circumstances concerning the loss, damage, or destruction of DOD-controlled property?
1. DD Form 282
 2. DD Form 1155
 3. DD Form 200
 4. DD Form 828
- 7-43. Afloat, which of the following officers is the accountable officer for supply system stock?
1. The operations officer
 2. The administrative officer
 3. The supply officer
 4. The executive officer
- 7-44. Which of the following items is NOT property book material?
1. Military real property
 2. Supply system stock
 3. Building structures
 4. Furniture
- 7-45. Regardless of dollar value, DD Form 200 should be prepared for the loss of which of the following supply system stock items?
1. Pre-expended bin items
 2. Noncontrolled items
 3. Bulk petroleum fuel
 4. Classified items
- 7-46. Items are NOT subject to survey procedures in which of the following situations?
1. When the items are valued over \$750
 2. When a motor vehicle accident investigation report may be used instead of a DD Form 200
 3. When sensitive items are lost during transit to DRMO
 4. When there is suspicion of fraud, theft, or personal negligence
- 7-47. After completing the survey process, the originator keeps what copy of DD Form 200?
1. The original copy, if not required by higher authority
 2. Copy 1
 3. Copy 2
 4. Copy 3
- 7-48. The MTIS is used to turn in which of the following types of material?
1. RFI material
 2. NRFI material
 3. Scrap material
 4. Damaged material

- 7-49. For information on mailing or shipping classified material, you should refer to what chapter of OPNAVINST 5510.1?
1. 10
 2. 12
 3. 13
 4. 15
- 7-50. When turning in an RFI AVDLR, you should type the credit request indicator C in what record position of the DD Form 1348-1?
1. 70
 2. 71
 3. 72
 4. 73
- 7-51. When shipping material, you should enter the security code in what block of the DD Form 1348-1?
1. A
 2. B
 3. E
 4. N
- 7-52. What copies of the DD Form 1348-1 are the consignee copies?
1. 1 and 2
 2. 2 and 3
 3. 3 and 4
 4. 4 and 5
- 7-53. You are shipping four separate pieces of material by using one shipping document. You should attach the shipping document to the container that is marked in what manner?
1. 1 of 4
 2. 2 of 4
 3. 3 of 4
 4. 4 of 4
- 7-54. After a material offload, stock control should get what copy of the DD Form 1348-1?
1. copy 1
 2. copy 5
 3. copy 3
 4. copy 6
- 7-55. Supply personnel should NOT offload any material if which of the following conditions exists?
1. The quantity in location is less than the offload quantity, but the retain quantity is correct
 2. The offload and retain quantities are correct
 3. The total quantity in location is less than the retain quantity
 4. The quantity in location is more than the offload and retain quantity
- 7-56. What NAVSUP publication provides the basic procedures you should follow when packaging material for shipments?
1. P-484
 2. P-485
 3. P-567
 4. P-4400
- 7-57. If an AVDLR item being offloaded needs packaging, you should enter the words "PACKAGING REQUIRED" on what block of the DD Form 1348-1?
1. A
 2. B
 3. AA
 4. EE
- 7-58. Within the Defense Transportation System, air shipments normally are limited to which of the following transportation priorities?
1. Priority 1 only
 2. Priority 2 only
 3. Priorities 1 and 2
 4. Priority 3
- 7-59. Shipment documents with priority designators 01 thru 03 are assigned what transportation priority?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4
- 7-60. Which of the following means of material delivery is provided by LOG-EX for deployed CVs?
1. COD
 2. Barge
 3. INREP
 4. UNREP

- 7-61. When notified that material has arrived by QUICKTRANS, the receiving activity must arrange to pick up the material within what maximum number of hours?
1. 2 hr
 2. 4 hr
 3. 6 hr
 4. 8 hr
- 7-62. The Opportune Lift program is used to conserve transportation costs by using available spaces in which of the following types of ships?
1. MSC ships
 2. U.S. Navy ships
 3. Commercial ships
 4. Contracted ships
- 7-63. When authorized, government vehicles may be used to transport freight up to what maximum number of miles?
1. 15 miles
 2. 25 miles
 3. 50 miles
 4. 100 miles
- 7-64. In the USPS, what class of mail should be used to mail NMCS/PMCS items weighing over 12 ounces?
1. Fourth class
 2. Third class
 3. Priority
 4. Consolidated freight
- 7-65. Material eligible for all classes of mail, including MOM, is limited to 70 pounds or less and no more than what maximum number of inches in length and girth combined?
1. 75 in.
 2. 100 in.
 3. 125 in.
 4. 200 in.
- 7-66. The document identifier TX1, used on a TCMD, identifies which of the following material categories?
1. Hazardous
 2. Ammunition
 3. General cargo
 4. Explosive

ASSIGNMENT 8

Textbook Assignment: "Material Control," chapter 8, pages 8-1 through 8-21.

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- 8-1. What OPNAV instruction serves as the basic document and authority in governing the management of aviation maintenance in the Navy?
1. 3750.6
 2. 4441.12
 3. 4790.2
 4. 5510.1
- 8-2. The NAMP provides information for which of the following levels of aviation maintenance?
1. Organizational only
 2. Intermediate only
 3. Depot only
 4. Organizational, intermediate, and depot
- 8-3. The required support of an aircraft is planned based upon which of the following factors?
1. The aircraft's purpose only
 2. The aircraft's mission only
 3. The aircraft's purpose and mission
 4. The aircraft model
- 8-4. NALCOMIS is basically what type of system?
1. An information system
 2. An aviation programs system
 3. A personal computer system
 4. An automated directive system
- 8-5. What are the primary devices used to input data into the NALCOMIS?
1. Magnetic tape drives
 2. Computer terminals
 3. Host computer systems
 4. Bar-coded readers
- 8-6. To access information in NALCOMIS, you are required to have what information?
1. A valid password
 2. A work center code number
 3. An organizational code number
 4. A NALCOMIS identification card
- 8-7. In NALCOMIS activities, what total number of passwords are assigned to each authorized user?
1. One
 2. Two
 3. Three
 4. Four
- 8-8. The user's ability to access, add, modify, or delete information in a specific NALCOMIS conversation is determined by what data?
1. The PQS
 2. The SMQ
 3. The NEC
 4. The FAQ
- 8-9. Which of the following training manuals describes the organization of the aviation maintenance departments?
1. Seaman
 2. Airman
 3. Customer Service Manual
 4. Human Behavior and Leadership
- 8-10. What area in an aviation squadron is the point of contact for material requirements?
1. Maintenance administration
 2. Maintenance control
 3. Quality assurance/analysis
 4. Material control
- 8-11. The material control AK is responsible for ensuring that material receipts are processed in what manner?
1. Held until billing has cleared
 2. Expeditiously routed to the ordering work center
 3. Accumulated for processing the next day
 4. Held until needed by the ordering work center
- 8-12. In an aviation community, what activity is responsible for establishing the pickup and delivery points for material?
1. The maintenance activity only
 2. The supply activity only
 3. The maintenance and supply activities
 4. The commanding officer of the supporting activity
- 8-13. In an aviation squadron, what area is responsible for performing memorandum OPTAR funding, accounting, and budgeting?
1. Maintenance administration
 2. Maintenance control
 3. Material control
 4. Quality assurance/analysis

- 8-14. Material is needed by maintenance to repair a weapons system that is documented on a MAF. This is known as what type of requirement?
1. Direct support
 2. Indirect support
 3. Direct delivery
 4. Supply support
- 8-15. The Organization code, used as part of the JCN, contains what total number of characters?
1. One
 2. Two
 3. Three
 4. Four
- 8-16. The JCN, including the suffix, contains what total number of parts?
1. Five
 2. Two
 3. Three
 4. Four
- 8-17. What four-character code identifies the end item or category of equipment that is being worked on by maintenance?
1. The Advice code
 2. The Project code
 3. The Fund code
 4. The Type Equipment code
- 8-18. What code identifies the system, subsystem, or component?
1. The Work Unit code
 2. The Fund code
 3. The Project code
 4. The Purpose code
- 8-19. When a repairable item is ordered, what code is mandatory on the requisition?
1. The Status code
 2. The Security code
 3. The Advice code
 4. The DEMIL code
- 8-20. What material is issued for onetime installation in specified equipment during fleet maintenance overhaul, repair, or modification programs?
1. TD kits
 2. Critical items
 3. Fixed allowance material
 4. AVCAL material
- 8-21. What NALCOMIS Conversation code should you use when ordering material in direct support of maintenance?
1. N604
 2. N603
 3. N602
 4. N601
- 8-22. What NALCOMIS Conversation code is used by squadron material control personnel when ordering indirect support material?
1. N604
 2. N603
 3. N602
 4. N601
- 8-23. When a need is determined, phase maintenance kits are built based on the material requirements listed in which of the following sources of maintenance information?
1. SRC
 2. MRC
 3. EHR
 4. MAF
- 8-24. Which of the following items are NOT authorized in phase maintenance kits?
1. Consumable items
 2. Pre-expended bin items
 3. AVDLR items
 4. Shelf-life items
- 8-25. Documents in the requisition completed file should be retained for at least what period of time?
1. 1 yr
 2. 2 yr
 3. 3 yr
 4. 4 yr
- 8-26. Material control maintains what total number of OPTAR accounting holding files?
1. One
 2. Two
 3. Three
 4. Four
- 8-27. The accounting copy of a DD Form 1348 (6 pt) or Standard Form 44 that is submitted to the DAO is held in what OPTAR holding file?
1. File 1
 2. File 2
 3. File 3
 4. File 4

- 8-28. What OPTAR holding file contains a list of confirmed cancellations that need to be submitted to DAO?
1. File 1
 2. File 2
 3. File 3
 4. File 4
- 8-29. What item is issued to a pilot so that he or she can order material or services while on an extended flight?
1. A flight packet
 2. An aircraft inventory record
 3. A service record card
 4. An aircraft logbook
- 8-30. To requisition repair parts for in-plane servicing at a Navy activity, a pilot uses what form?
1. Standard Form 44
 2. DD Form 1348 (6 pt)
 3. DD Form 1896
 4. DD Form 1897
- 8-31. The Standard Form 44 contained in a flight packet is used for all EXCEPT which of the following purchases?
1. Fuel from a non-DLA into-plane contract
 2. Services from a commercial vendor
 3. Food and lodging for enlisted personnel
 4. Food for officers
- 8-32. Which of the following items is NOT included in a flight packet?
1. Instructions for safeguarding and shipping damaged aircraft
 2. A Standard Form 95
 3. A Standard Form 94
 4. A Standard Form 93
- 8-33. A pilot using a DD Form 1348 (6 pt) from a flight packet should get instructions from his or her commanding officer if the purchase at a non-Navy activity exceeds what maximum dollar amount?
1. \$2,500
 2. \$2,000
 3. \$250
 4. \$25
- 8-34. A pilot on an extended flight used a DD Form 1348 (6 pt) to purchase material. What copies should he or she submit to material control?
1. The yellow and white copies
 2. The white and hardback copies
 3. The pink and yellow copies
 4. The green and hardback copies
- 8-35. Upon receiving the completed DD Form 1348 (6 pt) from the pilot, material control places what copy in OPTAR holding file 1 for submission to DAO?
1. The hardback copy
 2. The yellow copy
 3. The green copy
 4. The white copy
- 8-36. What form is the AVFUELS INTO-PLANE CONTRACT SALES SLIP?
1. DD Form 1994
 2. DD Form 1898
 3. DD Form 1897
 4. DD Form 1896
- 8-37. A pilot returning from an extended flight is responsible for submitting the completed refueling slip to what officer?
1. The operations officer
 2. The administrative officer
 3. The material control officer
 4. The maintenance officer
- 8-38. The pilot must provide the dealer with what copies of a Standard Form 44?
1. Copies 1 and 3
 2. Copies 2 and 3
 3. Copies 1 and 2
 4. Copies 2 and 4
- 8-39. In addition to a signature, what information should material control personnel put on a receipt document when receiving material from Supply?
1. The receiving activity's name
 2. The date and time of delivery
 3. The Signal code
 4. The Delivery code
- 8-40. Upon receipt of an RFI item from MDU, MCC must turn in the defective item, listed in the CRIPL, within what maximum time frame?
1. 1 hr
 2. 2 hr
 3. 8 hr
 4. 24 hr

- 8-41. An item received from ASD was found to be non-RFI upon installation. The associated MAF should have what When Discovered code?
1. L
 2. Q
 3. V
 4. Y
- 8-42. In reference to electronic circuits, what does ESD stand for?
1. Electromagnetic status display
 2. Electronic standard discharge
 3. Electrostatic discharge
 4. Emergency static display
- 8-43. Aviation squadrons should turn in defective material for EI or QDR to what location?
1. ATAC hub
 2. ASD
 3. FISC
 4. ASO
- 8-44. If EI or QDR disposition instructions for defective material are NOT received within 30 days, what activity is responsible for submitting a request for the disposition instructions to the CFA?
1. The air wing
 2. The TYCOM
 3. The supporting ASD
 4. The supporting AIMD
- 8-45. In an aviation squadron, what area has the OPTAR financial responsibility for requisitioned material and services?
1. Maintenance control
 2. Material control
 3. Quality assurance
 4. Maintenance administration
- 8-46. A portion of the OPTAR is issued to an aviation squadron every quarter by what authority?
1. The squadron's TYCOM
 2. The air wing commander
 3. The supporting supply officer
 4. The CO of the supporting activity
- 8-47. The Flight Operation Fund of an aviation squadron is assigned what OPTAR functional category?
1. 01
 2. 05
 3. 10
 4. 50
- 8-48. What OPTAR functional category is assigned to the Aviation Fleet Maintenance Fund?
1. 01
 2. 05
 3. 10
 4. 50
- 8-49. Which of the following transactions should be charged to the OPTAR (OFC-01) fund?
1. Issue of a pre-expended bin item
 2. Safety shoes bought for use by personnel in the readiness, launch, and recovery of aircraft
 3. Aviation fuel used to test and check aircraft engines in IMA
 4. Replacement of loose equipment included in the aircraft inventory records
- 8-50. What fund is used to buy the supplies and services needed in direct support of aviation maintenance?
1. OPTAR (OFC-01)
 2. DBOF
 3. AFM
 4. Revolving
- 8-51. Material control records OPTAR grants and transactions on which of the following forms?
1. NAVCOMPT Form 2155
 2. NAVCOMPT Form 2156
 3. NAVCOMPT Form 2157
 4. NAVCOMPT Form 2158
- 8-52. OPTAR holding file 1 contains all EXCEPT which of the following items?
1. The green copy of DD Form 1348 (6 pt)
 2. The requisitions for APA items
 3. The DD Form 1149
 4. The Standard Form 44
- 8-53. Transmittal reports for the current fiscal year must be submitted to DAO at least how often?
1. Once a month
 2. Twice a month
 3. Quarterly
 4. Annually

- 8-54. The Budget OPTAR Report must be submitted to DAO by what time?
1. Not later than the end of the month being reported
 2. On the first calendar day of the month following the month to be reported
 3. Not later than the second work day of the preceding month
 4. Not later than the first work day of the month following the month to be reported
- 8-55. The Requisition/OPTAR Log should be balanced before what form is submitted to DAO?
1. DD Form 1348 (6 pt)
 2. NAVCOMPT Form 2156
 3. NAVCOMPT Form 2157
 4. Standard Form 44
- 8-56. The Budget OPTAR Report for the fiscal year before last (prior 2 years) should be submitted at least how often?
1. Monthly
 2. Quarterly
 3. Annually
 4. Only for months in which there is a change in gross obligations
- 8-57. All individual OPTAR holders receive the Summary Field Order/Expenditure Difference Listing (SFOEDL) from which of the following sources?
1. TYCOM
 2. DAO
 3. NAMO
 4. CNO
- 8-58. The SFOEDL is distributed on a monthly basis up to what maximum number of report months?
1. 21
 2. 23
 3. 24
 4. 30
- 8-59. For procedures on processing the SFOEDL, you should refer to which of the following publications?
1. OPNAVINST 4790.2
 2. NAVCOMPT Manual, volume 2
 3. NAVSO P-3013-2
 4. NAVSUP P-485
- 8-60. A requisition will be listed in the AUOL if it remains unfilled (no matching expenditure) for at least how long?
1. 1 month
 2. 2 months
 3. 3 months
 4. 4 months
- 8-61. What record provides a continuous chain of accountability of specific aircraft equipment and material?
1. AIR
 2. ICRL
 3. IMRL
 4. CRIPL
- 8-62. The AIR is prepared and delivered with the aircraft by what source?
1. The type commander
 2. The air wing commander
 3. The supply department head
 4. The aircraft manufacturer
- 8-63. NAVAIR coordinates the development of the TCPL for a new model aircraft that is introduced to the fleet with what activity?
1. The Naval Supply Systems Command
 2. The cognizant wing
 3. The Naval Supply Center
 4. The Defense Accounting Office
- 8-64. What overall program provides the data required for effective management of support equipment?
1. NAMP
 2. IMRL
 3. AMMRL
 4. LAP
- 8-65. What list contains the authorized quantities of support equipment items required by an activity to perform its assigned maintenance level functions?
1. AMMRL
 2. IMRL
 3. ICRL
 4. CRIPL

ASSIGNMENT 9

Textbook Assignment: "Supply Support," chapter 9, pages 9-1 through 9-20.

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- 9-1. For validations and reference purposes on NALCOMIS input transactions, output reports, and screen displays, what type of data elements are used?
1. Abbreviated
 2. Laminated
 3. Dynamic
 4. Static
- 9-2. Dynamic data elements are added to NALCOMIS records in which of the following ways?
1. By personnel downloading the change notice tapes only
 2. By the supply officer during initial installation of the system only
 3. By the system coordinator on a monthly basis only
 4. By all authorized personnel during normal operations and on-line transaction processing
- 9-3. In NALCOMIS, a password is processed in such a way that the system recognizes what information about the user?
1. The user's organization
 2. The user's work center
 3. The user's special maintenance qualifications
 4. All of the above
- 9-4. An AK assigned to ASD/SSC must follow the aviation maintenance policies and procedures outlined in which of the following publications?
1. The NAMP manual
 2. The AVDLR
 3. The MILSTAMP
 4. The NAVOSH manual
- 9-5. The meetings between supply and maintenance representatives to discuss high priority requisitions should be held at least how often?
1. Annually
 2. Quarterly
 3. Monthly
 4. Weekly
- 9-6. Which of the following items is NOT a special material management program?
1. AVDLR
 2. ATAC DLR
 3. IRIM
 4. DBOF
- 9-7. Under the fixed allowance concept, additions to the allowance must be authorized by what activity?
1. IMA
 2. ICP
 3. FISC
 4. NAS
- 9-8. Unless otherwise authorized, requisitions for AVDLR items should NOT be passed off-station before the defective turn-in item is in what status?
1. AWP
 2. EXREP
 3. BCM
 4. RFI
- 9-9. Requisitions for AVDLR items may be passed off-station if the NSN of the item is contained in what listing?
1. The IMRL
 2. The CRIPL
 3. The NMCS/PMCS
 4. The ML-C
- 9-10. What fund is used to finance AVDLR items?
1. IRIM
 2. OSI
 3. DBOF
 4. LRCA
- 9-11. As compared to other programs, the AVDLR program provides which of the following advantages?
1. Reduced back orders
 2. Improved financial flexibility
 3. Improved aircraft readiness
 4. All of the above
- 9-12. What Record Type code identifies material issues?
1. 60
 2. 61
 3. 62
 4. 63

- 9-13. What Record Type code identifies RFI components received from AIMD?
1. 60
 2. 61
 3. 62
 4. 63
- 9-14. What Record Type code identifies NRFI components received from AIMD?
1. 60
 2. 61
 3. 62
 4. 63
- 9-15. What material report is produced in Work Unit Code sequence and contains information on AVDLR items?
1. The MR-1-1
 2. The MR-1-2
 3. The MR-2-1
 4. The MR-2-2
- 9-16. Which of the following reports is used to review the usage data of consumable items so that stock levels may be set?
1. MR-1-1
 2. MR-2-1
 3. MR-1-2
 4. MR-1-3
- 9-17. Which of the following functions is NOT the responsibility of an ASD/SSC?
1. Receiving requisitions for material in support of weapons systems maintenance
 2. Delivering material to customers
 3. Maintaining LRCA storage areas
 4. Expediting requisitions for wholesale stock replenishment
- 9-18. The operating hours of an ASD/SSC must be the same as which of the following activities?
1. The local AIMD only
 2. The NADEP only
 3. The squadron(s) only
 4. All maintenance organizations being supported
- 9-19. In reference to response standards, the response time starts when what event occurs?
1. When maintenance discovers the need for the material
 2. When the requirement is placed in the ASD/SSC
 3. When the customer receives the supply status
 4. When the material is delivered to the customer
- 9-20. In reference to response standards, the response time stops when what event occurs?
1. When maintenance completes the installation of the item
 2. When the issue transaction is posted in the stock records
 3. When the material or status is received by the customer
 4. When the material is ready for delivery
- 9-21. The NALCOMIS Issue Response Time Analysis Report can be printed by the use of what Conversation code?
1. N601
 2. N661
 3. N681
 4. N692
- 9-22. The supporting ASD/SSC should provide the NMCS/PMCS listing to supported units at least how often?
1. Hourly
 2. Daily
 3. Weekly
 4. Monthly
- 9-23. What report is produced by NALCOMIS activities using NALCOMIS Conversation code N696?
1. The AWP Repair Parts Status Report
 2. The Packup Status Report
 3. The EXREP Report
 4. The NMCS/PMCS/High Priority Report
- 9-24. NALCOMIS Conversation code N694 can be used to produce what report?
1. The Packup Status Report
 2. The EXREP Report
 3. The AWP Repair Parts Status Report
 4. The NMCS/PMCS/High Priority Report

- 9-25. What document contains the repair capability data on repairable items previously processed by the IMA?
1. The CRIPL
 2. The R-POOL
 3. The SFOEDL
 4. The ICRL
- 9-26. What NALCOMIS Conversation code is used to update information on ICRL records?
1. N603
 2. N601
 3. N202
 4. N201
- 9-27. In an aviation community, what area serves as the point of contact for the supplies and services needed to support aircraft maintenance?
1. SERVMART
 2. ASI)/SSC
 3. AIMD
 4. NADEP
- 9-28. The ASD/SSC organization is composed of what sections?
1. Planning, supply response, and component control
 2. Material delivery, component control, and inventory control
 3. Supply response and component control
 4. Programs management and supply response
- 9-29. The supply response section of the ASD/SSC consists of how many units?
1. Seven
 2. Six
 3. Five
 4. Four
- 9-30. The programs management unit is directly under what supply department section or unit?
1. TRU
 2. SRS
 3. SSU
 4. CCS
- 9-31. To record the return of items from customers that are to be processed as D6A, the RCU uses what Conversation code?
1. N601
 2. N602
 3. N604
 4. N618
- 9-32. What SRS unit is responsible for material pickup and delivery to and from supported units?
1. SSU
 2. MDU
 3. SLU
 4. PMU
- 9-33. When MDU delivers an AVDLR item to the squadron, what data in the requisition informs MDU that an immediate turn-in will NOT be available for pickup?
1. Exchange Advice code (5G)
 2. Project code ZA9
 3. Project code AKO
 4. Fund code Y6
- 9-34. Which of the following forms is used by NALCOMIS activities as an issue document?
1. DD Form 1149
 2. Standard Form 44
 3. DD Form 1348-1
 4. DD Form 1348-6
- 9-35. What SRS unit is responsible for managing high usage consumable items that have been expended from the supply records?
1. SLU
 2. TRU
 3. PMU
 4. PEB
- 9-36. Items subject to pilferage should be stored in the PEB in what manner?
1. In open bins for easy access to customers
 2. In an enclosure accessible only to authorized personnel
 3. In an enclosure accessible to all customers
 4. In a Confidential storeroom
- 9-37. To be included in the PEB, an item must be maintenance related and have what minimum demand frequency per month?
1. One
 2. Two
 3. Three
 4. Four

- 9-38. The quantity of each PEB item should NOT exceed an estimated supply that will last more than what maximum period of time?
1. 1 month
 2. 2 months
 3. 3 months
 4. 4 months
- 9-39. As a minimum, a PEB item should be purged if it had no demand for what total number of months?
1. 10 months
 2. 12 months
 3. 14 months
 4. 18 months
- 9-40. Continuous reconciliation of outstanding high priority requisitions between supply and maintenance activities is the responsibility of what SRS unit?
1. PMU
 2. SSU
 3. SLU
 4. TRU
- 9-41. During NALCOMIS processing procedures, TRU does NOT see the requisition until after which of the following events?
1. An issue is made
 2. An EXREP turn-in notice is generated
 3. An exception is processed or a problem occurs
 4. Each of the above
- 9-42. When an item is delivered by MDU to the customer, what NALCOMIS Conversation code is used to process the proof of delivery document?
1. N601
 2. N614
 3. N615
 4. N617
- 9-43. If a receipt document was processed on Conversation code N613 but NOT completed on N615, the requisition number of the receipt document will appear in what report?
1. The DTO-ROB Report
 2. The Job Order Number Report
 3. The TD Configuration Report
 4. The EXREP Report
- 9-44. Cancellation requests for issue groups 1 and 2 requisitions that were passed off-station are processed by what ASD/SSC unit?
1. SLU
 2. SSU
 3. TRU
 4. PMU
- 9-45. Local Status codes can be updated by the use of what NALCOMIS Conversation code?
1. N604
 2. N608
 3. N609
 4. N610
- 9-46. What conversation code is used to update the supply system Status codes on requisitions in NALCOMIS?
1. N607
 2. N609
 3. N610
 4. N619
- 9-47. A requisition for an AVDLR item listed in the CRIPL can be passed off-station by the use of what Conversation code?
1. N608
 2. N609
 3. N610
 4. N613
- 9-48. What section of the supply department is responsible for performing inventory control over all repairable assets stored in the LRCA storage areas?
1. The packing section
 2. The supply response section
 3. The stock records section
 4. The component control section
- 9-49. To screen and induct the repairable items turned in by squadrons, ASD, or other external organizations, what Conversation code is used by AMSU?
1. N258
 2. N271
 3. N501
 4. N614
- 9-50. In NALCOMIS, the EXREP Status Report can be printed by the use of what Conversation code?
1. N621
 2. N631
 3. N643
 4. N651

- 9-51. When DCU receives an RFI item from IMA, what Conversation code do they use to generate an issue document?
1. N621
 2. N631
 3. N644
 4. N651
- 9-52. The procedures for the establishment of retail requirement levels for consumable and repairable items afloat are contained in what instruction?
1. OPNAVINST 4790.2
 2. NAVSUPINST 4440.115
 3. FASOINST 4440.15
 4. OPNAVINST 5510.1
- 9-53. What organization may authorize a redistribution of the OSI/fixed allowance assets of aviation items stocked by an activity?
1. NAS
 2. FISC
 3. ASO
 4. NAVSUP
- 9-54. Redistribution of the aviation OSI/fixed allowance assets of an activity can be ordered by an ICP to fill requisitions with what issue priority?
1. Priority 1
 2. Priority 2
 3. Priority 3
 4. Priority 4
- 9-55. What NAVSUP form is used to request changes in the fixed allowance of ASO managed items?
1. 766
 2. 801
 3. 1250
 4. 1375
- 9-56. When the constrained TAT is computed for allowances, what maximum time is allowed for AWP?
1. 10 days
 2. 15 days
 3. 20 days
 4. 30 days
- 9-57. What ASD/SSC unit is responsible for processing all repairable items returned from the IMA?
1. MDU
 2. PEB
 3. SSU
 4. SLU
- 9-58. What instruction contains information on the identification and disposition of repairable aircraft tires?
1. OPNAVINST 4790.2
 2. FASOINST 13490.3
 3. FASOINST 4440.15
 4. OPNAVINST 5510.1
- 9-59. Field level repairable items have an SM&R code that limits their restoration to RFI in what level of maintenance?
1. Organizational
 2. Intermediate
 3. Depot
 4. Contract support
- 9-60. The ASD/SSC is holding an EI/QDR exhibit awaiting disposition instructions. According to OPNAVINST 4790.2, what maximum number of days should ASD/SSC hold the exhibit before performing the next action?
1. 7 days
 2. 15 days
 3. 20 days
 4. 30 days
- 9-61. The material for an EI/QDR exhibit is assigned what Condition code?
1. A
 2. F
 3. L
 4. H
- 9-62. The shipping documents for material exhibits must be stamped with "EI" or "QDR." What is the prescribed size of the lettering?
1. 1 in.
 2. 2 in.
 3. 3 in.
 4. 4 in.
- 9-63. What ASD/SSC unit is responsible for receiving, storing, and controlling all AWP components returned from IMA?
1. SLU
 2. DCU
 3. SSU
 4. AWP

9-64. For effective AWP management, what minimum standard accuracy rate of outstanding requisitions and requisition inventory records must be maintained through weekly reviews?

1. 85%
2. 95%
3. 98%
4. 100%

9-65. Supply and maintenance personnel must review the AWP when the number of components on hand exceeds what percent of the average monthly IMA inductions?

1. 25%
2. 20%
3. 15%
4. 10%

9-66. What form is used to request depot customer service?

1. DD Form 1348-1
2. OPNAV 4790/36A
3. DD Form 200
4. Standard Form 44

ASSIGNMENT 10

Textbook Assignment: "Stock Control," chapter 10, pages 10-1 through 10-14.

- 10-1. What is the primary purpose of any supply organization?
1. To maintain transaction files
 2. To ensure that material is available for customers
 3. To ensure that receipts are processed
 4. To maintain storage areas
- 10-2. An AK assigned to stock control may be tasked to perform which of the following functions?
1. Maintain stock records
 2. Deliver material
 3. Inspect material received from other activities
 4. Maintain receiving areas
- 10-3. The quantity of material normally required to be on hand to sustain operations for a stated period of time without augmentation is known by what term?
1. Demand
 2. High limit
 3. DTO
 4. Average endurance level
- 10-4. The number of requests (hits) for an item in a given time frame is known by what term?
1. DTO
 2. Frequency of demand
 3. High limit
 4. DBI
- 10-5. The maximum quantity of material required to be on hand and on order to sustain current operations is known by what term?
1. Demand-based item
 2. Carried item
 3. Endurance level
 4. High limit
- 10-6. The quantity of a particular NSN item stocked is known by what term?
1. High limit
 2. Low limit
 3. Item depth
 4. Operating level
- 10-7. A supply activity is allowed to stock 100 different line items with a high limit of 10 each per NSN. What is the "item ranger"?
1. 115
 2. 100
 3. 50
 4. 10
- 10-8. Which of the following terms is synonymous with low limit?
1. Requisitioning objective
 2. High limit
 3. Reorder point
 4. DBI
- 10-9. The anticipated (or advertised) time between order and receipt is known as what type of time?
1. Receipt processing time
 2. Product processing time
 3. Shipping elapse time
 4. Order and shipping time
- 10-10. POS items have a demand frequency of two or more in a 6-month period, and continue to have at least how many demands every 6 months afterwards?
1. One
 2. Two
 3. Three
 4. Four
- 10-11. The stock position that signals the need to start replenishment action is known by what term?
1. Not carried
 2. Reorder point
 3. Order and shipping time
 4. Frequency of demand
- 10-12. The quantity of material used as a buffer to reduce the number of NIS situations in a supply activity is known by what term?
1. Safety level
 2. Requisitioning objective
 3. Reorder point
 4. Item depth

- 10-13. The maximum quantity of material, which include the operating level plus the safety level, to be maintained on hand to sustain current operations is known by what term?
1. Item depth
 2. Item range
 3. Stockage objective
 4. Operating level
- 10-14. What area in the supply department is responsible for the inventory control and management of all supply stock?
1. Stock control
 2. Storage
 3. Receiving
 4. Shipping
- 10-15. Stock control is responsible for posting which of the following transactions?
1. Receipts only
 2. Expenditures only
 3. Inventory adjustments only
 4. Receipts, expenditures, and inventory adjustments
- 10-16. The stock control history file includes which of the following completed documents?
1. Offship requisitions only
 2. Issues and receipts only
 3. Change notices only
 4. Offship requisitions, issues and receipts, and change notices
- 10-17. The processing of collected transactions or information into the computer system to change the data file is known by what term?
1. Update
 2. Inquiry
 3. Real-time
 4. Interface
- 10-18. To update information in the stock records, SPCC provides activities with a unit price change tape at least how often?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 10-19. When ordering replenishments for stock, nondeployed ships in CONUS should use what prescribed order and shipping time?
1. 10 days
 2. 30 days
 3. 75 days
 4. 90 days
- 10-20. When it is considered necessary to maintain the prescribed stock endurance level, what person may authorize changes to the O&ST?
1. The type commander
 2. The commander, NAVSUP
 3. The activity's supply officer
 4. The cognizant fleet commander
- 10-21. SIM items are replenished when the quantities on hand and on order are equal to or less than what prescribed amount?
1. The high limit
 2. The low limit
 3. The safety level
 4. The endurance level
- 10-22. Before processing receipt documents, stock control personnel should check the documents for which of the following information?
1. Completeness of required information
 2. Markings made by receiving or storage personnel
 3. Both 1 and 2 above
 4. The date of shipment
- 10-23. In receipt documents, which of the following MILSTRIP data is commonly substituted from the original requisition?
1. The Fund code
 2. The document number
 3. The Signal code
 4. The stock number
- 10-24. You can expect to receive an item with a different NSN (substitute) when which of the following requisition Status codes is provided by the source?
1. BA
 2. BB
 3. BH
 4. BV

- 10-25. In a receipt document, what code identifies-a partial shipment?
1. The Media and Status code
 2. The Suffix code
 3. The Fund code
 4. The Signal code
- 10-26. What is the most common form of request for transfer of material between activities?
1. A requisition
 2. A phone call
 3. A memorandum
 4. A letter
- 10-27. Components or subassemblies that can be repaired for reuse are known by what term?
1. Consumables
 2. Reportable
 3. Repairable
 4. Expendable
- 10-28. The condemnation decisions are made at depot-level maintenance for which of the following items?
1. DLR items
 2. FLR items
 3. QDR items
 4. AIR items
- 10-29. What activity manages aviation depot-level repairable items?
1. GSA
 2. FMSO
 3. SPCC
 4. ASO
- 10-30. An aircraft carrier operating under end-use SUADPS-RT holds AVDLR items in what account series?
1. 51000
 2. 52000
 3. 55000
 4. 57000
- 10-31. To maintain the AVDLR end-use inventory, the supply officer uses what fund?
1. The Navy Management Fund
 2. The Operations and Maintenance Fund
 3. The Trust Fund
 4. The Defense Business Operating Fund
- 10-32. The AVDLRs owned under DBOF and carried in stores account 51000 are managed by which of the following activities?
1. DLA
 2. GSA
 3. FMSO
 4. ASO
- 10-33. New secondary items, provided by the contractor to the Navy, that have NOT reached MSD are identified by what number in the first digit of the cognizance symbol?
1. 0
 2. 1
 3. 7
 4. 8
- 10-34. What fund, if any, is charged for the interim support items issued to users by the contractor?
1. The OPTAR Fund
 2. The Operating & Maintenance Fund
 3. The DBOF
 4. None
- 10-35. What fund is used to buy the additional AVDLR items needed as a result of a re-AVCAL?
1. The Operating and Maintenance Fund
 2. The Central Outfitting (ASO) Fund
 3. The DBOF
 4. The Deposits Fund
- 10-36. When AVDLR items are requisitioned, what price is obligated when (a) there is no turn-in, and (b) the turn-in is or will be made?
- | | |
|-----------------|--------------|
| 1. (a) Net | (b) standard |
| 2. (a) Net | (b) repair |
| 3. (a) Standard | (b) net |
| 4. (a) Repair | (b) unit |
- 10-37. What document lists the authorized items and quantities of material to be stocked aboard ship to support embarked aircraft and related equipment?
1. AVCAL
 2. COSAL
 3. IMRL
 4. SFOEDL

- 10-38. Normally, ships receive a new AVCAL for review at which of the following times?
1. During deployment
 2. 1 month after deployment
 3. Prior to each deployment
 4. Before commissioning
- 10-39. What activity convenes the AVCAL quality review conference?
1. SPCC
 2. FMSO
 3. NAVSUP
 4. ASO
- 10-40. After the AVCAL quantity has been set, fleet activities can request an increase or decrease to the allowance quantity by submitting what document?
1. An EI/QDR
 2. An ACR-F
 3. An AIR
 4. A DISREP
- 10-41. Unless otherwise directed, what (a) fund code and (b) advice code is normally used by ships when ordering the initial allowance quantity of AVDLR stock items?
1. (a) 7F (b) 5A
 2. (a) 7L (b) 5D
 3. (a) QZ (b) 5D
 4. (a) QZ (b) 5G
- 10-42. To prevent additional research time, you should start carcass tracking NRFI AVDLR items at which of the following times?
1. Upon receipt of a requisition from the customer
 2. After shipment of the turn-in to ATAC hub
 3. Upon receipt of a follow-up from the ICP
 4. Upon receipt of extra billing from the ICP
- 10-43. Which of the following transactions will open the carcass tracking for an AVDLR?
1. The issue of material for initial outfitting
 2. The issue of material to replace a surveyed AVDLR
 3. The issue of material to fill a requisition with an exchange Advice code
 4. The submission of requisitions with an initial issue Advice code
- 10-44. The carcass tracking record will close when the DSP/DOP processes a matching record of receipt of the turn-in on what document identifier series?
1. A4_
 2. B7_
 3. D7_
 4. D6_
- 10-45. If the carcass tracking record remains open for a specific time frame, the ICP will send a follow-up inquiry by using what document identifier?
1. BK1
 2. BK2
 3. BK3
 4. BK4
- 10-46. An afloat unit submitted a requisition for an AVDLR item by using a 5G Advice code. The ICP should send the carcass follow-up inquiry to the ship after what prescribed number of days from the requisition date?
1. 30 days
 2. 45 days
 3. 60 days
 4. 90 days
- 10-47. To avoid additional billing from ASO, activities must send a response to a BK1 by using what document identifier?
1. D6A
 2. BK2
 3. BK4
 4. BEI
- 10-48. ICP sent a BK1 for a requisition that was submitted to replace a surveyed item. What Response code should you use in the BK2?
1. A
 2. B
 3. c
 4. D
- 10-49. If a BK2 response is considered invalid, the ICP will notify the customer by using what document identifier?
1. D6A
 2. D6R
 3. BK1
 4. BKR

- 10-50. On a BK4 document sent by the ICP, which of the following Response codes requires a credit in the SFOEDL?
1. A
 2. B
 3. C
 4. D
- 10-51. Afloat activities should offload excess RFI AVDLR items at which of the following locations?
1. The closest civilian storage facility
 2. The closest Navy TIR activity
 3. The closest command that uses the items
 4. The type commander's general storage facility
- 10-52. When the ICP grants the credit requested by the activity for AVDLR items that were offloaded, the credit will be given to whose account?
1. The requisitioning activity
 2. The supporting FISC
 3. The type commander of the requesting activity
 4. The Aviation Supply Office
- 10-53. When AVDLR items are offloaded, the shipping document should be prepared according to what NAVSUP publication?
1. P-545
 2. P-484
 3. P-600
 4. P-529
- 10-54. Aboard an aviation ship, what person is responsible for determining the aviation fuel requirements?
1. The supply officer
 2. The aviation fuels officer
 3. The air wing commander
 4. The engineering officer
- 10-55. The requisition for aviation fuel requirements aboard an aviation ship is prepared by which of the following personnel?
1. The aviation fuels officer
 2. The duty engineer
 3. The ASD personnel
 4. The stock control personnel
- 10-56. Issues and transfers of aviation fuels from ships to squadrons are charged to what account?
1. AFM
 2. TYCOM'S open allotment
 3. OPTAR
 4. Appropriations purchase
- 10-57. Message reports of fuel inventory adjustments are submitted to SPCC at least how often?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly
- 10-58. To ensure that the quantity of items reflected in the records agrees with the quantity of items in location, what functions are conducted?
1. Location audits
 2. Receipt processing
 3. Carcass tracking
 4. Physical inventories
- 10-59. What type of inventory involves the physical count of all stock material either shipwide or in a specific storeroom?
1. Velocity
 2. Spot
 3. Bulkhead-to-bulkhead
 4. Specific commodity
- 10-60. A classified material inventory is conducted upon a change of custodial responsibility and at which of the following prescribed intervals?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually
- 10-61. Velocity inventories are conducted to account for stock items that experience which of the following demand frequencies?
1. Medium movers only
 2. Slow movers only
 3. Fast movers only
 4. Slow and fast movers
- 10-62. Before inventories are conducted, transaction documents purposely held from being processed are held in which of the following files?
1. The suspense or pending file
 2. The completed file
 3. The open-order file
 4. The outstanding-activity file

- 10-63. During the inventory process, personnel may open containers sealed for preservation only when authorized by what person?
1. The stock control division officer
 2. The storeroom supervisor
 3. The supply officer
 4. The quality assurance officer
- 10-64. A major difference in inventory exists when the physical count of a stock item differs from the confirmed stock record balance by what minimum percentage?
1. 1%
 2. 3%
 3. 5%
 4. 10%
- 10-65. An inventory loss of an AVDLR item is processed as what type of expenditure?
1. Issue
 2. Transfer
 3. Survey
 4. Cash sales
- 10-66. After a scheduled inventory is completed, what minimum accuracy rate is considered acceptable?
1. 85%
 2. 87%
 3. 90%
 4. 98%

