



**NONRESIDENT  
TRAINING  
COURSE**



February 1992

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# **Storekeeper 1 & C**

**NAVEDTRA 14241**

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.

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.**

## PREFACE

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

**COURSE OVERVIEW:** In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following subjects: Administration; COSAL; funding and accounting; afloat reports; procurement; receipts and expenditure; storage afloat and ashore; inventory management; shipping; and automated supply procedures.

**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.

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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) 452-1001, Ext. 2167  
DSN: 922-1001, Ext. 2167  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC N313  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5237

## **For enrollment, shipping, grading, or completion letter questions**

E-mail: fleetservices@cnet.navy.mil  
Phone: Toll Free: 877-264-8583  
Comm: (850) 452-1511/1181/1859  
DSN: 922-1511/1181/1859  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC N331  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

## **NAVAL RESERVE RETIREMENT CREDIT**

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is divided into two units evaluated at 14 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Unit 1: 9 points: assignments 1 through 6  
Unit 2: 5 points: assignments 7 through 9



## Student Comments

**Course Title:** Storekeeper 1 & C

**NAVEDTRA:** 14241 **Date:** \_\_\_\_\_

**We need some information about you:**

Rate/Rank and Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Command/Unit \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/FPO: \_\_\_\_\_ Zip \_\_\_\_\_

**Your comments, suggestions, etc.:**

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



## CHAPTER 1

# ADMINISTRATION

As you advance in rate, you will assume more administrative responsibilities with your position. As a Second Class Storekeeper, your duties usually are confined to the management of the storeroom personnel, but as a First Class Storekeeper (SK1) or Chief Storekeeper (SKC) your responsibilities may include the whole supply department.

The job of an SK1 or SKC is not best described as “taking over.” Rather this job requires additional education and effort on your part to obtain a more complete understanding of the Storekeeper rating. This understanding includes the various types of functions that the supply department performs in fulfilling both its mission and that of the ship. You also need to have the ability to organize, plan work flow, and assign personnel.

This chapter discusses some of the administrative duties and responsibilities that are assigned to an SK1 or SKC. The topics that are covered are various publications, how to prepare correspondence, the filing system, personnel management, security of supply spaces, and the various types of inspection.

This manual cannot provide an easy answer to every storekeeping problem that you may face. General principles rather than specific procedures are emphasized. As a competent leader and supervisor, you will be required to maintain a good set of publications.

### PUBLICATIONS

The Navy has many different types of publications. There are publications that cover just about every type of situation you will find. As a Storekeeper, you will use certain types.

#### TYPES OF PUBLICATIONS

There are basically two types of publications, regulatory and procedural. Regulatory

publications such as *U.S. Navy Regulations, 1973*, and *Navy Department General Orders* are applicable to all persons in the Navy and lay down broad, general rules that specify what must be done and what can or cannot be done. Procedural publications contain information pertaining to specific situations and the method of handling them, guidelines to be followed, and information that is necessary to perform your duties properly.

The number of publications required in your office is determined by several factors. First, certain publications designated by the Naval Supply Systems Command (NAVSUP) are distributed automatically with the quantity and range of publications determined by whether or not the ship has a Supply Corps officer assigned. The second factor is the size of the ship. A small ship may conduct all supply functions in one office, under the direct supervision of the supply officer, and will need only one set of publications. Larger ships may have separate offices, each under the supervision of an assistant supply officer, that are responsible for certain functions within the supply department. In this case, additional copies of certain publications would be required.

The *NAVSUP Manual*, Publication 485, paragraph 1190, requires that an accurate, up-to-date list be maintained of all official publications on board. This list must include the name of each publication, the number of copies on board, and the location of each copy. This list may be used to advantage by providing space to record changes as they are received and to make sure all publication holders receive copies of applicable changes.

You may be responsible for custody and maintenance of the publications used in your office. Although you will probably assign the job of making changes to a subordinate, you do have certain related responsibilities that should not

be delegated. Therefore, you should do the following:

- Briefly review the changes and inform the supply officer of any significant changes in procedures. (The change cover sheet normally identifies significant procedural changes.)

- Ensure prompt distribution of changes to appropriate publication holders.

- Take necessary steps to procure changes when automatic distribution or sufficient copies are not received.

- Be sure the subordinate who is making changes to a publication is aware of the importance of making them promptly and correctly. Because of your rate and experience, you have the added responsibility for instructing and supervising subordinates in the use and maintenance of publications. This may be accomplished by a combination of methods.

- Include various publications in the formal training program.

- Provide opportunities for practical use of the publications rather than supplying all the answers yourself.

- Give individual on-the-job instruction to subordinates in using and maintaining publications.

## **DEPARTMENT OF THE NAVY PUBLICATIONS**

*Standard Organization and Regulations of the U.S. Navy* (SORM), OPNAVINST 3120.32, gives regulations and guidance governing the conduct of all members of the U.S. Navy.

### **Regulations**

The material in OPNAVINST3120.32 that is printed in italicized type is regulatory. These regulations apply to each member of the U.S. Navy individually and will not be further implemented.

### **Guidance**

The material in this instruction that is printed in plain type is for guidance of commanders,

commanding officers, and officers in charge. This material may be further implemented by subordinate commanders as considered necessary or appropriate,

The *NAVSUP Manual*, volume I, contains a list of publications pertaining to supply operations and provides instructions for procuring them. These publications are generally procedural in nature and, with few exceptions, are automatically distributed to ships and stations requiring them.

## **TYPE COMMANDER PUBLICATIONS**

Some procedures, such as OPTAR accounting, are issued Navywide in the form of broad guidelines that authorize the type commanders (TYCOMs) to establish specific procedures for the ships and activities under their command. This is necessary because the types and missions of ships and activities differ greatly among the various TYCOMs. These publications must conform to basic guidelines established by the Department of the Navy.

## **LOCAL PUBLICATIONS**

Every ship or station has its own organization manual, and every shipboard department has its own manual, which is normally a segment of the ship's organizational and regulations manual.

### **Ship's Organization and Regulations Manual**

The ship's organization and regulations manual is issued by the commanding officer according to OPNAVINST 3120.32 to outline the duties and responsibilities of heads of departments and division officers and the various emergency bills applicable to the ship. It also provides the framework within which the functions and responsibilities of the departments must be organized so that all hands are working together in support of the ship's mission.

### **Supply Department Organization Manual**

The supply department organization manual is produced by the supply officer and approved by the commanding officer according to OPNAVINST 3120.32.

A supply department organization manual may vary in length from a few pages to a thick volume. It provides a comprehensive outline of

the duties of each job in the department. The topics covered include but are not limited to the following:

- The general organization structure using as a guide the typical organizations given in the NAVSUP P-485, chapter 1
- The normal personnel allowance of the departments and divisions
- The functions of the department and its divisions
- The responsibilities of key personnel
- The functions of the duty supply officer, duty Storekeeper, division duty petty officers, and galley watch captains
- The flow of authority within the department
- The distribution of the organization

The organization manual is revised as often as necessary to keep it current. The supply officer probably will expect you to assist by reporting out-of-date material and having you apply your knowledge and experience in preparing changes.

## **REVIEW AND DISPOSITION OF PUBLICATIONS**

The supply officer will have a master list of all publications and notices that are held by the supply department. This list will have the title of the publication or notice, the location, the number of copies, and the publication numbers. This list will be posted in other office spaces as a quick reference.

### **Annual Review**

All publications are required to be reviewed annually. These reviews are done to make sure the publications and notices are current. If any publications are missing changes, you, as the leading petty officer, should notify the supply officer and also contact the command that issues the publications to secure the necessary updates.

### **Excess**

Any publications that you find in excess during the annual review should be disposed of

locally. All binders in good condition are to be returned to the command that issued you the publications originally. A letter should then be mailed to the issuing activities to readjust the distribution list.

## **OFFICIAL CORRESPONDENCE**

By this time, you probably have done a few letters for your division or supply officer. Official correspondence is defined as all recorded communications sent or received by any person in the execution of his or her duties or position. All correspondence should be prepared in a standard manner. Therefore, all official correspondence will be prepared according to the instructions contained in the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5. All letters, messages, official correspondence, and memorandums should be typed or printed, if possible.

## **PREPARATION**

In preparing correspondence, you may have to either answer another command's request or obtain information that will help you to perform your job. In either case, the supply officer will review your correspondence before forwarding. You should prepare correspondence in a concise and clear manner. There are three basic steps used in preparing correspondence: planning, organizing, and evaluating.

### **Planning the Letter**

Before you tackle any task, you must do some sort of planning to make your job easier and the finished product clearer. The same is true for letter writing. To draft a meaningful letter, you must have a clear knowledge of its purpose. Most Navy letters either request permission, action, or information or provide a reply to such requests. Not every letter will fall into these categories. Furthermore, if the purpose is to request something, you must be certain the request is clearly and definitely stated. Usually, there should also be a statement as to why the request is being made. When a letter is written in reply to one received, the receipt is generally acknowledged, both as a reference and in the body of the reply. If a request has been made, the most important thing in the reply is a clear statement as to whether the request is granted or denied. Long letters

# Memorandum

DATE: 16 Mar 91  
FROM: OP-09BR (77256)  
TO: OP-09B

SUBJ: PRINTED MEMORANDUM FORM

Ref: (a) SECNAVINST 5216.5C

Encl: (1) Personnel Roster

1. This printed form is the most informal memorandum. Use it among individuals and offices of the same activity.
2. The memorandum form comes in three sizes.
  - a. OPNAV 5216/144A (8 1/2 by 11 inches):
  - b. OPNAV 5216/144B (8 1/2 by 5 1/2 inches):
  - c. OPNAV 5216/144C (5 1/2 by 8 1/2 inches):
3. Except for the date, no sender's symbols are necessary.
4. Use names, titles, or codes in the From block and To block.
5. Allow a 1-inch left margin.
6. Type reference and enclosure headings under the printed headings. Note the headings for reference (a) and enclosure (1).
7. The writer signs his or her name without an authority line.
8. Very informal memorandums may be penned.
9. No file copy is necessary when the matter is insignificant or short-lived.

M. D. Hartburg

Figure 1-1.—Printed memorandum form.

frequently need a summarizing statement as the final paragraph.

### **Organizing the Letter**

Organizing the letter involves placing all parts of the letter in their proper order. The order should be planned with the reader in mind. For instance, a letter of request may begin with the request and be followed by an explanation of why the request is made. Importantly, the body of the letter should be seen as a series of complete units arranged in the most logical order possible to maintain continuity from one unit to another.

### **Evaluating the Letter**

After you have planned, organized, and written your letter, review it carefully for accuracy and effectiveness. Check it against the following questions:

- Is the letter COMPLETE?
- Is the letter CONCISE?
- Is the letter CLEAR?
- Is the letter CORRECT?
- Is the letter COURTEOUS?

### **Naval Message**

A naval message is used for urgent communication where speed is important. Whenever possible, use other means of communication to send information to a destination, provided it will arrive in a timely manner. The text of a message must be clear, accurate, and concise. Conciseness of your message must not compromise its accuracy. Do not blur your message with unfamiliar phrases and expressions. Your message should transmit your concise thoughts precisely.

All messages are assigned a date-time group by the communications office at the time of release. Date-time groups are based on Greenwich mean time (GMT). When answering an incoming message, you will always reference the date-time group of this message.

### **MEMORANDUM**

As you advance in your rating, you have hopefully seen a few memorandums. They usually

provide an informal way of communicating with another individual or office within your command. Memorandums can sometimes be used to communicate between other activities. There are four types of memorandums. The two informal types include the printed or written memorandum and the plan-paper memorandum. The two more formal types include the letterhead memorandum and the memorandum-for memorandum. Informal memorandums do not require filing. The formal memorandums, however, should be filed. Also these two formal memorandums need to have the proper heading information just like a formal letter. For examples of these four types of memorandums, see figures 1-1 through 1-4.

### **FACSIMILE SIGNATURE**

Facsimile signatures may be used on official correspondence. The facsimile signature is a rubber stamp that is kept with that individual officer. You can use this stamp on official correspondence that was originated by that officer, either in the Navy Department or in the field.

### **SECURITY OF OFFICIAL CORRESPONDENCE**

Official correspondence that must be limited in circulation because of its degree of security classification will be properly classified, marked, handled, or transmitted following the instructions in *Navy Regulations, 1973*, and the *Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1*.

### **FILES**

You have probably performed most of the filing operations required in the supply department and have coded correspondence using the *Department of the Navy Standard Subject Identification Codes (SSIC)*, SECNAVINST 5210.11. As a junior Storekeeper, you have classified, coded, and filed material under direction. Now, you will be doing the directing.

### **ORGANIZATION OF FILES**

A filing system is a tool used to make office procedures more efficient. Regardless of whether you are setting up a new filing system or working

1  
2  
3  
4  
5  
6  
—

10 Sep 91

1  
2  
I  
2  
—

MEMORANDUM

From: Head, Organization and Directives Branch (Code 211)  
To: Head, Technical Library Branch (Code 111)  
Head, Mail and Files Branch (Code 112)  
Via: Head, Office Services Division (Code 110)

1  
2  
—

Subj: PLAIN-PAPER MEMORANDUM

1. The plain-paper memorandum may be used within your activity.
2. It is no more formal than the memorandum form, but it is more flexible when there are multiple addressees, via addressees, or both.
3. Prepare a plain-paper memorandum on white bond.

1  
2  
3  
4  
—

M. ROY

Figure 1-2.—Plain-paper memorandum.



**DEPARTMENT OF THE NAVY**  
**NAVAL AIR REWORK FACILITY**

ALAMEDA, CALIFORNIA 94501

1  
2

5216  
memo 28/91  
18 MAY 1991

1  
2

MEMORANDUM

1  
2

From: Head, Management Services Department  
To: Operations Officer, Navy Regional Data Automation Center,  
San Francisco

1  
2

Subj: LETTERHEAD MEMORANDUM

1. When direct liaison is authorized and the matter is routine, a memorandum (on letterhead paper) may be sent outside your activity.
2. When used within an activity, the letterhead memorandum provides more formality than the printed memorandum form.

1  
2  
3  
4

C. R. DOUGLAS

Figure 1-3.—Letterhead memorandum.



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350

IN REPLY REFER TO  
5216  
Ser 943D/345507  
11 Mar 91

1  
2 MEMORANDUM FOR THE DEPUTY CHIEF OF NAVAL OPERATIONS (SURFACE  
WARFARE) (OP-03)  
DIRECTOR, NAVAL WARFARE (OP-095)

1  
2 Subj: THE MEMORANDUM-FOR

1. The memorandum-for is the most formal memorandum. It may be used in writing to senior officials who traditionally have used it. Among them are the Secretary of Defense and the Secretary of the Navy.

2. Because the memorandum-for lacks a From block, show the signer's title below the typed name.

3. Multiple addressees are listed as shown above.

1  
2  
3  
4

H. A. JONES  
Director, Navy Space  
Systems Division

Figure 1-4.—Memorandum-for memorandum.

with an established system, the size and scope of the files should be determined by analyzing the filing requirements of your particular supply department. On smaller ships or shore installations where most of the clerical work is performed in one office, it may be easier to maintain just one set of files for the entire supply department. However, if each division performs its own clerical work apart from the supply office, then it would be easier for each division to maintain its own set of files. Other factors that you must consider in deciding a file arrangement include the amount of material to be filed, the frequency of file usage, and the amount of work space for the files. You may choose to set up the entire filing system according to Navy SSICs, or you may want to set up a more personalized system that works especially well for you. Whatever way you choose, the filing system should be just as easy for other personnel who use it.

After the filing system has been set up, you must ask yourself if your filing system is adequate. This question cannot be answered by producing a filing cabinet full of neat, orderly, but empty file folders. Rather, the test of effectiveness is answered by the ease of access to the files, accuracy of filing, and the ability of relevant personnel to easily retrieve or file necessary material.

To make sure material is accurately and promptly filed, definite responsibilities should be assigned. One person may be assigned the job of filing all routine papers. Whereas each person in the office may be responsible for filing correspondence and documents relating to his or her particular job.

Some of the various supply files such as the master record, microfiche, tickler, message, COSAL equipment, order supplies and services, and stock record/requisition files are discussed next.

### **Master Record File**

The master record file is just a complete list of all the different files the supply department maintains. This master copy of the file is retained by the supply officer. Copies of this file should be posted in appropriately selected offices and spaces. This file should be periodically updated.

### **Microfiche File**

Every ship and shore installation should have the necessary microfiche files on hand to perform

their assigned tasks. These files should include the national stock number, cross-reference (part number to stock number and vice versa), illustrated shopping guide, mandatory turn-in repairables/depot level repairable (MTR/DLR) material, and the coordinated shipboard allowance list (COSAL) microfiches. Some of these files are updated quarterly and sent to each active ship that is on the distribution list. To get on the distribution list, you have to order those particular files by filling out a requisition. Once you order the material, you will be on the automated list. To find out where you can order the necessary microfiche files, you should contact the Ships Parts Control Center in Mechanicsburg, Pennsylvania.

### **Tickler File**

A tickler file is a very good tool to use as a supervisor. You use a tickler file for daily planning of the weekly workload. You can use your calendar by making notations for the day or week in which jobs have to be either started or completed. If you do not want to use your calendar, you can use an index file with 3-inch by 5-inch cards set up for each day, or whatever time frame you choose.

### **Message File**

Every ship or station will always have a couple of message files. The different types of message files include incoming, outgoing, and action required. All messages should be filed by the date-time group so that they can readily be located.

### **COSAL Equipment File**

The COSAL equipment file should contain any changes that the ship has made to its equipment and stock. These changes are accomplished through many different types of paper work, such as a fleet COSAL feedback report (FCFBR), an allowance change request (ACR), or a configuration change report (CCR). You should review these forms to be sure they are filled out correctly. More information on this topic is included in chapter 2.

### **Order Supplies and Services File**

This file is for any material that you order using open purchase. You should have two files, one for the outstanding material and one for all

material that has been received. These files will be kept by each fiscal year. The filing system will be kept in requisition number order. You should review this file at least weekly to make sure of completeness and orderliness.

### **Stock Record/Requisition Files**

The stock record/requisition files are the most important that a supply department has to maintain. These files are the records of all the material that you carry on board and the requisitions that you have submitted and completed.

You must update your stock record file daily by posting issues, receipts, shortages, and any inventories that have occurred. These cards should be filed in stock number order by national item identification number (NIIN). You should have two separate card files, one for high-usage or selected item management (SIM) items and one for low-usage or non-SIM items.

The requisition file must be kept by fiscal year. This file will be kept in requisition number order. You should maintain this file according to the *Navy and Marine Corps Records and Disposition Manual*, SECNAVINST 5212.5.

### **DISPOSAL OF RECORDS**

Files and records are disposed of according to the *Navy and Marine Corps Records and Disposition Manual*. A ship or shore station should have instructions written regarding the disposal of classified files.

Aboard ship, usually you can dispose of classified files by either burning or shredding the material. You should always keep a log of which files you shred or burn.

### **CLOSING OUT FILES**

Closing out files is accomplished on a specified date. You transfer the closed-out files to a local storage location and then open new files. This should be done at the end of each fiscal year for fiscal and accounting records. Correspondence and general files should be closed out at the end of the calendar year.

### **SECURITY OF FILES**

The supply officer and you should make sure all office records are safeguarded from loss or accidental destruction. Such records will be

removed from the supply office only when absolutely necessary. Any files that are in the possession of your personnel should be handled according to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1, and any pertinent shipboard instructions.

## **PERSONNEL MANAGEMENT**

One of the concerns of personnel management is the assignment of personnel on the basis of capacity and interest to perform specific functions, tasks, and duties. It involves recognizing that every individual uses a basic knowledge, skill, or ability in performing a task and these capacities should be fully used. You should be able to exercise your leadership responsibilities in dealing with these human relations. Leadership can be defined as the ability to direct or influence the behavior of others toward specific goals. In carrying out this mission, your responsibilities do not stop with the assignment of duties and the delegation of authority. You must also control the functions.

Refer to *Human Behavior and Leadership*, NAVEDTRA 10058. This manual is written for leading petty officers of the U.S. Navy to assist them in leading their people. As a first class, you will be required to attend a highly interactive Navy leader development program (NLDP) course before going up for chief. This training will help you in making personnel assignments and will improve your general leadership ability.

### **PERSONNEL ASSIGNMENT**

One of the most difficult tasks facing a supervisor is making a fair and efficient distribution of individual jobs among assigned personnel. If this could be done by a simple mathematical formula ( $\text{jobs} \div \text{available personnel} = \text{distribution}$ ), it would present no problem. However, it is not that simple. Your personnel will have varying degrees of knowledge and experience. Also, the jobs differ in complexity, required time to perform, and frequency of performance. While the ultimate responsibility for the assignment of personnel rests with the supply officer, this officer will rely heavily on your recommendations.

#### **What Are the Jobs?**

The first step in planning personnel assignments is to prepare a list of all jobs that are

required in performing the supply functions for which you are responsible. The size of the list depends upon the number of supply functions under your supervision and the degree to which you break down these functions into jobs. It is not necessary to list every motion required to perform a job, but each separate, distinct job should be shown.

The list should not be limited to routine work; it should include not only preparing reports but also other jobs that are performed less frequently.

### **What Is Required?**

The next step is to analyze the job requirements. The major purpose of job analysis is to help you to make the most effective use of manpower. Therefore, you decide how much information is needed about each job. You can make the analysis as simple or as elaborate as you deem necessary. The items listed below could be used in making a job analysis; either by listing on a separate sheet of paper for each job or in the form of a chart using separate columns for each job:

- Operation performed
- Where performed
- Knowledge required
- Skill and experience required
- Equipment and material required
- Information required to perform
  - How obtained
  - Where obtained
- Time required to perform
- Frequency of operation
- Disposition of completed work
- Related jobs

Another feature of job analyses, in addition to determining skills required to perform the various jobs efficiently, is the information pertaining to related jobs. You may use this information to group similar jobs so that they may be assigned to the same person.

### **Who Can Do the Job?**

Now that you have inventoried and analyzed the jobs to be performed, all you have to do is match your people with the skill requirements in the job analysis. Simple? Hardly. You will seldom be in the position of having a group of people possess all the skills required.

At this point you are primarily concerned with assigning a person to each job. Therefore, the job responsibility should be assigned to the person most nearly meeting the skill requirements. Rate alone is not always the best way to make this determination. An SKSN may have had more experience in a particular job than an SK3, or an SK3 may be more qualified in an area than an SK2. Another factor to be considered is the number of jobs and the number of members you have to fill them. The number of jobs to be assigned to a member depends upon the member's experience. The more experienced person may be able to handle several jobs with ease; whereas the person with limited experience may be able to do only one job successfully.

However, with all the inventorying and analyzing, do not forget that you are dealing with people and not stores. Try to find out something about the person you are assigning. The member may have special aptitudes, interests, physical characteristics, or personality traits that make the member particularly well suited or very unsuited to certain tasks. These traits should be considered when making assignments. This is not to say that your members should be coddled, but a member doing a job that the member likes and is well suited for will do a better job with less supervision.

Your goal should be the timely, accurate completion of all jobs with the work equitably distributed among all personnel.

### **Job Rotation**

Once you have assigned jobs to each of your members, do not be misled into assuming that you have everything covered. Every person will not be on the job every day; you will have people going on TAD or leave or being transferred. Some provision must be made to cover the jobs these people were doing.

Job rotation should not become a periodic game of "musical chairs." Each reassignment should be a progression from an easier job to a harder one, and the member must stay in each job long enough to develop a sense of responsibility for doing it right. Otherwise, you are apt to end up with a group of members who know a little bit about a lot of jobs but are generally confused about the purpose and procedures for any one of them.

Everyone benefits when more than one person is qualified to handle each of the jobs in the department. The ship benefits since, in an emergency, there will be someone to take over a

job. You benefit because your job of planning work and leave schedules is easier since the most efficient use can be made of personnel. The member benefits because of a feeling of accomplishment and pride in work and the chance of advancement are greatly increased.

## **SUPERVISION**

It is difficult to describe a good supervisor and even more difficult to become one. The methods of supervision depend on the individual personality and traits of the people being supervised and the supervisor.

The most effective supervision is maintained when there is mutual respect between the supervisor and the subordinates. A form of supervision exists when all work is performed in response to specific orders and exactly as ordered. However, this form of supervision is unfair to both the supervisor and the subordinate since it requires the supervisor to use an excessive amount of time on details, and it robs the subordinate of responsibility and the initiative the subordinate must have to become a better SK.

Nearly everyone has a built-in competitive spirit that can be used to advantage. Competition may exist between members of different storerooms, between storeroom and office personnel, between supply divisions, or between departments. If you sense that worthwhile competition is being replaced by petty fault-finding, it is time to rechannel the misdirected energy.

### **Span of Control**

The number of individuals you can supervise adequately depends on the work you have to do and the amount of time required to accomplish it. The number of personnel directly supervised by one person should generally not be less than three nor more than seven. If the functions of your office are fairly routine, the span of control may be larger. However, when you find yourself bogged down to such an extent that you cannot find time for supervision or for your special duties, then it is time to reduce your larger span of (direct) control.

Each group should be headed by a petty officer responsible to you for the professional (and sometimes military) performance of the people in the group. This leaves you free to supervise broadly, to concentrate on problems needing special attention, to handle special work

assigned by your supervisor, and to attend to those duties that can be performed only by the leading Storekeeper.

### **Unity of Command**

Unity of command simply means that a person should report directly to and receive orders from one superior. When you assign responsibility to a petty officer for a group of people, the petty officer should have control. This means that the petty officer alone should issue orders to and receive reports from that group. Unity of command also requires that the petty officer knows who the petty officer directs and to whom the petty officer reports, and that the members of the group understand to whom they report.

### **Authority Equals Responsibility**

Good organization always matches responsibility with authority. This means that when you assign responsibility for doing a job to one of your subordinates you also delegate to the subordinate the necessary authority for its accomplishment. The subordinate should have the authority to require from those under supervision the action necessary to get the job done.

### **How Much Supervision?**

It is a curious thing that while most of us like to feel that our seniors know what is going on, we strongly resent the sense that someone is watching our every move. We especially resent being watched if we think the watcher is constantly looking for something to complain about.

With people whose abilities and methods of working you know well, you actually can dismiss thoughts about a piece of work once it is assigned. However, this is not always true. A good supervisor knows which workers can be relied upon to proceed on their own and which ones need closer supervision and direction. Just the fact that you are paying attention to what they do has a beneficial effect on the atmosphere of the office.

One mistake commonly made by less experienced supervisors is to do a great deal of observing but apply very little thought to what is observed.

A successful supervisor often gets more out of a brief, casual visit than another supervisor would get from standing around for an hour watching the person at work. This is because the

successful supervisor knows as much as possible about each worker, concentrates on what the worker is doing, and realizes how the worker is doing it. The supervisor usually adopts a casual manner to spare the worker embarrassment, but there is nothing casual or careless about the supervision the successful supervisor is exercising.

Avoid, if possible, the type of criticism that merely condemns. Most workers mean to do their jobs well most of the time. If you start with this assumption, you will find that you have arranged yourself on the side of the worker rather than against the worker. If you take it for granted that the worker means to do well and you can offer help in doing better, there is no need for the worker to fear you or feel antagonism toward you. However, do not make the mistake of trying to explain this to the worker. Just adopt a spirit of helpfulness as your fundamental attitude and make it a basis of your comments and actions. When you see one of your members doing something entirely wrong, your purpose is not merely to stop the member, but also to start the person doing the job right. So, instead of just saying, "Don't do it that way," tell or show the person how to do it correctly. Most people will sense your attitude and respond to it.

When you have given criticism, you should carry through to see that your directions are being followed. Again, do not be too fussy or obvious about it, but be sure that you do the necessary checking. You should use a friendly manner in following up criticism of subordinates' performance. However, this attitude should be underlaid by a firm purpose to get the work done right. This will give you a "fair but firm" label with your subordinates.

Do not be an absentee supervisor. This is a particular problem when your area of supervision includes more than one space, such as a group of storerooms. If one of the spaces is run by a capable petty officer, the tendency is to concentrate attention on the other spaces to the exclusion of the one space. To make sure good working habits are maintained, you must spend some time in each space and maintain direct communications with all your supervisory personnel.

## **TRAINING**

Training in the Navy serves a "double-barreled" purpose. It serves the Navy's need by providing personnel who have the knowledge and skill necessary to perform their jobs. It also serves

the person's need by enabling the person to gain the prestige and higher pay that goes with advancement in rate.

When you receive a new member in your department or division, whether from an A, a C, or a Shipboard Uniform Automated Data Processing System (SUADPS) school, or another ship, station, or department on your ship, the member's training and your learning should start.

If the member comes from an A, a C, or a SUADPS school, you have some idea of the member's knowledge and some idea as to how you can best use the member's talents. If the member comes from another ship or station, the service record may provide some idea as to the member's experience and capabilities. Personnel transferred to the supply department from any other department on your ship are usually without supply experience and you must spend some additional time with their individual training.

One highly effective method used to determine the person's capabilities is conversation. An hour spent in a face-to-face talk over coffee and doughnuts not only makes the person feel like a welcome addition to your department or division but also provides you the opportunity to learn about the person. In this way you both benefit.

What if you are the new member? Well, a few days spent listening and observing your new division at work could and often does help you when you set up your training schedule or in making major job reassignments.

Once you have determined the training requirements for your department, you must implement a meaningful training program to make sure each member in the department receives the best available training. Several methods of training will now be discussed.

### **Navy Schools**

The Storekeeper courses offered by fleet training commands should not be overlooked in your training programs. These courses will vary in length from the complete Storekeeper A school of 8 weeks, down to 1- and 2-week package courses. There is also training offered for various types of Navy Enlisted Classifications (NECs), such as the following:

- 2814 - SNAP II SFM SK
- 2815 - Independent SK Afloat
- 2820 - SNAP II SFM Functional Area Supervisor

- 2822 - Supply and Accounting (SUADPS)  
Technical Specialist

There are many more NECs and they can be found in NAVPERS 18068. All these schools offer an excellent chance for you to get your personnel top-notch training. All the schools are organized by fleet training commands (FLTRACOMs) on both coasts. They provide the instructors and training material. Fleet input to the schools is controlled by the FLTRACOM, and announcements as to subject matter, class dates, and quotas are usually contained in FLTRACOM or TYCOM instructions. The announcements of some schools are sent out by message to all commands from FLTRACOMs.

### **Shipboard Training**

Shipboard training consists of formal and informal training programs. Both of these methods are highly effective when carefully planned and carried out.

**FORMAL TRAINING.**— When developing a formal training program plan, you should include the subject matter to be covered, frequency of training periods, length of training periods, and the instructor responsible for each lesson. The schedule must be flexible enough to permit changes when required by a heavy or an unforeseen workload or when more than one period is required to adequately explain a particular lesson. While specific lessons are usually assigned to the instructor considered most qualified, keep in mind that instructing is also a requirement for advancement. Lesser qualified personnel should not be overlooked as instructors. Their participation in the training program gives them a chance to increase their knowledge and skill through on-the-job training (OJT), and it provides a change of pace for the trainees. Subject matter should include military as well as professional topics.

**INFORMAL TRAINING.**— Informal training, or OJT as it is popularly called, is best used to teach a specific job or part of a job to one or two people. Informal training includes the intensive training and supervision of individuals in making sure they learn their jobs correctly and understand the reasons for their jobs.

No matter how OJT is applied in your department, please remember that it is not a substitute for a formal training program.

The formal training and OJT you offer should accomplish three purposes:

1. It should give your members a picture of the total operation of the supply department and how each person's job fits into that operation.
2. It should instruct the members in the knowledge they should have to do their own jobs.
3. It should, in conjunction with correspondence courses and independent reading, help prepare the members to qualify for advancement.

### **SECURITY OF SUPPLY SPACES**

The security of supply spaces is very important. Any office spaces or storerooms are to be kept locked if not attended. Every ship will have a departmental instruction regarding the groupings and access to spaces. You should have a key log and a key locker for all the keys to your spaces.

### **SPACE GROUPINGS**

There are four different types of supply space groupings.

Group I - General Stores

Group II - Foodservice Spaces

Groups III and IV - Ship's Store Spaces

The spaces that you will be concerned with are mainly in Group I. Group I spaces pertain to general stores spaces, including storerooms, special lockers, and related spaces. The Navy Stock Account, classes 207 and 224, material is included in this group. Each storeroom will have an original key and a duplicate key that are different from keys to the other spaces. The original keys will be kept locked in a key locker at the end of each day. These keys will be checked out at the beginning of each day by the individual who is in charge of the space. The duplicate keys and the master key to the series of locks will be retained by the supply officer or his or her designated representative.

### **ACCESS TO SUPPLY SPACES**

Access to the supply spaces will be allowed only to authorized supply personnel. Any other personnel who desire access to supply spaces should have permission from the supply officer

or from the leading petty officer. Keys to supply spaces should be in the custody of the personnel who are responsible for those storerooms.

## **INSPECTIONS**

The inspections in the supply department include supply management assessment (SMA), personnel and shipwide. As the leading petty officer, you should make sure your spaces, personnel, and records are always ready for inspection.

### **SUPPLY MANAGEMENT ASSESSMENT**

The SMA, which is an integral part of the Fleet Command Inspection Program described in OPNAVINST 5040.12, is a periodic evaluation of an operating unit's supply department. The inspections are scheduled by immediate unit commanders (IUCs) according to the frequency established by the cognizant fleet commander in chief. Such inspections are conducted by type commander inspection teams that are requested and coordinated by the IUCs. The IUC is responsible for notifying the commanding officer of the unit to be inspected 24 hours in advance of the scheduled inspection. The primary objectives of each inspection are the following:

1. Evaluate the efficiency and effectiveness of supply department functions in support of the operating unit's assigned mission(s)
2. Determine the adequacy and quality of resources (that is, personnel, funds, facilities, or equipment) available to the supply department
3. Assess the effect of any resource or administrative deficiencies on the unit's ability to perform its mission(s)
4. Recommend, via the chain of command, appropriate action to correct deficiencies

### **Inspection Reports**

The inspecting officer will prepare an inspection report describing conditions disclosed during inspection. The report will include both unsatisfactory and meritorious conditions noted. In addition, inspecting officers are encouraged to include in their report recommended modifications or changes that, in their opinion, will improve supply effectiveness at the shipboard or fleet level. The inspection report will be prepared and submitted as prescribed by the IUC.

### **Preparation for Supply Management Assessments**

Probably the best place to start preparing for an SMA is the report of the last inspection, since this will no doubt be one of the items checked by the inspecting officer. Were all discrepancies corrected? Are current supply procedures in effect to prevent recurrence? This is the logical place to start, not only because it will be checked by the inspecting officer, but also because it points out former weaknesses in the department.

Another source of information is the inspection checkoff list which is frequently distributed before the inspection. By using this and the report of the last inspection, you can conduct your own inspection far enough in advance so that deficient areas can be corrected. Preparing for the inspection will produce the best results when you use it as an opportunity to step back and take a good, hard, objective look at the operations of your department. In this way you will be able to see it much as the inspecting officer will and make improvements where they are needed. To obtain a more realistic objective, you may prefer to ask an officer or a senior petty officer from another supply department to conduct your "reinspection."

When all supply functions are adequately staffed and supervised, the supply management inspection should not cause a "panic button" situation since the best way to prepare for inspection is to stay ready. This requires that you give proper attention to all jobs for which you are responsible, and it must be constant attention rather than once a year.

### **PERSONNEL INSPECTIONS**

Personnel inspections are time-consuming but are necessary to present a sharp looking command, department, or division. These types of inspections are held either periodically or daily.

### **Commanding Officer Inspections**

The commanding officers of commands will usually hold a personnel inspection once a quarter. These inspections can be held in a variety of uniforms. These types of inspections will also be held upon the change of commanding officers or for an administration inspection. As the first class or chief, you should make sure your people are completely ready at least a week before the inspection.

## **Quarters**

A very good leader will always inspect his or her personnel every morning at quarters. This was taught to you as you came up through the ranks and at NLDP school. You always want to have the sharpest looking division. You can instill pride in your people by making sure they look sharp. You should set the example for the rest of the command.

## **Ship**

Aboard ship, you will always have some type of inspection, whether it is personnel, equipment, records, or any other type of inspection that happens to fall on your command. You will have to have your division ready for these types of inspections daily. The better you are prepared, the better your division will do.

## **Periodic**

You will, as mentioned previously, have various types of inspections. To help your people and division to be ready, you can hold periodic inspections on what you know will be coming up in the future. To do this, always get the last inspection report and go over everything, mainly any of the discrepancies.

## **Spaces**

As the first class or chief, you should set up a weekly inspection of all your spaces. You should look for things like cleanliness, what needs to be repaired and/or painted, and orderliness of your storerooms. A neat and clean space will show other individuals that you and especially your personnel have pride in their work spaces.

## **Duty Supply Officer**

The duty supply officer is responsible, when he or she has duty, for making sure all the supply spaces are clean before eight o'clock reports and before quarters in the morning.

## **Leading Petty Officer**

As the leading petty officer or chief, you should have someone always inspect your spaces at the end of each workday. After they finish inspecting the spaces, have them report back to you on the cleanliness, so that you can report to the department head or to the duty supply officer for that day.

## CHAPTER 2

# COSAL

The Coordinated Shipboard Allowance List (COSAL) is a technical and management document. The COSAL is a technical document to the extent that equipment, component, part nomenclatures, operating characteristics, and technical manuals are described in allowance parts lists (APLs) or allowance equipage lists (AELs). This supply document lists the items required to achieve maximum, self-supporting capabilities for an extended period of time. The COSAL provides the ship with basic guidance for determining items that should be stocked by supply or held in the custody of other departments. That is why changes are incorporated promptly and properly upon receipt. Corrective action is to be taken when determined that any part of the COSAL is inaccurate and incomplete.

The COSAL will specify the range and depth of all equipment validated to be on board your ship or station. This information is maintained for every activity and ship in the weapons system file (WSF).

This chapter discusses how to maintain the COSAL, make configuration and allowance changes, and update the COSAL.

### COSAL MAINTENANCE

Proper maintenance of the ship's COSAL is vital to adequate support of installed shipboard equipment. Once a ship's installed equipment has been validated, reported, and reflected in an updated COSAL, the supply officer has the responsibility to make sure any later equipment installations, removals, or changes are reported to the cognizant inventory control point (ICP) and type commander (TYCOM) and the ship's COSAL is revised accordingly. When changes are done between overhauls, the ship has the responsibility to initiate the reports and update the COSAL.

COSAL maintenance is a very important task. The person you make responsible for maintaining

the ship's COSAL should be one of your sharpest personnel. There is not any way to emphasize enough just how important it is to maintain an accurate and up-to-date COSAL.

COSAL maintenance includes reporting configuration changes, processing changes, and detecting inconsistencies between the COSAL and other ship's selected records. This also includes reporting conditions that adversely affect the shipboard maintenance effort when they are discovered.

### REPORTING CONFIGURATION CHANGES AND SUPPORT PROBLEMS

COSAL maintenance is the dual responsibility of the maintenance and supply personnel. The maintenance technician is most aware of what is happening to his or her equipment. Therefore, the technician is the primary reporting source and must be able to detect and report his or her maintenance support problems. The methods he or she can use are discussed later in this chapter. Supply personnel must process these COSAL reports promptly. The supply officer or the leading Storekeeper should make sure these reports are filled out correctly before submission.

### Configuration Changes

To enable the allowance list maintenance activity to prepare and publish timely COSAL revisions that reflect a ship's configuration change, it is essential for each equipment/component installation, removal, or modification done between regular overhauls to be promptly reported using a ship's Configuration Change Form (CCF), OPNAV Form 4790/CK, per the *Ships' Maintenance and Material Management (3-M) Manual*, OPNAVINST 4790.4.

ALLOWANCE CHANGE REQUEST (4441)		Instructions on Reverse	Please Type or Print			
<b>NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206</b>						
<b>1. FROM:</b> Commanding Officer USS NEVERSAIL DD 0001 FPO SFran, Calif.		<b>2. Date/Serial Number</b> 12 December 1993 DD 901/013				
<b>TO:</b> NAVSEALOGCEN		<b>3. APLAELRIC Number</b> 2-870004071				
<b>VIA:</b> Applicable AFLOAT TYCOM and AFLOAT ISICS ADMINISTRATIVE COMMANDER (ASHORE)		<b>4. Status of Requested/Allowed Item</b> <input checked="" type="checkbox"/> Item Addition or <input type="checkbox"/> Item on Board <input type="checkbox"/> Item Deletion or <input checked="" type="checkbox"/> Item Not on Board				
5. National Stock Number (NSN) or FSCM & Part Number	6. Equipment/Component (E/C) or Item Nomenclature	7. Unit of Issue	8. Unit Price	9. Present Qty. Allowed	10. New Total Qty.	11. Extended Value of Change
9C 6605-00-825-5618	Clinometer, Ship Trim Type I	EA	\$38.50	3	4	\$38.50
<b>12. Justification (Mandatory)</b> Present allowance does not allow for a Clinometer, Trim in the following necessary areas: Main Engine Room D.C. Central, Secondary D.C. Station, and new Alternate D.C. Station authorized under SHIPALT DD3318/184L completed 10/17/88						
<b>13. Copy To:</b>		<b>14. Signature:</b> R.J. LEENGERS, CDR, USN				
<b>15. First Endorsement</b>		<input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproved <input type="checkbox"/> Other				

Figure 2-1.—Sample allowance change request.

## COSAL Errors

To report any errors in the COSAL, you should use the OPNAV Form 4790/CK. You use this form for any listed equipment not on board or unlisted onboard equipment. This also includes differences between the identification data in the COSAL and the nameplate data on the equipment.

## ALLOWANCE CHANGE REQUEST

Revisions of published allowances are sometimes required at other than scheduled allowance list publication dates in order for shipboard systems to be properly supported. The responsibility of the ship is to recognize and promptly request necessary allowance list changes. However, before submitting an Allowance Change Request (ACR), NAVSUP Form 1220-2, the microfiche APLs/AELs in the technical

library of the nearest tender or naval supply center (NSC) should be reviewed. You must determine whether or not the desired change already shows on an APL or AEL that is more current than the one on board.

The responsibility for submitting ACRs rests with the commanding officer. Either the leading Storekeeper or the supply officer is normally expected to have the ACR prepared for repair parts or repairable and to assist in the preparation of ACRs for equipment and equipage.

## Preparation of an ACR

The ACR is the prescribed form for requesting item additions/deletions or quantity increases/decreases in all published allowance lists. The ACR can be filled out per the instructions on the back of the form. See figures 2-1, 2-2,

5. National Stock Number (NSN) or FSCM & Part Number		6. Equipment/Component (E/C) or Item Nomenclature		7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	10. New Total Qty.	11. Extended Value of Change
9C/3510-00-935-7813		MARKING MACHINE, CLOTHING, 10 CHARACTER		EA	822.83	0	1	822.83

12. Justification (Mandatory)  
Required for marking the crew's laundry to facilitate identification and sorting.

13. Copy To: COMNAVSURFPAC

14. Signature: *R. J. Sears*  
R. S. SEARS, LT, SC, USN  
By direction

15. First Endorsement  
 Approval Recommended   
 Disapproved   
 Other

Figure 2-2.—Quantity decrease.

**INSTRUCTIONS FOR PREPARING ALLOWANCE  
CHANGE REQUEST (ACR)**

- Block 1. ADDRESSEE. Complete in the same manner as other official correspondence.
- Block 2. DATE AND SERIAL NUMBER. The serial number will include the ship type/hull number of the ship and a sequential number.
- Block 3. ALLOWANCE PARTS LIST (APL), ALLOWANCE EQUIPAGE LIST (AEL), REPAIRABLE ITEM CODE (RIC) NUMBER (IF AVAILABLE). Enter the APL or AEL, number in this block.
- Block 4. STATUS OF REQUESTED/ALLOWED ITEM. Place an "X" in the appropriate box(es) to show the status of the requested/allowed item(s).
- Block 5. NATIONAL STOCK NUMBER (NSN) OR FEDERAL SUPPLY CODE FOR MANUFACTURERS (FSCM)\* AND PART NUMBER. Enter the NSN or the FSCM and manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2 (Federal Supply Codes for Manufacturers).
- Block 6. EQUIPMENT/COMPONENT (E/C) OR ITEM NOMENCLATURE. Enter nomenclature for each stock number or part number listed in Block 5. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or as a minimum, manufacturer's name, item name, drawing or reference number, applicable technical manual, and the service application, system, or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 12 or separate page).
- Block 7. UNIT OF ISSUE (U/I). Enter the approved abbreviation for each standard item as listed in the Management List—Navy (ML-N). For non-standard items, use the manufacturer's parts list for U/I data. If the U/I is unknown, LEAVE THIS BLANK.
- Block 8. UNIT PRICE. Enter the unit price for each item listed.
- Block 9. PRESENT QUANTITY ALLOWED. Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 12.
- Block 10. NEW TOTAL QUANTITY. Enter the total of the present quantity allowed and the additional quantity requested.
- Block 11. EXTENDED VALUE OF CHANGE. New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)
- Block 12. JUSTIFICATION. Indicate authority for present quantity allowed (Block 9) and reason for requesting change. Completion of this block is mandatory.
- Block 13. COPY TO. Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.
- Block 14. SIGNATURE. Sign in the same manner as other official correspondence.
- Block 15. FIRST ENDORSEMENT. TYCOMS endorsement should include applicability to other ships and such other information which will assist in further consideration of the request.

\*Now COMMERCIAL AND GOVERNMENT ENTITY (CAGE)

NAVSUP 1220-2(12-76)  
S/N 0108-LF-501-2206

Figure 2-3.—Sample instructions for preparing an ACR.

and 2-3 for examples of how ACRs are filled out.

All ACRs are to be filled out by the individual who performs the maintenance on the equipment. The responsibility of your personnel is to check and research the information on the form to make sure the data is correct.

### Processing Control Point

After checking the ACR for completeness and accuracy, you will have the supply officer sign it. You will keep a copy for your files and forward the ACR to your TYCOM for approval. It usually takes about 3 to 6 months to get the information back on your request. See figure 2-4 for the step-by-step procedures used in processing an ACR.

### ALLOWANCE PARTS LIST MAINTENANCE

Any APL/AEL deficiencies, which may cause supply problems, can be the result of missing data

not listed, such as technical manual number, components, characteristics, and similar data. The APL/AEL can also contain errors such as the wrong manufacturer, part number, nomenclature, or maintenance capability level code. Deficiencies of this kind can be corrected by submitting a Fleet COSAL Feedback Report (FCFBR), NAVSUP Form 1371, which will be prepared and submitted to the proper activity or activities.

### Fleet COSAL Feedback Report

The personnel responsible for filling out an FCFBR are the individuals who work on the equipment. People will come to you, as the leading Storekeeper, and ask what they should do to report the error. After they have filled out an FCFBR, you must review the form for accuracy and completeness. Then you will forward the form to the ship's 3-M coordinator for submission. The FCFBR will be sent to the Naval Sea Logistics

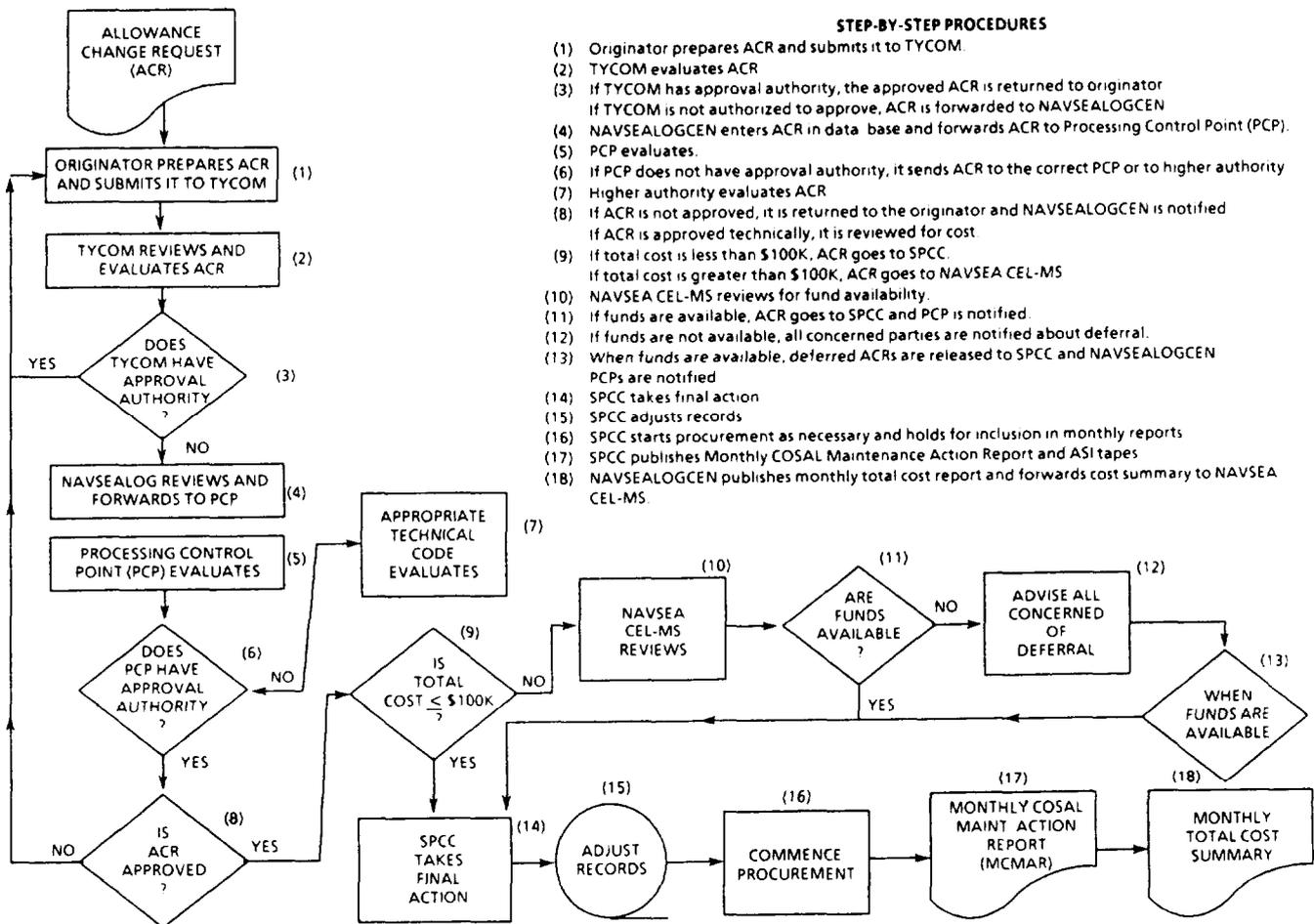


Figure 2-4.—Logic diagram for processing ACRs.

Center (NAVSEALOGCEN) for action. See figure 2-5 for an explanation of how to fill out an FCFBR.

**Planned Maintenance System Feedback Report**

The Planned Maintenance System Feedback Report (PMSFBR), OPNAV Form 4790/7B, is a form used by fleet personnel on both automated and nonautomated ships to notify naval sea centers or the TYCOM on matters related to the planned maintenance system (PMS). There are two areas in which you will fill out a

PMSFBR. The first area is when your maintenance index pages (MIPs) or maintenance requirement cards (MRCs) are either missing or mutilated. Also, fill one out for problems with identification of required items listed on MRCs. The second area is when you discover discrepancies in PMS documentation, design, maintainability, reliability, or operational deficiencies by systems or equipment. You should include comments about deficiencies in any support PMS equipment, materials, parts, or tools. See figure 2-6 for an explanation of how to properly complete a PMSFBR.

<b>FLEET COSAL FEEDBACK REPORT (4441)</b>		<i>Please Print or Type all information</i>		NAVSEALOGSUPENGACT SHHNU	
<b>FROM</b>  EM01S. L. JONES USS DUARTE DD 901 FPO, SFRAN, CALIF. 96601		APL/AEL NO 011456882		APL DATE 6/15/87	
		TECHNICAL MANUAL NUMBER		PAGE	
		REF. CIRCUIT SYMBOL NO.		NSN	
<b>TO</b>  NAVSEALOGCEN CODE 42 P.O. Box 2060 Mechanicsburg, PA 17055-0795		PART NO AND FSCM			
		NAMEPLATE DATA (if Material Handling Equipment include IJVN No.)			
FULLY DESCRIBE THE TECHNICAL PROBLEM. BE SPECIFIC. INCLUDE PART NUMBERS AND FSCMS, RSNS/CSNS, NSNS, AND ITEM NAME. <i>When practical attach copies of any amplifying document, i.e. copies of Tech. manual pages, drawings, schematics, MRC cards, etc. (Attach continuation sheet if needed).</i>					
Thrust collar nut is maintenance significant and is not listed on the above APL. FSCM 93233. MFRS Part Number R-1348-5 listed in technical manual 0947-LF-106 9000.					
SUBMITTED BY: NAME, RATE, WORK CENTER S. L. JONES, EM01		TEL NO	REVIEWED BY: WORK CENTER SUPERVISOR B.L. PRASK, EM03		
REVIEWED BY: SUPPLY SUPPORT CENTER SUPERVISOR SKC BRONSON, SS01		DATE 12/18/80	ORIGINATORS SERIAL/TRANSMITTAL NO (0331B/001)		
REVIEWING ACTIVITY RESPONSE					
NAME		CODE		TEL NO	

NAVSUP FORM 1371 (REV. 7-86)

S/N 0108-LF-501-3712

Figure 2-5.—Fleet COSAL Feedback Report (FCFBR), NAVSUP Form 1371.

REPORT SYMBOL OPNAV 4790-4

**SEE INSTRUCTIONS ON BACK OF GREEN PAGES**

**FROM (SHIP NAME AND HULL NUMBER)**  
U S S BROOKE (FFG-1)

SERIAL # 01.1-84  
DATE

TO  NAVAL SEA SUPPORT CENTER \_\_\_\_\_ (Category A)  
 TYPE COMMANDER (Category B)

**SUBJECT: PLANNED MAINTENANCE SYSTEM FEEDBACK REPORT**  
 SYSTEM, SUB-SYSTEM, OR COMPONENT APL/CID/AN/NO/ MK. MOD  
 A/Uto Ballast Comp Sys  
 SYSCOM MIP CONTROL NUMBER F-3772-67  
 SYSCOM MRC CONTROL NUMBER T 44 E12F N

**DESCRIPTION OF PROBLEM**

CATEGORY A \_\_\_\_\_ CATEGORY B \_\_\_\_\_

MIP/MRC REPLACEMENT  TECHNICAL  
 TYCOM ASSISTANCE  
 OTHER (Specify)

REMARKS

Before testing setting on relief valve, we need calibration steps for Leslie-Matic controller. This step in procedure is not contained on the present MRC. This ship does not have any pub or tech manual showing the steps that should be taken in checking the Leslie-Matic controller for accuracy.

ORIGINATOR & WORK CENTER CODE \_\_\_\_\_ DIV. OFFICER \_\_\_\_\_  
 DEPT HEAD \_\_\_\_\_ 3-M COORDINATOR \_\_\_\_\_

TYCOM  CONCUR  DO NOT CONCUR  TAKES ACTION  PASSES FOR ACTION

TYCOM SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OPNAV 4790/7B (Rev. 4-84) ACTION COPY PAGE 1 OF 1  
 S/N 0107-LF-047-9037

**1. ORIGINATOR:**

a. Typewritten copies are preferred, however handprinted copies are acceptable. Use ballpoint pen and ensure all copies are legible.

b. **EQUIPMENT IDENTIFICATION:** Fill in titled blocks that apply. Give as much information that can be determined. Ensure that correct APL number is used for hull, mechanical, or electrical equipment or electronic/weapons equipment which does not have an Army-Navy number or mark/mod designation.

c. **DESCRIPTION OF PROBLEM:** Check the appropriate box.

Category A

(1) **MIP/MRC REPLACEMENT:** Ensure that PMS documentation request is current in accordance with latest SER. For missing MIP/MRCB, give SYSCOM control numbers when they can be determined. If SYSCOM control numbers cannot be determined, provide as much nameplate data as can be obtained. When ordering a variety of missing/worn MIPs/MRCs, the subject section shall be left blank.

Category B

(2) **TECHNICAL:** (a) Identify specific discrepancy discovered in PMS by MRC control number, step number, etc.

(b) For publication discrepancies, identify publication by number, volume, revision date/number, change number, page, paragraph, and/or figure as appropriate.

**THIS FORM WILL NOT BE USED TO ORDER PUBLICATIONS**

(3) **TYCOM ASSISTANCE:** Includes clarification of 3-M instructions and other matters related to PMS administration.

(4) **OTHER:** Identify in detail any problem not covered by (1) through (5) above. Shifts of maintenance responsibility will be reported under this item. Ensure that all work centers involved in the change are identified by work center code. Approval by the Executive Officer will be shown in the "Remarks".

d. **REMARKS:** Provide brief but complete description of problem or requirement. Executive Officer indicates approval of maintenance responsibility shift by endorsement. Use additional forms if more space is required. Mark additional forms, "page 2 of 2", "page 2 of 3", etc. Staple additional forms behind basic form.

e. **ORIGINATOR IDENTIFICATION:** Sign and insert work center code in appropriate space

**2. DIVISION OFFICER:** Review for accuracy and completeness, and sign in the space provided.

**3. DEPARTMENT HEAD:** Review for accuracy and completeness, and sign in the space provided.

**4. 3-M COORDINATOR:**

a. Serialize, date, and sign in the appropriate spaces.

b. **Routing Instructions:** For category "A" FBRs, forward the white and yellow copies to the appropriate NAVSEACEN and the pink copy to the TYCOM. For category "B" FBRs, forward the white, yellow, and pink copies to the TYCOM. Retain blue copy in suspense file. Return green copy to the originator.

OPNAV 4790/7B (Back)

Figure 2-6.—Planned Maintenance System Feedback Report, OPNAV Form 4790.2B.

SHIP'S CONFIGURATION CHANGE FORM

OPNAV 4790/CK

CONFIG FILE CORR

COMP M/A NO DEPL

COMP DEPL

SECTION I JOB IDENTIFICATION

JOB CONTROL NUMBER		ALTERATION IDENTIFICATION	
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEC NR	4 ALTERATIONS (SHIPALT, FLD, CHG, ETC)
03129	EXSAB	689	SALSD 28758 D
A SHIP'S NAME		B HULL NUMBER	C EIC
USS PLYMOUTH ROCK		LSD 29	TF03
7 EQUIPMENT NOUN NAME		D S/P MHRS EXP	E ACT MAINT TIME
LP AIR COMPRESSOR		004007	06030

SECTION II JOB DESCRIPTION/REMARKS

12 JOB DESCRIPTION/REMARKS

---



---



---

SECTION III COMPONENT CONFIGURATION CHANGE IDENTIFICATION

13 COMPONENT NOUN NAME		14 QUANTITY		15 ACT'N	
LP AIR COMPRESSOR		002		A	
16 COMPONENT IDENTIFICATION		17 COMPONENT SERIAL NUMBER			
1 AND 2		NONE			
18 COMPONENT APL/AEL		19 LOCATION (DECK/FRAME/SIDE)		20 EIC	
061900511		3-110-0		TF03	
21 NEXT HIGHER ASSEMBLY		22 S/A/C		23 WORK CENTER	
COMPRESSED AIR SYSTEM		00ACBEM01			
24 NAMEPLATE DATA					
25 MIP					
A-004/003-A2			LPAC/000		
27					
9241-AB-MMO-010					

SECTION IV SPECIAL PURPOSE

28 SIN	29 AILSIN	30 SECAS OFFICE USE
R0510		

—INSTRUCTIONS—

ITEM NUMBER	SECTION I & II DESCRIPTION	SECTION I & II		LEGEND	
		PAGE 1	CONT PAGE		
1	JOB CONTROL NUMBER	M	M	IA IF AVAILABLE	O OPTIONAL
4	ALTERATION IDENTIFICATION	IP	IP	IP IF APPLICABLE	NR NOT REQUIRED
5	EQUIPMENT IDENTIFICATION CODE	M	NR	M MANDATORY	
6	ACTION TAKEN	M	NR		
7	EQUIPMENT NOUN NAME	M	NR		
8	SHIP'S FORCE MANHOURS EXPENDED	M	NR		
9	ACTIVE MAINTENANCE TIME	M	NR		
10	COMPLETION DATE	M	NR		
11	METER READING	IP	NR		
12	JOB DESCRIPTION (REMARKS)	O	NR		
13	SECTION III DESCRIPTION	REMOVE (R/D)	INSTALL (I/A)	MODIFY (M/C)	
13	COMPONENT NOUN NAME	M	M	M	
14	QUANTITY	M	M	M	
15	COMPONENT ACTION	M	M	M	
16	COMPONENT IDENTIFICATION	IP	IP	IP	
17	COMPONENT SERIAL NUMBER	IA	IA	IA	
18	COMPONENT APL/AEL	M	IA	IA	
19	LOCATION	M	M	M	
20	EQUIPMENT IDENTIFICATION CODE	NR	IA	NR	
21	NEXT HIGHER ASSEMBLY	IP	IP	IP	
22	SERVICE APPLICATION CODE	IA	IA	IA	
23	WORK CENTER	NR	M	NR	
24	NAMEPLATE DATA	NR	M	NR	
25	MAINTENANCE INDEX PAGE	IA	IA	IA	
26	EOSS	IP	IP	IP	
27	TECH MANUAL NUMBER	IA	IA	IA	

SA - PARTIALLY COMPLETED ALTERATION	A - REMOVED EQUIPMENT
SB - FULLY COMPLETED ALTERATION	I - INSTALLED EQUIPMENT
SC - FULLY COMPLETED EQUIVALENT TO ALTERATION	M - MODIFIED EQUIPMENT
SD - ALTERATION DIRECTIVE NOT APPLICABLE	CONFIG FILE CORR
1 - MAINTENANCE ACTION COMPLETED PARTS DRAWN FROM SUPPLY	NO MAINTENANCE ACTION
2 - MAINTENANCE ACTION COMPLETED REQUIRED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE PRE EXPENDED BINS)	A - ADDITION OF RECORD
3 - MAINTENANCE ACTION COMPLETED NO PARTS REQUIRED	D - DELETION OF RECORD
	C - CORRECT CHANGE EXISTING RECORD

WORK CENTER SUPERVISOR	DIVISION OFF	SUPPLY DEPT	J M COORDINATOR	SHIP SEQUENCE NUMBER	PAGE	OF
MJL	FTS	TJP	BFD	69999	1	2

Figure 2-7.—Configuration change resulting from SHIPALT (component removal) (page 1 of 2).

## **Configuration Change Form**

On board ship it is very important for the equipment technicians to submit a CCF for any changes or modifications to their equipment. This also includes any discrepancies in preventive maintenance. These technicians basically know when something is not right with their equipment. The leading Storekeeper or chief should also be aware of any changes that take place on board. You have to make sure the various departments submit a configuration change if they want you to support them with the necessary repair parts.

The importance of configuration change reporting cannot be overemphasized. You have to make sure these various work centers submit the changes. By submitting the CCF, these centers will help improve the supply and maintenance support to their own ship and to the fleet.

The responsibility of identifying and reporting configuration changes rests with all levels of command. Whenever new equipment is installed aboard ship, whether it is during an overhaul, done by ship's force, or done by an outside activity, you should make sure a configuration change is submitted. From some of these activities you will hear "We will submit the configuration changes for you." Do not accept this as hard fact. You should personally ensure submission of a configuration change so that you will get the necessary support.

When a work center fills out a configuration change, it has to be screened by the supply department for completeness. You also have to complete various blocks on the form. After you complete the form, it should be forwarded to the ship's 3-M coordinator for submission to the TYCOM. To understand the proper procedures for filling out and submitting a change, you should see the ship's *3-M Manual*, OPNAVINST 4790.4. See figures 2-7 and 2-8 for examples of two different OPNAV Form 4790/CK usages.

## **COSAL-RELATED CORRESPONDENCE**

A variety of COSAL correspondence is directed to every ship. Most of the correspondence is directed to the supply department; for example, APL revisions based on CASREP and 3-M usage data from the fleet, TYCOM class allowances,

change reports, and ship's allowance change reports. When this type of correspondence comes in, you should make sure changes to the COSAL are made and the necessary repair parts are ordered for stock.

Other less obvious but still important correspondence is generally not associated with supply, but you should make sure all COSAL correspondence is routed via the supply department so that the necessary changes can be promptly made. These types of changes often include ORDALTs, SHIPALTs, and hardware systems command letters.

## **REQUESTS FOR APLs AND AELs**

Occasionally, you will need copies of APLs or AELs that are missing, mutilated, or illegible. Also, when an initial or revised APL or AEL for a newly installed or modified equipment has not been received, you can request it from the nearest supply center, tender, shipyard, or from the cognizant TYCOM. If you are not near any of these activities, you can request a copy of the APL from the Ships Parts Control Center (SPCC), Mechanicsburg, Pennsylvania. You can do this by phone, message, speedletter, or use the NAVSUP Form 1220-1.

## **SHIP'S OPERATING CYCLE**

Completing a regular overhaul or a complex overhaul triggers the start of a ship's overhaul. The ship's operating cycle is defined as the period between overhauls and includes periods of availabilities.

Reporting procedures are different during availabilities and, therefore, are addressed under shipyard availability period not including the integrated logistics overhaul (ILO).

## **SHIP'S RESPONSIBILITY**

During the operating cycle, the ship's responsibility is to report, inquire, or request equipment/component or equipment changes detected or accomplished by the ship's force, a tender, an intermediate maintenance activity, or an alteration installation team. Any team that

SHIP'S CONFIGURATION CHANGE FORM CONTINUATION PAGE  
(REV 5-84) S/N 0187-LF-047-9010

OPNAV 4790/CKIC

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION			SAME AS P1, S111 EXCEPT	PAGE	OF
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, PLO, CHG, ETC.)					
03129	EXSAB689		SALSD 28758			D	2	2
13 COMPONENT NOUN NAME							14 QUANTITY	15 CA
16 COMPONENT IDENTIFICATION							17 COMPONENT SERIAL NUMBER	
18 COMPONENT APL/AEL					19 LOCATION (DECK/FRAME/SIDE)		20 EIC	
21 NEXT HIGHER ASSEMBLY						22 S.A.C.	23 WORK CENTER	
24 NAMEPLATE DATA								
WORTHINGTON-CEI, INC. HOLYOKE OP								
ERATION 300 CFM AT 125 PSI 100								
0 RPM MFR. ID 32E2								
25 MIP					26 EOMB			
27 TM								
28 RIN			29 AILSIN			30 SECAS OFFICE USE		

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION			SAME AS P1, S111 EXCEPT	PAGE	OF
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, PLO, CHG, ETC.)					
13 COMPONENT NOUN NAME							14 QUANTITY	15 CA
16 COMPONENT IDENTIFICATION							17 COMPONENT SERIAL NUMBER	
18 COMPONENT APL/AEL					19 LOCATION (DECK/FRAME/SIDE)		20 EIC	
21 NEXT HIGHER ASSEMBLY						22 S.A.C.	23 WORK CENTER	
24 NAMEPLATE DATA								
25 MIP					26 EOMB			
27 TM								
28 RIN			29 AILSIN			30 SECAS OFFICE USE		

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION			SAME AS P1, S111 EXCEPT	PAGE	OF
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, PLO, CHG, ETC.)					
13 COMPONENT NOUN NAME							14 QUANTITY	15 CA
16 COMPONENT IDENTIFICATION							17 COMPONENT SERIAL NUMBER	
18 COMPONENT APL/AEL					19 LOCATION (DECK/FRAME/SIDE)		20 EIC	
21 NEXT HIGHER ASSEMBLY						22 S.A.C.	23 WORK CENTER	
24 NAMEPLATE DATA								
25 MIP					26 EOMB			
27 TM								
28 RIN			29 AILSIN			30 SECAS OFFICE USE		

JOB CONTROL NUMBER			ALTERATION IDENTIFICATION			SAME AS P1, S111 EXCEPT	PAGE	OF
1 SHIP'S UIC	2 WORK CENTER	3 JOB SEQ. NR.	4. ALTERATIONS (SHIPALT, PLO, CHG, ETC.)					
13 COMPONENT NOUN NAME							14 QUANTITY	15 CA
16 COMPONENT IDENTIFICATION							17 COMPONENT SERIAL NUMBER	
18 COMPONENT APL/AEL					19 LOCATION (DECK/FRAME/SIDE)		20 EIC	
21 NEXT HIGHER ASSEMBLY						22 S.A.C.	23 WORK CENTER	
24 NAMEPLATE DATA								
25 MIP					26 EOMB			
27 TM								
28 RIN			29 AILSIN			30 SECAS OFFICE USE		

Figure 2-8.—Configuration change resulting from SHIPALT (component installation) (page 2 of 2).

comes aboard ship to install configuration changes is required to give you, either by magnetic tape or a hard copy, a completed CCF.

## **UPDATE THE WEAPONS SYSTEM FILE**

The WSF is maintained at SPCC, Mechanicsburg, Pennsylvania. The SPCC has a master record of equipment and components installed on each ship. The WSF is a duplicate of every ship's COSAL. This is a most vital record for each ship and you must submit all configuration changes to the SPCC as they occur. If you fail to update the WSF, you can end up with reduced supply support for the needed repair parts. This is an important file for your COSAL.

## **COSAL MAINTENANCE INSTRUCTION AND RECORDS**

A ship's instruction should be prepared listing procedures for maintaining the ship's COSAL and COSAL maintenance records. Appendix B of the *COSAL Use and Maintenance Manual* provides a sample COSAL maintenance instruction that includes the suggested format for a COSAL maintenance checkoff list and record log. The checkoff list and record log should be maintained to ensure a complete audit trail of all COSAL maintenance actions. Each change to any part of the COSAL should reference a COSAL maintenance action identification number. This file should be maintained in two sections, one for completed actions and one for outstanding actions. Using the audit trail, you will be able to personally review the COSAL maintenance records routinely at least once a week.

## **SCREENING REQUIREMENTS**

A ship's COSAL is designed to support the majority of unscheduled corrective maintenance requirements and PMS requirements. Each issue request for a repair part that is not included in the COSAL should be examined closely. Once it has been verified that a requested item is not carried (NC) by the supply department (that is, the item does not appear on the integrated stock list [ISL] and a stock record does not exist), then the COSAL Indexes and APLs

should be examined to find out whether or not the equipment itself is COSAL supported.

## **CASREP REQUIREMENT**

When a repair part is identified as a CASREP requirement, the work center supervisor and supply support supervisor will perform the screening requirements and provide the requiring department with data specified in *Navy Warfare Publication 10-1-10*. The following data must be verified:

- (1) DOWN EQUIPMENT (Nomenclature, serial)
- (2) TECHNICAL MANUAL (Type, model, serial)
- (3) PART NUMBER REQUIRED (Appears in TM)
- (4) NSN (Appears in APL)
- (5) STOCK BATTERY AND ISL (Determines if NIS/NC)\*
- (6) ML-N (Verify NSN)
- (7) SMR CODE (Appears in APL)
- (8) APL NUMBER & NOMENCLATURE OF ITEMS REQUIRED

\* For a not in stock (NIS) item give a reason (for example, issued on 9051, lost by inventory, transferred, and so forth).

\* For a not carried (NC) item give a reason (for example, equipment not supported, source, maintenance code, and so forth).

The above information must be used to fulfill the requirements of paragraph FOXTROT of the CASREP message and to complete the supply CASREP REQN message. CAUTION: Investigate NIS/NC conditions thoroughly before reporting a CASREP part not on board. See figure 2-9 for supply requirement for CASREP reporting.

## **PROCESSING A CONFIGURATION ADD TO THE COSAL**

When a new piece of equipment is installed or some kind of modification is made to existing equipment that is on board, but not supported by the COSAL, submit a CCF. Upon submitting the CCF, you should take the actions that are discussed in the following paragraphs.

### **Validation of Equipment**

The first step in processing an addition to the COSAL is validation. You must make sure the

P151744Z APR 93

FM USS KITTY HAWK  
TO COMSECOND FLT  
CTG TWO ZERO PT TWO  
COMNAVAIRLANT NORFOLK VA  
NAVSES PHILADELPHIA PA  
INFO AIG SIX EIGHT FOUR THREE  
NAVSEADET NORFOLK VA  
NUSC NEWPORT RI  
COMSPAWARSYSCOM WASHINGTON DC  
NAVSHIPWPNSYSENGSTA PORT HUENEME CA

BT  
CONFIDENTIAL

- ( 1.) MSGID/CASREP/CV 63 KITTY HAWK/27//
- ( 2.) POSIT/4530N2-04645W9/151615ZAPR93//
- ( 3.) CASUALTY/INITIAL-82012/NO 1 OXYGEN ANAL/EIC:F300/CAT:2//
- ( 4.) ESTIMATE/302359ZMAY82/RECEIPT OF PARTS NLT 28 MAY 82//
- ( 5.) ASSIST/OTHER/PHILADELPHIA//
- ( 6.) AMPN/REQUEST ASSISTANCE FORM NAVSES PHILA//
- ( 7.) PARTSID/APL:490002/-/JCN:NO3363-EB01-0802//
- ( 8.) TECHPUB/NAVSEA 0956-LP-023-810//
- ( 9.) 1 PARTS  
/DL NATIONAL STOCK NO. ROD COSAL ONBD CIRCUIT  
/01 9H5930-01-050-6624 001 000 000 -  
/02 9H6630-01-049-0947 001 000 000 -//
- (10.) AMPN/REASON ITEM NOT ON BOARD-NO ALLOWANCE ALL PARTS LISTED IN PARTSID APL//
- (11.) ISTRIP  
/DL DOCUMENT ID QTY PRI RDD ACTIVITY REQ STATUS  
/01 V03363-3094-W400 001 05 149 NNZ 131601ZAPR93  
/02 V03363-3094-W401 001 05 149 NNZ 131601ZAPR93//
- (12.) RMKS/ANALYZER FAILS TO GIVE ACCURATE CONTINUOUS READOUTS, CAUSING COMPLETE LOSS OF OXYGEN MONITORING CAPABILITY. CAUSES BELIEVED TO BE COMBINED ENVIRONMENT (HEAT AND HUMIDITY OF FIREROOMS) AND PARTS FAILURE. OXYGEN MONITORS HAVE NOT WORKED PROPERLY SINCE INSTALLATION DURING ROH 80. NAVSES PROVIDED TECH ASSISTANCE IN JULY 1992 SHIP'S FORCE INSPECTION HAS NOW REVEALED HOLES IN BOTH TEFLON MEMBRANES.  
SHIP'S SCHEDULE: INPORT PHILADELPHIA 14 MAY-12 JUN. CONSIDER 28-30 MAY IDEAL TIME TO OBSERVE UNITS IN OPERATION DUT TO INTENDED LIGHTOFF 28 MAY IMAV.//
- (13.) DWNGRADE/DECL 30 NOV 93//

BT

Figure 2-9.—Supply requirement for CASREP reporting.

APLs/AELs are compared against the actual installed equipment. Failure to do this could result in processing the wrong APL/AEL and possibly ordering the incorrect repair parts support. See figure 2-10.

The second step is to validate the actual installed components/subcomponents against the basic APL. The APL obtained from the general distribution microfiche bank is not tailored to each equipment on every ship. It will list components that are supported under their own APLs that may be in your equipment. All components actually installed in the equipment must be validated against the components listed

on the basic APL to make sure the correct component APLs will be processed. Therefore, when reporting the installation of a new equipment to the SPCC, you should report the actual components installed in the equipment in the same manner. The APLs provided with your new COSAL will reflect the actual installed components as reflected in the WSF. The same procedures must be followed in validating the subcomponents listed on the component APL.

### APL Allowance Table

Now you must determine the number of installed equipments so you can select the correct

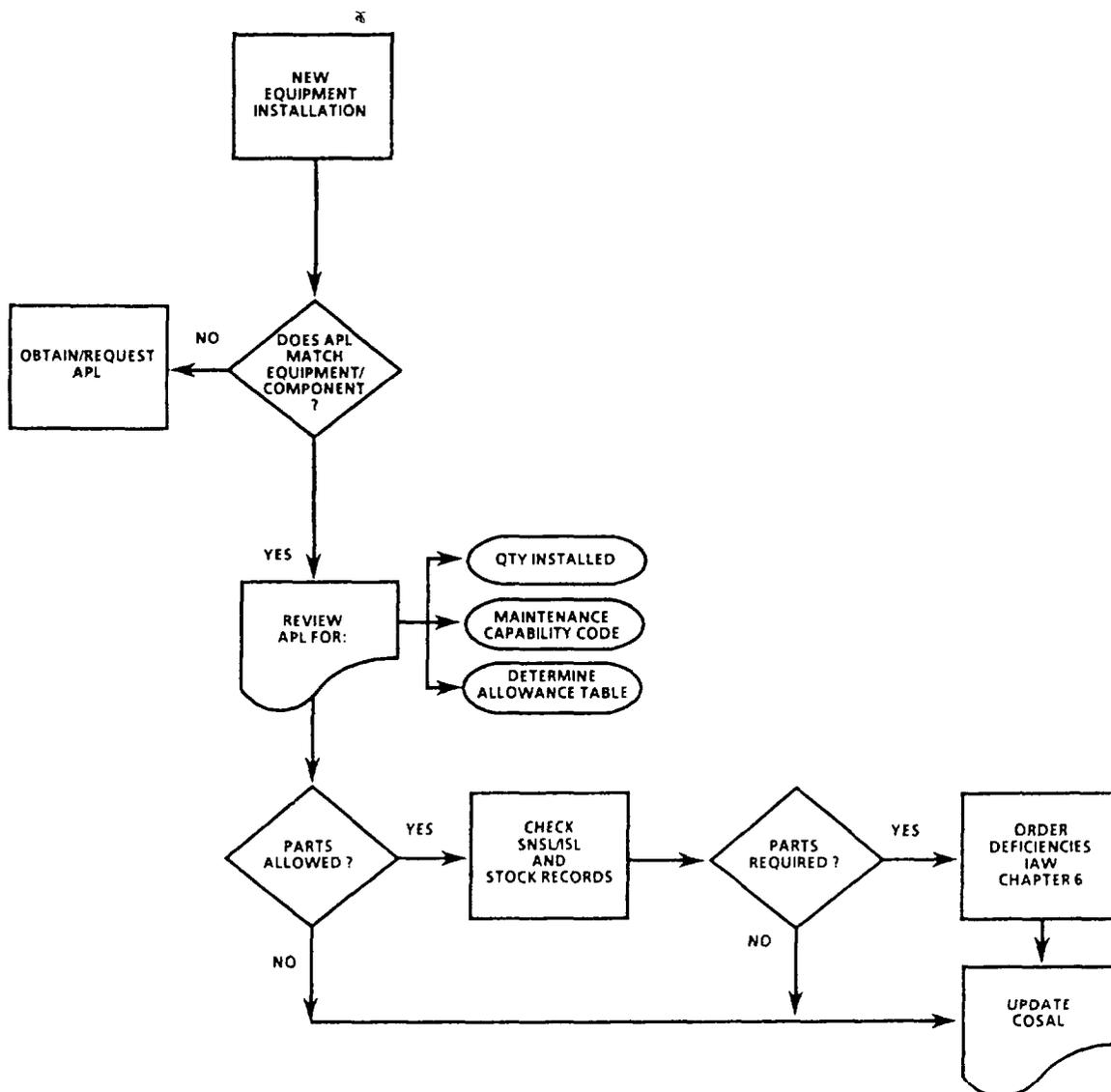


Figure 2-10.—Logic diagram for processing an interim allowance parts list.



Onboard Allowance Table column. See figure 2-11.

### Maintenance Capability

You must refer to the column headed Maint. Process only those items having a quantity listed in the Allowance Table column that are within the maintenance capability of your ship as shown in figure 2-11. Use the following maintenance capability table to identify your items:

<u>If Your Capability is</u>	<u>Then You Are Authorized Items Coded</u>
2	2 and O (Alpha O)
3	2, 3, and O
4	2, 3, 4, and O
5	2, 3, 4, 5, and O
6	2, 3, 4, 5, 6, and O
G	2, 3, 4, 5, 6, G, and O
H	2, 3, 4, 5, 6, G, H, and O
O (Alpha)	2, 3, 4, 5, 6, and O

Failure to process only those items within the ship's maintenance capability can result in receiving large bulky items that you are unable to handle or store properly.

You must also use the same procedure when ordering material on a direct turnover (DTO) basis. You may receive material on board that is not within your capability to replace in the equipment.

### Identification of Allowance Deficiencies

After the possible adds have been identified, you should check them against the stock record cards, stock number sequence list (SNSL), or ISL to determine if the parts are actual allowance deficiencies. The following guidelines should be used in making the transition from 'possible' to 'actual' allowance changes:

<u>Situation</u>	<u>Action</u>
(1) Item not previously allowed.	Order the full quantity on the new APL.

<u>Situation</u>	<u>Action</u>
(2)**Item already allowed in a quantity less than on the new APL.	Add the difference to the SNSL/ISL.  Adjust the NAVSUP Form 1114 to reflect the new higher allowance.  Order the difference between the old allowance and new allowance under the NAVSEA COSAL allotment.  See chapter 3 of NAVSUP P-485 for details.

If the on-hand and on-order quantity exceeds the old allowance quantity, take the difference between the new allowance and the total on-order and on-hand quantity and order the balance.

(3)* *Item already allowed in a quantity equal to or greater than the new allowed quantity.	Allowance does not change.  Add the new APL number to the SNSL/ISL.
---	---

\*\* Planned maintenance requirement (PMR) items are identified with a code P in the All Item column of the APL. The APL quantity should be added to the SNSL/ISL quantity, the NAVSUP Forms 1114 adjusted, and the higher adjusted quantity ordered. PMR items are additions to old allowances.

Insurance-type items (those that compute between .0623 but less than 1.0000 in a .25 Fleet Logistics Support Improvement Program [FLSIP] COSAL) are identified by an asterisk in front of the quantity; example: \*Q1-Qty 1, \*Q2-Qty 2, or \*99-Qty 99. These quantities are determined by rounding the computed quantity to a minimum replacement unit, technical override quantity, or planned maintenance requirement quantity, whichever is the greater.

Demand-based items are those items that compute to 2 or more. Demand-based items do not show an asterisk in front of the allowance quantity.

**UPDATE THE COSAL FOR ADDITIONS**

The most important step in processing an addition to the COSAL is to get the necessary parts on board. However, once the repair parts are ordered and received, you must be able to identify them to the equipment and locate them in a storeroom. To get to the repair parts, you must take the actions as described in figure 2-12 and figure 2-13. These figures give a description of the shape and how to use the logistic diagram blocks under the following conditions.

**Nonautomated Ships**

The procedures used by supply personnel that are stationed aboard ships, without mechanized capabilities, will now be discussed.

**SUMMARY OF ALLOWANCE PARTS LISTS/EQUIPAGE LISTS (SOAPL).—** Enter

the new APL number in the SOAPL in numerical order within the proper category, such as hull, mechanical, electrical, ordnance, and electronic.

**PART I, SECTION A.—** Enter the new equipment in the COSAL Index, part I, appendix A, in the proper alphabetical sequence.

**PART I, SECTION B.—** Enter the new equipment in the proper service application code (SAC) in alphabetical order.

**PART I, SECTION C.—** Enter the required information in APL number sequence.

**PART I, SECTION D.—** Enter the required information in equipment identification code (EIC) sequence.

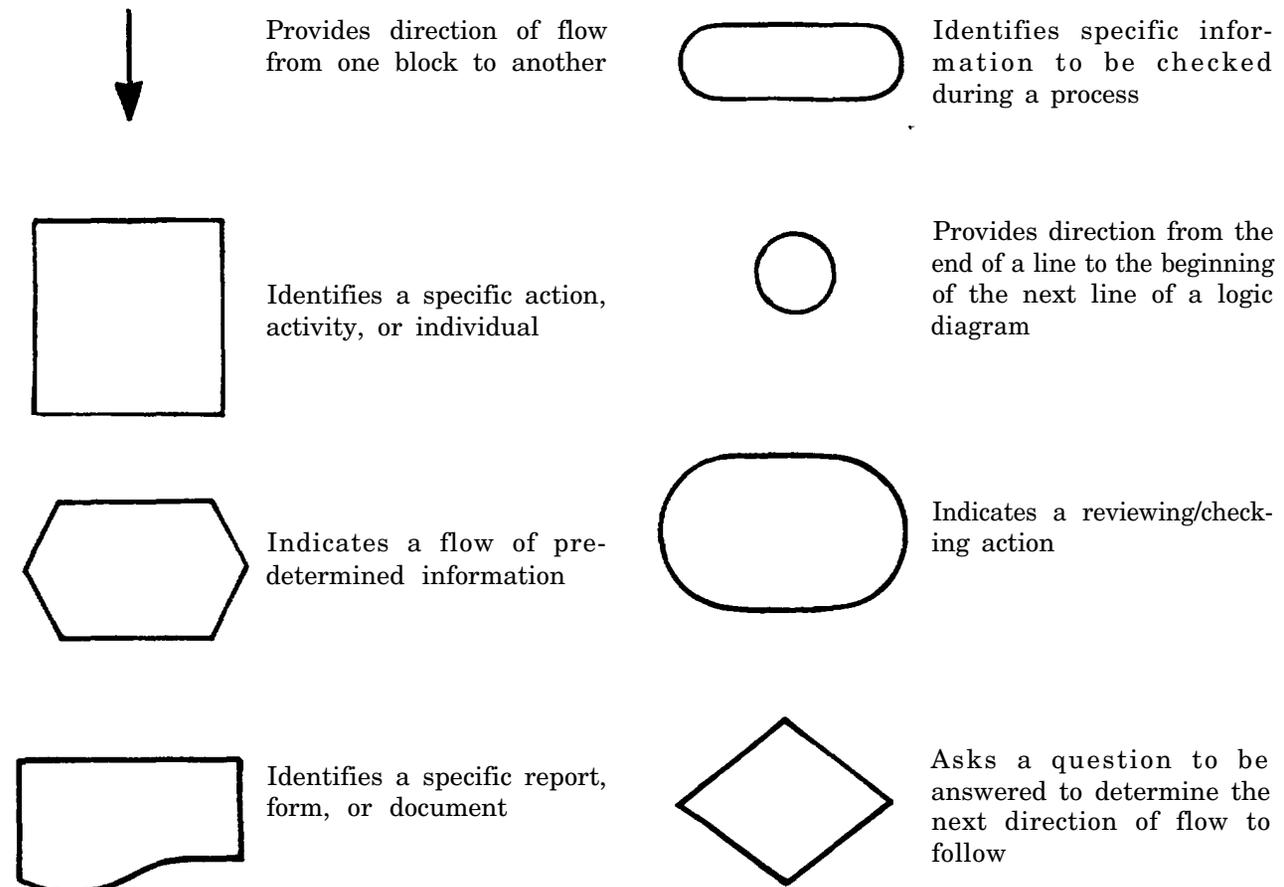


Figure 2-12.—Description of logistic diagram blocks.

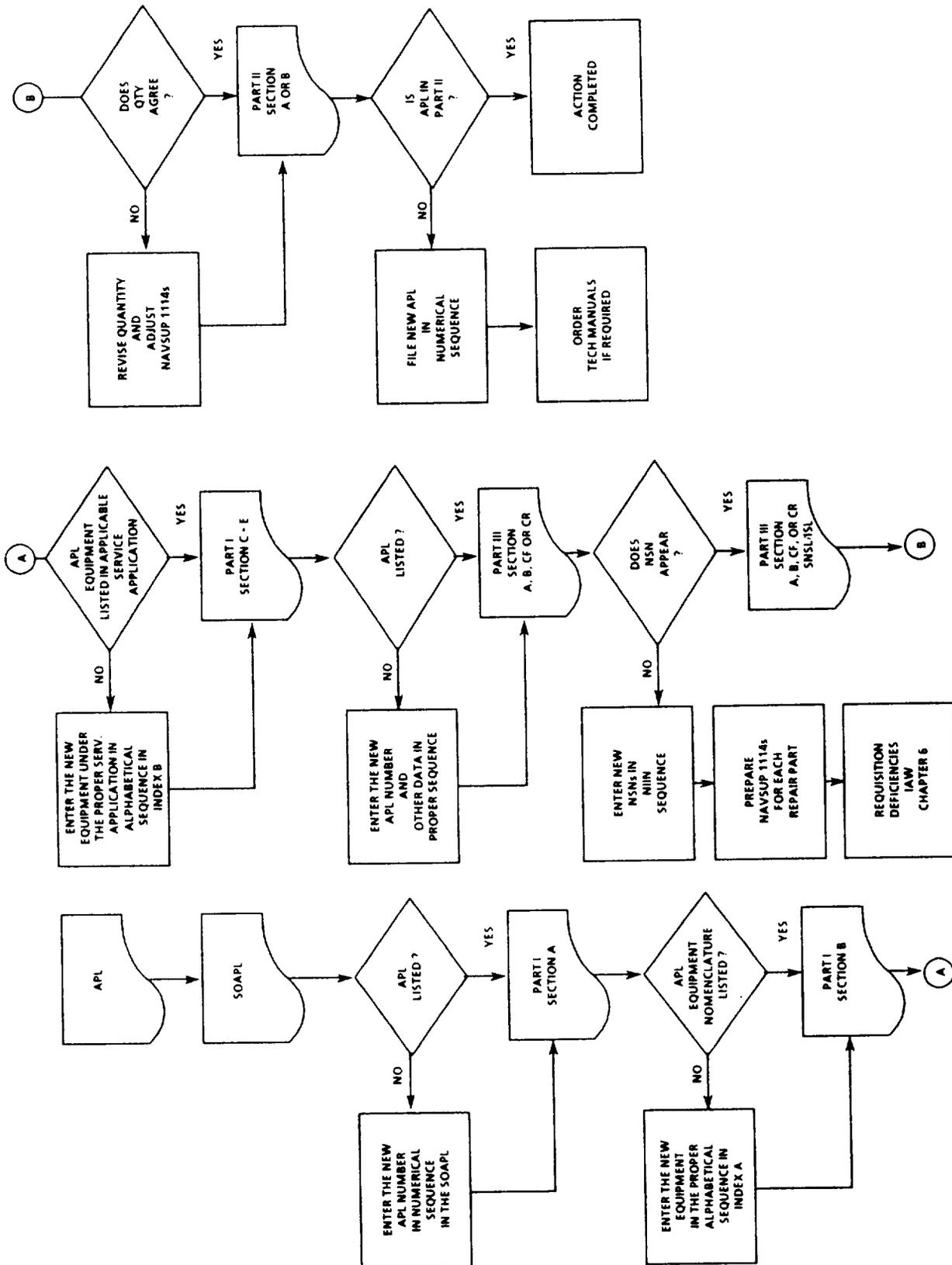


Figure 2-13.—Logic diagram for processing an APL addition to the COSAL.

T9066-AA-MAN-01A

From: Commanding Officer, USS \_\_\_\_\_  
To: Commanding Officer, Naval Supply Center Puget Sound  
Via: (Type Commander, if required by TYCOM instructions)  
Subj: SUBMISSION OF OUTFITTING REQUISITIONS CHARGE-  
ABLE TO THE NAVY OUTFITTING ACCOUNT  
Ref: (a) Monthly New/Revised APLs/AELs COSAL  
Maintenance Actions 03-CY-85 dated \_\_\_\_\_  
(b) SPCC ltr 05533/1643 4441 dtd \_\_\_\_\_ ; Subj:  
LOGSAT AN/BQS 14A  
(c) NAVSEA T9066-AA-MAN-010  
Encl: (1) Outfitting account funded requisitions

1. The net shortage requirements resulting from the COSAL allowance charges authorized by references (a) and (b) have been determined from onboard records and are forwarded as enclosure (1).

2. An OPNAV 4790/CK has been submitted (as required by SPCCINST 4441.170) to support the allowance requirements ordered as a result of configuration changes and inconsistencies between the ship's COSAL and what has been validated as actually being on board ship.

3. The following requisition numbers from enclosure (1) are certified to represent initial outfitting allowance requirements properly chargeable to the Navy outfitting account under reference (c):

<u>REQUISITION NUMBERS</u>	<u>APL NUMBER</u>
N05122-5125-1001-1010	55803033
N05122-5125-1011-1020	58735285
N05122-5125-1021-1027	54068615

Figure 2-14.—Sample letter of transmittal for ship's outfitting requisitions (except ILO team requisitions).

**PART I, SECTION E.**— Enter the required information in automated integrated language system identification number (AILSIN) functional group code sequence.

**PART III, SECTIONS A, B, CF, OR CR.**— Enter all NSNs in NSN order, add the APL/AEL number, and revise the quantity as applicable.

**PREPARE REQUISITIONS FOR ADDITIONAL ITEMS.**— Ships and ILO teams will prepare requisitions for net allowance deficiencies chargeable to NAVSEA outfitting accounts. All requisitions for deficient repair parts are to be submitted to the Naval Supply Center Puget Sound (NSCPS), Code 46.2, Bremerton, Washington. Regardless of the method of transmission, whether via tape, disk, or cards, you

must submit a letter. See figure 2-14 for an example letter. For further information and procedures on ordering deficient repair parts, see the COSAL, SPCCINST 4441.170.

**NAVSUP FORM 1114.**— Make sure a NAVSUP Form 1114 is prepared for each new item or quantity revisions are made to the existing NAVSUP Forms 1114 as applicable.

**PART II, SECTIONS A AND C.**— File all new APLs and AELs in the proper numerical sequence.

**TECHNICAL MANUAL.**— Make sure the proper technical manuals are obtained or revised as required. Compare the manuals to your existing APLs/AELs to make sure the information matches.

### **Automated Ships**

For automated ships, an APL addition to the COSAL is documented by a configuration change or equipment file correction action. If the APL/AEL does not exist in the automated COSAL file, you will enter an interim APL with amplifying nameplate and nomenclature data. All this information will eventually be entered in the WSF in Mechanicsburg, Pennsylvania. They will assign the permanent APL/AEL and forward the information to you by the automated shore interface (ASI) process. If the information already exists in the automated COSAL file, updated allowance, additional equipment identification, and repair part information will be forwarded to you by the ASI process.

### **PROCESSING DELETIONS TO THE COSAL**

When an equipment is deleted or identified as being in the COSAL but not on board, you must prepare a CCF. For the example to be used here to show an equipment deletion, the following information is known: The rotary pumps in the 150-ton chilled water air-conditioning system are being replaced. The air-conditioning motors which are components for the pumps are also being removed. The replacement pumps and motors will not be of the same type and size as those being removed. If the parts were the same as those removed, no action would be required other than validation.

### **Validation**

The first step in processing a “removed equipment” APL or an erroneous APL is validation. You must make sure the allowance document is validated against the actual removed equipment or that the equipment is not installed. See figure 2-15 for processing an APL deletion to the COSAL.

The second step in processing the removed equipment or wrong APL is to validate all component APLs listed on the basic APL to determine if those parts have been removed or are not installed. Just because an equipment has been removed from the ship does not mean that all components have been removed. Many of the parts for one equipment will work equally well on another and may, in fact, have been installed to replace a defective part on another piece of gear. This is why it is very important to process COSAL changes immediately after changes have occurred. You must make sure all changes are reflected in the COSAL before they are forgotten.

### **Identification of Deleted Items**

The third step in processing a removed equipment APL or wrong APL is to identify “possible” deleted items. Compare the items listed on the removed APL against the SNSL/ISL to determine the allowances. The only items that will be processed as deletions and later off-loaded are those items that pertain to equipment that has been removed.

### **Partial Deletes**

On occasion you may have partial deletes. For example, if only one of three pumps and motors was removed, the first step would be the validation, but all subsequent actions would be restricted to adjusting equipment quantities in part I, Indexes A, B, C, D, and E of your ship’s COSAL. No individual parts or items would be removed because they still support two installed pumps and motors. This may be a matter of judgment; if the allowance seems excessive or the item is an intensive repairable item management (IRIM), the supply officer and department head may consider adjusting allowances and off-loading.

### **Off-loading Excesses**

Excesses should be turned in to the nearest supply center under existing TYCOM instructions.

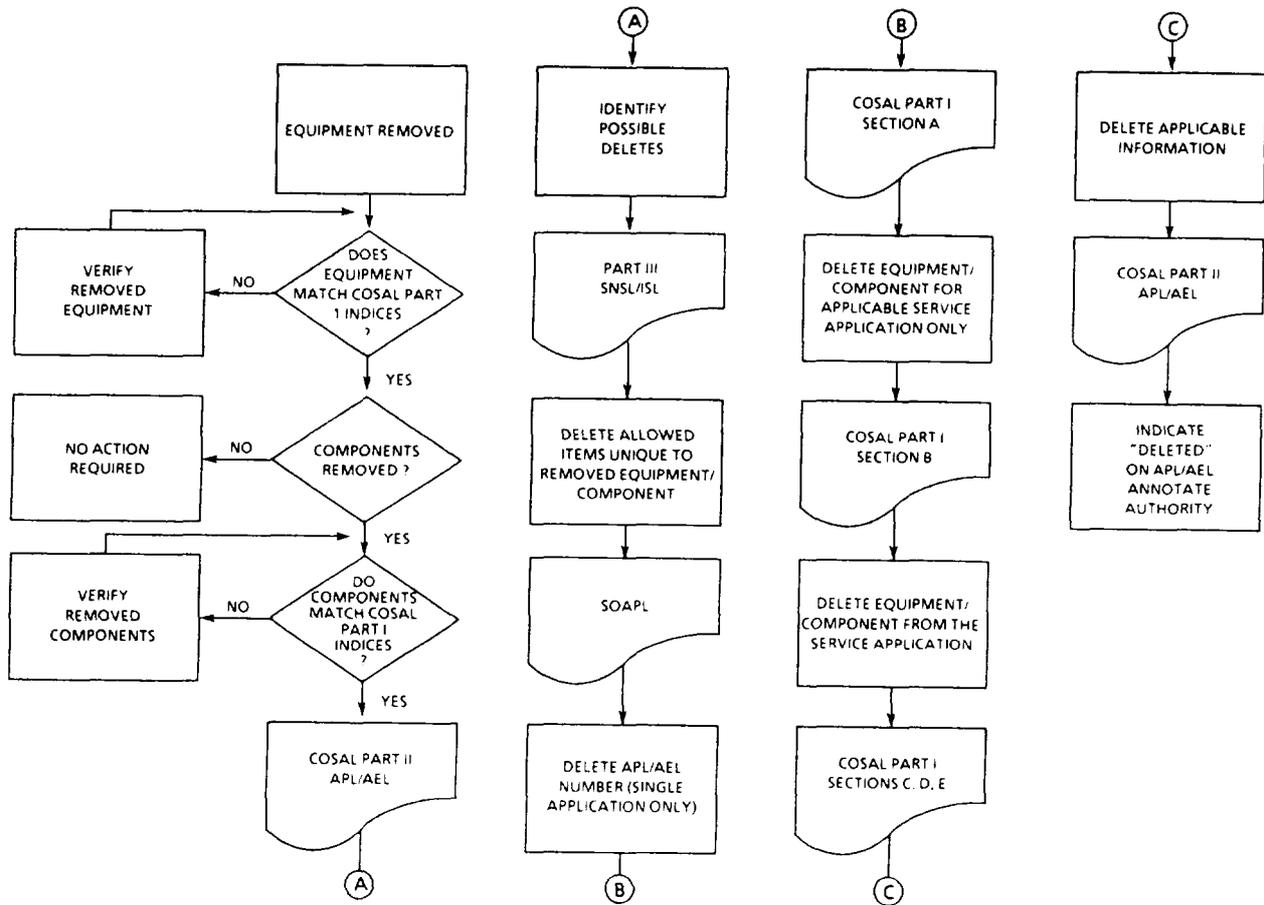


Figure 2-15.—Logic diagram for processing an APL deletion to the COSAL.

Credit for all material in excess will be granted to your TYCOM's operating budget per the credit policy of the inventory manager.

### UPDATING THE COSAL FOR DELETIONS

The most important step in processing a deletion to your COSAL is to make sure only those repair parts unique to the equipment removed are deleted. You should always protect the ship, but if you keep these parts on board, it can contribute to the deterioration of COSAL maintenance and material management, since it increases material management needs afloat and decreases material availability ashore in the system. In the previous steps, the equipment removed was validated and the excess repair parts identified. The next step is to update the COSAL.

### Nonautomated Ships

This section discusses the procedures used by supply personnel aboard ships without mechanized capabilities.

**SUMMARY OF ALLOWANCE PARTS LIST (SOAPL).—** Delete the APL/AEL number in the SOAPL. When deleting an APL/AEL, draw a single line through that APL number.

**PART I, SECTION A.—** Delete the equipment in the COSAL Index, just for the applicable service application only.

**PART I, SECTION B.—** Delete the equipment and/or component from the service application. Whenever you do deletions, always delete with a single line through the information.

**PART I, SECTION C.**— Delete all information in APL/AEL sequence.

**PART I, SECTION D.**— Delete all information in EIC number order.

**PART I, SECTION E.**— Delete all information in AILSIN order.

**PART III, SECTION A OR B.**— Delete all single application NSNS. When an NSN has two or more applications, line out only the APL that pertains.

**STOCK RECORD BATTERY, NAVSUP FORM 1114.**— Make sure you pull the NAVSUP Form 1114 for each single application item or quantity revision made, as applicable. For every NAVSUP Form 1114 that you pull from the stock record battery (SRB), you need to initiate a NAVSUP Form DD 1348-1.

**PART II, SECTIONS A AND C.**— Delete the APL/AEL for total deletes only by lining out the APL/AEL in red ink and citing the authority. Do not remove the APL from part II.

**TECHNICAL MANUAL.**— Make sure the proper technical manuals are disposed of for total deletes or revised as required.

### **Automated Ships**

For automated ships, a COSAL deletion is documented by a configuration change or equipment file correction action. The deletion will flow upline, through the normal data path, to the SPCC. The SPCC will forward all updated allowance information to your ship via the ASI process. The ASI process is explained later in this chapter.

### **PROCESSING MONTHLY COSAL MAINTENANCE ACTIONS AND REVISED APLs/AELs**

Pen-and-ink changes derived from the logistics readiness improvement program (LRIP), fleet COSAL feedback report (FCFBR), allowance change request (ACR), and internally SPCC-generated APL/AEL maintenance actions are provided to the fleet in the form of a monthly report.

### **Monthly COSAL Maintenance Report**

The monthly COSAL maintenance report (MCMAR) is tailored to ship type and hull number. The main purpose of this consolidated monthly report is to provide a simple method to manage the multitude of pen-and-ink changes required. The MCMAR provides detailed instructions and guidance in the processing of these monthly reports. After you have processed the monthly report, it should be filed in a binder by fiscal year as part of a COSAL maintenance record.

### **Revised APLs/AELs**

Periodically APLs/AELs require revisions based on actions such as the reprovisioning for some equipment and major changes to other equipment. A revised APL/AEL usually, if not always, changes allowances for individual items. You must compare allowances on the revised APL/AEL against the old allowances in the SNSL/ISL and stock record cards.

### **AUTOMATED SHORE INTERFACE**

The Navy has begun using an automated system to update a ship's COSAL. This system is the automated shore interface (ASI). The tape is generated by various shore commands, including the SPCC. These tapes will contain all changes and new APLs that pertain to the various ships in the fleet. These tapes are sent to the Navy Management Systems Support Office (NAVMASSO) so that they can separate the data by UIC. After separating the data, NAVMASSO forwards a copy of that ship's data to them. To further understand this process, consult *Afloat Supply Procedures*, NAVSUP P-485, chapter 2.

### **REGULAR AND COMPLEX OVERHAULS THAT INCLUDE AN INTEGRATED LOGISTICS OVERHAUL**

The responsibilities and procedures in the following paragraphs apply to maintaining the COSAL for all active naval ships undergoing an overhaul or other availabilities in shipyards.

We will discuss some of the ship's responsibilities in other activities involved in the overhaul effort. These areas are the Ship's Configuration and Logistics Information System (SCLSIS), ILO, and COSAL maintenance.

## **SHIP'S CONFIGURATION AND LOGISTICS INFORMATION SYSTEM**

The SCLISIS is NAVSEA's equipment accounting system. It replaced the Ship Equipment Configuration Accounting System (SECAS) in January 1989. The need to provide all managers with a single, standard source of accurate ship configuration data and to reduce fleet reporting to a single requirement dictated a central Navy system for monitoring the configuration and logistics support requirements of fleet units. These needs and requirements have been refined into the SCLISIS.

The SCLISIS is applicable to all ships of the active and reserve fleets (except certain exclusions of the SSBNs and nuclear propulsion systems). It covers the life cycle of the ship starting during construction.

SECNAVINST 4130.2 assigns responsibility to NAVSEA for maintenance and control of ship's configuration data, including related platforms, systems, and equipment.

For detailed instruction on the SCLISIS refer to NAVSEA 909-700.

## **INTEGRATED LOGISTICS OVERHAUL**

An ILO is conducted concurrently with the maintenance overhaul. The primary objective of the ILO is to make sure the ship's true configuration is supported both in logistics support documentation and by material provided to the ship at the end of an overhaul. Responsibilities assigned to activities included in the ILO process are discussed in detail in the ILO *Policy and Procedures Manual* published by NAVSEA.

During an overhaul, configuration changes that occur on board the ship must be reported to the ILO team. The ILO team documents the changes and reports them upline. Configuration data is then sent to the naval supervising activity (NSA), which is an interface between the ILO team and the configuration data manager (CDM). The CDM reviews the data and submits the information to the SPCC. The SPCC processes the data into the SCLISIS data base and the WSF. Once the SCLISIS data base and WSF have been updated, the data is provided to the ILO site to update their files by manual or automated means.

### **Responsibilities During ILO**

The ship's ILO team has certain responsibilities to make sure all documentation is

accurate and submitted to the necessary activities. The ILO team will serve as a focal point for tracking receipt of all configuration changes applicable during the overhaul. This includes all configuration changes made or that occurred during overhaul and will be documented by the ILO team and furnished to the NSA.

### **COSAL Maintenance Documentation**

During an overhaul, various activities assist the ship in documenting configuration changes into a COSAL. To make sure the accurate and timely documentation of all configuration changes is made, the ship must work closely with the ILO team, the NSA, and the SPCC. The responsibilities of each are defined in this section and all personnel should become familiar with those responsibilities; for example, once an equipment or component is installed on board, what events occur as a result and who is responsible for each evolution. Whenever possible, specific responsibilities are presented in the sequence in which they take place.

During an overhaul each ship is responsible for reporting all configuration modifications, additions, or deletions made by ship's force, tender, repair ship, or intermediate maintenance activity (IMA). It must be understood that the NSA has the responsibility for documenting configuration changes that take place as part of the shipyard overhaul effort. The NSA assumes responsibility for changes made outside of the overhaul effort (ship's force, tender, repair ship, or shore intermediate maintenance activity [SIMA]) if the ship documents and reports those changes to the NSA.

The "hands on" technician is most aware of the equipment changes that are being done in the work center. Figure 2-16 shows what kind of changes, actions, and who is responsible for updating the COSAL.

Individuals responsible for certain actions in processing changes are shown below. Normally, the first action is taken by the technician.

The technician responsible for the maintenance of the equipment initiates the configuration change report (CCR) and forwards it to the work center supervisor.

The work center supervisor validates the equipment change, reviews the CCR for accuracy and completeness, and forwards it to the division officer and department head.

The division officer and department head satisfy themselves as to the accuracy and

<u>Activity Conducting Change</u>	<u>Type Change</u>	<u>Required Action</u>	<u>Reporting Responsibility</u>
Ship's Force	All Changes/ Mods SHIP- ALTS/ORDALTS	CCR	Ship
Tender (AD/AS)	All Changes/ Mods Adds/ Deletes	CCR	Ship
SIMA	All Changes/ Mods Adds/ Deletes	CCR	Ship
Repair Ship (AR)	All Changes/ Mods Adds/ Deletes	CCR	Ship

Figure 2-16.—Changes, actions, and who is responsible for updating COSAL.

completeness of the CCR, retain a file copy, and forward the CCR promptly to the supply support center supervisor.

The supply support center supervisor equipment validates the CCR, checks all data for

accuracy and completeness, and forwards the CCR to the supply officer.

The supply officer assigns a CCR number and forwards the CCR to the NSA. See figure 2-17.

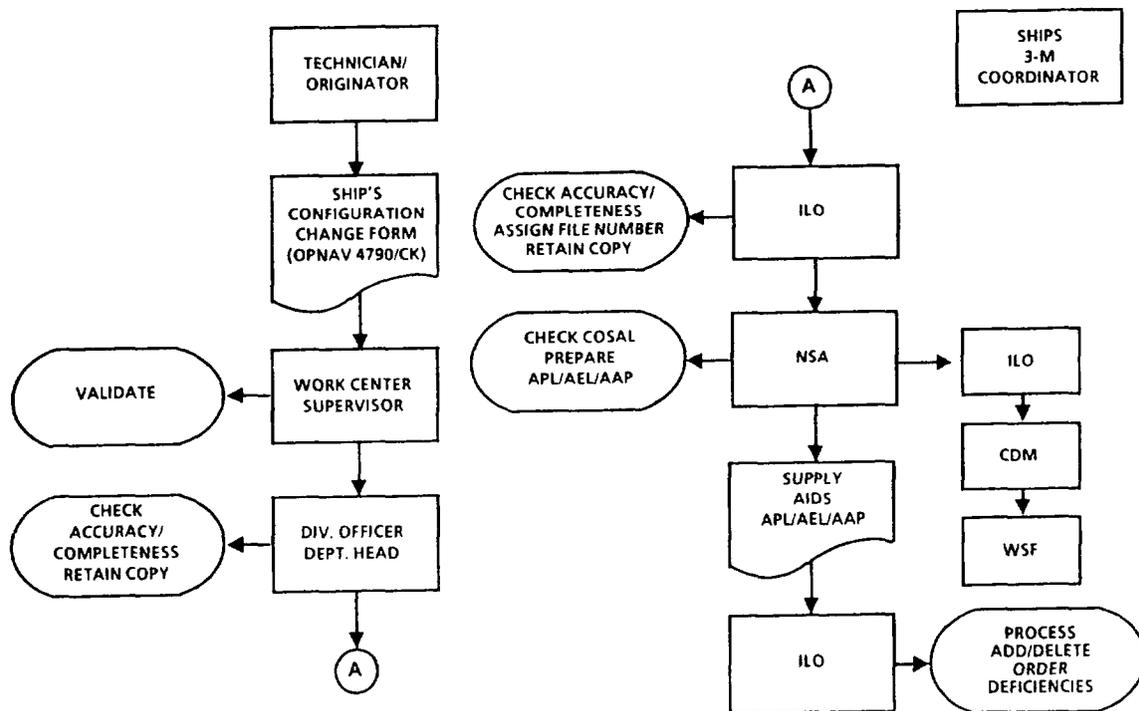


Figure 2-17.—Logic diagram for processing a configuration change report.

## **COSAL Review**

A final review should be conducted before completion of the overhaul period. This review will encompass all changes effected during the overhaul. All necessary documents; for example, shipyard job orders for equipment installation or removal, records of documentation submission by allowance design to ILO team, COSAL Indexes, ISL, and SOAPL to confirm processing, should be available to permit an item-by-item review.

The time required for the review will vary depending on the care exercised in maintaining records and the follow-up effort by the ILO team leader and ship's personnel. Before the review, the ship's representatives will be fully apprised of the purpose of the review and the necessity for them to be fully aware of the ship's equipment configuration, including all equipment changes effected.

Upon successful completion of the review, the ship's supply officer, weapons officer, electronics maintenance officer, and ship's engineer officer should have a realistic picture of equipment support available upon departure from the shipyard. When the summary listing of component changes (SLCC) is received, the ship will validate that all changes were processed and necessary action taken to add or delete support.

## **Postoverhaul Period**

The completion of the supply and maintenance overhaul signals the start of the ship's operating cycle. With the transfer of records from the ILO team and NSA to the ship, an absolute requirement is placed upon the ship to perform the following actions:

- Verification of the SLCC against actual onboard components. During the overhaul period, the NSA identified on a summary list of component/equipage changes (SLCC/SLEC) equipment changes taken place as a result of the shipyard overhaul effort and changes accomplished by ship's force or IMA as reported by the ship. Within 30 days after leaving the yard, ship's personnel must compare the SLCC with the equipment/components actually installed. Any discrepancies discovered between the SLCC and installed equipment must be reported to the SPCC. Unless informed otherwise, the SPCC will accept as fact those changes appearing on the SLCC, update the WSF, and provide the revised COSAL Indexes. Upon receipt of the revised

COSAL Indexes, supply personnel compare them against the old Indexes and SLCC/SLEC for completeness. Any errors in the revised COSAL Indexes must be reported to the SPCC so the WSF can be corrected. Once the comparison is complete, the revised COSAL Indexes are to be used and updated as configuration changes occur.

During the supply overhaul, the ILO team takes repair part support action based upon equipment changes reported on the SLCC. Therefore, after completion of the overhaul, if any errors are detected on the SLCC, the ship's supply officer must take the appropriate repair part support action.

- Verification of the SLCC against the COSAL. Upon completion of the validation between the SLCC and actual installed equipment, the SLCC will be compared with the COSAL to make sure all changes are repeated in the COSAL Indexes and copies of the APLs, AELs, and allowance appendix pages (AAPs) are filed in part H. When these actions have completed, the SLCC will be filed in the ship's COSAL, part I.

- ILO final letter. After the maintenance overhaul is completed and the SLCC has been received from the alteration activity (NAVSHIPYD or SUPSHIPOS) and verified, the ILO team leader sends a final report to the ship. The report reviews supply overhaul accomplishments, including financial and statistical data, and outlines postoverhaul tasks to be completed by the ship.

The actions required by the final letter will vary from ship to ship. Therefore, it is imperative that special attention be given to your ship's final letter to make sure all action items are completed. The final supplemental package received with the final letter will be processed using the postoverhaul ISL.

## **ILO Team Input to Postoverhaul ISL**

At the end of the supply overhaul, the ILO team will provide the Naval Supply Center, Oakland, with all necessary data to update the ISL record to reflect the latest support requirements. The supply availability control sheet will be used as the letter of transmittal for all such changes and will be clearly identified as applicable to the postoverhaul ISL only.

**INTEGRATED STOCK LIST.**— The ISL is an integrated stock list, in NIIN sequence, of the combined SNSLs (section A only) of the electronic, hull, mechanical, electrical, and ordnance segments of the COSAL, updated to support the changes made in configuration during the overhaul and to reflect additional support justified by the ship's own demand data. The ISL is, in effect, the postoverhaul SNSL and should be treated as the primary allowance list. A maximum of nine APL applications will be listed in the ISL for each NSN. However, every APL number supported by repair parts in the ISL is listed in the ISL summary of effective APLs. When additional configuration changes occur after the input cutoff date for the ISL, the ILO team will forward the changes to the Naval Supply Center, Puget Sound, at the end of the overhaul.

**UPDATING THE ISL AT END OF SUPPLY OVERHAUL.**— The Naval Supply Center, Puget Sound, will retain the magnetic tape record used to produce the ISL and will receive and process input from the ILO team for changes in requirements occurring after development of the ILO package. If supplemental data has not been received 60 days after the end of overhaul, the Naval Supply Center, Puget Sound, will request the activities, as applicable, to advise if changes will be forthcoming. If there are no changes, the ISL provided in the ILO package will reflect the latest support requirements. If changes have occurred and were reported, the Naval Supply Center, Puget Sound, will print a postoverhaul ISL and provide two copies to the ship and one copy to the applicable ILO team.

### **SHIPYARD AVAILABILITY PERIOD THAT DOES NOT INCLUDE AN ILO**

This section defines the responsibilities and procedures for updating the COSAL during various availability periods when an allowance branch of an NSA assists the ship to meet its responsibilities. These availabilities include but are not limited to the following:

- RAV—Restricted Availability
- TAV—Technical Availability
- FOA—Fitting Out Availability
- PSA—Post Shakedown Availability
- SRA—Selected Restricted Availability

If an NSA is not involved in a ship's availability period, the procedures for updating the COSAL are the same as the ship's operating cycle. For example, during a tender/SIMA availability, access to an NSA is not available or deemed necessary because the number of equipment/component changes made by a tender or SIMA is usually small. Therefore, the ship's operating cycle procedures are used.

If an NSA is involved in an availability period such as a selected restricted availability, the NSA assists the ship in basically the same manner as the overhaul procedures. The NSA provides assistance and performs certain functions such as documenting configuration changes on an SLCC, identifying APLs for equipment, and providing copies of APLs to update the COSAL.

The one exception is that during an availability period an ILO is not normally conducted and, therefore, the ILO team is not updating the COSAL. In this case, the aids to update the COSAL are sent to the ship and the supply officer must determine allowance changes, order deficiencies, and update the retained portions of the COSAL not held by the NSA.

Specific responsibilities and procedures to be used during an availability period without a concurrent ILO are now discussed.

### **Start of Availability**

Upon arrival and on request by the NSA, the ship provides the Design and Allowance Branch a copy of part I and part II of the COSAL. This copy includes any SLCC/SLEC not superseded by a revised COSAL Index from the SPCC. The SOAPL and section A and B Indexes show all changes since the documents were published. The ship reflects the current APL/AEL/AAP allowance lists that apply to the ship's configuration.

### **Naval Supervising Activity**

The NSA uses the copy of the COSAL provided by the ship to verify all configuration changes reported by the ship, contractors, and shipyard. The NSA validates and documents all configuration changes as they occur.

### **Configuration Change Documentation**

During the shipyard availability, the NSA allowance section serves as the focal point for

receiving information on all configuration changes applicable to a ship during that period.

### Ship's Responsibilities

During the availability, the ship initiates COSAL configuration change reports for the following conditions:

- Adds. Actual equipment/components added or modified by ship's force, tender, or IMA.
- Deletes. Actual equipment/components added or deleted by ship's force, tender, or IMA.
- Other. Equipment support suspected of being wrong or deficient is reported in the same manner as an add or delete.

Each ship should maintain configuration change records per ship's instruction covering COSAL maintenance and SPCCINST 4441.170.

The hands on technician is most aware of the equipment changes that are being done in the work center. Figure 2-16 lists some of the types of activities making changes, types of changes, actions required, and reporting responsibilities. See figure 2-17 for routing of configuration change reports.

The NSA validates and documents configuration changes as they occur. Reference SPCCINST 4441.170 to obtain procedures used for developing and processing configuration change documentation.

### Supply Support Process

The NSA's basic responsibility during a shipyard availability period that does not include a supply overhaul is to initiate the supply support process. For each configuration add, the allowed repair parts are identified on the appropriate APL/AEL/AAP and a Supply Availability Card, NAVSUP Form 1109, is provided for each. Only those repair parts that fall within the maintenance capability of the ship are included. The NSA allowance section prepares a drawing request and transmittal form to forward actual configuration changes.

### Supply Support Process—Ship

Configuration changes received from the NSA should be signed and accounted for by the ship

in the manner prescribed in the ship's instruction covering COSAL maintenance.

### CONFIGURATION CHANGE PROCESS.—

The ship validates all configuration changes and reports discrepancies in APLs or repair parts support to the NSA allowance section. During the availability, all configuration changes are processed according to the ship's operating cycle COSAL updating procedures.

### IDENTIFICATION OF ALLOWANCE DEFICIENCIES.—

As noted above, the NSA identifies allowed repair parts to the appropriate APL/AEL/AAP and provides a NAVSUP Form 1109 as a supply aid for each allowed item. Receipt of a NAVSUP Form 1109 does not automatically increase the storeroom allowance of a repair part. Supply personnel determine deficiencies as follows:

Compare the NAVSUP Form 1109 card with the current SNSL/ISL/SRB, as applicable.

- If the item on the NAVSUP Form 1109 is not listed on the SNSL/ISL or in the SRB (that is, the item is not previously allowed), enter it on the SNSL/ISL, prepare a NAVSUP Form 1114, and order the full quantity allowed on the new APL.

- If the item is listed on the SNSL/ISL/SRB in less than the allowed quantity on the NAVSUP Form 1109, it is a "depth" add. Add the difference to the SNSL/ISL, adjust the NAVSUP Form 1114 to reflect the new higher allowance, and order the difference between the old allowance and the new allowance under the NAVSEA COSAL allotment. If the on-hand and on-order quantity exceeds the old allowance quantity, order the difference between the on-hand and on-order quantity and the new allowance.

- If the SNSL/ISL quantity is equal to or greater than the quantity on the NAVSUP Form 1109, add the new APL number to the SNSL/ISL. No other action is required.

The general rule is that the allowance quantity shown on the interim APL is not additive to any existing allowance. The allowance quantity will be either the quantity shown on the interim APL or the previous allowed quantity, whichever is higher. An exception to the rule is a PMR item that is identified by a P in the All Item column

of the interim APL. The allowed quantity shown on the interim APL for a PMR item is additive to any existing allowance in the SNSL/ISL.

**SUMMARY LIST OF COMPONENT/EQUIPMENT CHANGES.**— During the last month of the availability, but no later than end of availability (EOA) minus 10 working days, the NSA consolidates all configuration changes processed to date into a master SLCC and SLEC. No later than EOA, two copies of the master SLCC and SLEC are delivered to the ship. The SLCC/SLEC is always typed. It is formatted in service application sequence for hull, mechanical, electrical, ordnance, and electronics (HMEO&E). This document serves as a supplement to the ship's COSAL Index.

**SLCC/SLEC REVISED PAGES.**— Since additional configuration changes may be identified for various reasons by the NSA after the SLCC/SLEC printing, a method of documenting these changes and updating the SLCC/SLEC is required. The NSA is responsible for forwarding the revised pages to the holders of the SLCC/SLEC with all necessary associated data (AAP, APL, and NAVSUP Form 1109 cards) to the ship.

During availabilities various activities are involved in maintenance of the COSAL. However, the ship is ultimately responsible for the accuracy of the COSAL. Refer to chapter 5 of the *COSAL Use and Maintenance Manual*, SPCC-INST 4441.170, for a complete description of COSAL maintenance procedures used during shipyard availability periods that do not include an ILO.



## CHAPTER 3

# FUNDING AND ACCOUNTING

Your ship must spend the money made available to it in the most effective way. The supply officer is normally assigned primary responsibility for seeing that this is accomplished. This money is in the form of an operating target (OPTAR) assigned by your type commander. This is not actual cash, but an authorization to cite the appropriate fleet or type commander's operating budget. To properly account for these funds, you must follow the regulations given in *Financial Management of Resources*, NAVSO P-3013.

### FUNDING

Each year the President asks Congress to appropriate money for the operation of the Department of Defense. The amount asked for, determined by the analysis and projection of defense requirements over the next 5 years, is referred to as the Five Year Defense Program (FYDP). The Navy Cost Information System classifies each activity or unit identified with a unit identification code (UIC) to an FYDP or a specific budget activity within an FYDP and (with a few exceptions) to a specific program element. Therefore, with the exception of military personnel costs, the operation of each activity, ship, squadron, or other operating unit will be funded entirely from the appropriation subhead applicable to the individual activity's program classification. The appropriation 17\_\_1804, Operation and Maintenance, Navy (O&MN), has subheads that align with the FYDP.

Most of the operating forces of the Navy fall into one of the following FYDP programs:

- Program 1 - Strategic Forces
- Program 2 - General-Purpose Forces
- Program 3 - Intelligence and Communications

Reserve Forces operations are funded by the O&MN reserve appropriation in one of the following budget activities of the FYDP:

- Budget Activity 1 - Mission Forces
- Budget Activity 2 - Depot Maintenance
- Budget Activity 3 - Other Support

Of the three, only some of the Budget Activity 1, Mission Forces, are accounted for under *Financial Management of Resources: Operating Procedures (Operating Forces)*, NAVSO P-3013-2.

Funding in today's military is presently getting tighter each new year. Congress is cutting money allotted for military spending. This, in turn, means that each activity, ship, or squadron will get fewer dollars allotted to its OPTAR. As money managers, you will have to spend your budgets more judiciously and develop more cost-effective plans to support your commands.

### FLOW OF FUNDS

Management at the Department of Defense level requires the measuring of performance against plans for given programs and functions. Therefore, resources (funds) are identified, budgeted, and accounted for in terms of FYDP programs or budget activities. Operating resources identified by subhead are allocated by the Chief of Naval Operations (CNO) to the major claimants; that is, the Commanders in Chief, Atlantic and Pacific Fleets. The fleet commanders issue expense limitations by subhead to type commanders who, in turn, issue operating budgets to shore (field) activities designated as responsibility centers. Type and fleet commanders also issue operating budgets to themselves as responsibility centers for centrally managed programs such as ship overhauls, the expenses of

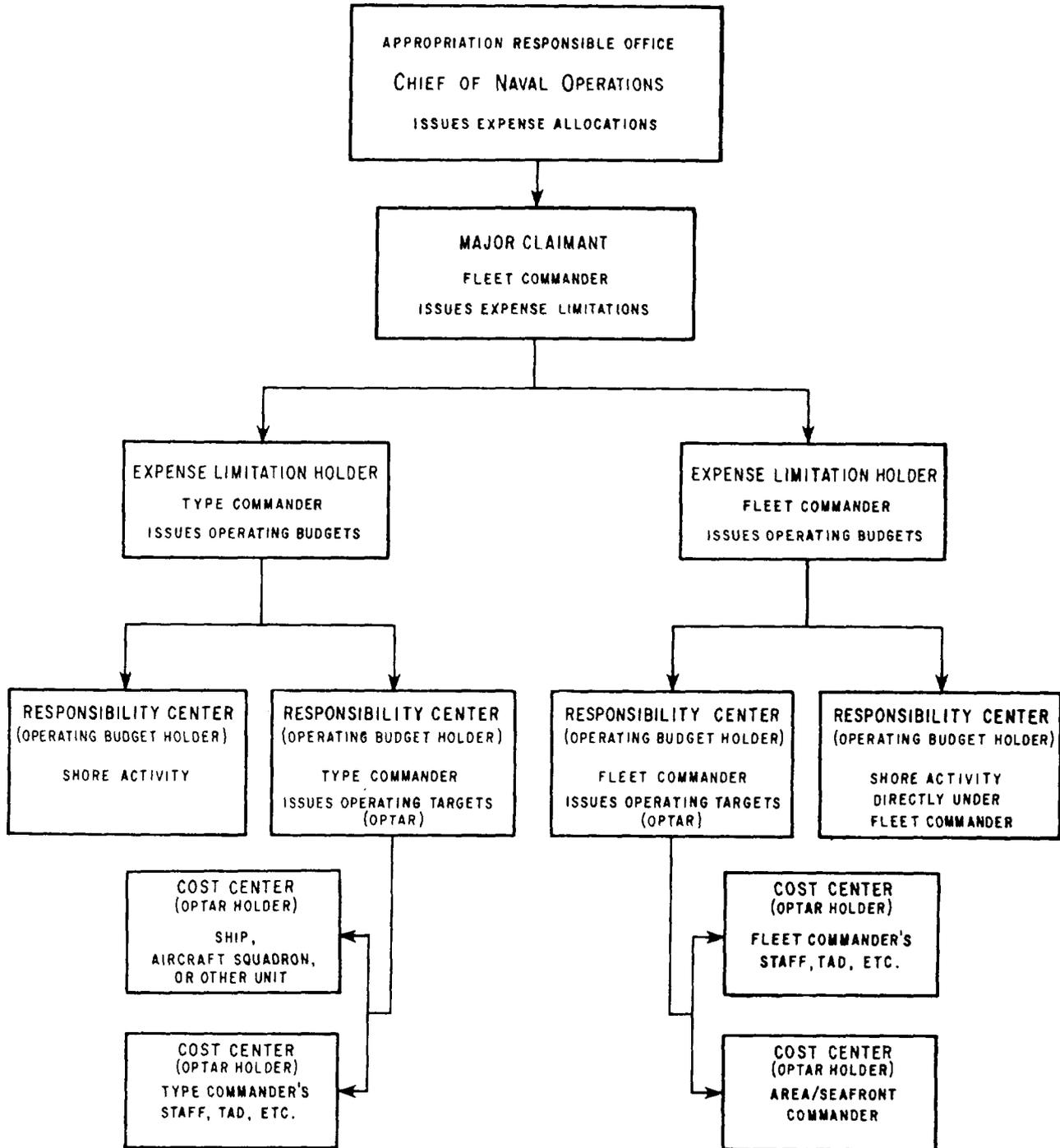


Figure 3-1.—Fund flow for operation and maintenance.

their own staffs, and the expenses of their assigned ships, squadrons, and other units. (See fig. 3-1.)

#### FUND IDENTIFICATION

To better identify and understand the application of funds, you must be familiar with the terms used in the process of funding.

#### Appropriation Symbol

An appropriation symbol consists of a seven-character number identifying the government agency responsible for administering the appropriation, fiscal year, and the specific appropriation. In the appropriation symbol

1721804, the 17 refers to the Department of Navy, the 2 refers to the fiscal year 1992, and the 1804 refers to the type of appropriation—O&MN in this case.

**Subhead Symbol**

The four-character subhead symbol for the O&MN appropriation identifies the major claimant and major program of the FYDP. The first two characters are the last two characters of the major claimant's UIC. The third character is the major program of the FYDP or budget activity. The fourth character is a zero at the major claimant (fleet) level. For example, in subhead symbol (17xxxxx.)6020, the 60 refers to the major claimant's last two characters of the UIC (COMNAVLANTFLT), the 2 refers to the number of FYDP (General-Purpose Forces), and the 0 refers to fleet level.

**Expense Limitation**

An expense limitation will cite the same subhead from which issued except that the fourth character of the four-character symbol will be a significant alphabetic or numeric character assigned by the major claimant to identify the expense limitation holder. Expense limitations are issued on a Resource Authorization, NAV-COMPT Form 2168-1. In the subhead symbol 602E, the first three characters mean the same as explained in the Subhead Symbol section just covered; however, the E in the fourth character identifies the expense limitation holder, or Commander, Naval Air Force, U.S. Atlantic Fleet in this case.

**Operating Budget**

Operating budgets are issued from expense limitations to responsibility centers on a resource

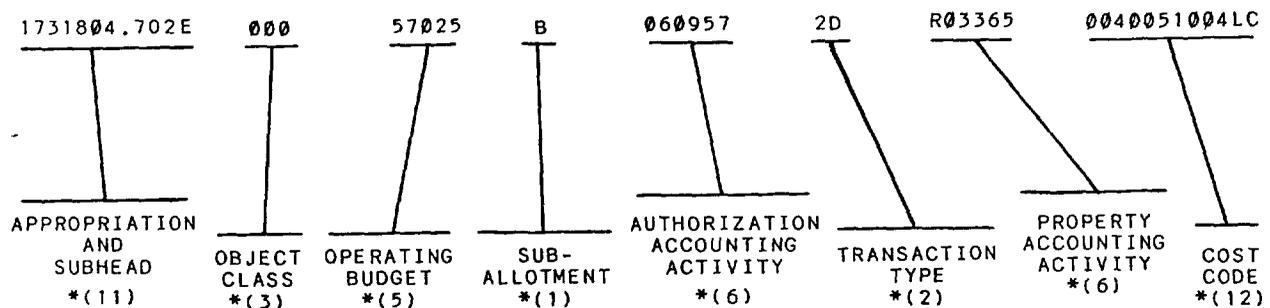
authorization and are designated by the UIC of the responsibility center. Fleet and type commanders issue operating budgets to themselves for centrally managed programs and for their subordinate cost centers (units). When more than one operating budget is issued to a responsibility center from the same expense limitation, the operating budgets are distinguished by appending a one-character alphabetic or numeric suffix (for example, 57014R) to the operating budget number. To simplify the identification of the specific operating budget chargeable on each requisition or other financial document, two-character fund codes are established by the Office of the Comptroller of the Navy. Fund codes used by the Operating Forces are contained in appendix II of NAVSO P-3013-2.

**Operating Target**

Operating budget holders will establish OPTARs as required to separately identify costs and to permit command and management to follow the same channels. OPTARs will not be issued for other operating targets, but will be issued direct from an operating budget by the operating budget holder down through one or more levels in the command structure. OPTARs are not designated with a distinguishing identification number. The combination of the applicable fiscal year service designator (R for Pacific Fleet units and V for Atlantic Fleet units), UIC of the OPTAR holder, and the fund code applicable to the operating budget provides the complete accounting classification. (See fig. 3-2.)

**Reimbursable Orders**

A reimbursable order is a request for work or services to be performed on a reimbursable basis



\*REQUIRED NUMBER OF DIGITS FOR EACH DATA ELEMENT

Figure 3-2.—Format of accounting data.

by one responsibility center for another center or another government department or a nonfederal requester. The receipt and acceptance of a reimbursable order for performance by a fleet responsibility center has the effect of automatically increasing the amount of the operating budget. Each reimbursable order accepted requires special identification coding (as prescribed in paragraph 4406 of NAVSO P-3013-2) to make sure costs accumulate properly. When the actual performance of the work is required of subordinate commands, reimbursable OPTARs will be granted under paragraph 4200 of NAVSO P-3013-2.

### **Expense Elements**

Expense elements have been established by the Department of Defense to classify expenses for cost accounting and reporting purposes. For the Operating Forces the expense elements have been further tailored by the Navy to provide management controls and alignment to funding patterns. Besides identifying accounting classifications, the Navywide assigned fund codes further identify specific Navy expense elements and, in many cases, special subdivisions of Navy expense elements. Navy expense elements and special subdivisions are used by the Operating Forces Fleet Accounting System which provides a cross-reference of the expense elements and special subdivisions to the Navywide fund codes. This cross-reference is provided in table XII of appendix II in the NAVSO P-3013-2.

### **FLEET COMMANDER/TYPE COMMANDER**

The fleet commanders (FLTCOMs) are the major claimants of budget funds received from the CNO. These funds are received as expense allocations.

The FLTCOMs receive their expense allocations in separate subheads. Those expense elements and major categories that can best be administered at the FLTCOM level are also maintained there. The others are distributed to the type commanders (TYCOMs) under the control of the FLTCOM in the form of expense limitations.

The TYCOMs' expense limitations are handled in much the same way as the FLTCOM allocations. The TYCOM maintains administrative control of those expense elements that are best maintained at TYCOM level. The remaining

funds are distributed to the fleet units, aircraft squadrons, or other units under the TYCOM, in the form of OPTARs.

### **Fleet Commander Centrally Controlled Programs**

Under the Department of Defense Resource Management Systems concept, resources are administered at the command level where resource tradeoff decisions can best be made. Therefore, within the Operating Forces, resources for certain expense elements are retained by the FLTCOM or TYCOM.

Consequently, cost associated with these expense elements incurred by subordinate units are not chargeable to the individual unit's OPTAR. The following expense elements are currently centrally controlled by the FLTCOM:

- Fuel for ships
- Ship overhaul
- Ship restricted and technical availabilities
- Ship utilities
- Minor construction projects
- NATO expenses (Atlantic Fleet only)
- Public affairs (external)
- Real property maintenance

Operating force units will be authorized, if applicable, to cite the FLTCOM's operating budget for these expense elements per directives issued by the FLTCOMs.

### **Type Commander Centrally Controlled Programs**

In addition to the FLTCOM's centrally controlled expense elements, TYCOMs retain control of funds for the following:

- Military personnel services
- Temporary additional duty-travel of personnel (except specifically authorized fleet aviation OPTARs and OPTARs of the mobile

construction forces) and temporary shore patrol expenses

- Home-port travel entitlement
- Transportation of things (TOT)

In the case of temporary additional duty-travel of personnel, and home-port travel entitlement, operating force units will be authorized to write the orders. You will then cite the TYCOM's operating budget by following instructions issued by the TYCOM. The UIC of the individual ship (or other unit) to which the traveler is assigned will normally be the issuing activity used to construct the standard document number. The standard document number may be divided into the following fields:

<u>R03364</u>	<u>91</u>	<u>TO</u>	<u>12345</u>
UIC	FY	Document Type Code	Serial Number

Military personnel expense accounting is based upon military personnel costs at standard rates as reported by the Central Operating Activity (Chief of Naval Personnel).

### **OPTAR-FUNDED EXPENSES**

Requirements for expense elements or subdivisions of expense elements that are not centrally controlled at the FLTCOM and TYCOM levels will be funded through OPTARs issued to subordinate operating units. The responsibility center that issues OPTARs will advise the operating units and appropriate fleet accounting office of the accounting classification, expense elements funded thereunder, and applicable fund codes.

### **NOTIFICATION OF OPERATING BUDGETS ISSUED**

Expense limitation holders authorized to grant responsibility center operating budgets will forward to the Navy Accounting and Finance Center, Central Operations Department, NCF-322, Washington, DC 20376, a report of operating budgets granted with a copy to the claimant. The report will be in letter format with a listing of the new Resource Authorization, NAVCOMPT Form 2168-1, issued listing any changes in the activity

performing the accounting and reporting for the operating budget holder. The listing will contain all the accounting data of the operating budget holder. This letter will be prepared weekly to report any changes. Negative reports will not be required. NCF-322 will compile a listing from information received of current responsibility center operating budgets that will be transmitted to the finance centers. The finance centers will use this listing to make sure of the compatibility of operating budget numbers and the accounting activity UIC on various reports. This listing will also enable the major claimant or subclaimant to make sure of the receipt of all Trial Balance Reports, NAVCOMPT Forms 2199.

### **NOTIFICATION OF OPERATING TARGETS ISSUED**

Each operating budget holder establishing OPTARs under these procedures will prepare quarterly, as of the 16th day of the 1st month of the quarter, a comprehensive list of all OPTARs granted showing the UIC of each unit and amount of the cumulative authorization. Lists will be forwarded by unclassified speedletter, naval message, or other media or method coordinated with the applicable fleet accounting office to reach the applicable accounting office not later than the 20th day of the 1st month of each quarter. Any additions or deletions during the quarter will be reported as they occur by either speedletter or message, showing the UIC and each operating budget that the unit is eligible to cite.

### **OPERATING TARGET ACCOUNTING**

The term *operating target* is generally defined as an estimate of the amount of money that will be required by an operating unit to perform tasks and functions assigned.

The FLTCOMs receive funds in the form of an OPTAR from the CNO. The FLTCOMs will issue funds to themselves and to their respective TYCOMs in the form of expense limitations. The TYCOMs, in turn, issue OPTARs to shore activities and, from OPTARs issued to themselves, issue OPTARs for staff operations, ships, aviation squadrons, staffs, and other operating units.

## **ACCOUNTING AND REPORTING RESPONSIBILITIES**

The OPTAR accounting and reporting procedures are contained in the NAVSO P-3013-2, categorized by the types of funding or funding levels. The intent of these procedures is to make sure the accounting and reporting performed by the Operating Forces will require only the minimum of effort and complexity necessary to meet the requirements of higher authority.

All funds are accounted for over a full 3-year cycle. This 3-year period consists of the current fiscal year (from October through September) and the 2 previous years. The year before the current fiscal or OPTAR year is called prior year 1 and the year before prior year 1 is known as prior year 2. Although full OPTAR and appropriation fund accounting is done over this 3-year period, the frequency and extent of operating force OPTAR holder involvement become less in the latter part of this 3-year time frame. Generally, the operating force OPTAR holders receive and process OPTAR holder listings monthly for the first 2 years and quarterly thereafter. The financial reports (listings) sent to OPTAR holders are explained later in this chapter.

### **Type Commander**

The TYCOM, as the expense limitation holder, is legally liable for the proper expenditure of funds granted to them by higher authority. The two principal legal statutes that are involved are as follows:

31 U.S. CODE 1517—Deals with irregularities in funds administration and states that when operating budgets (TYCOM level) are overobligated, the individual personally responsible for the violation should be identified and, if warranted, punished.

31 U.S. CODE 1301—A violation of this statute occurs when funds are spent on items other than those for which the funds were appropriated. When this violation occurs, the financial records must be corrected and that can or may result in violation of U.S. Code 1517.

Additional TYCOM responsibilities in administering funds include equitably evaluating requirements and distribution of funds responsibly and, also, effectively monitoring the management of funds within the type command

and developing justification to support request to the FLTCOM for additional funds.

### **Immediate Unit Commander**

Group and squadron commanders are responsible to TYCOMs for the proper management of funds granted for support of their own staffs. They are also responsible for the proper management and expenditure of funds granted by TYCOMs directly to ships and units under their command. So, the commanding officers must be aware of their units requirements and management effectiveness. The commanding officers must make sure of consistent application of published policy and procedures for financial management of funds and policy. The commanding officers are to take action as necessary to keep the TYCOMs fully informed about the readiness of the ships and units as affected by funding policies and grants.

### **Commanding Officers**

Commanding officers are responsible for the proper use of funds allocated to their ships or units. Proper use of funds requires that expenditures be made consistent with the objective of maximum readiness of their ships or units. Commanding officers must make sure funding policies and procedures are implemented per TYCOM instructions and any related directives. If the commanding officers detect any deviation from established policies, it should be corrected and adequately reviewed to make sure no potential fraud, waste, or abuse of government funds or material has occurred. Also, overobligation of funds granted by TYCOMs is not permitted except where authorized by TYCOM instructions.

In carrying out his or her responsibilities for sound financial management, the commanding officer will make sure the ship or unit has a sound annual financial management plan. He or she will review the monthly reports and make sure there is no needless abuse or waste of ship's money.

### **Department Heads**

As the commanding officer's senior managers, department heads are key elements in the development and execution of the command financial management plan. Constant vigilance is

mandatory to make sure command policy and responsible fiscal decisions are made. In carrying out their responsibilities for sound financial management, department heads must do the following:

- Help develop the budget to make sure resource requirements for their respective areas of responsibility are identified and incorporated in the command plan.
- Monitor department expenditures.
- Make sure obligation validations are conducted on a monthly basis on their requisitions.
- Turn in any excessive material to the supply department.

### **Supply Officer**

The supply officer is responsible to the commanding officer for the proper performance and administration of financial management responsibilities. The supply officer must make sure funds are properly managed, used, and accounted for on a daily basis. He or she accomplishes this by acquiring a thorough understanding of TYCOM financial management policy. The supply officer has to effectively communicate this policy to the commanding officer and department heads and to closely monitor execution within the budget plan.

**OBLIGATION PRIORITIES.**— As the leading petty officer or chief, you should assist the supply officer in setting up the obligation priorities for your OPTAR funds. You must decide what material is to be ordered and in what order. You must obligate material in the following order:

- Medical/dental supplies and services
- Damage control
- Lifesaving, personnel safety, and fire-fighting material
- Repair parts and consumables for direct turnover (DTO)
- Replenishment of your stock

These items are just part of the obligation of funds that you must order. Your priority list can be

endless. It depends on the needs of your activity or unit.

### **PHASED REPLACEMENT PROGRAMS.**—

Various items on board ships have limited service life. Generally, these items are in constant use and have predictable wear, destruction, or loss patterns. Piecemeal replacement will usually lead to wasteful expenditure of funds, shortage of gear, and lack of financial control. By establishing a Phased Replacement Program, you will make sure of better availability and financial control over expenditures. Some examples of phased replacement items are mooring lines, life jackets, foul weather gear, galley equipment, fire hoses, mattresses and bedding, special clothing, and laborsaving tools and equipment.

Any item that has a limited service life and requires fairly frequent (1 to 3 years) replacement can be included in this program. The dollar impact of replacement on ship's OPTAR should be the governing factor in deciding whether this type of control is needed.

A well-run supply department will require each department head to submit a listing of equipment to be replaced yearly. There is a form (fig. 3-3) that each department head should fill out and submit with the department's annual budget to the supply officer. These forms can be used as a database to request any additional funds from your TYCOM.

### **Departmental Budget**

Departmental budgets are mandatory. Commanding officers should make sure the budget is used and adhered to. To achieve the proper effectiveness, an OPTAR budget system must place the responsibility for the priority of the expenditures squarely on the individual department heads. Each department head must have full knowledge of the budget so he or she can obligate his or her budget properly.

One way you can make sure each department gets a fair share of the funds is to do a percentage of what each had spent of the previous quarter's funds. Even so, expenditures will arise that are not planned. What this means is a department will occasionally be unable to operate within its allotted budget. This is why you should provide a contingency fund belonging to the commanding officer for these types of unexpected costs.

PHASED REPLACEMENT ITEM WORKSHEET

NOMENCLATURE \_\_\_\_\_

NSN \_\_\_\_\_

UNIT COST \_\_\_\_\_ EXPECTED SERVICE LIFE \_\_\_\_\_ YRS

ALTERNATE NSNs \_\_\_\_\_

\_\_\_\_\_

TOTAL ALLOWANCE/REQUIREMENT \_\_\_\_\_

ESTIMATED ANNUAL REPLACEMENT

TOTAL ALLOWANCE VALUE ÷ ESTIMATED SERVICE LIFE \_\_\_\_\_

\_\_\_\_\_

a. TOTAL ALLOWANCE QUANTITY \_\_\_\_\_

b. TOTAL ON BOARD \_\_\_\_\_

c. DEFICIENCY (a - b) \_\_\_\_\_

d. IN NEED OF IMMEDIATE REPLACEMENT \_\_\_\_\_

e. ADDITIONAL IN NEED OF REPLACEMENT  
DURING THE FISCAL YEAR \_\_\_\_\_

f. TOTAL REPLACEMENT REQUIREMENT FOR  
THIS FY (c + d + e) \_\_\_\_\_

g. REPLACEMENT SCHEDULE:

	TOTAL REQ.	1st Q	2nd Q	3rd Q	4th Q	SHORTFALL
QUANTITY (f)	_____	_____	_____	_____	_____	_____
EXT DOL VALUE	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
QUANTITY ORDERED	_____	_____	_____	_____	_____	_____
JULIAN DATE/REQN		____/____	____/____	____/____	____/____	____/____

Figure 3-3.—Phased replacement item worksheet.

**OPTAR ACCOUNTING**

Procedures for the accounting of ships' OPTARs are discussed in *Storekeeper 3 & 2*, NAVEDTRA 10269-K1, and are explained in detail in the NAVSO P-3013-2. Both of these publications are important background references for the First Class or Chief Storekeepers. Senior Storekeepers must have additional accounting knowledge of Navy funds.

**General Funding and Accounting System**

Each TYCOM will issue an operating budget from the applicable FYDP expense limitation to finance the operations, maintenance, administrative, and temporary additional duty-travel requirements of staff and units assigned. Auditable records will be maintained that show the amounts of transactions incurred and the

available balance of the operating budget, including the amount of each OPTAR granted. Additionally, budget submissions require the reporting of expenses incurred by expense and other designated elements. To accomplish these accounting and reporting requirements, each OPTAR holder should submit copies of chargeable requisitions (unfilled orders) as per paragraph 4106 of the NAVSO P-3013-2 to the designated fleet accounting office for reconciliation with corresponding expenditures. During the second monthly reconciliation process, unmatched expenditure documents for material or services below a dollar threshold established by the FLTCOM will be automatically recorded (threshold charged) to the OPTAR by the fleet accounting office as a difference. Above threshold unmatched expenditures for this same process period will be recorded to the OPTAR in a similar

manner. Expenditures applicable to reimbursable OPTARs are exceptions to the threshold concept and require reconciliation with corresponding unfilled orders in every case. Since the threshold charge procedure has the effect of reducing the OPTAR balances, threshold procedures are also applied to aged unfilled orders that allow for the reclamation of OPTAR funds. Therefore, upon receipt of the various transaction listings from the fleet accounting office, the OPTAR holder is required to validate and take specified action to make sure the maximum use is made of the OPTAR funds provided. The accuracy and the timeliness of OPTAR recordkeeping and reporting determine the accuracy and the timeliness of financial management information available to each successive level of command for management of available resources. See figure 3-4.

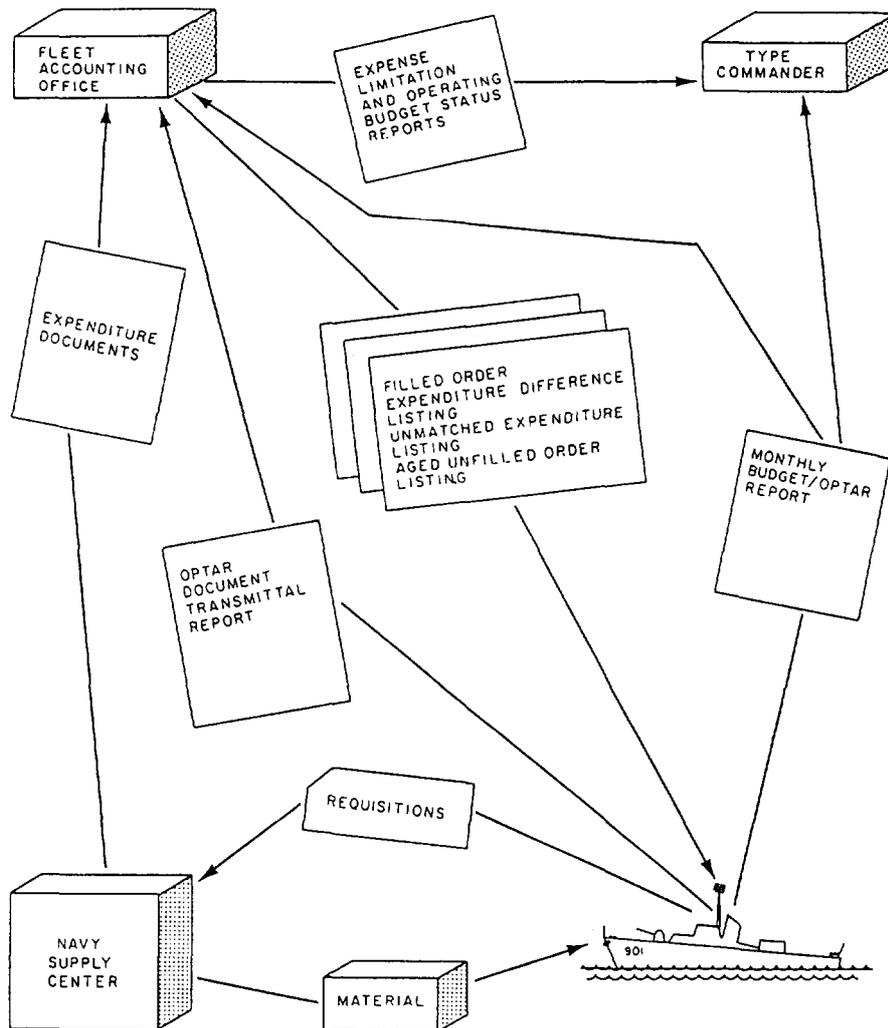


Figure 3-4.—Flow of accounting data.

**Citation of Fund Codes or Accounting Data on Requisitions**

A fund code will be cited on all requisitions to identify the chargeable operating budget and expense element. On each purchase document and on all other supply documents that require a complete line (nine data fields) of accounting data, the accounting data will be entered as prescribed in this paragraph. (Travel orders, work requests, and project orders are not considered as supply documents and should be prepared per paragraph 4403 of the NAVSO P-3013-2.) Each of the nine fields of a complete line of accounting data requires a specific number of elements to complete the field. When a data field does not contain sufficient digits to be completely filled, zeros will be entered preceding the first significant digit to complete the field. When a data field is not required, zeros will be entered to completely fill the field. Country codes are not considered one of the nine fields of a complete line of accounting data and the Country block should, therefore, be left blank. The only time that the Country block requires an entry is when you are deployed overseas and are conducting supply business with any one of the countries that you are visiting. The disbursing office assigns the country codes as per the *Navy Comptroller Manual*, volume 2.

A complete line of accounting data for material or service requisitions is broken down as follows:

1721804.602D 000 57015 0 060951 2D V58315 0011901234BC  
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

- (1) Appropriation (seven characters)
- (2) Subhead (four characters)
- (3) Object class (will be 000 unless the transaction affects the international balance of payment, three characters)
- (4) Bureau control number (UIC of operating budget holder, five characters)
- (5) Suballotment (operating budget suffix, one character)
- (6) UIC of authorization accounting activity (six characters)
- (7) Transaction-type code (cite 2D)
- (8) Property accounting activity (service designator code and UIC of requisitioner, six characters)
- (9) Cost code (consists of two zeros, Julian date [1190], serial number of requisition [1234], and applicable fund code [BC])

Fund codes and accounting classifications for use by the Operating Forces are contained in appendix II of the NAVSO P-3013-2.

**OPTAR ADVANCES AND AUGMENTATIONS**

Occasionally, costly unanticipated requirements may emerge as a result of emergency or unforeseen circumstances. When such requirements cannot be funded from within the assigned OPTAR, an advance or augmentation may be requested. Advances against the next quarter's OPTAR may be requested for annual office equipment lease requirements to take advantage of replenishment opportunities or to prepare for deployment. The fact that an advance was granted is not justification for an augmentation request in the next quarter. When an advance or augmentation is granted for a specific purpose, these funds should be obligated for that purpose only. OPTAR augmentations will not be granted to cover loss of material due to negligence or failure to exercise sound judgment in accountability and orderly replacement.

When requesting an advance or augmentation, you should process the latest Aged Unfilled Order Listing. Also, review all outstanding requisitions over 90 days old to purge any invalid requirements and hopefully to generate funds for reprogramming. You should submit cancellation requests for any invalid requisitions found.

**Supporting Documentation**

Requests for OPTAR augments or advances will be forwarded by mail with a copy to the immediate unit commander. Any urgent requests may be sent by message to the TYCOM via the immediate unit commander. When sending a request by message, you should use the format described in figure 3-5.

**Authorization for Augments and Advances**

When requesting an augmentation or an advance of funds, you will need to include additional information on your request for consumable (other) and repair parts to receive the required amount of funds.

**OTHER OPTAR.**— The below listed items are required to appear on your request:

- Number of augments or advances requested this fiscal year.

```

FROM:  USS NEVERSAIL
TO:    TYCOM
INFO:  CHAIN OF COMMAND
UNCLAS //N07300//
SUBJ:  OPTAR (REPAIR PARTS OR OTHER) AUGMENT/ADVANCE
A. TYCOM INSTRUCTION

```

Figure 3-5.—OPTAR message request for an augment or advance.

- Amount of funds requested.
- Funds assigned.
- Available balance at time of request.
- Date of last requisition validation; must be within last 30 days:
- Money value of confirmed cancellations as a result of last MOV.
- Total money value of confirmed cancellations as a result of MOV FYTD.
- A brief justification and description of basis for special authorization request. Indicate national stock numbers for any items with a high unit cost. Explain why normal OPTAR is inadequate and state the impact on operational readiness.

**REPAIR PARTS OPTAR.**— The majority of OPTAR advances and augments is usually repair part money. The information you have to provide is almost the same as for consumable money, with the following additional information.

- Certification that maintenance tasks requiring repair parts are within the ship's capability to accomplish
- Brief justification including a statement of the impact on maintenance and repair part

inventory levels that will result if the augmentation is granted

#### **FLEET ACCOUNTING AND DISBURSING CENTERS TRANSACTION LISTINGS**

To help in the proper accounting of fleet funds held by the individual OPTAR holders, the Fleet Accounting and Disbursing Centers (FAADCs), U.S. Atlantic Fleet and U.S. Pacific Fleet (FAADCLANT and FAADCPAC), periodically submit several transaction listings to the fleet units for review, validation, or correction. These FAADCs are more commonly known as fleet accounting offices.

#### **Transaction Listings Received From the Fleet Accounting Office**

The designated fleet accounting offices, as the authorization accounting activities, perform the official accounting for OPTARs granted to ships, aviation squadrons, and other commands as assigned. One part of the accounting process performed for each OPTAR holder is the matching of unfilled order documents transmitted by OPTAR holders with the corresponding expenditure documents received from supply activities. This reconciliation process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Copies of these listings are submitted to the OPTAR holder for review and processing. Copies of the listings, annotated with the action taken

or required, will be returned by the OPTAR holder to the fleet accounting office so that the official accounting records can be correctly maintained. These transaction listings and respective frequencies include the following:

- Aged Unfilled Order Listing (monthly for the 4th through the 15th month and quarterly thereafter)
- Unmatched Expenditure Listing (quarterly)
- Summary Filled Order/Expenditure/Difference Listing (monthly)
- Detail Filled Order/Expenditure Listing (monthly)

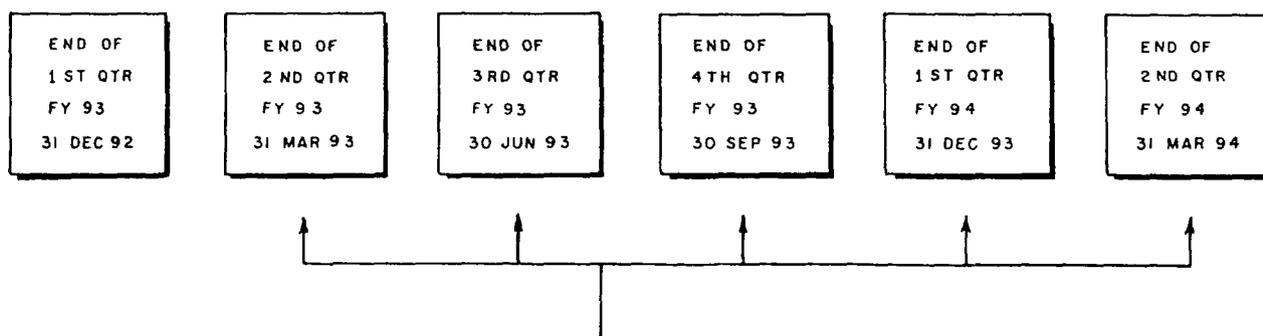
These listings, as applicable, will be submitted to the OPTAR holder and should be reviewed immediately upon receipt. Validation or correction action should be taken and returned under cover of the next OPTAR Document Transmittal Report, NAVCOMPT Form 2156, to the fleet accounting office. (NOTE: Except for reimbursable OPTAR temporary additional duty transactions and certain fleet command level funds, these listings are submitted each month for a 3-year period based on fiscal year appropriations.) Listings applicable to reimbursable OPTARs and other excepted funds or transactions are submitted for the 3-year life cycle of the appropriation.

The Detail Filled Order/Expenditure Listing is used for backup purposes only and is retained

by the fleet accounting office. The Unmatched Expenditure Listing is applicable only to certain OPTARs and transactions. Refer to figure 3-6 to see the distribution cycle for all transaction listings discussed in this section.

### Threshold Concept

Much time and effort are expended by the OPTAR holders and the fleet accounting offices in researching and verifying or correcting all transactions appearing in the various transaction listings. Due to sheer volume of transactions, significant processing delays by both parties have in the past resulted in unworkable backlogs of corrections to the official accounting records. Consequently, threshold procedures have been established to prevent undue time and effort being spent on small dollar transactions for operation and maintenance material and services. The threshold concept does not apply to reimbursable OPTARs. The level (dollar value) at which the threshold is established is a management choice of the FLTCOMs. Currently, the threshold is \$100 per order. Under this procedure when a "below threshold" category expenditure document (\$100 or less) does not match with a corresponding unfilled order document during the second monthly reconciliation process, the fleet accounting office is authorized to charge the OPTAR holder without achieving a match. Expenditure documents "above threshold" (greater than \$100) are charged to the OPTAR under similar procedures if they remain



NOTE: AGED UNFILLED ORDER LISTING IS NOT RECEIVED AT THE END OF THE FIRST QUARTER OF THE CURRENT FISCAL YEAR, BUT IS RECEIVED MONTHLY 4TH THROUGH 15TH MONTHS AND QUARTERLY THEREAFTER. THE SUMMARY FILLED ORDER/EXPENDITURE/DIFFERENCE LISTING IS RECEIVED MONTHLY, COMMENCING WITH THE FIRST MONTH OF THE CURRENT FISCAL YEAR AND CONTINUING THROUGH THE SECOND QUARTER OF THE NEXT FISCAL YEAR.

Figure 3-6.—Fleet accounting activity submission cycle.

unmatched during the second monthly reconciliation process. Such above and below threshold charged expenditures are reported to the operating target holder as part of the "differences" by the fleet accounting office on the Summary Filled Order/Expenditure/Difference Listing.

**Aged Unfilled Order Listing  
(Monthly for the 4th through 15th  
Month and Quarterly Thereafter)**

An Aged Unfilled Order Listing (fig. 3-7) will be forwarded monthly (except for the first quarter of the current fiscal year) for the total time frame prescribed by the fleet accounting office to the individual commands for each OPTAR held. An original and one copy will be provided all activities. The Aged Unfilled Order Listing lists all unfilled orders held in the fleet accounting office files over 120 days old that either have not matched with related expenditure documents or have not been canceled. Items appearing in this

list should still be outstanding in the OPTAR holder's outstanding requisition file. If the material or service has been received by the requisitioner, this indicates that either the fleet accounting office has not received the expenditure document, a number has been transposed prohibiting a match and has been directly threshold charged to the OPTAR as part of the total difference amount (reported to the OPTAR holder in the Summary Filled Order/Expenditure/Difference Listing), or the issuing activity has failed to forward an expenditure document. Items appearing on the Aged Unfilled Order Listing meet the following criteria:

- The unfilled order documents were received by the fleet accounting office 4 or more months (approximately 120 days) before the preparation date of the listing.
- The unfilled orders have not been canceled.

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-3 OF NAVSO P3013.													
RPT SYM		AGED UNFILLED ORDER LISTING FOR MARCH 1993										PAGE 1	
FY 80 EL 702C OB 57017 OH R05504													
DOCUMENT NO	FC	DOC	T	L	PRI	COG	UI	STOCK NUMBER	POE/SUM	QTY	AMOUNT	OPTAR HOLDER	
UIC	JD	SN	IC	NO	EDR			FSC	NIIN	DATE		REMARKS	
R05504	02940021	KE	ZOA	002	20	1H		2090	003436601		1	100.00	
R05504	02990029	KR	ZOA	002	16	1H		6250	002244963		4	1,236.00	
R05504	03040053	KC	ZOA	003	13	9G		6810	005944070		25	13.75	
R05504	03050054	KE	ZOA	003		9D		8405	002237623	POE 10/1	14	154.00	
R05504	03050055	KC	ZOE	003						SUM 06/0	3	10.00	
R05504	03080064	KC	ZOA	003	18	9D		7210	002908300		1	63.27	
R05504	03090066	KD	ZOA	003	18					POE 11/0	C9999	84.48	
R05504	03000068	KR	ZOA	003	16			2825	001451031		1	58.00	
R05504	03110069	KC	ZOE	003						POE 11/0	C9999	51.41	
END OF OPTAR LISTING													

Figure 3-7.—Aged Unfilled Order Listing.

● The unfilled orders have not matched with related expenditure documents to complete the transaction (partial orders established will be included on the listing).

**MATERIAL RECEIVED LESS THAN 60 DAYS.**— If the material or services for items on the listing have been received less than 60 days before the processed date in the listing, you need take no further action. Normally, these items will be automatically removed from the Aged Unfilled Order Listing when it is processed the next quarter.

**MATERIAL RECEIVED MORE THAN 60 DAYS (BELOW THRESHOLD).**— Below threshold items appearing on the listing that have been received more than 60 days before the processed date of the listing must be reviewed in the same way as those previously mentioned. Extra care should be taken to make sure the item is not a partial receipt with a valid required quantity outstanding.

If the material or services are found to be received more than 60 days before the processed date of the listing, the unfilled order is administratively canceled. When an item on the listing is administratively canceled, it is assumed that:

● an expenditure document has already been threshold charged against the OPTAR because the expenditure was received at the fleet accounting office before the unfilled order; or

● a number transposition occurred and the unmatched expenditure was threshold charged; or

● no expenditure document has been or will be generated by the issuing activity.

Atlantic Fleet ships take administrative cancellation action on the detail cards provided with the listing. All Pacific Fleet units and Atlantic Fleet aviation units show the administrative cancellation action by annotating the original of the listing with the term AD CANC next to the line item concerned. The detail cards or the listing will be forwarded to the fleet accounting office with the next document transmittal report. No entry should be made in the appropriate Estimated Cost Chargeable column of the Requisition/OPTAR Log, NAVCOMPT Form 2155A, for money value of the AD CANC. These cancellations will be reflected on the next Summary Filled

Order/Expenditure/Difference Listing as differences. The appropriate credit is applied to the Requisition/OPTAR Log at this time.

It is important to note that an AD CANC is transmitted only between the reporting ship or unit and the fleet accounting office and never to the supply activity concerned.

**MATERIAL RECEIVED MORE THAN 60 DAYS (ABOVE THRESHOLD) (MATERIAL ONLY).**— Items of material shown on the listing that have been received and are above the threshold limit should be administratively canceled. Procedures for the AD CANC for these items differ from below threshold items in that the cancellation has immediate impact on the reporting activity's OPTAR. A credit unfilled order is prepared for the items in the amount of and identical to the items on the listing. This credit unfilled order is placed in holding file 2 for submission to the fleet accounting office on the next OPTAR Document Transmittal Report. After preparing the credit unfilled order, you should make the following entries (see fig. 3-8) in the Requisition/OPTAR Log:

1. In the Remarks column of the original unfilled order entry, enter AD CANC and the month and year of the listing.

2. In the Description column of the Requisition/OPTAR Log on the next available line, enter AD CANC and the month and year of the listing.

3. Enter the dollar amount of the unfilled order as a credit entry in the appropriate Estimated Cost Chargeable column of the log.

4. Enter AD CANC and the complete document number of the original unfilled order in the Remarks column.

Neither the detail cards nor the listing is annotated for items above threshold. As with the items below threshold, administrative cancellations are transmitted between the reporting activity and the fleet accounting office. Do not report the AD CANC to the supplying activity. Figure 3-8 shows the entries required to properly process typical transactions on the Aged Unfilled Order Listing.

Furthermore, items above threshold other than material or services are never administratively canceled. You should investigate these items thoroughly and follow up with the billing

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4100-3 OF NAVSO P3013.

RPT SYM 5204.04.00A      AGED UNFILLED ORDER LISTING FOR MARCH 1981      PAGE 1

FY 80 EL 702C OB 57017 OH R05504      PROCESSED (DATE)

DOCUMENT NO UIC JO SN	FC DOC T L IC NO EDR	PRI	COG	UI STOCK FSC	NUMBER N11N	POE/SUM DATE	QTY	AMOUNT	OPTAR HOLDER REMARKS
R05504 02940021	KE ZOA 002 20	1M	2990	003436601			1	100.00	
R05504 02990029	KR ZOA 002 16	1M	6250	002244963			4	1,236.00	
R05504 03040053	KC ZOA 003 13	9G	6010	005044070			25	13.75	AD CANC 0205
R05504 03050054	KE ZOA 003	9D	8405	002237623		POE 10/0	14	154.00	
R05504 03050055	KC ZOE 003					SUM 06/0	3	10.00	AD CANC 0205
R05504 03080064	KC ZOA 003 10	9D	7210	002900300			1	63.27	
R05504 03090066	KD ZOA 003 10						C9999	44.40	
R05504 03100060	KR ZOA 003 16	1M	3035	001451031			1	50.00	
R05504 03110069	KC ZOE 003					POE 11/0	C9999	51.41	

END OF OPTAR LISTING

NAVSO REPORT FORM 1100 (REV. 5-78)      REQUISITION/OPTAR LOG      FISCAL YEAR 11

NAME OF SUBSIDIARY      USS DUARTE (00201)

TABLE NO.      3

DATE	DOC. NO.	STOCK NUMBER	DESCRIPTION	PAI	SUPP. ADDRESS OR DEPT.	QTY	UNIT	INCREASE OR DECREASE	ESTIMATED COST CHARGEABLE			DIFFERENCE			BALANCE	REMARKS
									E	R	OTHER	E	R	OTHER		
11/20/80	03050054		AD CANC						54.00							

AD CANC  
06/81

154.00

AD CANC  
0305/0054

60957 FAADCPAC SD/EB0      R05504 USS DUARTE

AC1      0405002237623      EA 00014

R05504 03050054      ADMINISTRATIVE CANCELLATION ABOVE THRESHOLD

KE 9D 13      1100      15400

HOLDING FILE  
2  
←  
Appropriate Fiscal Year

Figure 3-8.—Processing of administrative cancellation.



to OPTAR holders for each OPTAR held. The listing is a report of all filled orders with a difference of \$100 or more.

Total differences, by fund code, must be accepted by the OPTAR holder upon receipt of the listing. If a difference is considered to be invalid, you should annotate the transaction on the listing with a rejection code taken from the NAVSO P-3013-2. Rejections found to be valid by the fleet accounting office are reversed and a correction will appear on the next summary list.

Differences of \$3,000 or more are manually researched by the fleet accounting office before being reported to the OPTAR holder, and these differences should be accepted unless your investigation positively shows the difference is invalid. Figure 3-10 shows entries being made from the listing to the Requisition/OPTAR Log. Next, the Summary Filled Order/Expenditure/Difference Listing is returned to the fleet accounting office with the first document transmittal after you have completed your review

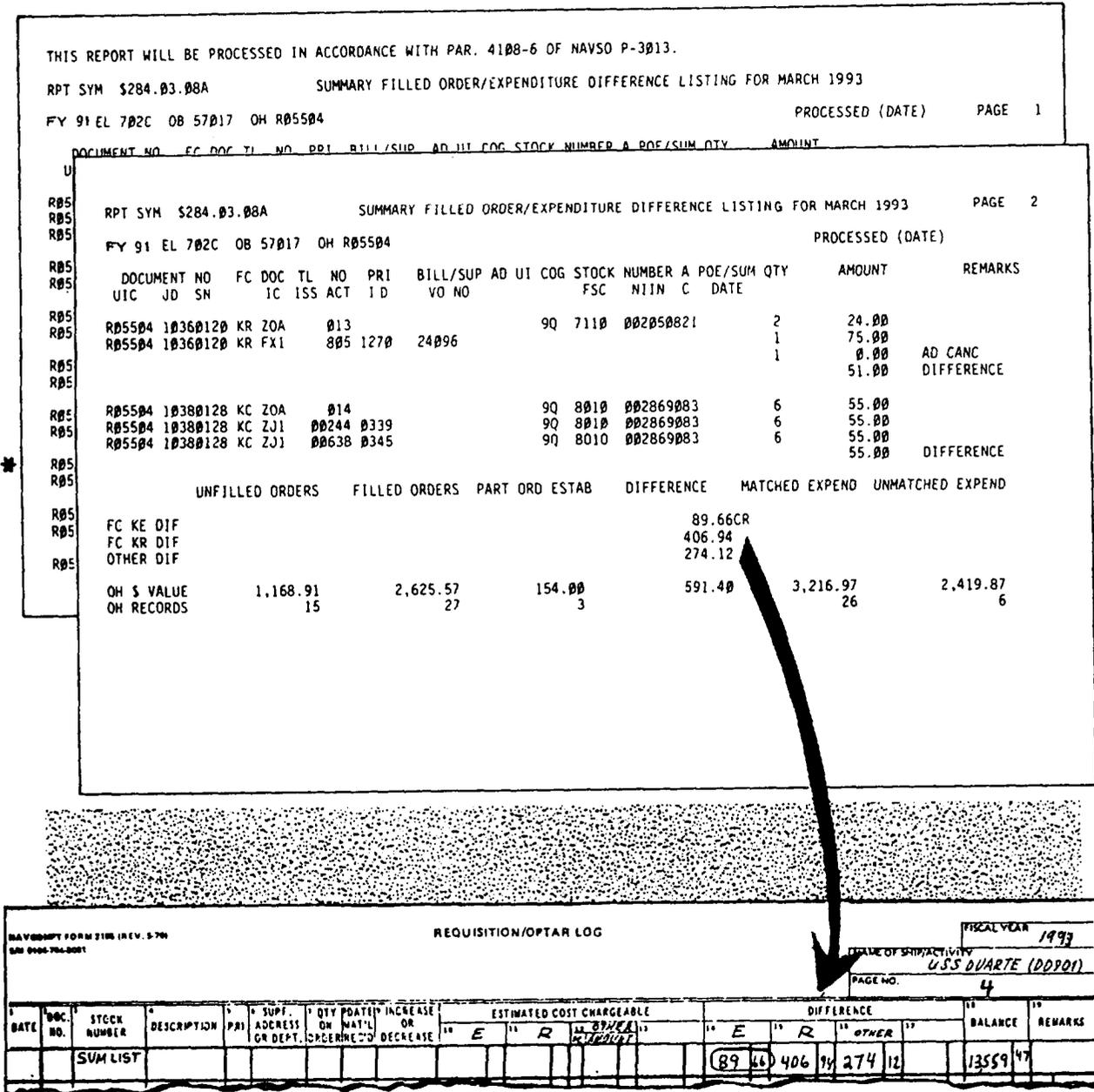


Figure 3-10.—Ship's posting the Summary Filled Order/Expenditure/Difference Listing totals to the OPTAR log.



### Ship's Departmental Budget Report

When the ship's departmental budget report is used, it is prepared by the ship's supply department to provide information on the utilization and status of the ship's OPTAR by individual ship department, as well as for the ship as a whole. The report shows for each of the ship's individual departments the dollar amount of all stock issues and DTO requisitions made in the current period, the total amount of OPTAR usage (both issues from stock and DTO requisitions) made in the current fiscal year, and the unused amount of the allocated OPTAR authority available for requisitioning storeroom stock. The ship's departmental budget report described in this paragraph is not required by the fleet commander

or the official fleet accounting system. However, the use of this report or a modification thereof is recommended. When it is desired to budget for consumables only at the departmental level, this report may be modified accordingly.

Since differences calculated by the fleet accounting office are reported to OPTAR holders in summary amounts and only line item transactions with substantial difference amounts are shown, the differences cannot be determined by individual ship departments. In addition to providing for the allocation of a portion of the ship's OPTAR to each of the ship's departments, this report provides for the allocation of a portion of the OPTAR grant on a shipwide basis to cover the differences received. Figure 3-12 shows the

SHIP: USS A.B. ZEE (CG 4)		QUARTER: FIRST		FY 93		PERIOD: 1-10 JUL 1993	
(ABOVE THRESHOLD)							
DEPARTMENT	BUDGET GRANT	BALANCE B/F	STRM ISSUES	STOCK & DTO REQM	SFOEDL CUM. DIFF	CUMULATIVE TOTAL EXPENDITURES	BALANCE C/F
CO	5,000.00	5,000.00	-0-	300.00	50.00	350.00	4,650.00
XO	2,000.00	2,000.00	100.00	100.00	-0-	200.00	1,800.00
OPS	10,000.00	10,000.00	1,200.00	800.00	100.00	2,000.00	7,900.00
WEPS	30,000.00	30,000.00	500.00	1,500.00	50.00	2,050.00	27,950.00
ENG	40,000.00	40,000.00	1,300.00	1,700.00	300.00	3,300.00	36,700.00
COMM	3,000.00	3,000.00	-0-	500.00	-0-	500.00	2,500.00
MED/DENTAL	3,000.00	3,000.00	200.00	-0-	-0-	200.00	2,800.00
SUPPLY	7,000.00	7,000.00	500.00	1,500.00	-0-	2,000.00	5,000.00
CHARTER & HIRE	-0-	-0-	-0-	-0-	-0-	-0-	-0-
STAFF							
SUB TOTAL	\$100,000.00	100,000.00	3,800.00	6,400.00	500.00	10,700.00	89,300.00
			CREDIT ISSUES TO STK FUND	(+)	BELOW THRESHOLD		
STOCK FUND	25,000.00	25,000.00	-3,800.00 CR	3,000.00	25.00	-775.00 CR	25,775.00
TOTAL TYCOM GRANT	\$125,000.00	125,000.00		9,400.00	525.00	9,925.00	OPTAR BALANCE 115,075.00

OPTAR REPORT EXPENDITURES							
	FUND CODE	BALANCE B/F	AMT OBLIGATED	SFOEDL	CUM TOTAL OBLIG	OPTAR BAL TD	
	SE	-0-	400.00	25.00	425.00		
TYCOM	SR	-0-	6,000.00	200.00	6,200.00	115,075.00	
BUDGET GRANT	OTHERS	-0-	3,000.00	300.00	3,300.00		
TOTAL		-0-	9,400.00	525.00	9,925.00		

Figure 3-12.—Ship's departmental budget report.

recommended format for preparation of the ship's departmental budget report.

### **Report Frequency and Distribution**

When the ship's departmental budget report is used, it should be prepared on the 15th and the last day of the month— concurrent with the preparation of the current fiscal year's OPTAR Document Transmittal Report. It should be prepared for the commanding

officer with a copy for each of the ship's departments.

### **Relationship to Other Reports**

The amount shown in the Ending Budget Balance column on the Ship's OPTAR Total line will be equal to the OPTAR Balance as shown in the Requisition/OPTAR Log maintained for the current fiscal year.

## CHAPTER 4

# AFLOAT REPORTS

In the preceding chapter we discussed the way the fleet receives its funds and what the fleet accounting and disbursing center (FAADC) provides you to help maintain your records.

In this chapter we discuss the reports you submit to the FAADC to report the obligation of those funds made available to your ship or unit.

Most of the procedures for preparing these reports are discussed in *Storekeeper 3 & 2*, NAVEDTRA 10269-K1. With that in mind, this section deals with your responsibilities as a supervisor or prospective supervisor in reviewing and auditing these reports before submission.

The *Financial Management of Resources (Operating Forces)*, NAVSO P-3013, and the NAVSUP P-485 are the main references that apply to this chapter. Other applicable references include the *Afloat OPTAR Recordskeepers Guide*, NAVSO P-3073, and for Navy Stock Fund (NSF) class 207 ships, the *Financial Handbook for Mechanized Tenders, Repair Ships, and Combat Stores Ships*, NAVSO P-3526. All these references provide valuable information to help in the preparation of various afloat reports and returns.

### AUDITING REPORTS

One definition of auditing is an examination of reports and the supporting evidence. In auditing shipboard reports, this is exactly what you must do. Each report submitted is backed up by supporting documents or other reports. It is your job to make sure both the reports and their supporting documents are correct.

### REQUISITION/OPTAR LOG

The Requisition/OPTAR Log, NAVCOMPT Form 2155, is the most important source document maintained by you, as a Storekeeper, for your ship or unit. The Requisition/OPTAR Log reflects all transactions affecting your ship's

OPTAR funds and is the primary accounting record for all financial reports.

The columns on the log as well as procedures for making the transaction entries are explained in *Storekeeper 3 & 2*, NAVEDTRA 10269-K1.

The auditing of the Requisition/OPTAR Log is principally a matter of totaling the columns of the log. OPTAR holders not operating under SUADPS procedures should balance the log twice a month on the 15th and the last day of each month in conjunction with the submission of the OPTAR Document Transmittal Report, NAVCOMPT Form 2156. The only exception to this submission routine involves Mobile Construction Force and the Naval Reserve Mobile Construction Force; both submit the OPTAR Document Transmittal Report three times a month on the 10th, 20th, and the last day of each month.

When computing the balance of the log the following formula should apply:

“The cumulative total of the OPTAR, Increase or Decrease column, less the net cumulative total of the Estimated Cost Chargeable columns, plus or minus the net cumulative total of the Difference columns should equal the Balance column total.”

Figure 4-1 illustrates a typical Requisition/OPTAR Log. Following the formula above you should find the balance of the example to be correct.

\$25,000.00	OPTAR grant (Increase or Decrease column)
-8,661.43	Cumulative total of Estimated Cost Chargeable columns
<u>- 135.70</u>	Cumulative total of Difference columns
\$16,202.87	Balance of log

1	2	3	4	5	6	7	8	9
DATE	DOC. NUMBER	STOCK NUMBER	DESCRIPTION	PRI	SUPP ADDRESS OR DEPT	QTY ON ORDER	DATE MAT'L REC'D	INCREASE OR DECREASE
3264		TL# 008/3 CUMULATIVE TOTALS						25,000.00
3266	0615	9N5960-262-0210	TUBE	12		12 EA		
	0616	967350-141-0971	CUP, PLAST	12	OD#14	1 DZ		
	0617	9N5960-577-6186	TUBE	05	N0E#1	2 EA	2268	
	0618	VARIOUS	SERVMART	12	CEB#1	—	2266	
3269	0619	1A5815-677-8797	HUB	12	N0C#1	1 EA		
3270	0620	1H4410-886-9775	STEM, VALVE	12	0E123	1 EA		
	0621	9N5815-083-0516	NUT	12	N0C#1	2 EA		
	0622	966105-592-7711	MOTOR	05	NEM#1	1 EA	2273	
3270		NREC SUMMARY DIFFERENCE LIST DTD AUG 92 FY 93						
3271	0623	2H4820-669-7062	VALVE	12	NEB#1	1 EA		
	0624	1H6665-240-2215	LAMP, F.R.	12	EE126	1 EA		
3272	0625	925330-727-1882	PACKING	12	NEB#1	50 EA		
	0626	1N6135-120-1020	BATTERY	12	OD#14	10 PG		
3272			CANC					
			CANC					
3273	0627	9N5915-249-1995	REGISTER	12	NWE#Y	6 EA		
	0628	1H5930-726-1159	SWITCH	12	SER#1	2 EA		
	0629	908345-935-0582	FLAG	12	COS#1	4 EA		
	0630	908345-926-9982	FLAG	12	COS#1	4 EA		
	0631	1A1095-092-9972	PIN	12	NW6#1	10 EA		
	0632	967350-721-9003	CUP,	12	06#01	4 BX		
	0633	9N9150-231-6640	2190TEP	12	CEM#1	4 DR		
	0634	9N5960-262-1357	TUBE	12	CA183	20 EA		
3276		TL# 009/3 AND SEPT BUDGET/OPTAR REPORT						25,000.00

Figure 4-1.—Requisition/OPTAR Log.

REQUISITION/OPTAR LOG										FISCAL YEAR 1993	
										NAME OF SHIP/ACTIVITY U.S.S. JOE. K. TAUSSIG	
ESTIMATED COST CHARGEABLE						DIFFERENCE			BALANCE		REMARKS
10	11	12	13	14	15	16	17	18	19	20	21
AE	AR	OTHER	AE	AR	OTHER						
459	15	5,168	12	2,473	43	0.00	0.00	0.00	16,899	30	
		8 52							16,890	78	
			0	5 46					16,885	32	
		1 34							16,883	98	
			0	129 52					16,754	46	
		91							16,753	55	
		88 00							16,665	55	
		02							16,665	53	
		7 90							16,657	63	
						0.00	151 18	-15 48	16,521	93	
		1 1/2							16,521	93	APA 824.00
60 00									16,461	93	
		7 50							16,454	43	
			0	18 00					16,436	43	CANE
		-12 10							16,448	53	2246/0529 CANE
									16,456	01	0261/0520
		42							16,455	59	
		55 00							16,400	59	
				25 38					16,375	31	
				27 48					16,347	83	
		1 00							16,346	83	
				25 56					16,321	27	
				105 60					16,215	67	
		12 80							16,202	87	
519	15	5,339	43	2,802	85	0.00	151 18	-15 48	16,202	87	

PAGE NO

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9-80327

Figure 4-1.—Requisition/OPTAR Log—Continued.

As the OPTAR document transmittal report and the Budget/OPTAR Report (BOR), NAVCOMPT Form 2157, are discussed later, the Requisition/OPTAR Log, figure 4-1, will be used to verify the amounts being reported and the steps you should take in auditing the reports.

### DOCUMENT TRANSMITTAL REPORT

The OPTAR document transmittal report is submitted to FAADCLANT or FAADCPAC on the 15th and last day of each month except for NSF class 207 ships that submit the report on the last day of each month only. Figure 4-2 gives a frequency chart on the submission of the NAVCOMPT Form 2156.

The information required for the submission of the report is obtained from holding

file 1 (obligations) and holding file 2 (cancellations). It is not necessary to submit an OPTAR document transmittal report for a period when no transactions have occurred, but the number of the next transmittal submitted will be one higher than the last number submitted and will cover the entire period since the last submission.

While auditing, do the following:

- Make sure the same calendar day is not shown on two consecutive reports.
- Count the number of documents to be sure the transmittal accurately reflects the actual number sent.
- Be sure an adding machine tape for each caption is attached to the transmittal and verify the tape.

The OPTAR Document Transmittal Report (NAVCOMPT Form 2156) will be prepared and submitted	
For the Current Fiscal Year OPTAR	<p>a. NON-AUTOMATED OPTAR HOLDERS on the 15th, and last day of the month*</p> <p>b. SNAP II OPTAR HOLDERS ON THE 15th and last day of the month*</p> <p>c. SUADPS OPTAR HOLDERS on the last day of the month*</p>
For the Last Fiscal Year OPTAR (Prior Year 1)	on the <u>last day of the month</u> , but <u>only if holding file 1 or 2 contains document(s) for FAADC.</u>
For the Fiscal Year Before last OPTAR (Prior Year 2)	On the <u>last day of the month</u> , but <u>only if holding file 1 or 2 contains document(s) for FAADC.</u>

\*If there is (are) no document(s) in holding file 1 or 2 the transmittal will be skipped. However, except for deployed submarines, this would be unusual for a current fiscal year OPTAR.

Figure 4-2.—Frequency of submission of the OPTAR Document Transmittal Report, NAVCOMPT Form 2156.

● Audit the Remarks block to be certain listings being returned to the FAADC are listed on the report.

The amount entered on the total net money value line of the OPTAR document transmittal report must equal the difference between the current and last reporting periods totals of the Estimated Cost Chargeable columns of the Requisition/OPTAR Log; for example:

\$8,661.42 Cumulative total of Estimated Cost Chargeable columns as of transmittal 009/1

-8,100.70 Cumulative total of Estimated Cost Chargeable columns as of transmittal 008/1

---

560.72 Difference in log or total net value of transmittal

When there is a difference between the total net money value figure and the total obtained in

balancing the log, you should recheck the entries made in the log against the documents in holding files 1 and 2 to make sure of the following:

- All adding machine tapes are correct.
- APA obligation documents are properly logged with no money value in the Estimated Cost Chargeable columns.
- Summary difference list figures are not considered as obligations reported to the FAADC.
- APA obligation documents are not included in holding files 1 and 2.
- APA to NSA and NSA to APA migrations have been correctly logged and documented.

Figure 4-3 illustrates an OPTAR document transmittal report that is ready for submission.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT FORM 2156 (REV. 7-70) 0104-L.F.-704-0001		NAVCOMPT 7303-14 UNIT IDENTIFICATION CODE R05504	
FROM: COMMANDING OFFICER USS DUARTE (DD991)		TO: COMMANDING OFFICER (CODE S) FLEET ACCOUNTING AND DISBURSING CENTER SAN DIEGO, CALIFORNIA 92132	
A. TRANSMITTAL NUMBER 006/13	B. JULIAN DATE (From) 0232	(To) 0243	
CAPTION	NUMBER OF DOCUMENTS	MONEY VALUE	
1. OBLIGATION (CHARGEABLE) DOCUMENTS (FILE 1)	4	169.90	
2. CONFIRMED CANCELLATIONS (FILE 2)	1	78.40	
TOTAL NET VALUE OF (1 MINUS 2)		91.50	
3. RETURNED (NRFC ACTION ONLY) DOCUMENTS (FILE 3)			
REMARKS:			
REPORTING OFFICER LT R.S. SEARS, SC, USN		DATE	

169.90	*
78.40	-
91.50	*

169.90	*
78.40	-
91.50	*

Figure 4-3.—Balancing and verification of the Total Net Value caption of the OPTAR document transmittal report.

**SUPPLY, EDIT, AUDIT, AND SIM SYSTEM**

Supply, edit, audit, and SIM (SEAS) system (previously Afloat Consumption and Cost Effectiveness Surveillance System [ACCESS]) is a computerized data collection and analysis system. This system was developed to provide readily available material consumption and financial information for efficient supply management at the shipboard, fleet, and TYCOM

levels. Consistent with the input data obtained and processed, the SEAS system periodically provides FLTCOMs, TYCOMs, and ships with various computerized reports. These summaries are significant aspects of supply and management data required for more effective management of materials and funds. The reports, which are tailored to the needs of management at each level of command, focus attention on the elements of greatest importance and facilitate the identification of problem areas. (See fig. 4-4.)

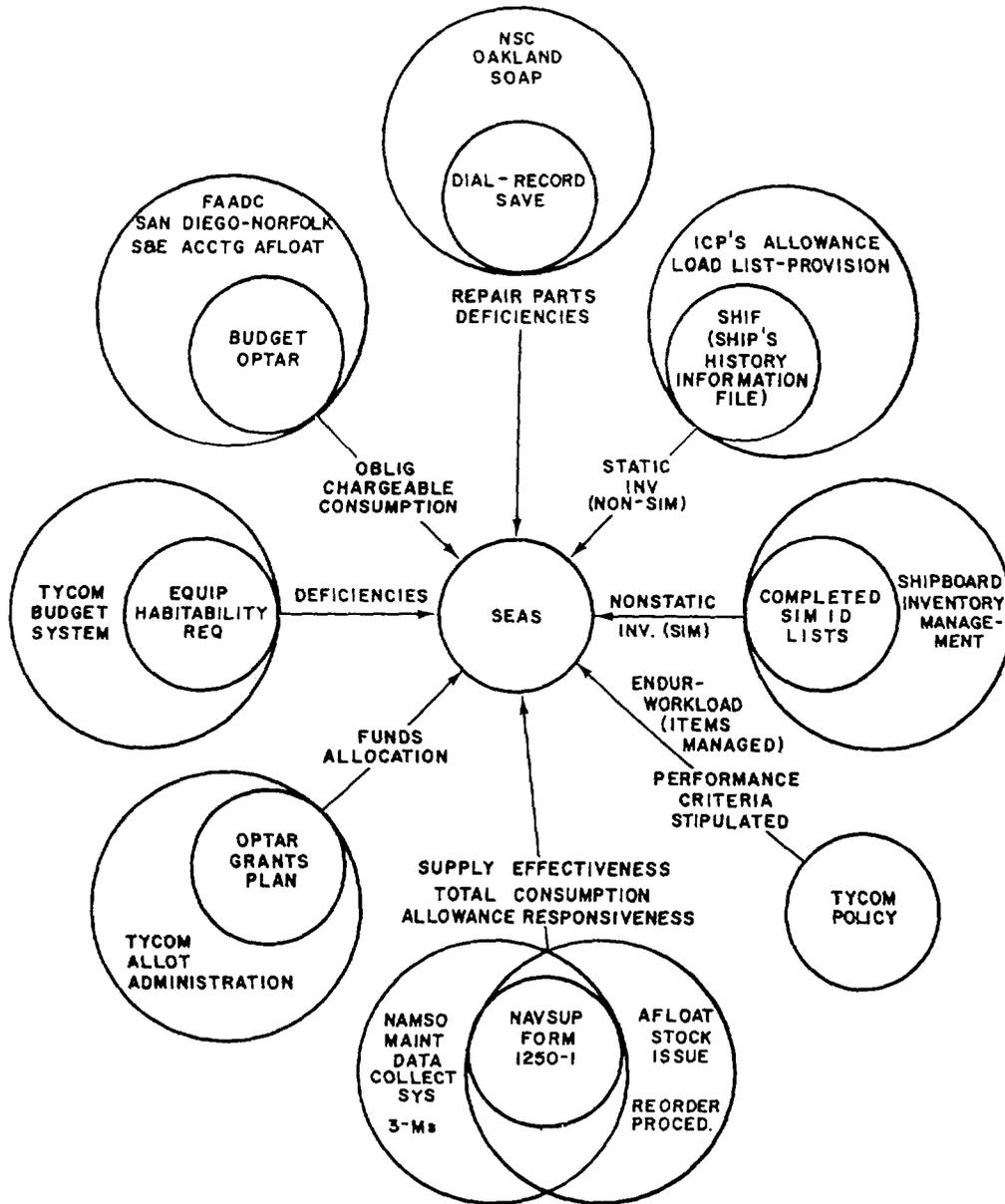


Figure 4-4.—SEAS management data.

## Purpose of the SEAS System

The SEAS system is designed for the general purpose of providing a supply interface with the 3-M Systems and to do the following:

- Provide a means for measuring and evaluating supply readiness at various management and command levels
- Provide current and factual information concerning shipboard material consumption, inventories, and deficiencies for substantiating fleet budget requirements
- Provide complete visibility of all afloat supply and financial management information to permit comparisons of identically defined and recorded data elements among all classes of ships in all types of commands of both fleets
- Reduce and facilitate afloat efforts to achieve and maintain a satisfactory state of supply readiness

Unless otherwise directed by the cognizant TYCOM, the SEAS system procedural instructions provided in the NAVSUP P-485 are mandatory for all nonautomated end-use ships.

## Ship's Role

The input documents submitted by ships to cognizant TYCOMs provide the principal source of information for the SEAS system. Since the benefits to be derived from the SEAS system will be directly proportional to the extent and validity of information provided, it is an important responsibility of senior Storekeepers to make sure input document transmittals are timely and the data submitted is accurate, complete, and legible.

Based on the input data provided, each ship periodically will receive from the TYCOM certain tabulated reports of summarized supply and financial information that will assist the supply officer and commanding officer to identify problem areas and to evaluate the effectiveness of the ship's inventory control and financial management procedures. Careful evaluation of these reports enables the supply officer to determine the causes of material excesses and deficiencies; to evaluate the adequacy of the COSAL; and to initiate timely remedial actions to achieve and maintain a satisfactory state of supply readiness.

## Data Inputs

The SEAS system requires each nonautomated end-use ship to provide input to the cognizant TYCOM regarding material consumption by using the green copies from NAVSUP Forms 1250-1 and 1250-2. Another source of data input to the SEAS system is the Naval Supply Center, Oakland, master DIAL record that is described in the NAVSUP P-485.

Supply officers should make sure all data is submitted correctly into the SEAS program. You must submit all green copies to the 3-M coordinator before sending them to the TYCOM on the 15th and the last day of the month.

The types of transactions that you must send are all consumption and repair parts, including DTO and issues from stock of NSA, APA, DLA, AND DLR material. Specifically, all maintenance-related consumption documents citing \_B, \_R, or Y6 fund codes must be provided.

The green copies of consumption of maintenance-related consumables pertain to any consumable listed in section A, part III, of the COSAL that is considered by definition a repair part. This material meeting the following criteria may be considered maintenance-related consumables and fund code \_R should be cited on the consumption document:

- Material consumed in the performance of a maintenance action on a ship's equipment or a discrete ship's system, exclusive of cleanup or setup. Such material includes welding rods, acetylene, oxygen, bar stock, and solder.
- Material that remains an integral part of the equipment or system when it is placed back in operation.

## Non-SEAS Transactions

Materials that are used up by the operation of the equipment or system are not maintenance-related consumables. Some of these materials and items can include fuel, lube oil, chemicals, light bulbs, material required for stock, initial outfitting requisitions, and dry cell batteries.

## Source Documents

The NAVSUP Forms 1250-1 and 1250-2 are the basic source documents for the SEAS program

data input. The data on these forms that is collected by the automated data processing (ADP) system must be filled in by shipboard personnel before transmitting the SEAS report to the TYCOM.

To make sure the green copies of all these forms have been properly processed since the previous transmittal to the cognizant TYCOM, you should do the following:

- At least 24 hours before the required submittal date you should, with the supply officer, review all green copies. This is to make sure the SEAS data entries are complete, accurate, and legible. Since the source code identifies the basis or means of material availability at the time an item is requested, and because it is significant to the TYCOM in evaluating the ship's supply readiness, you should make sure the proper source codes have been assigned to each document per the NAVSUP P-485. Upon completion of your and the supply officer's reviews, documents not required by the TYCOM should be discarded. For example, the green copies of nonequipment-related consumables should be discarded. In figure 4-5, SEAS data elements are distinguished by vertical lines, maintenance data system (MDS) data elements are distinguished by horizontal lines, and data elements common to both the MDS and the SEAS system are distinguished by crossed diagonal lines.

- Immediately upon completion of the above action, all maintenance-related documents will be batched and counted. After the count has been recorded, these documents will be forwarded to the 3-M coordinator for review. This is to make sure all required MDS data entries are complete, accurate, and legible. The 3-M coordinator will complete his or her review and return all documents to you within 24 hours.

Upon receiving all the completed green copies of NAVSUP Forms 1250-1 and 1250-2 from the 3-M coordinator, you should submit them to the TYCOM by mail. This should be done within 1 workday after the 15th and last day of the month. It is important that the consumption data for the last period of the month be received by the TYCOM in sufficient time to be included in the TYCOM's next monthly SEAS report. See figure 4-6 for an example of this report. The completed documents will be segregated by fund category. These documents are accompanied by a letter of transmittal prepared in the format expressed in figure 4-7. Finally, the report is mailed to the TYCOM.

### BUDGET/OPTAR REPORT

The Budget/OPTAR Report (BOR), NAVCOMPT Form 2157, serves a dual purpose. Sections A and B report OPTAR data to both the

1	2	3	4	5	6	7	A	B
REQ DATE	DEPT NO	URGY	RDD	LOCATION	ISSUE DATE	ISSUE DATE	REQN QTY	REQN NO
8 NOUN NAME OR REF SYM					9 FPR		10 APL/AEL/CID	
11 INV QTY					12 NIS N/C		13 C OBL AMT	
14 JOB CONTROL NUMBER					15 EIC		16 D POSTED	
17 UIC					18 WC		19 JSN	
20 EQUIP COSAL SUPPT'D					21 YES NO		22 E URG MART	
23 STOCK NUMBER					24 NIIN		25 QUANTITY	
26 SC					27 COG		28 MCC	
29 FSC					30 NIIN		31 SMIC	
32 U/I					33 QUANTITY		34 UNIT PRICE	
35 EXTENDED PRICE					36 FUND		37	
38 REMARKS					39 APPROVED BY		40 RECEIVED BY	

 MDS DATA ELEMENT

 ACCESS DATA ELEMENT

 MDS AND ACCESS DATA ELEMENT

Figure 4-5.—Consumption document.

GROUP 1												
UIC	NAME	TYPE HULL										
<u>EFFECTIVENESS REPORT</u>												
		TOTAL	DEMANDS	ISSUED AT	PCT	PCT	NET	GROSS				
		DEMANDS	STOCK	TIME	NIS	N/C	EFF	EFF				
			ITEMS	DEMAND								
PRESENT MONTH	SIM	58	58	56	3%		97%					
	NON-SIM	399	255	221	13%		87%					
	TOTAL	457	313	277	12%	32%	88%	61%				
4-MONTH AVG	SIM	42	42	41	3%		97%					
	NON-SIM	351	254	225	12%		88%					
	TOTAL	393	296	266	10%	25%	90%	68%				
12-MONTH AVG	SIM	36	36	34	4%		96%					
	NON-SIM	283	190	162	15%		85%					
	TOTAL	319	226	196	13%	29%	87%	62%				
<u>CONSUMPTION REPORT</u>												
---REPAIR PARTS---												
		NSA	APA	DLR	HULL	OTHER	USG	ONLY				
		RCNT	VALUE	RCNT	VALUE	RCNT	VALUE	RCNT	VALUE	RCNT	VALUE	
PRESENT MONTH	434	31674	3	1112	20	37761	0	0	0	0	0	0
BF/FY	435	46302	0	0	25	34491	0	0	0	0	0	0
FYTD	869	77976	3	1112	45	72252	0	0	0	0	0	0

Figure 4-6.—Sample SEAS effectiveness/consumption report.

From: Commanding Officer, USS JOHN PAUL JONES (DDG-32)  
 To: (Appropriate Type Commander)

Subj: Consumption Documents; transmittal of

Ref: (a) (Appropriate Type Commander Instruction)

Encl: (1) \_\_\_\_ NAVSUP Forms 1250-1/1250-2 for period \_\_\_\_

1. In accordance with reference (a), enclosure (1) is forwarded.

A. B. SEA  
 Lt, SC, USN

Figure 4-7.—SEAS letter of transmittal.

FROM (OPTAR HOLDER)  
 TO FAADCLANT NORFOLK VA  
 INFO COMNAVSURFLANT NORFOLK VA  
 \_\_\_\_\_ (IUC)

UNCLAS //N07330//

SUBJ: BUDGET/OPTAR REPORT

1. NOV/V52685/602S/53825

A. OBLIGATION DATA:

(21)	(22)	(23)	(24)
SE	504.11	.00	504.11
SB	3,000.00	.00	3,000.00
SR	20,641.63	64.23 CR	20,577.40
S7	793.01	.00	793.01
S2	29,463.42	123.07	29,586.49
S9	128.20	1.14	129.34
SC	11,582.00	(10.89 )	11,571.11
SK	4,112.00	.00	4,112.00
TOTAL	70,224.37	49.09	70,273.46

B. TRANSMITTAL DATA:

TL NO	007/4	008/4	TOTAL
AMT	3,473.66	8,712.82	12,186.58

C. GRANTS FYTD: 104,112.00 (EMRM \$50,000.00 OTHER \$54,112.00)

D. SFOEDL PROCESSED: OCT

E. TYCOM INFO: CHARTER AND HIRE

<u>PORT</u>	<u>DATES</u>	<u>SERVICE</u>	<u>COST</u>
ISTANBUL, TK	16-20 NOV	PILOTAGE	\$100.00
ISTANBUL, TK	16-20 NOV	TRASH REMOVAL	112.00
ISTANBUL, TK	16-20 NOV	TUGS	400.00
TOTAL NOV			\$612.00

Figure 4-8.—Sample message BOR.

FAADC and to the TYCOM. The principal sources of data required in the preparation of the BOR are the balanced Requisition/OPTAR Log and the retained copies of the OPTAR document transmittal report.

### **Section A OPTAR Data**

The data for section A of the BOR is taken from the Requisition/OPTAR Log. Assuming that your log is properly maintained, the preparation of this section of the report is simply a matter of transferring the balance figures, by fund code, from your log to the BOR.

Care should be taken to avoid transposing figures in the balances when preparing this section of the BOR.

### **Transmittal Letter Recap**

The other data from section A of the report is used by the FAADC to substantiate the document transmittal reports it has received from your ship. For example, the FAADC finds a large discrepancy between the chargeable obligations reported in section A and those reported on the document transmittal reports received. By referring to section A of the BOR, the FMDC may find that a document transmittal sent by your ship has been received.

Using figure 4-8, you can see transmittal letters (TLs) 007/4 and 008/4 in section B were submitted to the FAADC during December for fiscal year 1993. In matching the BOR against the actual TLs received, the FAADC discovers that TL 008/4 has not been received. You would then be requested to resubmit a duplicate of the missing report by the FAADC.

To determine whether your total obligations reported on the TLs for the month agree with your Requisition/OPTAR Log, subtract the total of column 22 of the previous BOR from the total of column 22 of the current month's report. The difference should equal the total of the current TLs on the current report.

Items C and D are self-explanatory. By referring to these items, the FAADC can determine whether your OPTAR grant has been increased or decreased since the last report. The BOR also informs the FAADC whether differences reported in section A reflect the last differences listing sent to your ship for processing.

### **Section E TYCOM Data**

Section E of the BOR provides information for the TYCOM regarding any funds expended for charter and hire. Figure 4-8 shows how to fill out section E for charter and hire expenses.

### **Balancing the Budget/OPTAR Report**

The BOR is balanced by subtracting the total amount for column 24 from the OPTAR grant FYTD amount in caption C of the report. The result obtained should equal the Balance column total of the Requisition/OPTAR Log.

### **Prior Fiscal Year Budget/OPTAR Reports**

Except for special circumstances cited in *Financial Management of Resources (Operating Forces)*, NAVSO P-3013, the BOR is submitted each month for the 12-month period of the current fiscal year and for 24 months thereafter. Figure 4-9 gives a frequency schedule for the submission of the BOR. The only time a report is required is to report submission of confirmed supply system cancellations and when listings are received from the financial centers.

The preparation of the BOR for prior fiscal years is the same as for the current fiscal year.

### **Message Reports**

Except when the ship or unit is in the immediate vicinity of FAADC or during periods of message minimize, a message report of the BOR data will be submitted instead of the BOR. The message report will be submitted to the FAADC, with a copy to the TYCOM, by no later than the second day of the month following the end of the month being reported. Current and prior year OPTAR reports and any other related information prescribed by the TYCOM will be included, but each OPTAR and other specific categories of information will be reported in separate paragraphs of the message. When a message report is submitted, a confirming BOR will not be submitted. The message will be prepared in the format shown in figure 4-8, with the obligation data in columns 21, 22, 23, and 24 corresponding to similar column headings on the BOR.

For the Current Fiscal Year OPTAR	<u>Monthly</u> (by the first work day of the month following the month being reported upon)
For the Last Fiscal Year OPTAR (prior year 1)	(1) For the report months of October, November, December, January, February, and March:  <u>Monthly</u> (by the first work day of the month following the month being reported upon)  (2) For the report months of April, May, June, July, August, and September:  <u>Only</u> for <u>months</u> in which there is a <u>change</u> in gross obligations*
For the Fiscal Year Before the last OPTAR (prior year 2)	<u>Only</u> for months in which there is a change in gross obligations*

\*Note: There is a change in gross obligations when there has been a change in the Estimated Cost Chargeable portion of the Requisition/OPTAR Log (NAVCOMPT Form 2155) (and therefore also block 22 of the Budget/OPTAR Report).

Figure 4-9.—Decision chart showing when a Budget/OPTAR Report is required to be submitted.

## SUMMARIES

The preparation of summaries is the method used to effect necessary adjustments between appropriations, subheads, operating budgets, and cost centers. There are two types of summaries in use by operating units and they are A and B summaries.

All summaries are prepared on the Summary of Material Receipts/Expenditures, NAVCOMPT Form 176. It must be received at the FAADC on or before the 5th of the month, following the month that the issues or transfers were made.

### A Summary

The A summary is used to adjust funds between appropriations, subheads, or operating

budgets. The submission of an A summary results in the FAADC making a credit adjustment to the operating budget of the TYCOM of the unit making the issue and charging the TYCOM operating budgets of the ships receiving the material. While there are many transaction types that would result in the preparation of an A summary, the ones you will most likely encounter are the issue of chargeable-type ship's material to a ship, unit, another fleet, TYCOM, or to embarked aviation units.

Figure 4-10 illustrates an A summary prepared by USS *America* (CV-66), UIC V03366, charging the OPTAR of USS *Marion Francis* (LPA-249), UIC V01771, for issues made to them during the preceding month. While the credit entry indicates that USS *America* made the material issue, it will be the TYCOM's operating budget that actually receives the credit.



## **B Summary**

The B summary, figure 4-11, is prepared in the same way as the A summary. It serves as a means to provide *statistical* accounting adjustments (nonchargeable) between transferring and receiving UICs within the same appropriation accounting classification.

Your most frequent use for the B summary will be to report the issue of both chargeable-type and ship's material to ships of the same TYCOM that are in the same FYDP or budget activity. Figure 4-11 reports the transfer of four items from USS *Wichita* (AOR-1) to USS *Hull* (DD-945) and USS *Grey* (FF-1054), both assigned to Commander Naval Surface Force Pacific (COMNAVSURFPAC). The transfer of chargeable items between ships of the same TYCOM has no actual effect on the TYCOM's operating budget since the credit was made against funds in the same operating budget as the charge.

## **SHIP'S INTERNAL BUDGET**

The establishment of a departmental or ship's budget provides a method for the most equitable distribution to the ship's departments of OPTAR funds granted to the ship. Although these reports are not required, they are established at the discretion of the TYCOM or commanding officer. The TYCOM's funding policy and the commanding officer's prior experience will be factors that will influence which of the reports described in this section will be used, if any.

## **OPTAR BY MAJOR BUDGET CATEGORY REPORT**

Some ships receive their OPTAR from the grantor with separate authorizations by major categories; for example, repair parts, equipage, and all others, including consumables. When funds are received with such targeted restrictions placed upon them, the ship's OPTAR by major budget category report is a handy and useful method of determining and reporting the status of these separate categories of funds. This report is a prerogative of the ship's commanding officer, should he or she desire it. The use of this report is not recommended except in those cases where the TYCOM issues the ship an OPTAR with separate authorization or restrictions by material category. When the report is used, the supply officer will be responsible for the maintenance of the records and preparation of the report.

## **DEPARTMENTAL BUDGET REPORT**

When the ship's departmental budget report is used, it is prepared by the ship's supply department to provide information on the use and status of the ship's OPTAR by individual ship department and for the ship as a whole. The report shows for each of the ship's individual departments the dollar amount of all stock issues and DTO requisitions made in the current period, the total amount of OPTAR usage (both issues from stock and DTO requisitions) made in the current fiscal year, and the unused amount of the allocated OPTAR funds presently available for requisitioning storeroom stock. The ship's departmental budget report described in this paragraph is not required by the FLTCOM or the official fleet accounting system. However, the use of either this report or a modification thereof is recommended. When it is desired to budget for consumables only at the departmental level, this report may be modified accordingly.

Since differences calculated by the FAADC are reported to OPTAR holders in summary amounts and only line item transactions with substantial difference amounts are shown, the differences cannot be determined by individual ship departments. In addition to providing for the allocation of a portion of the ship's OPTAR to each of the ship's departments, this report provides for the allocation of a portion of the OPTAR grant on a shipwide basis to cover the differences received. Figure 4-12 shows the recommended format for preparation of the ship's departmental budget report.

When the ship's departmental budget report is used, it should be prepared on the 15th and the last day of the month—concurrent with the preparation of the current fiscal year's OPTAR document transmittal report. It should be prepared for the commanding officer with a copy for each of the ship's departments.

### **Repair Parts Budget**

The departmental budget usually requires two reports. One of these is the departmental budget for repair parts. The repair parts budget is usually made out for only four departments. You could have more than four departments, it just depends on what kind of ship you are stationed aboard. The bigger the ship, the more the departments will need repair part money. The usual four departments are commanding officer, operations, deck, and engineering. The supply department

**SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES**

EXOS 7323-8

NAVCOMPT FORM 176 (Rev. 5-57)

**TO: FLEET ACCOUNTING AND DISBURSING CENTER, PACIFIC**

<p>FROM</p> <p style="text-align: center;">USS WICHITA (AOR-1)</p> <p style="text-align: center;">UIC: R05849</p> <p>REMARKS</p>	<p>MONTH/QUARTER ENDING</p> <p style="text-align: center;">31 DEC 1993</p> <p><input checked="" type="checkbox"/> INTERSHIP TRANSFERS — <u>    B    </u> SUMMARY</p> <p><input type="checkbox"/> TRANSFERS TO OTHER SUPPLY OFFICERS — _____ <small>(Stores account)</small></p> <p><input type="checkbox"/> CHARGES TO ALLOTMENTS FOR MATERIAL ISSUED FROM — _____ <small>(Stores account)</small></p> <p>— STORES BALANCE SHEET CAPTION: _____ <small>(Stores account)</small></p> <p><input type="checkbox"/> RATION RECORD BALANCE SHEET CAPTION — _____</p>
--	---

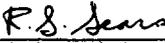
(A)	(B)	(C)	(D)	(E)	AMOUNT	
<u>CHARGE</u>						
1701804.702D	53824	60957	R04661	NC	200.	50
"	"	"	"	NC	315.	00
"	"	"	R54049	NC	55.	80
"	"	"	"	NC	<u>270.</u>	<u>20</u>
TOTAL					841.	50
<u>CREDIT</u>						
1701804.702D	53824	60957	R05849	NC	256.	30
"	"	"	"	NC	<u>585.</u>	<u>20</u>
TOTAL					841.	50
APPROVED:	<div style="text-align: left;">                       R.S. SEARS                      CDR, SC, USN                      31 DEC 1993                 </div>					
GRAND TOTAL						

Figure 4-11.—Summary of material receipts/expenditures for B summary.

SHIP: USS A.B. ZEE (CG 4)		QUARTER: FIRST		FY 94		PERIOD: 1-10 DEC 1993	
(ABOVE THRESHOLD)							
DEPARTMENT	BUDGET GRANT	BALANCE B/F	STRM ISSUES	STOCK & DTO REQ	SFOEDL CUM. DIFF	CUMULATIVE TOTAL EXPENDITURES	BALANCE C/F
CO	5,000.00	5,000.00	-0-	300.00	50.00	350.00	4,650.00
XO	2,000.00	2,000.00	100.00	100.00	-0-	200.00	1,800.00
OPS	10,000.00	10,000.00	1,200.00	800.00	100.00	2,000.00	7,900.00
WEPS	30,000.00	30,000.00	500.00	1,500.00	50.00	2,050.00	27,950.00
ENG	40,000.00	40,000.00	1,300.00	1,700.00	300.00	3,300.00	36,700.00
COMM	3,000.00	3,000.00	-0-	500.00	-0-	500.00	2,500.00
MED/DENTAL	3,000.00	3,000.00	200.00	-0-	-0-	200.00	2,800.00
SUPPLY	7,000.00	7,000.00	500.00	1,500.00	-0-	2,000.00	5,000.00
CHARTER & HIRE	-0-	-0-	-0-	-0-	-0-	-0-	-0-
STAFF							
SUBTOTAL	\$100,000.00	100,000.00	3,800.00	6,400.00	500.00	10,700.00	89,300.00
			CREDIT ISSUES (+)	BELOW THRESHOLD			
STOCK FUND	25,000.00	25,000.00	-3,800.00 CR	3,000.00	25.00	-775.00 CR	25,775.00
TOTAL TYCOM GRANT	\$125,000.00	125,000.00		9,400.00	525.00	9,925.00	OPTAR BALANCE 115,075.00

OPTAR REPORT EXPENDITURES							
	FUND CODE	BALANCE B/F	AMT OBLIGATED	SFOEDL	CUM TOTAL OBIG	OPTAR BAL TD	
	SE	-0-	400.00	25.00	425.00		
TYCOM	SR	-0-	6,000.00	200.00	6,200.00	115,075.00	
BUDGET GRANT	OTHERS	-0-	3,000.00	300.00	3,300.00		
TOTAL		-0-	9,400.00	525.00	9,925.00		

Figure 4-12.—Ship's departmental budget report.

<u>Custody Code</u>	<u>Explanation</u>
S	Controlled equipage—custody signature required
	Controlled equipage—custody signature not required
O	(Operations/Navigation Department)
U	(Supply Department)
M	(Medical/Dental Department)
W	(Weapons Department)
L	(Multiple Departments)
E	(Noncontrolled equipage)

Figure 4-13.—Equipage custody codes.

does not get any repair part money. The money supply gets is from issues of stock to these departments. This money is used by supply to order stock that has been depleted.

### **Other Budget**

The second departmental budget report is for other and equipage grants. This report is made out at the same time that the repair parts report. This budget money is divided up between every department on the ship. In addition to the usual departments you also could have some additional headings such as vehicle rental, charter and hire, habitability, damage control, and services. If your ship issues consumables, you will have another heading for stock. Only those ships in the fleet having enough storage room make consumable issues.

### **CONTROLLED EQUIPAGE**

The term *equipage* refers to those noninstalled and relatively durable items that are located in operating spaces or other designated areas to support recurring operational, maintenance, or administrative functions, or to provide for the health, comfort, or safety of the crew. Equipage does not only include installed mechanical, electrical, ordnance, or electronic equipment. Equipage items generally are identifiable to end-use application aboard ships to the extent that an allowed quantity of the item can be determined on an individual ship basis. The equipage items will have an allowance equipage list (AEL) number assigned.

The definition of controlled equipage refers to those items of equipment that require special management control because the material is either essential for protection of life or relatively valuable and easily convertible to personal use. Controlled equipage generally is carried on board in allowance quantities only. This requires special inventory controls by the supply department. Items that are classified as such are listed in the NAVSUP P-485.

### **Designation of Controlled Equipage**

The controlled equipage item list (CEIL) is an item listing that the FLTCOMs developed jointly for special inventory control. The items selected to be managed as controlled equipage are categorized and listed as either signature or non-signature required items in the NAVSUP P-485.

If the commanding officer or TYCOM does not consider the CEIL in the NAVSUP P-485 to be sufficiently inclusive, he or she may designate as controlled equipage additional equipage items that he or she deems necessary to be so controlled. Also he or she may designate as signature required any of the nonsignature required items listed in the NAVSUP P-485 when he or she considers such additional control to be necessary. Items designated by the commanding officer are identified in a list prepared by the supply officer and approved by the commanding officer. The original of the list is retained by the supply officer and a copy is provided to each department head. When items are designated by the TYCOM, the supply officer retains a copy of the TYCOM's directive and provides a copy to each department head.

### **Custody Codes**

Each equipage item listed in the AELs and part III, section B, of the COSAL issued since June 1973 is assigned a single alpha code that indicates whether the item is controlled or noncontrolled equipage. If controlled equipage, the code also indicates whether or not custody signature is required and the department(s) normally assigned custodial responsibility. See figure 4-13 for a list of custody codes.

When distributed by the SPCC, COSALs having equipage items that are custody coded will be accompanied with partially prepared Controlled Equipage Custody Records, NAVSUP Forms 306, for each item that has a custody code. The NAVSUP Forms 306 are provided for use as custody records, after other required data such as department, card number, additional description, and serial numbers are entered.

### **Custody Record**

The controlled equipage custody record is the prescribed form for use as a custody record and inventory control document for controlled equipage in nonautomated ships. When items are designated as controlled equipage by the commanding officer or TYCOM, the notation CO DESIGNATED ITEM or TYCOM DESIGNATED ITEM, as appropriate, will be entered on the top or bottom margin of the NAVSUP Form 306.

#### **PREPARATION OF NAVSUP FORM 306.—**

Unless NAVSUP Forms 306 are provided with the COSAL, these forms are prepared (using a typewriter or pen) in an original and one copy for each item in the custody of each department head. The original of each custody record, as well as each duplicate for controlled equipage in the custody of the supply department, is retained by the supply officer. All other duplicate records are given to the cognizant department head.

The NAVSUP Form 306, properly prepared and with representative entries, is shown in figure 4-14. The following guidelines should be followed in preparing the NAVSUP Form 306:

- Custody records are numbered consecutively for each department.

- The responsible department is identified on each custody record. When quantities of the same item, such as typewriters or gas masks, are prorated to two or more departments, prepare separate records for each department showing the numerical allowance for which each department is responsible. For example, the following three departments may have these allowances: operations, 45 of 144; deck, 65 of 144; supply, 34 of 144.

- The NSN or NICN is shown when it can be determined and, when applicable, the special material identification code (SMIC) is shown. Also show the cognizance symbol and appropriate material control code for mandatory turn-in repairable. When the NSN or NICN cannot be determined, enter the manufacturers' code and part number, catalog number, or other identification.

- The current unit of issue and unit price is entered.

- The allowance authority must also be shown.

The complete description of the item must be shown including serial numbers when required. The originals of the NAVSUP Form 306 are maintained in any space that the supply officer considers to be convenient and, when not in use, are kept in a locked file.

**POSTING.—** Receipts and expenditures should be entered promptly. Each entry must show the date of the transaction, receipt or expenditure document number, activity received from or expended to, the quantity received or expended, and the balance. When a signature is required, each new balance must be attested by the signature of the responsible head of department.

#### **Inventory**

All controlled equipage items must be inventoried annually during the 15 February to 15 March time period and at other specific times:

- When ship is commissioned, inactivated, or reactivated

- Upon relief of department head for equipage in his or her department

- Before the change of command at the discretion of new commanding officer

Annual inventories must be completed by 15 March so that postinventory action can be accomplished in time to be reflected on the equipage control/redistribution source document. This may be required to be submitted as an addendum to the TYCOM's copy of the BOR for March as per the NAVSUP P-485.

When a shipwide or departmental inventory of all controlled equipage has been taken during the 6-month period before 15 February, the annual inventory requirements for the current year are considered satisfied. When a departmental inventory is taken upon the change of department heads, the relieving and relieved department heads take the inventory jointly. It must be completed before the detachment of the relieved department head.

#### **PREPARATION OF INVENTORY.—**

Before a physical inventory of controlled equipage, you must have your personnel process all receipts and expenditure documents and post them to the applicable NAVSUP Forms 306. (See



fig. 4-15.) The originals of NAVSUP Forms 306 applicable to items for which serial numbers are required are reviewed to find out whether or not serial numbers have been recorded. Any original custody records that do not list required serial numbers are annotated to indicate that serial numbers must be determined during the prospective inventory. The custodial department heads are advised to make the same notation, if necessary, on their duplicate records. At least 1 month before 15 February, either you or the supply officer should prepare an official notice advising all department heads of procedural details to be followed in conducting the annual inventory.

**IMPLEMENTATION OF THE INVENTORY.**— Each department head is responsible for conducting the inventory of items in his or her custody. A file of duplicate NAVSUP Forms 306 is used to conduct and record physical inventory of these controlled equipage items. Each item must be sighted and inspected for serviceability by the person conducting the inventory. Any differences between serial numbers and amount of equipment recorded on the custody cards must be investigated and reconciled. The date of the inventory, the quantity inventoried, and the signature of the person conducting the inventory must be entered by pen in the inventory record of the department head's duplicate custody record.

As the inventory progresses, or at the finish, the inventory entries recorded on the department head's records should be transcribed to the originals maintained by the supply officer. When the inventory quantity of any item differs from the originals, a recount or investigative research is required as per the NAVSUP P-485.

Upon completion of the inventory, each department head will submit a letter to the commanding officer, with a copy to the supply officer. When an inventory is held upon the change of a department head, both the relieving and relieved department heads must sign the letter.

**DEFICIENCIES AND EXCESSES.**— To obtain more effective management of controlled equipage assets, some TYCOMs maintain a computerized program that is designed to accomplish the following functions:

- Afford ready visibility of existing controlled equipage deficiencies and excesses

- Match the reported deficiencies of one ship with the reported excesses of another
- Facilitate the redistribution of reported excesses
- Point up deficiencies of urgently required items that no excesses are available for redistribution

Input to this program, if maintained, is provided by deficiency/excess reports that are required to be submitted by the individual ship of the TYCOM as per the reporting procedures and format prescribed in the NAVSUP P-485.

### **Presentation Silver**

*Title 10 U.S. Code*, section 7221, authorizes the Secretary of the Navy to accept and care for gifts of silver and other valuable articles. These gifts or articles can be presented to a U.S. Navy ship by states, cities, organizations, individuals, or other sources. This presentation process serves as the basic authority to expend operational funds to care for these gifts. Presentation silver can consist of a single item or a group of items. Other valuable articles can consist of paintings, portraits, original historical documents, engraved clocks, and other items that the commanding officer considers to warrant continuing accountability. The historical value and material worth of such items require the maintenance of detailed, current, and accurate inventory records for all items of presentation silver and other valuable gifts.

**RECORDS.**— A controlled equipage custody record prepared in an original and one copy will be maintained for each presentation silver or other valuable gift. If all items included in a presentation cannot be listed and properly identified on one card, you will have to use a custody card for each piece. Each custody card will include the following information:

- Custody department
- Card number (consecutively assigned if more than one on card)
- A complete description of item(s)
- Name of donor

MATERIAL ORDERED ON DD FORM 1348 AND RECEIVED ON DD FORM 1348-1

POST RECEIPT VOUCHER (DD FORM 1348-1) TO NAVSUP 306 AND OBTAIN SIGNATURE OF HEAD OF DEPARTMENT

TURN OVER MATERIAL TO THE REQUIRING DEPARTMENT AND OBTAIN RECEIPT SIGNATURE

RECORD (4442) NAVSUP FORM 306 (Rev. 1-73)

DD FORM 1348-1 (Rev. 7-67) 1 MAR 74  
GPO: 1974 O-713-1080

DD FORM 1348-1 (Rev. 1-73)

SEND TO: **MOO228 NSC, OAKLAND** ACQUISITION IS FROM: **R03659 USS LONG BEACH COM-9**

ITEM NO.	QUANTITY	UNIT PRICE	TOTAL PRICE
3	EA	211.00	633.00

SHIP TO: **MOO228 NSC OAKLAND CALIF** SHIP TO: **R03659 USS LONG BEACH COM-9** MARK FOR: **EM002** TOTAL PRICE: **00211.00**

WAREHOUSE LOCATION: **03306010** FREIGHT RATE: **8235** QUANTITY: **4**

ITEM NOMENCLATURE: **BINOCULARS 7 X 50**

RECEIVED BY AND DATE: **9-19-78** INSPECTED BY AND DATE: **D Williams OML**

PACKED BY AND DATE: **VR 8257** WAREHOUSED BY AND DATE: **VR 8257**

14B/LADING AND RECEIVER'S SIGNATURE (AND DATE): **C. C. Blasingame CDR USN**

15 RECEIVER'S DOCUMENT NUMBER: **MOO2**

DATE	DOCUMENT NO.	RECEIVED FROM	QUANTITY	ACKNOWLEDGE CUSTODY OF THIS ITEM IN THE QUANTITY SPECIFIED.
7-2-78	BP		4	C. C. Blasingame CDR USN
9-17-78	8235-0764	NSC OAKLAND	4	C. C. Blasingame CDR USN

7H 6650-00-251-8969 BINOCULARS 7X50 ALLOWANCE U: R EA UNIT PRICE 211.00 SHIP/ACTIVITY COM-9 DEPT. NAV CARD NO. MOO2

ALLOWANCE LIST NO. 2-240024003 ADD'L DESCRIPTION Prismatic w/filter, case, and strap

SERIAL NO. 861432; 741721; 397792; 397654; 864390; 864217; 865914; 858431

CUSTOMY SIGNATURE REQUIRED  YES  NO

Figure 4-15.—Receipt procedures for controlled equipage requiring custody signature.

- Name of ship to which originally presented
- Quantity of item
- Condition of item
- Date of receipt
- Receipt document number
- A photograph of each piece for presentation silver
- Year that silver was appraised and the value

**PHYSICAL INVENTORY.**— Physical inventories of presentation silver and other valuable gifts are required to make sure all items are actually on hand and in good condition. Presentation silver will be inventoried under the same time frame and conditions as controlled equipment. Other valuable gifts will be inventoried under the following conditions:

- Upon relief of custodian
- Change of command
- Upon inactivation of the ship

**REPORTS OF INVENTORY.**— On the completion of an inventory of presentation silver and of other gifts, the supply officer must submit various reports. For a presentation silver inventory, he or she must send a report to the Naval Supply Systems Command (NAVSUP) as per the following schedule:

1. An annual report is required for all sets appraised at \$90,000 or more.
2. A biennial report is required on all other sets on each odd year.

The report should be submitted by letter no later than 20 March. See figure 4-16 for the typical letter format. Reports that the supply officer must send on other valuable gifts are sent to the commanding officer and to the Curator for the Navy.

**Commanding Officer.**— Upon completion of an inventory of gifts, the custodian will report to the commanding officer that the inventory has been completed and send an itemization of any

missing or damaged items. For inventories incident to change of command or inactivation of the ship, the letter report to the Curator for the Navy will suffice as the inventory report to the commanding officer. When the custodian is being relieved, both individuals will sign a letter report to the commanding officer. The custodian is also responsible for informing the supply officer of any items reported damaged or missing.

**Curator for the Navy.**— Upon each change of command and upon inactivation of the ship, an itemized inventory report of gifts will be submitted by letter to the Curator for the Navy as soon as practical after completion of the inventory. The report will include the following information:

- Description and quantity of each item
- Name of donor
- Accession number assigned by the Curator for the Navy
- Identification and explanation of any damaged items
- Copy of a completed survey for any item that is determined to be missing or destroyed

**DAMAGE.**— If a presentation item or other valuable gift should become damaged, it will be repaired if possible, even though the cost to do so may not be considered economical. The cost of these repairs is chargeable to the ship's OPTAR. If an item is damaged to such an extent that it cannot possibly be repaired, it will be surveyed as per the NAVSUP P-485.

**MISSING OR DESTROYED ITEMS.**— Presentation silver items and other valuable gifts that have been lost, stolen, or destroyed must be expended by the means of a survey. The survey action should be initiated as soon as the loss or damage is discovered. A detailed description of the circumstances relative to the loss or damage will be included in the survey or with enclosures. If an item is suspected of being stolen, the loss should be reported, in letter format, to the Naval Investigative Service Headquarters (NISH), Washington, DC.

When an item of presentation silver is determined to be missing or destroyed, a letter report should be promptly submitted to NAVSUP

Date \_\_\_\_\_

USS \_\_\_\_\_  
PRESENTATION SILVER INVENTORY

Data elements are as follows: Nomenclature, including dimensions;

a. Inscription; b. Name of donor; c. Name of ship (original donee); d. Condition (Good or Poor must be circled specific information highly desirable (e.g., bent, broken, scratched, certain part missing)); and e. Manufacturer.

Certification: I hereby certify that the following inventory is accurate to the best of my knowledge. I further certify that any change(s) from the prior year inventory is (are) properly documented and supported in accordance with NAVSUP P485, Afloat Supply Procedures.

(Responsible Officer)	(Assigned Custodian)	Type Name, Rank/ (Rate and Sign)
-----------------------	----------------------	-------------------------------------

ITEM NO.	QTY U/I	ITEM	<u>CUSTODY CARD NO.</u>
Nomenclature			
		a. Inscription	
		b. Name of donor	
		c. Name of ship originally donated to	
		d. Good or Poor	
		e. Manufacturer	

Other: Attach Report of Survey (DD Form 200) when applicable (see par. 6117).

Figure 4-16.—NAVSUP Report 4001-1.

briefly stating the known facts surrounding the loss or destruction. The letter report should contain, as a minimum, the following information:

- Brief item description
- Quantity of item(s) lost or destroyed
- Name of designated custodian
- Telephone number, if available
- Statement regarding the feasibility of replacement in the event the item is not recovered

After a letter report has been sent, a survey, DD Form 200, is required in all cases where loss of presentation silver is involved. When a missing or destroyed item of presentation silver is surveyed, the original and one copy of the survey will be forwarded immediately in a letter of transmittal to NAVSUP for approval. When a missing presentation silver item that has been reported to NISH results in the issuance of a report of findings, NAVSUP should be advised so that a copy may be requested as required. Since loss of presentation silver can be an embarrassment to the Secretary of the Navy, action will be taken to replace the item with a duplicate. All correspondence concerning the replacement of the missing presentation silver will be provided to NAVSUP.

When a missing or destroyed gift item other than presentation silver is surveyed, a copy of the completed survey will be forwarded immediately in a letter of transmittal to the Curator for the Navy. If a loss or damage of gift items is found during an inventory or change of command or inactivation of a

ship, a copy of the completed survey form will be included in the inventory report as discussed earlier. When a missing gift item has been reported to the NISH results in the issuance of a report of findings, the Curator for the Navy should be advised so that he or she can get a copy if desired.

## CHAPTER 5

# PROCUREMENT

In previous chapters, you have examined how a COSAL relates to a ship, how each command receives needed funds and related accounting, and how needed reports are dispersed to the various commands. In this chapter, you will learn some of the methods available for procuring the necessary material to manage the operation of your ship or unit.

### REQUISITIONING

One definition of procurement is to get hold of or obtain. That is essentially what you must do to provide effective supply management for your ship. When parts or other supplies are needed, you must get hold of new stocks. The two basic methods by which you can get the materials and services you need are submission of requisitions to a shore activity or another ship and purchase direct from a commercial source. You normally will procure the required material by submitting a requisition to a Navy supply activity. If you cannot get the required material through normal supply channels, you can go direct to a commercial source on the open market, but only within the subject limitations in the *Store and Fleet Small Purchase and Other Simplified Purchase Procedures*, NAVSUPINST 4200.85.

### DISTRIBUTION CHANNELS AFLOAT

Basically, all stock points have as their ultimate mission the support of the fleet. Taking up the problems of distribution where shore supply points leave off are the fleet service forces. The service forces have the responsibility for establishing such supply activities within the fleet as are necessary to make efficient distribution of materials. They are responsible for the implementation and enforcement of policies established by the systems commands and bureaus on the distribution of materials and also for the promulgation of additional distribution controls within the fleet.

Also affecting the distributive system afloat are two additional controlling authorities—TYCOMs and local commanders. TYCOMs may prescribe controls over the procurement and stocking of material in ships under their command and may provide facilities for the supply of material to these ships. Local commanders, such as area commanders and senior officers present afloat, set up distribution controls over stock available in their areas as conditions require. Each of these authorities is responsible for enforcing the distribution controls of higher authority.

The controls of bureaus, service forces, TYCOMs, and local commanders are established in fleet operation orders and instructions. Supplementary directives on special material, on special circumstances, and for localized areas appear in bureau and fleet instructions and in local directives. Supply officers afloat must maintain comprehensive and current files on these instructions for information and compliance.

### SOURCE OF SUPPLY

Ships normally will submit requisitions to the supply activities specified in current operational orders and instructions issued under the direction of FLTCOMs. You should thoroughly familiarize yourself with these orders and directives. Three commonly used references that describe requisitioning channels are as follows:

- *Atlantic Fleet Requisitioning Guide*, CINCLANTFLTINST P-4210.1
- *Pacific Fleet Requisitioning Guide*, CINCPACFLTINST 4235.3
- *Consolidated Afloat Requisitioning Guide Overseas* (CARGO), NAVSUP P-4998

When requisitioning instructions do not specify the supply source, ships should submit requisitions to the nearest Navy ashore supply activity; for example, the nearest NSC, NSD, or NSY.

Ships that are deployed overseas should get their supplies from units of the combat logistics force (CLF) ships, outlying bases, CONUS distribution points, or advanced bases. These sources are normally detailed in the appropriate requisitioning guides mentioned above.

### **General Services Administration**

To prevent loss of demand and inadequate stock of General Services Administration (GSA) materials at Navy stock points, ships are not authorized to use a GSA self-service store or customer supply center (CSC) as a supply source. The only exception is for emergency requirements that cannot be readily obtained from a Navy supply source. If emergency requirements must be obtained from a self-service store or CSC, a DD Form 1155 should be used as the procurement document. The document will be prepared and submitted following the *Navy Acquisition Procedures Supplement (NAPS)*, NAVSO P-3670. Neither GSA cash cards nor credit cards are authorized to be used by ships.

### **Defense Reutilization and Marketing Service**

Excess material that has been turned in to defense reutilization and marketing offices (DRMOs) may be drawn by Navy units having either a specific allowance or a mission requirement for such material. Strict controls must exist for requisitioned material. All screening for and requisitioning of DRMO material must be authorized by a supply officer. Excess property reutilized by requisition from a Navy activity should be subject to normal custody and inventory control. If material is to be picked up from a DRMO, there should be a proper division of functional responsibilities. For example, the person picking up the material should not be the same person accountable for the material. Additionally, DRMOs should distribute confirmation copies of requisitions to your ship's accountable property official. The requisitioning of such material should only be allowed to meet your ship's needs. This material should not be redistributed further except by documented transfer. You must refrain from establishing separate facilities for excess property.

### **PROCUREMENT FROM SERVMARTs**

A SERVMART is a self-service store that is operated by an ashore supply activity to provide

a ready supply of relatively low-cost items frequently required by customers in the area. SERVMARTs also stock certain items of medical and dental supplies. This material is stored in a segregated area. The only individuals that can pick up this material are medical or dental personnel who are designated by an official letter of authorization signed by the commanding officer or a designated representative. All SERVMARTs issue a SERVMART shopping guide that lists the cognizance symbol, NSN, noun name, unit of issue, unit price, and storage location of each item stocked. The self-service feature of SERVMARTs and the simplified requisitioning procedures that will be explained in subsequent paragraphs enable an ashore supply activity to realize substantial cost savings. This concept permits customers to obtain material quickly without preparing and submitting a separate requisition for each item needed. The range of material available, ease of acquisition, and ready convertibility to personal use of such items requires you to rigorously monitor and control SERVMART shopping.

### **Requirements**

A SERVMART Shopping List (SSL), NAVSUP Form 1314 (fig. 5-1), is used to list multiple items intended to be procured from a SERVMART. The use of the SSL is required in all procurement actions from a SERVMART. The SSL is used to help prepare either the DD Form 1348 or NAVSUP Form 1250-1. These are the only procurement forms authorized for use at a SERVMART.

When a work center or department wants to procure electrical or electronic items, you should caution your shoppers before they purchase these items. Before you authorize the shoppers to buy this equipment, you should make them aware of the limitations in the use of any ungrounded power supply. When you do authorize the purchase of these items, the shoppers must present these items upon return to the ship either to the electrical or electronic shop for approval and tagging per existing shipboard electric safety regulations.

### **Use of Electronic Point of Sale II Equipped Stores**

All NSC and NSD SERVMARTs are equipped with Electronic Point of Sale (EPOS) II. One of the by-products of EPOS that is available upon request is the customer items



purchased report (CIPR). The CIPR itemizes all material and all controlled items purchased by your activity over a period of time. There are two reports—one itemizes all controlled items and the other itemizes all other material purchased by your command. See figure 5-2. Both reports are printed using the format described below:

Report No. 0020

Date of Transaction	Checkout Number
Transaction Sequence No.	Operator ID Document
Number/Supplyment Address	Fund Code
Signal Code	Time of Transaction
NIIN	Nomenclature
Quantity	Unit of Cost
	Total Amount Charged for Item

Maintaining an audit trail of government funds in today's Navy cannot be overemphasized. Cash register tapes, when available, will be attached to the SSLs. If tapes from EPOS II stores are lost, you can request a copy of the CIPR.

**Documentation by Category**

One SSL and one supporting DD Form 1348 or NAVSUP Form 1250-1, money value only (MVO), are required to be prepared for each category of material procured from a SERVMART. The material categories are listed as follows:

- Stock replenishment of consumables
- Stock replenishment of repairable
- DTO consumables
- DTO repair parts
- Equipage
- Medical and dental material (all cog 9L)
- Hull and structural (facilities) maintenance preservation material

**Document Preparation**

The SSL document for SERVMARTS is filled out in triplicate either by the work center (for DTO material) or by the stock record storekeeper to replenish any repair parts or consumables that you carry on board.

**SERVMART SHIPPING LIST.**— The SSL will be prepared, in triplicate, by the stock records storekeeper for each category of stock replenishment material that is to be procured from the SERVMART. The SSL may be prepared either by ball-point pen or typed. The SSL should be prepared as follows (refer to fig. 5-3):

<u>Data Element</u>	<u>Entry</u>
Material Category	Appropriate category should be identified.
Page ___ of ___	Self-explanatory.
Julian Date	To be filled in by requiring department.
Ship/Activity	Ship's name and hull number.
Requisition No.	Leave blank requisition number to be entered by the requisitioning storekeeper.
Fund Code	Entered by the stock records storekeeper.
Item No.	NIIN
	Description
U/I	Self-explanatory.
Qty	
Unit Price	
Ext. Price	
Requiring Dept.	Shipboard storage location work center code.
Total	Sum of all extended prices.
Adjusted Total	Sum of total and 10 percent of total.
Certification	Name and signature of responsible official designated by requiring department head.

**CUSTOMER CONTROLLED ITEMS PURCHASED REPORT**

NSC Puget Sound Servmart STORE 1

REPORT 00020 CUSTOMER CONTROLLED ITEMS PURCHASED REPORT FOR N00 DATE 8295 PAGE 1

TRANS OPR ID DI DOCUMENT JOB/SUPPL SIG FUND TIME NSN NOMENCLATURE QNTY UOI TOTAL

6725	SB	Z9E	N000000653713	A	K9	1000	01 144 8447	FLOPPY DISK 5 1/4	N/O	-10	BX-	30.00
6711	SB	Z9E	N000000653714	A	K9	0935	01 182 8534	CALCULATOR TI 30		-4	EA	-36.80
6699	SB	Z9E	N000000656920	A	K9	1031	00 162 2205	KNIFE POCKET FOUR BLADE		-6	EA	-21.72
6704	SB	Z9E	N000000658050	A	K9	1311	00 550 9123	VACUUM CLEANER		-1	EA	-105.00
			00 835 7210					BATTERY D DRY ALKAE95 N/O S/L -24	EA	-12.96		

**CUSTOMER ITEMS PURCHASED REPORT**

NSC Puget Sound Servmart STORE 1

REPORT 00020 CUSTOMER ITEMS PURCHASED REPORT FOR N00 DATE 8295 PAGE 49

TRANS OPR DOCUMENT JOB/SUPPL SIG FUND TIME MIN NOMENCLATURE QNTY UOI TOTAL

1956	SB	N00000082943718	A	K9	1052	00 187 6489	BINDER 3RG 1" BLK 11 x 8			-36	EA	-44.64
						00 247 6069	ENVELOPE BLANK KRAFT 9 x 12			-1	BX	14.50
						01 124 5660	PAPER PAD RULED 8 x 10 WHT N/O			-6	DZ	-34.68
						00 243 1780	STAPLER HVY DUTY			-2	EA	-13.42
						LL 000 0633	NOTEBOOK PKCT SZ SPIRL TOP			-10	EA	-5.20
						00 530 1757	KNIFE PKCT MARLINSPIKE 2BLAD			-3	EA	-24.45
						00 162 2205	KNIFE PKCT FOUR BLADE			-3	EA	-10.86
						00 052 8698	FRAME PICTURE 8 x 10 WALNUT			-1	EA	-2.02
						00 904 2663	TAPE ADHESIVE 3/4 IN DBLBACK			-1	RO	-2.84
						00 826 1876	TAPE EMBOS BLK 1/2 IN			-12	RO	-2.04
						00 835 0443	MACHINE EMBOSSING			-1	EA	-3.74
						00 082 2661	LABEL AVERY WHT 3 1/2 x 15/16			-1	BX	-6.90

Figure 5-2.—Sample of customer items purchased report.

SERVMART SHOPPING LIST (4491)		MATERIAL CATEGORY		PAGE	OF	JULIAN DATE	
NAVSUP FORM 1314 (REV. 4-84)		CONSUMABLES		1	1	3293	
SHIP/ACTIVITY				REQUISITION NO.		FUND CODE	
USS GLOVER FF-1098				V17700-3293-0123		SC	
ITEM NO.	COG SYM AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPT.
1	7530-00-290-0599	BOND PAPER	RM	10	3.61	36.10	SS01
2	7530-00-244-4035	CARBON PAPER	HD	5	1.69	8.45	SS01
3	7530-00-285-3090	WRITING PAPER	PG	10	2.84	28.40	SS01
4	7530-00-222-0078	MEMO BOOK	EA	20	.78	15.60	SS01
5	7530-01-072-2536	MANIFOLD GREEN	BX	5	4.74	23.70	SS01
6	7530-00-401-6910	MANIFOLD WHITE	BX	5	4.78	23.90	SS01
7	7530-01-072-2538	MANIFOLD YELLOW	BX	5	4.78	23.90	SS01
8	7920-00-240-2555	SPONGE	EA	10	.91	9.10	SS01
9	7930-00-515-2477	DETERGENT	GL	2	4.31	8.62	SS01
0	7930-00-559-9481	CLEANING COMPOUND	CN	5	1.49	7.45	SS01
1	7930-00-141-5888	WAX	CN	1	21.32	21.32	SS01
2	7930-00-266-7121	METAL POLISH	CN	5	2.01	10.05	SS01
3		TOTAL				216.09	
4							
5							

TYPED OR PRINTED NAME AND RANK OR GRADE OF AUTHORIZED SHOPPER JOHN A. DOE

DISTRIBUTION: WHITE - Shopper's Copy, YELLOW - Mail to Ship/Activity, PINK - Store's Copy (Optional), GOLD - Supply Officer's Copy

I CERTIFY THAT THE PURCHASE OF MATERIALS LISTED HEREON IS NECESSARY FOR THE OFFICIAL BUSINESS OF THE NAVY REQUESTED BY (FOR DIRECT TURNOVER MATERIAL):

APPROVED BY: John A. Doe Authorized Signature      John A. Doe Supply Officer's Signature

UPON RETURN TO THE SHIP/ACTIVITY, THE FOLLOWING MUST BE COMPLETED, RECEIVED, INSPECTED AND VERIFIED ON:

DATE \_\_\_\_\_ BY \_\_\_\_\_  
Typed or Printed Name and Rank or Grade and Signature

PURCHASE SUBTOTAL
PLUS 10% FOR PRICE VARIATIONS
PURCHASE TOTAL
DD FORM 1348/NAVSUP FORM 1250-1 MAXIMUM AUTHORIZED
*MAY NOT EXCEED DOLLAR LIMIT ON DD FORM 1348 OR NAVSUP FORM 1250-1

UNIT MAILING ADDRESS

Figure 5-3.—SERVMART shopping list (SSL).

Data Element

Item Number Column Structured to permit multipage use.

“LAST ITEM”

Entry

Must be entered immediately below last item ordered.

Remember that you need to fill out either a DD Form 1348 or a NAVSUP Form 1250-1 with the SSL. These forms should be filled in by the requisitioning storekeeper.

**MONEY VALUE ONLY (MVO).**— Upon receipt of the SSL forwarded by the stock records

storekeeper, the requisitioning storekeeper will enter the requisition number that is to be assigned. Then, either one four-part DD Form 1348 (MVO) or one NAVSUP Form 1250-1 (MVO) will be prepared for each material category. Each DD Form 1348 and NAVSUP Form 1250-1 will include the following data entries (see figs. 5-4 and 5-5 for examples):

Data Element

Entry

B

Ship's service designator code, UIC, name, and hull number.

1-3

A0A.

30-43

Document number.

51

Appropriate signal code from appendix 14 of the NAVSUP P-485.

52-53

Fund code for the category of material being procured.

DD Form 1348 Data Block/Card Column(s)

Entry

A

Service designator code, UIC, name, and location of the supply activity, plus SERV-MART.

Figure 5-4.—Money Value Only (MVO), DD Form 1348.

Figure 5-5.—Money Value Only (MVO), NAVSUP Form 1250-1.

<u>DD Form 1348 Data Block/Card Column(s)</u>	<u>Entry</u>
L-S	TOTAL COST LIMITATION and amount; the name, rank, and signature of the supply officer. (The total cost limitation will include the extended prices indicated in all NAVSUP Forms 1250-1 applicable to the same fund code, plus an additional 10 percent to provide for possible price increases.)

<u>NAVSUP Form 1250-1 Data Block/Card Column(s)</u>	<u>Entry</u>
13-14	UIC/work center code.
18	Source code.
21	SERVMART.
24	LT.
25	1.
26	Dollar value.
27	MVO.
28	Fund code.
29-30	TOTAL COST LIMITATION and amount; the name, rank and signature of the supply officer. (The total cost limitation will include the extended prices indicated in all NAVSUP Forms 1250-1 applicable to the same fund code, plus an additional 10 percent to provide for possible price increases.)

<u>DD Form 1348 Data Block/Card Column(s)</u>	<u>Entry</u>
1-3	A0A.
4-6	Routing identifier.
30-43	Document number,
51	Appropriate signal code from appendix 14 of the NAVSUP P-485.
52-53	Appropriate fund code.

The distribution of either the DD Form 1348 or NAVSUP Form 1250-1, after being signed by the supply officer, should be as follows:

Original—attached with original of the SSL and given to the person designated to pick up material.

Pink copy—sent to the stock records storekeeper to inform him or her of the requisition number to be entered on suspense copies; then discarded.

Green copy/hardback copy—held in suspense by the OPTAR records storekeeper pending receipt of the applicable SERVMART adding machine tape.

**Direct Turnover Material**

When a department or work center desires to go to a SERVMART, they should fill out all the necessary paper work, A NAVSUP Form 1750-1 is required for each item of DTO material (repair parts/equipage) that is to be procured from a SERVMART. After determining that the material is not on board, the yellow copies will be returned to the requesting work center. The stock records storekeeper should then segregate the documents by material category and must use each batch of documents to prepare separate SSLs.

One SSL must be prepared, in triplicate, for each batch of NAVSUP Forms 1250-1 for DTO items. Each SSL should include the same data entries as those described previously, After the SSLs have been prepared, the originals should be forwarded to the requisitioning storekeeper for

preparation of DD Forms 1348 (MVO) or NAVSUP Form 1250-1 (MVO). The duplicates of the SSLs, with related NAVSUP Forms 1250-1 attached, will be held in suspense by the stock records storekeeper pending onboard receipt and issue of material. The NAVSUP Form 1250-1, for repair parts or equipment, should be completely filled out per the NAVSUP P-485.

An SSL, with NAVSUP Form 1250-1 (MVO) attached, should be prepared by shipboard departments to request procurement of consumables from a SERVMART list. The SSL will include all entries from the SERVMART catalog. After completion, the SSL, prepared in triplicate, and an MVO 1250-1 will be presented to the stock records storekeeper. After the storekeeper has verified the required entries and made any appropriate changes, the storekeeper should enter the appropriate fund code (\_C for consumables, \_2 for hull and structural [facilities] maintenance preservation, and \_7 for medical/dental material). The stock records storekeeper then should forward the original of the SSL to the OPTAR storekeeper for completion of the requisition data on the MVO form. He or she should then hold the duplicates of the SSLs and all copies of the NAVSUP Form 1250-1. He or she then gives the original of the SSL and MVO to the requester.

DD Form 1348 and NAVSUP Form 1250-1 for DTO material will be prepared and distributed in the same manner as that previously discussed.

**PICKUP OF MATERIAL.**—The storekeeper or other person designated to pick up material at a SERVMART is responsible for the following actions:

- If the total quantity requested is obtained, circle the quantity indicated in the SSL; if only a partial quantity is available, line out the requested quantity and enter and circle the quantity obtained; if the item is not available in any quantity, line out the requested quantity and enter NIS in the QTY column.

- Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.

- Group and check out the items obtained by material category (a separate group of items for each DD Form 1348 or NAVSUP Form 1250-1); and as each group of items is checked out, give the original DD Forms 1348 or NAVSUP Forms 1250-1 to the SERVMART clerk

and obtain a separate adding machine tape for each MVO presented to the clerk.

- Before leaving the SERVMART, reconcile any differences between the prices listed on each tape and those indicated in applicable SSLs.

#### **INSPECTION/RECONCILIATION.—**

Upon completion of shopping action, all material will be returned to the ship. You or your representative, using the SSL as an invoice, will examine the material for correct count. Receipt quantities should be verified by placing a check mark next to the quantity and the original SSLs will be marked Receipt Inspected and Verified, dated, and signed. The requester, for DTO material, will sign all NAVSUP Forms 1250-1 for the material that he or she has received in the Received By block.

The original SSLs and the adding machine or EPOS tapes will be compared with the suspense copies that have previously been retained by the stock records storekeeper. If there are any differences in money value of the suspense documents, you should reconcile them.

#### **Responsibilities for Procurement Afloat**

The supply officer is responsible for the procurement of all equipment and supplies needed by the ship, with the exception of ammunition, Marine Corps stores, navigational maps and charts, war reserve stockpile nuclear weapons and major assemblies, medical stores, and those materials that are automatically furnished without action by the ship. (On ships operating under Navy Stock Account special accounting classes 207 and 224, the supply officer is responsible for the procurement of load list medical stores.) The supply officer is responsible to the commanding officer for the maintenance of stocks of general stores, subsistence items, and ship's store stock and clothing items, if authorized, at levels sufficient to meet probable demands. The supply officer is responsible jointly with the cognizant head of a department for the maintenance of a full allowance of equipment items.

As the leading storekeeper, your responsibility is to implement whatever system of procurement the supply officer directs. Working with the supply officer, you should determine procurement requirements, using as the basic guide the ship's allowance list and usage experience as reflected in the stock records.

In determining stock requirements, you must take into consideration geographic and climatic conditions; the expected length of cruises; the type of operations, such as combat, training, or other missions; and the availability of supply activities. You can also check with other ships' supply departments to see what they carried on deployment. You also must consider the expected needs of operating departments for maintenance materials and consult with department personnel in that regard. Of course, your determination of requirements must be made per the ship's endurance schedule, the stock limits and allowances established by the cognizant commands, NAVSEA weight restrictions, and logistic commanders' endurance limitations,

### **MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES**

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) should be used for ordering all material from the Navy supply system, other military activities, the Defense Logistics Agency (DLA), and the GSA. There are certain materials that are excluded from using the MILSTRIP, and they will be addressed later.

#### **MILSTRIP Requisitioning Forms**

MILSTRIP requisitioning uses a coded, single line item document for each supply transaction. One of the following documents can be used for MILSTRIP requisitioning:

- DOD Single Line Item Requisition System Document, Manual, DD Form 1348
- Single Line Item Consumption/Requisition Document, Manual, NAVSUP Form 1250-1
- Non-NSN Requisition (4491), NAVSUP Form 1250-2
- DOD Single Line Item Requisition System Document, Mechanical, DD Form 1348m
- DOD Single Line Item Requisition System Document, Manual-Long Form, DD Form 1348-6

**DD FORM 1348.**— The DD Form 1348 is used by nonautomated ships without card punch

capabilities. You can use this form for follow-ups, modifiers, cancellations, and for a requisition to order material. The DD Form 1348 comes in two-, four-, and six-part forms.

The two-part form can be used for requisition follow-ups, cancellations, and modifiers. The four- and six-part forms will mainly be used to requisition material for the command.

**NAVSUP FORM 1250-1.**— This form is a seven-part, multipurpose form used as a requisition/consumption document. It is used by all types of ships from submarines to aircraft carriers. Automated and nonautomated ships use the NAVSUP Form 1250-1. On board the automated ships, the form will be pin fed through a printer.

**NAVSUP FORM 1250-2.**— The NAVSUP Form 1250-2 is a dual-purpose document for use by afloat activities to requisition non-NSN/part numbered items from Navy supply sources and to record and report demand and usage data. The form is a combination of the DD Form 1348-6 and the NAVSUP Form 1250-1. Use of the form allows afloat supply personnel to requisition and report the demand and usage on a single document instead of completing a separate NAVSUP Form 1250-1 and a DD Form 1348-6 for each item. The NAVSUP Form 1250-2 is a seven-part document and may only be used by afloat activities and only at Navy supply activities. See figure 5-6 for an example of a NAVSUP Form 1250-2.

**DD FORM 1348m.**— The DD Form 1348m is a standard electric accounting machine (EAM) card that is used by automated ships. It is used primarily for requisitions. It can be used for requisition follow-ups, modifiers, cancellation requests, and for MOV responses. Automated shore activities also use it for supply status, shipment status, follow-up replies, and cancellation confirmations.

**DD FORM 1348-6.**— The DD Form 1348-6 is a six-part form that is used for requisitioning non-NSN items. It is used to order material that cannot be identified by a stock number. The form consists of two sections. The upper section is filled out just like any other form that you use to requisition material. The bottom half has about 15 blocks to fill out additional identification data on the

NON-NSN REQUISITION (4491)																																																																																							
A. REQ. DATE 9292		B. DEPT NO ER01		C. URGY B		D. RDD		E. LOCATION		F. SIM <input type="checkbox"/> NON-SIM <input checked="" type="checkbox"/>		G. ISSUE DATE		H. REQN QTY 1		L. REQN NO V17700 9294-0731																																																																							
J. NOUN NAME OR REF SYM VALVE				K. FPR		L. APL/AELCID 883674582				M. INV QTY		N. MIS <input type="checkbox"/> N/C <input checked="" type="checkbox"/>		O. OBL AMT 235.00		P. POSTED		S/R (REQN O/S)		X																																																																			
JOB CONTROL NUMBER												U. EQUIP COSAL SUPPT'D												V. OPTAR LOG																																																															
Q. UIC		R. WC		S. JSM		T. EIC		YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>		URG <input type="checkbox"/>		MART <input type="checkbox"/>		S/R (ISSUE)		X																																																																					
V. 17700		EB01		0921		IC01																																																																																	
DOCUMENT IDENTIFIER		ROUTING IDENTIFIER		M & S		NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN												UNIT OF ISSUE		QUANTITY		DOCUMENT NUMBER																																																																	
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		W	
AOE		NNZ		T		0099		LD		C10		9988		EA		00001		V 17700		9294		0731																																																																	
O. SUPPLEMENTARY ADDRESS		FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DATE		A. O. V. I. T.		BLANK		REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)																																																																							
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		65		66											
R		Y		NEB01		A		SR		9C		EK5		06		365		235.00																																																																					
IDENTIFICATION DATA																																																																																							
AA MANUFACTURER'S CODE AND PART NO. 32570-6643																				CC SHIP'S POC PISTOL																																																																			
BB MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC) Babcock Co. Seneca Falls NY																				NAME _____ RATE BTC DIVISION ER01 PHONE (804) 444-1601																																																																			
DD TECH MANUAL NO. / BLUEPRINT NO.																				FF MANUFACTURER'S CATALOG IDENTIFICATION C2D3																																																																			
EE END ITEM APPLICATION HI Pressure Steam Line																				GG CATALOG DATE 16 March 1989												HH TECHNICAL ORDER NO. 0921LP0017755																																																							
II DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT																				MAKE Babcock												MODEL NO. TH01																																																							
																				SERIES												SERIAL NO. 6643																																																							
																				COLOR Bronze												SIZE 3/4"																																																							
KK SOURCE OF SUPPLY (Incl phone and POC if avail) Smith Valve Co. 804-442-2345																																																																																							
LL ACCOUNTING DATA 17041804.702D 432 53824 B 060957 2D V17700 0092940731SR																																																																																							
MM REQUISITIONER (Clear text name and address) Supply Officer USS GLOVER FF1098 FPO NEW YORK 09951																				NN APPROVED BY: (Supply/Contracting/Ordering Officer) NAME J. A. Doe RANK LT SIGNATURE <i>J. A. Doe</i>																																																																			

Figure 5-6.—Non-NSN Requisition, NAVSUP Form 1250-2.



**MILSTRIP Messages to be Submitted Vice Defense Automatic Addressing System**

In certain situations, material requirements dictate the need for procurement by the Defense Automatic Addressing System (DAAS). DAAS is a real time random access digital computer system that uses the Automatic Digital Network (AUTODIN) switching centers of the Defense Communications System to receive and automatically retransmit MILSTRIP messages. You can send follow-ups, cancellations, modifiers, and requisitions via DAAS. Each document included on the message is limited to 66 card columns of data. All transmittals are accomplished by AUTODIN which automatically provides you with a punched card (or magnetic tape image) for each document included in your message.

Processing the MILSTRIPs by DAAS is fast and efficient. You will find that you can receive status and material about 2 or 3 weeks sooner than by mailing your requisitions.

**REQUISITIONS QUALIFIED FOR DAAS.—**

When material is authorized to be requisitioned by message, and when no exception data is required, message requisitions for NSN or NICN

items can be prepared and submitted by DAAS. Message requisitions for non-NSN items that require remarks or exception data can be prepared and submitted, but not by DAAS.

**PREPARE MESSAGE REQUISITION FOR TRANSMITTAL.—**

When a message requisition is prepared for transmittal via DAAS the MILSTRIP data will be entered in columns 1-66 on the MILSTRIP Message Transmittal Worksheet, NAVSUP Form 1353-1. If your ship communications procedures permit the use of handwritten message forms, you can prepare a local form with wider columns instead of using the NAVSUP Form 1353-1. The locally prepared form must follow the same format as the NAVSUP form. You will notice that the message format does not include paragraph numbers and no slants between data elements, nor does it include the letters BLNK for data elements that are not applicable to the requisition. When data elements are not applicable, the data columns will be left blank. Except for the 66-character restriction, this message form is limited only to the number of requisitions that can be listed on one page. These requisitions that are listed on a page can all have different routing identifier codes. See figure 5-8.

MILSTRIP MESSAGE TRANSMITTAL WORKSHEET (12 PITCH) (2100)  
 NAVSUP FORM 1353 (REV. 3-75)  
 NOTE: FOR USE ON ELITE TYPEWRITERS - 12 PITCH

SECURITY CLASSIFICATION  
 UNCLAS

RELEASED BY: J. A. DOE CAPT USN DRAFTED BY: J. R. DOE SKC PHONE: DATE: 12 Oct 1993

PAGE 1 DRAFTER OR PRECEDENCE LMF CLASS CIC FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY  
 1 RELEASER TIME RR INFO TC 1A2Z DATE - TIME MONTH YEAR

FROM: USS GLOVER  
 TO: DAAS DAYTON OH

INFO:

USE THIS SPACE FOR ALIGNMENT (Elite type - 12 pitch)	D/F	R/I	M	STOCK NO			QTY	DOCUMENT NO			D	S	F	U	P	R	P	R	A
				NSN	NICN	ACQ		INFO	NO	DATE									
aaaaaaaaaaaaaa				A0ANN2W5120002456734			EA00001M1770092840067R												9CEP510
				A0ANDZ14820005647833			EA00001M1770092840068R												9CEX506
				A0AN39T5330009153211			EA00001M1770092840069R												9CEP513
				A0AS9NT6663010237788			EA00001M1770092840070R												9LEP506
				A0AN02W1020008532468			EA00001M1770092840071R												9HEP505 5A

Figure 5-8.—DAAS MILSTRIP requisitions.



A2 of the service message. Line A2 is not necessary, and if not included, DAAS will furnish you with the DAAS output message data so that you can accomplish the desired action.

### **NOT OPERATIONAL READY-SUPPLY/NOT MISSION CAPABLE-SUPPLY REQUISITIONS**

Not operational ready-supply (NORS) requisitions are those submitted for a casualty report (CASREP) requirement, as defined in the *Navy Warfare Publication* 10-1-10. A not mission capable-supply (NMCS) requisition is any requisition submitted for aeronautical material required to correct an aircraft NMCS condition.

#### **Preparation of NORS/NMCS Requisitions**

NORS or NMCS requisitions should be prepared in the same format as routine MILSTRIP requisitions. Specific data entries required in NORS or NMCS requisitions are described as follows:

- Enter an S, or other appropriate media and status code in card column 7.
- The first position of the serial number should be a W for a NORS and a G for an NMCS requirement.
- In card column 54, you should enter the appropriate distribution code, per the fleet or TYCOM's instructions, to identify who is to receive 100 percent supply and shipment status (normally it is your ship).
- In card columns 57-59 enter the correct project code that applies to a NORS or an NMCS requisition.
- In the Priority block enter the highest priority authorized by the urgency of need and assigned force/activity designator (F/AD).
- The Required Delivery Date block will be used when the material required is critically needed. You can use 999 when the requisition is considered a C2, C3, or C4 CASREP.

### **Transmittal of NORS or NMCS Requisitions**

Requisitions for NORS or NMCS requirements will be transmitted by naval message unless transmittal by other means such as mail, transceiver, or courier is considered to be faster.

#### **Expediting NORS or NMCS Requisitions**

Any requests for emergency assistance of NORS or NMCS requisition requirements should be directed to the emergency supply operations center (ESOCs). For a complete listing of these various ESOCs, see NAVSUPINST 4420.27.

### **UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM**

An integral and vital part of the MILSTRIP is the requirement to assign priorities by the standards set forth in the Uniform Material Movement and Issue Priority System (UMMIPS). In the movement and issue of material, it is necessary to establish a common basis to determine the relative importance of competing demands for resources of the supply system such as transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD). The PD assigned to a requisition determines the time frame within which your requirement normally will be processed by the supply system. The PDs to be used in requisitioning material or services will be determined by your assigned F/AD and the applicable urgency of need designator (UND).

#### **Exceptions of Priority Designator**

UMMIPS authorizes the assignment of specified PDs in requisitions for certain material requirements, regardless of your assigned F/AD. The types of material and the PD authorized for certain types are described below. Some of the PDs are authorized for immediate end-use requirements and for stock replenishment requirements.

**MEDICAL OR DISASTER SUPPLIES OR EQUIPMENT.**— PD 03 will be used to order medical or disaster supplies or equipment required immediately to prolong life or speed recovery in case of injury, illness, or disease.

**ESSENTIAL CLOTHING.**— PD 06 should be used to requisition emergency supplies of individual and organizational clothing required immediately to provide a minimum of essential clothing to active duty military personnel who need it.

**REQUIREMENTS FOR A SUPPORTED UNIT.**— When you requisition a specific immediate end-use requirement for a supported activity with a higher F/AD than yours, you can use their F/AD to determine the PD for the requirement.

**Limitations on High-Priority Requisitions**

Figure 5-10 shows the maximum percentage of high-priority requisitions (PDs 01 -08) normally allowed each category of deployed afloat activities (or units alerted for deployment within 30 days). If your ship is neither deployed nor alerted for deployment, it should operate largely below these guidelines.

**MATERIAL OBLIGATION VALIDATION**

A material obligation validation (MOV) represents that unfilled quantity of a requisition that is not immediately available for issue to you. The requisition is recorded as a commitment against existing, prospective stock dues or direct deliveries from vendors. Material obligations are considered overaged for

validation when priorities 01-08 requisitions are outstanding more than 30 days. Your routine requisitions, priorities 09-15, are considered overaged when still outstanding more than 75 days. You should make frequent comparisons of the material outstanding file (MOF) and the work center's ship's force work list to make sure the requisitions in the MOF are valid requirements. This internal check will enable you to initiate cancellation requests of invalid requirements or initiate follow-ups before the quarterly scheduled inventory control point generated MOV cycle. Continuously doing internal MOVs will result in a better MOF and will also provide a good head start on the next MOV cycle. ICPs will forward MOV requests for your overaged material obligations centrally held to DAAS. The purposes of MOV requests are as follow's:

- To make sure overaged material obligations reflected at the ICPs agree with the MOF of your activity
- To determine if requirements for the material still exist
- To see if the total quantity requested is still required
- To see if the priorities that you have assigned to the requisitions are still valid

Navy stock points may, at their option, reconcile locally held material obligations with you.

<u>Activity Category</u>	<u>PD 01-08</u>
Submarines and FBM submarine tenders	80
Destroyer tenders, non-FBM submarine tenders, repair ships, aircraft carriers, and shore intermediate maintenance activities (SIMAs)	70
Navy/Marine aircraft squadrons and Marine aircraft groups	70
CLF ships	40
Ships not included in above categories	55

**Figure 5-10.— Limitations on requisitions.**

## MOV Schedule

MOVs are conducted quarterly under the following schedule:

MOV Cycle	Supply Source Cutoff Date for MOV Requests	Supply Source Must Receive MOV Responses by
1	20 January	5 March
2	20 April	5 June
3	20 July	5 September
4	20 October	5 December

ICPs are required to transmit MOV requests to DAAS on or before the cutoff date of each MOV cycle. This is to allow mailing to activities concerned no later than 5 days from the established cutoff date of each validation cycle. You will usually receive a message from DAAS

listing the activities, cutoff date, and number of cards that are being forwarded to you. It also explains when you should respond to DAAS if you have not received the MOV cards. If your MOV requests are received at DAAS after the cutoff date, they can be converted to APs and returned to the generating ICPs by DAAS.

## MOV Requests and Control Cards

Each batch of MOV requests forwarded to an activity should be accompanied with an MOV control card for acknowledging receipt for the MOV requests. Receipt entries in the MOV control card are explained in a following section of this chapter. MOV requests and MOV control cards are prepared on general-purpose detail cards in the formats illustrated in figures 5-11 and 5-12 respectively.

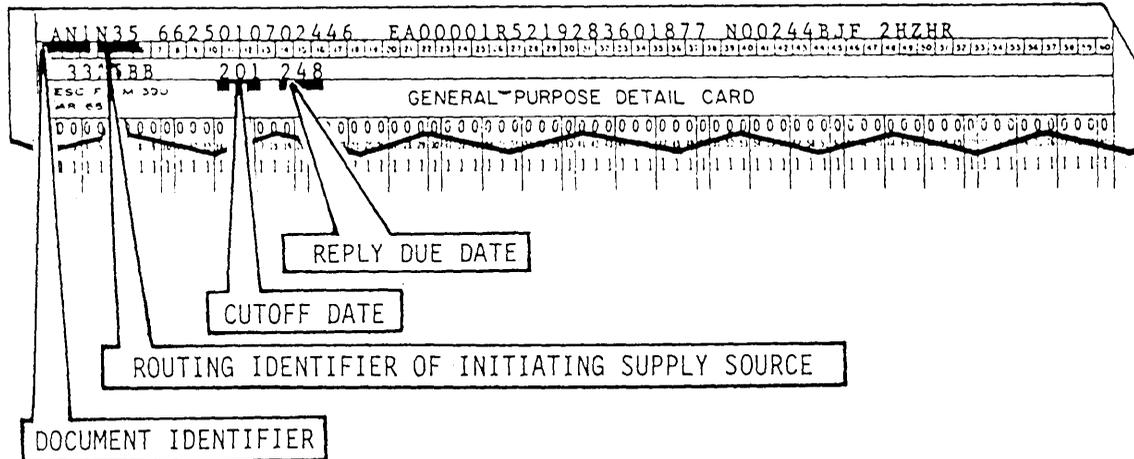


Figure 5-11.—MOV request card.

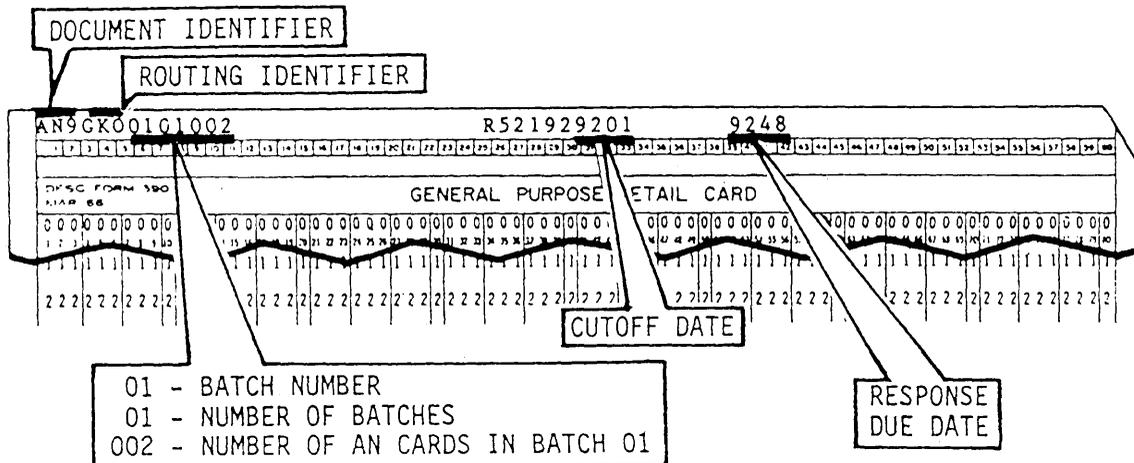


Figure 5-12.—MOV control card.

The proper format for MOV requests and for the control cards that accompany each batch of MOV requests is located in the NAVSUP P-485.

### Activity to Receive MOV Requests

With the exception of the fleet ballistic missile (FBM) submarine, MOV request cards must be mailed to the ship or unit designated by the Media and Status (M&S) code in the overaged requisitions. When a zero is indicated as the M&S code, the MOV requests must be sent to the activity designated by the entry in CC 54, and if CC 54 is blank, the MOV requests must be sent to the requisitioner, MOV requests mailed by the supply source must be accompanied with a machine list of these cards; MOV requests transmitted to and mailed by DAAS must not be accompanied with a machine list.

MOV request cards will be mailed to the ship or unit designated by the M&S code in the overaged requisitions. (See exception below. ) When a zero is indicated as the M&S code, the MOV requests will be sent to the activity designated by the entry in CC 54 and, if CC 54 is blank, the MOV requests will be sent to the requisitioner.

**MOV REQUESTS FOR FLEET BALLISTIC MISSILE SUBMARINES**— MOV requests for FBM submarines always will be transmitted via AUTODIN to the appropriate Polaris material office designated by the entry in CC 54 of the overaged requisitions, regardless of any M&S code that may have been entered in CC 7.

### Acknowledgement of Receipt of MOV Requests

Unless subparagraph 3 applies, receipt of MOV requests will be acknowledged immediately by either of the following:

- Enter the document identifier code AP9 and the receipt date to the right of general-purpose detail card. The MOV control card then will be mailed promptly to the activity indicated by the routing identifier code in CCs 4-6.

- If a card-punching capability exists, prepare a duplicate MOV control card (using either DD Form 1348m or IBM 5081 General-Purpose Card) with AP9 in CCs 1-3 and the receipt date in CCs 41-44, and then mail the prepared card to the activity indicated by the routing identifier code in CCs 4-6.

- At the TYCOM's option, the MOV control card data may be returned via DAAS on the

format provided in the preceding paragraphs with the following exceptions (see fig. 5-13):

<u>Print Positions</u>	<u>Explanation</u>
1-3	AP9 to indicate receipt acknowledgment.
41-44	Julian date the MOV cards were received.

**DEFENSE AUTOMATIC ADDRESSING SYSTEM OFFICE (DAASO).**— DAASO will transmit an individual service message to each MOV customer who was sent MOV documents. The DAASO message will cite the routing identifier code (RIC) of the ICP originating the MOV documents; the applicable DAAS method of transmission and dates; and the instructions to be followed in the event that MOV data are not received within 18 days of the DAAS transmission date. In addition, DAASO will provide the TYCOM with a summary message that lists all MOV recipients under his or her command. This list will cite the RIC of the ICP involved and the number of documents.

**NONRECEIPT OF MOV CARDS.**— Each activity receiving a DAASO message will determine if the MOV documents have been received within 18 days of the transmission date cited by DAASO. If batches are not received during this time frame, submit DOC ID APX to DMSO, Dayton, Ohio, to request retransmission of individual batches in the following format:

### REQUEST FOR RETRANSMISSION

<u>RECORD POSITIONS</u>	<u>FIELD LEGENDS</u>	<u>EXPLANATIONS AND INSTRUCTIONS</u>
1-3	Document identifier	Enter APX.
4-6	Routing identifier	ICP/IM RIC.
7-13		Batch number and card count.
1-29		Blank.
30-35	Address	DODAAD code of activity requesting retransmission.
36-39	Cutoff date	Prescribed cutoff date of the validation cycle. (One position for last digit of calendar year three position Julian day.)
40-80		For retransmission requests (DOC ID APX) record positions 40-80 are blank.



differences between data entries in the requisitions and MOV requests. Each outstanding requirement for which an MOV request has been received will then be validated to determine whether the total quantity is still required, or whether the total quantity or a partial quantity can be canceled. Quantities will not be increased nor priorities upgraded in the validation process. In addition, when outstanding requisitions are for DTO maintenance-related material, the related issue request documents in the NIS/NC portion of the MOF will be matched with the applicable OPNAV Forms 4790/2K held in the Maintenance Data System (MDS) coordinator's deferred action file. If there is no related maintenance action form held (meaning the job has been completed), the originator of each issue request will be requested either to authorize cancellation or to justify continuance of the requirement. After the validation has been completed, each validated requisition document in the MOF will be annotated or stamped "Validated MOV request of ." (In the first blank space of this notation, enter the routing identifier of the originator of the MOV request, and in the second blank space, enter the Julian date of the MOV request. )

### **Response to MOV Requests**

A response to each MOV request must be received by the requesting activity via DAAS by the reply due date entered in lower line print positions 16-18 of the MOV request document, except when a delayed suspension has been requested due to operating commitments. Fleet units mailing response cards will report by message to the requesting activity that the cards have been mailed when they are mailed less than 20 days before the reply due date indicated in lower line print positions 16-18 of MOV request documents. The reply due date is established as the fifth day of the second month following the cutoff date entered in lower line print positions 12-14 of the MOV request documents. Only the message should be submitted.

When you receive MOV request documents, you should review each document to determine if the quantity on order is still required or if you can reduce or cancel entirely. During the review, the documents can be separated into two categories—those that can be partially or totally canceled and those that the original quantity ordered are still required. Upon your review, a response will be transmitted to DAAS. For those documents that can be partially or totally canceled, an AP response will be prepared with the routing identifier of the requesting ICP

entered in CCs 4-6 and in CCs 71-73 left blank to allow for DAAS transmission. The quantity field will indicate the quantity still required, not the quantity being canceled. For example; if the total quantity is being canceled, the quantity in CCs 25-29 will be 00000. If the quantity is being reduced from 5 to 2, the quantity in CCs 25-29 will be 2. For any document that the quantity is still valid, you do not have to submit any documents.

### **Overaged Requisitions for MOV Request Not Received**

When comparing MOV requests with related requisitions in the MOF, it may be discovered that MOV requests have not been received for some overaged requisitions that apparently (based on the most recent status attached) are being held by the MOV originator. In such cases, follow-up or cancellation action (if and as appropriate) should be initiated per the NAVSUP P-485.

### **Delayed Submission of MOV Response Cards**

If operating commitments of your ship or late receipts of the MOV request cards prevent response by the reply due date, you or the MOV activity should advise the material obligation holder by message of the estimated date MOV responses will be submitted and request suspension of cancellation action on all requisitions involved. To facilitate timely suspension of cancellation action by the supply source, the message also should indicate the activity address code (AAC) of each requisitioner involved. When a requisitioner is authorized more than one AAC, each AAC will be identified. A copy of the message will be sent to the cognizant TYCOM. Consistent with messages received, material obligation holders will suspend actions for cancellation pending receipt of cancellation requests or further advice from the requisitioner or other designated activity.

### **Cancellation of Requisitions**

When the recipient of MOV request documents responds with requests for cancellation of items or reductions in quantities, you should confirm each item or quantity cancellation with a reply to cancellation request indicating status code BR (cancellation authorized in response to an MOV request). Funds will not be deobligated until confirming cancellations are received from the requisition holder. Material obligation holders automatically cancel material obligations when no response to MOV requests or no requests for

suspension of automatic cancellation action have been received by the response due date, provided that acknowledgment of receipt of MOV requests has been received. In such circumstances, the material obligation holder provides cancellation notification to the appropriate activity with a cancellation card (document identifier in the AE series) indicating status code BS (canceled—no response to MOV request).

### **SMALL PURCHASE**

Small purchase is an acquisition of supplies or personal services in the amount of \$25,000 or less. Ordinarily, supplies and services required for forces afloat are procured by requisition from the nearest shore activity. When unable to use the normal procedures to obtain supplies, you can use the open purchase method.

The ship's supply officer should make sure personnel engaged in purchasing functions are familiar with the contents in the NAPS, NAVSO P-3670, and any other procurement directives available. The technical advice, legal counsel, training programs, and other procurement assistance provided by naval regional contracting centers (NRCCs) and certain NSCs, per the NAVSUP P-485, should be used to the maximum extent possible. The ship's supply officer should implement and exercise such controls as may be required to prevent violations of standard procurement regulations.

Some of the areas to be discussed in this section will be the policies and procedures used in obtaining material and services requiring small purchase and simplified purchase action.

### **AFLOAT UNITS AND GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SCHEDULES**

GSA federal supply schedules are generally geared toward meeting the routine needs of stationary, shore-based activities. The constraints of shipboard supply and logistics make virtually all ships' purchases urgent. It had been determined not cost-effective for ships to assemble and maintain the considerable libraries of the federal supply schedule literature necessary for schedule use. So, GSA schedules are considered optional with respect to shipboard purchasing. The shore-based activities buying on behalf of afloat units are required to use the GSA schedules.

### **OPEN MARKET PURCHASE METHOD**

As the contracting officer, you should use the small purchase procedure that is most suitable,

efficient, and economical to the purchase action. Some of the methods for making small purchases and corresponding dollar limitations are the blanket purchase agreement (BPA), the imprest fund, and purchase orders.

The following are some of the general procedures you should apply to making purchases on the open market:

1. Purchase requisitions should be prepared and approved before starting any small purchase action.

2. In arriving at a total amount involved in any transaction, all supplies and services that properly would be grouped together in a single transaction should be included. You should consolidate all requirements to the maximum extent possible.

3. Your individual open market purchase actions cannot exceed your contracting authority without prior approval from the cognizant procurement management review office or detachment.

4. You cannot take an open purchase if it exceeds your contracting authorization and split it into two separate orders.

5. You must establish at your command controls to make sure the initiation of a requirement, award of the purchase action, and receipt of the material are not performed by the same person. If you are unable to set up a three-way control, make sure the same person does not do both the award of the purchase and receipt of the material. To cover this kind of situation, you can write a local instruction covering this situation.

### **SPECIAL TRAINING**

All your personnel or those that you designate to do the purchasing should attend a NAVSUP authorized small purchase course. You should also make sure not only the people you have designated as your purchasing agents are trained, but be sure all personnel are adequately trained.

### **TYPES OF PURCHASE**

You have basically two different ways of doing an open purchase. One way is by intra-activity and the second method is the military interdepartment purchase request (MIPR). Both of these are discussed in the following sections.

#### **Intra-Activity**

This type of purchase request will originate within your command. The requesting activity or department will originate the purchase request.

They can use a variety of forms to request your personnel to buy the necessary material. Aboard ship you can use the following forms for open purchase: DD Form 1348-6, NAVSUP Form 1250-2, and any local prepared form that has been approved by competent authority.

### **Military Interdepartment Purchase Request**

MIPRs are forwarded by the originating military department to another military department for purchasing action. Field contracting activities responsible for single department procurement should receive requests for purchase action on the following forms: Military Interdepartmental Purchase Request, DD Form 448 (this form is used by other military services), and Requests for Contractual Procurement, NAVCOMPT Form 2276 (this form is used by the Department of the Navy).

### **COMPETITION AND PRICE REASONABLENESS**

It is the responsibility of the storekeeper or buyer to make sure every purchase is made at a fair and reasonable price. He or she is to make sure the government gets what it pays for in terms of quality and delivery. When dealing with a contractor, you are speaking for the U.S. Navy. When making a purchase, never be afraid to challenge the price, demand a reduction, or ask to talk to someone higher in that company. If necessary request more information from your customer. The information on the item that you are purchasing might require more technical advice. If this happens, let your customer talk to the contractor with you present. In getting this information, your job is to perform a service to support your customer and the ship or command.

### **Purchases Not Over \$2,500**

These purchases should be distributed equally over a period of time among qualified suppliers. If practical, a quotation can be solicited from other contractors on repeat orders. When you can determine that one quote is fair and reasonable, you can save the additional expense and time of seeking additional quotes. But if you think that the price might be unreasonable, then seek additional quotes. The judgment in the reasonableness of the price needs to be made in every buy. You need to use common sense when making these buys. You should always ask yourself, "Would I pay that price if I was going to use my own money?" If you answer no, then you need

to do more work. Some of the time all you need is a better understanding of what you are buying or additional information on the item.

### **Purchases Over \$2,500**

For any purchases that are over \$2,500, you must have your purchasing agent solicit three bids from various contractors or companies. By soliciting three bids you can get prices that are reasonable to the government and to your command. You can get reasonable competition for small purchases from the local area that is your home port. When your ship is on deployment overseas, you then usually have to work through a husbanding agent in that foreign port. The only time you need a husbanding agent is when there is not a Navy activity located nearby. If you have an NSD or an Naval Supply Activity located in that particular port, you must submit your open purchases to them per the local directives or area instructions.

When requesting bids from three separate businesses and you only receive one response, no other responses are needed if you decide that the quote is fair and reasonable. The contracting officer can have solicitations limited to one company if he or she decides that the price is fair and reasonable. When he or she does this, you must get a sole source letter from the departmental representative explaining why this company is the best one to purchase the material from. You have to be sure you file this letter with the purchase request.

### **BLANKET PURCHASE AGREEMENT**

The BPA method of small purchase is a simplified procedure of establishing charge accounts with various sources to cover anticipated purchases of the same general category. The general scope of the BPA must be consistent with the contractor's status under the Walsh-Healy Public Contracts Act as a manufacturer of, or regular dealer in, the type of supplies identified. BPAs eliminate the necessity of issuing individual purchase orders by providing those purchases that can be made by placing oral calls, or by informal memorandums when more convenient. Maximum use of BPAs is encouraged and recommended when appropriate. Of course, if you do a small amount of purchasing, you probably will not have repetitive requirements for purchases by the BPA method.

### **Conditions for Use**

All BPA agreements are to be issued as bilateral, two-party signature documents. Major field purchasing activities and other Navy Field

Contracting System activities who have been granted such authority are authorized to place BPAs when either there is a repetitive need or the use of the BPA is administratively more economical and efficient than any other small purchase method. No BPA call can exceed \$25,000 and calls for subsistence are unlimited as to dollar value. Notwithstanding the above thresholds, no BPA call may exceed the contracting authority of your ship or command placing the call.

The use of a BPA does not authorize purchases that are not otherwise authorized by law or regulation. For example, the existence of a BPA does not justify sole source purchasing or avoiding small business-small purchase set-asides. The rules distributing purchases among qualified suppliers for purchases in excess of \$2,500 and for seeking competitive quotations for purchases in excess of \$2,500 apply to each call under a BPA. If there is not enough BPAs to have a competitive and equal distribution of business,

you or the supply officer should make additional solicitations from other companies. You then can take action to establish additional BPAs for future uses.

### Establishment of Authorized Callers

BPA calls may be made by individuals from your ship or command who entered into the BPA. The supply officer or contracting officer who issued the BPA can authorize other activities who have been granted contracting authority to place calls under his or her BPA. You cannot authorize a different command to use your BPAs unless that command has a contracting officer.

For you to authorize your personnel to make authorized calls on BPAs, they have to attend a NAVSUP approved small purchase course. These authorized individuals must be appointed as contracting officers by a certificate of appointment. (See fig. 5-14.) This appointment

# Certificate of Appointment

Under authority vested in the undersigned and in conformance with  
Subpart 1.6 of the Federal Acquisition Regulation

is appointed

## Contracting Officer

for the

## United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:

Unless sooner terminated, this appointment is effective as long as the appointee is assigned to:

(Organization)

(Agency/Department)

(Signature and Title)

(Date)

(No.)

NSM 7540-01-152-4613  
1402-101

STANDARD FORM 1402 (10-63)  
Prescribed by GSA  
FAR 146 OFR 53.201-1

Figure 5-14.—Certificate of appointment.

should be made as per NAVSUPINST 4200.81 within their contracting authority. See figure 5-15 for contracting/ordering officer appointment.

### **Authorized Callers**

Now that you have sent the necessary personnel to the small purchase course, you should make a list of these individuals. This list should be submitted to the supply officer for his or her file. This list should also state the dollar limitations of each person per call. Any time you change this list, you must notify the supply officer in writing to update the original list.

### **FAST PAYMENT**

The fast payment procedure is designed to encourage faster delivery to the government and to improve supplier relations by speeding payments to contractors. This procedure is especially suitable when you are the consignee and the time required for processing would unduly delay payment to the contractor. To receive payment for material delivered, the contractor will submit his or her invoice directly to the disbursing office for payment.

The fast payment procedure is authorized in purchases that require special attention to avoid excessive delay through normal procedures. All the following conditions must be present so that you can use fast payment:

- Individual orders do not exceed \$25,000.
- Government ownership occurs if delivery is to a post office or a common carrier or if delivery is taken by an NSC.
- Contractor agrees to replace, repair, or correct supplies not received or any goods damaged during transit.

Do not use fast payment procedures under the following conditions:

- Point of inspection and acceptance is at a nearby based location where normal receipt control procedures apply
- Small purchases by shore activities and afloat units where delivery is made and normal control procedures can be used
- Get around established receipt control procedures to reduce paper work when the item

is complex and requires special quality assurance, inspection, and acceptance procedures

When using fast payment procedures you should be sure all orders using BPAs, supplies, or services are issued and prepared on a DD Form 1155. Upon issuing your order on the DD Form 1155, you must make sure all material received meets the requirements of the order. When you receive your order, after inspection, you should notify the purchasing office within 10 days. If the material has not been received within 30 days after the required delivery date cited on the DD Form 1155, you must immediately notify the purchasing office.

### **IMPREST FUND**

The imprest fund is a simple and economic method of making purchases of \$500 or less. It is a cash fund and operates much like the petty cash fund used by private industry. It is, in effect, a miniature revolving fund. The fund is reduced as purchases are made. When the reimbursement voucher is prepared, the ship's OPTAR is charged for the amount spent and the money returned to the imprest fund.

### **Authority**

Upon the written approval of the TYCOM, ships may establish an imprest fund. The supply officer, with the approval of the commanding officer, must establish the fund in writing, setting forth the maximum amount of the fund and designating an imprest cashier to act as custodian of the fund. The amount of the fund should be based on anticipated purchases, but it may not exceed \$1,000 for ships with Supply Corps officers, or \$500 for ships without Supply Corps officers, unless a greater amount is approved by the TYCOM and is authorized by NAVSUP. A review should be made at least once a quarter to determine if there is continuing need for the fund and if the amount of the fund is greater than necessary. Any officer or enlisted member attached to the supply department may be designated as imprest fund cashier except those performing disbursing duties.

The procedures to be followed in establishing an imprest fund and for appointing or revoking appointments of the cashier are contained in the NAVSO P-3670.

NAME	CURRENT GRADE/RANK AND POSITION TITLE	ACTIVITY
------	---------------------------------------	----------

**PART I — DUTIES AS CONTRACTING OFFICER**

A. Number of Employees Supervised \_\_\_\_\_  
 B. Highest Grade of Employees Supervised \_\_\_\_\_

C. Limitations on Contracting Authority \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

D. Brief Description of Duties as Contracting Officer, to include Quantity, Complexity Type, and Average Dollar Amount of Documents Obligated. \_\_\_\_\_

**PART II — EXPERIENCE**

A. Number of Years as Full-Time Contract Negotiator/Administrator: \_\_\_\_\_

<u>Dates</u>	<u>Position</u>	<u>Grade Held</u>	<u>Duties</u>
--------------	-----------------	-------------------	---------------

B. Number of Years as Supervisory Contract Negotiator/Administrator: \_\_\_\_\_

<u>Dates</u>	<u>Position</u>	<u>Grade Held</u>	<u>Duties</u>
--------------	-----------------	-------------------	---------------

C. Number of Years as Contracting Officer (May overlap other experience): \_\_\_\_\_

<u>Dates</u>	<u>Position</u>	<u>Grade Held</u>	<u>Duties</u>
--------------	-----------------	-------------------	---------------

D. Number of years of Other Directly Pertinent Experience: \_\_\_\_\_

<u>Dates</u>	<u>Position</u>	<u>Grade Held</u>	<u>Duties</u>
--------------	-----------------	-------------------	---------------

Figure 5-15.-Contracting/ordering officer appointment documentation sheet.

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PART III — EDUCATION

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A. High School Graduate	B. No. of Years College Completed	C. College Graduate Yes    No	D. Type of Degree
		E. Major	F. Minor

---

G. Graduate Work

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PART IV — TRAINING

(List any pertinent Civil Service Schools, Military Schools, or Correspondence Courses)

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A. School/Courses Title	Hours	Date Completed
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PART V — OTHER

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A. The Appointee has reviewed SECNAVINST 5370.2H (Standards of Conduct).

---

B. The Appointee is/is not required to file the Confidential Statement of Affiliations and Financial Interests.

---

Typed Name and Title of Appointee	Signature	Date
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Typed Name and Title of Appointing Official	Signature	Date
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Effective Date of Appointment

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Distribution:

Figure 5-15.—Contracting/ordering officer appointment documentation sheet—Continued.

## Advance of Funds

A signed copy of the letter appointing the imprest fund cashier is furnished to the disbursing officer, at which time the disbursing officer advances the authorized amount of the fund to the cashier and obtains a receipt for the advance.

## Security of Cash and Receipts

To prevent theft or unauthorized use, imprest funds (both cash and receipts for amounts paid out and not yet reimbursed) must receive the same security as that given other public monies as prescribed in the *NAVCOMPT Manual*, volume 4.

## When Imprest Funds May be Used

Imprest funds should only be used to purchase supplies and services when the requirement cannot be satisfied by the supporting shore activity within the required time frame. Other criteria for use are as follows:

- The transaction involves one delivery and one payment not in excess of \$500. Simultaneous requirements may not be split into multiple purchase transactions to circumvent the prescribed monetary limitation for imprest fund.

- The supplies or services are available immediately and cash payment will be made upon pickup or delivery.

## Restrictions on Uses

Imprest funds may not be used for any of the following purposes:

- Cashing checks or other negotiable instruments

- Payment of public utility bills

- Payment of salaries and wages

- Purchase of foreign items unless the applicable decisions of exception and documentation are made before procurement

- Purchase of supplies or services that would not be authorized for purchase under general purchasing regulations.

## Disbursements

Purchases from the imprest fund must be based on an authorized purchase request document (NAVSUP Form 1250-1 or DD Form 1348) approved by the supply officer or an authorized representative. Normally, the purchase request document must be marked Imprest Fund and must include the item name, the estimated

unit price and total price, and the vendor's name and address, if known.

The cashier may advance funds to the person authorized to make the purchase and obtain a receipt for the advance, or the cashier may reimburse the person for an authorized purchase made with his or her own money. In either case, the approval must be obtained before the purchase is made. Figure 5-16 illustrates the Standard Form 1165 and describes its use as an interim receipt for money advanced and as a receipt for money spent. It is preferable to obtain the receipt for purchase on the vendor's own form (sales ticket, delivery ticket, or other similar document), but if this is not available, the Standard Form 1165 may be used. If the vendor's form is used as the receipt for cash and the amount of the purchase exceeds \$15, the sales representative must certify the receipt as follows:

Cash payment received in full:

Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

The supply officer or other designated person receives all items purchased through the imprest fund and certifies receipt by dating and signing the vendor's receipt Received and Accepted. When practical, a designated person should be someone other than the imprest fund cashier. The purchaser must return the receipt and any unused cash to the cashier as soon as possible, and the cashier voids his or her interim receipt for cash and returns it to the purchaser. These receipts must be afforded the same security as cash.

The cashier should balance his or her funds daily to make sure the total amount of the fund is accounted for, either in cash or purchase receipts.

## Inspection and Verification

The imprest fund cashier may be required to account for the established balance of the fund at any time. The total of cash on hand, paid vendors' receipts, unpaid reimbursement vouchers, and interim receipts for cash must equal the total of the fund. An unannounced inspection is made at least quarterly. The commanding officer designates a person or persons to conduct the inspection and a report of inspection is made promptly to the commanding officer.

## Reimbursement

To maintain adequate controls over imprest funds a Reimbursement Voucher, Standard Form 1129, is prepared on an as-required basis,

INTERIM RECEIPT TO BE COMPLETED AT TIME OF ADVANCEMENT OF CASH AND RETAINED BY IMPREST FUND CASHIER

THIS PORTION OF FORM WILL BE COMPLETED AT TIME OF MAKING PURCHASE

THE IMPREST FUND CASHIER WILL NUMBER EACH VENDOR'S RECEIPT (WHETHER DEALER'S BILL OR SUBVOUCHER PORTION OF STANDARD FORM 1129) AS A SUBVOUCHER

STANDARD FORM 1165  
7 GAO 5100  
1165-105

### RECEIPT FOR CASH—SUBVOUCHER

(To be used when invoice is not available)

Subvoucher No. 5 DATE 7/23/1999

Received in cash from Imprest Fund Cashier, USS. Goods, F.F. 1998  
Twenty - One and 54 (\$21.54) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT
1 EA	BEARING # 74892	19.32
2 EA	GASKET @ 1.10	2.22

Vendor ACME INDUSTRIAL CO.  
Address 2361 INDEPENDENCE BLVD  
VIRGINIA BEACH VA

By J. A. Doe (Signature of Vendor/Agent)  
Title Salesman

PURPOSE (Project, etc.) \_\_\_\_\_ APPROPRIATION AND ACCOUNTING CLASSIFICATION (DO NOT SIGN IN DUPLICATE) \_\_\_\_\_

DATE 7/23/1999  
Received of Imprest Fund Cashier \$ 25.00 for which I hold myself accountable to the United States.

W. Z. Doe (Signature) SK3 USA

NOTE TO SIGNER: Be sure this receipt is marked "VOID" and returned to you when the transaction is completed or the funds returned to the Cashier.

GPO : 986 O - 238-852

MUST BE FILLED OUT IN INK OR INDELBLE PENCIL

TO BE SIGNED BY SUPPLIER OR HIS AGENT

TO BE SIGNED BY PERSON TO WHOM CASH IS ADVANCED

- STEP 1 - INTERIM RECEIPT PORTION COMPLETED AND SIGNED BY PERSON TO WHOM CASH ADVANCED. RETAINED BY IMPREST FUND CASHIER. SUBVOUCHER PORTION GIVEN TO INDIVIDUAL FOR USE AS DEALER'S BILL.
- STEP 2 - INDIVIDUAL MAKES PURCHASE AND OBTAINS EITHER A SIGNED DEALER'S BILL OR THE SIGNATURE OF THE SUPPLIER OR HIS AGENT ON THE SUBVOUCHER.
- STEP 3 - PERSON WHO MAKES PURCHASE RETURNS SIGNED RECEIPT OR DEALER'S BILL WITH UNUSED AMOUNT OF THE CASH ADVANCED TO IMPREST FUND CASHIER.
- STEP 4 - IMPREST FUND CASHIER VERIFIES DEALER'S BILL OR COMPLETED SUBVOUCHER AND RETURNS INTERIM RECEIPT, MARKED "VOID", TO INDIVIDUAL.

Figure 5-16.—Receipt for Cash-Subvoucher, STD Form 1165.

but in no case should reimbursement be made less frequently than once a month if any disbursements have been made.

Ships operating on extended cruises, when no disbursing officer is available, must prepare the

Standard Form 1129 immediately upon return to an area served by a disbursing officer if any disbursements from the imprest fund were made during the period. Figure 5-17 shows a reimbursement voucher with one of the

**REIMBURSEMENT VOUCHER**

Standard Form 1129 (12-10-68)

Voucher No. \_\_\_\_\_ Schedule No. \_\_\_\_\_

ATTACH SUBVOUCHERS HERE

U.S. Department of the Navy, USS JOHN PAUL JONES DDG-32  
(Department, bureau or establishment)

Payer's name: SAC(36) B.S. SEARS

Mailing address: USS JOHN PAUL JONES DDG-32  
c/o P.F.O. San Francisco, Calif. 96601

PAID BY

For payments made on account of official business as per attached subvoucher numbers 18 to 20 inclusive, for the period 2 June 197 to 8 June 198 and reclaimed subvoucher numbers \_\_\_\_\_

AMOUNT  
Dollars \_\_\_\_\_ CENTS 95.00

STATES OF END

This Voucher	95.00
Unpaid Reimbursement Voucher Dated _____	
Unscheduled Subvouchers _____	
Interim Receipts for Cash _____	
Cash on Hand	5.00
<b>NOT APPLICABLE</b>	
<b>BALANCE OF CASH ON HAND</b>	
<b>Total</b>	<b>100.00</b>

I certify that the disbursements claimed herein are correct and proper that payment has not been received, and that the status of the fund for which I am authorized is \_\_\_\_\_

9 June 199 (Date) W. J. DODD (Signature)  
Title SAC(36) USN (if other)

Number of reimbursement checks desired \_\_\_\_\_ in the amounts of \_\_\_\_\_

Approved: \_\_\_\_\_ (Signature or initials)  
(For Administrative Use)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

9 June 199 (Date) A. B. Seams (Signature)  
Title AS, MANAGER, IT, DC, USN  
Authorized Certifying Officer  
Supply Officer

ACCOUNTING CLASSIFICATION (Revised 7-63)

APPROPRIATION SYMBOL AND SUBWARD	OBJECT CLASS	BUSINESS CONTROL AND SUB-ALLOCATION	ALTR. ACCTG. ACTIVITY	TYPE	PROPERTY ACCTG. ACTV.	CODE CODE	AMOUNT
1701804-702C	000	57017 0	060957	2D	AS2192	000153183288	57.50
						000157184080	14.00
						000157187288	23.50

PAID BY CASH \$ \_\_\_\_\_ (Date)

PAID BY \_\_\_\_\_ (Date)

---

**RECEIPT FOR CASH—SUBVOUCHER**  
(To be used when invoice is not available)

Standard Form 1168 (1-60) 1168 108

Received in cash from IMPREST FUND CASHIER USS DUARTE (DD-901)  
NINETEEN and 85 (19.85) for the following:

QUANTITY	ARTICLES OR SERVICES	AMOUNT
<u>1 EA</u>	<u>Bearing # 73408</u>	<u>16.95</u>
<u>2 EA</u>	<u>Retaining Nuts @ .645</u>	<u>2.90</u>

Vendor Acme Industrial Supply  
Address 4474 Business St.  
San Diego, Calif.

By P. J. Root  
Title Assistant Manager  
(DO NOT SIGN IN EMPLOYEE)

PURPOSE (Print or type) \_\_\_\_\_

APPROPRIATION AND ACCOUNTING CLASSIFICATION \_\_\_\_\_

Figure 5-17.—Imprest Fund Reimbursement Voucher, STD Form 1129, with supporting purchase receipts.

purchase receipts for which reimbursement is requested.

The imprest fund cashier prepares the Standard Form 1129 in an original and the number of copies required by the disbursing officer who replenishes the fund. The obligation document number of each transaction is a required entry in the Cost Code column of the Accounting Classification section of the Standard Form 1129. The completed Standard Form 1129, with the original of each paid dealer's invoice or subvoucher and the original of each DD Form 1348 (MVO) attached, is submitted to the disbursing officer. The disbursing officer reimburses the imprest fund cashier for the amount of acceptable dealers' invoices or subvouchers received and furnishes the cashier a paid copy of the Standard Form 1129.

### **Refunds From Vendors**

If a vendor refunds cash erroneously paid before the submission of the Standard Form 1129 covering such payment, the imprest fund cashier must accept the refund, return the money to the imprest fund, and enter the amount of the refund on the original (or copy tendered as the original) of the vendor's receipt. If the refund is made after submission of the Standard Form 1129, the cashier must enter the amount of the refund on his or her retained copy of the form and promptly submit the refund to the disbursing officer.

### **Records**

Recordskeeping for the imprest fund must be kept to a minimum, consistent with the requirement that adequate controls be maintained.

**VOUCHER CONTROL.**— The imprest fund cashier maintains, in his or her safe, a complete and orderly suspense file of all original sales documents and Standard Forms 1165 for which the imprest fund cashier has not yet been reimbursed. When these vouchers are submitted to the disbursing officer for reimbursement, a retained copy of the Standard Form 1129 is filed in the safe pending reimbursement and return of a paid copy of the Standard Form 1129 from the disbursing officer. The paid copies of Standard Forms 1129 returned by the disbursing officer should be filed in chronological order in the imprest fund cashier's safe and retained for 3 years.

**IMPREST FUND PURCHASE LOG.**— An imprest fund purchase log must be locally prepared and maintained by the imprest fund cashier to provide a record of each transaction. A recommended format of the log is shown in figure 5-18.

### **PURCHASE ORDERS**

A purchase order is an offer by your ship or command to buy certain supplies and services under specified terms and conditions contained in the order. The purchase order is awarded as a result of a quotation. As has been previously discussed about small purchases, we have gone over the most common forms that are used in making an open purchase. What will be discussed in the following paragraphs is two other types of purchases—the unilateral and bilateral purchase orders.

#### **Unilateral Purchase Order**

A unilateral purchase order, which is most commonly used, is an offer by your ship or command to buy certain supplies or services under specific terms and conditions. The contractor accepts the offer by furnishing the necessary supplies or services or by proceeding with the work to where performance has occurred. When you issue a unilateral purchase order the contractor is not legally obligated to perform. The DD Form 1155 is an offer that the contractor may accept by furnishing the supplies or services or by proceeding with the work to a certain point or he can accept the order simply by not furnishing the supplies or providing the services offered.

As the contracting officer you may, at any time before acceptance and by written notice to the contractor, withdraw, amend, or cancel the offer. The procedures for withdrawal and cancellation of purchase orders can be found in the NAVSUPINST 4200.85.

#### **Bilateral Purchase Order**

A bilateral purchase order is an offer by your ship or command that the contractor accepts by signature. The contractor is requested to indicate acceptance of a DD Form 1155 by signing in the Acceptance block on the face of the form. The supply officer, or whoever he or she has designated, will sign the DD Form 1155 and forward it to the contractor for his or her

PURCHASE NO.	DATE	DEPT.	NOMENCLATURE	SUPPLIER	AMOUNT	REIMBURSEMENT VOUCHER NO.	OBLIGATION DOCUMENT NO.
16	5/27/83	ENG.	CEMENT, EPOXY	SEARS ROEBUCK, SAN FRANCISCO	18.50	62-70	3147-1796
17	5/29/83	SUP.	TONER	XEROX INC., SAN FRANCISCO	23.00	62-70	3149-1802
18	6/2/83	ENG.	FIRE HOSE NOZZLE	DEF. Co., SAN FRANCISCO	57.50		3153-1832
19	6/6/83	SUP.	FACIMILE STAMPS	MUTH Co., OAKLAND	14.00		3157-1840
20	6/6/83	GUN.	GASKETS	GATES MFG., OAKLAND	23.50		3157-1852

Figure 5-18.—Imprest fund purchase log.

signature. When the contractor signs the form, it creates a contract that is now binding on both parties. The contractor is now legally bound to perform by the terms and conditions of the contract.

When using the bilateral purchase orders they must be made under the following conditions:

- A government-furnished property clause is included in the order.
- The purchase order is classified.
- The order is for mortuary services.
- The order is for foreign military sales.

#### DISTRIBUTION OF PURCHASE ORDERS

You should develop and maintain a management system for controlling the distribution of purchase orders. You should take action to identify, prioritize, and process these documents to make sure the disbursing office designated to make payment receives the payment copy of the purchase document on or before the date a contractor invoice is received. To prioritize the

document for distribution, you should consider the following:

- Urgency of the requirement
- Payment terms of the order
- Oral/confirming orders
- Fast payment provisions
- Delivery requirements
- Any other factor that may prevent timely processing of the contractors' invoices for payment

When the purchase documents have been confirmed, the issuing activity should distribute the purchase orders within 10 days after confirmation. As an afloat command you should receive the original with the necessary copies. You will retain the original until the material or services have been provided. You will then sign the original and forward it along with the invoice to the disbursing office for payment. A copy of the original purchase should have been forwarded to the contractor and also to the disbursing office from the issuing activity.



## CHAPTER 6

# RECEIPTS AND EXPENDITURES

In chapter 5 we discussed the various ways that you can order material and services. This chapter pertains to the receipt and expenditure of the material that you have ordered. The various types of receipt documentation, the payment of dealers' bills, and the preparation of any documents that are missing from the material will be explained.

### MATERIAL RECEIPTS

Material receipts are classified by type. Think of receipts in a larger context; one that includes the initial handling of stores, the verification of packages and papers, the processing of receipt papers, and the inspection and disposition of incoming stores.

By regulation, the supply officer is responsible for all the functions listed previously, but the actual handling of the functions is carried out by the leading Storekeeper (SK) in charge of the storerooms. This SK is responsible for supervising the handling of all incoming stores except those for which other SKs may be personally accountable, such as subsistence items. The SK also sees that stores are brought aboard, properly identified, checked, sorted, and distributed to the supply department storerooms or ship's departments, and that receipt documents are properly processed and turned in to the supply office. The duty SK must make sure material delivered after normal working hours, on weekends, or on holidays is received, identified, inspected, and placed in the designated receiving area. If the receipt document is marked for direct turnover (DTO), the material should be turned over to the appropriate department. The duty SK must also make sure receipt documents are properly annotated and given to the leading storeroom SK the following workday. In performing these duties, the leading SK exercises direction over other SKs and over working parties handling the incoming stores.

### PREPARATION FOR RECEIPT OF MATERIAL

The narrative and illustration (fig. 6-1) in this section are intended to provide the afloat supply officer and senior enlisted personnel in the supply department with guidelines for the preparation of material delivery, receipt, and eventual storage.

#### In United States Ports

To facilitate effective planning of departmental and shipboard work, the supply officer and senior SKs must coordinate the scheduling of shipboard receipt between the shipping activity and the in-port routine and operating schedule of the ship. Arrangements should be made to receive stores during normal working hours, whenever practical, and well in advance of anticipated ship movement. If working party assistance from other departments will be required to load stores, the

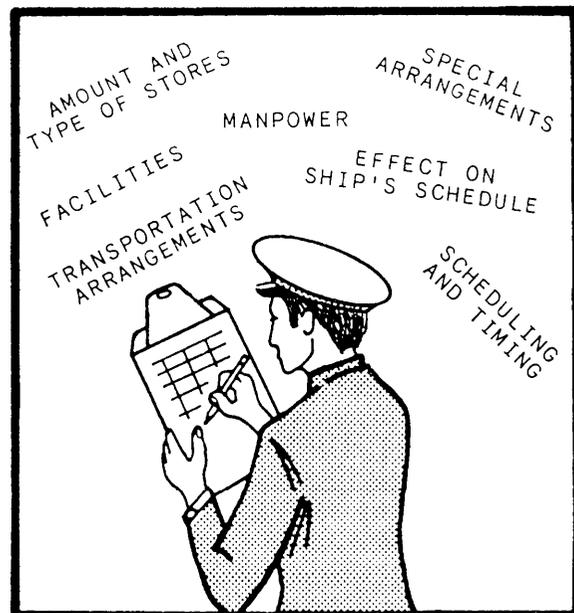


Figure 6-1.—Factors in planning stores loading.

executive officer must be informed of the supply officer's intentions before making a delivery commitment. When the material to be received is considered classified or accountable, the supply officer will coordinate the security arrangements necessary for delivery.

In scheduling deliveries from a supply activity, arrangements must be made with transportation personnel in the material department of the activity. This department normally will provide the transportation to deliver the stores to the ship. In the event that conflicting delivery schedules occur between the ship and the supply activity, other arrangements for delivery of the stores become the responsibility of the supply officer of the ship. The supply officer may elect to use vehicles and boats from the ship or may make arrangements with the base motor pool or fleet boat pool for temporary use of their equipment.

Before a ship leaves a port for an extended period of time, the supply officer and senior SKs should make certain all purchased supplies ordered under contract have been delivered to the ship. If these supplies have not been delivered, they should make sure proper arrangements have been made with the suppliers either for cancellation of the order or for transshipment to the ship at another destination. If the ship is leaving for an overseas destination, the supply officer, or the commanding officer of a ship without a Supply Corps officer, should arrange for delivery to a shore supply facility. Copies of the order must be provided to the shore supply activity, with instructions to receive and transship the supplies, receive the dealer's invoice, and arrange for prompt payment to the dealer.

### **In Foreign Ports**

Ships at anchor or moored in foreign ports normally are replenished from ships of the combat logistics force (CLF) and United States military installations. In-port replenishment (INREP) from a fleet issue ship or military installation in a foreign port involves similar planning to receipt of material when in United States ports, except that the receiving ship may be required to provide transportation for the stores requested.

### **At Sea**

When deployed, ships are replenished at sea from ships of the CLF via underway replenishment (UNREP). Requisitions to CLF ships are submitted in advance of the replenishment by mail, message, or other specified means. Material is transferred either by high-line while the ships involved are steaming on parallel courses

or by vertical replenishment (VERTREP) whereby helicopters lift net loads of material from the deck of the fleet issue ship and deposit it on the deck of the receiving ship.

Stores generally are received aboard too rapidly to permit taking a count at the net load drop point. The following procedures are recommended to accomplish a smooth functioning replenishment with an accurate item count:

- Before the replenishment, assign personnel to specific tasks in the replenishment operation; whenever possible, have personnel from other departments work under the supervision of their own petty officers; in successive replenishments, see that personnel assignments are as consistent as possible.

- Develop traffic flow patterns in advance of the replenishment to prevent jam-ups of material and personnel.

- Station responsible petty officers at various locations in the traffic flow pattern to ensure expeditious handling of stores and to minimize the possibility of material loss.

- Do not try to count items received at the drop point; instead, record receipts at the last convenient point before actual entry into the designated storeroom; use experienced SKs to act as checkers to record these receipts.

### **RECEIPT DOCUMENTATION**

Material received aboard ship is accompanied with a variety of receipt papers depending upon the manner that the material was requested, the issuing activity, and the modes of transportation used in delivery. Before actual receipt of material, various other documents are received indicating notice of material procurement, inspection, movement, and billing. Particular circumstances will dictate what documents will be received with a given commodity. There are, however, certain certifications and annotations common to all receipt documents. The end-use receiver must date the document upon receipt, circle the quantity accepted, and sign the document to indicate receipt.

In the following headings we discuss the procedures and files used by your activity for processing various types of receipt documents.

#### **Material Inspection and Receiving Report**

The Material Inspection and Receiving Report, DD Form 250, is used for the delivery of materials procured under government contract. The DD Form 250 can also be used for the shipment of material procured by a shore activity

using a DD Form 1155. The DD Form 250 is a multipurpose document that serves principally to provide evidence of inspection or acceptance at either the material source or its destination and to substantiate contract payments. When material is furnished directly to your ship by a commercial contractor, and inspection or acceptance at destination is indicated on the DD Form 250, the material should be inspected by the appropriate technical personnel and completed by that representative and the receiving SK.

Upon receipt of the material, the SK should make sure the received quantity is the same as the ordered quantity. If the quantities are the same, he or she should put a check mark in block 17. If the quantities are different, the actual quantity received should be entered and circled below the quantity shipped. The quantity damaged, short, or unacceptable may be shown and an explanation as to the reason should be made in writing on the form by the SK receiving the material. (See fig. 6-2.)

MATERIAL INSPECTION AND RECEIVING REPORT		PROC INSTRUMENT IDEN (CONTRACT)		ORDER NO	6 INVOICE NO	7 PAGE OF	
		GS-OOS-56300 N00171-81-F-0124				1 1 8 ACCEPTANCE POINT D	
2 SHIPMENT NO	3 DATE SHIPPED	4 B/L	5 DISCOUNT TERMS				
KW00001		TCN	1/2 of 1% - 20 DAYS				
9 PRIME CONTRACTOR CODE			10 ADMINISTERED BY CODE				
KW BATTERY COMANY 3555 HOWARD STRFET SKOKIE, ILLINOIS 60554			DCASR-CHICAGO O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS 60666				
11 SHIPPED FROM (if other than 9) CODE			FOB:		12 PAYMENT WILL BE MADE BY CODE		
					DCASR-CHICAGO DCRI-FMC O'HARE INT'L AIRPORT P. O. BOX 66475 CHICAGO, ILLINOIS 60666		
13 SHIPPED TO CODE			102.12		14 MARKED FOR CODE		
TRANSPORTATION OFFICER NAVAL SUPPLY CFNTER OAKLAND, CALIFORNIA 94625					USS JOHN PAUL JONES (DDG-32)		
15 ITEM NO	16 STOCK/PART NO (Indicate number of shipping containers-type of container-container number)	DESCRIPTION		17 QUANTITY SHIPD/RECD	18 UNIT	19 UNIT PRICE	20 AMOUNT
4	MFG P/N A-5685-38, TYPE 6 FN-11 BATTERY STORAGE, NET AND CHARGED  1 SKID (2 BOXES) REQN P2122 3170 1466			2	EA	\$214.35	\$428.70
				① <i>1 damaged (cracked casing)</i> DISCOUNT - EXPEDITE			
21. PROCUREMENT QUALITY ASSURANCE				22. RECEIVER'S USE			
<input type="checkbox"/> <b>PGA</b> <input type="checkbox"/> <b>A ORIGIN</b> 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.		<input type="checkbox"/> <b>PGA</b> <input type="checkbox"/> <b>B DESTINATION</b> 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.		Quantities shown in column 17 were received in apparent good condition except as noted.			
DATE		DATE		16 APR 92 <i>L. Q. Smith</i>			
SIGNATURE OF AUTH GOV'T REP		SIGNATURE OF AUTH GOV'T REP		DATE RECEIVED SIGNATURE OF AUTH GOV'T REP			
		<i>John Doe</i>		TYPED NAME L. Q. SMITH AND OFFICE SK2 USN			
TYPED NAME AND OFFICE		TYPED NAME AND TITLE		If quantity received by the Government is the same as quantity shipped, indicate by (✓) mark; if different, enter actual quantity received below quantity shipped and explain.			
		JOHN DOE EN2, USN					
23. CONTRACTOR USE ONLY							
COMPLETED BY AUTHORIZED GOVERNMENT REPRESENTATIVE-USUALLY A QUALIFIED PERSON IN USING DEPARTMENT				RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD			

DD FORM 250  
1 NOV 68  
1/4 0102-107-001-1001

REPLACES EDITION OF 1 AUG 67 WHICH MAY BE USED

Figure 6-2.—Material Inspection and Receiving Report, DD Form 250, receipt document.

Procurement Quality Assurance (PQA) and Acceptance blocks should be checked and attested in block 21A, Origin, and block 21B, Destination, per the terms of the contract as follows:

1. When inspection and acceptance are at origin, block 21A should be recompleted at origin by the quality assurance representative and block 21B left blank.
2. When inspection is at origin and acceptance is at destination, block 21A PQA should be completed at origin, and block 21B PQA and the Acceptance block should be recompleted by your representative.
3. When inspection and acceptance is at your ship, block 21A will be blank. Block 21B should be completed by the receiving SK.
4. When the contract office gives the contractor authorization in writing to inspect and release supplies for shipment, block 21 of the DD Form 250 is not required to be recompleted. The contractor should have a certification that was typed or stamped by the contract office. Each copy of the DD Form 250 should be signed to the effect that material was inspected by the

contractor and that it meets prescribed quality standards. However, acceptance must be acknowledged in either block 21A or 21B as appropriate. Upon acceptance at your ship, you should submit a completed copy of the DD Form 250 to the paying office. Signature of the receiver and the date of receipt on board should be entered in block 22.

### DOD Single Line Item Requisition System Document (Manual)

The DOD Single Line Item Requisition Document, DD Form 1348, may generally be used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfers, when required by the issuing ship, should be acknowledged on the white copy of the DD Form 1348 that accompanies the material. Receipt acknowledgement is always required in the requisitioner's hardback copy of the DD Form 1348 before you place it in the material completed file. Receipt on the white copy or hardback of the DD Form 1348 should be indicated by circling the quantity received and accepted, and by a receipt date and signature in the Remarks field.

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																											
REQ DATE	DEPT NO	URGY	RDD	LOCATION	SIM	NON-SIM	ISSUE DATE	AN RECD		TY		21A		21B		REQN NO																																								
8 NOUN NAME OR REF SYM								9 FPR		10 APL/AEL CID		11 INV DTY		12 N/S N/C		C OBL AMT		D POSTED																																						
JOB CONTROL NUMBER										16 EIC		17 EQUIP COSAL SUPPT'D		E URG		MART		OPTAR LOG		S/R (ISSUE)																																				
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																																									
SC	COG	MCC	FSC	STOCK NUMBER	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
29 REMARKS															30 APPROVED BY																																									
															31 RECEIVED BY																																									
DOC IDENT	RTG IDENT	M S/N	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS	S I G	FUND	DIST	PROJ	PRI	RDD	ADV																																								

SINGLE LINE ITEM CONSUMPTION/REQUISITION DOCUMENT (MANUAL)  
NAVSUP FORM 1250-1 (7 PT) (REV 12/76) S/N 0108 (F-501-2505)

Figure 6-3.—Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.

**Single Line Item Consumption/  
Requisition Document (Manual)**

The Single Line Item Consumption/Requisition Document, NAVSUP Form 1250-1, is used as a consumption and requisition document by nonautomated ships. When you submit the NAVSUP Form 1250-1 as a requisition to a tender or supporting submarine base, the white copy that is returned to you with the material is your receipt copy. Receipt should be indicated by circling the quantity figure in data block A and by a receipt date and signature in data block 31. (See fig. 6-3.). If the material was ordered for stock replenishment, you must sign block 30 only. If the quantity figure in data block A is incorrect, you must line it out and directly above enter the correct amount and circle that quantity.

**DOD Single Line Item Release/  
Receipt Document**

The DOD Single Line Item Release/Receipt Document, DD Form 1348-1, generally will

accompany standard materials received from ashore supply activities and occasionally may accompany materials received from other ships. When material documented on a DD Form 1348-1 is received, the quantity entry in card columns 25 through 29 should be circled, if correct. You then enter the receipt date and the recipient's signature in data block 7. (See fig. 6-4.) If not correct, you should line out the invoiced quantity and directly above the deleted entry enter and circle the corrected quantity.

**Requisition and Invoice/  
Shipping Document**

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition only the types of material and services such as ship's propulsion fuel, bulk lubricants, presentation silver, and contract services. When you submit a DD Form 1149 as a requisition, it may also be used to

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	AM	FSC	STOCK NUMBER	ADD	QUANTITY	DOCUMENT NUMBER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTR.	PROJ.	UNIT PRICE	REG'D DEL DATE	ADVICE	RI	DOLLARS	CTS																																																												
AEL	NNZ		35910000108666	EAD0030	V	058373126	2468	R	YNOE01	ANR	9N	EK5	06						1.10																																																												
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS																																																																									
A	B	C	D	E	F	G																																																																									
NO0189 NSC NORFOLK VA	V 05837 USS PUGET SOUND AD38			33	00																																																																										
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	U.F.C.	NAFC																																																																									
F	G	H	I	J	K	L																																																																									
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	M	N	O	P	Q																																																																									
T	U	V	W	X	Y	Z																																																																									
ITEM NOMENCLATURE	CAPACITOR FIXED																																																																														
SELECTED BY AND DATE	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																											
SHIPS	1	2	3	4																																																																											
PACKED BY AND DATE	NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSE USED BY AND DATE	WAREHOUSE LOCATION																																																																											
5	6	7	8	9																																																																											
REMARKS:	AA	BB	CC	DD																																																																											
FIRST DESTINATION ADDRESS	DATE SHIPPED	EE	FF	GG																																																																											
11	12	13	14	15																																																																											
TRANSPORTATION CHARGEABLE TO	BY/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	16	17	18																																																																											
19	20	21	22	23																																																																											
RECEIVER'S DOCUMENT NUMBER	24	25	26	27																																																																											
28	29	30	31	32																																																																											
33	34	35	36	37																																																																											
38	39	40	41	42																																																																											
43	44	45	46	47																																																																											
48	49	50	51	52																																																																											
53	54	55	56	57																																																																											
58	59	60	61	62																																																																											
63	64	65	66	67																																																																											
68	69	70	71	72																																																																											
73	74	75	76	77																																																																											
78	79	80	81	82																																																																											
83	84	85	86	87																																																																											
88	89	90	91	92																																																																											
93	94	95	96	97																																																																											
98	99	100	101	102																																																																											

DD FORM 1348-1 MAR 74 EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

Figure 6-4.-DOD Single Line Item Release/Receipt Document, DD Form 1348-1.

invoice the material or services requested. (See fig. 6-5.)

**Order for Supplies or Services**

The Order for Supplies or Services, DD Form 1155, is used both ashore and afloat as an order for supplies or services. When your ship uses the DD Form 1155 to procure material or services, the copies of the form should be forwarded to the requesting activity before receipt of the material. You may then use the copies of the DD Form 1155 to record receipt or acceptance of the material as appropriate. The person who receives the material should circle the quantity in block 20, if the total amount was received and accepted. When you receive and accept only the partial amount, you should cross out the original quantity and enter the partial quantity above and circle that amount. Each DD Form 1155 should be reviewed when the material or service has been received to determine

which one of the following procedures you should use: indirect, direct, and fast pay shipments. (See figs. 6-6, 6-7, and 6-8.) The material received should be turned over to the requesting departments or posted to the stock records per the NAVSUP P-485.

**INDIRECT SHIPMENT.**— When data blocks 13 and 14 indicate that both the material and the related invoices should be sent to a shore activity, the certification of receipt and inspection required in data block 26 should be done by the designated shore activity. The shore activity should process the dealer's invoice for payment after the quality and quantity inspection has been done. You should, as the afloat activity, verify the quantity received and process the DD Form 1155 in the same manner as other receipt documents.

**DIRECT SHIPMENT.**— When data blocks 13 and 14 indicate that both the material and the

SHIPPING CONTAINER TALLY										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50														
REQUISITION AND INVOICE/SHIPPING DOCUMENT																								
1 FROM R52192 USS JOHN PAUL JONES (DDG-32)										2 SHEET NO. OF SHEETS 29					3 REQUISITION DATE 29 APR 1992					4 REQUISITION NUMBER R52192-2120-				
2 TO R04462 USS EDSON (DD-946)										7 DATE MATERIAL REQUIRED 29 APR 1992					8 PRIORITY 05					9 AUTHORITY OR PURPOSE				
3 SHIP TO - MARK FOR										10 SIGNATURE I. L. CARNER, LT, SC, USN					11 VOUCHER NUMBER AND DATE R04462-2120-0023					12 DATE SHIPPED				
4 APPROPRIATION AND SYMBOL										13 MODE OF SHIPMENT					14 BILL OF LADING NUMBER					15 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.				
FUND CODE NC										PROPERTY ACCT'G ACTIVITY					COUN. TRF.					AMOUNT \$30.80				
ITEM NO.	FEDERAL STOCK NUMBER	DESCRIPTION AND CODING OF MATERIAL AND OR SERVICES	UNIT OF ISSUE	QUANTITY REQUESTED	SUPPLY ACTION	TYPE CON. TAINER	CON. TAINER NOS.	UNIT PRICE	TOTAL COST															
	2783	PENNSALT "PENNICLEAN" SCULLERY DESCALING	GL	5	(5)			3.50	17.50															
	2784	DEVELOPER, ZEROX 5R55, 2.5 LB PKG	PG	1	(1)			13.30	13.30															
Approved for transfer: <i>[Signature]</i> D. M. BUCKMAN, LT, SC, USN										Need 4-25-92 C. E. Start R112														
16 TRANSPORTATION VIA MATS OR MSTs CHARGABLE TO										17 SPECIAL HANDLING														
18 ISSUED BY										19 CONTAINERS RECEIVED EXCEPT AS NOTED					20 RECEIVED VOUCHER NO.									
CHECKED BY										DATE					BY									
PACKED BY										DATE					BY									
TOTAL										DATE					BY									

Figure 6-5.—Requisition and Invoice/Shipping Document, DD Form 1149.

<input checked="" type="checkbox"/> CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER See DD Form 1155r)		PAGE 1 OF 1					
1. CONTRACT/PURCH ORDER NO. N00224-70-M-4591		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 OCT 15		4. REQUISITION/PURCH REQUEST NO. R52192-3284-2393					
6. ISSUED BY Contracting Officer Naval Supply Center San Diego, CA 92131				7. ADMINISTERED BY (if other than 6)		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER <small>(See Schedule of other)</small>					
9. CONTRACTOR/QUOTER NAME AND ADDRESS General Electric Corp. 4689 Wilshire Blvd. Long Beach, Ca 92231				10. DELIVER TO FOB POINT BY: 93 OCT 29		11. CHECK IF SMALL BUSINESS <input type="checkbox"/>					
14. SHIP TO Receiving Officer Naval Supply Center San Diego, CA 92131 M/F: USS JOHN PAUL JONES (DDG-32)				15. PAYMENT WILL BE MADE BY: Fleet Accounting and Disbursing Center U.S. Pacific Fleet. 937 N. Harbor Dr, San Diego, CA 92132		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER					
16. DELIVERY: <input type="checkbox"/> This delivery order is subject to instructions contained on this side of form only and 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 telequote 14 OCT 93. Furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase Order on DD Form 1155r (Except CLAUSE NO. 13 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, and NO. 15 IF THIS BOX <input type="checkbox"/> IS CHECKED), special provisions authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6). <input type="checkbox"/> If checked, Additional General Provisions apply; Supplier shall sign "Acceptance" on DD Form 1155r and return _____ copies.											
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)											
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB. ALLOT.	AUTHN ACCTG. ACTY	TRANS. TYPE	PROPERTY ACCTG. ACTY	COUNTRY	COST CODE	AMOUNT	
1.	1731804.702D	000	53824	0	060957	2D	R52192		0032842393NR	\$73.25	
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT						
1.	P/N 38296 SWITCH, Single Phase, Double Throw	5	EA	\$14.65	\$73.25						
* If quantity accepted by the Government is same as quantity ordered, indicate by V mark. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA I. M. RIGHT, LCDR, SC, USN BY:				25. TOTAL \$73.25		26. DIFFERENCES			
26. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP. NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. D. O. VOUCHER NO.		29. PAID BY		30. INITIALS			
29. OCT 93 Date: _____ Signature of authorized Government representative: _____		31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. CHECK NUMBER		33. AMOUNT VERIFIED CORRECT FOR		34. BILL OF LADING NO.			
35. CERTIFY that this account is correct and proper for payment Signature and title of Certifying Officer: _____		36. RECEIVED AT		37. RECEIVED BY		38. DATE RECEIVED		39. TOTAL CONTAINERS		40. S/R ACCOUNT NUMBER	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD FORM 1155(8-PT) (NAVY) AUG 90 5/N 0102-011-3001 Form Approved by Comptroller General, U.S., 27 May 66 Exception to SF-18 under \$7,500 Approved by Budget Bureau, Oct 66

Figure 6-6.—Orders for Supplies or Services, DD Form 1155, indirect shipment.

related invoices should be sent to you, the certification of receipt and inspection required in data block 26 should be done by your ship. You must then inspect the shipment for quality and verify the quantity before the shipment can be

accepted or the invoice processed for payment. After you have received the shipment and the inspection certification has been done, the DD Form 1155 should be processed in the same manner as other receipt documents.



<input checked="" type="checkbox"/> CHECKED BOX APPLIES <input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See DD Form 1155r)		PAGE 1 OF 1	
1. CONTRACT/PURCH ORDER NO. N00224-70-V-4892		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 OCT 19	
6. ISSUED BY Contracting Officer Naval Supply Center San Diego, Ca 92131		7. ADMINISTERED BY: (if other than 6)		4. REQUISITION/PURCH REQUEST NO. R52192-3292-2405	
9. CONTRACTOR/QUOTER NAME AND ADDRESS Westinghouse Corp. 1285 Pacific Coast Highway San Diego, CA 92131		10. DELIVER TO FOB POINT BY 93 Nov 10		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO A-3	
14. SHIP TO: Supply Officer USS John Paul Jones (DDG-32) Naval Station San Diego, CA 92131		15. PAYMENT WILL BE MADE BY: Fleet Accounting and Disbursing Center U. S. Pacific Fleet 937 N. Harbor Drive San Diego, CA 92132		8. DELIVERY FOR <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule of other)	
16. TYPE OF ORDER <input checked="" type="checkbox"/> DELIVERY <input checked="" type="checkbox"/> PURCHASE		11. CHECK IF SMALL BUSINESS <input checked="" type="checkbox"/>		12. DISCOUNT TERMS 2% - 10 Days	
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)		13. MAIL INVOICES TO See Block 15		13. MAIL INVOICES TO See Block 15	
18. ITEM NO. 1.		19. SCHEDULE OF SUPPLIES/SERVICES P/N: 8074526 Motor, 18,000 BTU Air Conditioner		20. QUANTITY ORDERED/ACCEPTED* 1	
21. UNIT EA		22. UNIT PRICE \$92.50		23. AMOUNT \$92.50	
24. UNITED STATES OF AMERICA BY: I. M. SEASICK, LCDR, USN		25. TOTAL \$92.50		26. QUANTITY IN COLUMN 20 HAS BEEN: <input checked="" type="checkbox"/> INSPECTED <input checked="" 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		31. PAID BY		32. AMOUNT VERIFIED CORRECT FOR	
33. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
36. I CERTIFY that this account is correct and proper for payment Signature and title of Certifying Officer:		37. RECEIVED AT		38. RECEIVED BY	
39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER	
42. S/R VOUCHER NO.		43. S/R VOUCHER NO.		44. S/R VOUCHER NO.	

DD FORM 1155(8-PT) (NAVY)  
1 AUG 66  
S/N 0102-011-3001

Form Approved by Comptroller General, U.S., 27 May 66  
Exception to SF 18 under \$2500. Approved by Budget Bureau Oct 66

Figure 6-8.—Orders for Supplies or Services, DD Form 1155, fast pay procedures.

via parcel post. If material is unmailable or exceeds parcel post specifications, the supplier should be told to ship the material to an appropriate DOD transshipment activity for delivery to your ship.

Your copy of the purchase order should contain the following statement: "Consignee's notification to purchasing activity of nonreceipt, damage, or nonconformance." You should notify the purchasing activity immediately after the

specified date of the delivery on the purchase order of material not received, damaged, or not conforming to specifications of the purchase order. (See fig. 6-9.) This card should be attached to your copy of the purchase order to make it easier for notification.

### **Government Bills of Lading**

Government bills of lading (GBLs) serve as transportation contracts between commercial carriers and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Material delivered by a commercial carrier on a GBL should be delivered to a shore activity as marked for a ship at a local pier. The shore activity may receipt for the material but may route the truck to you for unloading at your ship. In this case, you will be responsible for reporting any material lost or damaged to the receiving officer of the shore activity for documentation in a claim against the carrier.

### **Dealers' Invoices**

A dealer's invoice should be received and processed by you for all material or services received directly from a vendor, except under conditions noted here. If you have not received a dealer's invoice within 30 days after receipt of material, you should request another invoice from the supplier. A dealer's invoice should not be received when fast pay procedures are used or when receipt and inspection are done by another activity. The dealer's invoice may accompany the material or service or be forwarded to you by mail. Upon receipt of material or services and the related dealer's invoice, you should then process the dealer's invoice for payment. This is discussed later in this chapter.

### **Material Received Without Papers**

When you receive material without any documentation, you should prepare an invoice using a DD Form 1348-1 to include all the necessary information on the material ordered. The dummy invoice should include the source of supply; the date received; the NSN, NICN, or part number; the description of the material; the document number; the quantity received; and the storage location of stock material, or the signature of the departmental representative.

If the original receipt shows up later after you have received the material, you should then compare the two documents to make sure all the information on the dummy invoice is correct. If there are any differences you must adjust or correct these entries. Finally, you should file the original document with the dummy invoice in your completed file.

### **RECEIPTS FOR INCOMING MATERIAL**

Material that you receive aboard ship is either for stock or DTO. The Supplementary Address block of the DD Form 1348-1 normally contains the storeroom location for stock material, or the work center or custody card number for DTO material. There are times when the Supplementary Address block will contain the UIC of the stock point who initially receives your requisition when all the following conditions exist:

- Item managed under cognizant symbol 9
- Item was not in stock at stock point
- Your requisition was referred to GSA or a DLA activity

When you find the UIC of the stock point is entered in the Supplementary Address block of the receipt document, signal code B and the applicable Navy Stock Fund code will be indicated in card columns 52 and 53. The reason for this change is so that the stock point will get credit for the issue. When this happens, the receiving SK will have to go to either the outstanding file or the OPTAR requisition log to find out the disposition of the material. Disposition of all incoming material should be done as per the NAVSUP P-485.

### **Identification and Storage of Stock Material**

Before storage of stock material, the storeroom SK should compare the stock number on the material or its container with that on the receipt document. If they differ, you must research to determine the proper identification number and then must correct the receipt document and material marking. The material then may be stored in the location that is shown in the supplementary address. If you are unable to store the material in the previous location, or none was assigned, put the new location in data



block 10 of the DD Form 1348-1 or in data block 29 of a NAVSUP Form 1250-1. (See figs. 6-10 and 6-11.)

### Issue of DTO Material

Material received for DTO should be issued to the requesting work center as soon as possible. The recipient's signature and the receipt date must be entered on the receipt document. One copy of the receipt document should be given to the individual who signed for the material. You then process the paper work through your department to complete your files.

### Receipt Procedures

Let us review briefly the general procedure for the receipt of material as it pertains to the SK.

When expecting supplies, you should carefully review the file of outstanding shipping papers and the file of incoming material papers to identify the incoming stores. Generally, these files contain advance papers on high-priority DTO material, advance shipment notices on classified material, or advance copies of procurement or shipment directives that the bureaus, systems commands,

or fleet commands have originated for the ship (automatic shipments),

The files are usually very small when ships are in their home port or yard. However, these files become larger and more important when the ship is deployed. The way you process the advance notification on high-priority DTO material may determine whether your ship picks up a needed part upon arrival at a designated port or pulls into a port unaware that the parts are there. It is indeed too late when you discover a few days and many miles away that the parts for the ship's primary weapons system were in the port just visited.

Upon receipt of advance papers, you should pass the word to applicable personnel. Passing the word serves a dual purpose. It permits the maintenance personnel and the subordinate SKs to plan their work schedules. It also assists the command in arranging liberty and boat schedules before the ship arrives in port. In the interim you should learn from fleet port guides such information as what assistance is available from U.S. and allied personnel in the port; customs regulations; distance to and from the terminals; and material lift capabilities available in the port.

After obtaining this information, you should plan the working party. Be sure each subordinate

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	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
AE1 NDZ36135 00120 1020 PG 00014 V 05837 32332455 R YSTOCKANC 9YEE5 13										3 23																																																																																									
N00244 NSC SAN DIEGO CA										V05837 USS PUGET SOUND AD38																																																																																									
STOCK										EE5										45 22																																																																															
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SELECTED BY AND DATE																									RECEIVED BY AND DATE																									INSPECTED BY AND DATE																																																	
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REMARKS																																																																																																			
DD FORM 1348-1 (1 JAN 64) MAY BE USED UNTIL EXHAUSTED																																																																																																			

Figure 6-10.—Single Line Item Release/Receipt Document, DD Form 1348-1, receipt.

1. REQ. DATE 3112	2. DEPT. NO. WD01	3. URGY C	4. RDD	5. LOCATION B00112	6. SIM <input checked="" type="checkbox"/>	7. ISSUE DATE 31116	A. REQN QTY 00004	8. REQN. NO. 3122-2655										
8. NOUN NAME OR REF SYM BATTERY		9. FPA	10. APL/AEL/CID		11. INV DITY NIS	12. N/C	C. OBL AMT 4.00	D. POSTED										
13. JOB CONTROL NUMBER V105837WD01				14. WC	15. JSN	16. EIC	17. EQUIP COSAL SUPPTD YES <input type="checkbox"/> NO <input type="checkbox"/>											
18. SC	19. COG	20. MCC	21. STOCK NUMBER A9YT6135001201030		22. MIN	23. UIC	24. QTY	25. QUANTITY 0004										
26. UNIT PRICE 100							27. EXTENDED PRICE 400	28. FUND NC										
29. REMARKS B00142							30. APPROVED BY: LCDR ROBERSTON											
							31. RECEIVED BY: <i>SMI Mora</i>											
11. 213	41516	7	30	31132133154135	36137138139	4014142143	44	45	46147148149150	51	52153	54155156	57158159	60161	62163164	65166		
AOA	NNZ	T	M	S	S	Z	V	Q5837	3122	2655	R	Y	B00112	A	NC	9Y	EE5	13
DOC IDENT	RTG IDENT	M & S	SVC	UIC	JUL DATE	SERIAL	D E M	S V C	SUPPL ADDRESS	S I G	FUND	DIST	PROJ	PRI	RDD	ADV		

Figure 6-11.—Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1, receipt for stock.

SK is properly instructed as to where material is to be stored, how to secure and where to obtain signatures for classified material, how to check invoices, and how to receipt for material.

Deliveries in large quantities are usually stacked in a staging area (deck or pier) and are held there until preliminary identification and package counts are completed. The stores are then sorted for distribution according to departments or storerooms. When practical, a central location is designated for the more detailed processing of incoming stores. This location is usually as near to the storerooms as possible, is accessible to the hatches, and yet is out of the way of foot traffic.

As materials are brought aboard, they are checked against both the file copies of the incoming documents and the invoices that usually accompany the shipment. If all the material that is expected arrives, the files are cleared. If the entire shipment does not arrive, the items received are circled. The advance papers are then returned to the incoming shipment file to await the rest of the material. Receipts covering the material actually received are forwarded to the storeroom with the material for stock items and to the supply office for DTO material where they are posted to applicable requisition and financial control records.

All incoming stores are examined and compared with the bills of lading, airway bills, transportation control and movement document (TCMD), invoices, or other accompanying papers, and the identification marks carefully verified. If any package shows evidence of having

been tampered with, it maybe weighed and such weight compared with that stenciled on the package. Or, it may be opened and the content verified by count. A distinction is made, however, between stores received from other supply officers and stores received from other sources.

Articles received from other supply officers in bales, packages, or casks need not be opened to verify their contents; they are accepted as invoiced after a package count is made. Articles received from sources other than supply officers are opened and the contents verified before a receipt is signed.

#### Naval Activities

Receipts of stores from naval activities require a quantity inspection only. A quality inspection is made by an ashore supply activity upon receipt of the material from the original supplier and should not be duplicated upon receipt at your ship. The SK who receives the material at the ship should make an inspection of the material to detect any deterioration or breakage that could have occurred since the quality inspection. When you receive material from naval activities in bales, packages, or cases, they need not be opened to learn their contents. The receiving SK should receive the material according to the external markings and the package count. If any package shows evidence of tampering, you must open it and verify the contents by count. The procedures discussed earlier should be followed if there is a difference between quantity received and quantity indicated on the shipping document.

## **Receipts From Marine Corps and Other Government Activities**

Receipts of material from government activities other than naval activities must be inspected at the ship. Material must be inspected by the receiving SK to verify that the material is of acceptable quality. If the receiving SK is not qualified to perform this quality inspection, the department head who eventually will use this material should be requested to provide an individual who is qualified to perform this inspection. After these inspections are performed, receipt of material is done as discussed earlier.

## **Receipts From Commercial Sources**

When material has been inspected and accepted by an ashore activity, you need not inspect for quality. However, you must do a quantity inspection before accepting the material. When you receive purchased material directly from a commercial source at the ship, the receiving SK should conduct an inspection for quality and quantity. You must do a full and thorough quality inspection and all packages should be opened and the contents verified by count. When receiving DTO material, you should use a department representative for the inspection. Deliveries from commercial sources should be accompanied with itemized copies of the invoices or delivery papers. You should not receive material unless a copy of the receipt document can be retained. Material should not be accepted unless you are satisfied that it conforms to the specifications included in the purchase document or contract. If directed by the commanding officer, material that contains minor defects can be accepted.

## **BUY OUR SPARES SMART PROGRAM**

For the past few years, the Buy Our Spares Smart (BOSS) program has been making major changes in how the Navy acquires spare parts. As a result of the BOSS program, the Navy has saved millions of dollars since its conception. These savings represent the hard, auditable results of spares breakout, competition, and other actions to bring prices down.

There are many other nonauditable results of BOSS program efforts that are only noticeable in the overall achievements of the project. The existence of the BOSS program serves as a constant reminder to Navy contractors that the

Navy is concerned about spare parts prices. This is getting truer with each passing year due to the budget restraints that have been put on the military by Congress.

Fiscal year 1986 was a very successful year for the Navy Field Contracting System in the area of competition. (Competition means simply that more than one qualified contractor must bid for a Navy contract.) For example, fiscal year 1986 contract dollars awarded through competition rose 10.8 points to finish at 64 percent.

Achieving this improved rate of competition has been a team effort. Personnel in all areas are working closely to encourage new competition for Navy contracts. Requirement determiners are communicating with contracting personnel; breakout reviewers are constantly in touch with procurement personnel; and Should-Cost analysts are talking to negotiators.

The total cost avoidance attributed to breakout for FY86 was \$212.7 million. Breakout refers to the detailed technical data screening and identification process that leads to a decision that an item may be procured from other than its historical sole source. The Navy may break an item out from the weapons system prime contractor to either the actual manufacturer or to open competition among two or more qualified sources. Breakout removes the middle man.

During FY86, the Navy completed 17,265 full-screen breakout reviews and 110,690 limited-screen reviews. A full-screen breakout review is required by regulation for any annual buy greater than \$10,000 that is also coded for sole source procurement. The Navy's ICPs initiate all full-screen reviews, which entail a 65-step process including data collection, evaluation and completion, technical and economic evaluation, and supply feedback. Resulting breakouts are approved by ICPs, the engineering support activities, or the parent hardware systems commands.

A limited-screen breakout involves material that is not highly technical in nature and for which it is readily apparent that the sole source contractor adds no value. Any procurement agency with technical expertise can perform the limited screening and determine the effectiveness of breakout.

These breakout reviews are the fuel that drives competition at our ICPs. By reviewing parts historically bought from only one source and considering their potential breakout, Navy engineering and procurement activities reinforce their accountability for obtaining high-quality

parts at fair and reasonable prices. The BOSS emphasis on breakout has changed previous beliefs that only the prime contractors of weapons systems can reliably supply spare parts to the Navy.

In FY87, the Navy Pricing Hotline, operated by the Fleet Material Support Office in Mechanicsburg, Pennsylvania, received numerous calls from individuals in the fleet. The callers identified possible overpriced items and out of those price-challenged calls the Navy found evidence to reduce prices in 25 percent of those cases.

Challenging unreasonable prices has become a way of "tightening the reins" on possible overcharging. People willing to make the extra effort to report items that they believe may be overpriced are the reason the Navy Pricing Hotline has been so successful. Of particular note is the increase in both quantity and quality of price challenges received from fleet sailors.

During FY86, the engineers, technicians, and equipment specialists at the Navy's Price Fighter Detachment in Norfolk, Virginia, performed Should-Cost analyses on 2,923 spare parts. Should-Cost analysis of a part includes the following:

- A review of all available drawings and technical data
- Physical examination of the part
- Determination of the part's material content and manufacturing processes
- Calculation of the labor hours for manufacturing and testing the item
- An estimation of labor, overhead, and administrative costs and profit

Target prices are computed for three different production quantities: 1 quarter's demand, 1 year's demand, and 3 years' demand.

The Price Fighter concept provides a check and balance for reasonable prices that benefits Navy buyers and lets industry know that the Navy has the ability to scrutinize their pricing and will not allow overcharging. The target prices resulting from Should-Cost analyses give Navy buyers the information they need to negotiate reasonable prices.

Price Fighter expanded its Should-Cost service to several naval regional contracting centers and

naval supply centers on 1 July 1986. In addition to giving buyers excellent negotiation objectives, Price Fighter personnel have frequently been able to identify stock-numbered cross-references, substitutes, part-numbered and additional sources.

The people of Project BOSS will continue to emphasize competition as the preferred way of doing business. They will strive to meet increased breakout goals and will work to develop better tools to assist in obtaining fair prices for items that remain sole source procurements.

Technical data remains the single most important factor affecting the Navy's ability to break out and complete spares. In FY87, acquisition plan reviews had continued to concentrate on ordering, delivering, and validating adequate data. The Navy will also use reverse engineering to develop technical data for items for which there is either inadequate or no data or for which the former manufacturer holds proprietary data rights. Reverse engineering means determining the specifications for manufacturing a part purely by means of physical examination and measurement of that part.

In addition, work will continue in the automation of data bases through the Navy Standard Technical Information System and in the enhancement of procurement operations through the Automated Procurement and Data Entry System.

The Navy has set competition goals that will give Project BOSS a challenge. The achievements that they are striving for will be possible only through the efforts of thousands of individuals, all performing their jobs to the best of their abilities. BOSS is not just a project; it's people!

#### **PAYMENT OF DEALERS' BILLS**

Under the provisions of the Prompt Payment Act, Public Law 97-177, federal agencies are required to pay interest penalties for the late payment of a proper dealer's invoice. In the interest of better business relationships with suppliers, improved efficiency of the bill paying functions, and reduced cost of goods and services, all activities with procurement or purchase authority are required to certify and forward proper invoices promptly to the paying office specified in the purchase order. Payment for most procurements is due 30 days from the date of acceptance of material, services, or receipt of invoice, whichever is later, unless another date is specified in the contract. For the paying office to

comply with the above time frames, you are required to submit the invoices for receipt by the paying office within 5 working days following certification and acceptance of the goods or services.

### Precaution Against Duplicate Shipments

To avoid duplicate payments, your dealers' invoices should be processed for payment only if you have received and accepted the material. Any dealer's invoice that is not proper or is erroneously sent to your ship should be returned to the vendor with a cover letter within 15 days for proper billing. The only exceptions are 3 days for meat or meat products and 5 days for perishable agricultural commodities.

### Proper Invoices

For an invoice to be proper, you must include the following as applicable:

- Invoice date
- Name of contractor
- Contract number (including contract number, line item number, description of supplies or services, quantity, unit price, unit of issue, and extended total)
- Shipment number and date of shipment
- Name and address where payment is to be sent
- Name, title, phone number, and mailing address of person to be notified in the event of a defective invoice
- Any other information or documentation required by other provisions of the contract

The invoices must be prepared and submitted in quadruplicate (one copy should be marked as the original) unless otherwise specified.

### Certification and Acceptance

Certification of receipt and acceptance of goods or services by the responsible SKs must be displayed on the reverse of the original invoice with the following information:

- Date material or services received and accepted

- Date material received
- Number of dealers' invoices
- Date invoice forwarded for payment

### Discount on Dealers' Invoices

When you receive purchased material, the dealers' invoices that offer a discount for payment within a specified time frame (for example, 1 percent net 10 days) should be processed and forwarded to the authorized paying activity designated on the purchase order (for example, military disbursing officer, United States disbursing officer [usually assigned to a U.S. Embassy], or the nearest FAADC). To permit easy identification of these vouchers, a Discount Label, NAVCOMPT Form 442, figure 6-12, should be attached to the upper left corner of each dealer's invoice that a discount is offered, whether or not the discount period has expired. The label should indicate the date of receipt of the invoice or the material, whichever is later, and the discount expiration date. When you fail to forward an invoice within the discount period for any reason other than late receipt of invoice or material, you must give an explanation of the delay on a copy of the invoice.

### Dealers' Invoices Not Subject to Discount

Dealers' invoices not subject to discount must be forwarded for receipt by the appropriate FAADC designated on the purchase document within 5 days following certification and acceptance of the goods or services, You must

NAVCOMPT FORM 442 (REV. 3-69)  
S/N 0-104-LF-7000-7201

----- FOLD LINE -----

MTL SVC/INVOICE  
RECEIVED 10/10/93  
(SHOW LETTER DATE)

**DISCOUNT**

EXPIRES 10/10/93

Figure 6-12.—Discount Label, NAVCOMPT Form 442.

take the necessary action to make sure the dealers' invoices are forwarded in the prescribed time.

### **Verification With Report of Inspection**

Dealers' invoices should be checked against the reports of inspection that you have filed by requisition number. These invoices must be verified with this file to be sure of receipt of the material in the correct amount billed. After you receive the material and have verified the quantity with the quantity billed, the dealer's invoice and copies of the related purchase documents should be processed and forwarded for payment.

### **FORWARDING INVOICES FOR PAYMENT**

When purchases are made from commercial sources, the purchase document tells the dealer who is to get the invoice for the material, either the shore activity who prepares the purchase document or the ship that receives the material. Upon receiving the material you will forward the proper invoice to the activity that is indicated on the purchase order for payment.

### **Vendors Located in CONUS, Alaska, or Hawaii**

When an invoice is received from a vendor who is located in CONUS, Alaska, or Hawaii, the original and three copies of the invoice, with an attached copy of the receipt document, should be forwarded to one of the paying offices specified in the upcoming paragraph on Payment Offices.

### **Vendors Not Located in CONUS, Alaska, or Hawaii**

If your ship has a Supply Corps officer assigned, dealers' invoices received from a vendor not located in CONUS, Alaska, or Hawaii should be paid by the ship's disbursing officer, unless payment by another official is required.

To support the payments of your disbursing officer, you should provide him or her with the following documents:

- Original and three copies of each dealer's invoice
- Copy of each receipt
- Original and all copies of Public Voucher for Purchases and Services, Standard Form 1034, that should be prepared per the *NAVCOMPT Manual*, chapter 4

If you are stationed aboard a ship that does not have a Supply Corps officer assigned, the

original and three copies of each invoice received from a vendor not located in CONUS, Alaska, or Hawaii must be promptly forwarded to one of the following activities or individuals:

- Military disbursing officer in the vicinity
  - . United States disbursing officer located at a U.S. Embassy or a naval attaché
- Either of the FAADCs located in Norfolk, Virginia, or San Diego, California, whichever is closer

You must attach a receipt copy to the invoice for mailing.

When your ship is in a foreign port and receives dealers' invoices from a foreign vendor, the senior officer present afloat (SOPA) may designate one ship to consolidate all ships' bills and pay them. In this circumstance, all your foreign dealers' bills (whether you have a supply officer assigned or not) will be forwarded to that ship so designated for payment. Each invoice will have attached a copy of the receipt papers.

When you are unable to obtain the foreign dealers' bills for payment before your ship's departure, you must make arrangements with another ship that is in port for payment. You should provide that ship's supply officer with a Money Value Only, DD Form 1348, and a copy of the purchase order. If there is no other ship in the area, you should have the dealer mail you the bill. Upon receipt of these invoices, you must forward all necessary paper work to the nearest FAADC. Any Canadian dealers' invoices received after your departure should be processed as per the *NAVCOMPT Manual*, chapter 4.

### **Retained Copy**

If available, one copy of the dealer's invoice should be attached to the retained copy of the purchase document. Before you file a copy of the purchase document in the material completed file, the following information should be typed or stamped somewhere on the retained copy:

Date material received\_\_\_\_\_

Date dealer's bill received\_\_\_\_\_

Number of dealer's bill\_\_\_\_\_

Date forwarded for payment\_\_\_\_\_

Paying activity\_\_\_\_\_

See figure 6-13 for an example of a retained copy of DD Form 1155.

<input checked="" type="checkbox"/> CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN		PAGE 1 OF 1					
1. CONTRACT/PURCH ORDER NO. N05504-88-M-0015		2. DELIVERY ORDER NO.		3. DATE OF ORDER 93 JAN 30		4. REQUISITION/PURCH REQUEST NO. See Schedule					
6. ISSUED BY USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: LT I. M. BACK 743-4132		CODE		7. ADMINISTERED BY (DD FORM 1155r)		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER					
9. CONTRACTOR/ORDERER NAME AND ADDRESS MARINE SUPPLIES, INC. 824 THUNDER ROAD SAN FRANCISCO CA 96605		CODE		10. PAYMENT WILL BE MADE BY FAADCPAC U. S. PACIFIC FLEET 937 N. HARBOR DRIVE SAN DIEGO, CA 92132		11. CHECK IF SMALL BUSINESS <input checked="" type="checkbox"/>					
12. SHIP TO COMMANDING OFFICER USS DUARTE (DD-901) PIER 1J NAVAL STATION NAVAL STATION ALAMEDA, CA		CODE R05504		13. DISCOUNTS 2% - 10 NET 30		14. MAIL INVOICES TO: SEE BLOCK 6					
15. TYPE OF ORDER DELIVERY PURCHASE <input checked="" type="checkbox"/> Reference your		16. This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of a previous numbered contract.									
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV 7-65)		18. If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.									
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN. ACCTG. ACTY.	TRANS. TYPE	PROPERTY ACCTG. ACTY.	COUN. TRV.	COST CODE	AMOUNT	
SEE SCHEDULE											
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES					20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
0001	VALVE, FUELING, BRONZE WITH STD THREADS CAGE: 56442 P/N: 23155 CATALOG# 23R15 REQN: R05504-3330-1123 ACR: AA					00005	EA	22.00	110.00		
0002	GASKET, FUELING VALVE, NYLON, FOR USE WITH FUEL VALVE CATALOG# 23R15 CAGE: 56442 P/N: 38241 REQN: R05504-3330-1124 ACR: AB					00010	EA	4.00	40.00		
ACR: AA 1731804.702D 000 53824 0 060957 2D R05504 0033301123NR						ACR: AA 1731804.702D 000 53824 0 060957 2D R05504 0033301124NR					
*If quantity accepted by the Government is same as quantity ordered, indicate by √ mark. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA		25. TOTAL		150.00	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						27. SHIP TO		28. D.O. VOUCHER NO.		29. DIFFERENCES	
93 JAN 30 I. M. Back Date Signature of authorized representative of contractor						<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. INITIALS	
30. I CERTIFY that this account is correct and proper for payment						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL		34. CHECK NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
37. RECEIVED AT						38. RECEIVED BY		39. DATE RECEIVED		40. CHECK NUMBER	
Signature and title of Contracting Officer						41. CONTRACT NUMBER		42. ACCOUNT NUMBER		43. VOUCHER NO.	

DD FORM 1155(8-PT) (NAVY)  
5/NO 0102-011-3001

Form Approved by Comptroller General, U. S., 27 May 66  
Exception to SF 48 under \$2,500 Approved by Budget Bureau Oct 66

Figure 6-13.-Retained copy of DD Form 1155.

<input checked="" type="checkbox"/> CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO. RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See DD Form 1155r).		PAGE 1 OF 1	
1. CONTRACT/PURCH ORDER NO. NO5504-94-M-0015		2. DELIVERY ORDER NO.		3. DATE OF ORDER 94 JAN 10		4. REQUISITION/PURCH REQUEST NO. SEE SCHEDULE	
5. ISSUED BY: USS DUARTE (DD-901) FPO SAN FRANCISCO, CA 96601 BUYER: I.M. BACK LT 743-4132		6. CODE R05504		7. ADMINISTERED BY: (if other than d)		8. DELIVERY FOB: <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR/QUOTER: MARINE SUPPLIES, INC. 824 THUNDER ROAD SAN FRANCISCO, CA 96605		10. DELIVER TO FOB POINT BY: 94 JAN 30		11. CHECK IF SMALL BUSINESS: <input checked="" type="checkbox"/>		12. DISCOUNT TERMS: 2% 10 NET 30	
13. MAIL INVOICES TO: SEE BLOCK 6		14. SHIP TO: COMMANDING OFFICER USS DUARTE (DD-901) PIER 11 NAVAL STATION NAVAL STATION ALAMEDA, CA		15. PAYMENT WILL BE MADE BY: FAADCPAC U. S. PACIFIC FLEET 937 N. HARBOR DRIVE SAN DIEGO, CA 92132		16. MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. 7-65)							
ITEM NO.	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. NO.	SUB-ALLOT.	AUTHN ACCTG ACTY	TRANS. TYPE	PROPERTY ACCTG ACTY
SEE SCHEDULE							
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED / ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT		
0001	VALVE, FUELING, BRONZE WITH STD THREADS CAGE: 56442 P/N: 23155 CATALOG# 23R15 REQN: R05504-4030-1123 ACR: AA	00005	EA	22.00	110.00		
0002	GASKET, FUELING VALVE, NYLON, FOR USE WITH FUEL VALVE CATALOG # 23R15 CAGE:56442 P/N: 38241 REQN: R05504-4030-1124 ACR: AB	00010	EA	4.00	40.00		
ACR: AA 1741804.702D 000 53824 0 060957 2D R05504 0040301123NR		ACR: AB 1741804.702D 000 53824 0 060957 2D R05504 0040301124NR					
* If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA BY: <i>T. M. Back</i> T. M. BACK, LT, SC, USN		25. TOTAL 150.00		29. DIFFERENCES	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input checked="" type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input checked="" type="checkbox"/> ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		27. SHIP NO.		28. D. O. VOUCHER NO.		30. INITIALS	
<i>94 Jan 30 T. J. Jones UMC</i> (Date) (Signature of authorized Government representative)		<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY that this account is correct and proper for payment		31. PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. CHECK NUMBER		35. BILL OF LADING NO.	
(Signature and title of Certifying Officer)		37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED	
		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

DD FORM 1155(8-PT) (NAVY)  
5/19 0102-011-3001

Form Approved by Comptroller General, U. S. 27 May 66  
Exception to SF 18 under \$2,500 Approved by Budget Bureau Oct 66

Figure 6-13.—Retained copy of DD Form 1155—Continued.

## PAYMENT OFFICES

Dealers' invoices should be paid by the office indicated on the purchase document. Purchase orders, contracts, and blanket purchase agreements (BPAs) that are issued by an ashore activity should specify the payment office. Except as otherwise mentioned earlier, purchase orders issued by your ship will specify the most appropriate of the following payment offices:

<u>Payment Offices</u>	<u>Fleet Units Served</u>
FAADCLANT, Norfolk, VA	Atlantic Fleet ships (CONUS only)
FAADCPAC, San Diego, CA	Pacific Fleet ships (CONUS and Alaska only)
NSC, Pearl Harbor, HI	Pacific Fleet ships (for purchases in Hawaii only)

## VENDOR'S DOCUMENTS FOR PURCHASES UNDER A BLANKET PURCHASE AGREEMENT

Since a purchase document is not required for material or services procured by a BPA, there are special procedures that you must do for processing a vendor's document that pertains to BPA purchases. These procedures are discussed next.

### Delivery Tickets

Materials or services processed by a BPA call normally will be furnished with an accompanying delivery ticket that, except for one copy, is required to be received immediately and returned to the vendor. Regardless of who is designated in the BPA to receive the delivery ticket that is returned to the vendor, the retained copy should be received by an authorized representative of the department that initiated the request for the material or service. After the receipt data has been entered in the Requisition/OPTAR Log, the retained copy should be filed with the applicable BPA log pending receipt of the dealer's invoice.

### Dealers' Invoices

Dealers' invoices for BPA purchases usually are prepared and submitted periodically under the instructions and terms provided in the BPA. Depending on the instructions in the BPA, either an itemized invoice or a summary invoice can be submitted for payment. A summary invoice can be required to be supported by copies of received

delivery tickets, or it can be required only to list the delivery document numbers and dates. In any event, when you receive the dealer's invoice, you should promptly match it with your retained copy of the related delivery ticket. If the invoice is correct and proper, you should process it as follows:

- Either on the front or back of the first copy, enter the certification "Received, inspected, and accepted by (your ship's name and hull number) on (date)"; your supply officer's signature and rank; and the complete accounting data.

- On the retained copy, enter the information that was discussed in the previous paragraph on Retained Copies.

- Forward the original and three copies of the certified invoice to the payment office indicated on the BPA. If you determine that the dealer's invoice reflects erroneous charges, you should return it within 15 days to the vendor with a cover letter for correction and resubmission.

### Disposition of Retained Documents

After a dealer's invoice for BPA purchases has been forwarded for payment, the retained copy of the invoice or delivery ticket should be attached to the hardback copy of the related DD Form 1348. Upon attaching the invoice to the DD Form 1348, it should be removed from the outstanding file. However, if it is a continuous obligation document, it should be left in the outstanding file. See figure 6-14 for the procedures involved in the receipt of purchased material.

## PREPARING ISSUE DOCUMENTS

When preparing documents for issues, you can use a variety of forms. Your choice of form will depend on whether the issue is for your ship or it is being made to another ship or activity. A few different forms that your ship can use for issue and for receipt of material are discussed in the following paragraphs.

### TYPES OF REQUEST

The types of forms that can be used for requesting material to be ordered or issued are the NAVSUP Form 1250-1 and DD Forms 1348 and 1348-1. We have discussed these forms earlier in

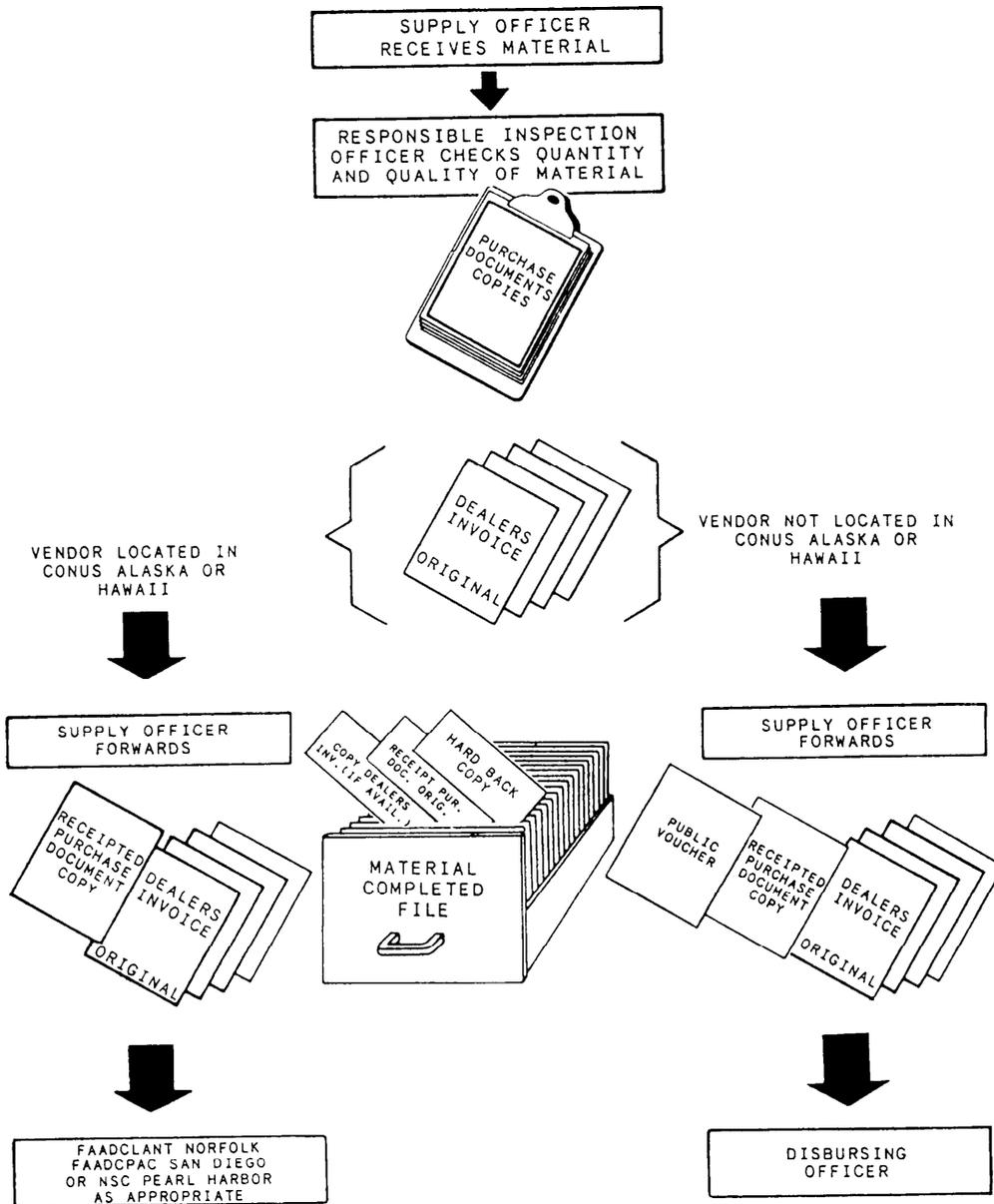


Figure 6-14.-Procedures for receipt of purchased material.

this chapter. Now we will discuss how to complete these documents when material is received without paperwork.

**NAVSUP Form 1250-1**

The NAVSUP Form 1250-1 may be used for issues, ordering, or for turn-in of material. This form may be used for either consumable or repairable material. You will mainly use this form for making issues of your stock. If the request is for repair part material, the requesting

department should fill out the majority of the form before bringing the request to you.

When this form is used for consumable material, the only blocks that are not required to be filled out are the APL, EIC, and the JSN blocks. All other blocks are required to be filled in either by the requesting work center or by the issuing storeroom SK.

**DD Form 1348-1**

This form accompanies all material that has been ordered by your ship. This is the receipt

paper work for DTO and stock material. There may be times when you receive material that has no paper work. When this happens, you must fill out a dummy receipt. You may have either the stock number and quantity or the requisition number of the material that you have received. When this happens, you must do some research to find out if the material was ordered either for stock or DTO. Next, you must check either the material outstanding file or the Requisition/OPTAR Log. Once you locate the outstanding requisition and check the latest status card to see what activity held and shipped you the material, you may fill out the DD Form 1348-1. All you need to do is copy the information from the status card and enter it on the DD Form 1348-1. When filling out the form, you must write DUMMY RECEIPT on the form. Then, if the material is a DTO requisition, you should have that departmental representative sign for it and give him or her a copy. If the material is for stock, you should put the location in block 10 and then sign and date.

### **DD Form 1348**

This form is used mainly for requisitioning material for stock and DTO. As discussed in chapter 5, it also is used for MVO requests for SERVMARTs and open purchase. When using the DD Form 1348 for walk-through material from a shore activity, it must be signed by the supply officer or by his or her designated representative for bearer pickup.

### **AUTHORIZATION**

When any of these forms are used for issues, turn-ins, or bearer walk-throughs, they must be signed and approved either by the appropriate department head or the supply officer. They may also be signed by a designated representative. If the form is signed by one of these individuals, there should be a letter on file in the supply office stating who they are.

## **CASREP REQUESTS**

Requisitions for CASREP material may be filled out on many different forms; for example, NAVSUP Forms 1250-1 and 1250-2 and DD Forms 1348-6 and 1348, and you also may use a message format. We will discuss NORS and ANORS CASREP documents next.

### **NORS Documents**

A NORS requisition is used when you have to submit a casualty report on a piece of equipment that has broken down and affects the mission of the ship. The requisition will contain the usual requirements, except you will enter a W in the first position of the requisition number; for example, W123. In the M&S block you should enter the code of S. In blocks 54 through 56, you will enter a T in the first position of the COG such as T9N. The project code that should be entered may be one of the ones listed in appendix 6 of the NAVSUP P-485, depending on what type of CASREP and what fleet you are located in at that time. The priority you enter in blocks 60 and 61 depends on what F/AD your ship is under. The required delivery date is usually 999. When making out the requisition be sure to put the date-time group of the outgoing message in the Remarks block.

### **ANORS Requests**

An ANORS requisition is similar to a NORS requisition except that this type of requisition pertains to aviation type of material. As was discussed in the immediate previous paragraph, you should enter the same type of information on an ANORS requisition as a NORS. The only data that could be different is the project code because of the type of material that you are ordering and the type of ship that you are stationed aboard.

The complete and correct format for filling out and putting in the correct data is explained in full detail in NAVSUP P-485, chapter 3.

## CHAPTER 7

# STORAGE AFLOAT AND ASHORE

For stores to be useful to your ship they must be stored in such a way that both protects the stores from deterioration and at the same time protects the ship from any dangers presented by having these stores on board. In this chapter we will discuss some of the procedures to be followed when storing and handling stores both aboard ship and in warehouses. Safety procedures for materials handling were discussed in *Storekeeper 3 & 2* and should be reviewed with this chapter.

### DEFINITIONS

Some terms used in storage should be defined before we go any further.

**Warehousing**—The scientific and economical receipt, storage, and issue of materials for safekeeping and rapid availability. This term refers to the detailed application of the principles of space layout and location of materials, or assignment of a particular item to a specific storage area at a terminal supply point.

**Measurement Ton**— Usually 40 cubic feet. This is also called a ship ton.

**Measurement Cargo**—A term used to describe cargo that measures more than 40 cubic feet per ton.

**Deadweight Cargo**— A term used to describe cargo that measures less than 40 cubic feet per ton.

**Storage Factor**— A term applied to cargo indicating the number of cubic feet of space occupied by one long ton of a commodity packed for shipment. It is arrived at by dividing the volume of cubic feet by the weight of cargo in long tons (2,240 pounds); that is,  $SF = V/W$ .

By knowing the storage factor of a commodity and the available cubic feet of storage, the total weight to fill this volume can be determined. As an example, a light tank, weighing 12.73 tons, that occupies a volume of 942 cubic feet would have a storage factor of:

$$SF = \frac{942}{12.73} = 73.9 \text{ or } (74)$$

In practice, extensive tabulations are available indicating the storage factor for almost any conceivable commodity or a representative group.

### STORAGE AFLOAT

Storage of material afloat requires a knowledge of the factors to be considered in determining the storage location best suited for the stores, the precautions to be taken to make sure of the safety of both the stores and the ship, and the accessibility of the stores.

### BASIC STORAGE CRITERIA

Materials in shipboard storerooms and other storage areas should be arranged to accomplish the following objectives:

- Make sure of maximum use of available space
- Provide orderly storage and ready accessibility
- Prevent damage to the ship or injury to personnel
- Reduce the possibility of material loss or damage
- Facilitate and make sure of issue of the oldest stock first (by the first in, first out [FIFO] method)
- Facilitate inventories

The preceding criteria and other instructions in this part provide basic guidelines that, if observed with a commonsense approach, will enable storeroom SKs to achieve optimum storage efficiency. (See the NAVSUP Publications 486 and 487 for specific storage instructions regarding subsistence and ship's store items respectively.)

## **STORAGE OF SENSITIVE MATERIAL**

Certain materials because of their sensitive nature require controlled movement and storage conditions. Materials in this category that are most often encountered are discussed in the following paragraphs.

### **Chronometers**

Chronometers are controlled equipment that, in end-use ships, are always turned over to the using department(s). When temporary storage ashore is required, such as during periods of either extended ship repair or deperming or flashing operations, chronometers will be turned in to the nearest chronometer pool for safekeeping.

### **Classified Material**

Classified material will be stored and handled as per the supplement to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1.

### **Delicate Instruments**

Delicate instruments that usually are expensive and easily damaged require especially careful handling and protective storage. Delicate instruments should be kept in a dry atmosphere, away from magnetron tubes or other magnetic devices. When possible, the storeroom temperature should be kept at 700°F or below.

### **Electron Tubes**

Electron tubes are very easily broken and, therefore, must be carefully handled and adequately packaged when being stored or issued. Electron tubes susceptible to damage from moisture normally are packed in moistureproof barriers, frequently with desiccant (a dehydrating agent). Humidity indicator cards or plugs are provided for inspecting the effectiveness of the desiccant. Such indicators turn from blue to pink as moisture is absorbed. When the desiccant becomes pink, the desiccant must be replaced. The cartons, cushioning, and other protective packing or packaging in which the electron tubes were received should not be removed in storage unless it is absolutely necessary because of space limitations. When an electron tube container must be reduced in size, positive identity of the tube and

as much of the packaging as possible should be retained. When space is not a factor, the original pack and packaging of an electron tube should be opened only if it is reasonably certain that the packaged tube is not the one identified by the stock number on the container. Electron tubes that are broken (or otherwise damaged) will be disposed of as per the *Naval Ships' Technical Manual*, chapter 9670.

### **RADIOACTIVE ELECTRON TUBES.—**

Instructions for the storage and handling of radioactive material, including radioactive electron tubes, are provided in the NAVSUP P-485.

**MAGNETRONS.—** Magnetrons are diode vacuum tubes in which the flow of electrons is controlled by an externally applied magnetic field. Special precautions will be taken to prevent magnetrons with permanently attached magnets from damaging magnetically sensitive instruments, such as compasses (electronic or mechanical) and wristwatches. (Wristwatches should not be worn when handling magnetrons.) Unshielded magnetrons with permanently attached magnets must be kept at least 50 feet away from aircraft or other vehicles with electronic compasses installed.

**REPACKAGING.—** Electron tubes unpacked for any reason except space limitation or use should be repacked in the original carton when possible. The tubes should be repacked with the same packaging and in the same position as that in the original carton. When repacking magnetrons or other tubes with attached magnets, there must be at least 4 inches between the center of the magnetic field and the outside of the container.

## **STORAGE OF HAZARDOUS MATERIAL**

Certain materials have inherent properties that make them hazardous to personnel, the ship, or both. Most of these materials can be stored safely if the proper care is taken.

### **Oxidizing Material**

Many shipboard fires with resultant fatalities have been attributed to improper storage or handling of oxidizing materials, particularly calcium hypochlorite. Oxidizing materials listed in the CHIL are identified by SMCC J. Nitric acid, a

strong oxidizer, will be stored in the acid locker. Oxygen, chlorine gases, and calcium hypochlorite will be stored as per the following paragraphs on calcium hypochlorite and compressed gases. All other oxidizers will be stored in a dry compartment, away from combustible materials.

### Calcium Hypochlorite

Calcium hypochlorite itself is noncombustible; however, it is a strong oxidizing agent that can generate heat, liberate chlorine, and cause fire when stored in contact with paints, oils, greases, detergents, acids, alkalies, antifreeze, fabrics, and other organic and combustible materials. Calcium hypochlorite will be stored in bins or lockers labeled HAZARDOUS MATERIAL—CALCIUM HYPOCHLORITE in red letters on a white background. The bins or lockers will not be located in an area that is used for storage of combustible organic materials, or is adjacent to a magazine, or is subject to condensation or water accumulation.

Each bin or locker must be at least 5 feet away from any heat source or surface that may exceed 140°F and will contain no more than 48 6-ounce bottles (for potable water purification) or 36 3 3/4-pound bottles (for sewage waste treatment). The total quantity stored should not exceed the ship's average endurance level. On CLF ships, calcium hypochlorite carried as cargo should be stored in a separate enclosure constructed of steel or expanded metal with a secured door.

If calcium hypochlorite becomes contaminated, you can dispose of it in water or flush it into the drain or the bilge. Calcium hypochlorite is not a fire hazard when dissolved even in an oily bilge.

### Drummed Products

Whether drummed products on board are flammable liquids or nonflammable material, the drum will be stored on end with the bung end up. An adequate identification of the contents must be legibly indicated on the side of each drum. If stored on the weather deck, they should be covered with a tarpaulin (when possible). Drummed products will be inspected at least weekly to make sure the bungs are tight and there are no leaks or corrosion.

### Compressed Gases

Compressed gases must be stored on the weather deck unless the ship has below-deck storage spaces specifically designed for such

material. Compressed gas cylinders will be stored vertically and securely (with valve protection caps in place), away from other flammable materials (especially grease and oil). When compressed gases are stored on the weather deck, the cylinders will be located as far as possible from navigation, fire control, or gun stations and will be protected from direct rays of the sun, or accumulation of snow and ice. When compressed gases are stored below decks, any leaking fumes must be prevented from entering ventilation air intakes leading to working or living spaces. Since there usually is some gas remaining in most cylinders considered to be empty, "empty" cylinders will be stored and handled with the same precautions as full cylinders. Compressed gases, particularly the flammable and explosive gases, must be handled with extreme care. Some general rules for handling compressed gas cylinders are as follows:

- Take every precaution to prevent cylinders from being dropped or forcefully struck against hard surfaces (including other cylinders). Do not tamper with the safety devices in cylinder discharge valves and, when cylinders are not in use, be sure the valve protection caps always are securely attached. (If the valve of a compressed gas cylinder should be snapped off, the released energy would cause the cylinder to behave as a missile. For example, a cylinder that is pressurized to 2,200 pounds per square inch [psi] can travel 2,600 feet in free flight and, in a confined space, it could be disastrous.)

- Prevent cylinders from contact with fire, sparks, or electrical circuits. (An exploded steel cylinder would have the same destructive effect as an exploded bomb.)

- Do not drag or slide cylinders required to be moved. Secure and move them in hand trucks that meet the criteria prescribed in the *Naval Ships' Technical Manual*, chapter 9230. If suitable hand trucks are not available, tilt the cylinders and roll them on the bottom edge.

- Secure cylinders in a cradle, pallet, or rack when they are loaded or off-loaded with a crane or derrick. Never hoist cylinders with electromagnets or with hooks or line attached to the valve protection cap.

- Do not alter or deface the numbers or other markings on the cylinders; do not add markings without approval of the engineer officer; and do not issue cylinders if their contents cannot be identified.

Detailed information relative to the storage, handling, and use of various types of compressed gases are contained in the *Naval Ships' Technical Manual*, chapters 670 and 9230. Information pertinent to especially hazardous gases commonly used by ships is provided in the following subparagraphs.

**ACETYLENE.**— Acetylene is inherently unstable and may explode when subjected to heat or shock, or upon contact with chlorine or certain metals such as copper, silver, and mercury. Therefore, acetylene must be stored separately from oxygen or any other materials with which it forms an explosive compound; the gas must never be allowed to escape into an enclosed area; and the cylinders must be protected from flames, sparks, lightning, and static electricity. Testing for suspected leaks should be done with soapy water.

In moderate concentrations, acetylene may act as an intoxicant. In higher concentrations, it will cause unconsciousness and, ultimately, asphyxiation. Some grades of acetylene also contain many impurities. Therefore, breathing of acetylene in any concentration for any length of time must be avoided.

Acetylene in cylinders is dissolved in acetone which has a tendency to flow into the valve if the cylinders are stored horizontally. For this reason, acetylene must be stored and used only in an upright position, valve end up. When it is known or suspected that acetylene cylinders have been stored on their sides, they must not be used until they have been in a vertical position for at least 2 hours.

**OXYGEN AND CHLORINE.**— Oxygen and chlorine are oxidizing gases that strongly support combustion because they can burn without air. (Chlorine is also poisonous.) Oxygen and chlorine cylinders must be stored on the weather deck, or in a separate watertight storeroom that has at least one compartment between it and any space that is used for the storage of combustibles such as flammable liquids or gases, ammunition, paint, gasoline, and oil.

**NONFLAMMABLE GASES.**— Helium, nitrogen, carbon dioxide, and argon are nonflammable gases that because of their inert characteristics may be stored with flammable or oxidizing gases. However, since these nonflammable gases will not support respiration (a sufficient concentration in a closed space will cause asphyxiation), they must be stored on the weather deck or in other well-ventilated spaces.

**AEROSOL PRODUCTS.**— Aerosol products are liquids, solutions, or powders suspended in a gas propellant and contained in dispensers equipped with release valves. Containers of aerosol are used for the disposal of paints, enamels, lacquers, insecticides, silicones, rust preventives, and so forth. The aerosol propellants may be low boiling halogenated hydrocarbons or other hydrocarbons such as liquified propane or isobutane. Aerosol cylinders will burst if exposed to heat sources in excess of 120°F and are prone to leakage if subjected to impact. Aerosol propellants are extremely flammable and, in sufficient concentration, can be anesthetic or asphyxiating. Aerosol products, therefore, should be stored in the flammable liquids storeroom, or in cabinets away from oxidizing materials; and mechanical ventilation should be used, when necessary, to remove accumulated vapors.

#### **Flammable or Combustible Material**

Flammable liquids have a flash point of 100°F or below; combustible liquids, greases, and pastes have a flash point of 200°F or below. Items that are flammable or combustible include the following:

- Gasoline, oils, kerosene, and other petroleum products
- Chemicals
- Stencil paints, marking inks, and printer's ink
- Solvents, thinners, primers, compounds, varnishes, and lacquers
- Alcohol, acetone, ether, and naphtha
- Greases and pastes

Except for drummed petroleum products, which may be stored in racks on the weather deck as per the *Naval Ships' Technical Manual*, chapter 670, flammable liquids and other flammable or combustible material will be stored in the flammable liquids storeroom.

#### **Acid**

Liquid acid, unless classified as safe material in the *Naval Ships' Technical Manual*, chapter 670, should be stored in an acid locker. If an acid

locker is not available, acid bottles must be stored in the flammable liquids storeroom; but, in this case, the deck and the lower part of the bulkhead must be covered with a watertight rubber lining, and a label inscribed ACID BOTTLE STORAGE in 3/8-inch letters must be securely attached to the outside of the storeroom door. Corrosive acids are acute fire hazards and, therefore, should be stored separately from oxidizing or flammable materials. Corrosive acids (or vapors) must not be allowed to come in contact with the skin or eyes. SKs who store or issue these acids should wear rubber gloves, rubber aprons, and goggles (as necessary) to protect themselves and their clothing from acid burns.

## **METALS**

Bar stock, sheet metal, angle iron, tubing, pipe, and other metals must be kept in racks specifically designed for the storage of such metals. The racks should be installed fore and aft to minimize shifting of the stored material when the ship is underway. Polished sheet metal and aluminum tubing are easily scratched and dented and, therefore, must be carefully handled and secured in the rack. Gloves should always be worn when handling metals to protect the hands from injury and to protect certain metals (with polished surfaces) from acid stains that can be caused by perspiration. When possible, noncorrosive grease-proof material will be used to separate dissimilar metals required to be stored together, inasmuch as direct contact between different metals may cause corrosion due to electrolysis.

Since any required re-identification of metals by chemical analysis is often impractical or too costly, many metals that lose their identification markings are likely to become unusable assets and, in effect, lost to the supply system. Positive identification of metals to be used in high-pressure steam systems (or other critical shipboard systems) is absolutely necessary. Therefore, it is essential that the correct NSN, specification markings, and the manufacturer's markings (when appropriate) are legibly indicated on each piece of metal in storage and on each piece of metal issued for use.

## **SHELF-LIFE MATERIAL**

Consistent with established Department of Defense policy concerning the identification, control, and use of shelf-life items, procedures for the proper management of such material are prescribed in the following paragraphs. These

procedures are prescribed to reduce the large financial losses experienced throughout the supply system incident to nonuse of deteriorative items before their shelf-life expiration dates and to make sure overaged materials (that may be ineffective or unsafe) are not installed in shipboard equipments. Effective attainment of shelf-life material control depends primarily on the efforts of storeroom personnel.

To facilitate periodic screening of shelf-life items, see the NAVSUP P-485. Applicable stock records (and NAVSUP Forms 1075, if maintained) should be annotated or otherwise identified to indicate the proper shelf-life code. Shelf-life codes currently assigned to applicable NSNs in the ML-N are listed in the appendixes of the NAVSUP P-485.

## **Marking of Stock**

Per established supply distribution systems procedures, shelf-life items issued by ashore supply activities or delivered direct by contractors will be marked (on the unit package, exterior container, or material itself) as follows:

### **TYPE I SHELF-LIFE ITEM**

DATE (MANUFACTURE/CURE/  
ASSEMBLY) \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

or

### **TYPE II SHELF-LIFE ITEM**

DATE (MANUFACTURE/CURE/  
ASSEMBLY) \_\_\_\_\_

INSPECTION/TEST DATE \_\_\_\_\_

EXTENDED EXPIRATION TEST  
DATE \_\_\_\_\_

Type I (nonexpendable shelf-life) items are those for which shelf-life action code UU is indicated on the latest applicable NAVSUP Form 796. Refer to the NAVSUP P-485. All other shelf-life action codes except 00 (nondeteriorative) apply to type II (extendable shelf-life) items. Current onboard stocks of shelf-life material should be screened and, insofar as practical and necessary, each item should be marked to show the type I or type II shelf-life data described herein.

Shelf-life items that are not marked with any date from which shelf life can be determined and that have an extended cost of \$50 or more will be reported by speedletter to the cognizant inventory manager, via the TYCOM, with a request for disposition instructions. For each item, the report will contain the NSN or part number, item description, quantity, unit of issue, unit price, extended unit cost, supply source (if known), estimated date of receipt on board, and all external markings obtainable from each unit package or container.

### **Control and Utilization**

In addition to the proper identification of shelf-life stock in applicable inventory locator records, the procedures in the following paragraphs are prescribed for effective control and maximum utilization of shelf-life items before their expiration dates.

### **Packaging, Preservation, and Storage**

Shelf-life material will be inspected upon receipt to make sure it is packaged and preserved adequately and should be stored in spaces that are least likely to cause its deterioration. The coolest and driest space(s) available should be used for the more deteriorative materials such as dry cell batteries, aluminum electrolytic capacitors, chemicals, rubber products, and so forth. Storage can be arranged to make sure of issue of the oldest stock first. To facilitate periodic screening, shelf-life items should be consolidated in a readily accessible area whenever possible.

### **Periodic Inspection**

Shelf-life material should be inspected periodically (as frequently as necessary, according to shelf-life codes) for condition and expiration dates. When a multiple quantity item is inspected, units with different expiration dates can be rearranged, if necessary, to place units with the earliest expiration date in front of the others.

### **Expired Type II Shelf-Life Items**

Expired type II shelf-life items can be restored (when within the ship's capability) per applicable shelf-life action codes in the ML-N or the cognizant inventory manager's instructions. Technical assistance will be obtained from other departments, as required. The expiration dates on the

stock labels of restored items will then be extended, as appropriate. Expired type II shelf-life items that are not within the ship's capability to restore can be turned in to the nearest ashore supply activity.

### **Expired Type I Shelf-Life Items**

Expired type I shelf-life items normally will be disposed of by removal from stock and destruction, unless the overaged items can be used safely for secondary purposes that do not require the material to be ready-for-issue condition.

### **Inventory Review**

The shelf-life item inventory should be reviewed systematically in comparison with anticipated requirements to make sure of timely turn-in of those items that the ship is unable to restore or to use, by or before the material expiration dates. The newer rather than the older stock of an item always will be turned in unless extenuating circumstances are involved that render such action impractical. Type I shelf-life material will not be turned in to supply activities in the United States including Hawaii if the extended cost of the item is less than \$50, or the remaining storage life is less than 3 months. Type I shelf-life material will not be turned in to supply activities in Alaska or overseas bases if the extended cost of the item is less than \$100 or the remaining storage life is less than 6 months. Such material should be retained on board and used, if possible, before its shelf-life expiration date.

### **Critical Shelf-Life Items**

Instructions contained in the previous paragraph do not supersede existing directives for disposition of critical items. Disposition of shelf-life items designated as critical can continue to be effected under pertinent directives issued by the cognizant inventory manager.

## **STOREROOM MAINTENANCE AND SECURITY**

The SK in charge of a storeroom (or group of storerooms) is responsible for the cleanliness, orderliness, material condition, and the security of his or her assigned spaces. The supply officer, the stores officer (depending on the type of ship), and the leading storeroom SK are responsible to make sure all required storeroom maintenance

and security tasks are regularly and properly performed.

### **Cleanliness and Orderliness**

Cleanliness and orderliness are important to proper storeroom maintenance, the efficient storage and issue of materials, and the safety of your personnel. The supply officer or you, as the leading SK, should make sure your storeroom personnel are taught good housekeeping practices, and they conduct a field day in their respective spaces before each scheduled zone inspection. They should pay attention to bins, shelves, ventilation outlets, any overhead ledges, and also to deck areas partially blocked by stores, bins, or racks. Before securing the storerooms at the end of each workday, the decks should be swept; all cleaning materials, tools, and loose gear put away; the lights turned off; and all trash removed and disposed of.

### **Material Condition of Spaces and Fixtures**

The material condition of storage spaces (and of any installed electrical fixtures, ventilation ducts, steam or water pipes, valves, watertight fittings, bins, or racks) should be checked daily either by you or the SKs in charge of these spaces. The supply officer or a representative should inspect these same spaces at least weekly. Your storage spaces should also be regularly inspected by your departmental or work center damage control petty officer (DCPO). The DCPO is primarily responsible for checking the watertight integrity and damage control equipment such as battle lanterns, fire extinguishers, and fire hoses, just to name a few. Any deficiencies that are noted by the SK in charge or the DCPO should be promptly reported to you or the supply officer. You should then request the department head (usually the engineer officer) to have the deficiencies inspected and corrected. SKs in charge should be present during inspections and repairs in their respective storerooms. Upon completion of jobs, they should promptly notify you so that you can inspect the work and notify the supply officer.

### **Improvements of Spaces and Equipment**

When the SK in charge of a storeroom considers that structural alterations or the installation or modification of storage aids is necessary

or desirable, he or she should submit recommendations to the supply officer via the chain of command. If the recommended changes can substantially increase efficiency, material protection, or safety, the supply officer should submit a work request or other actions as may be necessary to effect the improvements.

### **Storage of Personal Gear**

Supply personnel love to store their personal gear in either their work spaces or in the storerooms. There should not be any personal gear (no matter whose it is) stored in any supply department spaces without written permission from the commanding officer.

### **Daily Report of Security**

Each day after the storerooms have been secured, the duty SK should report their security to the supply duty officer. Departmental security reports, to the command duty officer, should be made at the time specified in the ship's plan of the day. If the storerooms are not secured by the time departmental reports are made, the command duty officer should be advised of the reason why and when they will be secured.

### **Securing for Sea**

Upon notification that you are preparing to get underway, the storeroom personnel should start the day securing all the storerooms and equipment. When all supply department spaces have been properly secured, you should notify the supply officer that every space is ready for sea. The supply officer should then make his or her departmental readiness for sea report to the officer of the deck.

## **UNDERWAY REPLENISHMENT**

Underway replenishment is the art and science of supplying ships at sea with fuel and stores. This maneuver, one of the major achievements of Navy supply and logistics, involves techniques developed within comparatively recent times that are still undergoing refinement.

The merits of underway replenishment are such that its use has become commonplace, and it is now difficult for supply personnel to conceive of conditions in which it is necessary for a ship to return to port to take on needed fuel and supplies.

The primary value of underway replenishment is realized during wartime, since it enables a combat ship to remain at sea for an indefinite period of time. It also has peacetime advantages, as do most maneuvers developed to enhance combat efficiency. It provides valuable training of personnel in the complex procedures of supplying several vessels simultaneously while they are proceeding at reasonable speed. Thus, in general, underway replenishment serves a dual purpose—provides ships with materials needed in any event and trains the crews of discharging and receiving ships in the procedures essential in wartime in which fuels and stores are transferred at sea.

Senior SKs play important parts in underway replenishment. They work closely with other senior petty officers and most of the officers of the supply department in planning the replenishment procedures and in supervising the work in progress. It is principally with regard to planning that the background and knowledge of the SK1 and SKC are essential. In this respect, the function of the senior petty officer differs from that of the lower-rated enlisted personnel involved, since the latter seldom participate in planning and rarely have an opportunity to take a broad and comprehensive view of the operation as a whole.

This chapter focuses your attention on the essential elements in planning and executing replenishment on board a typical ship (an aircraft carrier) when receiving supplies at sea. No effort is made here to provide a complete outline or to list all the numerous steps in detailed form, since the procedures of receiving stores underway are not standardized to the point that an acceptable blueprint can be furnished from outside. Rather, in the following pages, emphasis is placed on the factors that must be considered in formulating local plans for efficient functioning under local conditions. These factors include the coordination of various departments, the stations to be manned, the amount of stores anticipated, the personnel and equipment needed, and the special procedures and safety precautions normally used during replenishment operations.

When all necessary factors have been considered and all essential planning has been executed skillfully, the underway replenishment operation is a splendid and impressive spectacle featuring teamwork, speed, and precision. On the other hand, when the operation goes wrong because of inadequate planning or from other causes, the situation can become a nightmare of confusion in a matter of minutes, and the resulting

knots of disorder may require many hours of hard work to untangle.

## **TYPES OF STORES ANTICIPATED**

The number of stations that must be manned and used depends to a considerable degree upon the amount and kind of stores anticipated. A few days before replenishment, the transferring ships notify the recipients as to the nature and amount of stores to be transferred. The figures given are in most cases loose approximations and can be used as rough estimates for planning purposes. A safe rule of thumb is to plan for a one-third excess over the tonnage expected, and planners should assume that at least some of every category of material is to be received. A replenishment plan must be sufficiently flexible to make sure its usefulness is not destroyed by sudden, unexpected changes in quantities and types of stores received. Personnel must be on hand to handle all types of material at once.

Especially important is a knowledge of the quantity and type of dangerous and semisafe material to be received. Adequate flammable storage space must exist to accommodate all such material to be received. Special procedures should be setup so that this material can be taken directly from the receiving station to the paint and flammable liquid storeroom and not be allowed to accumulate on deck. An inspection should be made of the paint and flammable liquid storerooms to make sure they are in readiness to receive the material without any great amount of time consumed in rearrangement of stock.

Each type of stores is handled in a slightly different manner and is sent to different storage locations. Plans for the replenishment must take the peculiar characteristics of all types into consideration. Some of the most important aspects of handling each category are discussed in the following paragraphs.

### **General Stores**

General stores received during replenishment normally include the so-called HULL items. There are enormous amounts of bulky materials such as rags, toilet paper, brooms, swabs, and paint, all of which are difficult to handle. Many of the items are almost impossible to handle mechanically. Sorting and checking must be done under your supervision with junior SKs and strikers assisting and directing the actual movement into storerooms.

## **Dry Provisions**

Dry provisions represent a large portion of any replenishment, since ships' personnel complements consume food by the ton. This group of material is the easiest to handle and sort. Most of the items are shipped in sturdy fiberboard cartons and the material moves on conveyors easily; it stacks neatly on pallets; and the individual boxes are light enough to be handled by one person. Checking and sorting are done in all cases by senior Mess Management Specialists, with such assistants as are necessary. Particular care must be exercised in handling items in bags such as flour and sugar.

## **Fresh Fruits and Vegetables**

Fresh provisions are somewhat difficult to handle and to move to the reefers. This is particularly true on those ships having reefers located in what appears to be the most inaccessible spots possible. The process of striking fresh provisions below can become bogged down on these ships and must be monitored carefully.

If potatoes are to be stored on sponsons, they should be sent there directly. Manual handling of potatoes is the usual rule and should be taken into account when the working party is assigned—persons handling heavy boxes of potatoes need to be relieved sooner than others in the working party.

Medical department personnel should be on hand to inspect fresh provisions for quality and to recommend survey when appropriate. Mess Management Specialists should be stationed in such places as necessary to detect spoiled produce before too much labor is wasted in moving it below.

If the working party is not adequately supervised, considerable waste may be encountered through the breaking open of crates to get fruit to eat on the spot. However, the damage can be reduced to acceptable limits by opening a few crates for consumption by the working party. Partially opened crates not only waste the food that is spilled, but contribute to the more serious danger of people slipping on the juicy pulp on the deck. Sand or other material should be on hand to sprinkle over wet decks to prevent slipping.

## **Frozen Provisions**

The most important requirement when moving frozen provisions is speed. Particularly in hot

climates where steel decks become very hot, frozen foods may be reaching the safe limits of out-of-refrigeration time when they are received and should be moved into the refrigerators with a minimum of wasted motion. Monetary loss on spoiled frozen foods is high, due to the greater processing cost. Checking and sorting should be done by Mess Management Specialists.

Working party units assigned to handle frozen foodstuffs should be advised in advance to wear gloves, if they are to handle the boxes manually. The gloves should of course be reasonably clean, and it should be possible to have canvas work gloves issued for this purpose from supply.

## **Accountable Stores**

Receipt of fairly large amounts of ship's store stock is routine on a replenishment. Clothing items are normally received in small lots. The bulk of the shipment consists of canned drinks, confections, and toiletries. The ship's service division should be represented by responsible people at each loading station to take charge of such accountable material as soon as it is received. Accountable items are sometimes found mixed in with general stores or food items, in spite of the care exercised by shipping and handling activities.

Virtually all items in this category are highly pilferable, and every person in the supply department should assist in preventing theft. While relatively few people attempt to appropriate, there are always a few who try to misappropriate a case of candy. If the shipment is large, responsible petty officers from other supply divisions may be used as escorts for the working party carrying the material into storerooms, or for watching conveyor tracks or chutes. Every foot of the entire route followed by accountable stores must be in full view of a responsible petty officer at all times.

## **DEPARTMENTAL RESPONSIBILITIES**

Replenishment at sea comes very close to living up to the hackneyed phrase "an all hands evolution." With the possible exception of a major ammunition movement, it involves more people directly and physically than any other operation. Material is removed from holds in the delivering ship, loaded into cargo nets, and sent across to the receiving ship at rates of well over a hundred tons per hour. It must be removed from the landing area as fast as it arrives and struck below at approximately the same rate. With all this activity concentrated into a short time the efforts of all these people must be coordinated carefully to avoid chaos.

Overall control and coordination are vested in the executive officer. The executive officer usually holds a meeting of department heads, at which time the responsibilities of each are outlined. The detailed planning and the day-to-day coordination with other departments are then normally turned over to the supply officer. Thereafter, the executive officer is kept informed of progress in planning and takes an active part only if difficulties arise that cannot be handled at the lower level. During the replenishment the executive officer remains on the bridge, and the supply officer is in charge of the movement of stores once they are received.

While several departments other than supply are actually concerned with replenishment, only weapons and air departments visibly take part. These departments are discussed separately. Operations is responsible for mail being transferred and for transfer of personnel when required. Engineering personnel man elevator pumphooms, grant permission to open hatches as required, transfer movies, and make sure sound-powered telephones are available and working. The aircraft intermediate maintenance department is responsible for maintaining forklifts and other materials-handling equipment. Although they have additional duties when transfer of fuel or gasoline is involved, these operations are not a direct concern of the SK.

## **WEAPONS**

The weapons department normally has a representative attend at least one of the later planning conferences discussing replenishment. This department is responsible for physically loading the material on board the receiving ship (except during vertical replenishment), for enforcing all safety precautions at replenishment stations, and for making sure all nets, slings, pallets, and other handling material belonging to the delivering ship are returned. If weapons department elevators are used in striking stores below, weapons department personnel operate them. The weapons department representative is primarily concerned with the number of tons to be received and the rate at which the material comes aboard.

## **AIR**

The air department representative to the planning conference is mainly interested in the amount of clear deck space required and the elevators that must be manned. During vertical

replenishment operations, air department personnel also provide direction to the helicopter in spotting each net load.

## **REPLENISHMENT PROCEDURES**

Replenishment procedures encompass several areas that require a senior SK's knowledge and attention. These areas of required knowledge include the different stations used during replenishment, the personnel required, the equipment to be used, and the actual procedures used for the receiving, struckdown, and transfer of accountability.

### **Replenishment Stations**

A replenishment station is any location where some significant action is taken on the stores being received. The station can be divided into three general groups—receiving, sorting, and striking. Stations within a group cover the same function regardless of location.

Figure 7-1 shows the location of replenishment stations on a typical large carrier. Receiving stations No. 1 and No. 2 are on elevators No. 1 and No. 3 respectively; the elevators being at hangar deck level. The third receiving station, normally used during vertical replenishment operations, is on or in the vicinity of the No. 2 elevator. Your newer aircraft carriers will have four elevators.

Sorting stations are close to the receiving stations where net loads may be towed by tractor or delivered on roller conveyors. At this point, stores are sorted and palletized on the basis of strike area (station). Figure 7-1 shows major strike areas where mechanical equipment is available; however, strike areas are located anywhere in close proximity of the ultimate storage area of significant amounts of materials.

**RECEIVING STATIONS.**— The first group includes all the receiving stations, the sites where the material first lands when it is received on board. Most receiving stations are located on the hangar deck. Ship designs vary, even within a class, with consequent variations in number and locations of receiving stations.

Elevators No. 1 and No. 3 remain lowered to hangar deck level; helicopter receipts are received on elevator No. 2 at flight deck level. The use of elevators as receiving stations is advantageous in that adequate space is available for handling stores.

Material is under the control of the weapons department (air department in the case of vertical

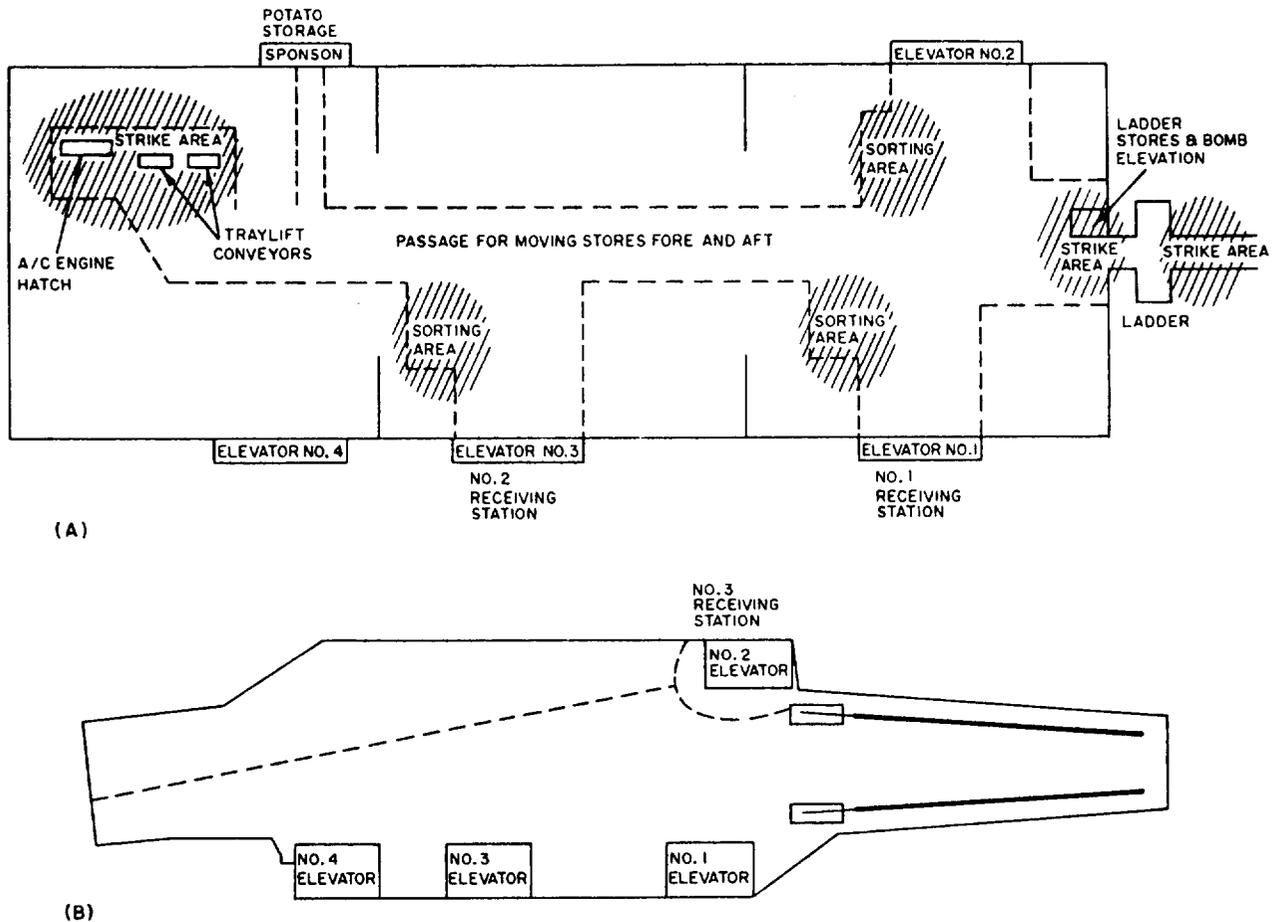


Figure 7-1.—Carrier deck plans (A) hangar deck; (B) flight deck.

replenishment) until the nets are detached from the transfer rig at the receiving station. At that moment the stores become the responsibility of the supply department. They must be removed from the receiving station as quickly as possible. The time interval available is the time required for the hook to travel to the transferring ship, pick up a loaded net, and return—a matter of moments. Material received by helicopter must be moved into position on the elevator quickly and the elevator promptly lowered to the hangar deck, cleared of stores, and promptly raised to the flight deck for the next load.

**SORTING STATIONS.**— The second group is composed of the sorting or segregation stations, where the material is separated by type and storage destination. These stations may be located at any point, depending upon local conditions. Sorting necessarily requires a fair amount of space, especially since there may be temporary

delays while unit loads of one item are assembled. The main consideration in assigning locations for sorting stations must be that no time or effort is wasted. If the storerooms are located in other parts of the ship, sorting must be done on the hangar deck. Material received by helicopter on the flight deck is usually shunted promptly to a hangar deck sorting station.

Some ships are designed so that foodservice storerooms are accessible from the messdeck. On these ships, provisions may be shunted directly below to the messdeck before sorting.

**STRIKE STATIONS.**— The strike stations, the third group, are the access hatches where the material is moved below decks. Included in this group are the ammunition elevators, hatches where pallets are lowered by electric hoists, and hatches where material is passed down by hand by sliding on board or down metal chutes or belts.

This group is critically important. Access hatches must, of course, remain open until the stores are struck below. A ship is in danger whenever the ship is unable to seal off all compartments within a very few minutes—impossible to do during a replenishment. Prolonging the striking phase, therefore, exposes the entire ship and crew to danger for an unnecessarily long time. This is unacceptable to any responsible command.

### **Personnel Requirements**

The number of personnel required for a replenishment depends primarily upon three variables—the number of stations to be used, the kind and amount of stores to be received, and the equipment available that serves to reduce manual labor.

It is probable that the ship has a local instruction that lists the number of personnel and the type of equipment required at each station. The instruction should be studied carefully. If it appears to be inadequate or incorrect, the planning group should not hesitate to recommend changes based on careful analysis of each provision in the instruction.

A replenishment plan, published before the operation, should assign units to stations, with deck and frame numbers listed where the personnel are to assemble.

**PETTY OFFICERS.**— Petty officers from the department furnishing personnel for the working party are the backbone of any good replenishment. Orders should be issued through them for their personnel. Petty officers are required at a ratio of 1 for each 10 persons in the working party. These 10 persons should be under the petty officer's control as a team at all times and the petty officer should be responsible for seeing that they remain on station until dismissed. Ideally, the petty officer should be personally acquainted with each member so that the petty officer does not have to keep track of one or two strangers in a large group.

There is a tendency for departments to furnish the petty officers who can best be spared from their primary duties. This usually means that a large majority of them are new third class petty officers. Many of these people are excellent petty officers, but in the group there may be many who lack supervisory experience. The supply officer should be tactfully reminded early in the planning stages to bring up the subject with the other heads of department and to insist that only qualified

petty officers be furnished. It is to the advantage of the other departments to expedite the replenishment, and the better qualified the personnel they send, the better the chances for an early completion. Some ships specify in their replenishment plan that team petty officers be second class petty officers or above.

**WORKING PARTY.**— The number of people required is fairly simple to compute. Each station that is to be used should be considered separately, taking into account the amount of stores to be handled at the station and the equipment that is to be used there. Heavy and awkward materials that must be handled at high speed (such as potatoes) require that people be relieved frequently. Relief should also be provided for any team or teams who are to be on station for an unusually long time. Tired personnel are apt to have accidents and materially slow the operation. Relief should be by rotation of units with, in the most cases, the relieved unit standing by to take over at the end of the rest period. Considerable team competition can sometimes be generated that speeds movement of the material and reduces the effect of fatigue.

If material is to be removed from receiving stations by towing the loaded cargo nets to the sorting stations, one team should be assigned to each receiving station to pick up items that spill out of the nets. This occurs frequently enough so that provisions should be made in advance to take care of it. These teams may be secured as soon as the last load of material is aboard, or maybe shifted to another location as a relief party. The team petty officer should know in advance what is required.

**ASSIGNMENT OF SUPPLY PERSONNEL.**— As stated before, a substantial number of the officers and petty officers in the supply department must be used during a replenishment. Some supervise, some check and sort the various kinds of material received, and some are available to accept accountable stores.

**Supervisors.**— In planning the assignments of supervisors for the replenishment, particular attention should be given to the possibility of causing confusion through oversupervision. Competent officers and petty officers leave their own personal mark upon whatever they do. This is done quite unconsciously in most cases and consists of doing things in their own particular way. Too many strong personalities operating in a given

area, with each trying to do things his or her own way, result in conflicting orders. It is far better to break the functions down and give each supervisor clear responsibilities within a definite area. Holders of adjacent territory then tend to keep the supervisor within bounds.

A special chain of command should be established for replenishments. At the top is the supply officer who doubtless observes the operation from various spots on the hangar deck. The supply officer may need runners to keep informed of the replenishment operation.

The next level is the junior officers of the department, each with responsibility in a particular area. If there are not enough areas to use the available junior officers, some of them may be designated by the supply officer as observers who are assigned to look for ways to improve future replenishment and be on the alert to spot any unsafe practices or potentially dangerous situations. If any unsafe conditions are observed, they should be called to the attention of the responsible supervisor at once and brought up later at the critique. Rotation is usually practiced so that they may take part in the next replenishment. If there are not enough junior officers to fill the required posts, the most senior petty officers are assigned to fill in as necessary.

The third level consists of senior petty officers who are assigned to specific functions within the areas supervised by the junior officers. The functions assigned to each should be clearly defined in advance. Each should be responsible only to the officer in charge of that area.

Other levels may be established if local conditions warrant. Care should be exercised that each person in each level answers only to the person directly above, and each should know who his or her immediate senior is.

**Checkers.**— Checkers are assigned to check and sort only. These tasks occupy so much of their time that they are unable to supervise any other activity effectively. They confine themselves to directing separation of different items, leaving the movement and storage of the items to the personnel assigned supervisory duties. The fact that a person assigned to check or sort is senior to the person assigned to supervise general movement of material does not serve to negate the authority of the supervisor whose position is military rather than professional.

Each station where material is checked and sorted should be manned by personnel qualified to handle each type of material reasonably

expected to be encountered there. If provisions are segregated on the messdecks, there is obviously no point in having AKs or SHs standing by to accept material that is never delivered.

During a replenishment, supply department personnel may be assigned as follows:

JUNIOR OFFICERS may be assigned on the basis of one to each of the three or four hangar bays and one to the flight deck, if that station is to be used. Usually an officer is also assigned to each of the forward and after messdecks if provisions are to be struck below from these points.

PETTY OFFICER SUPERVISORS should be assigned smaller areas. For instance, one person should have charge of movement of material from receiving stations No. 1 and No. 2 to the sorting area. Another similar assignment should be made for the flight deck receiving station, if used, and a third person should be assigned to movement of material from the sorting station to strike stations. Each strike station should have a supervisor.

Checkers should be assigned to each sorting station to direct segregation of material. They must be thoroughly familiar with the material and storage locations. Movement of material out of the sorting station should be the province of the supervisor.

Movement of material from the flight deck should be the responsibility of the supervisors assigned to the flight deck. When material has been loaded onto elevator No. 2 and lowered to hangar deck level, it then becomes the responsibility of the hangar bay No. 1 supervisor to make sure movement to the applicable strike stations occurs.

## MATERIALS-HANDLING EQUIPMENT

Efficient use of materials-handling equipment eases the movement of cargo in holds and on decks during replenishment operations. On combatants, the kinds of equipment available and the space available at replenishment stations vary from ship to ship. Transporters, forklift trucks, pallet-type handlift trucks (pallet jacks), hand trucks, dollies, skate wheel or roller conveyors, and other devices are provided to aid the cargo movement to minimize the time and effort required to complete the replenishment operation. Ships cannot properly perform their primary mission while supplies clutter their decks, bays, and passageways. The replenishment operation itself

will be delayed unless receiving areas are kept clear. The replenishment plans for each ship designed to make optimum use of the ship's materials handling must still be performed by manpower, but may use any of the following units of equipment to supplement this effort.

### **Pallets**

The normal procedure is for supplies to be unitized on pallets when delivered aboard combatant ships. Mechanized movement aboard larger ships will generally be done in full unit loads. During strikedown, empty pallets not used for storage should be neatly stacked out of the way of the material flow in preparation for their return to the auxiliary ship. The stacking and return of the pallets may be an individual station responsibility or the responsibility of the entire replenishment evolution. When a station is no longer receiving cargo it is clear to return pallets to the auxiliary. The station should be used for this purpose at the discretion of the cargo officer on the combatant and with consent from the auxiliary to return empty pallets. A reasonable amount of care should be exercised in handling and returning the pallets to the auxiliary since their reuse will result in a considerable savings to the Navy.

### **Transporter**

A transporter is a vehicle designed to receive, carry, and off-load a multiple number of pallets per load. Standard transporters are available with capabilities of carrying four pallets. Transporters are available with various types of conveyor decks capable of loading from a fixed conveyor or from other external sources and capable of off-loading to an external conveyor or other source. Transporters are used for the horizontal movement of cargo on deck and have capabilities of negotiating ramps to carry out transit of cargo between decks. Transporters may be either gasoline- or diesel-powered units. Transporters may also be provided with the capability of lifting loads to perform onloading from a variety of levels.

### **Forklift Trucks**

A forklift truck is a vehicle designed to pick up, carry, and stack palletized loads. Standard forklift trucks are available with lifting capacities from 2,000 to 15,000 pounds and lifting heights from 50 to 210 inches. However, units carried aboard ship are usually in the capacity range of 2,000 to 6,000 pounds. Forklifts are available in gasoline-powered, diesel-powered, or electric-powered models and may be equipped with solid or pneumatic tires. Electric models with solid tires are more commonly used aboard ships. Their use eliminates the danger from carbon monoxide contamination in confined spaces. Forklifts are employed for the horizontal movement of palletized loads on deck and may also be used to transport loads between decks where adequate ramps are provided.

### **Pallet Jacks**

Pallet jacks are available in two designs: the hand-operated, manually propelled model and the electric-powered, hand-operated model. This type of truck is commonly used where a forklift truck may not be operated because of space limitations and where tiering of pallet loads is not required. The electric-powered model is capable of negotiating slight inclines under load but generally this type of equipment is limited to horizontal movement.

### **Tractors**

A tractor may be used for towing loaded trucks or dollies in the horizontal movement of cargo on deck. A tractor has only pulling capabilities so that loading and unloading of trucks or dollies must be done by other means. Tractors may be gasoline-, diesel-, or electric-powered and equipped with either solid or pneumatic tires. Tractors are rated by their drawbar pull capacity.

### **Trucks and Dollies**

Four-wheel trucks and pallet dollies may be available aboard ship for short haul horizontal movement of cargo with manual means or with the aid of a tractor. Two-wheel hand trucks are also available for manually handling material.

## Conveyors

A conveyor is a means of transporting cargo from one area to another, either horizontally or vertically, with the aid of wheels, rollers, chain, belt, or other means supported or connected by means of a metal framework. Horizontal movement on deck may be aided by the use of gravity-type wheel or roller conveyors that may be assembled from a number of uniform length straight sections and curves to meet a number of different type situations. Standard sections of either wheel or roller conveyors are available in 5- or 10-foot lengths and curves with 45- to 90-degree turns with provisions for connections at the ends. Both types of conveyor are also available with the top of the rollers or wheels above the supporting frame (rollers high or wheels high) and with the top of the rollers or wheels below the top of the supporting frame (rollers low or wheels low). Standard widths are normally available ranging from 12 inches wide to a maximum of 48 inches. When only narrow widths are available, it is practical to lay two parallel lines with sufficient spacing between to properly accommodate the width of a pallet load without danger of tipping. When used in this fashion, the "rollers high" type of conveyor is necessary. It is more practical to make up temporary arrangements of narrow width units because of the ease in handling lighter weight sections. Standard sections are available in either aluminum or steel. A variety of arrangements of gravity wheel or roller conveyors may be used at the receiving station to quickly move cargo from this area to avoid congestion.

### Traylift Conveyors

Vertical movement between decks may be done by means of a vertical traylift conveyor. This type of conveyor uses an endless chain traversing in a vertical direction over sprockets or wheels at the top and bottom with horizontal bars or trays attached to convey the cargo. Where such conveyors are used, cargo is generally deposited on a conveyor ahead of the infeed station that loads the conveyor automatically at predetermined intervals and correspondingly unloads the cargo automatically at the various receiving deck levels. At the unload station there may also be means where the cargo is fed out on a section of conveyor from where it is taken for storage. Such conveyors may be used for movement of palletized

or packaged cargo. Where conveyors with pallet-size capabilities are available such loads may be handled by forklift trucks. Where smaller conveyors are available, by necessity, the pallets must be broken down at the upper deck level and the individual cartons fed over the conveyor to the storage level. Ladder chutes or feathering tread ladders may be provided as a means of movement from one deck level to another. Ships that do not have such equipment must devise makeshift arrangements such as sliding boards for movement of material between decks. Such arrangements generally require additional manpower often with slow, unsatisfactory results.

## STORAGE ASHORE

Because of the requirement for the fullest use of storage space at the minimum cost, all major ashore supply installations must give due consideration to uniformity within the Department of Defense in the layout of storage areas. Aisle widths are limited to the size required to accommodate the operation of materials-handling equipment needed. Whenever possible, supplies requiring large capacity materials-handling equipment are grouped in separate locations from those requiring smaller capacity equipment.

The structures discussed and illustrated in the following paragraphs indicate the general appearance and functional use of the most common types of storage facilities used by supply activities.

### COVERED STORAGE SPACE

Covered storage space is storage space within any roofed structure. Many different types of covered storage space exist. These include general-purpose warehouses, refrigerated warehouses, and flammable storage warehouses.

#### General-Purpose Warehouse

A general-purpose warehouse is used for the storage of many kinds of items and is constructed with roof, sidewalls, and end walls. Such warehouses normally contain the greater portion of the total available covered storage space at most activities. General-purpose warehouses may be either single-story or multistory buildings.

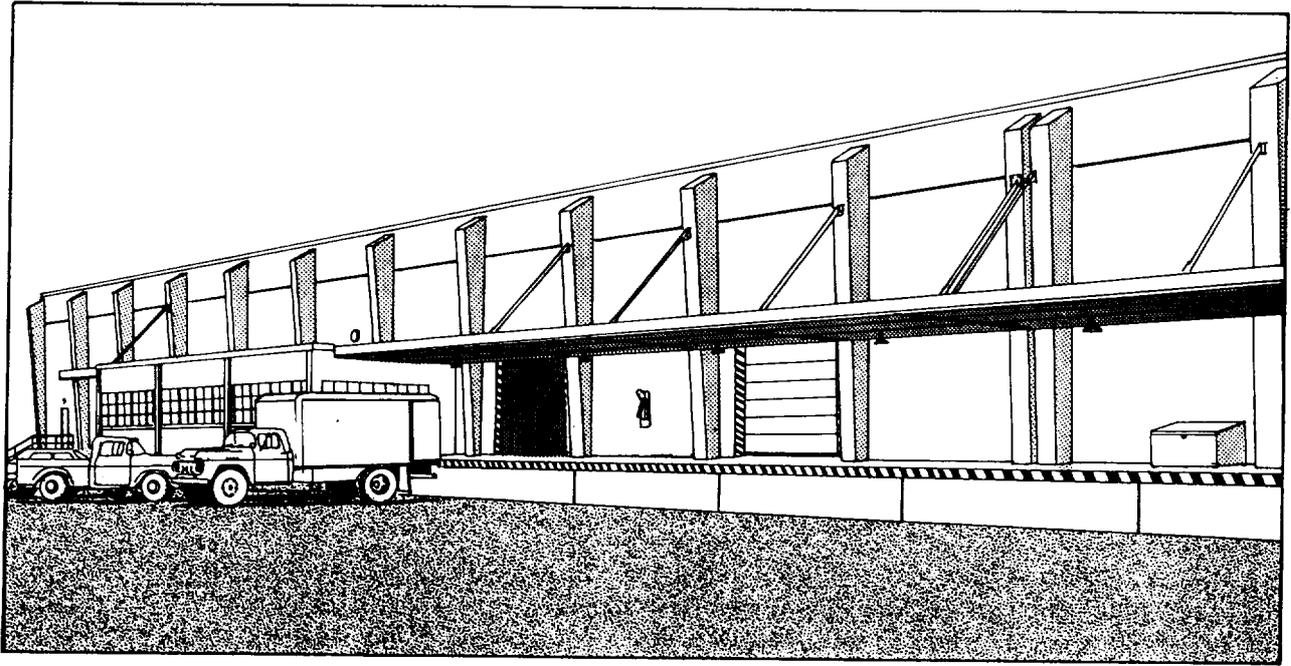


Figure 7-2.—Truckloading platform side of a general-purpose warehouse.

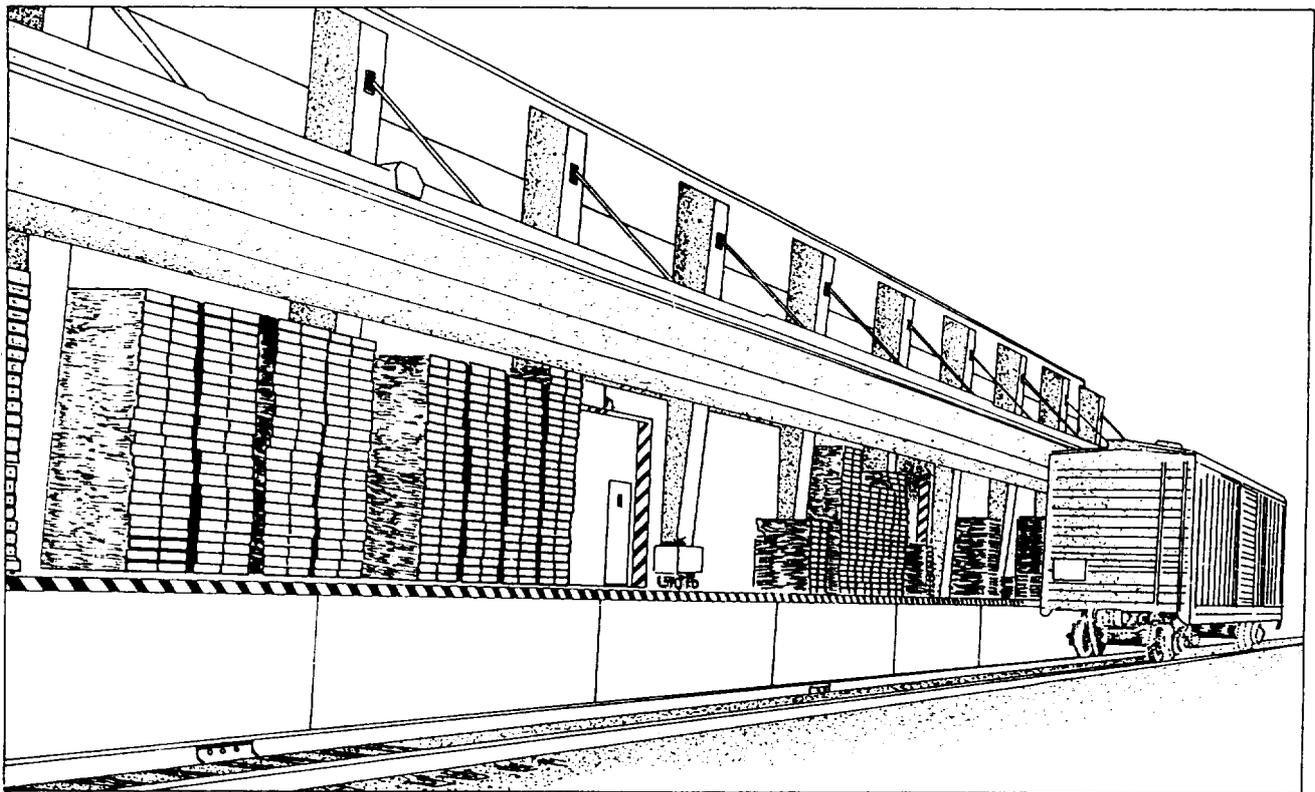


Figure 7-3.—Carloading platform side of a general-purpose warehouse.

Figures 7-2 and 7-3 depict the exterior of an ideal general-purpose warehouse.

Truckloading platforms (fig. 7-2) on one side of the warehouse make sure of efficient handling of truck-hauled materials. Paving at truckloading platforms permits vans to backup to the platform to be loaded or unloaded by materials-handling equipment, which has direct access to the platform through warehouse doors.

A carloading platform runs the full length of the opposite side of the general-purpose warehouse (fig. 7-3) permitting materials-handling equipment to load and unload railcars easily from any warehouse door. Warehouse space is conserved by stacking the pallets on the platform. The canopy provides protection from inclement weather.

Two main aisles extend the length of the general-purpose warehouse allowing materials-handling equipment to move without interruption throughout the building and creating a straight line flow of supplies. Main aisles are connected

by cross aisles, which furnish direct access to stacks from both carloading and truckloading platforms.

Figure 7-4 illustrates the interior of the warehouse and the technique of stacking material. Bays may be fitted out with pallet racks and retail bins if desirable. Frequently a combination of stacks, pallet racks, and retail bins is used to accommodate the different material categories contained in an individual warehouse.

### Refrigerated Warehouse

A refrigerated warehouse is used for the storage of perishable items. They are usually divided into two distinct areas. One area is designated as a chill space in which the temperature can be controlled between 36° and 46°F. The other space is designated as a freeze space in which the temperature can be controlled at or below a level of 32°F.



Figure 7-4.—Interior of a general-purpose warehouse.

## Flammable Warehouse

This type of warehouse is used for the storage of highly combustible materials such as oils and paints. They are built of noncombustible materials and have firewalls with a 4-hour fire resistance rating. Their main dependence for fire protection is placed on an automatic deluge-type sprinkler system connected to an adequate water supply and an alarm reporting system.

## OPEN STORAGE SPACE

Open storage space is an improved or unimproved area designated for use in storing material. Open improved storage space is an open area that has been graded and hard surfaced or prepared with a topping of some suitable material to permit effective materials-handling operations. Although covered storage is preferred and necessary for most supplies, materials that are not readily susceptible to damage by adverse weather conditions can be accommodated in open storage. Figure 7-5 illustrates a typical improved open storage space.

Open unimproved storage space is an open area that has not been surfaced for storage purposes. This method of storage is comparatively inexpensive to operate and maintain and is normally used for items that are unaffected by weather conditions. The restriction placed on the use of materials-handling equipment is one of the principal disadvantages of this type of area.

## WAREHOUSING

For this discussion of warehousing, the focus will be on those things that the SK normally has some control over; that is, the actual arrangement of the stores. Factors in warehousing such as design, size, and interior characteristics of the warehouse are usually permanent and cannot be changed without extensive alteration.

### Planning the Storage Layout

Storage space is the basic resource of any supply department. It is important, therefore, that the use of this storage space should be as efficient as possible. This can be obtained only by planning of storage space. Some of these plans are explained as follows.

**SIMILARITY STORAGE.**— The basic principle of similarity storage is that, as far as possible, like items should be stored together. For example, all items in group and class 7510 would be stored in the same area; or to take it a step further, all items in group 75. This method of storage has some obvious drawbacks. It does not recognize that some items move faster than others and should be convenient to the breakout area, and it also makes little allowance for the size difference in items within a group. Similarity storage is more often used by supply centers and depots where the number of warehouses would allow this type of storage to be used on a practical basis.



Figure 7-5.—Improved open storage area.

**STORAGE BY SIZE.**— The principle of storage by size is that the storage or warehouse layout is determined by the size and bulk of the material being stored. In addition to size and bulk, some factors to be considered are the anticipated stock level for an item, the frequency of receipt and issue, and the difficulty in moving the item. Storing items by size does not always permit the fast-moving items to be closest to the issue point.

**POPULARITY STORAGE.**— In popularity storage, the items with the highest turnover rate are stored as close as possible to the receipt and breakout point. Figure 7-6 illustrates this method of storage. Popularity storage is generally considered the best method of storage since it allows quick access to fast-moving stores. Experience and conditions show that a combination of the various methods of storage will better suit your needs.

**STORAGE DETERMINED BY MATERIAL CHARACTERISTICS.**— The material characteristics of some items make it necessary to provide special storage areas for them. Two examples of this are hazardous materials, which must be stored in an area where the material hazard is controlled or eliminated, and pilferable items, which must be stored in buildings or areas where security for the items can be maintained.

**WORK AREAS.**— The storage layout of a warehouse should contain provisions for an office and work area. This space should be kept to a minimum and not exceed an area larger than that required to handle an average workload. The office and work area should be located as close as possible to the main access door of the warehouse.

#### Aisles

One of the most important features of good warehousing is aisle arrangement. Five types of aisles are used in Navy warehouses: main, cross, personnel, fire, and service.

**MAIN AISLES.**— The main aisles serve as the lifeline or arteries of a warehouse. Main aisles generally run the length of the building and should be kept clear at all times. They are located so that they give direct access to shipping and receiving platforms, doorways between sections, and in multistory buildings they give access to elevators and conveyors. The number of main aisles in a section or on a floor of a multistory building depends on the number of communicating doors and elevators required to move material in and out of the area. The number of main aisles is also determined somewhat by the size of the lots and

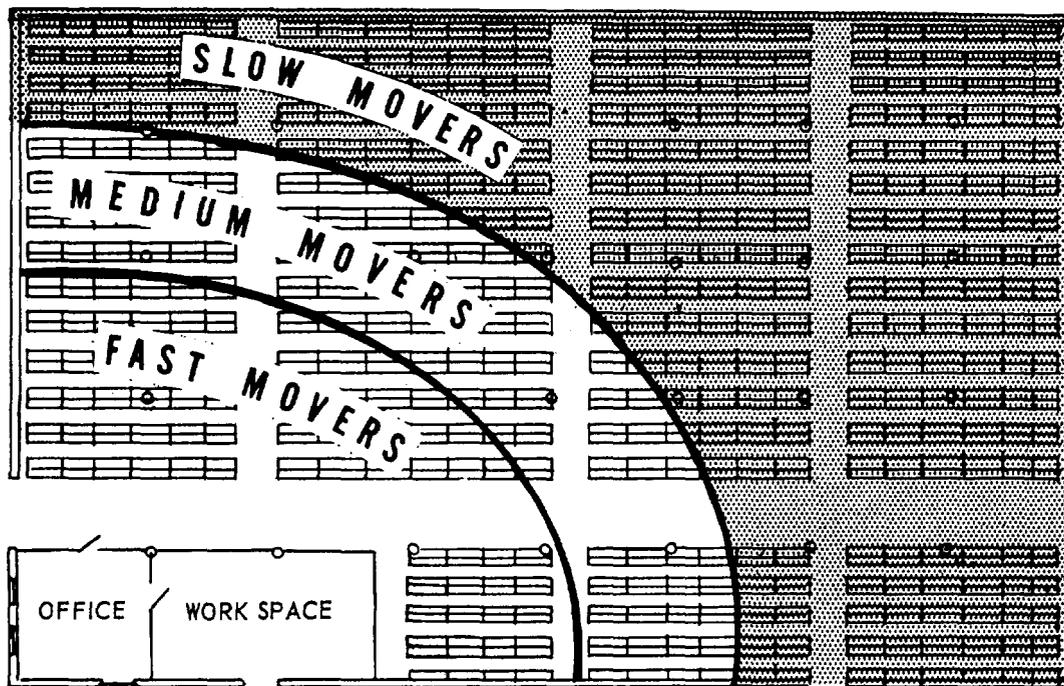


Figure 7-6.—Popularity system of storage.

the number of different commodities. In a section where one item fills the entire area, the section should be stacked to its capacity, leaving only enough space to “get at” it and permit access for fire prevention or fire-fighting purposes.

**CROSS AISLES.**— Cross aisles are passageways at right angles to main aisles. At least two cross aisles are needed in the standard warehouse section. Where possible, cross aisles should be laid out so that they will lead directly to opposing doors of the warehouse. Most storage operations are carried on in the cross aisles.

**PERSONNEL AISLES.**— Personnel aisles are those used as pedestrian routes only. Personnel aisles should be held to a minimum. Too many deprive you of valuable storage space and at the same time encourage pilferage since they are usually secluded.

**FIRE AISLES.**— Fire aisles are necessary in every depot or storage activity, but should be kept to a minimum in number and width, since they waste valuable storage space. It is seldom necessary to have fire aisles wider than 24 inches. In many cases they can be eliminated by a simple change in the location of fire-fighting apparatus. Fire aisles must be adjacent to windows that can be used by firemen to gain entrance.

**SERVICE AISLES.**— Services aisles are normally used for only special commodities of material. They provide access to the interiors of stacks for protective processing, inventory, and inspection.

### Direction of Storage

Use of the fork truck and pallet system makes direction of storage a significant factor in space use. Selection of the proper direction of storage can be invaluable in providing a variety of bay sizes without increasing the number of working aisles. At the same time, such planning tends to spread the volume of traffic equally over all working aisles, relieving congestion. This concept is illustrated by the diagrams in figure 7-7 that develop layout in respect to direction of storage for a bay 80 square feet, a typical bay for large-lot storage in a standard warehouse. Using standard 48- by 48-inch pallets, about 17 pallets can be stored in each direction.

### Single Item Stored Aisle to Aisle

The simplest but most inflexible disposition of storage space is storage of a single item aisle to aisle shown by part A of figure 7-7. This layout makes no provision for storage of small lot items, which practically every warehouse has.

### Miscellaneous Commodities

Numerous articles are shipped in bales and consequently should be stored in the same manner. Some are baled even and solid; others are irregular and slack. The size of the bale varies with the commodity. Be careful not to break the strapping. One broken strap on tightly compressed bales will put extra strain on the other straps and may cause the bale to break open. Firm bales can be palletized and piled as safely as cases. Slack bales that cannot be palletized should be tiered and tied in with dunnage.

Various commodities such as flour and sugar are shipped in burlap or waterproof paper containers. Nails, bolts, or sharp edges should be eliminated in areas where bagged goods are to be stored. If these hazards cannot be removed, the bags should be protected with dunnage. If a bag is broken, it should be plugged with a piece of paper and sewn.

Bags containing perishables or “subject to taint” commodities should be stored on clean, dry dunnage or pallets. Use separating paper with such commodities. Keep them away from odorous commodities—tarred rope, for example.

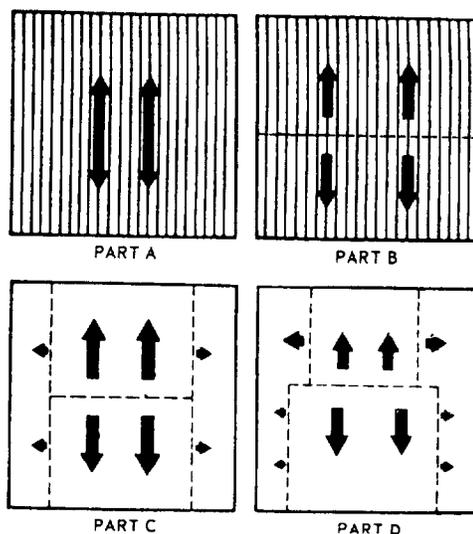


Figure 7-7.—Principles of working aisle arrangements.

Barrels and drums may contain liquids such as gasoline, oil, or syrup, or solids such as asphalt, hardware, and resin. Rough handling or dropping may break in heads or staves. Striking with a hard object such as the fork of a hand truck or bumping with a forklift truck or tractor can puncture drums. A designated space, usually a special building, should be set aside for drums that contain flammable material.

Barrels and drums may be palletized, but weight should be evenly distributed. A 4- by 6-foot board takes six drums. If tiered end up (without the use of pallets), each tier should be separated by strips of dunnage.

Corrosive, poisonous, and flammable liquids are packed in glass carboys or cans. A separate building or warehouse is usually set aside for this type of cargo because it requires special care in handling. The possibilities of damage or disaster arise when this type of material becomes mixed with other types.

Lumber is shipped and stored in all sizes and lengths. It is classed as dry or wet. Dry lumber must be kept dry, but wet lumber may be stored in the open. Hand hooks should not be used on the ends. When slinging, edges must not be gouged with slings, as this may ruin the pieces for the use for which they were intended. Manpower will be conserved if lumber stacks are first built to be handled by a lift or straddle truck. If this is not practical when stacking, build the stack so that it can be taken down by a fork truck. Some lumber because of its small size needs considerable stripping. Laths are good for this purpose. When the stack is built up to a fork truck load, place the blocking so that it acts as stripping and another load can be built on top.

Because piling is round, it is easily handled by rolling with a peavey or canthook. As the butts of piles are larger in diameter than the tops, they should be staggered when tiered. This maintains the same height at each end of the tier. Securely chock the bottom tier to prevent rolling; strip with 4-by 4-inch lumber. Nail chocks to this stripping; the front chock being nailed in place after the completion of the tier. Succeeding tiers are built in a like manner.

Some pipe is made of cast iron, which may break easily if struck a sharp blow. Other pipe must be protected from rust, which means that extra care must be taken to protect it from moisture. Some pipe is coated with an asphalt preparation that becomes soft when exposed to heat, so it must be kept clear of other commodities. Most pipe is too long to store on pallets. It can usually be transported by fork trucks or rolling. Long pipe is tiered in the same manner as piling.

## **THE SAFETY PROGRAM**

The major causes of accidents are carelessness, inexperience, and attitude. The goal of a good safety program should be the elimination of these causes. Whereas an effective training program can overcome the inexperience factor, carelessness and attitude can only be overcome by constant vigilance, stern enforcement of safety regulations and, most importantly, the supervisor's enthusiasm in selling safety to subordinates.

In addition, the critique is an important part of the safety program. It should be held a few days after replenishment and should be attended by as many of the crew in the department as possible and all officers and petty officers taking part or observing should stand up and give their views. Any unsafe practices or potentially dangerous situations that were observed should be brought up at this time. Recommendations for improvement should be discussed on the spot and, if adopted, recorded for later use. A special file should be maintained in the supply office to make sure valuable lessons learned the hard way are not lost.

Recommendations for correcting unsafe conditions that require action by shore activities (inventory managers, supply centers, supply depots, and so forth) should be sent to the activity concerned and to the Naval Supply Systems Command via official channels. Prompt submission of such reports contributes to Navywide safety programs.



## CHAPTER 8

# INVENTORY MANAGEMENT

As you study this chapter you will learn that the term *inventory management* means more than just physical inventory. Inventory management requires control of and agreement between stock and stock records, accurate control procedures, evaluating usage, and anticipating requirements.

### INVENTORY CONTROL PROCEDURES

Some inventory procedures were discussed in an earlier chapter. In addition, inventory control procedures mean providing for the availability of material, where, when, and in the kind and quantities required. It means balancing requests against available funds and purging storerooms of stock no longer applicable to installed equipment or in unserviceable condition. It means knowing the best levels of supply to be maintained and developing a sound review procedure to make sure supply adjustments are timely and accurate.

### INVENTORY MANAGEMENT SEGMENT

Shipboard material inventories are divided into five segments for management purposes. These five segments that are discussed in the following paragraphs are operating space items (OSIs), repair parts, consumables, maintenance assistance modules (MAMs), and ready service spares (RSSs).

#### Operating Space Items

OSIs are those items in the custody and under the management of various department heads aboard your ship. This type of material was designated OSI by your ship's COSAL. Some of this material can require special inventory control and can be designated as controlled equipage.

#### Repair Parts

Repair parts are in the custody of the supply officer when supply department storage space permits and are always under his or her management.

#### Consumables

Consumables are in the custody of the supply officer when storage permits. You can carry a small amount of consumables such as cleaning supplies, various amounts of office supplies, and some paint. Stocked consumables (items carried as supply department stock) are managed by the supply officer whether such items are stored in supply department spaces or in other department spaces. Remember, you need the approval of the commanding officer to store your stock in another department's spaces. All nonstocked consumables are in the custody and under the management of the other department heads.

#### Maintenance Assistance Modules

MAMs are usually in the custody of the appropriate department head and should be located in the appropriate operating and maintenance spaces under the subcustody of operating/maintenance personnel. MAMs are replaceable modules required to execute an approved maintenance plan that calls for identifying the fault of a failed module through progressive or selective module substitution. MAMs will appear in your COSAL. When a MAM has replaced a bad one in the equipment, that department or work center is required to submit the proper paper work to the supply department to replace the one actually used.

#### Ready Service Spares

RSSs are repair parts that are in the custody of the appropriate department head. These repair parts and spares are designated by the Hardware Systems Command during maintenance engineering analysis to be stored in or near certain equipment for troubleshooting and for effecting rapid equipment repairs. These spares will appear in your COSAL and may also appear in section IIIA of your COSAL as items that you could stock if usage warrants as backup.

### BASIC OBJECTIVES

Some of the basic objectives of inventory control procedures areas follows:

- Focus attention on the relatively few items that can satisfy the majority of onboard demands for material

- Provide for the accumulation of accurate consumption data required for supply, edit, audit, and SIM (SEAS) system and the 3-M program and to maintain adequate supply levels

- Establish a historical demand file for accumulating usage data for not carried material

- Make sure there is COSAL support for the parent equipment of each needed repair part

- Reduce physical inventory requirements and prescribe standard physical inventory requirements

- Provide for effective management of controlled equipage, presentation silver, and depot level repairable

- Reduce the number of stock record management data changes

- Prescribe the NAVSUP Form 1250-1 as the issue request document and as the normal requisitioning document of the nonautomated ships

- Automated ships except those in the submarine force

### SHIPBOARD STOCK LEVELS

The basic Navy policy governing the range and depth of stock material that your ship is required to carry for self-support is stated in OPNAVINST 4441.12. In essence, the range and depth of nondemand-based items must be limited to COSAL authorized items and quantities. Demand-based items can be determined from usage and prescribed average endurance levels.

Levels of supply can be expressed in either of two ways.

- Numerically—so many units of an item
- Endurance—period of time for which supply support is required

Both of these terms are used. However, endurance is a general term and must be converted to numerical quantities before meaningful levels of supply can be determined.

Figure 8-1 illustrates the various terms used in computing stock levels. The operating level is the first factor since it represents the quantity that is required to sustain operations for a required period of time. Endurance requirements are issued by the Chief of Naval Operations and are shown in figure 8-2.

The safety level is an additional quantity added to the operating level to make sure of continued support even though normal replenishment is delayed or the ship experiences a greater than normal demand. These two levels, combined, constitute the stockage objective, or the maximum quantity of stock that should be on hand.

The third factor that must be considered is the order and shipping time for replenishment stock. The anticipated quantity of stores that will be consumed during the time required for the replenishment requisition to reach the supply activity and the replenishment stock to reach your ship is added to the stockage objective quantity. The resulting requisitioning objective is the maximum quantity of stock to be on hand and on order at any given time.

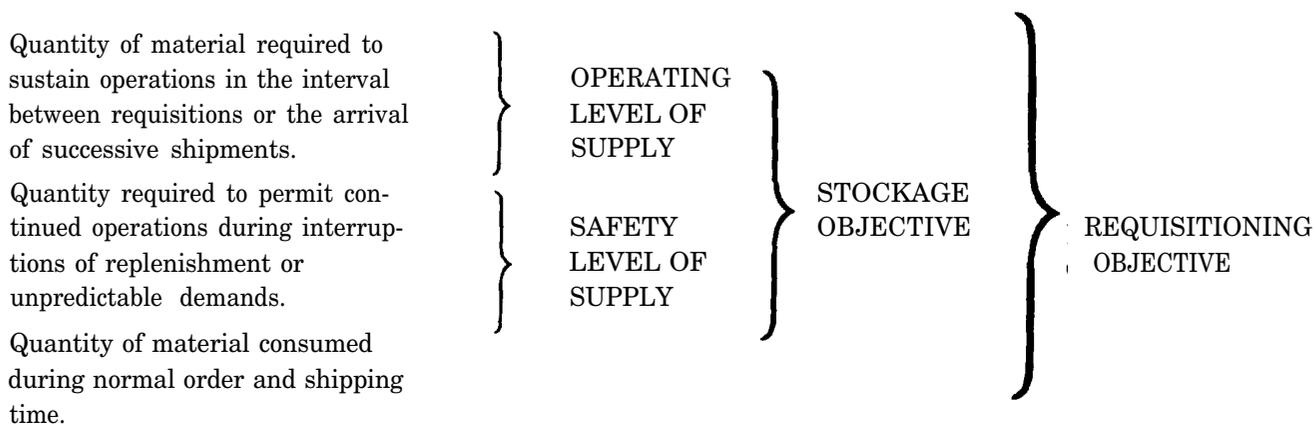


Figure 8-1.—Levels of supply.

Ship types <sup>1</sup>	Repair parts and equipment-related consumables (days' endurance) <sup>2</sup>	Nonequipment-related consumables (days' endurance) <sup>2</sup>
Aircraft carriers	75	60
Cruisers	75	45
DD\DDG\FF\FFG and small combatant ships (excluding submarines) of at least 1,000 ton displacement	75	30
AD\AR\AS <sup>3</sup>	75	75
Submarines <sup>3</sup>	75	75
Amphibious types		
No embarked troops	75	60
Embarked troops	75	45
CLF ships	75	60
NonselF-sustaining ships (landing craft, patrol gunboats, etc., of less than 1,000 ton displacement)	As required to accomplish assigned mission	

<sup>1</sup>To the extent of available storage space, ships that are assigned missions involving extended deployment (in excess of 60 days) and that are not normally supported by COMBAT LOGISTICS FORCES will provide endurance commensurate with the period of deployment required by their missions (e.g., AGS and ARS).

<sup>2</sup>If the average endurance level is . . . . . 75 : 60 : 45 : 30 days, the stockage objective will be . . . . . 90 : 75 : 60 : 45 days, the operating level will be . . . . . 30 : 30 : 30 : 30 days, and the safety level will be . . . . . 60 : 45 : 30 : 15 days.

\*The high limit always will be the stockage objective plus the number of days of order and shipping time authorized and the low limit always will be 30 days less than the high limit. For special rules applicable to low limits for mandatory turn-in repairable (MTR) items, reference NAVSUP P-485.

<sup>3</sup>Excludes FBM tenders and submarines that are governed by OPNAVINST 4000.57.

\*Reference NAVSUP P-485 for definitions of the terms underlined.

Figure 8-2.—Endurance requirements.

**FUNDING PRIORITIES**

Type commanders (TYCOMs) should issue funding priority instructions to their forces when available operating funds are not adequate to maintain full range and depth of allowances.

**RELATIONSHIP TO MATERIAL READINESS OF SHIP**

Adherence to established inventory control procedures by accurate documentation of valid usage data is essential to the maintenance of prescribed

endurance levels of stock required to sustain shipboard operations and to make sure of maximum material readiness of the ship.

### **RELATIONSHIP TO THE NAVY MAINTENANCE AND MATERIAL MANAGEMENT (3-M) SYSTEMS**

Reporting of supply support of maintenance actions is required by the maintenance data system (MDS) of the 3-M Systems. Existing procedures for inventory control afloat, which are compatible with procedures in the *Ships' Maintenance and Material Management (3-M) Manual*, OPNAVINST 4790.4, make specific provisions for 3-M reporting by use of the green copies of NAVSUP Form 1250-1 from nonautomated ships or keypunched DD Forms 1348m, in prescribed format, from automated ships.

### **RELATIONSHIP TO SUPPLY, EDIT, AUDIT, AND SIM SYSTEM**

Prescribed inventory control procedures provide for required data entries and submissions schedules of source documents and reports required by TYCOMs under the SEAS system. Maintenance-related documents submitted by nonautomated ships to TYCOMs (or designated processing facilities) under the SEAS system are subsequently processed for input to the 3-M program.

### **RELATIONSHIP TO OPTAR ACCOUNTING AND REPORTING**

The procedures for inventory control afloat are compatible with the OPTAR accounting and reporting procedures in the Financial Management of Resources (Operating Forces), NAVSO P-3013-2. Postings and adjustments to the Requisition/OPTAR Log, NAVCOMPT Form 2155, should conform with the NAVSO P-3013-2. The white copies of the NAVSUP Form 1250-1 in the consumption file are used to compute the consumption money values required in part I of the monthly Budget/OPTAR Reports as per the NAVSO P-3013-2. A consumption file is not required in nonautomated ships of the submarine forces since the Budget/OPTAR Reports for such ships are rendered by the parent tender. These types of ships so supported are required to provide the OPTAR holding activity with the blue copy of each NAVSUP Form 1250-1 that is submitted as a requisition and with the green copy of each DD Form 1348 that is used as a requisition or an obligation document.

## **RESPONSIBILITY**

The supply officer is held responsible for all material that is carried in your storerooms, in other departmental spaces, and for all DTO material ordered. He or she is also responsible for all shipboard equipment and presentation silver. The latter responsibilities have already been discussed in chapter 4. Our focus will be on the supply officer's responsibility regarding the material in your spaces, other departmental spaces, and DTO material.

### **Stock Material in Supply Department Spaces**

The supply officer is responsible for the storage, security, and inventory control of all stock material in his or her custody. The supply levels to be maintained should be based on authorized allowance lists or demand and the cognizant TYCOM's funding authorization. Normally, the replenishment of frequently demanded items should be assigned a high priority in the use of funds authorized by the TYCOM in the quarterly OPTAR.

### **Stock Material in Other Department Spaces**

Although supply department stocks of consumables and repair parts in automated ships should be stored to the maximum extent practical in supply storerooms, sometimes it could be necessary or more expedient to store certain bulky consumables or certain technical repair parts in spaces under the control of other department heads. On tenders and repair ships, stocked repair parts and equipment-related consumables in the custody of other departments generally are referred to as "IMA technical stores." In nonautomated ships, all consumables that cannot be stored in supply department spaces should be procured for DTO to the using department(s). Some supply department stocks of certain repair parts, such as bulkhead-mounted spares, may require storage in spaces under the control of other department heads. When this happens, the supply officer should exercise inventory control of these items.

The authorization to store stock under another department head should be obtained in writing from the commanding officer. That department head will in turn designate someone in his or her department, in writing, who will be responsible for the material to the supply officer. The supply officer in turn will provide that individual a listing or an Afloat Locator/Inventory Record, NAVSUP Forms 1075, of all the material that individual has in his or her custody.

## Nonstocked Material

Allowed material that is not stocked, but that is procured for DTO to using departments, is managed by the department heads having custody of the material. The supply officer is required to maintain custody records for the items designated as controlled equipment. You are also required to maintain stock records to gather usage data for SIM DTO items in nonautomated ships and for all DTO items in automated ships.

## PHYSICAL INVENTORY

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

- determine stock deficiencies that require replenishment;
- determine and reconcile all differences between physical counts and stock record balances;

- determine and implement controls needed to prevent recurrence of significant discrepancies;
- make sure material is correctly identified, properly stored and in apparent good condition, and that material subject to deterioration or breakage is adequately packaged and preserved;
- update location and other management data in stock and/or locator records; and
- provide a basis for adjusting financial balances in inventory control ledgers, if maintained.

## PREPARING FOR PHYSICAL INVENTORY

Advance preparation is a contributing factor to the completion of a good inventory. The preparations required will depend upon the extent of the inventory being taken.

It is not feasible to close storerooms for inventory, but you can reduce transactions in general stores storerooms during this period. By notifying other departments of the dates when certain storerooms or types of material will be inventoried, they can anticipate most of their requirements and draw them before the inventory starts. Figure 8-3 illustrates a notice of

25 Mar 1993	
<b>MEMORANDUM</b>	
To:	Executive Officer
From:	Supply Officer
Subj:	NOTICE OF PHYSICAL INVENTORY; REQUEST FOR INCLUSION IN POD
Ref:	(a) NAVSUP Pub 485, par. 6066-4
1. In accordance with reference (a), it is requested that the following notice be included in the PODs for 28, 29, and 30 March 1993:	
<p>"All departments are advised that supply department stocks of SIM material (frequently issued consumables and repair parts) are scheduled to be inventoried during the period 1-12 April. It is important that the inventory be taken accurately and that it be completed within the prescribed time frame. Therefore, to prevent unnecessary interruptions during the progress of the inventory, issues of SIM items during the period 1-12 April will be restricted to emergency requirements that are certified as such in applicable issue request documents signed by cognizant department heads. In order to keep emergency issues to a minimum during the inventory, responsible departmental personnel are urged to analyze their maintenance schedules for the period 1-12 April, and to withdraw from stock, before 1 April, sufficient quantities of the SIM items needed to meet their anticipated requirements during the inventory period."</p>	
I. L. GARNER	

Figure 8-3.—Notice of physical inventory.

physical inventory. Of course this does not hold true for repair parts storerooms and emergency requirements that must be handled as they occur. However, it is most important that the personnel taking the inventory and the person posting the inventory be fully instructed on proper handling of emergency issue documents. They may be marked "before inventory" and "after inventory" or other appropriate wording. The important thing is that they be marked in such a way that the stock records SK knows whether the inventory figure includes the quantity issued or that the issue was made before the item was inventoried.

## **TYPES OF PHYSICAL INVENTORY**

The type and frequency of inventory is not always a matter of preference. Minimum inventory requirements are established by NAVSUP and vary according to the type of ship. However, the TYCOM, commanding officer, or supply officer may direct inventories that exceed these minimums.

Some of the more common types of inventory are described in the following paragraphs. NAVSUP P-485 should be consulted for more detailed descriptions of these and other types of inventory.

### **Bulkhead to Bulkhead Inventory**

A bulkhead to bulkhead inventory requires a physical count of all stock material within the ship or within a specific storeroom or other storage area. A bulkhead to bulkhead inventory of the ship's entire stock of repair parts usually is conducted ashore in conjunction with an integrated logistics overhaul (ILO), formerly known as the supply operations assistance program (SOAP). A bulkhead to bulkhead inventory of a specific storeroom or other storage area is taken when a random sampling inventory of a particular storeroom or storage area fails to meet the inventory accuracy rate of 90 percent as prescribed in the NAVSUP P-485; when required by cognizant TYCOM instructions, or directed incident to a supply management inspection; when directed by the commanding officer; or when circumstances clearly indicate that it is essential to effective inventory control. Prior knowledge of specific stock numbers or individual item locations is not required for a bulkhead to bulkhead inventory of specified storerooms or other storage areas.

### **Specific Commodity Inventory**

A specific commodity inventory requires the physical count of all items comprising a generic segment

of material; for example, items stocked under the same cognizance symbol or federal supply class or that support the same operational function. A complete physical inventory of stock material comprising a generic segment is taken under the same conditions as those described for a bulkhead to bulkhead inventory. Prior knowledge of specific stock numbers and item locations is required to conduct a specific commodity inventory.

### **Special Material Inventory**

A special material inventory requires the physical count of all items that, because of their physical characteristics, cost, mission essentiality, criticality, or other reasons, are specifically designated for separate identification and inventory control. Special material inventories include, but are not limited to, stock items designated as classified or hazardous. Physical inventory of such material is required on a scheduled basis, as per the frequency criteria prescribed in the NAVSUP P-485 for each of the special material categories. Items comprising each special category can be related to a particular element of supply management data normally entered in stock records. For example, hazardous items to be inventoried may be determined from stock records that contain an H, F, M, or R in the HIC data block. To facilitate determination of special materials requiring periodic inventory, nonautomated ships should maintain either a separate file of NAVSUP Forms 1075 applicable to such items (that can be used repeatedly as count documents) or an NIIN listing of the items comprising each category. (The special category item list [SCIL] developed during an ILO is especially suited for this purpose.) Special material inventories also include controlled equipage and presentation silver that are required to be inventoried following the frequency criteria prescribed in the NAVSUP P-485. Such material is identified in Controlled Equipage Custody Records, NAVSUP Forms 306, maintained as per the NAVSUP P-485 for each controlled equipage item and each presentation silver item (or set) in departmental custody. In automated ships that have implemented mechanized controlled equipage procedures, Equipage Custody Records, NAVSUP Forms 1331, rather than NAVSUP Forms 306, are maintained. Prior knowledge of specific stock numbers (or other material identification) and item locations is required to conduct a special material inventory.

## **Spot (Specific Item) Inventory**

A spot inventory is an unscheduled type of physical inventory that is taken to verify the existence or nonexistence of a specific stock item. Usually, it is taken as the result of a total NIS indication in the issue request when the verified stock record for the requested item shows an on-hand balance; as the result of a partial NIS issue transaction when the verified stock record for the requested item reflects an on-hand balance in excess of the quantity issued; or when a posted issue document results in a negative stock record balance. A spot inventory also is taken to determine the on-hand quantity of a particular item when and as requested by the commanding officer, a fleet or type commander, a cognizant inventory manager, or other competent authority. For example, your commanding officer may request the physical inventory of any item that the commanding officer considers to be highly essential to prospective operations; a fleet or type commander may need to have total asset visibility of a particular critical item; or an inventory manager may request physical inventory, disposition, and report of certain items that, after distribution within the supply system, are found to be defective.

## **Velocity Inventory**

A velocity inventory is based on the premise that inaccuracies of stock record balances for any given items increase proportionately with issue frequency, and consequently, that most of the physical inventory effort should be concentrated on frequently demanded items. A velocity inventory, therefore, requires a periodic physical count of all stock items that experience relatively frequent demands (fast movers), and a physical count of items that experience infrequent or no demands (slow movers) only when such items are issued. Periodic inventories of SIM items and postissue inventories of non-SIM items, as prescribed in the NAVSUP P-485, are examples of velocity inventories.

## **Material Not in the Custody of the Supply Department**

When you schedule the various different types of inventories to do, you must also include all the material that is being stored in other department heads' spaces. When doing this be sure you have set up a specific time to conduct your inventory.

## **SCHEDULED INVENTORY REQUIREMENTS**

Although a complete physical inventory of all stocked repair parts usually is taken during ILOS periodically scheduled for most ships, there is a continuing need in every ship (whether or not it undergoes an ILO) to conduct physical inventories to make sure effective control of those materials normally required to perform its mission is maintained. Also, there may be certain material characteristics that require special management attention. The scheduled inventory requirements prescribed in the NAVSUP P-485 are considered to be minimal for effective inventory control of stock material. (Inventory requirements and specific instructions for controlled equipment and presentation silver are included in the NAVSUP P-485.) Items that can be included in more than one category should be inventoried under the criteria of the category that requires the greater inventory frequency. For example, if hazardous items are inventoried annually and SIM items are inventoried semiannually, then any hazardous item that is designated as SIM should be inventoried semiannually. See figure 8-4 for an example of a physical inventory schedule.

## **NONSCHEDULED INVENTORIES**

Nonscheduled inventories are those that are unexpectedly required incident to significant stock record inaccuracies discovered during an issue process, a random sampling inventory, or an annual supply inspection. Nonscheduled inventories also include those that are occasionally required of certain items when and as requested by an inventory manager, a fleet or type commander, the commanding officer, or other authority. Spot inventories are examples of unscheduled inventories. Bulkhead to bulkhead inventories of specified storerooms and specific commodity inventories also are examples of unscheduled inventories when required as the result of an unsatisfactory random sampling inventory or a supply management inspection. Although unscheduled inventories can neither be planned nor included in fiscal year inventory schedules, the estimated effort required for such inventories must be considered in the annual inventory program and in the assignment of supply department resources.

## **PREPARATION FOR INVENTORY**

Before any physical inventory, you should collect all unposted receipt and expenditure documents

**PHYSICAL INVENTORY SCHEDULE FY 1994**

INVENTORY SEGMENT	NO. ITEMS	STOREROOM(S)/ OTHER SPACES	INCLUSIVE DATES	ACCURACY RATE %
SIM MAT'L	650	C, D	10/1-10/12/93	
BULKHEAD-MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	11/1/94	
BULKHEAD-MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	2/1/94	
CONTROLLED EQUIPAGE	125	DEPT'L SPACES	2/15-3/15/94	
SIM MAT'L	650	C, D	4/1-4/12/94	
BULKHEAD-MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	5/1/94	
ELECTRON TUBES (C.O. designated items)	36	D	6/3/94	
CLASSIFIED NUC WEPS MAT'L	156	A	7/2-7/6/94	
HAZARDOUS MAT'L (NON-SIM ONLY)	48	B	7/16/94	
BULKHEAD-MOUNTED SPARES	9	ENGRM #1 & MACHINE SHOP	8/1/94	
		I. L. GARNER, LT, SC, USN Supply Officer		

Note: If an inventory is accomplished during inclusive dates that differ from those indicated in the inventory schedule, line out the scheduled inventory date(s), and directly above the deleted date(s), write in the actual inventory date(s).

Figure 8-4.—Physical inventory schedule.

pertinent to the segment of material to be inventoried. Upon collecting all the transaction documents for items placed in or removed from assigned storage locations, you should forward such documents to the office for posting to the stock records before starting the inventory.

**Inspect Storerooms**

After you forward all the receipts to the office, you should inspect the storerooms in advance to determine if the stores are properly identified and stored to

facilitate the inventory. Sea storage may need to be modified to permit access to all items, but safety of personnel and stores must not be sacrificed. Like items can be consolidated into one location if feasible, and containers should be faced so that printed identification is visible. You should impress on the storeroom SK that the time spent before inventory to arrange and identify stores will result in much less time required for the actual inventory. Keeping storerooms squared away on a day-to-day basis immeasurably simplifies the inventory task. Speed does not necessarily contribute to accuracy,

but you are more likely to have a good inventory when it progresses rapidly and smoothly.

### **Inventory Personnel**

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

### **RECONCILING DIFFERENCES**

The stock records SK also has an important role in making sure a good inventory and the functions performed by the stock recordskeeper must be considered when you formulate the inventory plans. The stock recordskeeper's normal workload will be greatly increased because of posting the inventory and verifying the locations. It is probably better to have the inventory data forwarded to the office at regular intervals to permit posting as the inventory progresses rather than to wait until a storeroom is completed. In this way, differences in count or location can be investigated and verified or corrected before normal operations are resumed in the storeroom.

Guidelines covering inventory gains and losses and consolidating or changing locations should be included in the instructions given before the inventory. By so doing, inventory personnel will know when they should

make decisions and when they should seek your advice. This not only gives them experience in making decisions, but it also relieves you of routine details that can just as well be performed by subordinates.

### **INVENTORY RECORDS AND FILES**

The following paragraphs will explain the records and files to be used by nonautomated ships for the inventory management of repair parts and consumables. These records and files that you use to keep record of issues, receipts, and locations of such material are vital to a good inventory.

### **STOCK RECORDS**

A Stock Record Card, Afloat, NAVSUP Form 1114m or NAVSUP Form 1114 (Manual), should be maintained for each stocked MAM, RSS, repair part or consumable, and for each SIM DTO item. If your ship has been commissioned or has completed an ILO since July 1974, you should be maintaining the following colored cards:

- Blue—for reactor plant items, Q COSAL items
- Red or red border—special category items, DLR, shelf-life, hazardous, and classified
- Buff—for all other items

Stock records in all ships should include outstanding requisitions numbers and a history of all receipt and expenditure transactions, as well as all management data required for proper inventory control. All your stock record cards should be retained until your next ILO. The distinction and application of the two types of stock record cards are described in the following paragraphs.

### **NAVSUP Form 1114m**

The NAVSUP Form 1114m is an IBM type of stock record card in which significant management data elements are keypunched to provide a nonautomated ship with the capability to obtain various automatic data processing equipment. The form also contains additional data blocks for manual entries of check marks or 12-character codes for reflecting supplementary management data, when applicable. A complete set of NAVSUP Forms 1114m, keypunched and interpreted in the format described in the ILO manual, is provided by the ILO ADP facility at NSC Oakland to each nonautomated ship upon completion of an ILO. A complete set of keypunched and interpreted NAVSUP

Forms 1114m also is furnished by the SPCC to each nonautomated new construction or major conversion ship before its commissioning or recommissioning.

### **NAVSUP Form 1114 (Manual)**

The NAVSUP Form 1114 (Manual), which is identical to the NAVSUP Form 1114m in design, is a continuous feed type of stock record form that facilitates typing the top and bottom lines of new stock record cards required to be prepared when keypunched and interpreted NAVSUP Forms 1114m are filled, or when new items are added to shipboard stock between ILOs.

### **STOCK FILES**

You can keep your stock files in either horizontal or vertical filing equipment. The use of card file trays for SIM items and the use of card tile drawers for non-SIM items are recommended. Regardless of the filing equipment used, separate files are required for non-SIM and SIM items. To prevent misfiling or loss of stock record cards, you should only allow trained or properly supervised personnel access to your stock record files.

### **DATA ELEMENTS**

Mandatory data elements that are included in NAVSUP Forms 1114m and 1114 (Manual) are discussed in the following paragraphs. Most important entries will be explained. Any other entries that are required can be found in the NAVSUP P-485, chapter 6.

Two of the most important entries that you must make on these forms are the COG and the NSN of the material. You are also required to enter the item description, unit of issue, unit price, the allowance part list or the allowance equipage list number, the location, your ship's unit identification code, allowance list quantity, allowance type code, the applicable fund code (last character only), and the beginning month of demand. If you have just completed an ILO or the ship has just been commissioned, most of the blocks will already have been entered.

These cards are how you keep track of where the material is stored, and how many are on hand. When you have to reorder any of this material, you must put the Julian date, requisition number, and quantity in the appropriate blocks. Upon receipt of the material, you make the entry on the card to bring the quantity on hand up. (See fig. 8-5.)

The NAVSUP Forms 1114m and 1114 (Manual) compose your stock record battery. As mentioned

earlier, these cards are kept from one ILO to the next ILO. These forms are a historical demand file of everything that you have issued and ordered for stock.

### **MATERIAL IDENTIFICATION ABOARD SHIP**

Another important feature of inventory is the opportunity it affords to purify storeroom stock, both repair parts and general stores. An alert inventory can eliminate errors such as the following that were made during or since the previous inventory:

- Unlike items bearing the same NSN
- Identical items having different NSNs
- NSN changes not made on all items in a location

Items should also be inspected for physical condition as they are inventoried.

The following paragraphs explain some of the terminology that is used regarding the material, classification, and various types of catalogs that the Navy uses.

### **TERMINOLOGY**

Proper item identification is essential to the receipt of correct material required. It is also important to have a clear understanding of some of the terminology used in material identification. A few of these terms are discussed next.

#### **Material**

The term *material* is used to designate supplies, repair parts, equipment, and equipage used in the Navy.

#### **Equipment**

The term *equipment* refers to any fictional unit of hull, mechanical, electrical, ordnance, or electronic type of material that is operated singly or as a component of a system or subsystem. The equipment is identified by a component identification (CID) number, numerical control code (NCC), allowance parts list (APL), or similar designation. You also have equipment that is known as support equipment. This type of equipment includes test equipment, fixtures, hand tools, and various other items. It is required for maintenance, assembly, disassembly, overhaul, repair, and test or check of an end item.

9Z	3110-00-227-2249	BEARING	EA	11.60	436872135	B1441														
COG	W/C	STOCK NO.	SMIC	DESCRIPTION	U/I	UNIT PRICE	APL/AEL NO.	LOCATION	HIGH L. MIT	LOW LIMIT										
		R52192	4	1 R		4/90														
REQUISITIONS OUTSTANDING			A/L QTY	AT	E/R/C	AND/SL	REG. NO. DEM.	DOB	DFB	MEC	URG	WRT	EOI	CI	WIC	SCC	S.L.C.	SLAC		
JUL. DATE	SERIAL NO.	QUANTITY	DATE & SERIAL/WCC	RECEIPTS	ISSUES	ON HAND	DATE & SERIAL/WCC	RECEIPTS	ISSUES	ON HAND										
<del>1109</del>	<del>3233</del>	<del>2</del>	18 APR 90			4														
			1099-0552			2														
			1150-3233	2		4														
9Z	3110-00-227-2249	BEARING	EA	11.60	436872135	B1441														

Figure 8-5.—An example of a NAVSUP Form 1114.

### Circuit Symbol

Circuit symbols are used for electronic equipment in the same way that part numbers and drawing numbers are used for other equipment. Most circuit symbol numbers are cross-referenced in your COSAL to an NSN for the required part.

### Major Component

A major component is an item that is supported by an APL but that is used in a larger unit, such as an equipment. For example, a meat slicer in a general mess is an equipment that is supported by an APL and contains two components, a drive motor and the starter motor, both supported by different APLs than the meat slicer.

### CLASSIFICATION SYSTEM

The Federal Catalog System encompasses the naming, description, classification, and numbering of all items carried under centralized inventory control by the Department of Defense and the civil agencies of the federal government as well as the publication of related identification data. Only one identification may be used for each item for all supply functions from purchase to final disposal.

The federal supply classification (FSC) number is designed to permit the classification of all items of supply used by the federal government. Each item of supply has only one FSC number. The FSC number consists of four digits. The first two digits of the FSC number give the federal supply group that covers broad category of material. The second two digits give the

federal supply class within the broader group to which a specific type of material belongs. The federal supply groups and classes are defined in DLA Publication H-2. Some federal supply groups and related classes are as follows:

GROUP	TITLE
20	Ship and Marine Equipment
30	Mechanical Power Transmission Equipment
40	Rope, Cable, Chain
51	Tools
<b>CLASS</b>	
2040	Marine Hardware and Hull Items
3030	Belting, Drive Belts, and Accessories
4010	Wire Rope, Steel
5110	Hand Tools, Edged, Nonpowered

### TYPES OF CATALOGS

Material identification does not end with the assignment of a stock number. Your customers of the supply system must be provided with some means of identifying their needs to a stock number that has been

assigned to the desired items. Identification of needs can be established by using various types of publications or catalogs. We will discuss a few of these catalogs in the following paragraphs.

### **Management List-Navy**

Complete and accurate management data must be available for requisitioning purposes and for effective financial control of material. The *Management List-Navy* (ML-N) provides basic management data.

The ML-N is published by the Defense Logistics Services Center, Battle Creek Michigan. It is published on a 48X microfiche and a complete revision is distributed annually. If you need the ML-N quarterly, you can order it from the Defense Logistics Services Center, Battle Creek, Michigan, on a DD Form 1149, using your OPTAR funds. The ML-N includes all the necessary information to prepare a requisition and also includes an integrated historical record of deleted and superseded NIINs, with appropriate codes for disposition.

### **Master Repairable Item List**

The *Master Repairable Item List* (MRIL) is a catalog of selected Navy-managed items that, when unserviceable and not locally repairable, are required to be turned in to a collection point for repair. The MRIL is published on microfiche and is distributed each month and consists of two parts. If you need copies of the MRIL, you can order it from the Fleet Material Support Office, Mechanicsburg, Pennsylvania.

### **Hazardous Material Information System**

The *Hazardous Material Information System* (HMIS) has superseded the *Consolidated Hazardous Item List* (CHIL). The HMIS is issued in a basic edition dated in November and in the quarterly updates dated February, May, and August. This publication provides information to assist you in managing hazardous materials so that the risks involved in the performance of various jobs are minimized. There is a wide range of data in the system related to safety, health, packaging, labeling, transportation, and disposal of such material. The HMIS also provides labeling and packing requirements, shipment, storage, and handling safety precautions as well as other information concerning the characteristics of the items listed. The listing is separated into three sections as follows:

- Trade Name/Product Identity Cross-Reference

- Part Number Cross-Reference
- Specification Number Reference

### **Commercial and Government Entity Catalog Handbook**

The *Commercial and Government Entity* (CAGE) *Catalog Handbook H4/H8* contains the names and addresses and five-digit CAGE code of manufacturers that have previously or are currently producing items used by the federal government. This handbook is published in two parts. The first part cross-references the name of the company or the manufacturer to code and the second part cross-references the code to the name. The CAGE is used in conjunction with the part number, item number, symbol, or trade name assigned by the manufacturer to its product. You must use care when using this catalog because some major manufacturers have more than one code assigned. These codes are often assigned to separate divisions or affiliates as well as to a parent company.

### **Identification Lists**

Identification lists (ILs) are developed and published on microfiche to provide approved national item description and related data required to identify or select items of supply. The ILs are consolidated to include items of supply that are used by all services. You will occasionally encounter an NSN that is not in the ML-N, and when this happens you must call a shore activity to get the rest of the information. The ILs are sequenced in three sections.

- Index section—NIIN sequence, references the applicable page number in the descriptive section
- Descriptive data section—alphabetic sequence by item name and provides a complete description, including the CAGE and part number
- Reference data section—alphabetic sequence by item name and provides manufacturer's part number and CAGE

The ILs are distributed only to shore activities, aircraft carriers, and CLF ships. You can request copies of the ILs through your TYCOM or FMSO.

### **Afloat Shopping Guide**

The *Afloat Shopping Guide* (ASG) is designed to help fleet personnel in identifying the NSN for material that is frequently requested by ships. It includes a

detailed description of each item and stock numbers of substitute items. It also includes illustrations and diagrams of many types of material. The ASG is printed in six different sections. You still must use the ML-N to check for unit price, current NSN, and unit of issue.

### Consolidated Master Cross-Reference List

The *Consolidated Master Cross-Reference List* (C-MCRL) is a consolidated list of all NSN items of supply in the FSC system. Consequently, it includes many NSNs that are not listed in the ML-N. The C-MCRL is distributed annually to Navy users. The C-MCRL is made up of two parts. Part I crosses both reference numbers and CAGE numbers to NSNs. Part II crosses NSNs to both reference numbers and CAGE numbers.

### DETERMINING STOCK LEVELS

The determination of stock levels for individual items depends on whether the item is SIM or non-SIM. This section focuses on the manual SIM computation.

### SIM ITEM COMPUTATION OF DEMAND-QUARTERLY

The demand quantities entered in the Issues column of each SIM stock record during the past 6-month, 9-month, or 12-month period are totaled. Based upon the total quantity determined for the demand period, the high limit, low limit, and safety level (HL/LL/SL) quantities in each SIM stock record will be adjusted, as necessary, to reflect the quantities authorized in the appropriate average endurance table as illustrated in figure 8-6. Computation of the total demand quantity will be more frequent, if necessary, to reduce the possibility of stock shortages or excesses. Periods of unusual demand will be excluded from the demand period. Quantities issued during an unusual demand period will be excluded from the computation of the total demand quantity. In determining the total demand quantity, inventory and survey losses of missing material will be included; inventory and survey losses of on-hand material unfit for either issues or transfers will not be included. When computing the total demand quantity in stock records that reflect a unit of issue change such as PR to EA or EA to DZ, any issue quantities posted before the change must be converted (in the count, not on the stock record) to quantities that correspond with the current unit of issue. The demand period used, the total demand quantity determined, and the revised HL/LL/SL quantities should be made in

pencil because of the frequent changes normally required.

Assuming a prescribed average endurance level of 75 days and an order and shipping time (O&ST) of 30 days, the revised data entries in figure 8-6 should be used as follows:

If the total quantity issued from 18 April to 17 October 1993 (6 months) equals 20; then, for a 75-day average endurance and a 6-month demand period, figure 8-6 indicates 14 as the high limit, 10 as the low limit, and 7 as the safety level. When the quarterly computation of demand results in a total demand quantity that is not listed in the average endurance table, the appropriate HL/LL/SL quantities can be determined by:

- selecting two (or three, if necessary) of the listed demand quantities that, when combined, equal the total demand quantity determined from the stock record; and then
- adding the HL/LL/SL quantities for each demand quantity selected.

For example, assuming a prescribed average endurance of 75 days, an authorized O&ST of 30 days, and a 6-month demand period, the HL/LL/SL quantities authorized for a total demand quantity of 35 can be determined from the table as follows:

<u>Listed</u>	<u>demand</u>	<u>quantities</u>	<u>HL</u>	<u>LL</u>	<u>SL</u>
	30	20	15	10	
	<u>+5</u>	<u>+4</u>	<u>+3</u>	<u>+2</u>	
	35	24	18	12	

When the average endurance tables for 9-month and 12-month demand periods are used for determining the HL/LL/SL quantities authorized, a quantity of one for each additional 3-month period must be added to each of the totals derived by the method described in the above computation. Per OPNAVINST 4441.12, the range and depth of allowance material may be changed at the shipboard level under stockage criteria prescribed by approved shipboard procedures. Such procedures are authorized by fleet commanders in chief for use of variable operating and safety levels and for intensive inventory management of special items.

**75 Days' Average Endurance**

6-Month Demand Period. When the quarterly computation of demand is based upon a 6-month demand period, the HULL\SL quantities authorized for 75 days' average endurance are as follows:

6-month demand quantity <sup>1</sup>	O&ST - 0 days		O&ST- 30 days		O&ST- 75 days		O&ST- 90 days		Safety level
	High limit	Low limit							
1	1	0	1	0	1	0	1	0	0
2	1	0	2	1	2	1	2	1	0
3	2	1	2	1	3	2	3	2	1
4	2	1	3	2	4	3	4	3	1
5	3	2	4	3	5	4	5	4	2
6	3	2	4	3	6	5	6	5	2
7	4	3	5	4	7	6	7	6	3
8	4	3	6	4	8	6	8	7	3
9	5	3	6	5	9	7	9	8	3
10	5	4	7	5	10	8	10	9	4
11	6	4	8	6	11	9	11	10	4
12	6	4	8	6	11	9	12	10	4
13	7	5	9	7	12	10	13	11	5
14	7	5	10	7	13	11	14	12	5
15	8	5	10	8	14	12	15	13	5
16	8	6	11	8	15	12	16	14	6
17	9	6	12	9	16	13	17	15	6
18	9	6	12	9	17	14	18	15	6
19	10	7	13	10	18	15	19	16	7
20	10	7	14	10	19	15	20	17	7
30	15	10	20	15	28	23	30	25	10
40	20	14	27	20	37	30	40	34	14

Figure 8-6.—Example of basic endurance table.

## ORDER AND SHIPPING TIME

The O&ST was used as a factor in determining the HULL quantities listed for each demand quantity in the average endurance table. (See figs. 8-2 and 8-6.) Therefore, the proper O&ST must be determined before selecting and entering applicable HULL quantities in SIM stock records. The authorized O&STs are prescribed as follows:

- 0 days, for deployed and nondeployed ships when items can be readily obtained from a SERVMART or a tending ship throughout the quarter
- 30 days, for nondeployed ships in the United States excluding Alaska and Hawaii; and for deployed ships when items can be obtained from stock points in Alaska, Hawaii, and outside the United States or from combat logistics force (CLF) ships throughout the quarter
- 75 days, for deployed ships in areas other than the Western Pacific when items can be obtained only from the United States excluding Alaska and Hawaii
- 90 days, for deployed ships in the Western Pacific when items can be obtained only from the United States excluding Alaska and Hawaii

Modification of the stated O&STs may be authorized by the cognizant fleet commander in chief when considered necessary to maintain prescribed average endurance levels.

## REPLENISHMENT QUANTITY

When an issue (or other expenditure) of a SIM item has been posted to the stock record, a determination will be made as to whether or not replenishment is required. If the on-hand balance plus the on-order quantity is greater than the low limit, no replenishment is required. If the on-hand balance plus the on-order quantity is equal to or less than the low limit, replenishment is required, and the quantity to be requisitioned will be determined under the following formula:

Requisition quantity = high limit - (on-hand + on order)

## ECONOMIC ORDER QUANTITY

Unless otherwise directed by the TYCOM, the replenishment quantity of low-cost, small-cube SIM items (pencils, paper clips, certain capacitors, and resistors) may be increased by an additional 90 days of supply if the total money value of the additional quantity

will not exceed \$40 per line item. In the stock records for such items, a check mark or an X will be entered in the economic order item (EOI) data block. Economic orders benefit the ship inasmuch as less frequent requisitioning, less material handling, and fewer stock record entries are required. Economic orders apply to both chargeable and nonchargeable material.

## POPULATION-RELATED CONSUMABLES

If a ship's normal onboard personnel count is increased incident to a prospective deployment, the stock levels of SIM consumables with usage directly related to the number of personnel on board (toilet paper, napkins, paper towels, and mess gear) will be adjusted upward to reflect anticipated usage during the deployment. For example, if the normal onboard personnel count in port is 200 members, but the ship expects to have 240 members on board while deployed, the existing high limits, low limits, and safety levels of population-related consumables will be increased by 20 percent.

## NON-SIM ITEM COMPUTATION OF DEMAND

Each time that an issue of a non-SIM item is posted, the stock record must be reviewed to determine if the most recent issue transaction was the second demand within a 6-month period, thereby qualifying the item for SIM designation. (Inventory losses, whether for missing material or on-hand material unfit for issue, should not be considered as demands in determining demand frequency.) If the item qualifies for SIM designation, the total demand quantity for the past 6-month demand period is determined by using the chart in figure 8-6; the appropriate HL/LL/SL quantities should be entered on the stock record; the cognizance symbol, NSN, unit of issue, and unit price are verified or updated with the ML-N; and the item is replenished as a SIM item under SIM replenishment procedures. If the item does not qualify for SIM designation, it should be replenished as explained next.

Non-SIM items should be replenished on a one-for-one replacement basis (not to exceed the authorized allowance quantity), except when funds available to the TYCOM are inadequate to permit replenishment to the full range and depth of allowance as per the NAVSUP P-485. When a TYCOM's funding restrictions prevent replenishment of an issued repair part to the depth of the COSAL/ISL quantity, the notation DIAL and the deficient quantity (for example,

DIAL [2]) should be entered in data block 29 of the issue request. Since deficiencies of repair parts with a unit price of less than \$2 are not included in the DIAL program, ships must replenish such items per the TYCOM's replenishment policy. If a non-SIM item was formerly a SIM item and the on-hand quantity exceeds the allowance quantity authorized in the COSAL, no replenishment action is taken until the on-hand quantity is reduced to less than the allowance quantity (or to the quantity authorized by the TYCOM).

### **LOAD OUT FOR EXTENDED DEPLOYMENT**

At least 30 days before the scheduled commencement of an extended deployment (for more than 30 days), a ship should:

- revise the high and low limits of its SIM items not included in the *Consolidated Afloat Requisitioning Guide Overseas* (CARGO) to reflect an O&ST of 90 days if deploying to the Western Pacific, or an O&ST of 75 days if deploying to other areas; and
- submit requisitions for material required to bring on-hand quantities of all SIM items up to authorized

high limits before deployment. Also, if so directed in service force instructions, submit requisitions for the first scheduled underway replenishment (UNREP) or CLF replenishment (for replacement of materials expected to be consumed between the deployment commencement date and the first UNREP or CLF replenishment).

### **STOCK REPLENISHMENT PROCEDURES**

The NAVSUP Form 1250-1 is used to process an issue, loss by inventory, or to create a shortage that causes a stock replenishment requirement that is normally used to initiate a requisition. If a requirement for stock material is determined, a NAVSUP Form 1250-1 is prepared to requisition the material. Data entries on the form should be completed or verified before placing the document in the procurement action file.

Before you initiate the document with a requisition number, you should verify all the replenishment data of a non-SIM item against the ML-N. If it is a SIM item, you can take the information off the stock record card. Upon doing this you are now ready to order the material for stock.

## CHAPTER 9

# SHIPPING

Since you are usually on the receiving end of material movements in the supply system, the job of shipping may not seem to apply to you as an SK. However, when stationed at shore activities, you may find yourself becoming more concerned with the problems involved in the shipment of material.

In addition, on sea duty you will encounter instances where your shipment of material can have an impact on the material availability for other fleet and shore units.

This chapter provides information and guidance on shipping material by various means. It also explains those organizations that are available to help you accomplish material movements.

### SCOPE FOR SHIPPING

This chapter explains how you will make outgoing shipments of general cargo, hazardous material, and unaccompanied baggage. It is important for you to become knowledgeable about shipping. The shortages of repairable coupled with the increased emphasis on repairable management place more responsibility on you and the supply officer to make sure the material is shipped without any complications. The preferred method of shipping most of the material is through the mail. You must plan and prepare the material for shipment.

### PLANNING

Shipment planning is a necessary element in assuring a successful shipment. Answers to the following three basic questions are required to make the transportation system work

- What is the item?
- Where is it going (destination)?
- When must it arrive at the destination?

Without this information, the shipment could be delayed en route or never arrive at the destination. The initial documentation, or other source documents, must provide the shipper with information to answer those three basic questions. If not, you should not ship the material until such answers become available. Mail is

the preferred means of moving material to or from the ship. However, mail should not be used for high-priority shipments with project codes ZV2, ZR5, or FBM/Trident material.

### PREPARATION FOR SHIPMENT

Material should be prepared and packaged to minimize damage during shipment. NAVSUP Publication 484 illustrates basic packing and labeling methods and explains how to prepare reusable containers for shipment. This publication provides actual do-it-yourself packaging procedures designed for ships or stations having only limited packaging material. Some points to remember when preparing material for shipment are as follows:

1. Remove or block out all old transportation or shipping markings on reusable containers. Item nomenclature markings should not be removed from the containers.
2. Overpack materials only when it is necessary. When you use the reusable containers overpacking is not necessary.
3. Deliver shipments to the fleet unit designated to handle transshipment material or to the nearest shore installation when you do not have the adequate packaging facilities available. Mail is the primary means of moving material from one activity to another except where restricted by size or weight. When this happens, you must forward the material within the Defense Transportation System (DTS).
4. When you ship by multipack, make sure all the material is going to one activity under the same priority. When packaging the material, you should make sure the heavy items are packed on the bottom.

### SHIPMENT BY MAIL

The most convenient method of shipping parcels is through the mails. Mailable matter includes any papers or materials that are required in conducting official government business and that meet U.S. Postal Service standards relative to weight, size, and physical properties. Materials specifically unauthorized to be mailed and special instructions for mailing controlled

drugs, small arms, and classified matter are discussed later in this chapter. In addition, the different types of special mail services are also described.

Figure 9-1 indicates the weight and size limitations for mailable matter, as specified in the DOD *Postal Manual*, volume 1.

### EXTERNAL MARKINGS

The Postage and Fees Paid Department of the Navy DOD-316 marking has been **deleted** due to the metering of all government mail. It should not be imprinted on the upper right corner of envelopes, labels, tags, or wrappers used to transmit official mailable matter including that sent by any of the special services described under the upcoming Navy Freight heading. Official Business and Penalty for Private Use, \$300, should be imprinted on the upper left corner, below the sender's return address. Markings indicating the mail classification and type of special service, when appropriate, will be stamped on the address side of the parcel. Make sure the city, state, and ZIP Code are on the last line of the address and that no other information appears below it.

For shipment within your local area, apply LOCAL FORCES in bold letters on the lower left corner of the

envelopes or shipping labels. Be sure the consignee's address is entered according to the NAVSUP P-485, the unit's routing identifiers, the *Standard Navy Distribution List* (SNDL), NAVSUPINST 4421.20, and other appropriate directives for repairable.

### SMALL ARMS

Parcels containing unloaded small arms for official use are mailable under conditions specified by postal regulations. Such parcels, when properly packaged and addressed for delivery to military activities or individuals for use in connection with their official duty, are acceptable for mailing when offered by an authorized agent of the federal government. Full information may be obtained from postal authorities. Packages containing small arms, whether mailed or shipped, will bear no external markings indicating the nature of their contents. Small arms forwarded by the U.S. Postal Service will be sent as registered mail, and the registry slip furnished the sender will be attached to the ship's retained original of the DD Form 1348-1. When a receipt copy of the DD Form 1348-1 is returned from the consignee, it also will be filed in the expenditure file with the retained original.

Classification	Limitations						Examples
	Weight		Length & Width		Length & Girth <sup>1</sup>		
	Min.	Max.	Min.	Max.	Min.	Max.	
First-Class (Except Priority Mail)	---	12 oz	3 1/2 × 5 in	---	---	---	Letters, reports, supply docs
Priority Mail	12 oz	70 lb	---	---	---	100 in	NORS/ANORS/NFE materials
Second Class	---	70 lb	---	---	---	---	Magazines, other periodicals
Third Class	---	15 oz	3 1/2 × 5 in	---	---	---	Circulars, pamphlets, ID cards
Fourth Class (Including MOM)	16 oz	70 lb	---	---	---	100 in	Non-NORS/ANORS/NFE materials

<sup>1</sup>To compute length and girth: Measure the longest side of the parcel to get the length; measure around the thickest part of the parcel to get the girth; add the length and girth.

Figure 9-1.—Postal service limitations.

## **CLASSIFIED MATERIAL**

Matter classified as Top Secret will be transmitted as prescribed in chapter 8 of the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. All classified material must remain under U.S. custody and control at all times. Material classified as Secret or Confidential will be transmitted by one of the following means:

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

2. Certified mail will be used for the transmission of Confidential addresses to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.

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

## **NARCOTICS AND OTHER CONTROLLED DRUGS**

The U.S. Postal Service will accept and forward parcels mailed under official postage containing narcotics and drug abuse control items that meet the weight and size limitations. However, each parcel must be consigned as registered mail to the medical officer of the activity to receive the material. The actual value of the shipment will be declared at the time it is tendered to the U.S. Postal Service. In no instance will parcels be so marked as to disclose their contents or value.

## **MILITARY ORDINARY MAIL**

Military ordinary mail (MOM) is a special procedure approved by the U.S. Postal Service for providing air transportation of official fourth-class mail, at a rate that is considerably cheaper than that for priority mail. MOM also may be used for official second- and third-class mail if considered essential to timely delivery. However, MOM only provides air transportation between overseas military post offices (MPOs) and between an overseas MPO and a CONUS gateway terminal (San Francisco, California; Seattle, Washington; New York, New York; or Miami, Florida). Within CONUS and between civil addresses in CONUS, Alaska, and Hawaii, MOM stamped mail is moved by surface transportation. A civil address is any address that does not indicate an FPO or APO number.

## **NAVY FREIGHT**

When material requiring shipment does not qualify for shipment through the mails, it should be forwarded to the supply officer of the nearest shore-based activity for forwarding to its destination. This material must be accompanied by copies of the shipping invoice, either DD Form 1149 or DD Form 1348-1.

If a Navy shore-based activity (or United States naval attaché) is not in the area, you must make the shipment as per official instructions received from the nearest military service command or United States consular.

If, in an emergency, the procedure cannot be followed shipment may be made by a commercial source on a commercial bill of lading. The commercial bill of lading is prepared and furnished by the carrier. Transportation charges are paid by the disbursing officer charging the Navy Management Fund under the open allotment prescribed in the NAVCOMPT Manual, volume 2.

## **DEFENSE TRANSPORTATION SYSTEM**

Freight entering the DTS is controlled on two levels. Freight designated for surface movement to overseas locations is controlled by the Military Traffic Management Command (MTMC), the single traffic manager for CONUS land transportation, and its subordinate field offices in conjunction with the Military Sealift Command (MSC), the single traffic manager for ocean transportation. Air eligible freight is controlled by the military services through their individual air clearance authorities that work closely with the Military Airlift Command (MAC), the single traffic manager for air transportation, and the Military Air Transportation Coordinating Offices/Units (MATCOs/MATCUs) who are administratively assigned to MTMC and represent the individual services interest at MAC aerial ports.

### **Documentation Required**

Except for shipments moving in QUICKTRANS, CONUS shipments generally move by a commercial carrier on a government bill of lading/civilian bill of lading (GBL/CBL) and do not use a Transportation Control and Movement Document (TCMD), DD Form 1384. Shipments originating from an overseas point move on a TCMD in the DTS.

The Information is Located in Card Column (CC)/Block of 1348-1	Provide the Data Elements to:	Completed 1384 TCMD Blocks	For Cargo Described As:																						
			General	Hazardous																					
CC 1-3	Document Identifier	1	TX1	TJ1																					
Block A	Consignor	3	UIC (Hull Number Optional) UIC (Hull Number Optional)																						
Block X	Commodity and Special Handling-Air	4	AZ-Supplies & Equipment for Aircraft NZ-Ships Parts HZ-Electrical Items	AD-Supplies & Equipment for Aircraft-Hazardous ND-Ships Parts-Hazardous HD-Electrical Items-Hazardous																					
Block X	Water	4	Provide Commodity Description																						
Blocks DD & EE	Air Dimension	5	A-Unless any piece exceeds 72" length, width or height Z-If any dimension (LxWxH) exceeds 72". Dimensions also must be shown in trailer information if greater than 72".																						
CC 27	Mode	8	See Appendix 5																						
Block 2	Type Pack	9	CT-Carton CO-Container	PC-Piece BX-Box DB-Duffle Bag FK-Foot Locker																					
CC-14	Transportation Control Number	10	See paragraph 7013 for MILSTRIP constructed TCN requirements.																						
Block B	Consignee	11	UIC (name, hull number and address optional)																						
CC 60-61	Transportation Priority	12	For TCMD convert IPD, MPD as follows: IPD 01-03/MPD 03-TPI, IPD 04-08/MPD 06-TP2, IPD 09-15/MPD 13 will move as surface lift TP3																						
CC 62-64	Required Delivery	13	Construct/Assign IAW Chapter 3, Par. 3050 or leave blank																						
CC 57-59	Project Code	14	Assign IAW Appendix 6 if applicable or leave blank																						
Block 12	Date Shipped	15	The date you actually ship the material (See Appendix 23)																						
Not Applicable	Estimated Time of Arrival (ETA)	16	Enter the number of days required to move your shipment to the MAC POE (if known)																						
Block U	TAC	17	<table border="0"> <thead> <tr> <th>COG</th> <th>TAC</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>IR</td> <td>N501</td> <td>Aeronautical, Photographic and Meteorological Material (Repairables)</td> </tr> <tr> <td>2Z</td> <td>N528</td> <td>Shore (ground) and shipboard electronic equipment</td> </tr> <tr> <td>4R</td> <td>N502</td> <td>Catapult and Arresting Gear</td> </tr> <tr> <td>6R</td> <td>N503</td> <td>Aeronautical Ground Support Equipment</td> </tr> <tr> <td>7E, 7G, 7H, 7R and 7Z</td> <td></td> <td>DLR/AVDLR</td> </tr> <tr> <td></td> <td>N662</td> <td>Urine Samples</td> </tr> </tbody> </table>		COG	TAC	DESCRIPTION	IR	N501	Aeronautical, Photographic and Meteorological Material (Repairables)	2Z	N528	Shore (ground) and shipboard electronic equipment	4R	N502	Catapult and Arresting Gear	6R	N503	Aeronautical Ground Support Equipment	7E, 7G, 7H, 7R and 7Z		DLR/AVDLR		N662	Urine Samples
COG	TAC	DESCRIPTION																							
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4R	N502	Catapult and Arresting Gear																							
6R	N503	Aeronautical Ground Support Equipment																							
7E, 7G, 7H, 7R and 7Z		DLR/AVDLR																							
	N662	Urine Samples																							
Blocks FF and GG	Piece	22	Total Number of Pieces in Shipment																						
Blocks FF and GG	Weight	23	Total Weight (in pounds) of Shipment																						
Blocks FF and GG	Cube	24	Total Cube (in cubic feet) of Shipment																						
Blocks AA - CC - DD and EE	Trailer Information	32-34																							

Figure 9-2.—Transportation data elements decision table.



TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT											
1. DOC NO	2. TRN-CONT	3. CONTAINER	4. COMM-SPC NO.	5. STA	6. POC	7. POC	8. PROVIDED BY THE ACA	9. PROVIDED BY THE ACA	10. DATE	11. TO ACCY	12. CODE
TJ1		USS J. F. KENNEDY (CV-67)	10. TRANS CONTROL NO.	A			PROVIDED BY THE ACA	PROVIDED BY THE ACA	16. LVA	17. TO ACCY	
9	CT	V03367 3359 4778 ROX	11. CONTAINER NO.	1	715	S92	0	N522	18. WEIGHT	19. CODE	
			12. FLIGHT INVOICE NO.	1			1	75	20. WEIGHT	21. CODE	
			13. DATE REC								
			14. DATE REC								
			15. DATE REC								
			16. DATE REC								
			17. DATE RECEIVED-OFFENSE (S)								
			18. CONTAINER								
			19. TRAILER CONTAINS								
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			100. CONTAINER								

DD FORM 1364, 1 APR 66

REPLACE EDITION OF 1 APR 63, WHICH MAY BE USED

NAVHRLFP 0135800

Figure 9-4.-Example of a completed DD Form 1364 (TCMD).

## **Packing of Hazardous Material**

Packaging of hazardous materials is a specified procedure. Close adherence to required instructions, publications, and manuals is required. You can get assistance from packaging and transportation personnel at supporting activities, if available. All hazardous material should be accompanied with a DD Form 1348-1 indicating that the material is dangerous and can require further packaging. DODINST 6050.5LR identifies hazardous materials and explains the preparation of shipping documents.

## **Magnetic Material Shipments by Air**

Certain types of cognizance symbol N material, such as magnetrons, require magnetic shielding before air shipment. Refer to the NAVSUP P-484 for basic instructions; then, obtain assistance from the ashore supporting activity. See figures 9-3 and 9-4 for examples of completed hazardous material paperwork

## **AIRLIFT SHIPMENT**

Airlift shipments are controlled by the ACA. The ACAs control all movement of air eligible materials. All shipments originating overseas are moved either by commercial air when weighing over 150 pounds or by the MAC. Such shipments must be cleared and routed by the MAC or the respective commercial airline, regardless of the weight. They must also be cleared and routed by the Navy Material Transportation Office (NAVMTO), Norfolk, Virginia. The ACAs are geographically located throughout the world, mainly at major naval installations and within CONUS at NAVMTO, Norfolk, Virginia. The ACAs can challenge all shipments based on certain criteria that are discussed later in this chapter.

## **AIRLIFT CLEARANCE PROCEDURES**

Obtaining a clearance and routing from an ACA is accomplished by submitting, either by telephone or message, the complete information on a TCMD to the appropriate ACA before shipping. The shipper can release the shipment identified in the advanced TCMD if the ACA does not challenge the shipment by the coded hour and day indicated in block 15 of the TCMD. If the shipment is challenged, the ACA can advise you when to release the shipment and the method of transportation to be used, whether air or surface.

## **AIRLIFT CHALLENGE**

The basic concept of the challenge program is to question you at the time material is available for shipment as to whether air transportation or surface shipment can best meet your requirements. The objective of the program is to make sure the needs of your ship are met while reducing the expenditures of transportation funds. You can receive a challenge message on high-priority material. If so, a rapid response to the message can make sure of rapid movement of your requisitioned cargo.

Except when otherwise exempt, all shipments of Navy funded and sponsored material offered for airlift are subject to challenge. The ACA can challenge the requirement to airlift certain cargo based on any of the following criteria:

- Weight exceeds 300 pounds.
- The shipment volume exceeds 24 cubic feet.
- The requisition date is more than 90 days old.
- Transportation charges are more than \$7,500.

Certain types of shipments are exempt from previously mentioned challenges based on any of the following material conditions:

- The RDD is 999.
- Certain types of CASREP.
- NMCS, ANMCS, and PMCS (CASREP).
- TP1/TP2 retrograde repairable.

All air shipment challenges for submarine force units can be addressed to the monitoring activity identified by the first character of the distribution code.

## **SPECIAL HANDLING OF MATERIAL**

During the clearance process, you can advise the ACA of shipments that can fall into several different categories. Some of these categories are listed as follows:

1. Shipments that require expediting (greensheet action). Greensheet is a procedure where specifically identified cargo in the MAC system can gain movement precedence over other priority cargo, including 999 shipments. Any request for this service is closely screened and should be kept to a minimum.
2. Shipments that are accompanied by couriers or monitors.

3. Shipments that require special handling; for example, environmental control, hand-to-hand receipt, and hazardous and dangerous cargo to name just a few.

Extreme care should be used to make sure proper consignment and routing instructions are used for shipments consigned to ships and mobile units as their addresses are not normally stationary.

### TRACING OF MATERIAL

Tracing requests for your material should be directed to NAVMTO, Norfolk, Virginia. Tracing is the method used to determine the status of an item in the transportation system. These procedures can be located in the MILSTAMP Manual. The DTS tracing procedures enable you to go directly from the supply

pipeline into the transportation pipeline to trace a shipment. You can do this after the mode of shipment status is received from the shipping activity. Before initiating a tracer, you should make sure of the following:

1. The normal transit time or specified RDD has elapsed and undue delay has occurred.

2. Data necessary to initiate tracer action has been received. Your tracer request with document identifier code TM1 must be forwarded, based on shipment origin, to the appropriate activities shown in the NAVSUP P-485.

You can use a Priority Message, DD Form 173, or a punch card to initiate tracer action. Examples of these formats can be seen in figures 9-5 and 9-6. An example of a reply to the tracer request is given in figure 9-7. To

<b>FROM:</b>	TRACING ACTIVITY
<b>TO:</b>	WTAC/ACA
	UNCLAS
<b>SUBJ:</b>	MILSTAMP TRACER
	TM1/A251AY/123/0000/3DS/0000/AK4702/AK470293266016XXX/ E3566/000/JFI/0000000000000000/AK4702/000/&
<b>INSTRUCTIONS:</b>	
	1. Indicate TC (Tape to Card) in the LMF block at the top of the form. The message subject is MILSTAMP TRACER or DIVERSION, etc., as appropriate.
	2. Each card format must consist of two (2) message lines. Line 1 (punch card columns 146) must end with card column 46, the last position of the TCN, and a slash mark (/). Line 2 (card columns 4780) must end with an ampersand (&).
	3. A slash mark (/) must be used to separate each field of data. When a field is blank, use an appropriate number of zeros (0) to fill the space.
	4. Normal communications end of line functions will be used. In addition an ampersand (&) must be punched as the first position of each new teletype page.

Figure 9-5.—MILSTAMP Tracer Action, DD Form 173/2.

	80	
	79	
	78	
	77	
CONSIGNEE	76	ENTER UIC OF ACTIVITY RECEIVING SHIPMENT
	75	
	74	
	73	
	72	
	71	
	70	
	69	
	68	
	67	
	66	
	65	
	64	
	63	
	62	
	61	
	60	
	59	
	58	
POD/APOD	57	ENTER THE AIR TERMINAL OR WATER PORT IDENTIFIER CODE
	56	
	55	
	54	
	53	
	52	
	51	
FLIGHT OR VOYAGE NUMBER	50	IF UNKNOWN, LEAVE BLANK
	49	
	48	
	47	
	46	
	45	
	44	
	43	
	42	
	41	
	40	
TRANSPORTATION CONTROL NUMBER (TCN)	39	ENTER SHIPMENT TCN FROM SHIPMENT STATUS CARD
	38	
	37	
	36	
	35	
	34	
	33	
	32	
	31	
	30	
	29	
TRACING ACTIVITY DODAAC	28	ENTER YOUR UIC
	27	
	26	
	25	
	24	
	23	
	22	
	21	
	20	
POE/APOE	19	OBTAIN FROM MILSTRIP SHIPMENT STATUS OR OTHER STATUS
	18	
	17	
	16	
	15	
	14	
	13	
	12	
	11	
	10	
CONSIGNOR DODAAC	09	ENTER THREE POSITION CODE INDICATING DATE SHIPMENT LEFT CONSIGNOR
	08	
	07	IF UNKNOWN, LEAVE BLANK
	06	
	05	
	04	
	03	
DOC IDENTIFIER	02	ENTER TMI
	01	

Figure 9-6.—Punch card tracer action.

locate your air shipment you use the selected air terminal identifier codes chart located in the NAVSUP P-485.

## PERSONAL EFFECTS AND UNACCOMPANIED BAGGAGE

When you receive personal effects from inventory boards, you are responsible for the custody, storage, security, shipment, and disposition of personal effects,

including maintenance of adequate records. Personal effects include property belonging to absentees, deserters, legal next of kin of missing or deceased personnel, persons declared to be mentally or physically incapacitated and persons transferred under orders. Unaccompanied shipment of personal effects originating from you while deployed at an overseas location should have copies of the individual's orders and a proper customs certification attached.

## PAPER WORK FOR PERSONAL EFFECTS

AU inventories of personal effects should be listed on an Inventory of Personal Effects, NAVSUP Form 29. A minimum of an original and five copies must be prepared. Information that cannot be included in the spaces provided should be put on continuation sheets of white bond paper. Additional copies of the NAVSUP Form 29 as required can be prepared and used for official purposes when certified by the commanding officer as a true copy. The original and all copies must be signed by both the members of the inventory board and the convening authority before the delivery process begins.

The inventory board should complete the section list of personal effects on the reverse of the NAVSUP Form 29. You will record on the reverse of the form the disposition of the personal effects that have not been returned to the owner or transferred to another activity.

## DISPOSITION OF PERSONAL EFFECTS

Lost, abandoned, or unclaimed personal effects must be returned to the owner. When the owner cannot be located, forward the effects to the next of kin, heir, or legal representative when such a person can be determined and located. Upon disposition of the personal effects you must prepare the necessary paper work. For personnel who are absentees or deserters, their effect are handled in a different manner.

## Invoice Processing

When personal effects are transferred to another naval activity or shipped directly to the owner or next of kin, you must prepare a DD Form 1149 to document the transaction. You must assign an expenditure number to the document. When shipping the material from your ship, you must keep a copy of the postal receipt with a retained copy of the DD Form 1149.

In the interim period, before shipping any personal effects to other activities, any money or other negotiable

FROM: WTCA/ACA

TO: TRACING ACTIVITY

UNCLAS

SUBJ: MILSTAMP TRACER REPLY

TMJ/AK470293266016XXX/161/3DK/P1020/SA3/164/AK4702

The above illustrated message contains the DIC and data elements applicable to the following reply format:

DIC/	(A) POE / (A) POD Day Received	Flight or	(A) POE/ POD Day Shipped	BBP or
TCN	/ETA or XXX/	(A)POE/Voyage/	(A)POD/	/Consignee
or ETD				
TMJ/AK470290266016XXX/	161	/ 3DK	/P1020/SA3 / 164	/AK4702

Figure 9-7.—MILSTAMP tracer reply.

items that are found must be turned over to the disbursing officer for safekeeping. When shipping personal effects money in excess of \$1, you should have a government check made out for that amount. The check will be mailed by registered mail. Any money that comes to \$1 or less can be packed and shipped with the personal effects. If the individual has any foreign currency over the amount of \$5, it must be converted into U.S. currency if possible.

**Effects of Absentees and Deserters**

Any shipment of lost or abandoned personal effects to the owner or next of kin at public expense is not authorized. If your command has determined that the individual has committed an offense or breach of discipline, you can ship the personal effects to the individual or next of kin at no expense to the government. (Absentees or deserters are included in this category.) If you do ship the effects under such circumstances, the owner or next of kin will pay for the shipment upon receipt of the effects. To do this you must have received a written request or claim. Nonetheless, you must retain the personal effects abandoned by absentees and deserters for 181 days. At the expiration of 181 days you can ship the effects to the distribution center at Cheatham Annex, Naval Supply Center, Norfolk, or the Naval Supply Center, Oakland. You will then find out the cost of the shipment and give this information to the supply officer. He or she must then prepare a Pay Adjustment Authorization, DD Form 139,

against the pay record of that individual. A notation of the pay adjustment, and to whom forwarded, should be entered on the original and all copies of the shipping document. The DD Form 139, with all necessary information, will be forwarded to the disbursing officer having custody of the pay record. You must also mail a copy of the DD Form 139 to the Navy Regional Finance Center, Washington, DC.

You can transfer personal effects of absentees or deserters sooner than 181 days if you meet any one of these conditions:

- When adequate space and security are not available
- Before departure on an extended cruise
- Before leaving from naval activities ashore outside the United States including Alaska and Hawaii

You must forward a copy of the NAVSUP Form 29 with a letter of transmittal to the Commander Naval Military Personnel Command indicating the name of the ashore activity to which the personal effects were delivered.

**OCEAN SHIPMENTS**

Because of the amount of cargo involved and the time between the loading of cargo and its discharge, additional documents for ocean shipments are required.



lifts can be discharged by the vessel lifting gear) or nonself-sustaining (heavy lifts cannot be discharged by the vessel lifting gear). See figure 9-9.

### Manifest Summary

The ocean cargo manifest summary is the official source document used by the MSC to render billings for ocean transportation. A separate summary is prepared by the manifesting activity for each discharge port. To summarize cargo, you should use the following procedures:

- Cargo must be summarized by measurement ton (M/T) for each different transportation account code (TAC) within each major commodity category for each DOD agency responsible for payment of transportation charges.

- Summarized M/Ts must be rounded to the nearest whole M/T, for example, fractional M/Ts of .4 or less are dropped and those of .5 or more are rounded to the next whole.

- Cargo stored on deck is listed separately and identified by an X in the On Deck column of the DD Form 1336. See figure 9-10.

### SHIPMENT VIA GOVERNMENT VEHICLE

If possible, commercial carrier service should be used for the transportation of material. However, as

directed by local naval authority having cognizance over the motor vehicles, government owned and operated equipment may be used to transport freight for any distance up to 100 miles. For activities located in or near a city, the metropolitan area is usually the freight hauling limit for government-owned motor vehicles. Two exceptions to the 100-mile limitation are recognized and discussed in the following paragraph.

When the area coordinator determines that any emergency exists, the use of government owned and operated motor vehicles is justified for security reasons. Also, if using such vehicles would be in the best interest of the government, they maybe used to transport freight regardless of the distance involved, provided that state permits are not required because of excessive dimensions or weight. Care should be exercised to make sure government vehicles comply with all safety regulations and material is properly loaded within the state axle weight limitations. However, when it is determined that repeated use of government owned and operated motor vehicles for scheduled trips exceeding 100 miles is required, the following information must be forwarded to NAVSUP (Deputy Commander, Transportation) at the time such determination is made:

- The points between which the scheduled trips are to be made
- The approximate amount of tonnage involved
- The nature of the material to be transported

<input checked="" type="checkbox"/> RECAPITULATION (Line a applicable)		<input type="checkbox"/> SUMMARY (Line b applicable)		OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY					<input checked="" type="checkbox"/> ORIGINAL		<input type="checkbox"/> REVISED	
1. VESSEL NAME	2. EST. NO.	3. VOY. DOC. NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIDE DIMENSION	8. PAGE NO.	9. NO. OF PAGES				
MARINE FIDDLER	USNS	P1572	3304	3DK MOTBA OAKLAND	1	8	1	1				
DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA							TOTAL CARGO LOADED					
a. DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	SELF SUS	NON S.S.	YES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	M/T
b. DESTINATION PORT	COMMODITY CATEGORY	FOR MTS USE					TRANSPORTATION ACCT CODE	ON DECK	NO. OF UNITS POVS/MAIL OR OTHER			
RG1 SAIGON	CRANE	420L 120W 120H		X		X	30DP	16	RG1 SAIGON UD6 PUSAN UB1 NAHA	N A M	810 165 110	1650 612 310
	LASHING MATERIAL - GOVT PROPERTY - RETAIN								TOTAL		1085	2572
	1050 BMF 1 X 8 PINE LUMBER 5 PCS (150 FT) WIRE ROPE 3/4" 12 EA TURNBUCKLES 18" 60 EA WIRE CLIPS 3/4"											

Figure 9-9.—Ocean Cargo Manifest Recapitulation, DD Form 1386.

<input type="checkbox"/> RECAPITULATION (Line 6 applicable)		<input checked="" type="checkbox"/> SUMMARY (Line 6 applicable)		OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY				<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISED				
1. VESSEL NAME	2. STA. TYP.	3. VOT DOC. NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS		7. OUTSIDE DIMENSION	PAGE NO.	NO. OF PAGES			
SS NEVERSAIL	6	A6509	3310	IGC MOTB				1				
DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA							TOTAL CARGO LOADED					
a. DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	REL. SUS.	NON S.S.	VES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	W/T
b. DESTINATION PORT	COMMODITY CATEGORY	FOR NOTE USE					TRANSPORTATION ACCT CODE	ON DECK	NO. OF UNITS Pkg./MAIL OR OTHER			
JF1	REEFER, FREEZE						F9A0					42
	SPECIAL, NOS						N727					10
	SPECIAL, NOS						N727	X				41
	POV						A145					45
	HOUSEHOLD GOODS						A146		4			65

Figure 9-10.—Ocean Cargo Manifest Summary, DD Form 1386.

- The frequency of movement
- A detailed statement of attempts to obtain or use the services of commercial carriers

When government owned and operated motor vehicles are transferred from or returned to the activity to which assigned, such vehicles maybe loaded with Navy material to be transported, regardless of the distance involved.

#### DOCUMENTATION OF SHIPMENTS

The TCMD is used to document shipment of material by government-owned vehicles. When it is necessary to make a shipment of material using both government conveyance and commercial carrier service requiring a GBL, a DD Form 1384 is used for the government conveyance portion of the movement, and a GBL is used for the commercial portion.

#### SHIPMENT MARKING

Each unit package, intermediate package, shipping container, and all items shipped unpacked must be clearly and adequately marked as per the requirements of the *Military Standard Marking for Shipment and Storage*, MIL-STD 129, as amended. An exception is that marking requirements for supplies purchased for local consumption may be specified by the requisitioning activity.

All shipments moving within the DTS require a standard method of marking and labeling to make sure of the timely movement and delivery of materials to the consignee. The shipment activity must assure that the appropriate marking or labeling is applied. DD Forms 1387, 1387-1, and 1387-2 are given in figure 9-11 as examples of the shipment labels and tags required under MILSTAMP. Other special markings and their use are described in NAVSUPINST 4610.32.

TRANSPORTATION CONTROL NUMBER N6233532101628-XXX		ADD 220	PROJECT
FROM: NSC NORFOLK		TRANS PRIORITY <b>2</b>	
TO: (POE when applicable) NORFOLK (NGU)			
POD (When applicable) GUANTANAMO BAY (GAO)			
ULTIMATE CONSIGNEE OR MARK FOR NSD, GUANTANAMO BAY, NAVAL DENTAL CLINIC			
PIECE NO 5	TOTAL PIECES 9	WEIGHT THIS PIECE 32	CUBE THIS PIECE 2
DD FORM 1387, 1 APR 68 17th EDITION, 015, 1987		EDITION OF 1 APR MAY BE USED. MILITARY SHIPMENT LABEL PL-SEC NO. 141 68	

ITEM NOMENCLATURE METHYL CHLORIDE FLAMMABLE GAS FLAMMABLE GAS CARGO AIRCRAFT ONLY		NET QUANTITY PER PACKAGE 30 LB	TRANSPORTATION CONTROL NO. N09739-3206-3658-XXX
SUPPLEMENTAL INFORMATION		CONSIGNMENT GROSS WEIGHT 305 LB	DESTINATION NSC PEARL HARBOR, HI
		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)			
<input checked="" type="checkbox"/> Y	This shipment is within the limitations prescribed for <del>XXXXXX</del> <del>XXXXXX</del> CARGO-ONLY AIRCRAFT (Delete nonapplicable aircraft)	ATA/IATA/IMCO REGULATIONS	
<input checked="" type="checkbox"/> X	APR 71-4, TM 38-250, NAVSUPPUB 505, MCO P4030.19, DLAM 4145.3, Paragraph <u>9-8a(1)</u>	49 cfr	PARAGRAPH 133.7 (a)
DOD 4500.32R (MILSTAMP)		EXEMPTION DOT-E 7573	
ADDRESS OF SHIPPER		TYPED NAME, SIGNATURE AND DATE	
DD FORM 1387-2 1 MAY 79		PREVIOUS EDITION IS OBSOLETE. SPECIAL HANDLING DATA/CERTIFICATION	

DD FORM 1317-3 1 MAR 70 EDITION OF 1 APR MAY BE USED.	TRANSPORTATION CONTROL NUMBER Y0472030200001-XXX		ADD 024	PROJECT F01	TRANS PRIORITY <b>3</b>
	FROM: NSC CHARLESTON				PIECE NUMBER 1
	TO: (POE when applicable) CHARLESTON (CHS)				TOTAL PIECES 1
	POD (When applicable) ROTA (ROT)				WEIGHT THIS PIECE 36
	ULTIMATE CONSIGNEE OR MARK FOR USS CANOPUS (AS-34)				CUBE THIS PIECE 2

Figure 9-11.—Special labels required for shipments under MILSTAMP.

## CHAPTER 10

# AUTOMATED SUPPLY PROCEDURES

In the previous chapters, we covered the various functions of the manual supply procedures. Now we will discuss how automation plays an important role in shipboard supply procedures. A few aspects of the Shipboard Nontactical ADP Program (SNAP) will be discussed. This system is designed to improve shipboard efforts in the area of supply and OPTAR accounting through automation.

The majority of the fleet is automated with SNAP. There are two different systems of SNAP, known as SNAP I and SNAP II. Both of these systems are covered in this chapter.

### AUTOMATED SUPPLY

The concept of automated supply involves making information on material, requisitions, accounting, and various files (that were maintained manually) easier and more accurate to use. By putting this information into a computer, you are able to retrieve all the needed information on records. The Navy developed two systems called SNAP I and SNAP II for the fleet. SNAP I was developed for the larger ships, such as CVs, CVNs, ADs, AFSs, ARs, ASs, LHAs, LPHs, and some shore intermediate maintenance activities (SIMAs). SNAP II was developed for the rest of the fleet from battleships to submarines.

These two systems are consistently changing with each passing year through updates. Automation is here and it can make the workload easier for you. For an SK to really understand how SNAP I and SNAP II work, he or she should have a good working knowledge of the manual system. Although the SK A school teaches the manual system, the last week will be used to teach, with hands on, either SNAP I or SNAP II, depending on the individual's orders.

### INTRODUCTION TO SNAP

SNAP is the Navy's plan to automate records for both small and large ships and marine

aircraft groups (MAGs). SNAP provides hardware and software to all Navy ships, shore installations, and MAGs throughout the United States and overseas. The automated data processing hardware is comprised of the Honeywell DPS6s (AN/UYK-65[V]) and the Harris 300 (AN/UYK-62[V]) for the SNAP I and SNAP II systems respectively. Resident computer programs or software allow for faster and more accurate processing of administrative, maintenance, supply and logistics, and financial records.

### SYSTEMS INTERFACE

When fully implemented, SNAP I systems will be able to interface among themselves and with other systems. Although SNAP I software is not compatible with the SNAP II hardware of smaller Navy ships, these two computer systems will be able to communicate with each other through various media types, such as floppy disks, punched paper tape, and magnetic tape. The advent of SNAP has moved shipboard information processing from a manually controlled environment to a real-time, computer-housed environment. This transition can help activities maintain accurate records and allow more timely and simple communication with other commands.

### SNAP I SYSTEM CONCEPT

The SNAP I system concept takes in a lot of areas, from the subsystems down to the reports the system will generate. Some of the areas to be briefly explained are the applications systems, hardware configuration, real-time (RT) concept, security, and the subsystems.

The objectives of SNAP I are to reduce current shipboard manual workload associated with maintenance management, supply and finance, personnel administration, and other shipboard functions. It provides users with a responsive and flexible facility for the management of the various functions. The system will improve the accuracy and timeliness of your existing off-ship data reporting without increasing your workload.

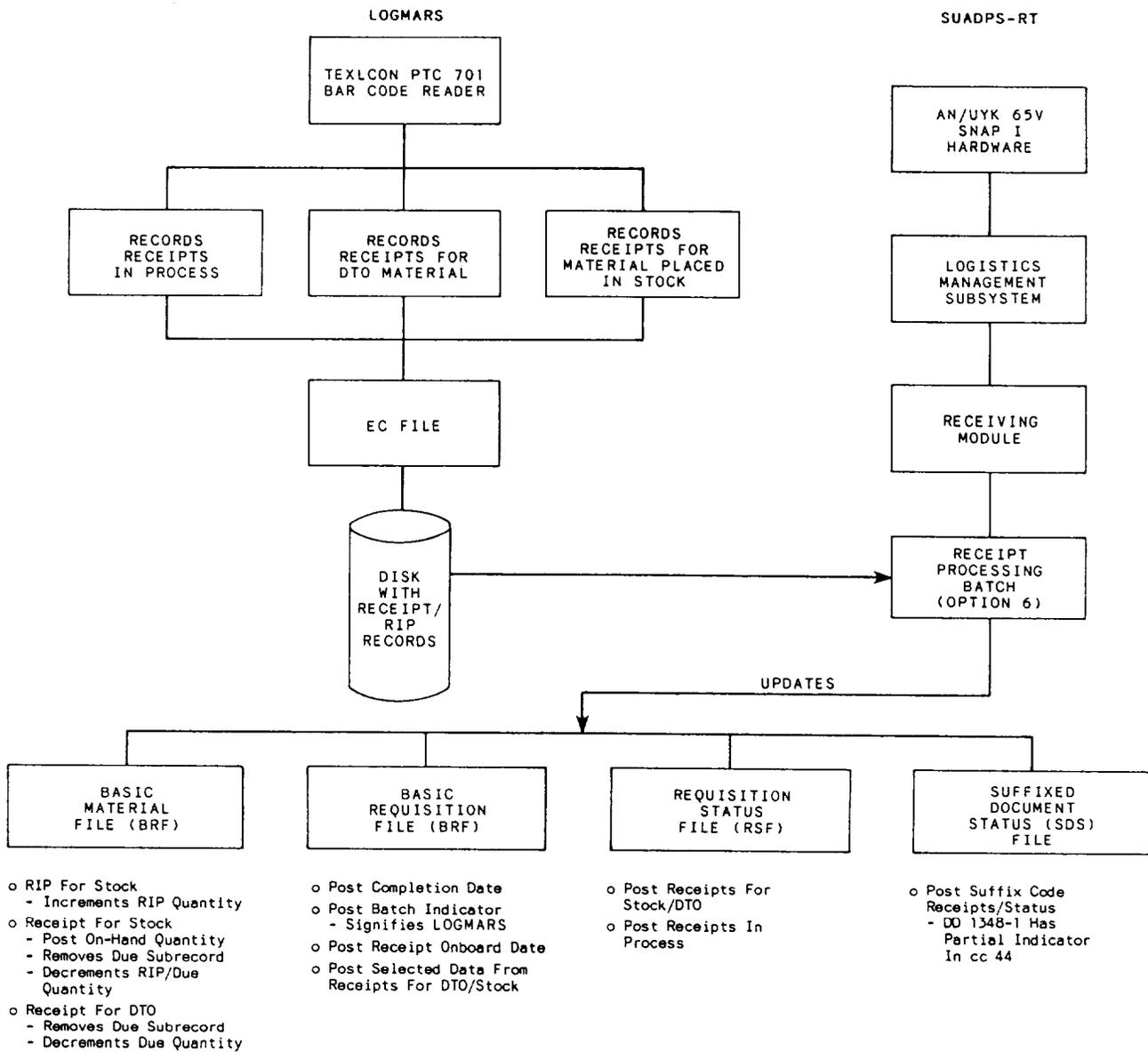


Figure 10-1.—LOGMARS/SUADPS-RT interface.

### APPLICATIONS OF SNAP I

The following SNAP I systems will be explained: maintenance applications, administrative applications, and supply and financial applications.

#### Maintenance Applications

Intermediate Maintenance Management Systems-Real Time (IMMS-RT) and Organization Maintenance Systems-Real Time (OMMS-RT) are both used to manage maintenance on SNAP I

ships and SIMAs. IMMS-RT, OMMS-RT, and Naval Aviation Logistics Command Management Information System (NALCOMIS) all interface (or communicate) with the Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT).

#### Administrative Applications

The Administrative Data Management (ADM) system of SNAP I is designed to maintain your ship's recordkeeping and reporting requirements for manpower and system management. The other

application is known as Source Data System Afloat (SDSA). This system is primarily designed to maintain personnel records and process payroll. The SDSA can also process other information such as recording leave, starting or stopping family separation pay, hazardous duty pay, and various other functions.

### Supply and Financial Applications

The SUADPS-RT and the Logistics Applications of Automated Marking and Reading Symbolology (LOGMARS) are the two primary applications for supply and financial management. The interface between these two systems is shown in figure 10-1.

### SNAP I HARDWARE CONFIGURATION

The SNAP I hardware configuration is known as the AN/UYK-65(V), which is made up of several Honeywell DPS6 computers. Various pieces of peripheral equipment such as magnetic tape drives, disk storage equipment, keyboard

display video terminals (KDVTs), and ASPI printers are used to communicate either interactively within the commands or between external commands. The specific configurations of hardware depend upon an activity's uniform system identification code. This can change with implementation of new automated information systems. An illustration of one type of a configuration for an aircraft carrier is shown in figure 10-2. There is more than one type of configuration for an aircraft carrier.

### Networking

Networking is the process that allows for communication between computers. An example of this is accessing information that is contained on a host computer from a remote processing system (RPS).

### Host Computer

The host computer is the main computer. This is also the computer that contains the majority

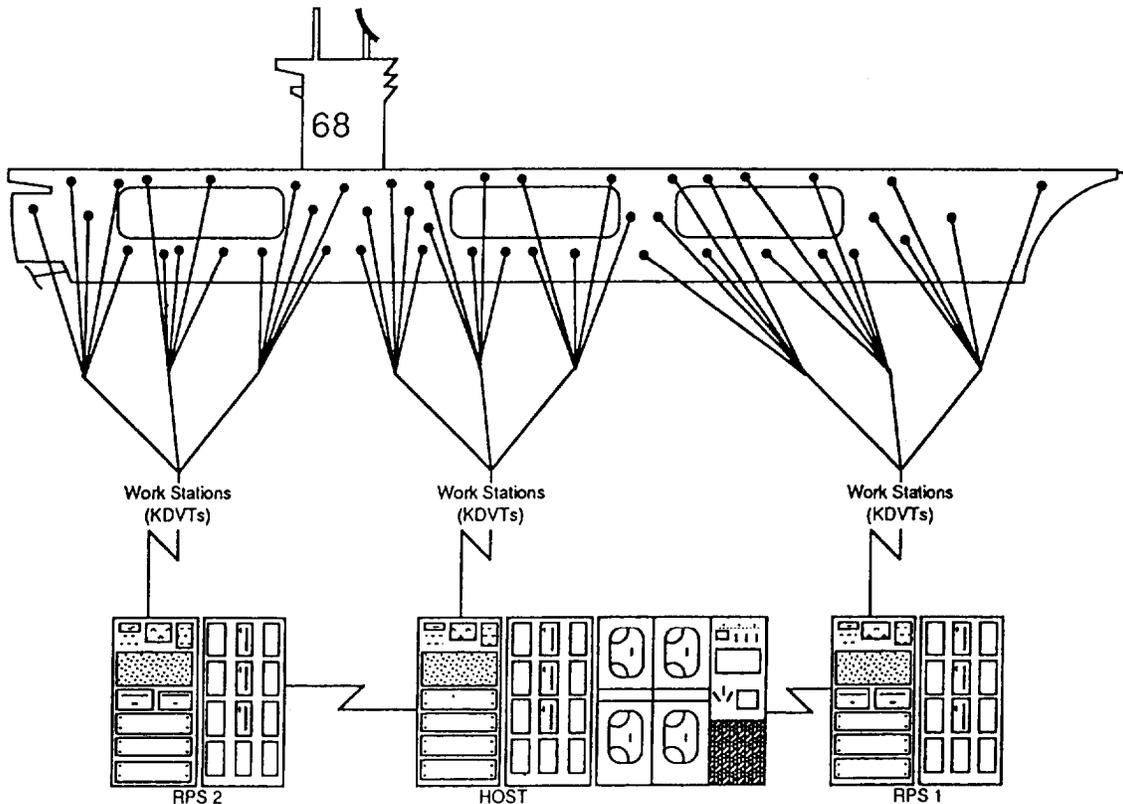


Figure 10-2.—SNAP I configuration on an aircraft carrier.

of SUADPS-RT data base files and performs most of the functions. The host computer is connected to the RPS via networking.

### **Remote Processing System**

The major function of the RPS is to allow additional users to access the host system by using smaller remote computers. You can add as many as 15 different users per RPS station and consequently acquire the degree of intercommunication or networking desired.

### **REAL-TIME CONCEPT**

Updating records at the time a transaction is entered is commonly referred to as working in a real-time environment. In SUADPS-RT, this would happen when you are entering a receipt for stock at a terminal; the quantity is posted to the on-hand quantity in the Basic Material File (BMF), the requisition completion date and receipt are posted to the Basic Requisition File (BRF), and the due quantity is removed from the BMF. Previously, SUADPS worked as a batch process (running mass transaction updates) system to post transactions to the files only at user predetermined times.

### **SECURITY FOR SNAP I**

As safeguards against unauthorized users, the AN/UYK-65(V) provides two types of security. These safeguards are called system security and application security.

#### **System Security**

System security is provided in the form of computer passwords. Honeywell software provides the SNAP systems coordinator the capability to require passwords in conjunction with user IDs. This is designed to prevent unauthorized users access to the Honeywell operating system. Such access allows movement within volumes, directives, files, and command language. The only ship's personnel who are authorized these types of abilities are automated data processing (ADP) personnel.

#### **Application Security**

Functional application systems, such as SUADPS-RT, IMMS-RT, ADM, and others, provide security control in the form of a LOGON ID. Each LOGON ID is assigned by the respective

functional area supervisor and limits the range of subsystems within which the user can work.

### **SUADPS-RT MANAGEMENT SUBSYSTEMS**

Before supply personnel can use the SUADPS-RT, the ADP division must bring the system on line by executing the SNAP I distributed application generation (GEN) program. This program gathers system files and makes them available to the SUADPS-RT processing programs. As a general rule, ADP will keep the GEN up at all times except for short periods at night to print reports and save all the files. With the GEN up, authorized SUADPS-RT users can log on and process all transactions and functions to which they have been granted access.

SUADPS-RT is divided into four application subsystems plus an executive subsystem. The executive subsystem provides controls, allows centralization of common functions, and serves as the primary interface with the user. Figure 10-3 illustrates the basic functions available under each of the SUADPS-RT subsystems. Complete information concerning the functions, screens, and detailed procedures for each of the SUADPS-RT subsystems described in the following paragraphs can be found in the *SUADPS-RT Support Procedures Manual*, volumes I, II, and III. This manual is found on board ships with a SNAP I system and at SIMAs.

#### **Logistics Management Subsystem**

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

#### **Inventory Management Subsystem**

This subsystem contains programs to establish and update material files and process inventories, reorders, and off-loads. Management functions include demand processing, excess cancellation requests, SEAMART and PEB item reviews, and packup management.

LOGISTIC	INVENTORY	FINANCIAL	BATCH
<ul style="list-style-type: none"> <li>● Processing Stock/DTO Material Requests</li> <li>● Physical Material Receipt Issue, and Storage</li> <li>● Query system files</li> <li>● Track DLR carcasses</li> <li>● Manage suspense processing</li> <li>● Monitor requisition file priority processing</li> <li>● Document Control/Screening</li> <li>● IMA Material Requests</li> <li>● Maintenance of Nonprivileged Validation Tables</li> <li>● Maintenance of SUADPS-RT Validation Files</li> <li>● Material File Maintenance</li> <li>● Material Turn-In</li> <li>● MDS Processing</li> <li>● Internal/External MOVs</li> <li>● NIS Review</li> <li>● Quality Assurance</li> <li>● Requisition File Maintenance Requisition Release</li> <li>● SUADPS-RT Access/Security</li> <li>● External Record Release</li> </ul>	<ul style="list-style-type: none"> <li>● Processing Inventories</li> <li>● Processing Off-loads</li> <li>● Processing Reorders</li> <li>● Establish and update material files,</li> <li>● Manage SEAMART/PEB reviews</li> <li>● Manage packups</li> <li>● Processing Excess Cancellation Requests</li> <li>● Allowance Processing</li> <li>● AVCAL Maintenance</li> <li>● COSAL Maintenance</li> <li>● Load List Updating Tape Processing</li> <li>● Local Change Notice Processing</li> <li>● Location Changes</li> <li>● Processing SAMMA/SAL Report</li> <li>● Processing Storeroom Audits</li> <li>● Demand History Processing</li> <li>● Demand Recording</li> </ul>	<ul style="list-style-type: none"> <li>● Record OPTAR Allotments/Withdrawals</li> <li>● Process Financial Adjustments</li> <li>● Update Appropriation Data</li> <li>● Produce OPTAR and Financial Inventory Reports</li> <li>● Performance Monitoring</li> <li>● Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>● Processing large volume of incoming transactions that cannot (or need not) be processed interactively</li> <li>● Performance Monitoring</li> <li>● Report Generation (Request Prioritization, Distribution)</li> <li>● Processing Incoming Status</li> <li>● COSAL/AVCAL Allowance Processing</li> <li>● Change Notice Processing</li> </ul>

Figure 10-3.—Primary functions to subsystems.

### Financial Management Subsystem

This subsystem contains programs to record OPTAR allocations, process financial adjustments, update appropriation data, and produce OPTAR and SAC 207 financial reports.

### Incoming Batch Transaction Subsystem

This subsystem is provided for large volumes of incoming transactions that cannot be processed interactively within the command. Data in this category includes monthly change notice actions from FMSO, Mechanicsburg, Pennsylvania, and incoming requisition status or COSAL aids from SPCC, Mechanicsburg, Pennsylvania. This data may be received in the form of magnetic tape or diskette, punched cards, or punched paper tape.

### SNAP II SYSTEM CONCEPT

The idea for SNAP II is to make it easier for shipboard personnel to manage their records and files. The system has numerous functions that may be accessed via menu displays. The first ship to

be implemented with SNAP II was USS *Sides* (FFG-14) in 1982. This system was written based on the NAVSUP P-485.

If you have a good understanding of how the manual supply procedures work, you will not have any trouble using SNAP II. It will free up your personnel to be able to do other types of supply work.

SNAP II is composed of various subsystems that are briefly covered next. This system is the easiest to understand and use.

### SNAP II SUBSYSTEMS

The SNAP II subsystem is made up of several subsystems that are joined under the control of a Harris 300 AN/UYK-62(V) minicomputer. This automated information system is designed to provide administrative support in the functional areas of surface maintenance, supply, and personnel operations.

SNAP II supports these functions across a wide range of afloat units including submarines, destroyers, frigates, cruisers, battleships, amphibious warfare ships, and auxiliaries. Various SNAP II equipment configurations required to

meet space and organizational requirements peculiar to individual units are also supported.

### System Management System Subsystem

The System Management System (SMS) subsystem of SNAP II performs system management and system service tasks in support of the other functional subsystems of SNAP II. SMS ship-board functions are of three types:

1. Functions accessed by the user from the SMS menu
2. Functions accessed by one subsystem from another subsystem
3. The SNAP II system menu function that provides a common entry point to SNAP II for all users

The SMS is responsible for protecting system data integrity by providing backup, recovery, and transaction logging functions. Output queue management is supported as well as the system on-line users manual. Figure 10-4 shows the main menu encountered upon entering the SNAP II system.

### Maintenance Data System Subsystem

The Maintenance Data System (MDS) subsystem provides support for on-line interactive 3-M Systems for SNAP II ships. The MDS and the Supply and Financial Management (SFM) subsystems are the only two that are specifically related to each other, in that, as a maintenance person you can order supply parts through the MDS.

This subsystem includes 3-M functions related to the Current Ship's Maintenance Project (CSMP) master data base. This data base consists of Maintenance Data Collection System (MDCS) actions, Configuration Change (CK) actions, and Ship's Force Work List (SFWL) actions. The MDS provides the following capabilities:

1. Management of CSMP actions, including adding, closing, changing and displaying, and maintenance actions
2. Trouble log processing
3. Equipment calibration and testing (MEASURE) and ship's tickler file processing
4. The ordering of both maintenance-related and nonmaintenance-related parts from supply

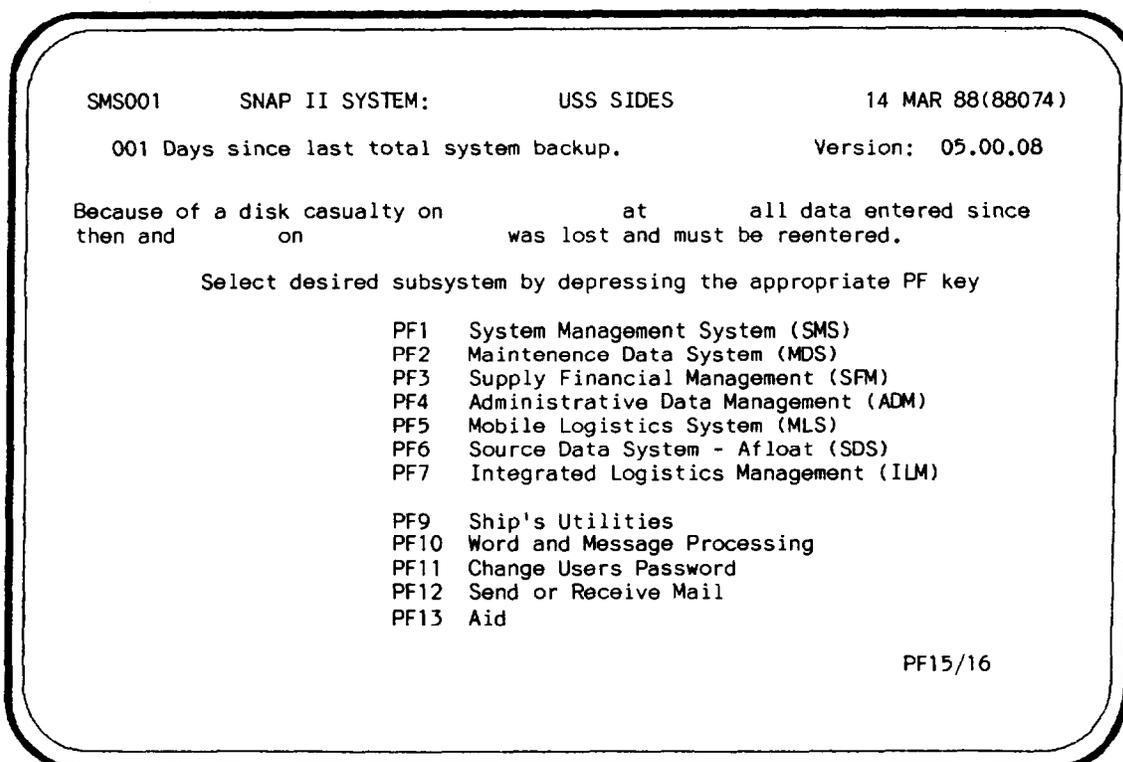


Figure 10-4.-Main menu screen for SNAP II.

5. Logistics support data file processing
6. Ship's equipment configuration file maintenance
7. The tracking of maintenance actions for an availability
8. Printed management reports
9. On-line report display of maintenance actions
10. Pretransmittal review processing
11. CSMP reporting process for off-ship reporting
12. Access to the ship's COSAL

Figure 10-5 shows the main menu of the MDS. This is the screen you will see after the main screen for the whole system, as given in figure 10-4. The subsystem manager for the MDS is usually the ship's 3-M coordinator.

### Supply and Financial Management Subsystem

The SFM is an interactive subsystem that supports requirements processing, inventory

management, financial management, and supply control. The requirements processing functions provide for the input, issuing, ordering, status tracking, receipt, and storage of material requirements. Automated requisition output capability for single line item material requests is also provided. The inventory management functions encompass the COSAL allowance items, as well as demand-based allowance items. The financial aids management functions provide the abilities to make obligation and grant adjustments; process Summary Filled Order Expenditure Difference Listing transactions. This part of the subsystem can produce various reports, including the Budget/OPTAR Report and Summary, financial transmittals for specified fiscal year(s), and the Supply, Edit, Audit and SIM (SEAS) system report. Supply control functions allow users to view reports or print transaction ledgers. The supply officer is the manager of the SFM subsystem. He or she is able to control user access, constants updates, and requisition history tape processing. This is the only subsystem that directly interacts with the MDS to provide requirement entry capabilities and COSAL data base maintenance.

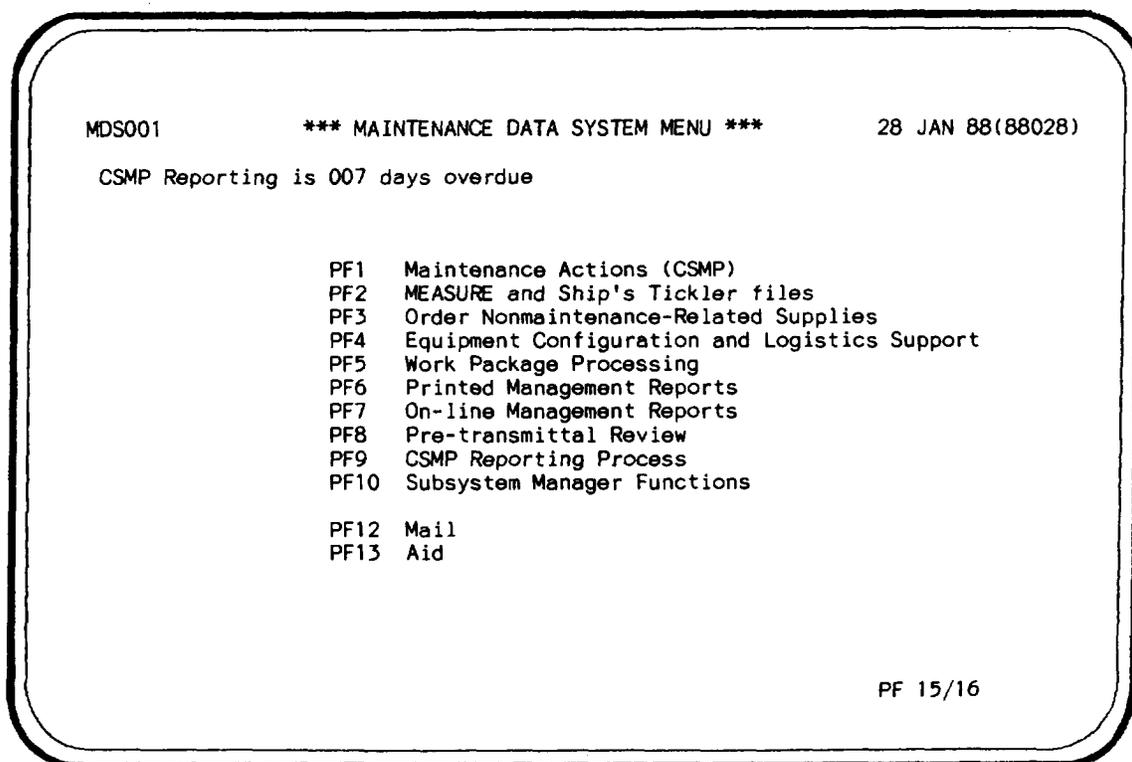


Figure 10-5.—Maintenance data subsystem menu.

Figure 10-6 shows the main menu of the SFM subsystem.

### Administrative Data Management

The ADM subsystem of the SNAP II system is an interactive system that supports the ship's internal administration of the manpower management function. The manpower management function takes in the administration of shipboard personnel assignments, career development, retention, health, and morale. The overall objective of this subsystem is to reduce the manual administrative workload and improve the quality of your ship's internal administration. The subsystem manager is the administration officer. Figure 10-7 shows the main menu of the ADM subsystem.

### Mobile Logistics Support Force

Mobile Logistics Support Force (MLSF) subsystem (also called Mobile Logistics Support [MLS] subsystem as per NAVSUP P-485) provides the capability to manage the operations in the area of loadouts, issuing customer

requirements, invoicing, financial and statistical reporting, reordering, and all functions related to combat logistics force (CLF) operations. The subsystem manager is the supply officer. This subsystem has been implemented on board certain types of ships, such as AORs, AOE's, and AOs.

### Integrated Logistics Management

The Integrated Logistics Management (ILM) subsystem allows assigned shipboard personnel, under the supervision of shore-based integrated logistics overhaul (ILO) team members to refine shipboard inventories of repair parts. You can update related stock records consistent with prescribed allowances or other stockage objective criteria. You can also identify material deficiencies or excesses. An ILO that is designed to improve the supply readiness of your ship entails the off-load, identification, and inventory of shipboard stocks of repair parts, disposition of excesses, requisitioning of deficiencies, and the reload and restorage of allowed items in authorized quantities. ILOs are performed for ships designated and scheduled by your TYCOM. The subsystem manager for the ILM is the supply officer. Figure 10-8 shows the menu for this

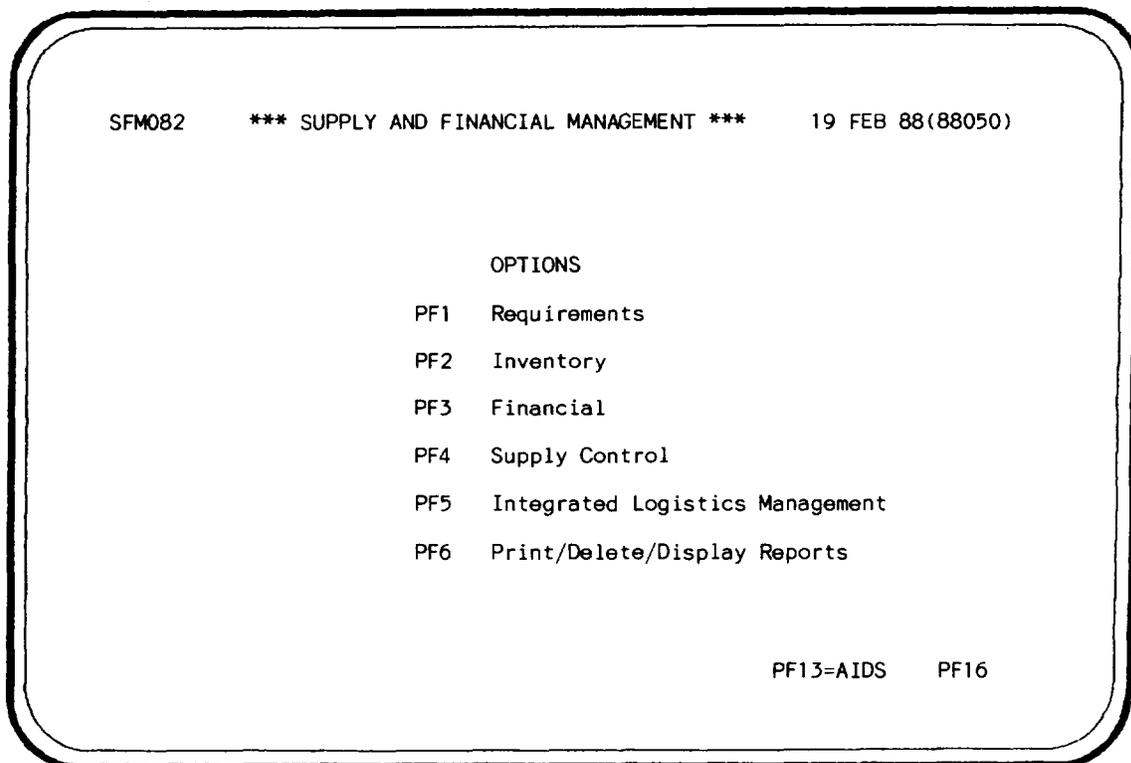


Figure 10-6.-SUPPLY and financial management subsystem menu.

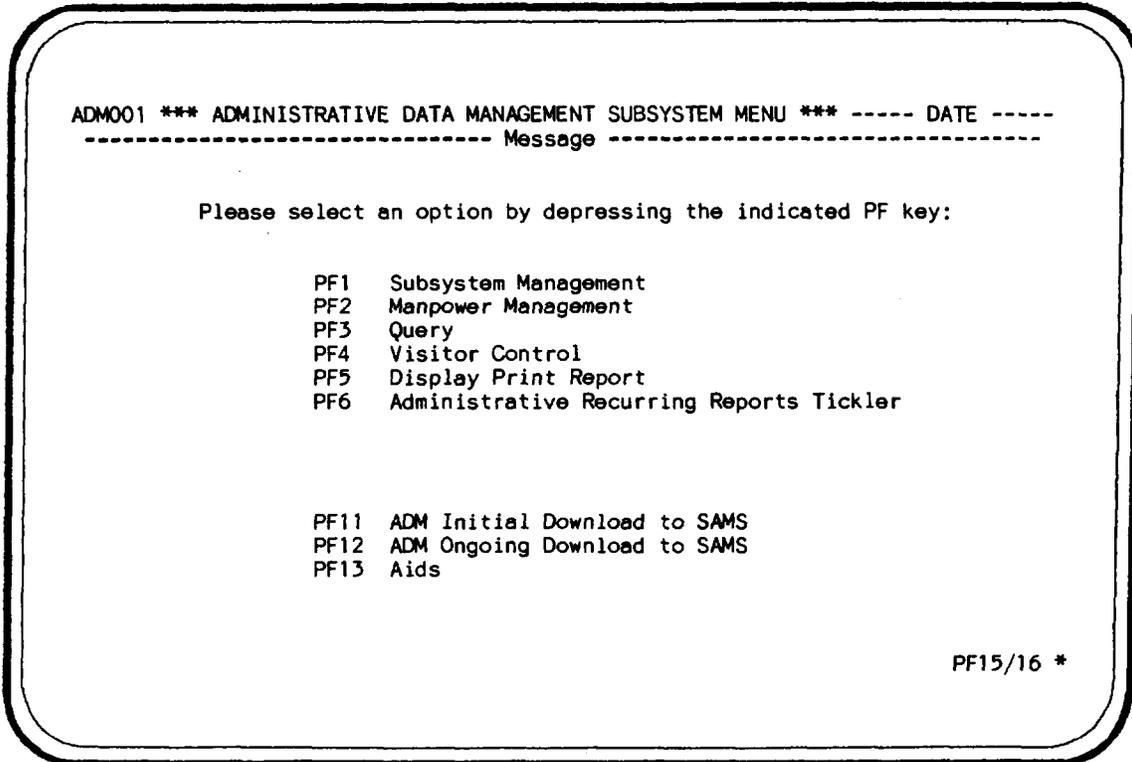


Figure 10-7.—Administrative data management subsystem menu.

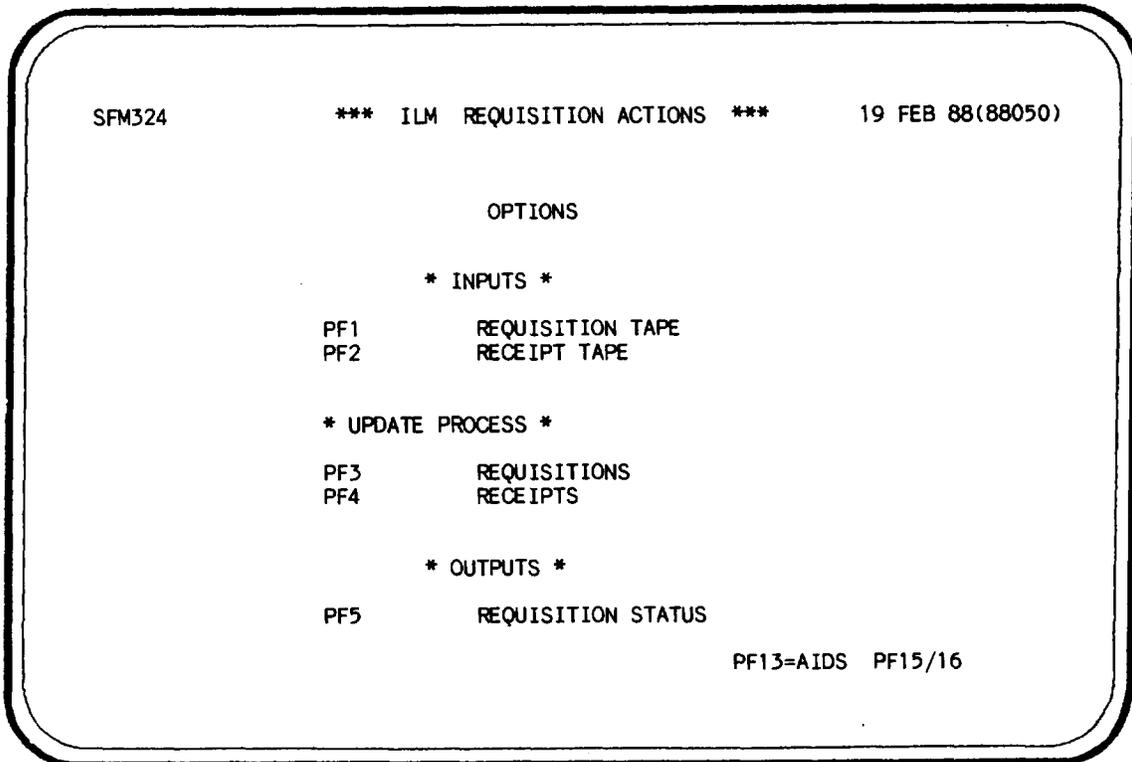


Figure 10-8.—ILM menu screen.

subsystem. For you to get to this screen you have to enter through the main menu for the SFM subsystem (choosing option PF5) shown in figure 10-6.

## **SUBSYSTEMS RELATIONS**

The various subsystems that make up SNAP II are somewhat related to each other. For instance, the SMS subsystem basically allows the user access to all the other subsystems. Also, the MDS and the SFM subsystems interact directly with each other. Otherwise, all the other subsystems work independently of each other. However, when you request a printout of a report or file, you must go to the SMS to actually get the system to print out the requested file or report. Each one of the subsystem managers is responsible for entering all users into their subsystems.

## **SECURITY**

The SNAP II system supports both access security and functional security within each subsystem. The system is based on the concept of a user's authority to perform a given set of functions and makes only this set of functions available to the user. This involves not only exclusion from execution outside this set but also the support of a menu-driven system that tailors the menu for each person. Each subsystem provides a specific security mechanism appropriate to its function.

Since everyone aboard your ship is a potential user of some functions in SNAP II, a flexible facility accordingly controls particular user access to the system. One very important thing to remember is that when you use the system, do not let anyone use your password. You could have greater access to the system than he or she might have. You should change your password periodically as per your TYCOM directives.

# APPENDIX I

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# *Assignment Questions*

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**Information:** The text pages that you are to study are provided at the beginning of the assignment questions.



# ASSIGNMENT 1

Textbook Assignment: "Administration," pages 1-1 through 1-16.

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- 1-1. Your responsibility as a competent supervisor should include all EXCEPT which of the following practices?
1. Making efficient use of available space
  2. Making efficient assignments of jobs for your personnel
  3. Conducting an effective training program
  4. Emphasizing procedures rather than principles
- 1-2. Which of the following statements is a function of procedural publications?
- i. Gives procedures for when and how to handle specific situations
  2. Explains the guidelines to be followed in specific situations
  3. Explains the duties to be performed when handling specific situations
  4. Gives procedures for contacting key personnel for handling specific situations
- 1-3. Which of the following factors determine(s) the quantity and range of the necessary supply publications that you will receive?
1. The quantity and range you request
  2. The size of your ship
  3. Whether or not a Supply Corps officer is assigned
  4. Both 2 and 3 above
- 1-4. Which of the following information must be included in the NAVSUP required list of all official publications maintained by activities that perform Supply Corps functions?
1. The title of each publication
  2. The number of copies on board
  3. The location of each copy
  4. All of the above
- 1-5. The leading SK has all EXCEPT which of the following responsibilities regarding supply office publications?
1. Makes sure all changes are made promptly
  2. Makes sure of prompt distribution of changes to publication holders
  3. Briefly reviews changes and informs the supply officer of any significant changes
  4. Makes all changes himself or herself to make sure they are made correctly
- 1-6. Which of the following methods should NOT be used to instruct subordinates in the use and maintenance of publications?
1. Including various publications in formal training programs
  2. Giving on-the-job training
  3. Supplying all the answers yourself
  4. Providing opportunities for practical use of the publications
- 1-7. Which of the following information sources contains a list of publications pertaining to supply operations and instructions?
1. NAVSUP Manual, volume 1
  2. U.S. Navy Regulations, 1990
  3. The Afloat Shopping Guide
  4. COSAL
- 1-8. You are aboard USS *Glover* (FF-1098) home-ported in Norfolk, Virginia. The destroyer squadron you are attached to is 23. Which of the following types of publications provides specific procedures and guidelines for your ship?
1. Fleet commander
  2. Type commander
  3. SECNAV
  4. CNO

- 1-9. What officer is responsible for issuing a ship's organization and regulations manual?
1. Fleet commander
  2. Type commander
  3. Commanding officer
  4. Supply officer
- 1-10. What overall purpose does the ship's organization and regulations manual serve?
1. To provide information concerning the ship's equipment and manpower
  2. To provide information concerning conditions under which your ship will enter port
  3. To provide the commanding officer with strict rules for operating the ship
  4. To provide the framework within which the functions and responsibilities of the departments must be organized to cooperatively work to support the ship's mission
- 1-11. The supply department manual is drafted by the supply officer and is approved by what official?
1. Fleet commander
  2. TYCOM staff supply officer
  3. Commanding officer
  4. Executive officer
- 1-12. Which of the following topics is/are NOT covered by the supply department manual?
1. General organizational structure
  2. Name and rate or rank of each member
  3. Flow of authority
  4. Responsibilities of key personnel
- 1-13. What information is NOT listed on the master list that is held by the supply officer?
1. The location of the publication or notice
  2. The number of copies of the publication or notice
  3. The individual who has the publication or notice
  4. The publication or notice number
- 1-14. If you discover some missing changes in reviewing all the supply department publications, what person should be notified?
1. Your supervisor
  2. Administrative officer
  3. Supply officer
  4. Commanding officer
- 1-15. After completing a supply publications review, you should handle any excess publication binders that are in good condition in what manner?
1. Retain them on board
  2. Dispose of them locally
  3. Give them to another ship
  4. Return them to the command that issued them
- 1-16. Which of the following reference sources should be used in preparing official correspondence?
1. NAVSUP Publication 1, volume 1
  2. *U.S. Navy Regulations*, 1990
  3. *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5
  4. NAVSUP P-485, chapter 1
- 1-17. When you have to write to obtain an answer or information on something that pertains to your job, what officer should be responsible for reviewing such correspondence?
1. Administrative
  2. Supply
  3. Commanding
  4. Disbursing
- 1-18. Which of the following actions is the first step used in preparing correspondence?
1. Typing
  2. Writing
  3. Drafting
  4. Planning

- 1-19. When answering a Navy letter, you should acknowledge the receipt of the letter both as a reference and in the body of the letter.
1. True
  2. False
- 1-20. In what location of a standard naval letter should you place a summarizing statement?
1. At the beginning of the first paragraph
  2. At the end of the final paragraph
  3. At the end of each paragraph
  4. At the beginning of the final paragraph
- 1-21. When you are preparing a standard letter, what does the main step of organizing entail?
1. Having a clear knowledge of the purpose of the letter
  2. Reviewing the letter for accuracy and effectiveness
  3. Checking the letter for brevity and politeness
  4. Placing all parts of the letter in proper order
- 1-22. After writing and reviewing a standard letter for accuracy and effectiveness, you should check which of the following questions against it?
1. Is the letter clear
  2. Is the letter complete
  3. Is the letter concise
  4. All of the above
- 1-23. What office or individual assigns the date/time group to a message?
1. Administration office
  2. Commanding officer
  3. Communications office
  4. Supply officer
- 1-24. Which of the following types of memorandum is/are considered formal?
1. Plain-paper
  2. Letterhead
  3. Memorandum-for
  4. Both 2 and 3 above
- 1-25. When answering an incoming message, you should always reference your outgoing response by what means?
1. Date/time group
  2. Subject of the message
  3. Classification of the message
  4. Source publication of the subject
- 1-26. In dealing with the security of official correspondence, you should use what reference for guidance?
1. *Department of the Navy Standard Subject Identification Codes*, SECNAVINST 5210.11
  2. *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1
  3. *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5
  4. *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32
- 1-27. Which of the following reference sources will be most useful in setting up correspondence files?
1. NAVSUP Publication 1, volume 1, chapter 5
  2. *Navy Standard Subject Identification Codes*, SECNAVINST 5210.11
  3. *Navy Correspondence Manual*, SECNAVINST 5216.5
  4. *Navy Directives Issuance System*, SECNAVINST 5215.1
- 1-28. Which of the following factors should be considered in organizing files?
1. The frequency of file usage
  2. The amount of material to be filed
  3. The area of work space for the files
  4. All of the above

- 1-29. What type of file contains a list of all the supply files?
1. Tickler
  2. Master
  3. Message
  4. Stock record/requisition
- 1-30. After the supply filing system has been set up, you must determine if the filing system is adequate enough to handle the expected volume.
1. True
  2. False
- 1-31. At what specific time intervals are some of the microfiche files sent to all active ships on the distribution list?
1. Yearly
  2. Semiannually
  3. Quarterly
  4. Monthly
- 1-32. By what means do you get on the distribution list for various microfiche files?
1. Sending a message
  2. Making a telephone call
  3. Sending a speedletter
  4. Using a requisition
- 1-33. What means should a supervisor use to plan the daily workload for the week?
1. Tickler file
  2. Memo book
  3. Status board
  4. Master record file
- 1-34. What form is used to make changes to the COSAL equipment file?
1. Tender load list
  2. Report of discrepancy
  3. Deficiency in allowance list
  4. Allowance change request
- 1-35. The order supplies and services file is the most important file that a supply department has to maintain.
1. True
  2. False
- 1-36. What file should you keep in document number order?
1. Stock record
  2. COSAL
  3. Requisition
  4. Message
- 1-37. What publication or instruction should you consult to find the length of time that various records must be retained on board your ship?
1. NAVSUP P-485
  2. NAVSUP Publication 1, volume 2
  3. *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5
  4. Shipboard instructions
- 1-38. You should close out and reopen your correspondence and general files annually on what specific date?
1. 31 December
  2. 30 September
  3. 30 June
  4. 31 March
- 1-39. What reference source should be used to learn the correct handling procedures for all supply files?
1. *U.S. Navy Regulations*, 1990
  2. *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32
  3. *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1
  4. *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5

- 1-40. As applied to human relations, *leadership* should be defined in what manner?
1. The ability to direct or influence the behavior of others toward a set of goals
  2. The ability to lead personnel to achieve their goals
  3. Accepting additional responsibilities and carrying them out until complete
  4. Possessing the many different qualities in a good leader
- 1-41. What manual was written to assist petty officers in leading their personnel?
1. NAVSUP Manual, volume 1
  2. *Navy Department General Orders*
  3. *Human Behavior and Leadership*, NAVEDTRA 10058
  4. NAVSUP P-485
- 1-42. The supply officer has the ultimate responsibility for assigning personnel to various jobs. However, due to the number of personnel and the amount of work to be done, the supply officer will have to rely heavily on which of the following factors?
1. How well personnel are performing their jobs
  2. The members' initiative in doing new jobs
  3. The experience and knowledge that the individuals have in performing their work
  4. The leading SK's recommendations for assigning personnel to their jobs
- 1-43. When you are assigning duties in an office, what should be your first step?
1. Preparing a list of jobs that are required
  2. Assigning all menial tasks to one individual
  3. Assigning closely related tasks to one person
  4. Letting equally rated persons pick their own tasks
- 1-44. What is the major purpose of a job analysis?
1. To make the tasks easier
  2. To make effective use of manpower
  3. To make effective use of equipment
  4. To make effective use of space
- 1-45. When doing a job analysis, you should consider the effectiveness of the person performing the task.
1. True
  2. False
- 1-46. Once you have analyzed all the jobs that need to be performed, what action do you need to take next to fulfill this analysis?
1. Select a rated individual
  2. Select a person who just reported to the division
  3. Match the person with the skill requirements
  4. Match a person who has more experience in a particular job
- 1-47. When you are determining what individuals have the right aptitudes and interests for particular assignments, which of the following factors should be considered?
1. The rate of the individual
  2. The way he or she handles other people
  3. The way he or she wears his or her uniform
  4. The individual's personality traits make the member suited or unsuited
- 1-48. What is the desired end result of task assignments?
1. Each person will have the same number of tasks assigned
  2. No person will be assigned to a task unless that person has been previously trained
  3. Tasks are completed accurately and on time with the work being equally distributed
  4. All tasks will be accomplished simultaneously

- 1-49. When making assignments for job rotation, you should make these reassignments such that each member can be in each job long enough to develop a sense of responsibility for doing it correctly.
1. True
  2. False
- 1-50. Under what conditions is the most effective form of supervision maintained between subordinates and supervisors?
1. Mutual affection
  2. Mutual job knowledge
  3. Mutual antagonism
  4. Mutual respect
- 1-51. Which of the following styles of supervision is NOT unfair to both you and your subordinates?
1. When all work is performed in response to specific orders and done exactly as ordered
  2. When you spend a lot of time on details
  3. When there is mutual respect
  4. When the work robs the subordinate of responsibility and initiative
- 1-52. Usually, what specific range of subordinate employees should be directly supervised by one supervisor?
1. 11 to 15
  2. 9 to 13
  3. 7 to 11
  4. 3 to 7
- 1-53. What action should you take if there are more personnel in your office than you can supervise adequately?
1. Ask your division officer to transfer excess personnel
  2. Assign the excess personnel to another department
  3. Divide personnel into two groups and have them work in shifts
  4. Divide personnel into groups relating to their jobs with a petty officer in charge of each group
- 1-54. What does the unity of command principle mean?
1. Having a person report directly to and receive orders from one superior
  2. Delegating responsibility for doing a job to one of your subordinates
  3. Supervising as many personnel as possible
  4. Limiting the number of individuals that you can supervise adequately
- 1-55. Once you assign someone the responsibility to perform a task, what authorization does he or she need to complete the task?
1. Authority to establish a timetable to complete the task
  2. Authority to require personnel under him or her to complete the task
  3. Authority to tell supply officer upon completion of the task
  4. Authority to enlist the help of another supervisor
- 1-56. Which of the following procedures is generally considered a poor supervisory practice?
1. Spot-checking the work of your personnel
  2. Giving accurate and clear instructions
  3. Doing a great deal of observing, but applying very little thought to what is observed
  4. Arranging your desk so that you can see what is going on
- 1-57. A successful supervisor most often performs what kind of visits with subordinates?
1. Brief and casual
  2. Brief and intense
  3. Long and casual
  4. Long and tedious

- 1-58. As a supervisor, you should take what action when one of your workers makes an error?
1. Show the worker what is wrong with a warning not to do it again
  2. Assemble all the workers, show them the error, and tell them how to avoid this error in the future
  3. Show the worker what is wrong and how to avoid the error in the future
  4. Assemble all the workers, show them the error, and warn them not to do it again
- 1-59. As a supervisor, you should take what persistent action to acquire a "fair but firm" label with your subordinates?
1. Use a friendly manner following up criticism
  2. See that your directions are being followed
  3. Be sure that you do the necessary checking
  4. Have a positive attitude that is supported by a strong determination to get the job done right
- 1-60. Regarding the physical presence of a supervisor, which of the following practices should be used?
1. Stay away completely from spaces manned by a capable petty officer
  2. Spend some time in each space
  3. Have a subordinate communicate your thoughts to other personnel
  4. Spend all your time in one space
- 1-61. Which of the following statements describes a training goal for new personnel?
1. Enable the personnel to gain prestige
  2. Provide personnel with the training
  3. Provide personnel with the proper tools
  4. Enable personnel with the skill necessary to perform their jobs
- 1-62. Which of the following procedures will give you the best idea of a new department member's capabilities?
1. Judging the member's attitude by observing his or her military bearing
  2. Checking the member's service record
  3. Having a casual conversation with the member
  4. Calling the member's last duty station
- 1-63. Shortly after you have reported to a new command, what process will best assist you in preparing a new training program and in reassigning personnel?
1. Talking with the individual you are relieving
  2. Listening and observing while your new division is at work
  3. Discussing these topics with the division officer
  4. Setting up a new training program and making reassignments immediately after your arrival
- 1-64. There are many different types of Navy schools that you can send your personnel to so that they can acquire NECs. What command or official organizes these training schools?
1. TYCOM
  2. NAVSUP
  3. FLTRACOM
  4. NMPC
- 1-65. When you conduct a formal training program, what should be taken into account when setting up a training plan?
1. Time to hold training
  2. The space to be held in
  3. Monitoring the lesson
  4. Subject matter to be covered

- 1-66. When you use on-the-job training (OJT), what specific range of personnel should be taught at one time?
1. 1 to 2
  2. 2 to 3
  3. 3 to 5
  4. 5 to 10
- 1-67. What total number of groups of supply spaces are located aboard ship?
1. One
  2. Two
  3. Three
  4. Four
- 1-68. In what group of supply spaces does an SK mainly work?
1. I
  2. II
  3. III
  4. IV
- 1-69. What person should have custody of and be responsible for the keys to a particular storeroom?
1. Division officer
  2. Leading chief
  3. Person in charge of storeroom
  4. Duty SK
- 1-70. Formal supply management assessments (SMAs) are usually conducted by what officer or board?
1. Ship's supply officer
  2. Ship's commanding officer
  3. Immediate unit commander
  4. Inspection and survey board
- 1-71. Within what specific number of hours should a ship be advised of an upcoming SMA?
1. 72
  2. 48
  3. 36
  4. 24
- 1-72. What action should be taken first in preparing for an upcoming SMA?
1. Bring all publications up to date
  2. Review last year's report of the inspection
  3. Check the supply department written orders
  4. Make sure all requisitions are in order and on file
- 1-73. Preferably, a commanding officer should hold a personnel inspection at what specific time intervals?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Yearly
- 1-74. To prepare your division for an upcoming inspection, you should hold periodic inspections.
1. True
  2. False
- 1-75. When you are inspecting the various spaces that are under your control, which of the following factors should be considered during these inspections?
1. Cleanliness
  2. Maintenance
  3. Orderliness
  4. All of the above

## ASSIGNMENT 2

Textbook Assignment: "COSAL," chapter 2, pages 2-1 through 2-24.

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- 2-1. When changes are received for supply publications, you should incorporate them immediately for what primary reason?
1. To allow corrective action to be taken promptly
  2. To achieve maximum, self-supporting capabilities
  3. To provide guidance for items that should be stocked by supply held in custody of other departments
  4. To check what equipment and associated materials are on board
- 2-2. Which of the following files specifies the range and depth of all equipment validated on board a ship or station?
1. AEL
  2. APL
  3. COSAL
  4. WF
- 2-3. For initiating and updating any reports made to the COSAL, what activity or individual is held responsible?
1. Ship
  2. ICP
  3. SPCC
  4. TYCOM
- 2-4. To make sure any equipment that is installed, removed, or changed is reported to the correct activity, what individual(s) is/are responsible?
1. 3-M coordinator
  2. Maintenance personnel
  3. COSAL SK
  4. Supply officer
- 2-5. COSAL maintenance is the responsibility of what department(s)?
1. Supply only
  2. Maintenance only
  3. Maintenance and supply
  4. Engineering
- 2-6. To report any equipment or component installation, removal, or modification done between overhauls, what form is used?
1. OPNAV Form 4790/CK
  2. OPNAV Form 4790/7B
  3. NAVSUP Form 1220-2
  4. NAVSUP Form 1371
- 2-7. When submitting an allowance change request to make necessary allowance changes, you should go to which of the following activities to review their microfiche files?
1. Tender only
  2. Naval supply center only
  3. Tender and naval supply center
  4. Ship making the change
- 2-8. What individual has the major responsibility for making sure all ACRs are submitted?
1. 3-M coordinator
  2. Commanding officer
  3. Supply officer
  4. Leading SK
- 2-9. To request item adds or quantity decreases, you should use what form?
1. Allowance change request (ACR)
  2. Configuration change (CK)
  3. Fleet COSAL feedback report (FCFBR)
  4. Planned maintenance system feedback report (PMSFBR)

IN ANSWERING QUESTIONS 2-10 THROUGH 2-14, SELECT THE COMMAND OR INDIVIDUAL LISTED IN COLUMN B TO WHICH THE INQUIRY LISTED IN COLUMN A SHOULD BE SENT FOR PROCESSING. REFER TO CHAPTER 2, FIGURE 2-4.

<u>A. INQUIRIES</u>	<u>B. COMMANDS OR INDIVIDUALS</u>	
2-10. Commences procurement	1. SPCC	2-19. In which of the following instances would you fill out a PMSFBR?
2-11. Reviews and evaluates ACR	2. Originator	1. When MRC cards are missing
2-12. Reviews fund availability	3. TYCOM	2. Where there are discrepancies in design
2-13. Takes final action	4. NAVSEA	3. When tools are missing
2-14. Prepares ACR		4. Each of the above
<hr/>		
2-15. What form can be used to correct any deficiencies or errors found on an APL/AEL?		2-20. What form is important for equipment technicians to submit for any changes or modifications to their equipment?
1. NAVSUP Form 1220-2		1. CK
2. NAVSUP Form 1371		2. PMSFBR
3. OPNAV Form 1371		3. Configuration change form (CCF)
4. OPNAV Form 4790/CK		4. ACR
2-16. What individual is responsible for initiating an FCFBR?		2-21. Having the work centers submit configuration changes directly to you as an SK helps in what way?
1. Supply officer		1. Makes your job easier
2. Responsible SK		2. Improves supply and maintenance support
3. Individual who works on equipment		3. Identifies the equipment
4. 3-M coordinator		4. Aids in preventive maintenance
2-17. A completed FCFBR should be forwarded to what individual or activity?		2-22. What individual(s) is/are responsible for identifying and reporting any configuration changes?
1. TYCOM		1. Supply officer
2. SPCC		2. All command personnel
3. NSC Oakland, CA		3. TYCOM
4. NAVSEALOGCEN		4. Commanding officer
2-18. When you have information that pertains to an error in PMS, what form should you use to notify the naval sea center or the TYCOM?		2-23. What publication should you check to see how to fill out an OPNAV Form 4790/CK?
1. OPNAV Form 4790/CK		1. SPCCINST 4441.170K
2. OPNAV Form 4790/7B		2. SORM
3. NAVSUP Form 1371		3. OPNAVINST 4790.4
4. NAVSUP Form 1250-1		4. NAVSUP P-485
		2-24. What shipboard department should receive COSAL correspondence for action?
		1. Supply
		2. Operation
		3. Engineering
		4. Weapons

2-25. From what command should you request an APL or AEL for a piece of equipment installed on your ship?

1. FMSO
2. Squadron
3. SPCC
4. Another ship

2-26. What statement defines a ship's operating cycle?

1. Ship's time spent underway
2. Period of time between overhauls
3. Actual overhaul time period
4. Ship's time spent in port

2-27. When you submit configuration changes to SPCC, what file is updated?

1. COSAL
2. Addition and deletion
3. WSF
4. Equipment

2-28. What manual provides you with a suggested format for a checkoff list and record log?

1. *COSAL Use and Maintenance Manual*, SPCCINST 4441.170
2. NAVSUP Manual P-485
3. NAVSUP Manual P-4998
4. *3-M Manual*, OPNAVINST 4790.4

2-29. At what specific frequency should you review the COSAL maintenance records?

1. Once a month
2. Twice a month
3. Once a day
4. Once a week

2-30. What publication specifies the data to be entered on a CASREP requirement?

1. NAVSUP Manual P-485
2. *Navy Warfare Publication* 10-1-10
3. TYCOM publication
4. *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32

IN ANSWERING QUESTIONS 2-31 THROUGH 2-34, SELECT THE SPECIFIC DATA IN COLUMN B THAT MUST BE VERIFIED FOR THE CASREP SCREENING REQUIREMENT LISTED IN COLUMN A.

A. SCREENING REQUIREMENTS	B. SPECIFIC DATA
2-31. Down equipment	1. Item NIS or NC
2-32. Technical manual	2. NSN
2-33. Stock battery and ISL	3. Nomenclature, serial
2-34. ML-N	4. Type, model, serial
2-35. You discover an installed equipment on board that is not supported in your COSAL. After obtaining an APL, you should take what first step in processing this addition to the COSAL?	1. Process only those items that have a quantity listed in the Maint column 2. Determine the number of installed components 3. Compare against actual installed components 4. Compare against the actual installed equipment
2-36. When you have new equipment installed aboard your ship, the APL should be reviewed for which of the following reasons?	1. Verify quantity installed 2. Check maintenance capability code 3. Determine allowance table 4. All of the above
2-37. In reviewing a new APL, you discover that your maintenance capability is 4. What other capability level items are you therefore authorized to carry?	1. 2 and 0 only 2. 2, 3, and 0 only 3. 2, 3, 4, and 0 only 4. 2, 3, 4, 5, 6, and 0

- 2-38. What would you receive if you failed to process items listed within the ship's maintenance capability?
1. Large bulky items
  2. An overabundance
  3. No parts at all
  4. The wrong material
- 2-39. Checks of which of the following information should be completed once you have identified any possible adds to the COSAL?
1. ISL
  2. Stock record cards
  3. SNSL
  4. All of the above
- 2-40. You have just received an APL for a newly installed equipment. What action should you take upon identifying a repair part, not previously allowed, listed in the APL as having an actual onboard allowance quantity?
1. Await automatic quantity distribution from the SPCC
  2. Order the full quantity listed on the APL
  3. Order only the quantity that you can afford
  4. Await the engineer officer's decision on what quantity to order
- 2-41. When a carried item is less than the amount on a new APL for that item, what action should you take?
1. Order the quantity for the new APL
  2. Do not order any more
  3. Order the difference between the old and new quantities
  4. Make up a new NAVSUP Form 1114 reflecting the new quantity
- 2-42. What code in the All Item column of the APL identifies an item as being a planned maintenance requirement (PMR) item?
1. P
  2. Q
  3. R
  4. S
- 2-43. When you have an item listed on an APL, what indication, if any, should be used for a demand based item?
1. Asterisk
  2. Back slash
  3. Dollar sign
  4. None
- 2-44. On a logistics flow diagram, a diamond-shaped figure indicates what information?
1. Indicates a reviewing action
  2. Asks a question to be answered to determine the next direction of flow
  3. Indicates a flow of predetermined information
  4. Identifies information to be checked during a process
- 2-45. New equipment additions are made in what part and section of the APL?
1. Part I, section A
  2. Part II, section A
  3. Part II, section B
  4. Part IV, section D
- 2-46. New NSN additions, contained in the APL, are posted in what part and section of the COSAL?
1. Part II, section A only
  2. Part II, section A or B
  3. Part III, section A only
  4. Part III, section A or B
- 2-47. To what activity should you submit requisitions for deficient repair parts?
1. NSC Bremerton, WA
  2. NSC Puget Sound, WA
  3. NSC Oakland, CA
  4. NSC Norfolk, VA
- 2-48. When you receive new technical manuals, to what reference source(s) should you compare them?
1. Similar technical manuals
  2. The applicable equipments
  3. The cross-reference file
  4. The applicable APLs/AELs

- 2-49. If you discover that an APL/AEL is not listed on the automated COSAL file, what action should you take?
1. Fill out an OPNAV Form 4790/2K
  2. Send a message to the SPCC
  3. Enter the necessary data into the automated file
  4. Get a copy of the APL/AEL from a tender
- 2-50. When an item is deleted or identified as being in the COSAL but not on board, what form should be prepared?
1. ACR
  2. CCF
  3. FCFBR
  4. PMSFBR
- 2-51. When processing a removed equipment or an erroneous APL, you should take what action?
1. Validate the allowance document or that the equipment is not installed
  2. Validate all component APLs listed on the basic APL
  3. Identify all possible deleted items
  4. Identify the excess items
- 2-52. Off-loaded excesses are turned in to the nearest supply center under instructions from what activity or individual?
1. NAVSUP
  2. The respective NSC
  3. SPCC
  4. TYCOM
- 2-53. Which of the following is an important step in processing a deletion to the COSAL?
1. Make sure all repair parts/items supporting the deleted equipment are off-loaded
  2. Make sure only those repair parts unique to the equipment removed are deleted
  3. Make sure only those repair parts unique to an erroneous APL are deleted
  4. Make sure all parts are identified to the equipment
- 2-54. When you are deleting an item in the COSAL, what evidence tells you that the item was deleted?
1. Item blocked out in the COSAL
  2. Item erased from the COSAL
  3. Single line drawn through item
  4. Item left as it appears
- 2-55. When updating the COSAL for deletions, you should use what part and section to find the EIC number?
1. Part I, section B
  2. Part I, section D
  3. Part II, section A
  4. Part III, section B
- 2-56. What activity or individual forwards all updated allowance information to the ships?
1. TYCOM
  2. NSC Norfolk, VA
  3. NSC Oakland, CA
  4. SPCC
- 2-57. When making pen-and-ink changes to the COSAL regarding ACRs and SPCC-generated APLs/AELs, you should complete these changes at what specific time intervals?
1. Weekly
  2. Monthly
  3. Semiannually
  4. Annually
- 2-58. Which of the following is the main purpose of the consolidated monthly COSAL maintenance action report?
1. Provide a simple method to manage the multitude of pen-and-ink changes required
  2. Provide detailed instructions and guidance in the processing of monthly reports
  3. Provide the fleet with a report tailored to ship type
  4. Provide a record of monthly COSAL maintenance actions on required pen-and-ink changes

- 2-59. Automated shore interface (ASI) tapes are sent to what activity for breakdown by UIC?
1. NAVSEA
  2. NAVSUP
  3. NAVMASSO
  4. SPCC
- 2-60. The Ship's Configuration and Logistics Information System (SCLISIS) applies to all ships in the Navy. For what specific time period does the SCLISIS apply to a particular ship?
1. During initial construction only
  2. Between major overhauls only
  3. While in the yards only
  4. For the entire active life
- 2-61. What instruction gives responsibility to NAVSEA for applying the SCLISIS?
1. NAVSEAINST 909-700
  2. NAVSUPINST 4400.179
  3. OPNAVINST 3130.32
  4. SECNAVINST 4130.2
- 2-62. During an overhaul, what individual or activity is responsible for reviewing all configuration changes before submitting the information to the SPCC?
1. Configuration data manager (CDM)
  2. Integrated logistics overhaul (ILO)
  3. Naval supervising activity (NSA)
  4. Onboard technician
- 2-63. What is the primary objective of an ILO?
1. To make sure all material is on board
  2. To make sure there is enough storage space on board
  3. To make sure the ship's true configuration is supported by logistics support documentation
  4. To make sure the supply department has ordered all parts
- 2-64. The focal point for keeping track of receipts of all configuration changes that apply during the overhaul is what group or activity?
1. Ship
  2. NSA
  3. Shipyard
  4. ILO team
- 2-65. To make sure an accurate and timely documentation of all configuration changes is made, you must work closely with the ILO team, shipyard, and the NSA.
1. True
  2. False
- 2-66. The documentation of configuration changes that takes place as part of the shipyard overhaul effort is the responsibility of what group or activity?
1. ILO team
  2. NSA
  3. SPCC
  4. Ship
- 2-67. Which of the following individuals is responsible for taking the first action in processing COSAL changes?
1. The technician responsible for the maintenance of the equipment
  2. The work center supervisor who validates equipment changes
  3. The department head who is responsible for the equipment configuration change request (CCR)
  4. The supply support center supervisor whose job it is to validate equipment CCRs

- 2-68. To conduct the final item-by-item COSAL review of all changes effected during the supply ILO, you should make which of the following documents available?
1. Shipyard job orders for equipment installation and removal
  2. Records of documentation submission to the ILO team by allowance design
  3. COSAL indexes, ISL, and SOAPL to confirm processing
  4. All of the above
- 2-69. After the supply support center supervisor has reviewed the CCR that was submitted by another department, what individual assigns the CCR number?
1. Storeroom SK
  2. Leading SK
  3. Supply officer
  4. 3-M coordinator
- 2-70. When the ship receives the summary list of component changes (SLCC), you should take what immediate action?
1. Validate that all changes were processed
  2. Order all necessary material
  3. Forward the SLCC to the ILO site
  4. Place the SLCC with the supply officer
- 2-71. Upon completion of the supply and maintenance overhaul, the supply ILO records are transferred from the ILO team to the ship. At that time an absolute requirement is placed upon the ship to perform what action?
1. Notify the TYCOM that all equipment is on board
  2. Verify the SLCC against the stock record cards
  3. Verify the SLCC against actual onboard components
  4. Compare the ILO final letter with the ship's maintenance overhaul record
- 2-72. Upon receipt by the ship, the SLCC must be verified within what maximum number of days?
1. 75
  2. 60
  3. 45
  4. 30
- 2-73. After you have completed the overhaul, what person is responsible for repair part support to cover any errors on the SLCC?
1. Commanding officer
  2. Leading SK
  3. Supply officer
  4. Engineer officer
- 2-74. What individual or activity should submit the final letter to the ship before leaving the overhaul site?
1. CDM
  2. ILO team leader
  3. Officer in charge of the shipyard
  4. Superintendent of Ships
- 2-75. At the end of the supply overhaul, to what activity will the ILO team provide all necessary data to update the ISL?
1. NSC Oakland, CA
  2. NSA NAVSHIPYD
  3. NSA SUPSHIPS
  4. SPCC

# ASSIGNMENT 3

Textbook Assignment: "COSAL" (continued), chapter 2, pages 2-25 through 2-27, and "Funding and Accounting," chapter 3, pages 3-1 through 3-14.

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- 3-1. What is the importance of the postoverhaul ISL?
1. It should be treated as the primary allowance list
  2. It should be used to cross-reference stock numbers to APLs in all cases
  3. It should be used to cross-reference stock numbers to AELs in some cases
  4. It should only be treated as a secondary source for allowance list information
- 3-2. What activity prints the ISL upon completion of the overhaul?
1. NSC Oakland, CA
  2. NSC Norfolk, VA
  3. NSC Puget Sound, WA
  4. SPCC Mechanicsburg, PA
- 3-3. During what types of shipyard availability is a ship normally assisted by the allowance branch of the NSA and not an ILO team?
1. ROV, TAV, and FOA only
  2. ROV, TAV, FOA, and PSA only
  3. RAV, TAV, FOA, PSA, and SRA only
  4. ROV, TAV, FOA, PSA, SRA, and SIMA
- 3-4. During an availability period in which an ILO team is not provided, who will determine allowances, changes, order deficiencies, and update retained portions of the COSAL?
1. NSA officer in charge
  2. Ship's supply officer
  3. NSC Oakland, head of ship's allowance section
  4. SPCC, head of ship's allowance section
- 3-5. What part(s) of the COSAL should you provide an NSA upon your ship's arrival for availability?
1. Parts I and II
  2. Parts I and III
  3. Parts II and III
  4. Part III only
- 3-6. During the shipyard overhaul, who is responsible for all configuration changes to the ship?
1. SUPSHIPS allowance section
  2. NSA allowance section
  3. SPCC weapons section
  4. Nearest NSC
- 3-7. Which of the following ship's personnel should be most aware of the equipment changes that are being made in the ship's work centers?
1. Hands-on technician
  2. Supply support center supervisor
  3. Supply officer
  4. Engineer officer
- 3-8. What instruction should be referenced to obtain procedures for developing and processing configuration change documentation?
1. SPCCINST 4440.450
  2. SPCCINST 4441.170
  3. NAVSEAINST 4441.3
  4. NAVSUPINST 4441.21

- 3-9. During a shipyard availability that does not include a supply overhaul, the ship validates all configuration changes. To what allowance section are reports made concerning the discrepancies in APLs or repair parts support discovered during this validation?
1. SPCC
  2. NSC Oakland
  3. NSC Puget Sound
  4. NSA
- 3-10. What supporting document does NSA provide the ship for each allowed item?
1. NAVSUP Form 306
  2. NAVSUP Form 1075
  3. NAVSUP Form 1109
  4. NAVSUP Form 1114
- 3-11. When the ship is going through an availability period, what activity determines the ship's deficiencies?
1. Ship's supply department
  2. NSA
  3. FMSO
  4. SPCC
- 3-12. Within what specific time frame should the NSA deliver the master SLCC and SLEC to a ship completing a shipyard availability not including a supply overhaul?
1. During the first month of the availability
  2. Upon completion of the ship's validation of the SLCC and SLEC
  3. No later than end of availability (EOA)
  4. No later than EOA minus 14 days
- 3-13. What activity is ultimately responsible for the accuracy of the ship's COSAL that was updated during a shipyard availability?
1. NSA
  2. NSC Oakland
  3. Ship
  4. SPCC
- 3-14. Regulations pertaining to accounting procedures for ship's funds are contained in which of the following publications?
1. NAVSO P-3013
  2. NAVSO P-3073
  3. NAVSUP P-485
  4. NAVSUP P-486
- 3-15. Without exception, the operation of each activity, ship, squadron, or other operating unit will be funded entirely from the appropriation subhead applicable to the individual activity's program classification.
1. True
  2. False
- 3-16. Which of the following Navy costs are funded from an appropriation subhead applicable to the individual activity's program classification?
1. Military personnel
  2. Intelligence and communications
  3. Fleet operations
  4. Fleet maintenance
- 3-17. Which of the following Five Year Defense Plan (FYDP) programs identifies general-purpose forces?
1. 1
  2. 2
  3. 3
  4. 4
- 3-18. The initial allocation of appropriated funds within the Navy is made by what official?
1. Treasurer of the United States
  2. Secretary of Defense
  3. Secretary of the Navy
  4. Chief of Naval Operations

IN ANSWERING QUESTIONS 3-19 THROUGH 3-24, SELECT THE OFFICIAL(S) FROM COLUMN B THAT IS/ARE RESPONSIBLE FOR THE CORRESPONDING FUNCTION LISTED IN COLUMN A.

<u>A. FUNCTIONS</u>	<u>B. OFFICIALS</u>
3-19. Issuing expense allocations	1. Chief of Naval Operations
3-20. Issuing expense limitations	2. Fleet commanders
3-21. Holding operating budgets for ships' fuel	3. Type commanders
3-22. Holding operating budgets for support of ships and aircraft	4. Ship or unit commanding officer
3-23. Holding operating target for support of own ship or unit	
3-24. Issuing ships' OPTARS	

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3-25. The four-digit subhead symbol for the operations and maintenance appropriation identifies which of the following information?

1. Major claimant
2. Type of activity
3. Class of ship
4. Branch of service

3-26. An expense limitation is identified on Navy obligation documents by what information?

1. Functional account
2. Fund code
3. Object class
4. Appropriation subhead

3-27. The fourth digit of the operations and maintenance appropriation subhead identifies which of the following activities?

1. Major claimant
2. Expense limitation holder
3. Subordinate unit
4. OPTAR holder

3-28. When more than one operating budget is issued to a responsibility center from the same expense limitation, in what manner are these budgets distinguished?

1. Append a one-character alphabetic or numeric suffix to the operating budget number
2. Append a one-character suffix to the appropriation subhead
3. Append two-character fund codes to the appropriation
4. Append a one-character suffix to the object code

3-29. Which of the following alphanumeric combinations provide the complete accounting classification for an operating target holder?

1. Applicable fiscal year, service designator, and UIC only
2. Applicable fiscal year, service designator, and serial number only
3. Applicable fiscal year, service designator, UIC, and applicable OPTAR fund code
4. Applicable fiscal year, service designator, serial number, and applicable OPTAR fund code

3-30. When you accept a reimbursable order for performance by a fleet responsibility center, this has the effect of automatically increasing the amount of what budget?

1. Reserve
2. TAD
3. Service
4. Operating

3-31. A cross-reference of the expense elements to the Navywide fund codes that are used to identify the special subdivisions of those expense elements is provided by what specific part of the NAVSO P-3013?

1. NAVSO P-3013-1, table XII of appendix II
2. NAVSO P-3013-2, table XII of appendix II
3. NAVSO P-3013-1, table XI of appendix I
4. NAVSO P-3013-2, table XI of appendix I

3-32. The fleet commanders are major claimants of budget funds received from what individual?

1. Comptroller of the Navy
2. Chief of Naval Operations
3. Secretary of Defense
4. Secretary of the Navy

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IN ANSWERING QUESTIONS 3-33 THROUGH 3-37, SELECT THE RESOURCE FROM COLUMN B THAT SHOULD BE CHARGED FOR THE SHIP'S EXPENSE ITEM LISTED IN COLUMN A.

A. EXPENSES

B. RESOURCES

- |                           |                              |
|---------------------------|------------------------------|
| 3-33. Controlled equipage | 1. FLTCOM'S operating budget |
| 3-34. Fuel                | 2. TYCOM'S operating budget  |
| 3-35. Military personnel  | 3. Ship's OPTAR              |
| 3-36. Medical supplies    |                              |
| 3-37. Ship overhaul       |                              |

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3-38. When writing orders for temporary additional duty-travel of personnel, you should cite which of the following operating budgets?

1. Ship's OPTAR
2. FLTCOM'S budget
3. DOD's budget
4. TYCOM'S budget

3-39. The standard document number for temporary additional duty-travel is divided into what specific number of fields?

1. One
2. Two
3. Three
4. Four

3-40. Which of the following forms is in letter format?

1. Accountability Record, NAVSUP Form 598
2. Allowance Change Request, NAVSUP Form 1220-2
3. Resource Authorization, NAVCOMPT Form 2168-1
4. Trial Balance Report, NAVCOMPT Form 2199

3-41. The FLTCOMs receive funds as OPTARs from what individual?

1. Commander in Chief
2. Secretary of the Navy
3. Chief of Naval Operations
4. Commander, Naval Supply Systems Command

3-42. OPTAR funds are accounted for over what specific number of years?

1. 1
2. 2
3. 3
4. 4

3-43. During the last year of maintaining an OPTAR, a ship receives listings that should be processed within what specific time period?

1. Month
2. Quarter
3. Year
4. Week

- 3-44. The expense limitation holder is responsible for expenditure of funds that have been granted. What activity or individual is legally liable for such expenditure?
1. TYCOM
  2. CNO
  3. Ship
  4. Squadron
- 3-45. To be sure there is not any needless waste or abuse of the ship's money is the responsibility of what officer?
1. Supply
  2. Executive
  3. Division
  4. Commanding
- 3-46. The proper performance and administration of the financial budget on board a ship is the responsibility of what officer?
1. Supply
  2. Operations
  3. Executive
  4. Administrative
- 3-47. As the leading SK, you should obligate material in what specific order?
1. Damage control, medical/dental, lifesaving, repair parts, stock
  2. Medical/dental, damage control, lifesaving, stock, repair parts
  3. Medical/dental, damage control, lifesaving, repair parts, stock
  4. Damage control, medical/dental, stock, repair parts, lifesaving
- 3-48. Material that comes under phased replacement usually has a limited life and should be replaced within what specific range of years?
1. 1 to 2 only
  2. 1 to 3
  3. 2 to 4
  4. 3 to 5
- 3-49. A shipboard OPTAR budget system places the responsibility for expenditures of funds on what individual?
1. Leading chief
  2. Division officer
  3. Department head
  4. Executive officer
- 3-50. The auditable operating budget records maintained by the TYCOM should show which of the following information?
1. Values for each OPTAR granted
  2. Available balance of the operating budget
  3. Values of transactions incurred
  4. All of the above
- 3-51. What is the most important reason for an OPTAR holder to initiate and complete all validations required by the TYCOM?
1. To make sure maximum use is made of the OPTAR funds provided
  2. To make sure minimum use is made of OPTAR funds provided
  3. To make sure financial management data is available to the CNO only
  4. To make sure financial management data is available to the U.S. Senate
- 3-52. Which of the following supply documents requires a complete line of accounting data?
1. Work request
  2. Survey request
  3. Purchase order
  4. Project order
- 3-53. What specific number of component data fields are contained in a complete line of accounting data?
1. 12
  2. 9
  3. 3
  4. 6

- 3-54. Which of the following data is NOT considered a component data field of a complete line of accounting data?
1. Appropriation
  2. Country code
  3. Bureau control number
  4. Suballotment
- 3-55. Which of the following offices assigns the country codes to a purchase order?
1. Administrative
  2. Supply
  3. Disbursing
  4. Ship's store
- 3-56. When requesting an advance of funds, you should process what latest listing?
1. Unmatched Expenditure Listing
  2. Summary Filled Order/Expenditure/Difference Listing
  3. Detailed Filled Order/Expenditure Listing
  4. Aged Unfilled Order Listing
- 3-57. When an augment of funds is requested, a requisition validation should also be done within what maximum number of days?
1. 15
  2. 30
  3. 45
  4. 60
- 3-58. The majority of OPTAR advances are for what type of material?
1. Consumables
  2. Equipage
  3. Laborsaving devices
  4. Repair parts
- 3-59. The fleet accounting offices will submit various types of listings to your ship at periodical intervals so that you can review, validate, and process them.
1. True
  2. False
- 3-60. The fleet accounting office submits which of the following listings to the OPTAR holder for review and processing?
1. Aged Unfilled Order Listing
  2. Unmatched Expenditure Listing
  3. Summary Filled Order/Expenditure/Difference Listing
  4. Each of the above
- 3-61. Listings applicable to reimbursable OPTARs are submitted to the fleet accounting office for what maximum number of years?
1. 1
  2. 2
  3. 3
  4. 4
- 3-62. What transaction listing is retained by the fleet accounting office for backup purposes?
1. Detailed Filled Order/Expenditure Listing
  2. Summary Filled Order/Expenditure/Difference Listing
  3. Aged Unfilled Order Listing
  4. Unmatched Expenditure Listing
- 3-63. When a below threshold category expenditure document (\$100 and less) does not match with a corresponding unfilled order document during the second monthly reconciliation process, what action is the fleet accounting office authorized to take?
1. Lodge the charge against the operating budget holder without achieving a match
  2. Lodge the charge against the OPTAR holder without achieving a match
  3. Report the charge to the operating budget holder on a difference listing
  4. List the expenditure on the OPTAR holder's records at the original price if a match is not achieved

- 3-64. The dollar amount for threshold charges procedures is established by what official?
1. Type commander
  2. Ship's commanding officer
  3. Fleet commander
  4. Chief of Naval Operations
- 3-65. Threshold charged expenditures are reported to the OPTAR holder on what listing?
1. Summary Filled Order/Expenditure/Difference Listing
  2. Aged Unfilled Order Listing
  3. Unmatched Expenditure Listing
  4. Threshold Charges/Credits Listing
- 3-66. The fleet accounting office forwards the Aged Unfilled Order Listing to each OPTAR holder on a monthly basis for what specific range of months?
1. 1 to 15
  2. 2 to 15 only
  3. 3 to 15 only
  4. 4 to 15 only
- 3-67. Each item listed on the Aged Unfilled Order Listing should meet all EXCEPT which of the following criteria?
1. An item has been held by the fleet accounting activity for more than 120 days
  2. An item has not been matched with an expenditure document
  3. An item has not been canceled by the requisitioner
  4. An item is for a greater amount than the threshold level
- 3-68. Under what circumstance do items received by a ship sometimes appear on the Aged Unfilled Order Listing?
1. When an expenditure document is less than 120 days
  2. When the issuing activity has failed to forward an expenditure document
  3. When the unfilled orders have been canceled
  4. When unfilled orders have been matched with a related expenditure document
- 3-69. After an item appearing on the Aged Unfilled Order Listing has been received, you should take corrective action if the receipt date preceded the preparation date of the listing by at least what minimum number of days?
1. 10
  2. 30
  3. 45
  4. 60
- 3-70. If one of the items on the Aged Unfilled Order Listing dated 31 March was received on 18 January, which of the following actions would be appropriate?
1. Administratively cancel the unfilled order
  2. Prepare a credit unfilled order document
  3. Enter the receipt date on the listing with the R/I of the issuing activity
  4. Return a copy of the receipt document with the listing
- 3-71. Which of the following reasons is appropriate for administratively canceling an item?
1. To prevent a duplicate shipment by the supply activity
  2. To obtain OPTAR credit for an item previously threshold charged
  3. To prevent duplicate billing by the supply activity
  4. To increase the available OPTAR balance immediately

3-72. What action, if any, should you take to administratively cancel an unfilled order?

1. Prepare a credit unfilled order document
2. Submit a cancellation request to the supply activity
3. Annotate the listing or detail cards as appropriate
4. None; done automatically

3-73. Procedures for administrative cancellations of items above the threshold level differ from those below threshold in that

- i. an immediate OPTAR credit may be taken if an item is above threshold level
2. a cancellation request must be submitted to the supply activity
3. a copy of the receipt document is sent to the supply activity requesting a billing document
4. the OPTAR credit is posted from the Summary Filled Order/Expenditure/Difference Listing

3-74. What action should you take to administratively cancel an item that is above the threshold level?

1. Annotate the listing or detail card appropriately
2. Submit a cancellation request to the supply activity
3. Post a credit to the Difference column of the Requisition/OPTAR Log
4. Prepare a credit unfilled order document

3-75. You should take appropriate credit for an item in the Requisition OPTAR Log when the respective requisition has been listed on the Aged Unfilled Order Listing.

1. True
2. False

## ASSIGNMENT 4

Textbook Assignment: "Funding and Accounting" (continued), chapter 3, pages 3-14 through 3-20, and "Afloat Reports," chapter 4, pages 4-1 through 4-22.

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- 4-1. For an item above threshold that you have administratively canceled, what entry do you make on the original entry line of the Requisition/OPTAR Log?
1. Line out the original entry and enter the date in the Remarks column
  2. Circle the amount in the Estimated Cost Chargeable column to show the credit
  3. Enter AD CANC and date of the listing in the Remarks column
  4. Enter the credit amount in the appropriate Difference column
- 4-2. All EXCEPT which of the following actions pertaining to items on the Aged Unfilled Order Listing are correct when the Requisition/OPTAR Log shows they were completed more than 60 days before the listing date?
1. Administratively canceling an order for services for which an invoice was never received
  2. Administratively canceling an order for NSA material with an estimated cost above the threshold level
  3. Submitting AD CANC documents only to the fleet accounting office
  4. Omitting notations on the listing for items covered by credit unfilled order documents
- 4-3. The OPTAR holder should receive the Summary Filled Order/Expenditure/Difference Listing (SFOEDL) from the fleet accounting office at what minimum time intervals?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually
- 4-4. What information should be posted to the Requisition/OPTAR Log upon receipt of each SFOEDL?
1. All differences shown on the listing
  2. All differences that exceed \$100
  3. All differences positively shown to be valid
  4. Total expenditures
- 4-5. What transactions are shown on the SFOEDL?
1. All transactions affecting the OPTAR
  2. All OPTAR transactions for which an exact match was not made
  3. Only those O&M transactions with a difference greater than \$100
  4. Only those O&M transactions with a total expended value greater than \$50
- 4-6. What action should you take when a listed difference that reduces the OPTAR balance is in error?
1. Deduct the erroneous difference from the totals to be posted
  2. Return the listing to the fleet accounting activity for correction
  3. Post the difference and prepare a credit unfilled order to correct the error
  4. Post the difference and annotate the listing to report the error

- 4-7. A manual search by the fleet accounting office is required whenever a monetary difference between the SFOEDL and the amount obligated exceeds what minimum amount?
1. \$3,000
  2. \$1,000
  3. \$600
  4. \$500
- 4-8. After completing the review and validation of the SFOEDL, you are required to return the listing to the fleet accounting office at what specific time?
1. Immediately
  2. When your next document is transmitted
  3. On the 10th working day of the following month
  4. On the 5th working day of the following month
- 4-9. All OPTAR transactions for the accounting period are on what listing?
1. Summary Filled Order/Expenditure/Difference Listing
  2. Aged Unfilled Order Listing
  3. Detailed Filled Order/Expenditure/Difference Listing
  4. Unmatched Expenditure Listing
- 4-10. The ship's departmental budget report will show each department head what pertinent information?
1. Balance of money
  2. Requisition numbers
  3. Money left over from prior years
  4. Material needed by the ship
- 4-11. What office will calculate the differences of all received requisitions?
1. Supply
  2. Budget
  3. Administration
  4. Fleet accounting
- 4-12. The ship's departmental budget is prepared what number of times a month?
1. One
  2. Two
  3. Three
  4. Four
- 4-13. Which of the following figures are usually obtained from the OPTAR accounting reports?
1. Actual expenditures of funds received by your ship
  2. Anticipated expenditures of your ship's funds
  3. Total obligations of your ship's funds
  4. Deficiencies of equipage funds
- 4-14. Normally, a senior SK's responsibility for supply returns and reports includes which of the following actions?
1. Reviewing and auditing the documents before submission
  2. Approving the documents before submission to higher authority
  3. Preparing the documents for approval of the supply officer
  4. Assigning qualified persons to prepare and audit the documents to ensure accuracy
- 4-15. The auditing of reports will make sure which of the following requirements is/are met?
1. Reports are correctly prepared
  2. Required supporting documents are attached
  3. Attached supporting documents substantiate amounts reported
  4. All of the above

4-16. The Requisition/OPTAR Log is a primary source document for what reason?

1. It reflects all transactions affecting OPTAR funds
2. It shows all transactions affecting all of a ship's funds
3. It lists all obligations incurred by the ship
4. It is a record of all accounting adjustments affecting OPTAR funds

4-17. The first step in auditing the Requisition/OPTAR Log is to

1. prove each entry in the log
2. total each column of the log
3. obtain a supporting document for each log entry
4. enter the total of all obligations issued during the period being audited and compute the balance

4-18. The Requisition/OPTAR Log is regularly balanced on what days of the month?

1. 1st, 15th, and 30th of the month
2. 1st and last day of the month
3. 15th and last day of the month
4. 10th, 20th, and last day of the month

4-19. What is the balance of the Requisition/OPTAR Log that shows the following column totals?

OPTAR Grant:	\$25,000.00
Cumulative estimated cost of chargeable columns:	\$8,661.43
Cumulative total of difference columns: Plus	\$135.70

1. \$33,525.73
2. \$16,474.27
3. \$8,792.13
4. \$202.87

IN ANSWERING QUESTIONS 4-20 THROUGH 4-22, SELECT THE APPROPRIATE HOLDING FILE FROM COLUMN B FOR EACH TRANSACTION DOCUMENT IN COLUMN A.

A. DOCUMENTS    B. HOLDING FILES

4-20. FAADC financial listing    1. Holding file 1

4-21. Copies of requisitions for NSA material    2. Holding file 2

4-22. Cancellation of obligations

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4-23. Which of the following information is NOT necessary on the Document Transmittal Report?

1. The number of supporting documents for each caption is reported correctly
2. Each caption total is supported by a verified adding machine tape
3. Each document submitted under caption 3 is itemized in the Remarks block
4. The beginning date of the current report is identical to the closing date of the previous report

4-24. While auditing the Document Transmittal Report, you find that the Total Net Money Value figure on the report does not equal the total obtained when balancing the Requisition/OPTAR Log. What action, if any, should you take to correct the difference?

1. Recheck all entries made in the log against documents in holding files 1 and 2 only
2. Recheck all entries made in the log against documents in holding files 1 and 3 only
3. Recheck all entries made in the log against documents in holding files 1, 2, and 3
4. None, NRFC will audit and correct the report

4-25. The SEAS system provides various activities with what kind of reports?

1. Computerized
2. Written
3. Typed
4. Message

4-26. Under the SEAS management data system, what activity is responsible for repair part deficiencies?

1. NSC San Diego, CA
2. NSC Norfolk, VA
3. NSC Puget Sound, WA
4. NSC Oakland, CA

4-27. Which of the following information is provided to ships by the SEAS system?

1. Material deficiencies
2. Supply readiness
3. Comparative supply performance
4. All of the above

4-29. The principal source of information for the SEAS system is what activity(ies)?

1. Forces afloat
2. Naval shipyard
3. Naval supply center
4. Inventory control point

4-29. The supply officer receives tabulated SEAS reports from what activity or officer?

1. Nearest inventory control point
2. Nearest naval supply center
3. Type commander
4. Ship's parts control center

4-30. On board ship you submit all consumption green copies to what individual before sending them to the TYCOM?

1. Commanding officer
2. 3-M coordinator
3. Engineer officer
4. Administrative officer

4-31. Consumption of maintenance-related consumables that are considered a repair part by definition is listed in what area of the COSAL?

1. Section A, part I
2. Section B, part II
3. Section A, part III
4. Section B, part IV

4-32. When maintenance-related consumables are assigned fund code \_R, which of the following materials qualify?

1. Batteries, dry cell
2. Bar stocks
3. Chemicals
4. Lube oils

4-33. The NAVSUP Forms 1250-1 green copies should be reviewed for SEAS data within what maximum number of hours before submittal?

1. 12
2. 24
3. 30
4. 36

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IN ANSWERING QUESTIONS 4-34 THROUGH 4-36, SELECT THE CORRECT DATA ELEMENT FROM COLUMN B FOR EACH TYPE OF LINES IN COLUMN A.

<u>A. LINES</u>	<u>B. DATA ELEMENTS</u>
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4-34. Crossed diagonal	1. MDS data only
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4-35. Horizontal	2. SEAS data only
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4-36. Vertical	3. MDS and SEAS data
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4-37. At what specific frequency should you submit the SEAS report to your TYCOM?

1. 1st day of each month
2. 10th, 20th, and last day of the month
3. 15th and 30th day of the month
4. 15th and last day of the month

- 4-38. What are the principal sources of data required in the preparation of the Budget/OPTAR Report (BOR)?
1. The balanced Requisition/OPTAR Log and retained copies of the Document Transmittal Report
  2. Retained chargeable consumption data (white copies of the NAVSUP Form 1250-1)
  3. The controlled Equipage Deficiency Excess Report
  4. Retained copies of all cancellations
- 4-39. What section of the BOR is used by the FAADC to substantiate the Document Transmittal Reports received from the ship?
1. E
  2. D
  3. B
  4. A
- 4-40. The BOR for fiscal year 1991 is submitted each month through what date?
1. June 1991
  2. June 1992
  3. Sept 1993
  4. Sept 1994
- 4-41. After a "final" report has been submitted, a BOR is required only to report what information?
1. Obligations that were not previously reported
  2. APA to NSA migrations
  3. Confirmed supply system cancellations
  4. NSA to APA migrations
- 4-42. To determine if your total obligations reported on the transmittals for the month agree with the Requisition/OPTAR Log, you should subtract the total from column 22 of last month's BOR from the total of column 22 of this month's report.
1. True
  2. False
- 4-43. Under what circumstances will a copy of the Budget/OPTAR message report be submitted to the type commander?
1. Only when it contains prior fiscal year data
  2. Only when controlled equipage deficiency data is included in the message
  3. Only when it contains medical/dental open operating data
  4. Under all circumstances
- 4-44. The Budget/OPTAR message report must be submitted no later than what day of each month?
1. Last day of the current month
  2. Second day of the month following the end of the month being reported
  3. Third day of the month following end of the month being reported
  4. Fourth day of the month following the end of the month being reported
- 4-45. The Budget/OPTAR message report should be prepared in what format?
1. Obligation data and columnar headings will correspond to the block headings of the NAVCOMPT Form 2157
  2. Requisition data and columnar headings will correspond to the format of the block headings of the NAVCOMPT Form 2156
  3. Requisition data and columnar headings will correspond to the format of the block headings of the NAVCOMPT Form 2155
  4. Any format deemed appropriate by the sending ship's supply officer
- 4-46. What two types of summaries are used by operating units?
1. C and D
  2. B and D
  3. B and C
  4. A and B

- 4-47. The Summary of Material Receipts/Expenditures, NAVCOMPT Form 176, must be received at FAADC before what day of the month?
1. 1st
  2. 5th
  3. 7th
  4. 10th
- 4-48. What type of summary is used between transferring and receiving UICs with the same appropriation accounting?
1. D
  2. C
  3. B
  4. A
- 4-49. When you submit an A Summary, what activity or official receives the money?
1. Issuing ship
  2. Receiving ship
  3. Squadron
  4. TYCOM
- 4-50. A departmental budget is established at the discretion of what individual or activity?
1. CNO
  2. NAVSUP
  3. Supply officer
  4. TYCOM
- 4-51. When a ship has to use a major budget category report, what officer is responsible for the preparation?
1. Administrative officer
  2. Commanding officer
  3. Supply officer
  4. TYCOM
- 4-52. What report is NOT required by the FLTCOM?
1. SEAS
  2. Departmental budget
  3. BOR
  4. Controlled equipage
- 4-53. At what specific frequency should you prepare the departmental budget report?
1. First day of each month
  2. 15th and last day of the month
  3. 10th, 20th, and last day of the month
  4. End of each month
- 4-54. What department usually does NOT receive any repair part money?
1. Engineering
  2. Supply
  3. Operations
  4. Weapons
- 4-55. What does the term *equipage* refer to?
1. Installed material
  2. Noninstalled and relatively durable material
  3. Material held in stock
  4. Equipment on order
- 4-56. The definition of controlled equipage is material that requires special management control due to it being either essential for protection of life or valuable and easily convertible to personal use.
1. True
  2. False
- 4-57. What listing did the FLTCOMs develop jointly for special inventory control?
1. AEL
  2. APL
  3. CEIL
  4. DIAL

4-58. Aboard ship, the authority to designate additional material as controlled equipage is given to what officer?

1. Supply
2. Operations
3. Executive
4. Commanding

4-66. Upon receipt of an equipage item for a department, what officer is required to sign?

1. Commanding
2. Department
3. Executive
4. Supply

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IN ANSWERING QUESTIONS 4-59 THROUGH 4-62, SELECT THE CUSTODY CODE FROM COLUMN B THAT WOULD CORRESPOND TO THE DEPARTMENT LISTED IN COLUMN A.

<u>A. DEPARTMENTS</u>	<u>B. CUSTODY CODES</u>
4-59. Weapons	1. M
4-60. Medical/dental	2. O
4-61. Supply	3. U
4-62. Operations	4. W

4-67. Annual inventory of equipage material is completed on what date?

1. 15 February
2. 1 March
3. 15 March
4. 31 March

4-68. A departmental equipage inventory must be taken under what circumstances?

1. Relief of department head
2. Missing item
3. Receipt of new item
4. Change of division officer

4-63. What activity or official partially fills out the custody card and forwards it to the ship?

1. NAVSUP
2. TYCOM
3. SPCC
4. FMS

4-64. When you prepare a NAVSUP Form 306 for controlled equipage, what copy(ies) is/are retained by the supply officer?

1. Original only
2. Original and one duplicate only
3. Original and two duplicates only
4. Original and all duplicates

4-63. When you prepare a NAVSUP Form 306, which of the following information should be used to fill out the card?

1. Responsible department
2. Allowance quantity
3. Unit price
4. All of the above

4-69. Departments should be notified of the upcoming equipage inventory what minimum number of weeks in advance?

1. 1
2. 2
3. 3
4. 4

4-70. When the inventory is being held, what person signs the duplicate equipage cards?

1. Person conducting inventory
2. Division officer
3. Department head
4. Leading chief

4-71. When the inventory is completed, what must be submitted to the commanding officer?

1. Memo
2. Verbal report
3. Speedletter
4. Letter

4-72. What report is required to be submitted to the TYCOM for controlled equipage?

1. Additions
2. Money values
3. Deficiency/excess
4. Total quantities

4-73. Title 10 U.S. Code, section 7221, authorizes what individual to accept and care for presentation silver?

1. Commanding officer
2. Secretary of the Navy
3. Supply officer
4. Secretary of Defense

4-74. What kind of information will be entered on an equipage card for presentation silver?

1. Name of buyer
2. Expenditure number
3. Name of donor
4. Date of disposal

4-75. The inventory of presentation silver should be held at the same time as what other type of material?

1. Controlled equipage
2. SIM
3. DLR
4. Repair parts

## ASSIGNMENT 5

Textbook assignment: "Afloat Reports" (continued), chapter 4, pages 4-22 through 4-24, and "Procurement," chapter 5, pages 5-1 through 5-21.

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- 5-1. The supply office should send a biennial report reflecting the inventory of presentation silver to what individual or activity?
1. NSC Norfolk, VA
  2. Curator of the Navy
  3. NAVSUP, Washington, DC
  4. Commanding officer
- 5-2. An annual report on the inventory of presentation silver is required for totals above what amount?
1. \$90,000
  2. \$85,000
  3. \$80,000
  4. \$75,000
- 5-3. To what officer does the custodian report that the presentation silver inventory has been completed?
1. Supply
  2. Executive
  3. Administrative
  4. Commanding
- 5-4. The custodian is responsible for informing what officer of any damaged or missing items?
1. Administrative
  2. Supply
  3. Executive
  4. Disbursing
- 5-5. Upon completion of the presentation silver inventory, you should send what individual or activity an itemized letter?
1. TYCOM
  2. NAVSUP
  3. Secretary of the Navy
  4. Curator of the Navy
- 5-6. What individual or activity pays for repairs of any damaged presentation silver or other valuable gifts?
1. TYCOM
  2. Ship
  3. Curator of the Navy
  4. NAVSUP
- 5-7. What method is used to expend stolen, lost, or destroyed presentation silver?
1. Letter
  2. Transfer document
  3. Survey
  4. Delete
- 5-8. If an item of presentation silver is missing or destroyed, a letter report should be submitted to the TYCOM.
1. True
  2. False
- 5-9. After a missing or destroyed item of presentation silver is surveyed, what copy(ies) of the survey is/are forwarded to NAVSUP for approval?
1. Duplicate
  2. Original only
  3. Original and one copy only
  4. Original and two copies
- 5-10. What reference provides the guidelines for using a commercial source to procure material?
1. NAVSUP P-485
  2. *Store and Fleet Small Purchase and Other Simplified Purchase Procedures*, NAVSUPINST 4200.85
  3. *Force Supply Manual*, SURFLANTINST 4400.1
  4. *Financial Management of Resources*, NAVSO P-3013

- 5-11. What individuals or activities have control over the procurement and stocking of material?
1. Local commanders
  2. NSCs
  3. ICPs
  4. TYCOMs
- 5-12. What officer aboard ship is responsible for maintaining comprehensive and current files that are established according to fleet operation orders and instructions?
1. Supply
  2. Disbursing
  3. Commanding
  4. Administrative
- 5-13. When requisitioning instructions do not specify a supply sources to what activity should a ship submit the requirement?
1. DESC
  2. NAS
  3. SPCC
  4. NSC
- 5-14. If emergency requirements are to be obtained from a local GSA self-service store, what form should be used as the procurement document?
1. NAVSUP Form 1250-1
  2. NAVSUP Form 48
  3. GSA Form 831
  4. DD Form 1155
- 5-15. When using a customer supply center in an emergency, you should prepare the requisitions using what reference?
1. *Navy Acquisition Procedures Supplement, NAVSO P-3670*
  2. *Store and Fleet Small Purchase and Other Simplified Purchase Procedures, NAVSUPINST 4200.85*
  3. *Atlantic Fleet Requisitioning Guide, CINCLANTFLTINST P-4210.1*
  4. NAVSUP P-485
- 5-16. What individual authorizes the requisitioning of material from a defense reutilization and marketing office (DRMO)?
1. Leading SK
  2. Division officer
  3. Supply officer
  4. Cargo officer
- 5-17. What kind of controls should exist when you requisition material from a DRMO?
1. Lenient
  2. Strict
  3. Specific
  4. Random
- 5-18. Aboard ship, what officer should designate medical/dental personnel by letter to pick up supplies at SERVMART?
1. Medical
  2. Supply
  3. Commanding
  4. Administrative
- 5-19. The use of what form is mandatory in all procurements of material from a SERVMART?
1. NAVSUP Form 1250
  2. NAVSUP Form 1250-1
  3. NAVSUP Form 1314
  4. NAVSUP Form 1348
- 5-20. When a work center purchases an electrical item from SERVMART, you should present the material for shipboard electrical safety inspection to what office?
1. Electrical
  2. Supply
  3. Safety
  4. Deck
- 5-21. What type of stores is equipped with Electronic Point of Sale (EPOS) II?
1. GSA
  2. SERVMART
  3. Fuel
  4. DRMO

- 5-22. What report of the EPOS II itemizes all material and controlled items purchased by your command?
1. Customer controlled items purchased report (CCIPR)
  2. SERVMART shopping list (SSL)
  3. Money value only list (MVOL)
  4. Customer items purchased report (CIPR)
- 5-23. What specific number of reports does the EPOS II produce?
1. One
  2. Two
  3. Three
  4. Four
- 5-24. What report can be requested from SERVMART?
1. CIPR
  2. CCIPR
  3. SSL
  4. MVOL
- 5-25. One SSL and one supporting DD Form 1348 or NAVSUP Form 1250-1(MVO) are required to be prepared for each category of material that is to be procured from a SERVMART. Which of the following categories would require a separate SSL and supporting document?
1. Medical/dental material (all cog symbol 9L items)
  2. Hull and structural maintenance preservation material
  3. Stock replenishment of consumables
  4. All of the above
- 5-26. By whom and in what specific number of copies should the SSL be prepared for each category of required replenishment material that is to be procured from a SERVMART?
1. Stock records SK, in triplicate
  2. OPTAR records SK, in duplicate
  3. Log room yeoman, in duplicate
  4. Requiring department, in triplicate
- 5-27. The requisition number on a SERVMART request SSL is filled in by what individual?
1. Storeroom SK
  2. Work center supply petty officer
  3. Requisitioning SK
  4. Stock records SK
- 5-28. What individual enters the fund code on the SSL?
1. Requisitioning SK
  2. Stock records SK
  3. Work center supply petty officer
  4. Department head
- 5-29. What information is entered in CCs 4-6 on a DD Form 1348 for MVO?
1. UIC
  2. Routing identifier
  3. Service
  4. M&S code
- 5-30. What information should you enter in block 27 of a NAVSUP Form 1250-1 that is used for SERVMART?
1. Extended price
  2. Blank
  3. MVO
  4. Total price
- 5-31. The total cost limitation for a SERVMART MVO requisition includes the total of the extended prices indicated on the NAVSUP Forms 1250-1 for the same fund code items. What percentage of this total should be added back to provide for possible price increase?
1. 5%
  2. 10%
  3. 15%
  4. 20%
- 5-32. Individual NAVSUP Forms 1250-1 are required to procure what specific types of DTO material from SERVMART?
1. Consumables and repair parts
  2. Consumables and medical
  3. Equipage and consumables
  4. Repair parts and equipage

5-33. What disposition should be made of  
 (a) the original of the SSL and  
 (b) one copy?

1. (a) Held in suspense by the stock records SK;  
 (b) forwarded to the requisitioning SK
2. (a) Forwarded to the requisitioning SK;  
 (b) held in suspense by the stock records SK
3. (a) Held in suspense by the stock records SK;  
 (b) forwarded to the OPTAR records SK
4. (a) Retained by the requesting department;  
 (b) used in preparation of the requisition, then discarded

5-34. A person designated to pick up material at a SERVMART is responsible for which of the following actions?

1. Enter and circle the quantity for each item on the SSL actually received
2. Correct the SSL to reflect current prices, stock numbers, and units of issue of items obtained
3. Reconcile any differences between the prices listed on each adding machine tape and those indicated on the applicable SSL before leaving the SERVMART
4. All of the above

5-35. Who is jointly responsible with the supply officer for the maintenance of a full allowance of equipment items?

1. Leading SK
2. Division officer
3. Cognizant head of the department
4. Storekeeper in charge of the SSC

5-36. What reference(s) should be followed in ordering all material from the Navy supply system?

1. MILSTRIP
2. NAVSUP P-485
3. TYCOM instructions
4. Ship instructions

IN ANSWERING QUESTIONS 5-37 THROUGH 5-40, SELECT THE STATEMENT FROM COLUMN B THAT APPLIES TO THE FORM LISTED IN COLUMN A.

<u>A. FORMS</u>	<u>B. STATEMENTS</u>
5-37. DD Form 1348	1. Used by non-automated ships
5-38. DD Form 1348m	2. Multipurpose form
5-39. NAVSUP 1250-1	3. Dual-purpose document used by afloat activities
5-40. NAVSUP 1250-2	4. Used for MOV response

5-41. What form can be used to order material without a stock number when the NAVSUP Form 1250-2 is not available?

1. NAVSUP Form 1250-1
2. NAVSUP Form 1214
3. DD Form 1348m
4. DD Form 1348-6

5-42. When ordering material from the Chief of Naval Education and Training, you should use what form?

1. NAVSUP Form 1250-2
2. NAVSUP Form 1250-1
3. DD Form 1348-6
4. DD Form 1149

5-43. When using DAAS to order material, you may use what maximum number of allowable card columns?

1. 66
2. 72
3. 78
4. 82

- 5-44. When ordering material via DAAS, you can expect to receive material what specific range of weeks sooner than if the requisitions had been mailed?
1. 1 to 2
  2. 2 to 3
  3. 3 to 4
  4. 4 to 5
- 5-45. What codes should be in the heading of a CASREP requisition that is submitted via DAAS?
1. TT and NCCN
  2. TT and ZYUN
  3. LMF and TT
  4. LMF and ZYUN
- 5-46. What specific number of character positions does DAAS validate on a message?
1. 66
  2. 61
  3. 55
  4. 51
- 5-47. For what specific number of days does DAAS maintain input and output messages on tape?
1. 10
  2. 20
  3. 30
  4. 40
- 5-48. If you want DAAS to verify the receiver's time of receipt of your message, on what message line should your request be placed?
1. First
  2. A
  3. Second
  4. A2
- 5-49. The NORS requisition, as defined in *Navy Warfare Publication 7*, is submitted for what type of requirement?
1. Casualty report (CASREP)
  2. Predeployment
  3. Scheduled overhaul
  4. Tender availability
- 5-50. What is the most appropriate requisition serial number to use for a NORS requisition?
1. E763
  2. G763
  3. O743
  4. W763
- 5-51. You are preparing a requisition for material that is required to correct a C3/C4 casualty to a primary weapon or equipment. A casualty report has already been submitted. What required delivery date (RDD), if any, should be entered on the requisition?
1. Actual Julian date material is required
  2. Enter 999 in RDD position
  3. Enter NOR in RDD position
  4. None, leave RDD position blank
- 5-52. To what individual or activity should you direct a request for assistance on a NORS requisition?
1. Emergency supply operations center
  2. NAVSUP
  3. NSC
  4. TYCOM
- 5-53. Which of the following is a vital part of the MILSTRIP used for assigning priorities to a ship's requirement?
1. Urgency of need designator (UND)
  2. UMMIPS
  3. MILSTD
  4. Ships' configuration logistics support information system (SCLISIS)
- 5-54. What information determines the time frame within which your requisition should be processed by the supply system?
1. Fund code
  2. Priority designator
  3. Media and status (M&S) code
  4. Cog

- 5-55. What priority should you use to order emergency medical supplies?
1. 13
  2. 02
  3. 03
  4. 06
- 5-56. An ICP considers an outstanding material obligation to be overaged for validation after what specific number of days?
1. 30
  2. 60
  3. 75
  4. 90
- 5-57. An MOV request is used for which of the following purposes?
1. To make sure overaged material obligations reflected in the inventory manager's records agree with the material outstanding records of the requisitioning activity
  2. To determine whether the priorities assigned in the requisition are still valid
  3. To determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required
  4. All of the above
- 5-58. At what time intervals should MOVs be conducted?
1. Monthly
  2. Yearly
  3. Semiannually
  4. Quarterly
- 5-59. ICPs should mail MOVs to DAAS within what maximum number of days after receipt?
1. 6
  2. 2
  3. 3
  4. 5
- 5-60. What card column tells you who to mail MOVs to when the M&S code is a zero?
1. 45
  2. 51
  3. 54
  4. 82
- 5-61. Which of the following data elements is entered on MOV control cards, but NOT on MOV request cards?
1. Number of AN cards in batch
  2. Document identifier
  3. Cutoff date
  4. Routing identifier
- 5-62. Normally, MOV request cards are mailed to a ship or unit designated by the M&S code in the overaged requisition. Which of the following ships is NOT subject to this procedure?
1. A submarine tender (AS)
  2. A fleet ballistic missile (FBM) submarine
  3. An attack aircraft carrier, nuclear (CVAN)
  4. A frigate, guided missile, nuclear (DLGN)

- 5-63. In which of the following manners should MOV requests be acknowledged?
1. Enter document identifier code AP9 and the receipt date to the right of general-purpose detail card and then promptly mail the MOV control card to the activity indicated by the routing identifier code in CCS 4-6
  2. Enter document identifier code AP9 and the receipt date to the right of general-purpose detail card and then promptly mail the MOV control card to your type commander
  3. Enter document identifier code AP6 in CCS 4-6 and the receipt date to the left of general-purpose detail card and then promptly mail the MOV control card to DAAS
  4. Initial and enter the receipt date to the left of general-purpose detail card and then promptly mail the MOV control card to the activity indicated by the routing identifier code in CCs 41-44
- 5-64. Within what specific number of days should an activity submit a request for retransmission message to DAASO when MOV documents have not been received?
1. 18
  2. 14
  3. 3
  4. 7
- 5-65. Which of the following types of activities receive duplicate MOV cards?
1. ICPs
  2. NSCs
  3. FLTCOMs
  4. SPCCs
- 5-66. What document should the MOF be matched with when outstanding requisitions are DTO maintenance-related material?
1. NAVSUP Form 1114
  2. NAVSUP Form 1220-2
  3. OPNAV Form 4790/2K
  4. OPNAV Form 4790/CK
- 5-67. Fleet units mailing MOV request response cards should report by message to the requesting activity that the cards have been mailed within what maximum number of days before the reply due date?
1. 5
  2. 10
  3. 15
  4. 20
- 5-68. When responding to MOV request documents, requisitioning activities without card punching capabilities should return all request documents grouped, labeled, and separated into which of the following categories?
1. Partial quantity cancellations
  2. Valid requirements
  3. Total quantity cancellations
  4. All of the above
- 5-69. Upon discovering that you have not received any MOV cards for some overaged requisitions on file, you should take what action?
1. Send a follow-up
  2. Wait for next cycle for MOV cards
  3. Ignore requisitions completely
  4. Ask the work center if still required
- 5-70. If current operating commitments delay the submission of MOV response cards beyond the reply due date, the MOV activity should advise the material obligation holder by message to take what action?
1. Request suspension of cancellation action on all requisitions involved
  2. Request exemption from the MOV process
  3. Request that the material obligation holder carry out the MOV process
  4. Inform the material obligation holder that the activity will not be participating in the MOV process because of current operating commitments

5-71. What should you do if a response to MOV requests has to be submitted late?

1. Send a speedletter
2. Make a telephone call
3. Send a message
4. Mail the cards quickly

5-72. What status code will you receive on a MOV cancellation request?

1. BR
2. BQ
3. BF
4. B4

5-73. What manual should you be familiar with when engaging in open purchase functions?

1. NAVSO P-1000
2. NAVSO P-3670
3. NAVSUP P-485
4. NAVSUP P-487

5-74. Under what circumstance can you use the open purchase method aboard ship?

1. When you are unable to use normal supply procedures
2. When an NSC is 20 miles away
3. When you pull into port at NSD Guam
4. When you receive material from a stores ship

5-75. A supply officer should use all EXCEPT which of the following methods to make sure supply personnel are quite familiar with all procurement directives?

1. Training programs
2. Procurement assistance provided by NRCCs
3. Regulations found in the NAVSO P-1000
4. Technical advice

## ASSIGNMENT 6

Textbook Assignment: "Procurement" (continued), chapter 5, pages 5-21 through 5-31, and "Receipts and Expenditures," chapter 6, pages 6-1 through 6-22.

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- 6-1. What federal supply schedule is geared toward stationary shore-based activities?
1. BPA
  2. GSA
  3. Imprest fund
  4. NAVSUP P-485
- 6-2. If you exceed your contracting authority, you must get approval from what official or activity?
1. Commanding officer
  2. TYCOM
  3. Detachment
  4. NSC
- 6-3. What number of individuals should you use when setting up your open purchase command controls?
1. Five
  2. Two
  3. Three
  4. Four
- 6-4. What form can you use aboard a ship to purchase material?
1. NAVSUP Form 1250-2
  2. NAVSUP Form 1250-1
  3. DD Form 1348-1
  4. DD Form 1348
- 6-5. What individual has the responsibility to make sure prices are fair and reasonable?
1. Executive officer
  2. Disbursing officer
  3. End user
  4. Purchasing storekeeper
- 6-6. What specific number of bids must be solicited for a purchase over \$2,500?
1. One
  2. Two
  3. Three
  4. Four
- 6-7. To purchase material over \$2,500 from a single source, what must you obtain from the requesting department to authorize the purchase?
1. Sole source letter
  2. Memo
  3. Verbal authorization
  4. Department head's approval
- 6-8. All BPA agreements are issued as what type of document?
1. Single-party signatures
  2. Two-party signatures
  3. Multiple-party signatures
  4. No-party signatures
- 6-9. What officer can authorize other activities to use your BPA?
1. Commanding
  2. Executive
  3. Administrative
  4. Supply
- 6-10. What instruction authorizes an individual as a contracting officer?
1. NAVSUPINST 4200.81
  2. NAVSUPINST 4200.82
  3. NAVSUPINST 4200.84
  4. NAVSUPINST 4200.85

- 6-11. What procedure is designed to encourage a quicker delivery to the government?
1. BPA
  2. Imprest fund
  3. Open purchase
  4. Fast payment
- 6-12. To receive payment for material delivered to the government, a contractor should submit an invoice to what activity?
1. FAADC
  2. Disbursing
  3. Supply
  4. Material
- 6-13. What form should you use for fast pay procedures?
1. DD Form 1249
  2. DD Form 1155
  3. NAVSUP Form 1250-2
  4. NAVSUP Form 1250-1
- 6-14. What account is, in effect, considered a miniature revolving fund?
1. Fast payment
  2. Revolving
  3. Stock
  4. Imprest
- 6-15. What activity or official authorizes ships in writing to establish an imprest fund?
1. TYCOM
  2. NAVSUP
  3. NSC
  4. Squadron
- 6-16. Which of the following individuals who is assigned to the supply department may be designated as the imprest fund cashier?
1. Supply officer
  2. Disbursing Clerk
  3. Boatswain's Mate
  4. Mess Management Specialist
- 6-17. For what purpose should you use the imprest fund to purchase supplies or services?
1. To pay public utility bills
  2. To purchase foreign items
  3. To purchase supplies and services when the requirement cannot be satisfied by shore activity
  4. To cash checks
- 6-18. What form is used as an interim receipt?
1. DD Form 1348-6
  2. NAVCOMPT Form 442
  3. NAVSUP Form 1250-2
  4. Standard Form 1165
- 6-19. What officer certifies all receipts of the imprest fund?
1. Supply
  2. Administrative
  3. Commanding
  4. Disbursing
- 6-20. In what time frame is an unannounced inspection held on the imprest fund cashier?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Yearly
- 6-21. What form is prepared on an as-required basis to replenish the imprest fund?
1. DD Form 1149
  2. DD Form 1155
  3. Standard Form 1129
  4. Standard Form 1165
- 6-22. What do you do with a refund received from a vendor after you have replenished your cash?
1. Retain in your fund
  2. Return to vendor
  3. Give to disbursing
  4. Apply to next purchase from that vendor

- 6-23. For what specific time period should you retain all paid copies of vendors' bills in the safe?
1. 1 year
  2. 18 months
  3. 3 years
  4. 6 months
- 6-24. What instruction lists the procedures for canceling or withdrawing from a purchase contract?
1. NAVSUPINST 4200.85
  2. NAVSUPINST 4200.83
  3. NAVSUPINST 4200.82
  4. NAVSUPINST 4200.81
- 6-25. On an afloat command, the supply officer will sign the original order upon completion of services. To what office should the original be submitted for payment?
1. Nearest NSC
  2. Disbursing office
  3. Nearest FAADC Norfolk, VA
  4. NAVSUP Washington, DC
- 6-26. For what specific number of days should you distribute the purchase document that has been confirmed by the supply officer?
1. 10
  2. 15
  3. 20
  4. 25
- 6-27. What individual is assigned the responsibility for receiving incoming general stores material?
1. Assistant supply officer
  2. Leading Storekeeper of the general stores storeroom
  3. Duty Storekeeper
  4. Storekeeper in charge of the appropriate individual storeroom
- 6-28. According to *Navy Regulations*, who is responsible for seeing that incoming technical stores are received properly?
1. Head of the engineering department
  2. GSK Storekeeper
  3. Supply officer
  4. Office Storekeeper
- 6-29. Which of the following shipboard personnel must coordinate the scheduling of shipboard receipts between the shipping activity and inport routine and operating schedule of the ship?
1. CO and XO
  2. Department heads
  3. Supply support center personnel
  4. Supply officer and senior SKS
- 6-30. In the event that conflicting delivery schedules occur between the ship and the supply activity, what officer becomes responsible for making other arrangements?
1. Supply
  2. Executive
  3. Commanding
  4. Officer in charge of the supply activity
- 6-31. Ships may replenish from which of the following sources when deployed?
1. MLSF (INREP)
  2. MLSF (UNREP) or (VERTREP)
  3. United States military installations
  4. All of the above
- 6-32. At what point during an UNREP should a detailed count be made of the stores being received?
1. At the net load drop point
  2. At a location as close to the drop point as possible
  3. At the net loading point on the transferring ship
  4. At the last convenient point before actual entry into the designated storeroom

- 6-33. What form is used for delivery of material procured under government contract?
1. DD Form 1129
  2. DD Form 250
  3. NAVSUP Form 1314
  4. NAVSUP Form 1250-2
- 6-34. In what block on a DD Form 250 should the SK indicate that the total amount of material has been received?
1. 15
  2. 16
  3. 17
  4. 21
- 6-35. When the inspection and acceptance of material is at origin, what block should be completed on a DD Form 250?
1. 21A
  2. 21B
  3. 22
  4. 23
- 6-36. After you have accepted the material at your ship, to what activity or official should you submit the completed DD Form 250 for payment?
1. Disbursing office
  2. Paying office
  2. FAADC
  4. TYCOM
- 6-37. When you submit a NAVSUP Form 1250-1 to a tender, what copy is returned to you with the material as a receipt?
1. Hardback
  2. Yellow
  3. White
  4. Pink
- 6-38. Normally, what type of material or services CANNOT be ordered on a DD Form 1149?
1. SERVMART purchase
  2. Presentation silver
  3. Bulk lubricant
  4. Ship's propulsion fuel
- 6-39. Normally, which of the following forms is used by shore activities to order material requested by ships?
1. NAVSUP Form 48
  2. NAVSUP Form 44
  3. DD Form 1155
  4. DD Form 1149
- 6-40. When data blocks 13 and 14 on a DD Form 1155 indicate that the material and related invoices are sent to a shore activity instead of your ship, what type of shipment is this?
1. Direct
  2. Indirect
  3. Fast pay
  4. Government bill of lading
- 6-41. What type of document serves as a transportation contract between a commercial carrier and the government?
1. DD Form 1155
  2. NAVSUP Form 1250-2
  3. OPNAV Form 4790
  4. Standard Form 1103
- 6-42. After receipt of material, you should request a dealer's invoice within what specific number of days?
1. 10
  2. 20
  3. 30
  4. 40
- 6-43. After you filled out a dummy receipt on material received, the original paper work shows up. What should you do with the original document?
1. Discard the original receipt
  2. File the original receipt with the dummy receipt
  3. Discard the dummy receipt
  4. File the original receipt in a separate file

- 6-44. You receive material aboard ship and the receipt document has the UIC of the stock point in the supplementary address. What is the reason for this?
1. Credit for the stock point
  2. Show who shipped the material
  3. Debit for the stock point
  4. Typographical error
- 6-45. You receive material and are unable to put material in location shown in the supplementary address. In what block(s) do you enter the new location on the DD Form 1348-1?
1. EE
  2. D
  3. 10
  4. 9
- 6-46. Before arrival at the ship's next designated port of call, the senior SK should carefully review which of the following files?
1. Outstanding shipping papers
  2. Incoming material papers
  3. Both 1 and 2 above
  4. Advanced copies of procurement and shipment directives
- 6-47. To facilitate storage when a large quantity of incoming stores has been received and stacked on deck, the stores should be sorted according to
1. the order in which they will be broken out for use
  2. requisition number
  3. the size and type of container
  4. their destination
- 6-48. Stores may be accepted as invoiced without further examinations when
1. received from other government departments
  2. a vessel in a U.S. port receives stores from a commercial source
  3. supplies are received from another supply officer
  4. blanket purchase orders are made
- 6-49. Normally, general stores received aboard a naval vessel from NSC, Norfolk, should be inspected for
1. quantity only
  2. quality only
  3. quantity and quality
  4. proper packaging
- 6-50. The supply officer afloat should inspect material received directly from a commercial supplier for
1. quantity only
  2. quantity and quality in every respect
  3. deterioration or breakage only
  4. quantity and quality if there has been any deterioration or breakage
- 6-51. What individual can direct you to accept material with minor defects?
1. Commanding officer
  2. Leading SK
  3. Supply officer
  4. Supply petty officer for engineering
- 6-52. What program is a constant reminder to Navy contractors that the Navy is concerned about spare parts prices?
1. BOSS
  2. SAVE
  3. Fraud, waste, and abuse
  4. Open purchase
- 6-53. What activity initiates full screen reviews for the Navy?
1. NAVSUP
  2. GSA
  3. ICP
  4. NSC
- 6-54. What activity operates the Navy price hotline?
1. SPCC
  2. FMSO
  3. NAVSUP
  4. CNO

- 6-55. What type of analysis gives Navy buyers the information they need to negotiate reasonable prices?
1. Price fighter
  2. Navy price hotline
  3. SAVE
  4. Should cost
- 6-56. What is the most important single factor affecting the Navy's ability to break out and complete spares?
1. Pricing
  2. Usage
  3. Material type
  4. Technical data
- 6-57. What action should you take when your ship is designated on the purchase document to receive the invoices for payment?
1. Pay the invoices, less any discount from your disbursing function
  2. Forward the invoices to the paying office indicated on the form, after receipt inspection and acceptance
  3. Forward the invoices to the originating Navy supply center for action, after receipt, inspection, and acceptance certification
  4. Take no action other than using the invoices for your material receipt files
- 6-58. Which of the following actions should be taken to avoid duplicate payments of dealers' invoices?
1. Process dealers' invoices for payment when the invoices are mailed to an NSC
  2. Process dealers' invoices for payment, only if material has been accepted aboard ship
  3. Process dealers' invoices for payment, using only retained copies of invoices
  4. Process dealers' invoices before receiving material
- 6-59. When must dealers' invoices that are subject to discount be processed and forwarded to the appropriate Navy regional finance center for payment?
1. Immediately upon receipt of invoice
  2. Immediately upon receipt of purchased material
  3. Within 76 days from date of receipt of purchased material
  4. Within 10 days from date of receipt of purchased material
- 6-60. Your ship receives an item accompanied by a dealer's invoice. The invoice shows a discount will be granted if the invoice is paid by 15 September 1992. The item is received on 16 September 1992. What action(s) must you take?
1. Forward the invoice for payment
  2. Make the payment using the ship's disbursing function
  3. Indicate the receipt date on the invoice and extend the discount period for a period equal to the discount period originally granted
  4. Attach a discount label, NAVCOMPT Form 442, to the invoice and forward the invoice for payment
- 6-61. When you receive an invoice from a vendor in Illinois, what number of copies are attached to the original to be sent in for payment?
1. One
  2. Two
  3. Three
  4. Four

- 6-62. You are serving aboard USS America (CVA-60) during a port visit to Toulon, France. A dealer's invoice is received, offering a 5 percent discount if paid within 5 days. What action should you take?
1. Forward the invoice with discount label attached to the nearest FAADC for payment
  2. Forward the invoice with discount label attached to NFC, Cleveland, for payment
  3. Pay the invoice using the ship's disbursing facility
  4. Forward the invoice with discount label attached to the U.S. Embassy, Paris, France
- 6-63. When your ship departs a Canadian port and you receive a dealer's invoice from that port, what manual or instruction should you use to process the invoice?
1. NAVSUP P-485
  2. NAVSUPINST 4200
  3. NAVSO Manual, volume 8
  4. NAVCOMPT Manual, chapter 4
- 6-64. Which of the following activities acts as the payment office for purchase orders issued by Pacific Fleet units?
1. NSC San Diego, CA
  2. FAADCPAC San Diego, CA
  3. NSC Oakland, CA
  4. NSC Bremerton, WA
- 6-65. At what specific time intervals are dealers' invoices for BPA purchases usually prepared and submitted to the ship?
1. Annually according to instructions and terms provided in the BPA
  2. Annually according to instructions received from the ship's supply support activity
  3. Periodically according to the instructions and terms provided in the BPA
  4. Periodically as instructed by the ship's supply support activity
- 6-66. If a dealer's invoice for BPA purchases has erroneous charges, what action(s) is/are taken by the ship?
1. The invoice should be immediately returned to the vendor for correction and resubmittal
  2. The invoice should be forwarded to the ship's supply support activity for corrective action
  3. The invoice should be corrected by the ship and forwarded for payment
  4. The BPA should be canceled
- 6-67. After forwarding an invoice for payment, the retained copy should be filed in what manner?
1. Placed in an open purchase file
  2. Filed with the NAVSUP Form 1250-2
  3. Given to the receiving department
  4. Filed with the DD Form 1348
- 6-68. When a department fills out a NAVSUP Form 1250-1, which of the following blocks should be filled in for consumable material?
1. APL
  2. EIC
  3. JSN
  4. WC
- 6-69. When you receive material without any paper work, you fill out a DD Form 1348-1 dummy receipt. Where do you get the information to fill out the dummy?
1. The OPTAR Log
  2. The material
  3. The original requisition
  4. The latest status card
- 6-70. When filling out a NORS requisition, what information goes in block 7 of a DD Form 1348?
1. S
  2. T
  3. 3
  4. W

6-71. You should find the correct project codes for a NORS requisition in what publication or instruction?

1. NAVSUP P-485
2. NAVSO P-3013
3. OPNAVINST 3120
4. TYCOM instruction

6-72. What data is different between an ANORS and a NORS requisition?

1. M&S code
2. Priority
3. Project code
4. Required delivery date

# ASSIGNMENT 7

Textbook Assignment: "Storage Afloat and Ashore," chapter 7, pages 7-1 through 7-20.

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- 7-1. The receipt, storage, and issue of materials for safekeeping and rapid availability is known as what kind of storage?
1. Storeroom
  2. Warehousing
  3. Outside
  4. Space layout
- 7-2. Which of the following terms describes a consignment of cargo measuring more than 40 cubic feet per ton?
1. Storage factor
  2. Measurement ton
  3. Measurement cargo
  4. Deadweight cargo
- 7-3. Storage factor is a term that indicates what form of measurement?
1. Weight of a cubic foot of cargo after it is packed for shipment
  2. Number of ship tons that can be loaded into a cargo hold
  3. Amount of deadweight or measurement cargo to be loaded
  4. Number of cubic feet required for a long ton of cargo packed for shipment
- 7-4. Which of the following actions should be taken by supply departments afloat to meet basic storage requirements?
1. Make sure maximum use of available space is accomplished
  2. Provide orderly storage and ready accessibility
  3. Facilitate and make sure the first in, first out (FIFO) method is used
  4. All of the above
- 7-5. Which of the following publications provide specific storage instructions for (a) subsistence and (b) ship's store items?
1. (a) NAVSUP P-487; (b) NAVSUP P-486
  2. (a) NAVSUP P-486; (b) NAVSUP P-487
  3. (a) NAVSUP P-485; (b) NAVSUP P-486
  4. (a) NAVSUP P-487; (b) NAVSUP P-485
- 7-6. Oxidizing materials, such as calcium hypochlorite, are listed in the HMIS and identified by what SMCC?
1. J
  2. K
  3. L
  4. M
- 7-7. In what location should oxidizer materials other than oxygen, chlorine gases, and calcium hypochlorite be stored?
1. In a dry compartment away from combustible materials
  2. In the paint locker away from other materials
  3. In the flammable liquids locker
  4. In the general use bulk storerooms that stay below 100°F
- 7-8. For what reason is calcium hypochlorite considered hazardous?
1. It is combustible
  2. It emits noxious odors
  3. It reacts violently to other materials
  4. It generates heat in any confined space

- 7-9. The bins or lockers used to store calcium hypochlorite must meet which of the following storage conditions?
1. Be labeled HAZARDOUS MATERIAL-CALCIUM HYPOCHLORITE in red letters on a white background
  2. Be located in an area free of combustible organic material storage and not adjacent to a magazine
  3. Be located in an area not subject to condensation or water accumulation, and which, under normal operating conditions, does not exceed a temperature of 140°F
  4. All of the above
- 7-10. The Department of the Navy supplement to the *DOD Information Security Program Regulation*, OPNAVINST 5510.1, covers which of the following types of materials?
1. Classified
  2. Sensitive
  3. Delicate instruments
  4. All of the above
- 7-11. What color should a humidity indicator card turn when the desiccant becomes ineffective?
1. Blue
  2. Green
  3. Pink
  4. Red
- 7-12. Instructions for storage and handling of radioactive electron tubes are contained in which of the following references?
1. NAVSUP P-485
  2. NAVSUP P-487
  3. *Naval Ships' Technical Manual*, chapter 670
  4. *Naval Ships' Technical Manual*, chapter 9670
- 7-13. The bungs of drummed products stored on board ship should be inspected at what minimum time intervals?
1. Daily
  2. Weekly
  3. Monthly
  4. Quarterly
- 7-14. When repacking magnetrons, you should leave what minimum distance between the center of the magnetic field and the outside of the container?
1. 1 inch
  2. 2 inches
  3. 3 inches
  4. 4 inches
- 7-15. Which of the following storage practices should NOT be used aboard ship for compressed gases?
1. Cylinders should be stored on the weather deck if below-deck storage is not specifically provided
  2. Cylinders should be protected from direct sunlight
  3. Cylinders should be stored horizontally
  4. Valves should be protected from accumulations of ice
- 7-16. The compressed gas in a cylinder pressurized to 2,200 psi that has its valve accidentally snapped off can travel what maximum number of feet in free flight?
1. 1,000
  2. 1,600
  3. 2,000
  4. 2,600
- 7-17. Detailed information relative to the storage, handling, and use of various types of compressed gases is contained in which of the following publications?
1. *Hazardous Material Information Systems*, NAVSUP P-4500
  2. *Naval Ships' Technical Manual*, chapters 670 and 9230
  3. *Military Standard Marking for Shipment and Storage*, MIL-STD 129L
  4. *Supply Afloat*, NAVSUP P-485

- 7-18. Acetylene, which is inherently unstable, may explode when subjected to which of the following conditions?
1. Moderate weather
  2. Contact with chlorine, copper, silver, or mercury
  3. Storage in a cylinder in the horizontal position
  4. Extreme cold
- 7-19. Which of the following substances should be used to test for leaks from an acetylene cylinder?
1. Grease
  2. Alcohol
  3. Soapy water
  4. Distilled water
- 7-20. For what reason are acetylene cylinders stored in an upright position with the valve end up?
1. To prevent acetone from flowing into the valve
  2. To assure that the acetone will remain in the valve
  3. To prevent the buildup of static electricity
  4. To protect them from sparks and lightning
- 7-21. Oxygen and chlorine gases because they can burn without air and strongly support combustion should be stored in which of the following locations?
1. On the weather deck
  2. In a separate watertight storeroom that has at least one compartment between it and any space used to store combustibles
  3. Both 1 and 2 above
  4. In a separate storeroom that has a sprinkler system and is in an out-of-the-way location that can be easily isolated
- 7-22. Nonflammable gases such as helium, nitrogen, carbon dioxide, and argon may be stored in which of the following locations?
1. Below deck in watertight storerooms
  2. On the weather deck along with flammable or oxidizing gases
  3. In any space aboard ship that is sufficiently enclosed to prevent ventilation
  4. In any passageway inside the skin of the ship
- 7-23. Which of the following characteristics may be attributed to aerosol products?
1. Aerosol cylinders will burst if exposed to heat sources in excess of 120°F
  2. Aerosol cylinders are prone to leakage if subjected to impact, and propellants used are extremely flammable
  3. Aerosol contents, in sufficient concentrations, can be anesthetic or asphyxiating
  4. All of the above
- 7-24. What is the flash point of (a) flammable liquids and (b) combustible liquids, greases, and pastes?
1. (a) 100°F or below; (b) 200°F or below
  2. (a) Above 100°F; (b) above 200°F
  3. (a) 200°F or below; (b) 100°F or below
  4. (a) Above 200°F; (b) above 200°F
- 7-25. Which of the following materials may be stored in racks on the weather deck?
1. Drums of paint and thinners
  2. Drums of alcohol, acetone, and ether
  3. Drums of chemicals
  4. Drummed petroleum products as per *Naval Ships' Technical Manual*, chapter 670

- 7-26. Storeroom personnel should wear protective clothing when storing which of the following containers?
1. Acids only
  2. Compressed gases only
  3. Flammable liquids only
  4. All hazardous materials
- 7-27. Under what circumstances must the deck and the lower part of the bulkhead in a flammable liquids storeroom be lined with watertight rubber?
1. When an acid locker is not available and acid is stored in the storeroom
  2. When a paint locker is not available and paint is stored in the storeroom
  3. When an alcohol locker is not available and alcohol is stored in the storeroom
  4. All of the above
- 7-28. What method should be used to positively re-identify metals?
1. Chemical analysis
  2. Visual inspection
  3. Hardness testing
  4. Heat treatment
- 7-29. Effective attainment of shelf-life material control depends primarily on the efforts of what personnel aboard ship?
1. Personnel doing repair work
  2. Supply support center personnel
  3. Storeroom personnel
  4. Technical library personnel
- 7-30. Shelf-life codes should be assigned to which of the following types of items?
1. Hazardous
  2. Deteriorative
  3. Critical
  4. All items identified by FSNs
- 7-31. Type I shelf-life items are identified by which of the following shelf-life action codes?
1. UU
  2. VV
  3. WX
  4. XX
- 7-32. What action is required when a shelf-life item is not marked with any date that can be determined and has an extended value of \$50 or more?
1. Request disposition instructions from the cognizant inventory manager
  2. Request disposition instructions from the type commander
  3. Turn in to stores ashore for disposition
  4. Survey as unfit for issue
- 7-33. Which of the following shelf-life items will require the coolest and driest space available for storage?
1. Dry cell batteries
  2. Aluminum electrolytic capacitors
  3. Chemicals and rubber products
  4. All of the above
- 7-34. At what frequency should shelf-life material be inspected?
1. As frequently as necessary, according to shelf-life code
  2. During the scheduled inventory cycle
  3. Only as issued
  4. Before a shipyard overhaul
- 7-35. When your ship cannot restore a type II shelf-life item that has reached the end of its storage life, it should be
1. turned in ashore
  2. returned to stock after testing
  3. surveyed and destroyed
  4. used only for a secondary purpose

- 7-36. For what purpose may some type I shelf-life items be used when they reach the end of their storage life?
1. The intended purpose after renovation
  2. The intended purpose after testing
  3. A secondary purpose after they are restored
  4. A secondary purpose not requiring an RFI condition
- 7-37. Type I shelf-life items are NOT turned in to CONUS supply activities under which of the following conditions?
1. Regardless of cost when the item consists of preformed gasket material
  2. Regardless of cost when the item consists of rubberized material
  3. When the extended cost of the item is less than \$50 or the remaining storage life is less than 3 months
  4. When the extended cost of the item is less than \$100 or the remaining storage life is greater than 3 months
- 7-38. Disposition of shelf-life items, designated as critical, should be effected according to pertinent directives issued by which of the following individuals or activities?
1. SSC aboard ship
  2. NSC Oakland or Norfolk
  3. Cognizant inventory manager
  4. Controlling department aboard ship
- 7-39. When securing departmental spaces for sea, what individual does the supply officer report to when ready for sea?
1. Commanding officer
  2. Officer of the deck
  3. Executive officer
  4. Petty officer of the watch
- 7-40. The amount and type of stores anticipated is the secondary factor in determining the number of receiving stations to be manned.
1. True
  2. False
- 7-41. During replenishment, hazardous material should be handled in what manner?
1. Segregated on deck until replenishment is complete
  2. Held at the receiving area until replenishment is complete
  3. Stored immediately in appropriate storerooms
  4. Accumulated away from the receiving area and a fire watch posted
- 7-42. The primary value of underway replenishment is realized (a) under what condition and it provides (b) what capabilities?
1. (a) During inclement weather; (b) enables a ship to top-off at small foreign ports
  2. (a) During peacetime; (b) provides a ship with improved training capabilities
  3. (a) During a world cruise; (b) provides a continuous supply of fresh fruits and vegetables
  4. (a) During wartime; (b) enables a ship to extend its sea time
- 7-43. Which of the following characteristics is/are attributable to BIG TWENTY or HULL material?
1. Material that is normally received in small quantities
  2. Bulky material
  3. Material that is easily handled with materials-handling equipment
  4. Material that is compact and can be quickly stored
- 7-44. Which of the following types of stores present the least handling problem?
1. Consumable stores
  2. Fresh provisions
  3. Dry provisions
  4. BIG TWENTY/HULL

- 7-45. When receiving fresh food items, you must supervise handling operations carefully to prevent
1. spoilage
  2. pilferage
  3. damage
  4. unnecessary handling
- 7-44. Losses of frozen foods during underway replenishment are caused primarily by
1. pilferage
  2. damage
  3. unnecessary handling
  4. thawing
- 7-47. To reduce the opportunity for theft, you should use what method to handle ship's store stock?
1. Only responsible petty officers can handle the stock
  2. The stock must be visually monitored by responsible petty officers during all handling operations
  3. Only supply department personnel can be involved
  4. Handling operations must be constantly supervised by the accountable officer
- 7-48. Normally, overall coordination of underway replenishment is exercised by what officer?
1. Executive
  2. First lieutenant
  3. Operations
  4. Supply
- 7-49. During replenishment, the supply officer is primarily responsible for which of the following procedures?
1. Maintaining materials-handling equipment
  2. Enforcing safety precautions at replenishment stations
  3. Moving stores after they are received
  4. Returning slings, nets, and pallets to the transferring ship
- 7-50. A replenishment station may be involved in all EXCEPT which of the following actions?
1. Receiving
  2. Striking
  3. Storing
  4. Sorting
- 7-51. Normally, strike areas are located near which of the following other areas?
1. Final storage
  2. Sorting
  3. Receiving
  4. All of the above
- 7-52. In selecting a sorting area, the primary consideration must be given to which of the following factors?
1. Its proximity to the storage area
  2. The equipment that can be used in striking the stores
  3. The space available for landing and unloading nets
  4. The efficient use of time and effort
- 7-53. The number of personnel required for a replenishment is determined by all EXCEPT which of the following factors?
1. Amount of materials-handling equipment available
  2. Number of available petty officers
  3. Number of stations to be manned
  4. Type and quantity of stores anticipated
- 7-54. Petty officers in charge of working parties should be assigned on the basis of one petty officer for each
1. replenishment station
  2. working party of 10 members
  3. division furnishing personnel for working parties
  4. stores-handling station

7-55. Which of the following factors is considered the most important in assigning petty officers from other divisions to working parties?

1. Quantity of stores anticipated
2. Qualifications of the members in the working party
3. Experience of the petty officers
4. Amount of supervision already exercised by supply petty officers

7-56. When a working party must man a station for an extended time, which of the following practices should be followed to prevent undue fatigue?

1. Provide for rest periods by a relief-working party
2. Rotate crews among various stations
3. Both 1 and 2 above
4. Provide the members with plenty of drinking water

7-57. To prevent reduced efficiency of replenishment teams, you should take which of the following actions in assigning supervisory supply personnel?

1. Assign supervisory responsibilities only where needed
2. Provide supervisory responsibilities to all supply petty officers
3. Use supply petty officers as checkers and sorters only
4. Assign supply petty officers as roving supervisors only

7-58. What is the primary responsibility of a checker?

1. Supervise overall operation of the station
2. Check and sort stores and supervise their removal from the station
3. Ensure a constant flow of stores through the station
4. Check and sort stores moving through his or her station

IN ANSWERING QUESTIONS 7-59 THROUGH 7-61, SELECT THE MATERIALS-HANDLING EQUIPMENT FROM COLUMN B THAT SHOULD BE USED IN HANDLING THE SITUATION LISTED IN COLUMN A.

A. SITUATIONS

H. EQUIPMENTS

7-59. Palletized loads are to be moved across a hangar deck and stacked two-high

1. Transporter
2. Forklift truck

7-60. Palletized loads are to be shifted within the limited space of a sorting area

3. Pallet jacks
4. Tractor

7-61. A large number of palletized loads must be moved the length of the hangar deck

7-62. Wheel or roller conveyers provide a rapid means to accomplish which of the following cargo movements?

1. Moving palletized loads over relatively long distances
2. Moving cargo away from the receiving area
3. Moving cargo up a ramp
4. Moving cargo over short distances

IN ANSWERING QUESTIONS 7-63 THROUGH 7-65, SELECT THE STORAGE TYPE FROM COLUMN B THAT SHOULD BE USED FOR THE SITUATION LISTED IN COLUMN A.

A. SITUATIONS

B. STORAGE TYPES

7-63. Combination of stacks, pallet racks, and retail bins used to accommodate different material categories

1. Refrigerated
2. General-purpose
3. Flammable

7-64. Divided into two distinct areas

7-65. Have firewalls with a 4-hour fire resistance

7-66. Direct access to material stored in a warehouse is provided by which of the following means?

1. Main aisles
2. Platforms
3. Cross aisles
4. Elevators

7-67. The chill space in a refrigerated warehouse should have a controlled temperature within what specific range?

1. 36°F to 46°F
2. 35°F to 65°F
3. 33°F to 55°F
4. 32°F to 50°F

7-68. Materials that are not readily susceptible to damage by adverse weather conditions and require space and surfaced areas to permit effective handling operations are often stored in which of the following facilities?

1. Improved open storage spaces
2. Unimproved open storage spaces
3. Both 1 and 2 above
4. General-purpose warehouses

7-69. What type of aisle serves as the lifeline of a warehouse?

1. Service
2. Fire
3. Cross
4. Main

7-70. In what type of aisle do most of the storage operations take place?

1. Transportation
2. Personnel
3. Main
4. Cross

IN ANSWERING QUESTIONS 7-71 THROUGH 7-74, SELECT THE STORAGE SYSTEM FROM COLUMN B THAT IS DESCRIBED BY EACH ITEM IN COLUMN A.

<u>A. DESCRIPTIONS</u>	<u>B. SYSTEMS</u>
7-71. Highly pilferable items are stored in a security cage inside a warehouse	1. Similarity storage
7-72. All stocked items of a group and class are located in one warehouse	2. Popularity storage
7-73. Fast-moving items are located nearest the issue processing point in a warehouse	3. Characteristic warehouse
7-74. Flammable liquids are stored in a warehouse with an installed fire detection and extinguishing system	

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7-75. Normally, what type of aisle is used only for special commodities of material?

1. Personnel
2. Service
3. Cross
4. Main

# ASSIGNMENT 8

Textbook Assignment: "Storage Afloat and Ashore" (continued), chapter 7, page 7-21, and "Inventory Management," chapter 8, pages 8-1 through 8-16.

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		<u>A. DESCRIPTIONS</u>	<u>B. TERMS</u>
8-1. A good training program is most effective for reducing accidents caused by which of the following factors?  1. Poor attitude 2. Carelessness 3. Inexperience 4. All of the above			
8-2. Recommendations that require action by shore activities to correct unsafe conditions should be sent via official channels to which of the following officials or activities?  1. Type commander 2. Fleet commander 3. Naval Supply Systems Command 4. Chief of Naval Operations		8-4. Custody of supply when space permits  8-5. Under subcustody of maintenance personnel  8-6. Always under supply officer's management  8-7. Appears in Section IIIA of the COSAL	1. MAMs  2. Repair parts  3. Consumables  4. RSS
8-3. For management purposes, shipboard material inventories are divided into what number of different segments?  1. Five 2. Two 3. Six 4. Four		8-8. What criteria is used to determine the range and depth of demand based items when establishing shipboard stock levels?  1. TYCOM recommendations 2. Usage data 3. Supply officer's recommendations 4. Quantities prescribed by ship's COSAL	

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IN ANSWERING QUESTIONS 8-9 THROUGH 8-12,  
SELECT THE SUPPLY TERM FROM COLUMN B THAT  
APPLIES TO EACH DEFINITION IN COLUMN A.

<u>A. DEFINITIONS</u>	<u>B. SUPPLY TERMS</u>
8-9. Quantity of material required to sustain operations in the interval between requisitions or the arrival of successive shipments	1. Safety level 2. Requisitioning objective 3. Operating level 4. Stockage objective
8-10. Quantity required to permit continued operations during interruptions of replenishment or unpredictable demands	8-15. Procedures for inventory control are compatible with what type of manual or instruction?  1. NAVSUP P-485 2. NAVCOMPT Manual, chapter 5 3. OPNAVINST 4790.4 4. OPNAVINST 3120.32
8-11. The combined quantities of supply for the operating level and safety level	8-16. When you submit source documents to the TYCOM, what is the name of the program?  1. CHIL 2. DIAL 3. SAVE 4. SEAS
8-12. The combined quantities for the stockage objective and the material consumed during normal order and shipping time	8-17. What copy of the NAVSUP Form 1250-1 is submitted to a tender by a nonautomated submarine?  1. Blue 2. Pink 3. White 4. Yellow
8-13. The ship's endurance requirements are issued by the  1. fleet commander 2. Chief of Naval Operations 3. Naval Ships Systems Command 4. Naval Supply Systems Command	8-18. What officer is held responsible for material that is stored in engineering spaces?  1. Administrative 2. Commanding 3. Engineer 4. supply
8-14. The difference between a requisitioning objective and a stockage objective for an item represents the quantity that a ship could expect to use during  1. normal order and shipping time 2. a normal deployment 3. a delay in receiving replenishment 4. a period of higher than usual demand	8-19. What term is used for material stored in other departments on board a tender?  1. Repair parts 2. IMA technical stores 3. DTO material 4. Supply material
	8-20. What type of document do you furnish another department that has custody of material that belongs to supply?  1. NAVSUP Form 1114 2. NAVSUP Form 1075 3. NAVSUP Form 306 4. DD Form 1205

8-21. In addition to physical inventory, inventory management includes which of the following responsibilities?

1. Control of and agreement between stock and stock records
2. Maintaining accurate allowance lists
3. Evaluating usage and anticipating requirements
4. All of the above

8-22. What is the primary objective of a physical inventory?

1. To determine stock deficiencies that require replenishment
2. To update location and other management data in stock and/or locator cards
3. To make sure the inventory balances, as reflected in stock or custody records, agree with the actual physical quantities on hand
4. To determine and implement controls needed to prevent recurrence of significant discrepancies

8-23. Issues from a storeroom during inventory increase the chance of error. Therefore, which of the following procedures should be observed during an inventory?

1. Reduce issues as much as possible
2. Close the storeroom completely
3. Specify times during which issues may be made
4. Honor only emergency requirements at specified times

8-24. What is the disposition of an issue document while an inventory is being held?

1. Hold it in the storeroom until the inventory is completed
2. Destroy it if the item has not yet been inventoried
3. Return it to the originator for resubmission after inventory
4. Mark it to show whether the issued item had already been inventoried

8-25. When is a bulkhead to bulkhead inventory usually conducted?

1. Ashore in conjunction with an integrated logistics overhaul
2. When a particular storeroom or storage area fails to meet the inventory accuracy rate of 90%
3. Both 1 and 2 above
4. Annually, along with controlled equipment and presentation silver inventories

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IN ANSWERING QUESTIONS 8-26 THROUGH 8-29, SELECT THE TYPE OF INVENTORY FROM COLUMN B THAT WOULD MOST LIKELY BE USED TO INVENTORY THE ITEMS OF MATERIAL LISTED IN COLUMN A.

A. MATERIALS	B. TYPES OF INVENTORY
8-26. All hazardous material	1. Bulkhead to bulkhead
8-27. All items for which the on-hand quantity on the issue document differs from the stock record	2. Special material 3. Velocity
8-28. All items in an inventory	4. Spot
8-29. SIM items	

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8-30. When your ship has implemented mechanized controlled equipment procedures, what form is used?

1. NAVSUP Form 306
2. NAVSUP Form 1075
3. NAVSUP Form 1114
4. NAVSUP Form 1331

8-31. Velocity inventories are held on what type of material?

1. Hazardous
2. Fast-moving
3. Essential
4. Deteriorative

IN ANSWERING QUESTIONS 8-32 THROUGH 8-35, SELECT THE INVENTORY FREQUENCY FROM COLUMN B THAT WOULD MEET THE CRITERIA OF THE ITEM LISTED IN COLUMN A.

<u>A. ITEMS</u>	<u>B. FREQUENCIES</u>
8-32. Bulkhead-mounted spares	1. Annually 2. Quarterly
8-33. Hazardous material	3. Semiannually
8-34. Electron tubes	
8-35. SIM	
<hr/>	
8-36. What other kind of inventory should be considered in the annual inventory program?	
1. SIM 2. Equipage 3. Unscheduled 4. Classified	
8-37. Which of the following actions should you take in advance to make sure the storerooms are ready for inventory?	
1. Clean storeroom 2. Consolidate like material 3. Identify material properly 4. All of the above	
8-38. What individual should provide advisory assistance relative to the physical inventory of stock material, controlled equipage, and presentation silver?	
1. Leading SK 2. Supply officer 3. XO 4. CO	
8-39. Which of the following procedures can reduce inventory errors in count, locations, and identification of material?	
1. A well-planned inventory schedule 2. Good supervision as the inventory progresses 3. Clear, definite instructions to an alert inventory team 4. Both 2 and 3 above	
8-40. If personnel cannot be trained properly in inventory procedures, what individual(s) should do the inventory?	1. Supply office personnel only 2. Another department petty officer only 3. Material custodian only 4. Any personnel
8-41. What individual takes an important part in holding an inventory?	1. Stock records SK 2. OPTAR SK 3. Leading chief 4. Division officer
8-42. To equalize the stock records SK's workflow, when should inventory data normally be forwarded to the office?	1. Upon completion of a storeroom 2. When the inventory team workload permits 3. Regularly as the inventory progresses 4. Once a week
8-43. The inventory team should be given guidelines that will enable them to make routine decisions pertaining to	1. stock location changes 2. high and low limit adjustments 3. usage evaluations 4. allowance revisions
8-44. What color is the stock record card for classified material?	1. White 2. Red 3. Buff 4. Blue
8-45. The stock record cards should be retained on board ship for what next event?	1. Shipyard overhaul 2. ILO 3. Tender availability 4. SMA inspection

8-46. What activity provides a complete set of NAVSUP Forms 1114m to each nonautomated ship after an ILO is completed?

1. NSC Bremerton, WA
2. NSC Oakland, CA
3. NSY Philadelphia, PA
4. SPCC Mechanicsburg, PA

8-47. What activity provides new NAVSUP Form 1114m cards to a ship that has been recommissioned?

1. NSC Norfolk, VA
2. NSC Oakland, CA
3. NSY Philadelphia, PA
4. SPCC Mechanicsburg, PA

8-48. What is one of the most important entries to be made on a stock record card?

1. Unit of issue
2. COG
3. Unit price
4. Location

8-49. When you reorder material for stock, which of the following items should be entered on the stock record card?

1. Requisition number
2. Quantity
3. Julian date
4. All of the above

8-50. What term is used for any functional unit of hull, mechanical, or ordnance type of material?

1. Material
2. Equipment
3. Circuit symbol
4. Major component

8-51. What term is used when an item is supported by an APL that is used in a larger unit?

1. Circuit symbol
2. Major component
3. Repair part
4. Consumable

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IN ANSWERING QUESTIONS 8-52 THROUGH 8-54, SELECT THE FSC GROUP FROM COLUMN B THAT APPLIES TO THE ITEMS IN COLUMN A.

<u>A. ITEMS</u>	<u>B. FSC GROUPS</u>
8-52. Ship and marine equipment	1. 20
	2. 40
8-53. Tools	3. 51
8-54. Rope, cable, and chain	

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8-55. At what frequency is the ML-N distributed to commands?

1. Annually
2. Quarterly
3. Semiannually
4. Monthly

8-56. To order the ML-N, you should use what means?

1. Phone call
2. Letter
3. DO Form 1149
4. NAVSUP Form 1348-6

8-57. Which of the following microfiches is distributed monthly?

1. ML-N
2. HMIS
3. MRIL
4. CAGE

- 8-58. The HMIS is issued four times a year. What month is the basic edition dated?
1. August
  2. July
  3. March
  4. November
- 8-59. What number of sections are there in an identification list (IL)?
1. One
  2. Two
  3. Three
  4. Four
- 8-60. What catalog or manual contains names and addresses of manufacturers?
1. CAGE
  2. IL
  3. HMIS
  4. MRIL
- 8-61. From what activities must you request copies of ILs for a ship?
1. NSCs and ICPs
  2. TYCOMs and FMSO
  3. NSCs and TYCOMs
  4. ICPs and TYCOMs
- 8-62. What microfiche contains all NSN items of supply in the Federal Supply Catalog?
1. ASG
  2. ML-N
  3. MRIL
  4. C-MCRL
- 8-63. Which of the following numerical counts should be used in computing the high limit, low limit, and safety level of SIM items?
1. Inventory and survey losses of missing material
  2. Inventory and survey losses of on-hand material unfit for issue
  3. Transfers to same type command ships
  4. Each of the above
- IN ANSWERING QUESTIONS 8-64 AND 8-65, REFER TO FIGURE 8-6 OF THE TEXT, NAVEDTRA 12652 (ASSUME O&ST IS 30 DAYS).
- 8-64. Based on the total demand quantity of 20, the 75-day average endurance table for a 6-month demand period indicates which of the following high limits, low limits, and safety levels as required?
1. High limit 10, low limit 7, safety level 7
  2. High limit 14, low limit 10, safety level 7
  3. High limit 19, low limit 15, safety level 7
  4. High limit 19, low limit 17, safety level 7
- 8-65. When the quarterly computation of demand results in a total demand quantity that is not listed in the average endurance table, which of the following methods is/are used to determine the appropriate HL/LL/SL quantities?
1. Two (or three, if necessary) of the demand quantities listed on the average endurance table that, when combined, equal the quarterly computation are used
  2. The next higher demand quantity listed on the average endurance table is used
  3. The next lower demand quantity listed on the average endurance table is used
  4. Each of the methods listed above can be used if approved by the supply officer
- 8-66. The use of variable operating and safety levels and intensive inventory management of special items is authorized by what officer or activity?
1. SPCC Mechanicsburg, PA
  2. NSC Oakland, CA
  3. Ship's commanding officer
  4. FLTCINC

- 8-67. Order and shipping time (O&ST) is used as a direct factor in determining which of the following quantities listed on each average endurance table?
1. High limits only
  2. Low limits only
  3. High and low limits only
  4. High and low limits and safety levels
- 8-68. What specific number of days of the OS&T are authorized for deployed ships in the Western Pacific when items can be obtained only from the United States excluding Alaska and Hawaii?
1. 10
  2. 30
  3. 75
  4. 90
- 8-69. When replenishment is required, the quantity to be requisitioned will be determined according to which of the following formulas?
1. Requisition quantity = high limit - (on hand + on order)
  2. Replenishment quantity = high limit - (on hand)
  3. Requisition quantity = high limit - (on hand - on order)
  4. Requisition quantity = high limit - (on hand - on order + safety level)
- 8-70. If directed by the TYCOM, the replenishment quantity of low-cost, small cube SIM items (for example, pencils, paper clips, certain capacitors, and so forth) may be increased by what specific number of days?
1. 30
  2. 60
  3. 90
  4. 120
- 8-71. If the onboard personnel count is increased by 60 new crew members, before deployment, by what percentage should you increase your SIM consumables?
1. 15%
  2. 20%
  3. 25%
  4. 30%
- 8-72. What minimal criteria should a stock item meet to qualify for the SIM designation?
1. Two demands within a 6-month demand period
  2. Two demands within a 12-month demand period
  3. Three demands within a 3-month demand period
  4. Three demands within a 9-month demand period
- 8-73. Within fund limitations, when should you initiate replenishment action for non-SIM material?
1. When advised to do so by the using department
  2. When the quantity on hand reaches the low limit only
  3. When the quantity on hand and on order reaches the low limit
  4. When issued on a one-for-one basis
- 8-74. A non-SIM item that was formerly a SIM has an on-hand quantity that exceeds the allowance quantity authorized in the COSAL. Under what circumstance should replenishment action be taken on this item?
1. When the on-hand quantity is reduced to less than the allowance quantity
  2. When the on-hand quantity is reduced to the quantity authorized by the TYCOM
  3. Either 1 or 2 above, depending upon the TYCOM's policy
  4. When the on-hand quantity is reduced to the quantity authorized by the FLTCINC

# ASSIGNMENT 9

Textbook Assignment: "Shipping," chapter 9, pages 9-1 through 9-14, and "Automated Supply Procedures," chapter 10, pages 10-1 through 10-10.

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- 9-1. As an SK aboard ship, what is the most popular way to ship material back to CONUS?
1. Air
  2. Truck
  3. Mail
  4. Ship
- 9-2. What reference should an afloat supply department consult to find out the correct way to package material for shipment?
1. NAVSUP P-484
  2. NAVSUP P-485
  3. Appropriate TYCOM publication
  4. *Storage and Materials Handling*, DOD 4145.19
- 9-3. What means should you use to ship material that exceeds 70 inches?
1. Mail
  2. DTS
  3. NSC
  4. MAC
- 9-4. With the exception of priority mail, First-Class Mail should consist of which of the following types of correspondence?
1. Letters
  2. Reports
  3. Supply documents
  4. All of the above
- 9-5. All EXCEPT which of the following materials may be mailed as either priority or fourth-class mail?
1. ANORS
  2. NFE
  3. NORS
  4. Supply documents
- 9-6. What classification of U.S. mail is usually used for newspapers and periodicals?
1. First-Class
  2. Second-class
  3. Third-class
  4. Fourth-class
- 9-7. To send direct correspondence to individuals or private organizations, you should use what classification of U.S. mail?
1. First-Class
  2. Second-class
  3. Third-class
  4. Fourth-class
- 9-8. In what area should the words *Local Forces* be put on an envelope or shipping label?
1. Upper right corner
  2. Under the ZIP Code
  3. Lower left corner
  4. Above the address
- 9-9. When shipping repairable, you should use what reference to determine a consignee's proper address?
1. NAVSUP P-484
  2. NAVSUP P-485
  3. *Standard Navy Distribution List*, SNDL, NAVSUPINST 4421.20
  4. DOD 4145.19
- 9-10. When using the U.S. Postal Service, you should ship small arms in what manner?
1. MOM
  2. Priority
  3. Third-class
  4. Registered

- 9-11. Material classified as Secret may be transmitted through registered mail provided it meets which of the following conditions?
1. Material is accompanied by an armed guard
  2. Material does not pass out of U.S. Government control
  3. Material does not enter a foreign postal service except as prescribed by the CNO
  4. Both 2 and 3 above
- 9-12. Certified mail is restricted to what specific use?
1. Use by any non-DOD agency of the executive branch
  2. Use outside the domestic postal system
  3. Use when material has such intrinsic value that special safeguards are required
  4. Use when material is irreplaceable
- 9-13. The U.S. Postal Service will accept and forward franked parcels of narcotics and drug abuse control items under which of the following circumstances?
1. When parcels are marked so as to disclose their contents and consigned as registered mail
  2. When parcels are marked so as to disclose their value and consigned as registered mail
  3. Both 1 and 2 above
  4. When parcels are consigned as registered mail to the medical officer of the activity to which addressed
- 9-14. The most practical method of expediting the shipment of fourth-class matter is to send it via what classification of mail?
1. Registered
  2. Certified
  3. MOM
  4. Insured
- 9-15. Parcels marked MOM are treated as regular surface parcel post within the United States. When these same parcels are mailed to an overseas base, they are treated as what type of mail?
1. Surface parcel post
  2. Air-transported fourth-class mail
  3. Surface First-Class Mail
  4. Air-transported priority mail
- 9-16. When you have material to be shipped that is not mailable, it should be delivered to the supply officer of a shore-based activity accompanied by what document(s)?
1. DD Form 1 and letter of transmittal
  2. DD Form 1348-1 or 1149
  3. Letter of request
  4. NAVSUP Form 1250-1
- 9-17. If a naval shore-based activity or U.S. naval attach is not in the area, you should make a shipment according to instructions obtained from the nearest military service command.
1. True
  2. False
- 9-18. When normal shipping procedures cannot be followed, an emergency shipment may be made by a commercial carrier on what type of bill of lading?
1. Commercial
  2. U.S. Government
  3. U.S. Navy
  4. U.S. Air Force
- 9-19. MOM mail is moved between overseas military post offices by what means?
1. Ship
  2. Truck
  3. Air
  4. Car

9-20. When the military services have air freight, what individual(s) or activity should control the movement of material?

1. Military Traffic Management Command
2. Combined air clearance authorities
3. Commanding officer
4. Responsible individual air clearance authority (ACA)

9-21. When material is moved within CONUS, it is generally moved by commercial carrier using what type of documentation?

1. DD Form 1149
2. DD Form 1348-1
3. DD Form 1384
4. GBL/CBL

9-22. The single manager for defense transportation CONUS is what official?

1. Deputy Commander, NAVSUP (Transportation)
2. Commander, Military Airlift Command (MAC)
3. Commander, Military Sealift Command (MSC)
4. Commander, Military Traffic Management Command (MTMC)

9-23. What reference contains the basic policies and procedures regarding DTS shipping paper work?

1. Military Traffic Management Regulation
2. DOD Regulation 4500.32
3. NAVSUP P-422
4. MIL-STD 129

9-24. To directly insert your shipment into the transportation system, you should get clearance from what activity?

1. Nearest NSC
2. MTMC
3. Nearest ACA
4. MAC

IN ANSWERING QUESTIONS 9-25 THROUGH 9-28, SELECT THE CARD COLUMN(S) FROM COLUMN B THAT APPLIES TO THE DATA ELEMENT IN COLUMN A.

	A. DATA <u>ELEMENTS</u>	B. CARD COLUMNS <u></u>
9-25.	Transportation control number	1. Block A 2. Block U
9-26.	Consignor	3. CC 14
9-27.	Transportation account code	4. CC 57-59
9-28.	Project code	
9-29.	Which of the following categories of material may be sent by U.S. mail?	1. Oxidizing materials 2. Flammable liquids 3. Poisons 4. Resistors
9-30.	Hazardous material being shipped should be accompanied by what type of document indicating it is dangerous?	1. DD Form 250 2. DD Form 1149 3. DD Form 1348-1 4. DD Form 1384
9-31.	Magnetic material that may be shipped by air if properly shielded is listed in what publication?	1. NAVSUP P-480 2. NAVSUP P-484 3. NAVSUP P-485 4. NWSUP P-4500
9-32.	What activities or individuals can challenge all air shipments based on certain shipping criteria?	1. ACAs 2. MACs 3. TYCOMs 4. NSCs

- 9-33. ACAs control and clear military cargo for input into the commercial transportation system by what method?
1. Requiring military activities to submit monthly reports of estimated cargo for shipment
  2. Requiring military shippers to submit advance TCMDs on all military cargo for movement via commercial means
  3. Responding to message requests from military shippers
  4. Requiring advance copies of all issue documents from various military shippers
- 9-34. What type of material is exempted from air challenges?
1. CASREP
  2. Material older than 90 days
  3. Material having transportation charges exceeding \$7,500
  4. Material having volume exceeding 24 cubic feet
- 9-35. What procedure identifies cargo that can be shipped by air before all other cargo?
1. Greensheet
  2. Courier
  3. Dangerous
  4. Hand-to-hand
- 9-36. When shipping material, you should request tracing action from what activity or individual?
1. Appropriate TYCOM
  2. NSC Oakland, CA
  3. NAVMTO Norfolk, VA
  4. NSC Norfolk, VA
- 9-37. What manual explains the procedures for tracing material via DTS?
1. NAVSUP P-4998
  2. NAVSUP P-485
  3. MIL-STD 129
  4. MILSTAMP Manual
- 9-38. What form is used to initiate tracing action?
1. DD Form 173
  2. DD Form 1348-1
  3. NAVSUP Form 1353
  4. NAVSUP Form 1371
- 9-39. What form is used to take inventory of personal effects?
1. DD Form 250
  2. DD Form 1149
  3. NAVSUP Form 29
  4. NAVSUP Form 1075
- 9-40. What officer should certify inventory paper work of personal effects as true copies?
1. Administrative
  2. Commanding
  3. Legal
  4. supply
- 9-41. What individual should sign all the personal effects paper work before supply can receive the effects?
1. A member of the inventory board
  2. Commanding officer
  3. Administrative officer
  4. Legal officer
- 9-42. What form should be filled out to ship personal effects to next of kin?
1. DD Form 250
  2. DD Form 1149
  3. DD Form 1348-1
  4. DD Form 1384
- 9-43. When you are shipping personal effects, what is the minimum amount of money for which a government check may be written?
1. \$1
  2. \$5
  3. \$3
  4. \$7

- 9-44. What activity or individual pays for the shipment of personal effects of a deserter to his or her home of record?
1. Ship
  2. TYCOM
  3. NSC
  4. Next of kin
- 9-45. Your ship is home-ported in Pearl Harbor, HI. To what activity should you send the personal effects after the necessary holding time expires?
1. NSC Oakland, CA
  2. NSC San Diego, CA
  3. NSC Norfolk, VA
  4. NSC Pearl Harbor, HI
- 9-46. What is the maximum number of days that you can retain personal effects on board?
1. 30
  2. 90
  3. 181
  4. 210
- 9-47. After you have shipped personal effects of a deserter, to what activity should you mail a copy of the Pay Adjustment Authorization?
1. NSC Norfolk, VA
  2. NRFC Washington, DC
  3. NRFC Cleveland, OH
  4. BUPERS (formerly CNMPC) Washington, DC
- 9-48. The transmittal letter indicating the ashore activity that will receive a member's personal effects should be sent to what individual or activity?
1. BUPERS (formerly CNMPC)
  2. Next of kin
  3. NSC
  4. TYCOM
- 9-49. Which of the following functions can be accomplished by using documents prepared for ocean shipments?
1. Notifying the receiving point that cargo is being shipped
  2. Notifying the shipping point of the receipt of cargo
  3. Notifying the shipping point of the condition of cargo upon receipt
  4. All of the above
- 9-50. Which of the following documents is a summary listing by each loading port to cover all cargo loaded onto a ship?
1. Manifest summary
  2. Manifest recapitulation
  3. Hatch list
  4. Storage plan
- 9-51. When a vessel is loaded at more than one CONUS terminal before arrival at the first overseas terminal, the ocean cargo manifest should contain which of the following information?
1. The actual weight of the shipment
  2. A detailed listing of all shipment units loaded at each POE
  3. The actual storage locations aboard the vessel
  4. Both 2 and 3 above
- 9-52. What is meant by the ship designation "self-sustaining" on the manifest recapitulation?
1. Pier services are required
  2. Lifting gear not adequate for all cargo
  3. Provisioning will not be required
  4. Lifting gear is adequate for all cargo on board
- 9-53. What source document is used by the Military Sealift Command to prepare billings for ocean transportation?
1. Hatch list
  2. Manifest summary
  3. Manifest recapitulation
  4. Storage plan

- 9-54. The manifest summary lists the measurement tons for all EXCEPT which of the following material categories?
1. Each major commodity
  2. Each transportation account code
  3. Each agency responsible for payment of charges
  4. Each type of priority
- 9-55. Cargo stored on deck is identified on the ocean cargo manifest summary by what method?
1. OD in the Cargo column
  2. Y in the On Deck column
  3. X in the On Deck column
  4. X in the Measurement Ton column
- 9-56. Government owned and operated equipment can be used to transport freight what maximum number of miles?
1. 200
  2. 100
  3. 75
  4. 50
- 9-57. Government vehicles can be used to transport freight in emergencies beyond allowable distances when authorized by what official?
1. Area coordinator
  2. Commanding officer
  3. Transportation officer
  4. Supply officer
- 9-58. When government vehicles are scheduled for repeated trips exceeding the maximum allowed miles, all EXCEPT which of the following information must be forwarded to NAVSUP?
1. Frequency of movement
  2. Approximate tonnage involved
  3. Mode of transportation to be used
  4. Points between which the trips are to be made
- 9-59. What document is used to substantiate shipment of material by a government-owned vehicle?
1. Transportation Control Movement Document
  2. Government Bill of Lading
  3. Navy Bill of Lading
  4. Single Line Item Release/Receipt Document
- 9-60. Shipment marking requirements for supplies purchased for local use should be specified by which of the following publications or authorities?
1. MIL-STD 129
  2. MILSTAMP
  3. NAVSUPINST 4610.32
  4. Requisitioning activity
- 9-61. SNAP I was developed for all EXCEPT which of the following types of ships?
1. AFS
  2. BB
  3. CVN
  4. LPH
- 9-62. Through what media type are SNAP I and SNAP II computer systems able to communicate with each other?
1. Phone line
  2. Magnetic tape
  3. Direct link
  4. Network
- 9-63. What SNAP system or subsystem keeps the ship's recordkeeping and reports for manpower?
1. Administrative Data Management (ADM)
  2. Maintenance Data System (MDS)
  3. Supply and Financial Management (SFM)
  4. System Management System (SMS)

9-64. What total number of application subsystems are there in SUADPS-RT?

- 1. One
- 2. Two
- 3. Three
- 4. Four

9-71 . What SNAP II subsystem contains the ship's equipment maintenance configuration file?

- 1. SMS
- 2. SFM
- 3. MDS
- 4. ADM

IN ANSWERING QUESTIONS 9-65 THROUGH 9-68, SELECT THE SUADPS-RT APPLICATION SUBSYSTEM FROM COLUMN B THAT APPLIES TO THE FUNCTION LISTED IN COLUMN A.

A. FUNCTIONS	B. APPLICATION SUBSYSTEMS
--------------	---------------------------

- |                         |              |
|-------------------------|--------------|
| 9-65. Manage packups    | 1. Batch     |
| 9-66. NIS review        | 2. Financial |
| 9-67. Quality assurance | 3. Inventory |
| 9-68. Report generation | 4. Logistics |

9-72. What individual is the subsystem manager for MDS?

- 1. Commanding officer
- 2. Executive officer
- 3. Supply officer
- 4. 3-M coordinator

9-73. Which of the following types of ships should have a Mobile Logistics Support Force (MLSF) subsystem installed on board?

- 1. AOR
- 2. CG
- 3. DDG
- 4. FFG

9-69. For SNAP II, what subsystem performs management and service tasks in support of the other subsystems?

- 1. SMS
- 2. SFM
- 3. MDS
- 4. ADM

9-74. When you are logged on in SNAP II, what subsystem must you use to get to the Integrated Logistics Management (ILM) subsystem?

- 1. SMS
- 2. SFM
- 3. MLSF
- 4. ADM

9-70. What two subsystems in SNAP II are related to each other?

- 1. SMS and MDS
- 2. SMS and SFM
- 3. MDS and SFM
- 4. MDS and ADM

9-75. What SNAP II subsystem should you use to print a manpower report?

- 1. ADM
- 2. MDS
- 3. SFM
- 4. SMS

