



**NONRESIDENT  
TRAINING  
COURSE**



September 1991

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# **Aviation Storekeeper 2**

**NAVEDTRA 14016**

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

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

19 Jan 01

ERRATA # 1

Specific Instructions and Errata for  
TRAMAN

AVIATION STOREKEEPER SECOND CLASS (AK2)

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect technical content or readability.
2. Make the following changes wherever seen.
  - a. The Aviation Supply Office (ASO) Philadelphia has been renamed the Navy Inventory Control Point (NAVICP)-Philadelphia. Ships' Parts Control Center (SPCC)-Mechanicsburg has been renamed NAVICP-Mechanicsburg. Change ASO to read NAVICP-Phil and change SPCC to read NAVICP-MECH.
  - b. The Fleet Accounting and Disbursement Center (FAADC) has been renamed the Defense Accounting Office (DAO). Offices still remain in San Diego and Norfolk. Change FAADC to read DAO.
  - c. Naval Supply Centers/Naval Supply Depots (NSCs/NSDs) have been renamed Fleet Industrial Supply Centers (FISCs). Change NSC/NSD to read FISC.
  - d. Delete all reference to NAVSUP P-567. Substitute reference to NAVSUP P-485, volume I.
  - e. Delete all reference to NAVSUP P-560 (SUPARS). Substitute reference to NAVSUPINST 4200.85 (SAP).
  - f. Delete all reference to the NAVSUP P-437, *Supply Appendices*. Substitute reference to the NAVSUP P-485, volume II. The appendix numbers referred to in the text may have changed. To assure correct appendix numbers, refer to the P-485 index.
  - g. Delete all reference to NAVSUP P-437, *Supply Ashore*. Substitute reference to NAVSUP P-485, volume III.

3. TRAMAN,

Make the following changes:

<u>Page</u>	<u>Col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>												
1-7	1	2	6&7	Delete "OPNAVINST 5510.1." Replace with SECNAVINST 5510.36.												
1-11	2	1	-	Between paragraphs 1 & 2, insert the following: "NOTE: On 01 October 1991, the procedures for determining capitalization of assets were revised. The list below shows the threshold dollar value changes and the dates after which they apply. Material previously capitalized under the old threshold will remain plant property until it has served its useful life and has been deleted from plant account records. For more information, refer to the NAVCOMPT Manual, Volume III, paragraph 036200. This publication is available online at <a href="http://www.fma.hq.navy.mil">www.fma.hq.navy.mil</a> ."												
				<table border="1"> <thead> <tr> <th><u>Amount</u></th> <th><u>Date</u></th> </tr> </thead> <tbody> <tr> <td>\$5,000 and up</td> <td>Before Oct 91</td> </tr> <tr> <td>From \$5,000 to \$15,000</td> <td>01 Oct 91</td> </tr> <tr> <td>From \$15,000 to \$25,000</td> <td>01 Oct 93</td> </tr> <tr> <td>From \$25,000 to \$50,000</td> <td>01 Oct 94</td> </tr> <tr> <td>From \$50,000 to \$100,000</td> <td>01 Oct 95</td> </tr> </tbody> </table>	<u>Amount</u>	<u>Date</u>	\$5,000 and up	Before Oct 91	From \$5,000 to \$15,000	01 Oct 91	From \$15,000 to \$25,000	01 Oct 93	From \$25,000 to \$50,000	01 Oct 94	From \$50,000 to \$100,000	01 Oct 95
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From \$25,000 to \$50,000	01 Oct 94															
From \$50,000 to \$100,000	01 Oct 95															
1-12	1	5	2	Delete "annually." Replace with "once every two years, on odd numbered years (i.e., 1999, 2001, 2003, 2005...etc.)."												
1-14	1	2	9&10	Delete "in microfiche format." Replace with "available on the HMC&M CD-ROM (DOD 6050.5/5R)."												
1-14	2	1	6&7	Delete "Distribution of the LIRSH is controlled by FMSO." Replace with "The LIRSH is available on FED-LOG."												

<u>Page</u>	<u>Col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>
1-14	2	3	8	After the last sentence. Add: "The ASG is available on the NLL CD-ROM."
1-15	2	1	-	Delete the entire paragraph "MILSTRIP and MILSTRAP."
1-15	2	3	18	Delete the last sentence. Replace with "The NAVSUP P-485 contains 3 volumes. Volume I contains procedures for Afloat Supply, volume II contains the supply appendices, and volume III contains procedures for supply ashore."
1-16	2	2	-	Delete the entire paragraph "Automated SNAP I Supply Procedures."
2-14	1	1	7	The "Aged Unfilled Order List (AOUL)" has been renamed the "Unfilled Order List." Make appropriate changes on this and subsequent pages.
2-14	1	1	10	The "Unmatched Expenditure Listing" has been cancelled. Delete any reference to this list on this and subsequent pages.
3-20	2	3		"DD Form 200- Report of Survey" has been renamed "DD Form 200- Financial Liability Investigation of Property Loss." Make appropriate changes on this and subsequent pages.
4-4	2	6	-	The Imprest Fund Program has been canceled. Delete the entire paragraph.
4-5	-	-	-	The Imprest Fund Program has been canceled. Delete the entire page.
4-6	-	-	-	The Imprest Fund Program has been canceled. Delete the entire page, EXCEPT the last paragraph titled Fast Payment.
5-4	1	2		At the end of paragraph, add: "If disposition instructions are not received within 30-days, the supply department shall request disposition instructions from the CFA."

<u>Page</u>	<u>Col</u>	<u>Para</u>	<u>Line</u>	<u>Change</u>
5-6	Figure 5-1			Delete “Stock Locator Unit” from the SSC/ASD organizational chart.
5-7	2	2	4	Delete “six.” Replace with “five.”
5-7	2	2	5&6	Delete “stock locator unit.”
5-9	1	2	-	Delete the heading and all text under the heading “STOCK LOCATOR UNIT.”
5-10	2	2	9	SSC procedures are now outlined in OPNAVINST 4790.2, volume I. Change reference from “volume III, chapter 14”, to “volume I” on this and all subsequent occurrences.

## PREFACE

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

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

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

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

*1991 Edition Prepared by  
AKCM William J. Dunne*

Published by  
NAVAL EDUCATION AND TRAINING  
PROFESSIONAL DEVELOPMENT  
AND TECHNOLOGY CENTER

**NAVSUP Logistics Tracking Number  
0504-LP-022-3710**

## **Sailor's Creed**

“I am a United States Sailor.

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

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

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

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



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# INSTRUCTIONS FOR TAKING THE COURSE

## ASSIGNMENTS

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

## SELECTING YOUR ANSWERS

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

## SUBMITTING YOUR ASSIGNMENTS

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

**Grading on the Internet:** Advantages to Internet grading are:

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

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

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

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

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

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

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

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

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

## COMPLETION TIME

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

## **PASS/FAIL ASSIGNMENT PROCEDURES**

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

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

## **COMPLETION CONFIRMATION**

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

## **ERRATA**

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

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

## **STUDENT FEEDBACK QUESTIONS**

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

## **For subject matter questions:**

E-mail: n313.products@cnet.navy.mil  
Phone: Comm: (850) 452-1648  
DSN: 922-1648  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODE N313)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5237

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

E-mail: n331@cnet.navy.mil  
Phone: Comm: (850) 452-1511/1181/1859  
DSN: 922-1511/1181/1859  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODE N331)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

## **NAVAL RESERVE RETIREMENT CREDIT**

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 5 points. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

## **COURSE OBJECTIVES**

In completing this nonresident training course, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following: administration, plant accounts, and publications; financial management of resources; material receipt, custody, and surveys; purchasing; and aviation material management.



## Student Comments

**Course Title:** Aviation Storekeeper 2

**NAVEDTRA:** 14016 **Date:** \_\_\_\_\_

**We need some information about you:**

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

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

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

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

NETPDTC 1550/41 (Rev 4-00)



# CHAPTER 1

## ADMINISTRATION, PLANT ACCOUNT, AND PUBLICATIONS

This training manual (TRAMAN) has been prepared for members of both the Regular Navy and the Naval Reserve in the Aviation Storekeeper (AK) rating who are preparing for advancement to AK second class. It is designed to help the AK meet the occupational standards listed for AK2 in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068.

The nonresident training course (NRTC) that you received with this TRAMAN is part of the training package listed as mandatory for completion in the *Advancement Handbook for Petty Officers*, NAVEDTRA 71475, for advancement to your rating. Study the TRAMAN and complete the NRTC and you will have fulfilled one of the requirements for advancement. All the other requirements for advancement are listed in the *Advancement Handbook for Petty Officers*, so study it well and make the system work for you. Read it now and use it for reference later.

This chapter contains information about naval correspondence; marking, stowing, and destroying classified material; procedures and requirements for plant account and property records; and publications contained in technical libraries.

### ADMINISTRATION

One of your most important tasks as an AK is the preparation of correspondence. You will be expected to produce properly formatted letters with no errors quickly and efficiently.

Within the Navy, you use a standard letter format when corresponding with certain government agencies, especially those within the Department of Defense (DOD). When corresponding to

other persons and to civilian organizations, you prepare letters according to a business format.

### STANDARD LETTERS

Instructions for typing standard letters are contained in the *Navy Correspondence Manual*, SECNAVINST 5216.5. It is important to follow these instructions exactly. Uniformity is essential to an accurate and expeditious flow.

### Stationery

The first page of a standard letter contains the letterhead (name and address) of the activity printed on bond paper (fig. 1-1). The second and succeeding pages of a letter are typed on plain white bond paper of the same size and quality as the letterhead paper.

### Copies

Copies of naval correspondence are made on copying machines, if they are available. If not, copies for each Via addressee and Copy to addressee are made on white carbon flimsy. The command file copy is made on yellow carbon flimsy. Other colors of flimsy paper may be used for internal routing, such as a daily read board.

### MULTIPLE-ADDRESS LETTERS

A multiple-address letter is addressed to two or more activities individually identified in the To block or as a group in the Distribution block. It is typed in the usual manner of a standard letter except that the titles are listed in the To block in seniority order.

Each addressee must receive a letterhead copy with a signature. It can be an original copy or a photocopy. See figure 1-2 for an example of a multiple-address letter.



**DEPARTMENT OF THE NAVY**

UNITED STATES ATLANTIC FLEET  
HEADQUARTERS OF THE COMMANDER IN CHIEF  
NORFOLK, VIRGINIA 23511-6001

1550  
Ser N149/006234  
28 Jun 1992

**From:** Commander in Chief, U.S. Atlantic Fleet  
**To:** Commanding Officer, Naval Education and Training Program  
Management Support Activity

**Subj:** REQUEST FOR ATTENDANCE AT CONFERENCE

**Ref:** (a) NETPMSA ltr 1550 Code 0313 of 19 Jun 92

1. In response to reference (a), AKCM Myra P. Atkinson will attend the Aviation Storekeeper 2 conference to be held 14-18 August 1992.
2. CONCLANTFLT point of contact is AKCM Frederick L. Rogers, N149A, autovon 555-2000 or commercial (904) 555-1000.

*D. M. Pavillo*  
D. M. Pavillo  
Director for Manpower  
and Personnel

Figure 1-1. Standard naval letter.





DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROGRAM  
MANAGEMENT SUPPORT ACTIVITY  
PENSACOLA, FLORIDA 32509-5000

IN REPLY REFER TO

7000  
Ser 40/321  
17 Apr 92

From: Commanding Officer, Naval Education Management Support  
Activity, Pensacola  
To: Officer in Charge, Personnel Support Activity Detachment,  
Naval Training Center, Orlando  
Officer in Charge, Personnel Support Activity Detachment,  
Recruit Training Command, Orlando

Subj: FY 1993 OPTAR FUNDS TRANSFER

Ref: (a) OIC NTC ltr 7000 PSD 12, of 4 Apr 92  
(b) PHONCON PERSUPPDET RTC Orlando PNC NETPMSA Pensacola  
(Code 41) Mr. Frederick J. Smith

1. As requested by reference (a), and concurred with by reference (b), authority is granted to realign funds from PERSUPPDET RTC Orlando to PERSUPPDET NTC Orlando to cover PERSUPPDET NTC costs incurred by increasing supply levels to a 6-month level for both detachments.
2. Forward one copy of all requisitions and receipt documents to NETPMSA Pensacola, Code 42.

*R.L. Bronson*  
By direction

Figure 1-2.—Multiple-address letter.



the Navy who are unfamiliar with the standard letter. It also may be used for official correspondence between individuals within the Department of the Navy when the occasion calls for a personal approach. See figure 1-4 for an example of a business letter.

## MESSAGES

Messages are the quickest form of written communications in the Navy. Our telecommunications system is designed to get time-sensitive or critical information to


	<p><b>DEPARTMENT OF THE NAVY</b> NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY PENSACOLA, FLORIDA 32509-5000</p>	<p>IN REPLY REFER TO</p>
		<p>12000 Code 01 August 1, 1992</p>
<p>Escambia High School Summer Youth Employment Training Program Attn: Mr. Frank A. Gentry 1310 North 65th Avenue Pensacola, FL 32506</p>		
<p>Dear Mr. Gentry:</p>		
<p>We had the distinct pleasure of working with fourteen young people through the Summer Youth Employment Training Program this summer. We greatly appreciate the assistance these people provided during what is a very busy season for us. I credit the success of this program to not only the young people themselves but also to the time, efforts, and training provided by our program specialist, Ms. Gloria Schill.</p>		
<p>Ms. Schill has done a wonderful job coordinating the program here. Her training of the participants was reflected in their professionalism, job performance, attendance, and most importantly their attitudes. Her communication was superb as she kept the command, the supervisors, and the summer hires informed each step of the way. Through it all, Ms. Schill's genuine concern for the students and their futures was evident in word and deed.</p>		
<p>The Summer Youth Employment Program has truly been a rewarding experience this year for all concerned. I am proud to have been a part of the training of these future employees (and employers, no doubt). Ms. Schill deserves a hearty "well done" for her superior work in coordinating this exceptional program.</p>		
<p>Sincerely,</p>		
<p><i>P. W. Davidson</i> P. W. DAVIDSON Lieutenant, U.S. Navy Officer in Charge</p>		

Figure 1-4.-Business letter.

addressees rapidly for effective use of information.

Messages are prepared on the Joint Message Form, DD Form 173/2 (fig. 1-5), to be sent by electrical telecommunications. Since the DD Form 173/2 is read by optical scanner, it must be prepared in a double-spaced format using an OCR typeface. Complete procedures are contained in the *Telecommunications Users Manual*, Naval Telecommunications Publication 3.

### NAVY MAILED MESSAGE PROGRAM

Navy Mailed Message Program (NAVGRAMS) are prepared on the Joint Message Form, DD Form 173/2, but are processed through normal administrative channels after a determination has been made that the subject matter or urgency of action required does not qualify for electronic transmission. This determination is normally made by the releaser. NAVGRAMS may only be classified Secret and below.

JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE	DATE/TIME			PRECEDENCE		CLASS	SPECIAL	LHM	CIC	ORIG'NGO' IDENT
	DATE	TIME	VS	ACT	INFO					
OF										
NO.	MESSAGE HANDLING INSTRUCTIONS									
<p><b>FROM:</b></p> <p><b>TO:</b></p>										
DISTR:										
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE							SPECIAL INSTRUCTIONS			
TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE										
RELEASER	SIGNATURE						SECURITY CLASSIFICATION		DATE TIME GROUP	

6  
5  
4  
3  
2  
1  
0

DD FORM 173/2 (OCR)  
 PREVIOUS EDITION IS OBSOLETE  
 S/N 0100-47-000-1730

U.S. GOVERNMENT PRINTING OFFICE: 1984-430-737

Figure 1-5.—Joint Message Form, DD Form 173/2.

## **CLASSIFIED MATERIAL CONTROL**

To protect the interests of the United States, certain information cannot be available to other countries. This information is given a classification that determines how much protection it needs.

## **RESPONSIBILITIES**

The Chief of Naval Operations (CNO) is responsible to the Secretary of the Navy (SECNAV) for all policies related to the maintenance of the security of all classified information within the Naval Establishment. The *Information and Personnel Security Program Regulation, OP-NAVINST 5510.1*, known as the *Security Manual*, is the source of the Navy's security program.

From SECNAV, to the CNO, to your commanding officer, to your command security manager, and to you, responsibilities and procedures are laid down and specified to protect classified information.

Do not let information fall into the wrong hands through careless talk or improper handling and safeguarding of written information.

## **CATEGORIES OF CLASSIFIED INFORMATION**

Information is classified in three categories, each category requiring its own level of protection. These categories are Top Secret, Secret, and Confidential.

### **Top Secret**

Top Secret is the designation applied only to information or material the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of exceptionally grave damage include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communication intelligence systems; and the disclosure of scientific or technological developments vital to national security.

### **Secret**

Secret is the designation applied only to information or material the unauthorized

disclosure of which could reasonably be expected to cause serious damage to national security. Examples of serious damage include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to national security; revelation of significant military plans or intelligence operations; and the compromise of significant scientific or technological developments relating to national security.

### **Confidential**

Confidential is the designation applied to information or material the unauthorized disclosure of which could reasonably be expected to cause identifiable damage to national security. Examples of identifiable damage include the compromise of information that indicates strength of ground, air, and naval forces in the United States and overseas areas; disclosure of technical information used for training, maintenance, and inspection of classified munitions of war; revelation of performance characteristics, test data, design, and production data of munitions of war.

## **SECURITY CLEARANCES**

A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level. However, it is not an authorization for access to that information. It is important to separate the two terms *clearance* and *access*. Clearance is determined after one of several types of personal investigations is completed. Access is granted when an individual has a need to know information up to a specific level.

Clearances are either final or interim. Final clearances are granted when all investigation requirements have been met and are favorable. Interim clearances are granted, not to exceed 6 months, when it is established that any delay would be harmful to the national interest and a personal investigation request has been submitted.

## **MARKING CLASSIFIED MATERIAL**

When it is determined that information or material should be assigned a classification, such information must be conspicuously marked as described in the following paragraphs.

All original copies of letters, office memorandums, messages, and other documents that are typed, printed, or written in longhand must be

conspicuously marked with the appropriate classification at the top and bottom of each page. The markings must be placed in a position where they will not become covered in assembly, removal, or trimming. When the reverse sides of pages are used, they must be similarly marked with the classification.

All reproductions or copies of classified material, regardless of form, must bear clear, legible classification markings in the same manner as the originals. Not all copy equipment reproduces colors of ink or marginal images; therefore, personnel engaged in marking copies must make sure the reproduced copies are marked or stamped with the classification on all copies in the same position and size required for the originals.

The manner of marking classified equipment, products, or substance depends on the nature of the material. Normally, the assigned classification should be marked by stamping, etching, or attaching a classification plate. When it is not possible, the container must be appropriately marked. When the article or container cannot be marked, written notification of the assigned classification must be furnished to the consignee of the material.

The lettering of the classification stamp or mark must be all capitals and in red color, and, when practical, must be larger in size than the type size of the text.

### **CUSTODIAL PRECAUTIONS**

Classified material is not removed from the physical confines of a command without the knowledge and approval of the commanding officer or an authorized representative. When classified material is removed, a complete list is prepared, signed by the individual removing the material, and appropriately filed until the material is returned.

### **CARE DURING WORKING HOURS**

Each person in the Navy must take every precaution to prevent deliberate or casual access to classified information by unauthorized persons. The precautions that must be followed are described in the following paragraphs.

When classified documents are removed from stowage for working purposes, they must be kept under constant surveillance or face down or covered when not in use.

Drafts, carbon sheets, carbon paper, typewriter ribbons, plates, stencils, stenographic notes, worksheets, and similar items containing classified information are either destroyed by the person responsible for the preparation after they have served their purpose or are given the same classification and safeguarding in the same manner as the classified material produced from them. After the upper and lower sections of a fabric typewriter ribbon have been cycled through the typewriter at least five times, the ribbon may be treated as unclassified.

Classified material, upon receipt, is opened by the addressee or the persons specifically authorized by the addressee in writing to open material of the grade involved. If for any reason a space must be vacated during working hours, any classified material therein must be bestowed according to stowage instructions for the classification involved.

### **CARE AFTER WORKING HOURS**

A system of security checks at the close of each working day must be instituted to make sure classified material held by a command is properly protected. Custodians of classified material are required to make an inspection that guarantees the following precautions have been fulfilled:

1. All classified material is stowed in the prescribed manner.
2. Burn bags are properly stowed or destroyed.
3. Classified shorthand notes, carbon paper, typewriter ribbons, rough drafts, and similar papers are properly stowed or destroyed. As a matter of routine during the day, such items must be placed in burn bags immediately after they have served their purpose.
4. Identification of the individual responsible for the contents of each container of classified material must be readily available. The individual so identified is contacted in the event a container of classified material is found open and unattended.

### **CARE OF WORKING SPACES**

The necessary safeguards must be afforded to buildings and areas in which classified information is kept. Precautions must also be taken to minimize any danger or inadvertent disclosure of classified material in conversation. You must not discuss classified information in public places.

## **STOWAGE PROCEDURES**

Classified material must be stored in the manner prescribed in chapter 5 of the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. This publication outlines the physical security standards and requirements that serve as a uniform guide for determining the type and degree of protection for classified material. These standards and requirements are designed to provide for flexibility as well as adequacy in the physical security program.

Keys for padlocks used to protect classified material must be given the same protection as the material they protect. It is essential that combinations be known or keys be accessible only to those persons whose official duties demand access to the container involved. The combination or key to the security container must be changed at the time received, at the time any person having knowledge of it transfers from the organizational unit, at anytime there is a reason to believe it has been compromised, or in any case not less than every 12 months. Any document showing the combination to a lock must be of the same classification as the material in the container secured by that lock. Records of combinations must be sealed in an envelope and kept by the security manager, duty officer, or other personnel designated by the commanding officer.

When combination numbers are selected, multiples of 5 (ascending or descending) or personal data such as birth dates and social security numbers should not be used.

## **RECORDS DISPOSAL**

An AK should be able to determine what records should be held in the files for a period of time or what records should be destroyed or transferred for preservation.

Record disposal techniques must keep pace with increased production and dissemination techniques. Temporary records must be identified, scheduled, and regularly destroyed, and permanent records must be identified and marked for preservation. The United States Criminal Code (appendix B) provides for fines and penalties including imprisonment for unlawful and willful destruction or removal of government records. OPNAVINST 5510.1 provides for the destruction of classified matter. This and other regulations for safeguarding security information must be followed at all times in applying the provisions outlined in the *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5.

## **TRANSFERRING CLASSIFIED MATERIAL**

Matter classified as Top Secret must be transmitted as prescribed by OPNAVINST 5510.1. Only Secret and lesser classified material may be sent via mail as prescribed by the *Department of the Navy Official Mail Management Instruction*, OPNAVINST 5218.7. All classified material must remain under U.S. custody and control at all times.

Any of the means approved for the transmission of Top Secret material prescribed in chapter 8 of OPNAVINST 5510.1 may be used.

Registered mail is used for the transmission of all Secret material, NATO Confidential, and all other Confidential material mailed to an FPO/APO address.

Certified mail may be used for the transmission of Confidential (other than NATO) material addressed to contractor facilities cleared for access to classified information under the DOD Industrial Security Program or to any non-DOD agency of the executive branch.

Regular First-Class Mail or priority mail should be used for the transmission of Confidential (other than NATO Confidential) material addressed to DOD activities located anywhere in the United States and its territories.

## **TURN-IN OF CLASSIFIED MATERIAL**

Turn-in of classified material is handled according to the *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1. Personnel handling classified items for turn-in must be cleared to handle classified material up to the level of the material being turned in. Top Secret and Secret material is turned in under a continuous chain of receipts. Receipts for Confidential material may be required at the discretion of the transmitter. Receipts for hand-delivered material are obtained on the No. 1 copy of the DD Form 1348-1, which is returned to the activity and filed in the expenditure invoice file.

When classified material is mailed or shipped, the special packaging, addressing shipment, and receipt procedures contained in OPNAVINST 5510.1, chapter 8, must be followed. In such cases, the No. 5 or 6 copy of the DD Form 1348-1 is stamped or annotated with the phrase *Consignee sign and return this copy*. When the receipted copy is returned, it is filed (with the retained original) in the expenditure invoice file.

## PLANT ACCOUNT AND PROPERTY RECORDS

Most AKs will at some time in their Navy career become closely involved with record-keeping, inventory, custody, and turn-in of custody-type material. Ashore this material is called plant account and minor property. Afloat it is called controlled equipage.

### TERMS

The following terms are related to plant account, minor property, and controlled

equipage. You will use these terms daily if you deal in any way with plant account and property records.

*Custody.* This term relates to the physical possession of material and the assumption of responsibility against its improper usage and loss.

*Equipage.* This is a term used afloat that refers to those noninstalled and relatively durable items. Equipage items generally are identifiable to end use application and comprise the majority of items listed in the allowance equipage lists (AELs) and part III B of the Coordinated Shipboard Allowance List (COSAL).

DOD PROPERTY RECORD		1. <input type="checkbox"/> ACTIVE <input type="checkbox"/> INITIAL <input type="checkbox"/> IDE <input type="checkbox"/> CHANGE		2. ALIAN DATE		3. D. GOVERNMENT TAG NO.		Form Approved OMB No. 22-R0209	
<b>SECTION I - INVENTORY RECORD</b>									
4. COMMODITY CODE		5. STOCK NUMBER		6. ACQUISITION COST		7. TYPE CODE		8. YR OF MFG	
9. POWER CODE		10. STATUS CODE		11. SVC CODE		12. COMMAND CODE		13. ADM OFFICE CODE	
14. NAME OF MANUFACTURER				15. MFG'S CODE		16. MANUFACTURER'S MODEL NO.		17. MANUFACTURER'S SERIAL NO.	
18. LENGTH		19. WIDTH		20. HEIGHT		21. WEIGHT		22. CERTIFICATE OF NON-AVAILABILITY NUMBER	
23. REP NO.		24. AID		25. CONTRACT NUMBER					
26. DESCRIPTION AND CAPACITY									
CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO									
<b>ELECTRICAL CHARACTERISTICS</b>									
27. QUANTITY	HORSEPOWER	VOLTS	PHASE	CYCLE	AC	DC	SPEED	TYPE AND FRAME NUMBER	
28. PRESENT LOCATION								29. POSSESSOR CODE	
<b>SECTION II - INSPECTION RECORD</b>									
29. Can this be stored and maintained on site for at least 12 months?				YES		NO			
30. Has this been rebuilt or repaired?				YES		NO			
31. Has this been modified from original configuration?				YES		NO			
32. Are electrical control systems and wiring properly labeled?				YES		NO			
33. Are hydraulic hoses, valves, and fittings properly labeled?				YES		NO			
34. Are electronic systems and controls properly labeled?				YES		NO			
35. Are safety devices adequate and satisfactory?				YES		NO			
36. Are installation instructions available for transport?				YES		NO			
37. Are operating instructions available for transport?				YES		NO			
38. Has this been used on a previous operation?				YES		NO			
39. Were adjustments or calibration correct deficiencies?				YES		NO			
40. Is this serviceable without damage to components? If not, give the replacement cost.				YES		NO			
41. Is item in operable condition?				YES		NO			
42. Must item be repaired/rebuilt/overhauled to restore full functionality?				YES		NO			
43. Do QC records indicate satisfactory performance? If not, explain under remarks below.				YES		NO			
44. Are manually operated mechanisms in working order? If not, describe under remarks below.				YES		NO			
45. Are valves, hoses, and fittings properly labeled? If not, describe under remarks below.				YES		NO			
46. Are hydraulic hoses, valves, and fittings operating properly? If not, describe under remarks below.				YES		NO			
47. Are electronic systems and controls operating properly? If not, describe under remarks below.				YES		NO			
48. How many hours has item used by current possessor?									
49. Explain under remarks last use of equipment described in item 26 above.									
50. Estimated cost for packing, crating, handling.									
51. Indicate date item will be available for redistribution.									
52. CONDITION CODE									
53. OPERATING TEST CODE									
<b>SECTION III - REMARKS</b>									
54. REMARKS									
REMARKS CONTINUED ON REVERSE SIDE <input type="checkbox"/> YES <input type="checkbox"/> NO									
<b>SECTION IV - DISPOSITION RECORD</b>									
55. CONSIGNEE (NAME AND ADDRESS, INCLUDING ZIP CODE)						56. TYPE OF DISPOSITION		56a. DATE OF DISPOSITION AND PROCEEDS IF SOLD	
						<input type="checkbox"/> DONATION <input type="checkbox"/> DESTRUCTION			
						<input type="checkbox"/> SALE <input type="checkbox"/> ABANDONMENT			
<b>SECTION V - VALIDATION RECORD</b>									
57. VALIDATION (TYPER NAME(S) AND SIGNATURE(S))									

Figure 1-6. DOD Property Record, DD Form 1342.





the original and one copy for each item of controlled equipment in the custody of each department head.

Department heads, at their discretion, may prepare additional duplicate custody records for any signature required item such as binoculars, watches, and so on, when it is desired to assign custodial responsibility for the same item to more than one individual.

### **MAINTENANCE OF NAVSUP FORM 306**

The originals of the NAVSUP Form 306 are maintained in a space designated as most convenient by the supply officer and, when not in use, must be kept in a locked file. Entries relative to receipts, expenditures, and inventories are posted to NAVSUP Form 306 according to *Afloat Supply Procedures*, NAVSUP P-485, paragraph 6092. When a new NAVSUP Form 306 is required, the information from the old card is duplicated and after the balance is brought forward to the new NAVSUP 306, the old NAVSUP Form 306 must be kept for 36 months from the date of the last inventory entry appearing in the inventory record section.

When items are designated as controlled equipment by the commanding officer or TYCOM according to NAVSUP P485, paragraph 6091-3, the notation *CO designated item* or *TYCOM designated item*, as appropriate, must be entered in the top or bottom margin of the NAVSUP Form 306.

### **PHYSICAL INVENTORY OF CONTROLLED EQUIPAGE**

All controlled equipment items must be inventoried annually during the period 15 February through 15 March. Other inventories, which must be completed within 30 days after the commencement date, are listed as follows:

1. On commissioning, inactivation, or re-activation of the ship
2. On relief of a head of department, for those items in the custody of the department concerned
3. On change of command, at the discretion of the relieving commanding officer

When a shipwide inventory of all controlled equipment has been taken during the 6-month period preceding 15 February, the annual

inventory requirement for the current year is considered satisfied.

### **PUBLICATIONS**

Normally, the technical library for the supply department is established within the supply support center (SSC). As the AK assigned management responsibility for the technical research unit, you must determine the technical manuals and publications required to support the organization and maintain receipt and distribution control. You must also be responsible for making sure changes and revisions are incorporated to keep the publications current and up to date. Once established, the majority of the manuals and publications are placed on automatic distribution to your activity.

There are many general use manuals, publications, and directives that are used by aviation supply personnel to determine standard supply operating procedures and to obtain management data relative to material identification, material requisitioning, and processing of repairable components. The manuals and publications that should be maintained in a technical library are covered in the following paragraphs.

### **NAVY COMPTROLLER MANUAL**

The *Navy Comptroller (NAVCOMPT) Manual* provides policy, regulation, and procedures within the area of primary support responsibility and technical guidance of the Comptroller of the Navy. There are 10 volumes of the *NAVCOMPT Manual*. Volumes 2 and 3 are of primary concern for the technical library.

*Accounting Classification*, volume 2. This volume is a reference book that contains the classification necessary to report the receipt and expenditures of public funds in each of the three phases of the Navy accounting system. It also includes appropriation, cost, and property accounting.

*Unit Identification Codes*, volume 2, chapter 5. This chapter includes unit identification codes (UICs) for all activities, ships, aviation units, and other organizational components of the Navy. This chapter is issued as a separate volume.

*Appropriation, Cost, and Property Accounting*, volume 3. This volume prescribes accounting procedures in connection with appropriation, cost, and property accounting for field activities. As a manual of the Navy accounting system, this

volume establishes methods used by supply and fiscal officers ashore to report the receipt and expenditure of public funds and property.

## **DEPARTMENT OF THE NAVY STAFF OFFICES (NAVSO) MANUALS**

The *Financial Management of Resources Fund Administration (Operating Forces)* NAVSO P-3013-1, the *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2, and the *Financial Management of Resources Operations and Maintenance (Shore Activities)*, NAVSO P-3004, contain information related to the procedures for maintaining operating targets (OPTARs) and define the terms used in the resources management system pertaining to activities, ships, and squadrons.

## **NAVAL SUPPLY SYSTEMS COMMAND PUBLICATIONS**

The various Naval Supply Systems Command (NAVSUP) publications required in the technical library are covered in the following paragraphs,

### **Introduction to Federal Supply Catalog and Related Publications**

The *Introduction to Federal Supply Catalog and Related Publications*, NAVSUP P-4000, is a consolidated text that contains guidelines for the use of various federal catalog system and NAVSUP publications. It contains instructions that issue information relative to items within the Navy supply system and also indicates the interrelationship of the various publications. All related publications are described in detail in individual chapters of this publication. It contains descriptions of the format and contents of the Management List-Navy (ML-N), the Consolidated Master Cross-Reference List (C-MCRL), the Master Repairable Item List (MRIL), the Hazardous Material Information System (HMIS), the List of Items Requiring Special Handling (LIRSH), the Afloat Shopping Guide (ASG), the Identification Lists (ILs), and the Navy Item Control Number/National Item Identification Number (NICN/NIIN) cross-reference.

### **Management List-Navy**

The Management List-Navy (ML-N) contains selected management data for all Navy-managed and Navy interest retail items and provides a

historical record of stock number deletions and supersedure. Items excluded from this publication are subsistence items; cryptographic/cryptologic, defense nuclear, and special weapons items that are listed in security classified catalogs; and publications and forms. This publication contains basic management data for each national stock number (NSN) such as inventory manager identification, item nomenclature, security classification, shelf-life code, material control code, and deleted or superseded information. The ML-N is published by the Defense Logistics Service Center (DLSC) on microfiche, listed in NIIN sequence, and complete revisions are redistributed to applicable activities quarterly. The distribution is controlled by the Navy Fleet Material Support Office (FMSO).

### **Consolidated Master Cross-Reference List**

To assist in identifying NSN items of supply in the Federal Supply Catalog System, the Consolidated Master Cross-Reference List (C-MCRL) provides cross-reference information in three parts. Part I provides cross-reference from reference numbers and applicable commercial and government entity (CAGE) codes to NSNs. Part II provides cross-reference from NSNs to reference numbers and applicable CAGES. Part III, listed in CAGE sequence, provides a cross-reference from CAGES and reference numbers to NSNs. The C-MCRL is a consolidated publication that includes items of supply that are used by all services. Many NSNs identified in the C-MCRL are not listed in the ML-N. The C-MCRL provides management data such as reference number (part number), CAGE code, applicable NSN data, description (if available), and nomenclature. This publication is published on microfiche by the DLSC. The distribution is controlled by the FMSO and is issued semi-annually.

### **Master Repairable Item List**

The Master Repairable Item List (MRIL), NAVSUP P-4107, is a catalog of selected Navy-managed items that, when unserviceable and not locally repairable, are required to be turned into a collection point or to a designated overhaul point (DOP) for repair and return to system stock. The primary purpose of the MRIL is to provide to fleet activities the data required for disposition of not ready for issue (NRFI) repairable, including repair level data, shipping data, or when

applicable, local disposal direction, and other selected management data. The MRIL must be used in conjunction with the *Supply Afloat Packaging Procedures*, NAVSUP P-484, and *Afloat Supply Procedures*, NAVSUP P-485, for all afloat activities and MILSTRIP/MILSTRAP, NAVSUP P-437, and the *Material Turned In To Store (MTIS) Manual*, NAVSUPINST 4440.157, for ashore activities. The MRIL is published on microfiche by the FMSO and distributed monthly to all ships and shore activities that use or process repairable. Each edition supersedes the previous edition and the old microfiche should be discarded except for the introduction which is published and distributed quarterly. The MRIL is divided into two parts. Part I contains NSNs and NICNs of repairable items and aircraft engine type/model/series identifiers. It also contains information required to make repair or turn-in determinations on repairable and aircraft engines. NSNs and NICNs listed in this part are in NIIN sequence. Part II contains addresses of DOPs including contractors and other indicated destinations for all items listed in part I. Addresses are listed in shipping code sequence. Items that are either in long supply or are authorized to remain in place are indicated, and the NIIN of specially designated reusable shipping containers for returning the repairable component is identified.

### **Hazardous Material Information System**

The Hazardous Material Information System (HMIS) provides information to assist users in managing hazardous materials so that the risk involved in the performance of various jobs is minimized. The HMIS provides a wide range of data related to safety, health, packaging, labeling, transportation, and disposal of hazardous material. It also provides stowage and handling safety precautions. The HMIS is in microfiche format and is issued quarterly by NAVSUPSYS-COM.

### **List of Items Requiring Special Handling**

The List of Items Requiring Special Handling (LIRSH), NAVSUP P-4105, is published to identify items that require special handling. The LIRSH is a reference publication used in conjunction with other publications, such as the MRIL and/or HMIS. Categories of items listed include repairable items, shelf-life items (deteriorative in nature), physical security code items (for special

handling), and hazardous items. The LIRSH is published quarterly to coincide with the ML-N. Interim updating of elements such as NSN, repairable, security, shelf-life, and shelf-life action code data is provided via change notice cards/tapes to all applicable activities. Distribution of the LIRSH is controlled by the FMSO.

### **Afloat Shopping Guide**

The Afloat Shopping Guide (ASG), NAVSUP P-4400, is designed to assist fleet and all Navy supply support personnel in identifying the NSN items that are most frequently requested by ships. It includes a detailed description of each item, a specific code to designate items carried by combat logistics force (CLF) ships, and when applicable, stock numbers of substitute items. The ASGs also include specifications, illustrations, or diagrams of several types of materials. The ASGs contain six sections as follows:

Section	Federal Supply Group/ Federal Supply Class (FSG/FSC)
1	2040 to 4930
2	5110 to 5680
3	5905 to 5990
4	6135 to 7360
5	7510 to 8470
6	9150 to 9920

To obtain management data for those NSNs listed, the ML-N should be consulted for current information on unit of issue, unit price, and other pertinent supply management data required to requisition the item. This publication is updated as required. The ASG is distributed to all ships and Navy activities providing supply support within the Navy supply system.

### **Identification Lists**

The Identification Lists (ILs) are developed and published by the DLSC to provide descriptive and illustrative data to identify or select items of supply used by all services. Therefore, various NSNs identified in the ILs are not listed in the ML-N. The ILs are updated either quarterly or semiannually, depending on the size of each. The ILs are distributed only to shore activities, load-carrying ships, and aircraft carriers.

## **Navy Item Control Number to National Item Identification Number File**

The Navy Item Control Number (NICN) to National Item Identification Number (NIIN) file is designed as a cross-reference to assist in the identification of those NICNs that have assigned NSNs. This publication is distributed on microfiche only and sequenced by the last nine digits of the NICN. The NICNs are not included in the Navy management data file (NMDF) nor are they published by the DLSC in the ML-N. However, a separate history file containing the NICN to NIIN cross-reference is maintained at the FMSO.

## **Navy Stock List of Publications and Forms**

The *Navy Stock List of Publications and Forms*, NAVSUP P-2002, is published by the Naval Publications and Forms Center, Philadelphia, Pennsylvania. This publication contains requisitioning procedures and sources of supply to assist in the determination of how and where cognizance symbol I material may be obtained.

## **Storage and Materials-Handling Manual**

The *Storage and Materials-Handling Manual*, NAVSUP P-284, establishes uniform methods and standards for storage and materials-handling applicable to the military services. It consolidates technical and detailed information available to the military services on the subject of storage and materials-handling operations involved in the receipt, storage, issue, and care of supplies except for preservation, packaging, and packing. The *Navy Supplement*, NAVSUP P-284-1, expands on certain of the above subjects and prescribes specific policy or procedures not eligible for joint publication affecting other services.

## **MILSTRIP/MILSTRAP Desk Guide**

The *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, serves as a handy reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents. This desk top booklet contains those common definitions, coding structures, and abbreviated code definitions used on a day-to-day basis. Blank space is provided for entering commonly used routing identifier, fund, project, and locally assigned codes.

## **MILSTRIP and MILSTRAP**

The *Military Standard Requisitioning and Issue Procedures* (MILSTRIP) and the *Military Standard Transaction Reporting and Accounting Procedures* (MILSTRAP), NAVSUP P-437, publication establishes policy and procedures relative to MILSTRIP and MILSTRAP. The provisions of this publication take precedence over conflicting provisions contained in other supply system manuals or directives. It consists of 11 chapters and several appendixes and exhibits. This publication covers MILSTRIP and MILSTRAP relative to supply system management, requisitioning ashore, inventory control, financial matters, and material movement. It serves as a ready reference for personnel involved in preparation/processing of MILSTRIP documents.

## **Supply Afloat Packaging Procedures**

The *Supply Afloat Packaging Procedures*, NAVSUP P-484, provides a simple do-it-yourself guide to assist naval supply activities both ashore and afloat that have limited packaging facilities in the accomplishment of basic packaging techniques that will adequately protect the transfer of material and retrograde shipments of repairable items.

## **Afloat Supply Procedures**

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

## **Navy Supply Acquisition Regulation Supplement**

The *Navy Supply Acquisition Regulation Supplement* (SUPARS), NAVSUP P-560, implements and supplements the *Navy Acquisition Regulation Supplement* (NARSUP), the *Department of Defense Federal Acquisition Regulation Supplement* (DFARS), and the *Federal Acquisition Regulation* (FAR). This publication establishes uniform policies and procedures for the acquisition of supplies and services by the Navy field contracting system including fleet units receiving contracting authority and policy direction from Commander, NAVSUPSYSCOM. You should use this publication as a guide when procuring material for local purchase, blanket purchase agreement (BPA), imprest fund, or purchase orders.

## **Automated SNAP I Supply Procedures**

The *Automated SNAP I Supply Procedures* (ASSP), NAVSUP P-567, provides detailed procedures for the operation of Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) for logistics management, inventory management, and financial management. It is mandatory for all aircraft carriers and amphibious assault ships using SUADPS SNAP I procedures.

## **General Services Administration Federal Supply Catalog**

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

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

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

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

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

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

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

## **AVIATION SUPPLY OFFICE PUBLICATIONS AND DIRECTIVES**

Aviation Supply Office (ASO) publications that you should become familiar with include C sections, P sections, equipment lists, and miscellaneous ASO publications and directives. Some of the most frequently used ASO publications and directives required in the technical library are covered in the following paragraphs.

### **Cross-Reference and Parts Listings (C and P Sections)**

The C and P sections usually used in the technical library for cross-reference data are as follows:

Section Index, C0001. The Section Index, C0001, lists the titles for all ASO publications, gives brief descriptions of the contents of each section, and provides the stock numbers and latest issuance date for each section.

ASO Publication, CN-01. The Consolidated Notes for Selected Microfiche Publications of the ASO Publications, CN-01, contains descriptions of the format and contents of Sections P2300, P2310, P2330, CRIPL-01, NAC-10, ICRL-A, ICRL-C, and Sections C0018 and C0030.

Section C0018. The Repairable Assemblies Model Code Table of Navy Aviation Materials, C0018, lists the various model codes and their respective NSNs that are shown in the ASO P2300 and P2310 sections.

Section C0030. The Packaging Data for ASO and NAVAIR Repairable, C0030, is used to assist field personnel in the proper techniques to prevent damage to RFI and retrograde materials.

List of Repairable Assemblies of Navy Aviation Materials, P2300. This section is in microfiche format and is published in two parts. Part 1, which is listed in NIIN sequence, is designed to serve as a master reference list for identifying and requisitioning repairable assemblies under COG 7R and 2V. Part 2 lists aircraft engines.

List of Supporting Repair Parts of Navy Aviation Materials, P2310. This section is in microfiche format and printed in NIIN sequence and serves as a master reference list for identifying and requisitioning all parts of replacement significance required to support repairable assemblies listed in section P2300.

Listings of Recoverability Items (SM&R Code Changes), P2320. This microfiche section contains a cumulative listing of items of which the source, maintenance, and recoverability (SM&R) codes have been changed and also items that affect funding requirements. It is an advance notice of approved changes not yet reflected in sections P2300 and P2310.

Family Group Code Cross-Reference, P2330. This microfiche section is used to identify the head of family and cross-reference the family group code to specific NSNs within the family.

### **Cataloging Handbook**

The Cataloging Handbook, H4/H8, is a microfiche publication that contains the name, address, and CAGE code for each company that produces items used by the federal government. The CAGE is used in conjunction with a part number, an item number, a symbol, or a trade name to identify the specific manufacturer of an item.

### **Individual Component Repair List**

The Individual Component Repair List (ICRL) is an overall statement of intermediate

maintenance activity (IMA) component repair capability at aviation activities. Repair capability data is provided to the ASO by IMAs, based on items processed, past experience, and SM&R codes. The ICRL identifies fixed allowance items capable of local repair, targeted for future repair, or for which future repair is not planned. Master ICRL data is published by the ASO and distributed quarterly to all participating IMAs. Detailed explanation of policy, procedures, and format of the ICRL is outlined in NAVAIR-INST 4790.18.

### **Consolidated Remain-In-Place List**

The Consolidated Remain-In-Place List (CRIPL) is a microfiche publication identifying those intermediate level (I-level) and depot level (D-level) repairable that are authorized to remain in an aircraft until a serviceable item is received from supply. The CRIPL consists of three parts: NIIN sequence listing, part number to NIIN listing, and a discrete listing for each type/model aircraft in NIIN sequence. The CRIPL is published on microfiche by the ASO. It is based on inputs from carriers, marine air groups (MAGs), TYCOMs, and it is screened by NAVAIR. Procedures for establishing, maintaining, and modifying items listed in the CRIPL are contained in OPNAVINST 4440.25.

### **ASO Publication Navy Activity Control**

The ASO Publication Navy Activity Control (NAC-10) is a comprehensive index of all NAC numbers reported. It is arranged by manufacturer's part number and includes information such as description, NAC number, quantity reported, and NSN, if available. When an item is identified to an NSN by the ASO, the NSN is listed and the item is not listed in future publications of the NAC-10. The NAC-10 publication is furnished to all aviation supply activities for information and may be used in conjunction with other cross-references. When an activity has an immediate need for an item listed in the NAC-10, the activity may submit a requisition to the activity reporting a quantity on hand.

### **NAVAIR PUBLICATIONS AND DIRECTIVES**

Publications dealing primarily with the operation and maintenance of aircraft and related equipment within the Department of the Navy are

issued by or under the direction of NAVAIR. NAVAIR publications that are important to the supply technical library are briefly described in the following paragraphs.

### **Naval Aeronautical Publications Index**

The Naval Aeronautical Publications Index (NAPI) is issued in the following parts:

1. Equipment Applicability List, NA 00-500A
2. Avionics Change Cross-Reference, NA 00-500AV
3. Aircraft Application List, NA 00-500B
4. Directives Application List, NA 00-500C
5. Microfilm Cartridge Cross-Reference, NA 00-500M
6. Publications Distribution Index, NA 00-500P
7. Support Equipment Cross-Reference, NA 00-500SE
8. Airborne Weapons/Stores, Conventional/Nuclear, Check Lists/Stores Reliability Cards/Manual, NA 01-700
9. Navy Stock List of Publications and Forms, NAVSUP P-2002

Allowance requirements registers (ARRs), allowance lists (ALs), and tables of basic allowances (TBAs) are approved by NAVAIR and published by ASO. Refer to table 1-1 for a list of common ARR, ALs, and TBAs.

### **Allowance Requirements Registers**

The allowance requirements registers (ARRs) list material and equipment for the purpose indicated in the register. Material listed in the ARR is normally retained in supply department stocks until required for use. The various ARR are used as guides in establishing an Aviation Consolidated Allowance List (AVCAL) for ships, air stations, and MAGs. The AVCAL is a list of all items authorized to be carried in stock by these activities for support of aircraft and missiles.

### **Allowance Lists**

The allowance lists (ALs) contain material and equipment for the purposes indicated in each list. The ALs are used as guides in establishing the Individual Material Readiness Lists (IMRLs). The contents of ALs include the equipment and material (both consumable and repairable) necessary to outfit and maintain units of the

aeronautical organization. The ALs also identify items used with sufficient frequency to justify their issuance to all activities maintaining aircraft or equipment for which the lists are designed, and information concerning NSN, nomenclature, interchangeability, and superseded NSNs. The ALs provide detailed instructions for the application and use of each publication, as well as a table of logistic data showing the total weight and cube of all material contained in the list.

### **Tables of Basic Allowances**

The tables of basic allowances (TBAs) are listings of equipment and material required for performance of specific missions. They contain both shop equipment and common supporting spare parts and include allowances of tools and material required for the use of such activities as fleet marine force (FMF) squadrons, guided missile activities, and drone-type activities.

### **TECHNICAL MANUALS**

Technical manuals normally contain a listing of parts and drawings of the parts for identification purposes. The parts lists normally identify the manufacturer, manufacturer's part number, and NSN (if one is assigned).

### **Illustrated Parts Breakdown**

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

### **Technical Directives**

Supply personnel will often be required to prepare or process requisitions for component parts required for incorporation of technical directives (TDs). Therefore, it is necessary to



Table 1-1.—List of Common ARR, ALs, and TBAs

Section	NAVAIR Pub. No.	Contents
A (ARR)	00-35QA-1	General aeronautical and NSA material common to various types of aircraft
B (ARR)	00-35QB series	Repair parts (airframes, engines, accessories) peculiar to specific types of aircraft
BR (ARR)	00-35QBR series	Repair parts (airframes, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters
D (ARR)	00-35QD series	Repair parts and special tools for maintenance support of catapults on CVs
E (ARR)	00-35QE series	Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers
F (ARR, AL)	00-35QF series	Aircraft launching accessories and visual landing aids
G (AL)	00-35QG-016 series	General support equipments and handtools required for O- and I-levels of aircraft maintenance
H (AL)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen masks, inflatable life rafts and life jackets, compasses, etc
J (AL)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs, LPHs, LHAs, and LPDs in simulating deck spotting of aircraft for aircraft operations
L (AL)	00-35QL-22/23 series	Meteorological equipment, material, publications, and forms required by certain activities
L (ARR)	00-35QL-40/50/60 series	Repair parts and subassemblies required for maintenance of meteorological electronic equipment
N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turboshaft aircraft engines
P (AL)	00-35QP-1 through 11 series	Photographic equipments and materials required by certain activities
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipments and systems
R (ARR)	00-35QR-6	Aeronautical electronic accessories common to designated aircraft classes
R (ARR)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipments
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems
Z (ARR)	00-35QZ series	Repair parts for portable electric powerplants, precision measuring equipment, and ground support equipment (GSE)
(TBA)	00-35T series	Equipment and maintenance materials required to support the mission(s) of a specified aviation squadron or units

understand the different types, titles, categories, arrangement, and locations of applicable supply data included in them. A TD may direct that component parts or material be added, removed, changed, altered, relocated, or repositioned. NAVAIR has management responsibility for the configuration management program. This program was established to control and track modifications to aeronautical equipment using the TD system. Specific information concerning the TD program is in NAVAIRINST 5218.8. Additional information concerning TD compliance at the O-, and I-, and D-levels, documentation procedures, and reporting requirements may be found in volumes II, III, and IV of Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2.

There are two types of TDs, formal and informal, which are distinguished by their method of dissemination. They are normally distributed as technical notes/orders, bulletins, or changes. There are three action categories of TDs: immediate, urgent, and routine. These categories are important to the AK because they determine the priority on which the TD kits/parts may be requisitioned. These categories are as follows:

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

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

**Routine.** This category is assigned to TDs when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard through prolonged use or have an adverse effect on the life or use of the affected

equipment. This category does not have specific compliance dates assigned. Kits/parts in this category should be requisitioned using supply issue group III.

## **INSTRUCTIONS AND NOTICES**

Various instructions and notices issued by DOD, OPNAV, SECNAV, NAVSUP, and ASO are covered in the following paragraphs.

### **Naval Aviation Maintenance Program**

The Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2, is sponsored and directed by the CNO and addresses CNO concepts, objectives, policies, programs, organizations, and responsibilities as they apply to aviation maintenance for each level of command. Each level is discussed in detail within each volume as follows:

- Volume I. Concepts, Objectives, Policies, Organizations, and Representatives
- Volume II. Organizational Level Maintenance
- Volume III. Intermediate Level Maintenance
- Volume IV. Depot Level Maintenance
- Volume V. Data Processing Requirements

OPNAVINST 4790.2 is the basic instruction that outlines duties and responsibilities of a supervisor working in material control divisions of a squadron or an aircraft intermediate maintenance department (AIMD) or involved in SSC operations.

### **Uniform Material Movement and Issue Priority System**

The Uniform Material Movement and Issue Priority System (UMMIPS), OPNAVINST 4614.1, contains information concerning force activity designators (FADs), issue policy designators, requisition processing, delivery dating, mission essential material, abuses and policing of the priority system, and expedited handling of critically needed items.

### **Fleet Use of MILSTRIP**

The Fleet Use of MILSTRIP, NAVSUPINST 4235.3, is designed to be used for indoctrination

and training of fleet personnel in MILSTRIP. It contains illustrations and explanations that make it a valuable training aid as well as a handy reference.

### **Navy Correspondence Manual**

The Navy *Correspondence Manual*, SECNAVINST 5216.5, as mentioned previously in this chapter, is the official guide for the preparation of naval correspondence.

### **Standard Subject Identification Codes**

The Standard Subject Identification Codes (SSIC), SECNAVINST 5210.11, provides standard subject identification coding for classifying correspondence, numbering instructions and notices, and assigning report symbols.

## **MAINTENANCE OF PUBLICATIONS AND INSTRUCTIONS**

The technical publications and instructions maintained by a technical library are only as good as the most current up-to-date issue. Your responsibility does not end after you make sure all publications you require are available. They must be kept current. The publications that you receive by automatic distribution will also be updated by automatic distribution of changes. Those

publications that you obtain for one-time use only must be reviewed periodically to determine the effective dates. Technical manuals and publications are updated by two methods, changes and revisions.

### **Change**

A change to a manual or publication consists of a set of replacement change pages for the area of the manual affected by the change action. This approach provides both an economical and expedient method of issuing new or corrected material to the user. Upon issue, it is necessary for the recipient to remove the superseded pages and insert new material. This action is required for paper manuals only. When a change to a microfiche is required, the microfiche is usually reissued in its entirety.

### **Revision**

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



## CHAPTER 2

# FINANCIAL MANAGEMENT OF RESOURCES

Each year the Navy must have billions of dollars to carry out its mission. This money comes from the taxpayers of the United States as determined by Congress.

The Navy must keep accounts to show how the money is spent. The accounts show the receipt and expenditure of public funds; the amount of government money, materials, and property on hand; and the cost of all operations, broken down by projects and programs. All these functions are part of financial management. Financial management is necessary to guarantee that government property and money are economically used in the public interest. Cost data assembled by projects and programs are used for budget planning and justification.

Although as an Aviation Storekeeper (AK), you are not an accountant or bookkeeper, you will often account for large amounts of public funds in the form of materials and stores. You are also involved in the preparation and processing of requisitions that constitute an expenditure of public funds. In addition, in keeping ship's operating target (OPTAR) records and submitting required reports, you are accounting for public funds.

Accounting for material and accounting for cash are basically the same. All government accounting is performed with the objective of guaranteeing that expenditures are made according to the desires expressed by Congress when the program was approved and the funds appropriated. According to this objective, records must be kept so that transactions can be examined at a later date and reconstruction of events made. Also within this objective, the disposition of funds and material must be provable. The logic of this recordkeeping is easy to understand if you have some knowledge of the overall financial operation of the government.

### RESOURCE MANAGEMENT SYSTEM

The resource management system (RMS) is a series of systems designed to promote better management procedures throughout the Department of Defense (DOD) by providing managers with improved methods of obtaining and controlling resources required to accomplish the assigned missions.

A resource manager is any individual, either military or civilian, who is accountable and responsible for carrying out a significant mission or function and who makes decisions that will have a significant effect on the resources used.

As an AK you have daily contact with some aspect of the RMS. An understanding of the background, objectives, and terms used will provide you with a clearer picture of the system. The following paragraphs contain some RMS definitions and information about the background and objectives applicable to all activities within the DOD.

### DEFINITIONS

For a better understanding of the RMS, take a look at the following definitions of terms used throughout the AK community.

*Accrual accounting* is the method used where operating costs are accounted for in the fiscal (accounting) period during which the costs of resources consumed or applied are received.

*Aviation Operating Forces* include aviation squadrons, units, staffs, and ships supporting aircraft (for aviation funds only) assigned to the fleet accounting and disbursing centers (FAADCs) for accounting purposes.

*Expense element codes* are codes established by DOD to classify expenses for cost accounting and reporting purposes. They are listed and defined in the *Navy Comptroller (NAVCOMPT) Manual*, volume 2, chapter 4.

An *expense limitation* is the financial authority issued by a major claimant or subclaimant to an intermediate level of command. An example of an intermediate level command is the type commander (TYCOM), COMNAVAIRLANT or COMNAVAIRPAC.

A *field (shore) activity*, for purposes of the RMS, is a shore station that is issued an operating budget. It could be issued this operating budget by a major claimant; subclaimant, or expense limitation holder, depending on who has immediate responsibility. Because it is issued an operating budget, it is also a responsibility center.

A *major claimant (or operating budget grantor)* is a bureau, office, or command designated as an administering office under the Operations and Maintenance, Navy (O&MN) (regular and reserve) appropriations listed in the *NAVCOMPT Manual*, volume 2, chapter 2. Major claimants receive operating budgets directly from the Chief of Naval Operations (CNO).

*Obligation authority* is the budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders.

An *operating budget* is the annual budget and financial authority of an activity or command that contains the resources to perform that activity's mission.

An *operating target (OPTAR)* is an authorization of funds subject to administrative control issued to a level below the responsibility center. The recipient of an OPTAR is referred to as an OPTAR holder.

A *responsibility center* is an organizational unit headed by an officer or supervisor who is responsible for the management of all resources within the unit, and who, in most cases, can significantly influence the expense incurred within the unit.

*Resources* consist of military and civilian personnel; material on hand and on order; the entitlement to procure or use material, utilities, services required for performance of the basic mission of the responsibility center; and work or services to be performed for others.

*Ship Operating Forces* include active fleet ships, amphibious battalions and units, staff and commands, and certain designated shore activities.

*Threshold* is an administrative money ceiling established by the fleet commander. With OPTAR accounting, aged unfilled orders below the established threshold are authorized to be administratively cancelled, and OPTAR funds

reclaimed. By the same token, unmatched expenditures below the established threshold are authorized by the FAADC to be threshold charged by the fleet to the OPTAR without detailed review by the OPTAR holder, thereby reducing available OPTAR funds.

An *unfilled order*, for accounting purposes, is a general term used to describe a request document for material or services that has been entered in the OPTAR log. Untilled order documents (chargeable) are assembled and forwarded to the FAADC by the OPTAR holder when the procedures require the chargeable unfilled orders to be matched against expenditures submitted by issuing and paying activities.

A *work unit* is a unit of measurement such as documents processed, tonnage moved, students trained, or gallons processed. The term is used to provide quantitative information of the physical output applicable to a subdivision in the operating budget.

## **BACKGROUND**

Under the procedures in effect before implementation of the RMS, financial management of naval activities was restricted to the materials and services that resulted in expenditures of appropriated funds granted to those activities. Little or no attention was paid to other costs such as military services, material issued at no cost (free issue), or material or services charged to open allotments. These costs were considered as other resources. In this situation, the responsible commander was only controlling a small percentage of his or her operating costs. The RMS was designed to correct this deficiency by providing the responsible commander with a budget that included all cost incurred instead of allotments to cover only limited portions of those costs. The DOD determined that management would be improved significantly if the financing of an activity was related to the total expense of the task or mission assigned and if the expenses were recognized and recorded against the OPTAR at the time they occurred instead of when they were requisitioned or when payment was made. The responsible commander's flexibility to shift resources to meet these changing demands is greatly increased by the fact that his or her budget will contain additional resources that were previously provided by individual allotments.

Four interrelated subsystems make up the RMS to meet the objectives of the DOD. They are as follows:

- Programming and budgeting
- Management of resources for operating units
- Management of inventory and similar assets
- Management of acquisition, use, and disposition of capital assets

The first, third, and fourth items are applicable primarily at the department, bureau, or inventory manager level. The AK would be most concerned with the second item. Current guidelines for the management of resources for operating units are found in *Financial Management of Resources Operations and Maintenance (Shore Activities)*, NAVSO P-3006, *Financial Management of Resources Fund Administration (Operating Forces)*, NAVSO P-3013-1, and *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2.

### OBJECTIVES

The basic objectives of the RMS, as applied to operating units, are as follows:

- To determine the cost of operation of an activity in terms of total resources consumed or applied.
- To establish a system of controls that will be of maximum value to commanders. Commanders use these controls to assure that resources are used effectively and efficiently in the accomplishment of the mission of the activity.
- To furnish operating budget grantors and other levels of management, up to and including the Navy Comptroller, that degree of financial information necessary for effective coordination and control of resources.

These objectives are achieved by implementation of the planning, programming, and budgeting system and the use of such functional terms as funds, appropriations, expense operating budgets, responsibility centers, cost centers, expense elements, and OPTARs. With an understanding of the interlocking functions of all these factors, the fiscal side of supply becomes a clear and

purposeful system. The material presented in this TRAMAN provides the necessary background information. Perhaps AKs may not be personally involved in the consolidation of budget estimates; however, it will be helpful if they know how the process is carried out and how the action taken at higher levels may both depend upon and affect what they do locally,

The RMS affects the entire management process in the DOD. The following paragraphs briefly define steps in the management process. Figure 2-1 indicates the normal sequence of the steps in the management cycle.

*Planning* in DOD is concerned with developing long- and midrange strategy and operational concepts, objectives, and requirements based on continuously projected appraisals of the world situation and on technological and intelligence forecasts.

*Programming* is concerned with setting specific 5-year defense goals and the schedule for achieving them, grouping functions and activities sharing the same objectives into major programs, and estimating resource requirements for each.

*Budgeting* is the function of formulating 1-year projections of resource requirements for programs, balancing priorities in the competition for limited resources, and obtaining associated funds.

*Accounting* is the function of measuring the results of performance (progress and status of

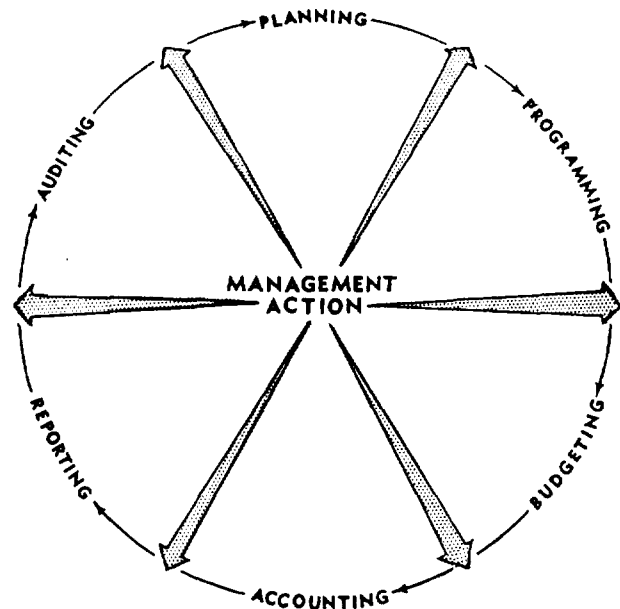


Figure 2-1.—Department of Defense management process.

programs), usually in financial terms, both for functional areas and organizational units.

*Reporting* is concerned with transmitting financial and nonfinancial information on the status and progress of programs to appropriate management levels.

*Auditing* is the function of reviewing the accuracy of recorded and reported results, and judging both the adequacy of established policies and procedures and the activity's compliance with them.

### RESOURCE MANAGEMENT SYSTEM AT THE OPERATING FORCES LEVEL

Each TYCOM (or equivalent) is responsible for the development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued, including the efficient and effective use of them. Corrective action is taken where necessary in the research and reconciliation of unfilled orders, unmatched expenditures, and expenses incurred.

### FINANCIAL RECORDS

The duties and responsibilities of the financial recordkeeper are vitally important, especially at Shipboard Uniform Automated Data Processing System-Real Time (SUADPS-RT) activities. The financial recordkeeper must perform both OPTAR accounting and Navy Stock Fund (NSF) accounting. TYCOMs issue separate OPTARs for the operation and maintenance of the activity, for the repair of other vessels, and for flight operations. These OPTARs are administered and reported by the *Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2. The NSF is administered and reported as prescribed by various Naval Supply Systems Command (NAVSUP) and NAVCOMPT manuals. The financial recordkeeper must recognize that the OPTAR funds are separate from the NSF. However, there is a relationship between these two funds that must be understood.

### NAVY STOCK FUND

The NSF is a revolving fund established by Congress to purchase material carried in stock ashore as inventory by the Navy stock points and material carried afloat by destroyer tenders (ADs),

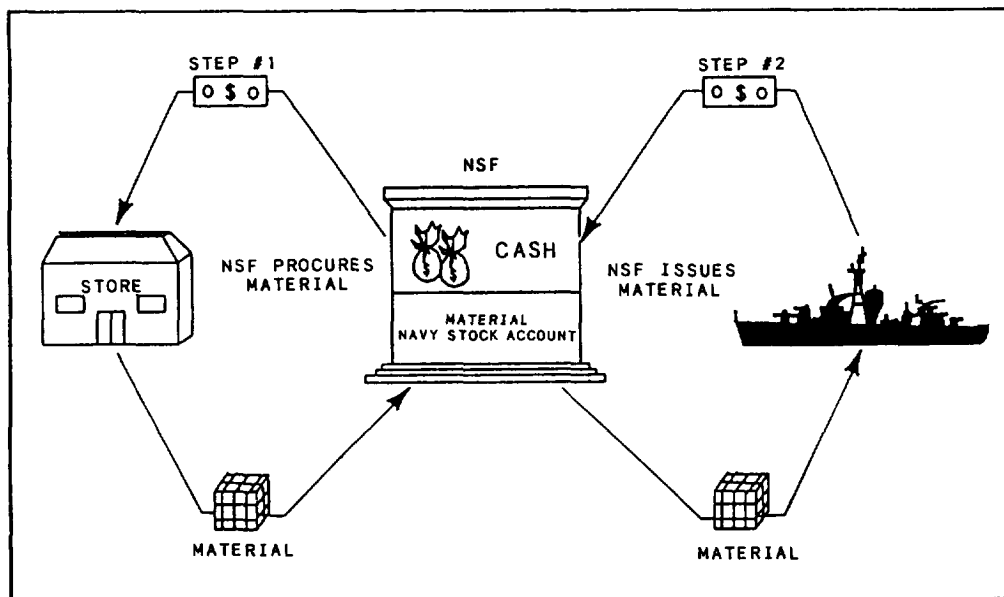


Figure 2-2.—The Navy Stock Fund (a revolving fund).



repair tenders (ASs), combat stores ships (AFs), aircraft carriers (CVs), nuclear-powered carriers (CVNs), amphibious assault ships (LPHs), helicopter assault landing ships (LHAs), and marine air groups (MAGs). These activities spend NSF dollars to procure items expended to art end-use customer. The fund is reimbursed when material is requisitioned for use by charging the customer's OPTAR and crediting the NSF. This transaction returns the money to the NSF so replacement material may be purchased and the revolving fund continued, as shown in figure 2-2.

The amount of the NSF is determined by Congress and, when approved, is passed down through the chain of command to the Department of the Navy, as shown in figure 2-3. Within the Department of the Navy, the Naval Supply Systems Command (NAVSUPSYSCOM) is

responsible for the overall administration of the NSF.

### NAVY STOCK ACCOUNT

For accountability, material procured with Navy Stock Account (NSA) money is classified as NSA material, and activities that stock this material are called NSA activities. The primary mission of afloat units such as tenders, repair ships, and combat stores ships is repair and/or supply support. Although the primary mission of aircraft carriers, amphibious assault ships, and MAGs is combat, they also are assigned a supply support function. Therefore, these activities are considered intermediate supply facilities and are authorized to carry NSA material as inventory. Material carried in inventory aboard these activities is in special accounting class (SAC) 207

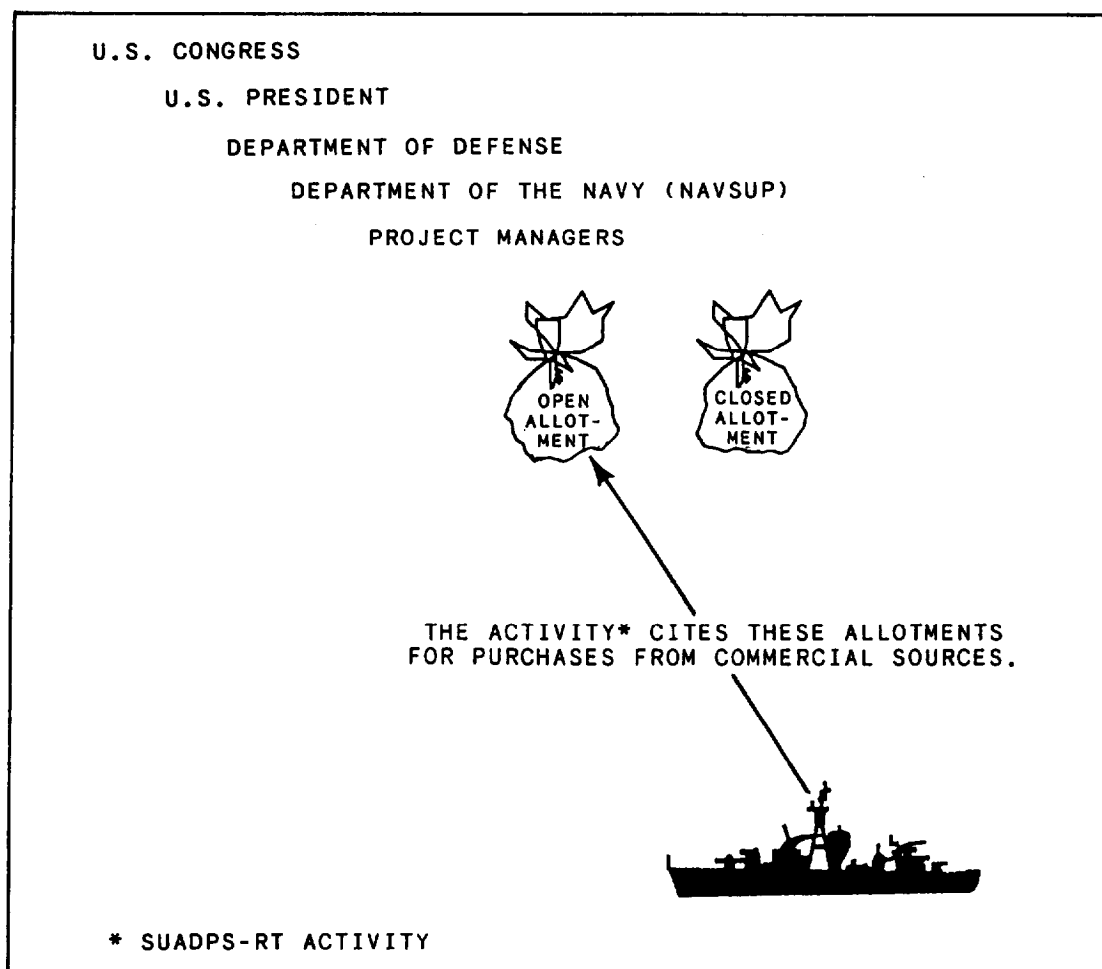


Figure 2-3.—Distribution of the Navy Stock Fund.

to differentiate it from NSA material at other stock points as shown in figure 2-4.

**SPECIAL ACCOUNTING  
CLASS 207 TRANSACTIONS**

When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NSF money by citing the SAC 207 fund code on the external requisition. When the material is received, it is recorded as a receipt in the NSA.

When this material is issued to departments for use, OPTAR funds are used to reimburse the NSF. This is done by citing the activity's unit identification code (UIC) and the TYCOM's fund code on the issue document, resulting in a charge to the OPTAR fund and a reimbursement to the NSF. For DTO receipts, the SUADPS-RT computer processes the receipt into the SAC 207 fund and generates a charge to the end user's OPTAR fund.

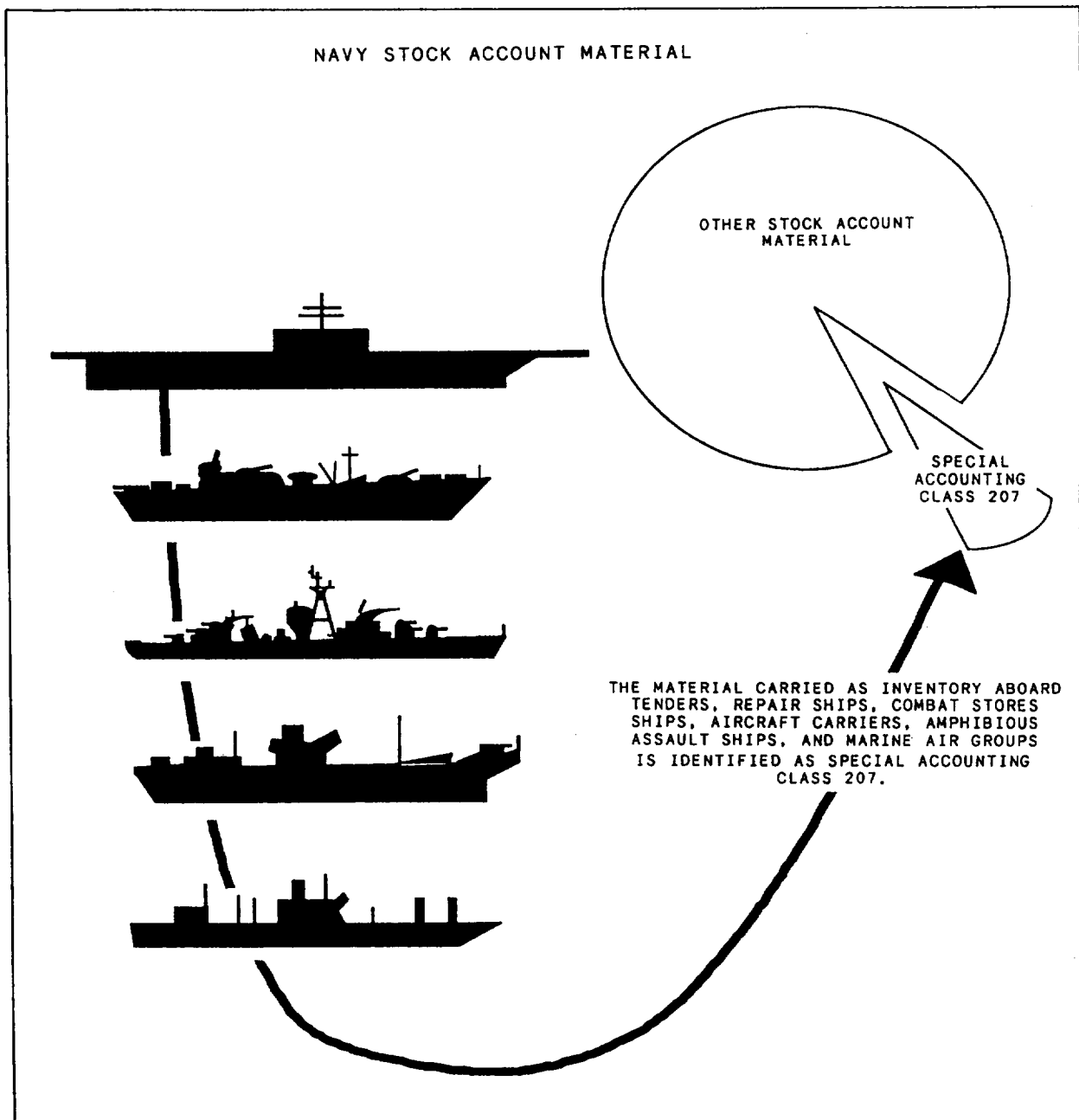


Figure 2-4.—Navy Stock Account and SAC 207.

## FLOW OF FUNDS

It is a policy of the Secretary of the Navy (SECNAV) that the accounting effort performed by Navy Operating Forces be kept to the absolute minimum. The responsibility for formal accounting is to be placed ashore. All material and services requisitioned by a Navy squadron ultimately cost the U.S. Government money. Since the requirement for these items originates in the squadron, it follows that financial responsibility starts there as well. The next higher level of financial responsibility is the aircraft controlling custodian (ACC) or TYCOM (fig. 2-5). The AK2 does not get involved with funding above the ACC or TYCOM level. Therefore, for the purposes of this TRAMAN, a discussion of funding is limited to the ACC or TYCOM and the cost center.

## FLEET ACCOUNTING AND DISBURSING CENTER MANAGEMENT REPORTS

The fleet accounting and disbursing centers (FAADCs) perform the official accounting and

reporting for OPTARs issued by the TYCOM. The FAADCs establish the necessary controls to maintain and prove the accuracy and propriety of transactions. These controls include the required document files and related accounting records.

The FAADCs maintain records of each obligation document and, as requisitioned material is supplied and vouchers paid, match them to the expenditure documents received from the supply activities and disbursing office. The result is reported to the ship or squadron by listings prepared on data processing equipment. The listings allow OPTAR AKs to make necessary corrections to the appropriate records and to report any errors to the FAADC.

To help in the proper accounting of fleet funds held by the individual OPTAR holders, the FAADCs, U.S. Atlantic Fleet (FAADC-LANT) and U.S. Pacific Fleet (FAADCPAC), periodically submit several transaction listings to the fleet units for review, validation, or correction.

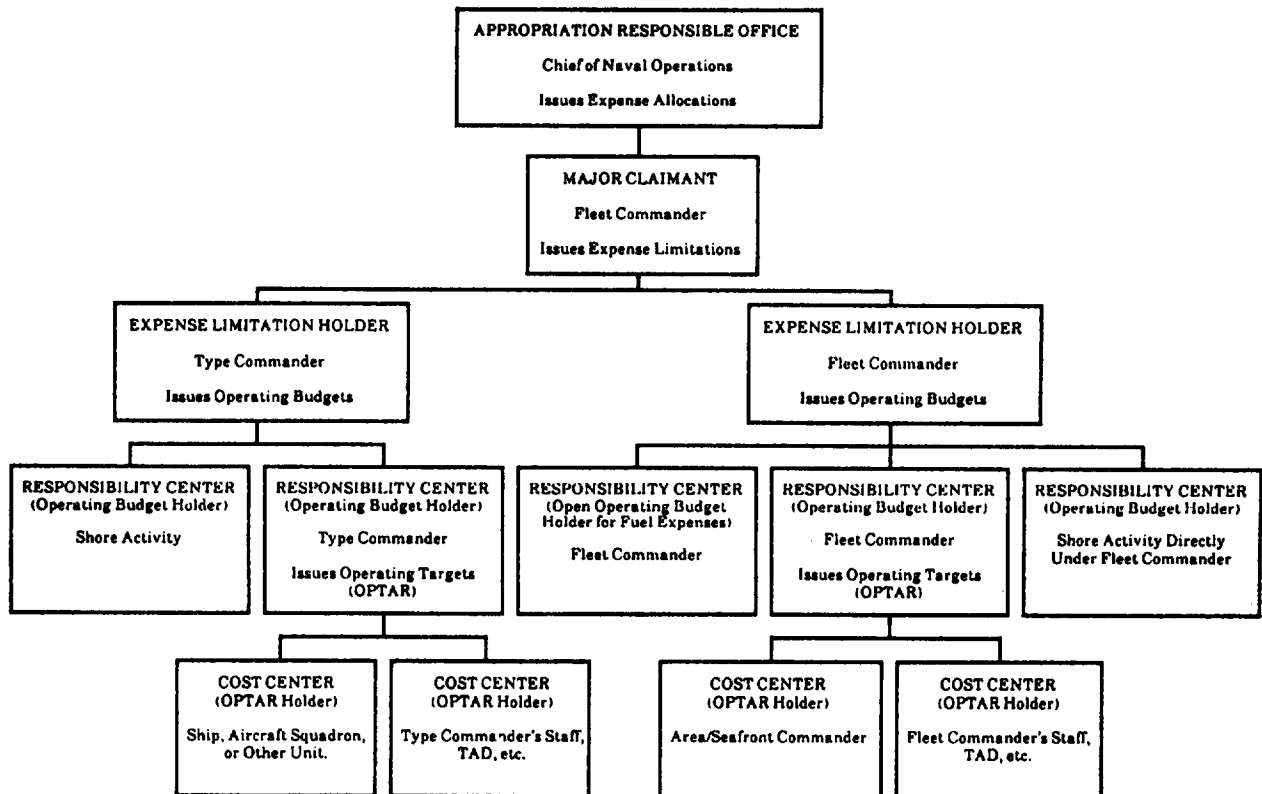


Figure 2-5.—Flow of funds for Operations and Maintenance, Navy.

## FUND IDENTIFICATION

The fund identification system is broken down into several elements. These elements are discussed in the following paragraphs.

### Appropriation Symbol

An appropriation symbol consists of a seven-digit number identifying the government agency responsible for administering the appropriation, the fiscal year, and the specific appropriation. Table 2-1 is an example of an appropriation symbol.

### Subhead Symbol

The four-digit subhead symbol for the O&MN appropriation identifies the major program of the Five-Year Defense Plan (FYDP). The first two digits represent the last two digits of the major claimant's UIC. The third digit identifies the major program or budget activity of the FYDP. The fourth digit is a zero at the major claimant (fleet) level. Table 2-2 is an example of a subhead symbol.

### Expense Limitation

An expense limitation cites the same subhead from which it is issued, except that the fourth digit is an alphabetic or numeric character by the major claimant to identify the expense limitation holder. Table 2-3 is an example of an expense limitation subhead symbol.

### OPTAR FUNDS

The term *operating target* (OPTAR) is defined as an estimate of the amount of money that will

Table 2-1.-Appropriation Symbol

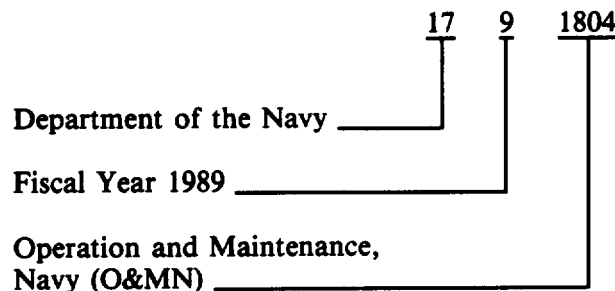
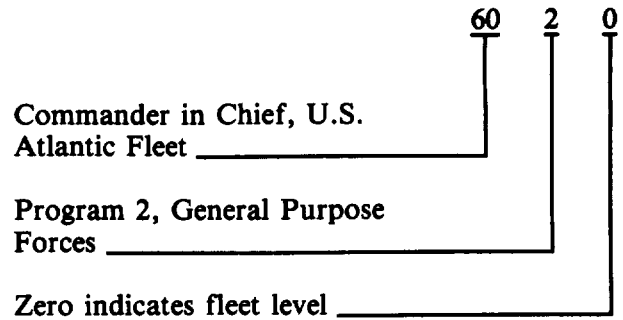


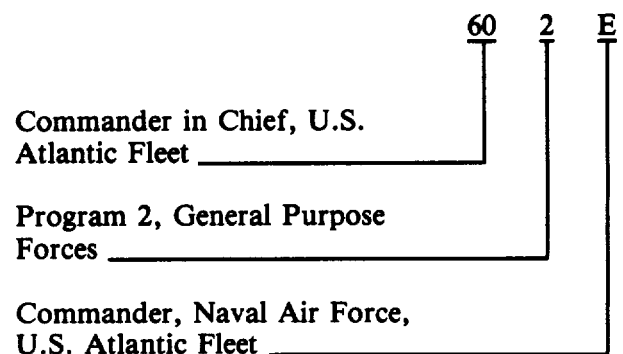
Table 2-2.—Subhead Symbol

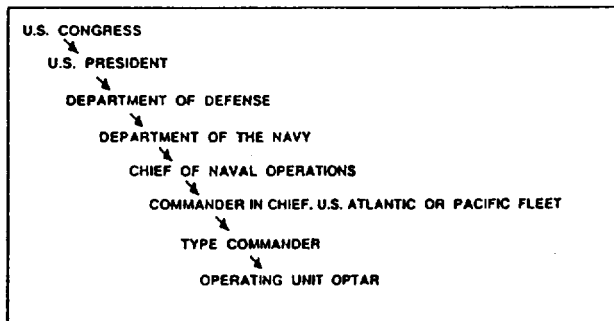


be required by an operating ship, staff, squadron, or other unit to perform assigned tasks and functions.

Each year Congress enacts an O&MN appropriation that authorizes the Navy to buy needed material and services. A portion of this appropriation is passed down through the chain of command to the activity in the form of an OPTAR grant. As shown in figure 2-6, SUADPS-RT activities receive OPTAR grants from the TYCOMs. The number and type of OPTAR grants provided these activities depend on the mission of the activity. All SUADPS-RT activities (except MAGs) receive supplies and equipment (S&E) OPTAR grants to cover the operation and maintenance of the activity. They may also receive a reimbursable OPTAR when a requirement exists to provide work or services to another TYCOM or government department as directed by the activity's TYCOM. Tenders and repair ships receive repair of other vessels OPTARs to finance the material or services used in the repair of other ships. Aircraft carriers, amphibious assault ships, and MAGs receive

Table 2-3.—Expense Limitation Subhead Symbol





**Figure 2-6.-Distribution of OPTAR funds.**

aviation fleet maintenance (AFM) OPTARs to cover the cost of aircraft maintenance. Aviation squadrons receive flight operations (FLTOPs) OPTARs to cover the cost of flight operations maintenance.

To determine the authorized charges to each of the above mentioned OPTARs, refer to NAVSO P-3013.

### **OPTAR ACCOUNTING**

Procedures for the accounting of an activity's OPTAR are explained in detail in *Financial Management of Resources (Operating Forces)*, NAVSO P-3013; *Automated Snap I Supply Procedures, volume 2*; and *SUADPS-RT Support Procedures, Financial Management Subsystem, volume III*. All these publications are important background references for AKs involved in OPTAR accounting.

### **THRESHOLD CONCEPT**

Much time and effort has been spent by the OPTAR holders and the FAADC in researching and verifying or correcting all transactions appearing in the various transaction listings. Due to the volume of transactions, significant processing delays by both parties have in the past resulted in unworkable backlogs of corrections to the official accounting records. Therefore, threshold procedures have been established to prevent spending undue time and effort on small dollar transactions for operation and maintenance material and services. The dollar level at which the threshold is established is a management prerogative of the fleet commanders. Currently, the threshold is \$100 per order in both Atlantic and Pacific Fleets. Under this procedure, 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, the FAADC is authorized to lodge the charge against the OPTAR holder without achieving a match. Expenditure documents above threshold (\$100 and above) are charged to the OPTAR under similar procedures, if remaining unmatched during the second monthly reconciliation process. These above and below threshold charged expenditures are reported to the OPTAR holder as part of the difference by the FAADC on the Summary Filled Order/Expenditure Difference Listing (SFO/EDL). In addition, the OPTAR holder is authorized to administratively cancel unfilled orders when material has been received 60 days before the date of the Aged Unfilled Order Listing, thereby permitting recoupment of OPTAR funds on the assumption that either the expenditure has been threshold charged or that no expenditure document will be received. The \$100 value per line item has equal application in the review and validation or rejection of expenditures charged to open operating budget transactions.

### **GENERAL FUNDING AND ACCOUNTING**

The TYCOMs issue an operating budget from the applicable FYDP expense limitation to finance the operations, maintenance, administrative, and temporary additional duty (TAD) travel requirements of their own staff and of units assigned. Records are maintained to show the value of transactions incurred and the available balance of the operating budget, including the values for each OPTAR granted. In addition, submissions of budget reports are required to report the expenditures incurred by expense elements. Each ship, aviation squadron, or command issued an OPTAR is responsible for the efficient and effective use including accurate and timely accounting and reporting according to procedures outlined in NAVSO P-3013. Prompt action must be taken in the search and validation of transactions reported by the FAADC relative to the status of each OPTAR held by the command.

To accomplish these accounting and reporting requirements, copies of chargeable requisitions (unfilled orders) are forwarded by each OPTAR holder to the designated FAADC for reconciliation with corresponding expenditures. During the

second monthly reconciliation process, unmatched expenditure documents for material or services below the dollar threshold amount established by the fleet commander will be automatically threshold charged to the OPTAR by the FAADC as a difference. Above threshold unmatched expenditures will also be recorded to the OPTAR in the same manner. However, if the expenditure (debit or credit) is \$1,000 or greater, the transaction will be held in suspense pending validation by the FAADC. 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, which allow for administrative cancellation and reclamation of OPTAR funds.

Therefore, upon receipt of the various transaction listings from the FAADC, it is necessary that the OPTAR holder initiate the required validation and specified action to make sure the maximum use is made of the OPTAR funds provided. The accuracy and timeliness of OPTAR record-keeping and reporting determine the accuracy and timeliness of financial management information available to each successive level of command for management of

available resources. Figure 2-7 shows the flow of accounting data.

#### REQUISITION ACCOUNTING DATA

A fund code is cited on all requisitions to identify the chargeable operating budget and expense element. The accounting data is entered on each purchase document and on all other supply documents that require a complete field of accounting data. Travel orders, work requests, and project orders are not considered as supply documents and should be prepared according to paragraph 4403 of the NAVSO P-3013-2. Each of the nine data fields of a complete line of accounting requires a specific number of data elements to complete its data field. When a data field does not contain sufficient digits to completely fill the data field, zeros are entered preceding the first significant digit to complete the field. When a data field is not required, zeros are entered to completely fill the data field. Country codes are NOT considered as one of the nine data fields of a complete line of accounting data and blocks printed with the term *country* are to be left blank. The disbursing office assigns the country codes according to the *NAVCOMPT Manual*, paragraphs 027002 and 046027.

Here is an example of a complete line of accounting data (for material or services) with an explanation of each element.

1791804.602D 000 57025 A 060951 2D V03367 0083051234BC  
 (1) (2) (3) (4) (5) (6) (7) (8) (9)

- (1) Appropriation (7 characters)
- (2) Subhead (4 characters)
- (3) Object class (will be 000 unless the transaction affects the international balance of payment (IBOP). For IBOP transactions, see the *NAVCOMPT Manual*, paragraph 027002 (3 characters)
- (4) Bureau control number (UIC of the operating budget holder) (5 characters)
- (5) Suballotments (operating budget suffix) (1 character)
- (6) UIC of authorization accounting activity (6 characters)
- (7) Transaction-type code (cite 2D) (2 characters)
- (8) Property accounting activity (service designator code and UIC of requisitioner) (6 characters)
- (9) Cost code (consists of 2 zeros, followed by Julian date and serial number of requisition, followed by applicable fund code) (12 characters)

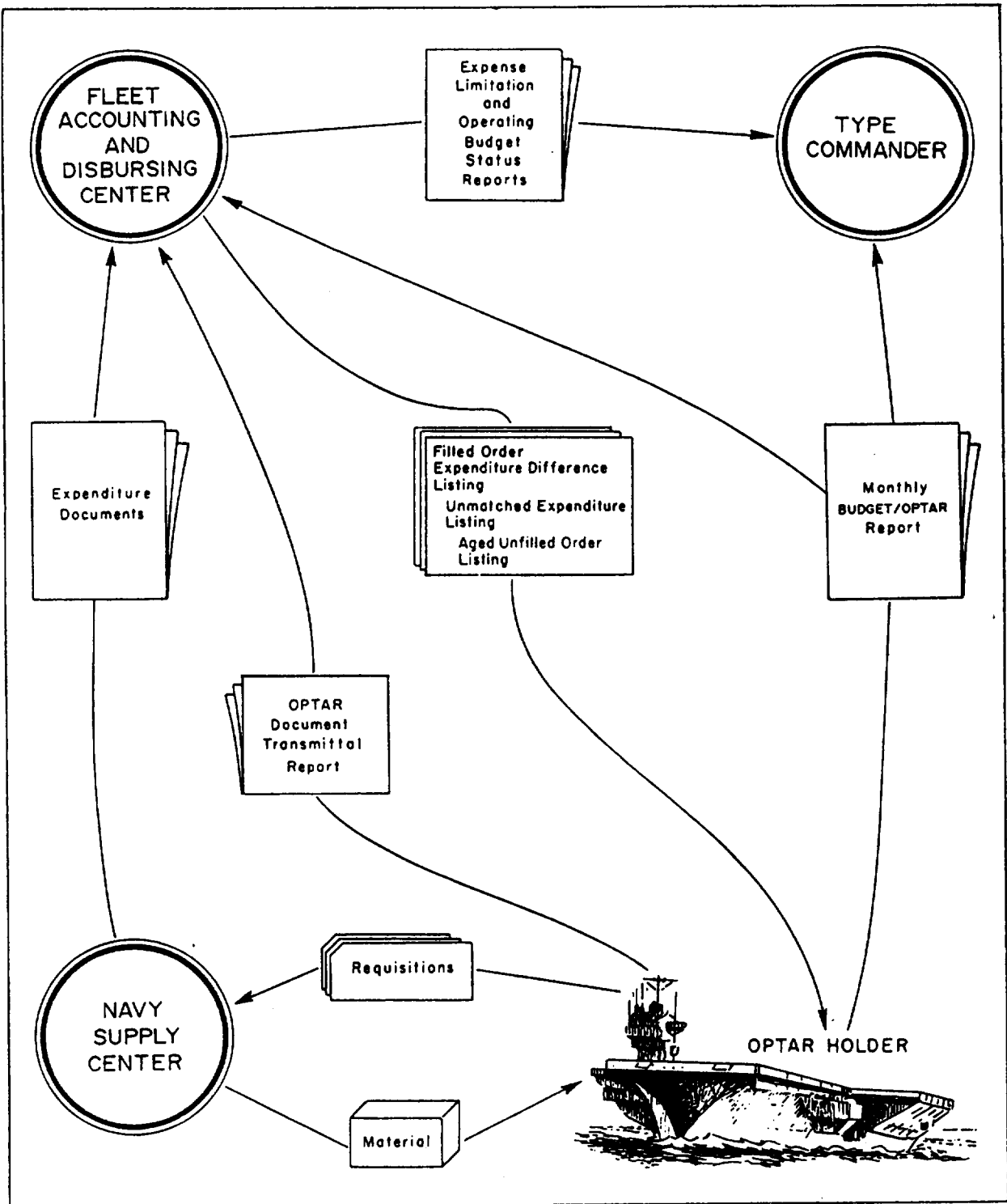


Figure 2-7.—Flow of accounting data.

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

## **OPTAR RECORDS, LOGS, AND FILES**

Refer to *Financial Management of Resources*, NAVSO P-3013, for detailed procedures in the preparation of OPTAR records, logs, and files.

### **Requisition/OPTAR Log**

Each activity establishes a Requisition/OPTAR Log, NAVCOMPT Form 2155, to record OPTAR grants and the value of transactions authorized to be incurred as chargeable to the TYCOM operating budget. A separate requisition/OPTAR log is established for each OPTAR received. Aviation Consolidated Allowance List (AVCAL) holders maintain an AVCAL Requisition/OPTAR Log, NAVCOMPT Form 2206, as an AVCAL account. The AVCAL OPTAR log is maintained by SUADPS-RT processing. When consolidated accounting is authorized, the command establishes a requisition/OPTAR log for each ship, aviation squadron, or unit concerned. The requisition/OPTAR log parallels and provides a check on the official accounting records maintained by the FAADC. OPTAR grants are entered on the log and reduced by the value of chargeable requisitions (unfilled orders). All chargeable requisitions and purchase orders must be recorded. All nonchargeable requisitions such as appropriation purchases account (APA) or free issue material are also entered; however, these documents have no effect on the OPTAR balance. In addition, all differences (increases or decreases) reported by the FAADC on the SFO/EDL must be entered in the log and the OPTAR balance adjusted. A mechanized requisition/OPTAR log with data files maintained according to data processing approved by the TYCOM (and Office of the Comptroller of the Navy, if applicable) satisfies the requirements of the requisition/OPTAR log.

### **OPTAR Holding Files**

OPTAR holding files are established by fiscal year for each OPTAR received to hold the appropriate accounting documents and listings pending transmittal to the FAADC. The contents of the holding files are as follows:

File 1. Unfilled Order Chargeable Documents for Transmittal. This file contains the accounting

copy DD Form 1348 green copy, DD Form 1348m, and DD Form 1149. Underway replenishment requisitions and all debit adjustment documents that increase the estimated cost chargeable based on an advance price change are also included. Requisitions for no-cost items are not placed in this file. All documents are priced, extended, and entered in the Estimated Cost Chargeable section of the requisition/OPTAR log for the period involved, with a decrease to the OPTAR balance.

File 2. Unfilled Order Cancellation Documents/Lists for Transmittal. This file contains lists of confirmed cancellations or copies of individual cancellation documents, advance downward price adjustments, and copies or lists of administrative cancellations of above threshold unfilled orders that decrease the estimated cost chargeable (credit adjustments). All documents are priced, extended, and entered in the estimated cost chargeable section of the requisition/OPTAR log for the period involved, with a corresponding increase to the OPTAR balance.

## **OPTAR TRANSMITTALS AND REPORTS**

The required transmittals and reports are the OPTAR Document Transmittal Report and the Budget/OPTAR Report. These reports may be produced manually or by the automated SUADPS-RT system.

### **OPTAR Document Transmittal Report, NAVCOMPT Form 2156**

All unfilled orders, cancellation documents, processed FAADC listings (or detailed cards), and other transaction documents that affect the status of the OPTAR are transmitted to the FAADC on an accurate and timely basis to permit the up-to-date maintenance of the official accounting records of the TYCOM or other operating budget holder,

Manual (nonautomated) OPTAR holders will remove the documents in holding files 1 and 2 and transmit them to the appropriate FAADC with the OPTAR Document Transmittal Report, NAVCOMPT Form 2156, on the 15th and last day of each month for current fiscal year OPTARs. OPTAR holders operating under the automated SUADPS procedures will submit to the appropriate FAADC mechanized unfilled order (obligation) documents along with an OPTAR



Document Transmittal Report, NAVCOMPT Form 2156, on the last day of each month for current fiscal year OPTARs. SUADPS OPTAR holders only submit detail unfilled order (obligation) documents for some of their transactions (for example, reimbursable OPTAR transactions, flight operations, and services). Refer to figure 2-8 for the frequency of submission of the OPTAR document transmittal reports.

**Budget/OPTAR Report**

Under normal circumstances, the message Budget/OPTAR Report, NAVCOMPT Form 2157, is used to report Budget/OPTAR Report data. However, when the operating unit is in the immediate vicinity of the FAADC or during periods of message MINIMIZE, the report is prepared and submitted instead of the message report. When prepared, the Budget/OPTAR Report is submitted by hand or mail to the FAADC, with a copy to the TYCOM, no later than the first workday of the month following the month to be reported. When a message report is submitted, the report is sent to the FAADC, with a copy to the TYCOM no later than the second day of the month following the end of the month being reported. In addition, when the message report is submitted, the Budget/OPTAR Report copy is NOT submitted. Refer to figure 2-9 for

For the Current Fiscal Year OPTAR	Monthly (by the first workday of the month following the month being reported upon)
For the Last Fiscal Year OPTAR (Prior Year 1)	For the report months of October, November, December, January, February, and March:  Monthly (by the first workday of the month following the month being reported upon)  For the report months of April, May, June, July, August, and September:  Only for months in which there is a change in gross obligations*
For the Fiscal Year Before the Last OPTAR (Prior Year 2)	Only 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 2-9.-Frequency of transmittal of the Budget/OPTAR Report, NAVCOMPT Form 2157.

For the Current Fiscal Year OPTAR	NONAUTOMATED OPTAR HOLDERS on the 15th and last day of the month*  SNAP II OPTAR HOLDERS on the 15th and last day of the month*  SUADPS OPTAR HOLDERS on the last day of the month*
For the Last Fiscal Year OPTAR (Prior Year 1)	On the last day of the month but only if holding file 1 or 2 contains (a) document(s) for the FAADC
For the Fiscal Year Before the Last OPTAR (Prior Year 2)	On the last day of the month but only if holding file 1 or 2 contains (a) document(s) for the FAADC

\*Note: 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 2-8.-Frequency of submission of the OPTAR Document Transmittal Report, NAVCOMPT Form 2156.

the frequency of transmittal of the Budget/OPTAR Report.

**FAADC TRANSACTION LISTINGS**

The designated fleet accounting offices (FAADCLANT and FAADCPAC), 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. The reconciliation process results in the production of listings that provide a report of transactions affecting the OPTAR holder's funds. Some of these listings are submitted to the OPTAR holder for review and processing. Copies of the listings, annotated with the action taken, are returned by the OPTAR holder to the FAADC so the official accounting records can be correctly

maintained. These transactions listings are as follows:

Detail Filled Order/Expenditure Listing (as required)

Summary Filled Order/Expenditure Difference Listing (monthly)

Aged Unfilled Order Listing (monthly for the 4th through the 15th month and quarterly thereafter)

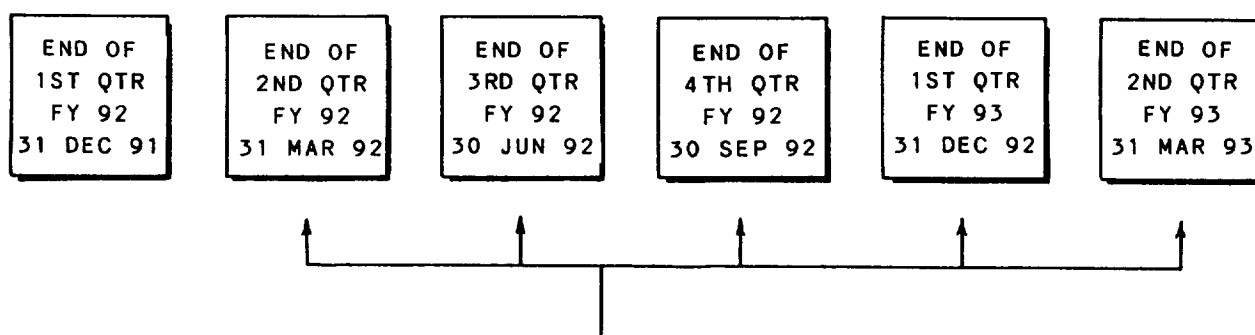
Unmatched Expenditure Listing (quarterly)

The above listings, as applicable, are submitted to the OPTAR holder and should be reviewed immediately upon receipt, validated or corrective action taken, and returned to the FAADC as soon as they are processed. Except for reimbursable OPTARs, TAD transactions, and certain fleet command level funds, these listings are submitted during the current year and the next 24 months thereafter for each fiscal year appropriation. Listings applicable to reimbursable OPTARs and other special funds or transactions are submitted for the 36-month life cycle of the appropriation.

The Detail Filled Order/Expenditure Listing is for backup purposes only and is retained by the FAADC. Figure 2-10 shows the distribution cycle for FAADC transactions listings.

### Summary Filled Order/Expenditure Difference Listing

The Summary Filled Order/Expenditure Difference Listing (SFO/EDL) (original and one copy) is forwarded monthly by the FAADC to individual OPTAR holders for each OPTAR held. The listing is a report of all filled orders with a difference of \$100 or more, as shown in figure 2-11. OPTAR holders accept and post to the requisition/OPTAR log all differences shown on the SFO/EDL. All differences are listed by fund code. After posting the differences, the OPTAR holder reviews the listing and annotates transactions considered invalid with the appropriate rejection code. Rejection codes are listed in the NAVSO P-3013, paragraph 4108. The valid rejections are reversed and a correction appears on the next summary list from the FAADC. Differences of \$3,000 or more are manually researched by the FAADC before being reported to the OPTAR holder, and these differences must be accepted unless the investigation positively shows the difference to be invalid.



**NOTE :**

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

Figure 2-10.-FAADC transaction listings submission cycle.

THIS REPORT WILL BE PROCESSED ACCORDING TO PAR. 4100-3 OF NAVSO P3013.

RPT SYM \$284.04.08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR MARCH 1993 PROCESSED 04/23/93 PAGE 1

FY 93 EL 702C OB 57017 OH R05504

DOCUMENT NO UIC JD SN	FC DOC ID	TL ISS	NO ACT	PRI I D	BILL/SUP VO NO	AD UI COG	STOCK NUMBER A FSC NIIN C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 72940021	KE ZOA		002 20				1M 2090 003436601		1		
R05504 72940021	KE ZJ1		00638 0315				1M 2090		1		
R05504 72940021	KE ZOA		002 20				1M 2090 003436601		1		
R05504 72990030	KR ZOA		002 20								
R05504 72990030	KR ZJ1		00638 0315								

SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR MARCH 1993 PROCESSED 04/28/93 PAGE 2

RPT SYM \$284.04.08A

FY 93 EL 702C OB 57017 OH R05504

DOCUMENT NO UIC JD SN	FC DOC ID	TL ISS	NO ACT	PRI I D	BILL/SUP VO NO	AD UI COG	STOCK NUMBER A FSC NIIN C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 80360120	KR ZOA		013 805		1270 24096		9Q 7110 002050821		2	24.00	
R05504 80360120	KR FX1		013 805		1270 24096				1	75.00	AD CANC DIFFERENCE
R05504 80380128	KC ZOE		013 805		1270 R2087				1	0.00	
R05504 80380128	KC FX1		013 805		1270 R2087				2	51.00	DIFFERENCE
										55.00	UNMATCHED EXPEND
										110.00	
										55.00	

UNFILLED ORDERS	FILLED ORDERS	PART ORD ESTAB	DIFFERENCE	MATCHED EXPEND	UNMATCHED EXPEND
FC KE DIF			8.66CR		
FC KR DIF			406.94		
OTHER DIF			274.12		
OH \$ VALUE	1,168.91	2,625.57	154.00	591.40	3,216.97
OH RECORDS	15	27	3	26	6
					2,419.87

RPT SYM \$284.03.08A THRESHOLD CHARGES FOR MARCH 1993 - PROVIDED FOR INFORMATION ONLY

FY 93 EL 702C OB 57017 OH R05504 PROCESSED 04/23/93 PAGE 3

DOCUMENT NO UIC JL SN	FC DOC ID	TL ISS	NO ACT	PRI I D	BILL/SUP VO NO	AD UI COG	STOCK NUMBER A FSC NIIN C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 72980026	KR ZJ1		00445 0225				EA IK	09/3		24.00	NO UNF ORDER DIFFERENCE
R05504 73060047	KR ZJ1		00445 0231				PR IK	09/3		4.20	NO UNF ORDER DIFFERENCE
R05504 73350061	KR ZJ1		00445 0250				EA IN	10/3		38.00	NO UNF ORDER DIFFERENCE
R05504 73630085	KC ZJ1		00445 0277				PR 9N	11/3		3.00	NO UNF ORDER DIFFERENCE

TOTAL DOLLAR VALUE (INCLUDED IN DIFFERENCE TOTAL OR PRIOR PAGE) 69.20

NO NAVSO P-3013 PROCESSING REQUIRED - DETACH AND DO NOT RETURN THIS PAGE TO THE FLEET ACCOUNTING OFFICE.

\*NOTE: ALL DIFFERENCES AT THE END OF THE SFOEDL ARE LISTED BY FUND CODE.

Figure 2-11.-Summary Filled Order/Expenditure Difference Listing (SFO/EDL).

THIS REPORT WILL BE PROCESSED ACCORDING TO PAR. 4108-3 OF NAVSO P3013. P3013.

RPT SYM \$284.04.08A

AGED UNFILLED ORDER LISTING FOR MARCH 1992

PAGE 1

FY 92 EL 702C OB 57017 OH R05504

DOCUMENT NO UIC JD SN	FC IC	DOC NO	T L	PRI EDR	COG	UI	STOCK NUMBER FSC NIIN	POE/SUM DATE	QTY	AMOUNT	OPTAR HOLDER REMARKS
R05504 72940021	KE	ZOA	002	20	1H		2090 003436601		1	100.00	
R05504 72990029	KR	ZOA	002	16	1H		6250 002244963		4	1,236.00	
R05504 73040053	KC	ZOA	003	13	9G		6810 005944070		25	13.75	
R05504 73050054	KE	ZOA	003		9D		8405 002237623	POE 10/1	14	154.00	
R05504 73050055	KC	ZOE	003					SUM 06/0	3	10.00	
R05504 73080064	KC	ZOA	003	18	9D		7210 002908300		1	63.27	
R05504 73090066	KD	ZOA	003	18				POE 11/0 C9999		84.48	
R05504 73000068	KR	ZOA	003	16			2825 001451031		1	58.00	
R05504 73110069	KC	ZOE	003					POE 11/0 C9999		51.41	

END OF OPTAR LISTING

Figure 2-12.—Aged Unfilled Order Listing.

### Aged Unfilled Order Listing

The Aged Unfilled Order Listing, as shown in figure 2-12, is forwarded monthly (except for the first quarter of the current fiscal year) by the FAADC to the individual OPTAR holders for each OPTAR held. The listing is distributed monthly for the 4th month through the 15th month of the reporting period, and then quarterly for the 16th report month through the 33rd report month. The original only, with supporting detail cards for each line item, is provided to Atlantic Fleet ships and Operating Forces units. An original and one copy is provided to Atlantic Fleet aviation Operating Forces and all Pacific Fleet units without supporting detail cards. The Aged Unfilled Order Listing lists all unfilled orders over 120 days old held in the FAADC files that have not matched with related expenditure documents and have not been cancelled. When the material or services have been received, this indicates that

the FAADC has not received the expenditure document, a number has been transposed thereby prohibiting a match and has been directly threshold charged, or the issuing activity has failed to forward an expenditure document.

### Unmatched Expenditure Listing

An Unmatched Expenditure Listing (original and one copy) is forwarded quarterly, when applicable, by the FAADC to the individual OPTAR holders. The Unmatched Expenditure Listing itemizes expenditure documents (regardless of value) received by the FAADC for material or services that have not matched with an unfilled order. The Unmatched Expenditure Listing is prepared for the following categories of funds: reimbursable OPTAR transactions, ship overhaul funds, minor construction, and maintenance of real property.

# CHAPTER 3

## MATERIAL RECEIPT, CUSTODY, AND SURVEYS

As an AK2, you will be performing duties, both ashore and afloat, relative to the receipt, custody, and survey of material. To perform these duties, you should be familiar with organization, receiving operations, types of receipt, methods of delivery, files, receipt preparation, inspection and verification, surveys, and disposition of material. This chapter contains information about the receipt, delivery, custody, security, identification, and survey of material and the preparation of documentation applicable to these topics.

### MATERIAL RECEIPT

Material receipt is gaining possession of an item of Navy property through acceptance of physical custody. Control of this material after receipt and before it is forwarded to storage, issued to a requesting department, or forwarded to the transportation section for further movement is a critical supply requirement.

Material may be received from several transportation sources such as the U.S. Postal Service, commercial or government air freight, commercial trucking firms, the United Parcel Service (UPS), vendor deliveries, commercial or government water freight, Department of Defense (DOD) owned vehicles, or direct pickup from a vendor.

This material may be designated for stock, direct turnover (DTO) to a department or local supported activity, to a holding area for pickup by a Navy contractor, or to a packing and shipping unit when further consignment is required.

Regardless of the source of the receipt or its final destination, it is absolutely necessary that controls be established in receiving units to identify the quantity received, the source and date of the receipts, the unit to which physical custody was transferred at the completion of the receiving process, and the date on which the received material was released.

### METHODS OF DELIVERY

The various methods of material delivery are discussed in the following paragraphs.

#### Direct Delivery

The receipt of material or services from a government or commercial source and acceptance by a ship, squadron, or group representative at either the point of delivery or source of supply are known as direct delivery. After receipt has been acknowledged, material is owned by the Navy and services are considered satisfactory unless discrepancies are noted. The supply officer must establish procedures to make certain only authorized personnel pick up, receive, or sign for material or services.

#### Freight

All commercial and government deliveries shipped under a bill of lading are classified as delivery by freight. Material transshipped from a government source is also classified as freight when deliveries are combined and shipped via the DOD transportation system. Freight can be received in the United States, foreign ports, and during underway replenishment (UNREP).

#### Mail

Small items are often sent and received via the U.S. Postal Service, including letters and packages sent by way of the various postal programs. The supply officer is responsible for establishing and maintaining a list of personnel authorized to receive official mail.

### PREPARATION FOR MATERIAL RECEIPT

The supply officer and personnel assigned to receiving operations must be flexible in routine

daily procedures and be able to adjust to any conditions necessary in the receipt of material. The purpose of preparing for receipt of material is to guarantee the timely and accurate receipt processing and distribution of incoming material.

The most important part of any supply operation is to guarantee the safety of all personnel involved. The supply officer is responsible for making sure certain safety rules are observed, especially for inexperienced personnel. This delegation is passed to the supervisor of receipt processing who must make certain the following rules are observed:

- Personnel must be properly equipped with safety equipment such as safety shoes, gloves, and hard hats.
- Personnel must be qualified to operate materials-handling equipment used in the operation.
- Personnel must be knowledgeable of procedures to be followed during emergency situations.

### **MATERIAL RECEIPT ASHORE**

The receiving branch ashore plans and directs operations necessary to physically receive incoming material for storage, DTO, or transshipment. The functions normally assigned to a receiving organization at a local supply activity include receipt and inspection of incoming material, segregation and delivery of incoming material, preparation of reports, preservation and packaging of material for storage or shipment, initiation of tracer action for incoming material when required, and maintenance of files relating to all receiving functions.

### **MATERIAL RECEIPT AFLOAT**

The material receipt process afloat involves the identification, storage, issue, and recording of all material previously requisitioned or purchased and received by the activity. As an integral part of the supply receipt process, all material received must be properly identified, stored (if the material is for stock), issued (if the material is for DTO), and recorded in the stock records in a timely fashion.

## **SUPPLY SUPPORT RESPONSIBILITIES**

Responsibilities for specific individuals and work centers within the supply department for material receipt processing are discussed in the following paragraphs.

### **Supply Officer**

The supply officer is directly responsible for the entire receiving process. He or she delegates the responsibility for physical receipt of incoming stores, except for ship's store stock and food items, to the stores or material officer.

### **Stores or Material Officer**

The stores or material officer reports to the supply officer on all matters pertaining to receiving. This includes, but is not limited to, material receipt preparation, material inspection, store-room maintenance/integrity, UNREP, and transit shed/butler hut operations.

### **Stock Control Officer**

The stock control officer reports to the supply officer, or to the stores or material officer on an aircraft carrier, on all matters pertaining to receiving. This includes, but is not limited to, receipt reversals, receipt reporting, financial inventory report (FIR) code imbalances, and receipt discrepancies.

### **Leading Material Storekeeper**

The leading material Storekeeper is responsible for making sure incoming material is properly receipted, identified, inspected, segregated between stock and DTO, and distributed to the appropriate supply department storerooms or to other departments if the material is DTO.

When the leading material Storekeeper is absent during normal working hours, the next senior material Storekeeper assumes the duties. In the performance of these duties, the leading material Storekeeper who has been delegated the responsibility for receiving incoming stores exercises direction over other Storekeepers and

working parties assigned to assist in the receipt of incoming stores.

### Duty Storekeeper

The duty Storekeeper is responsible for making sure all material delivered to the activity after normal working hours, on weekends, or on holidays is receipted, identified, inspected, and placed in the designated receiving section or turned over to the requesting department if the material is DTO. When sufficient personnel in the duty section are available, stock material may be placed in the appropriate storeroom. The duty Storekeeper also makes sure receipted documents are properly marked and passed to the leading material Storekeeper on the following workday.

### RECEIPT DOCUMENTATION

All material and services received must be accompanied by a receipt document. When material is received without paper work, the receiving section personnel must immediately prepare a dummy receipt for processing. Incoming material should be accompanied by one or several receipt documents depending on the method of purchase, supplier, type of delivery, and government inspection requirements. Any document received with the material or service that contains enough information to process the receipt maybe used as a receipt document. Although a variety of receipt forms are used in receipt of material, the processing of all receipts is the same within the SUADPS-RT.

### DOD Single Line Item Requisition System Document (Manual), DD Form 1348

The DD Form 1348 (6-part) generally is used both as a requisition and receipt document for most materials transferred between nonautomated ships. Receipt for such transfer, when required by the issuing ship, is acknowledged on the white copy of the DD Form 1348 that accompanies the material. Receipt acknowledgement is always required on the requisitioner's hardback copy of the DD Form 1348 before it is placed in the material completed file.

Receipt on the white copy and/or hardback copy of the DD Form 1348 is indicated by circling the quantity received and accepted and entering a receipt date and signature in the Remarks field as shown in figure 3-1.

### Single Line Item Consumption/ Requisition Document (Manual), NAVSUP Form 1250-1

The NAVSUP Form 1250-1 is used as a consumption document and as a requisition document by nonautomated ships. When the NAVSUP Form 1250-1 is submitted as a requisition to the parent tender, the white copy returned with the material is processed as a receipt invoice.

Receipt is indicated by circling the quantity figure in block A and entering a receipt date and signature in data block 31 (or in data block 30

Figure 3-1.—DD Form 1348 (6-part) manual receipt.





if the item was ordered for stock replenishment incident to an issue) as shown in figure 3-2.

**DOD Single Line Item Release/Receipt Document, DD Form 1348-1**

Receipts from shore activities and automated afloat units are done either on a DOD Single Line Item Release/Receipt Document, DD Form 1348-1, or an Issue/Receipt Release Document (IRRD). Examples of these receipt documents are shown in figures 3-3 and 3-4.

When material is received on a DD Form 1348-1, the following procedures apply:

1. The quantity is circled if the quantity received is the same as that indicated on the document. If the quantity is different, the original quantity is lined out and the correct quantity is entered immediately above the original quantity and circled.
2. The date received and signature are entered in block 7.
3. Block N of the DD Form 1348-1 contains the security code for the item shipped, and card column 73 contains the material control code (MCC).

Receiving personnel should be familiar with both MILSTRIP and local management coding and command instructions for controlled items.

When the material is received on an IRRD, the following procedures apply:

1. The IRRD is designed to be used with ship-board LOGMARS processing equipment and is processed the same as procedures prescribed for DD Form 1348-1.
2. The security and MCC information is contained in the lower left portion of the IRRD and is used for receipt processing.

**Requisition and Invoice/Shipping Document, DD Form 1149**

The Requisition and Invoice/Shipping Document, DD Form 1149, is normally used to requisition or receive specific materials or services such as repairs or rental equipment. When material or services are received on a DD Form 1149, a technical inspection by the ordering department is done, if required. The unique nature of the material received on the DD Form 1149 requires that receiving personnel be extremely careful when processing these receipts and thereby make certain material is safeguarded and properly

The image shows a DD Form 1348-1 (Issue/Receipt Release Document) with the following key elements:

- Header:** Includes a grid of alphanumeric characters and a box with 'VO3359'.
- Item Description:** 'M F USS FORESTALL CV59'.
- Material Control Code (MCC):** 'AARD004968' (highlighted with a callout).
- Quantity:** '00002' (circled, with a callout 'CIRCLE QUANTITY').
- Signature and Date:** 'A. Skymate 7/1/92' (highlighted with a callout 'SIGN AND DATE').
- Item Details:** '9056', 'PRESSURE REG REDUCING R REL VALV'.
- Bottom Section:** Includes 'SERIALIZED RECEIPT NO: 00004', 'ORIG USE:', 'APPRO: APPO: T. PHEHC: HONOR: STAZD', and a large number '2'.

Figure 3-4. Issue/Receipt Release Document (IRRD).

distributed. Figure 3-5 shows an example of how to fill out a DD Form 1149. After technical review and acceptance, receiving personnel complete the DD Form 1149 receipt document as follows:

1. Mark and circle the quantity in column D.
2. Date and sign the DD Form 1149 in the lower right portion of the document, but not over any existing information.

**Order for Supplies and Services, DD Form 1155**

Receipts from commercial sources on an Order for Supplies and Services, DD Form 1155, are completed by circling the quantity in column 20 and entering the date and signature in block 26 (fig. 3-6). Proper processing of DD Form 1155 receipts requires a familiarity with the terms and concepts discussed in the following paragraphs.

Direct delivery. Blocks 13 and 14 of the DD Form 1155 indicate that the material and invoice

will be sent directly to the ordering activity. In such cases, the ordering activity is responsible for both a quality and quantity certification, stating that the material was not only received but was also technically acceptable.

Receiving personnel are not normally qualified to make these technical judgments, so a technical specialist from the ordering department or unit is contacted to confirm acceptance before the DD Form 1155 has been completed. Figure 3-6 shows receipt for direct delivery on a DD Form 1155.

Fast pay procedure. Fast pay is defined as payment made to a commercial source based on proof of shipment by the vendor. This process is limited to items that are considered as not requiring technical certification at the destination. If the fast pay clause (clause 15) is indicated in block 16 of the DD Form 1155, receiving personnel need only receipt for the quantity received in block 26 (fig. 3-6). The quantity in column 20 must be corrected if different from the quantity actually received.

REQUISITION AND INVOICE/SHIPPING DOCUMENT										SHEET NO. OF SHEETS		ACQUISITION DATE		REQUISITION NUMBER					
1 FROM R03364 USS CONSTELLATION (CV-64)										2 DATE MATERIAL REQUIRED		22 SEP 1992		3 REQUISITION NUMBER R03364-9266-(**)					
2 TO N00244 NSC SAN DIEGO, CA										4 AUTHORITY OR PURPOSE I. B. CHECKER, LT, SC, USN		5 FPMNTS 12		6 SIGNATURE		7 VOUCHER NUMBER AND DATE			
3 SHIP TO - NAME FOR SUPPLY OFFICER USS CONSTELLATION (CV-64) FPO SAN FRANCISCO, CA 96601										8 DATE SHIPPED		9 MODE OF SHIPMENT		10 BILL OF LADING NUMBER		11 AND MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			
4 APPROPRIATION AND SUBHEAD 1791804.702E		5 OBJ CL 000	6 BUR CONT NO 57025	7 FUNDAL-LET A	8 AUTHORIZATION ACCT & ACTIVITY 060957	9 YEARS TYPE 2D	10 PROPERTY ACCT'S R03364	11 COUNTRY	12 COST CODE 009266(**)LU	13 AMOUNT SEE BELOW									
14 FEDERAL STOCK NUMBER DESCRIPTION AND CODES OF MATERIAL AND/OR SERVICES										15 UNIT OF ISSUE (A)	16 QUANTITY REQUESTED (B)	17 SUPPLY ACTION (C)	18 UNIT PRICE (D)	19 TOTAL COST (E)					
14 RQ SER NO. SERVICES AND MATERIALS FOR REPAIR OF:																			
3001 MARCHANT CALCULATORS, SERIAL NUMBERS 461067 and 441255										EA	00002 RBD		\$30.00	\$60.00					
3002 FRIDEN ADDING MACHINE, SERIAL NUMBER 56432										EA	00001 RBD		40.00	40.00					
3003 IBM ELECTRIC TYPEWRITERS, SERIAL NUMBERS 14-667421 and 15-667441										EA	00000 RBD	missing in shipment	30.00	60.00					
3004 REMINGTON ELECTRIC TYPEWRITER SERIAL NUMBER 336601										EA	00001 RBD		40.00	40.00					
TOTAL COST NOT TO EXCEED \$200.00																			
16 TRANSPORTATION AND MATS OR NETS CHARGEABLE TO										17 SPECIAL MARKINGS									
18 ISSUED BY										19 TOTAL WEIGHT	20 TOTAL COST	21 CONTAINERS RECEIVED (EXCEPT AS NOTED)	22 DATE	23 BY	24 SHEET TOTAL				
25 CHECKED BY												26 QUANTITIES RECEIVED (EXCEPT AS NOTED)	27 DATE	28 BY	29 GRAND TOTAL				
30 PACKED BY												31 PORT	32 DATE	33 BY	34 RECEIVER'S VOUCHER NO.				
TOTAL																			

DD FORM 1149 (9-87) 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50  
REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED  
E/M 0100 LP 011-1000 ORIGINAL

Figure 3-5.—Requisition and Invoice/Shipping Document, DD Form 1149.



CHECKED BOX APPLIES		<input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		<input type="checkbox"/> REQUEST FOR QUOTATIONS NO.		PAGE 1 OF 1				
1 CONTRACT/PURCH ORDER NO N00244-88-M-2103		2 DELIVERY ORDER NO		3 DATE OF ORDER 30 MAY 92		4 REQUISITION PURCH REQUEST NO R03361-8091-2037				
5 ISSUED BY CONTRACTING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA 92131-1774		6 ADMINISTERED BY (if other than 5)		7 DELIVERY FOR		8 CERTIFIED FOR NATIONAL DEFENSE UNDER DDNS REG 1 DD A-3				
9 CONTRACTOR/QUOTER F&D ENGINEERING CORPORATION 1669 SOUTH END STREET SAN DIEGO, CA. 92101		10 DELIVER TO FOR POINT BY 15 JUN 92		11 CHECK IF BUSINESS IS		12 DEST <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)				
14 SHIP TO RECEIVING OFFICER NAVAL SUPPLY CENTER SAN DIEGO, CA 92131-1744 M/F USS RANGER (CV-61)		15 PAYMENT WILL BE MADE BY FLEET ACCOUNTING AND DISBURSING CENTER, U.S. PACIFIC FLEET 937 HARBOR DRIVE SAN DIEGO, CA 92132-1101		13 DISCOUNT TERMS NET 30 DAYS		16 MAIL INVOICES TO SAME AS BLOCK 14				
16 DELIVERY		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 X		Reference your telequote of 22 May 92 furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase Order on DD Form 1153r (EXCEPT CLAUSE NO 12 APPLIES ONLY IF THIS BOX <input type="checkbox"/> IS CHECKED, AND NO. 14 IF THIS BOX <input type="checkbox"/> IS CHECKED): special provisions								
17		ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV. F-66)								
ITEM NO	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO	SUB ALLOT	ALIAS ACT'S ACTV	TRADE TYPE	PROPERTY ACT'S ACTV	QUAN-TITY	COST CODE	AMOUNT
1	17X4911.2310	000	28001	0	000367	7J	R03361	-	0080912037KZ	\$88.00
18	19	20 SCHEDULE OF SUPPLIES/SERVICES				21	22	23	24	
ITEM NO.		SCHEDULE OF SUPPLIES/SERVICES				QUANTITY ORDERED BY ACCEPTED	UNIT	UNIT PRICE	AMOUNT	
1		P/N HFS 7100 LUBRICANT				1	GA	88.00	88.00	
25		26		27		28		29		30
If quantity accepted by the Government is as quantity ordered, indicate by check mark if different, enter actual quantity accepted below quantity ordered and etc etc		31		32		33		34		35
QUANTITY IN COLUMN HAS BEEN		M.A. BUOY, LT, SC, USN		36		37		38		39
<input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED		CONTRACTING OFFICER		30 TOTAL		31 PAID BY		32 DIFFERENCES		33
7/1/92 R.A. Kuan AKCS		SIGNATURE OF CERTIFYING OFFICER		34		35		36		37
DATE		SIGNATURE AND TITLE OF CERTIFYING OFFICER		38		39		40		41
37 RECEIVED AT		38 RECEIVED BY		39 DATE RECEIVED		40 TOTAL CONTAINERS		41 S/R ACCOUNT NUMBER		42
38		39		40		41		42		43
38		39		40		41		42		43

Figure 3-7.-Order for Supplies and Services, DD Form 1155 (indirect delivery).

Indirect delivery. When blocks 13 and 14 indicate that the material and the invoice will be sent to an ashore activity for transshipment to an afloat activity, the supporting ashore activity performs the technical inspection and confirms acceptance of the material. In this case, receiving personnel need only verify the quantity of material received (fig. 3-7).

Customer pickup. The procedure for obtaining material on a DD Form 1155 often involves a customer pickup when the ordering department goes directly to the vendor to obtain material. The supply officer must establish local procedures to make sure all material is picked up and the DD Form 1155 copy is removed from the bearer suspense file and processed through the receiving section.

Advance notification. The ordering activity receives advance notice for each DD Form 1155 purchase placed by another activity in response to a requisition. The advance package includes a

copy of the DD Form 1155 and a preaddressed card entitled Report of Nonreceipt, Damage, or Nonconformance.

Report of nonreceipt, damage, or nonconformance. When material received under contract on a DD Form 1155 is damaged in shipment, not received within 60 days of the specified delivery date, or not technically acceptable (direct shipments only), the ordering activity completes and returns the report of nonreceipt, damage, or nonconformance document (fig. 3-8) received with the advance DD Form 1155 copy. Receiving personnel should then notify the procurement section to begin new procurement action if necessary.

**Material Inspection and Receiving Report, DD Form 250**

The Material Inspection and Receiving Report, DD Form 250, is used to verify material


DEPARTMENT OF THE NAVY		POSTAGE AND FEE PAID DEPARTMENT OF THE NAVY DD-115	
OFFICIAL BUSINESS Penalty for Private Use \$300			
<b>REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE</b>			
Important: Complete and return this card to the Naval Supply Center if material is not received within 60 days after delivery date specified in order; or upon receipt of damaged or nonconforming supplies.			
NSC Purchase Order No.	Reqn. No.		
The supplies listed in the above purchase order were (check one)			
<input type="checkbox"/> Not received			
<input type="checkbox"/> Received but rejected - Letter report attached			
Receiving activity	Date		
Signature	Title		

Figure 3-8.-Report of nonreceipt, damage, or nonconformance.

inspection and acceptance for items received directly from a contractor. Receiving personnel review the DD Form 250 to determine what type of certification is required. The types of certification are as follows.

Acceptance at destination (code D). When acceptance at destination (code D) has been indicated in block 8, and 21B indicates procurement quality assurance (PQA) and acceptance, a qualified technician from the ordering department is contacted to inspect and certify material acceptability in block 21B.

Receiving personnel must certify the quantity received in block 22. If the quantity received is different than the quantity indicated or if the

material is damaged, the quantity in column 17 must be lined out and the quantity received in good condition entered and circled. An explanation of the differences is written directly below the adjusted quantity as shown in figure 3-9. When acceptance at destination (code D) has been indicated in block 8 and block 21A has been completed for PQA at origin, receiving personnel then certify the quantity received in block 22. Quantity differences are documented the same way as previously discussed.

Acceptance code S or O. When acceptance code S or O (source or other) has been indicated in block 8 and block 21A has been completed for PQA and acceptance, receiving personnel need only to certify the quantity received in block 22.

MATERIAL INSPECTION AND RECEIVING REPORT		PRICED INSTRUMENTATION CONTRACT CS-005-56301 N00171-88-7-C124		ACCEPTANCE POINT: D - DESTINATION S - SOURCE O - OTHER	
2	3	4	5	6	7
SHOULDER NO KW00001	DATE SHIPPED 6/15/92	DL D5597774	8	9	10
			SHOULDER TERMS 1/2 of 12 - 20 days	DDO S1402U	
11			12		13
PRICED CONTRACTOR K. V. Battery Co. 3555 Howard Stokely, IL			10 DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		DISCREPANCY TO BE REPORTED ON STANDARD FORM 364 TO CONTRACTING ACTIVITY
11 SHIPPED FROM (if other)			12 PAYMENT WILL BE MADE BY DCASR-Chicago O'Hare International Airport P. O. Box 66475 Chicago, IL		
13			14		
SHIPPED TO DDO 102.12 Transportation Officer Naval Supply Center Norfolk, VA 23511-6292			MARKED FOR USS JOHN F. KENNEDY (CV67)		
15	16	17	18	19	20
ITEM NO	STOCK PART NO.	DESCRIPTION	QUANTITY SHIPPED	UNIT	UNIT PRICE
4	Mfg P/N A-5685-38, Type 6 FM-11 Battery Storage Wet and Charged		2	EA	\$214.35
	1 skid (2 boxes) Reqn #V03367-8172-1410				\$428.70
INDICATES 1 RECEIVED IN GOOD CONDITION, 1 DAMAGED			1 damaged (checked casing) DISCOUNT EXPEDITE		
21			22		
PROCUREMENT QUALITY ASSURANCE			RECEIVER'S USE		
A. ORIGIN			B. DESTINATION		
BPA (ACCEPTANCE) of listed items has been made by me or under my supervision and they conform to contract except as noted herein or as supporting documents.			BPA (ACCEPTANCE) of listed items has been made by me or under my supervision and they conform to contract except as noted herein or as supporting documents.		
DATE 7/4/92			DATE 7/4/92		
SIGNATURE OF AUTH'D GOVT REP T.A. Lima			SIGNATURE OF AUTH'D GOVT REP B.R. CRAFT		
TYPED NAME AND OFFICE			TYPED NAME AND OFFICE B.R. CRAFT LT USN		
22			23		
COMPLETED AT DESTINATION BY AUTHORIZED, QUALIFIED GOVERNMENT REPRESENTATIVE			RECEIVER'S SIGNATURE AND DATE OF ACTUAL RECEIPT ON BOARD		
DD FORM 250 1 OCT 66 250 GPO : 1981-000-1001					

Figure 3-9.-Material Inspection and Receiving Report, DD Form 250.

Material receipt. Receipts for material received on a DD Form 250 must be processed as soon as possible to fulfill the discount terms indicated in block 5. This type of material is normally expensive and expedited processing can result in a reduced cost to the government (fig. 3-9).

**Government Bill of Lading (GBL), Standard Form 1103**

A Government Bill of Lading (GBL), Standard Form 1103 or Standard Form 1103B, may be used to provide delivery instructions to a

commercial carrier or to provide receipt documentation to the ordering activity. Shore activities sometimes divert commercial deliveries directly to ships in the area to eliminate the need for double handling of material. In such cases, it is the ship's responsibility to notify the ashore support activity of any material received short or damaged. Deliveries by commercial carriers are not always scheduled. Receiving personnel must be able to react quickly to unexpected deliveries to avoid additional charges against the government by the commercial carrier. A sample GBL is shown in figure 3-10.

U.S. GOVERNMENT BILL OF LADING				ORIGINAL	BL NO.	SAMPLE
TRANSPORTATION COMPANY TENDERED TO <b>XYZ Railroad Company</b>				SCALE	ROUTE ORDER/RELEASE NO.	
STOP THIS CAR OR TRUCK AT				CARTON CONTAINER	NAMED CAPACITY	DATE FURNISHED
FOR CAR, TRUCK OR CONTAINER INITIALS AND NO. <b>XYZ 7692</b>				ORDERED FURNISHED	ORDERED FURNISHED	DATE BL ISSUED <b>921029</b>
<b>IMPORTANT</b> Repetitions require Original, Shipping Order, and Freight Receipt. Original and Carrier's Copy to be surrendered to carrier when signature of 14829, Memorandum Copy, must be sent to consignee.				Through the shipment in lieu of transportation shipment only.		
Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in the good order and condition to said consignee.				If extra services are ordered use Administrative Directive No. 7 on reverse		
CONSIGNEE (Name, address and ZIP code) <b>Transportation Officer Southern Outpost New Orleans, LA 70146</b>				FROM <b>Midwest Army Depot, IA</b> <b>SPCC</b> <b>296841</b>		
DESTINATION (Name, address and ZIP code of institution) <b>Supply Officer USS Shenandoah (AD 44) Holy Loch, Scotland</b>				FULL NAME OF SHIPPER <b>Transportation Officer Midwest Army Depot, IA 51247</b>		
VIA (Route shipment when advantageous to the Government)				MARKS <b>V21098-7197-4234</b> <b>ZZZZ</b>		
SEAL NUMBERS				BILL CHARGES TO (Dept./Agency, Bureau/Office, mailing address and ZIP code) <b>Chief, Transportation Division US Army Finance Support Agency Indianapolis, IN 46249</b>		
APPLIED BY				APPROPRIATION CHARGEABLE <b>17X3980.2379 02Z 74001 063408 2D 000000 000N155 98003</b>		
PACKAGES				FOR CARRIER'S USE ONLY - WAYBILL NO OR FREIGHT BILL NO		
DESCRIPTION OF ARTICLES (Use carrier's classification or item description if possible; otherwise use a clear nontechnical description.)				Contractor will return unused or canceled bills of lading to the Government of his firm which received		
NO	QUANTITY	CLASSIFICATION NO.	WEIGHTS	CLASS	RATE	CHARGES
22	Boxes	UFC 34580	1			
5	Pallets	Electrical Appliances or Instruments	thru			
	of		22			
4	Boxes		Gross			
1	Pallet		30,000			
	of		Pallets			
2	Boxes	Total cube 1250 ft.	500			
			Freight			
			29,500			
TARIFF OR SPECIAL RATE AUTHORITIES (CL, TL or Vol. only)						
CARRIER FURNISHED SERVICE AT ORIGIN				FOR USE OF ISSUING OFFICE		
NAME OF TRANSPORTATION COMPANY <b>XYZ Railroad Company</b>				Contract or purchase order no. or other authority <b>V21098-7197-4234</b>		
DATE OF RECEIPT OF SHIPMENT <b>921029</b>				DATE <b>920716</b>		
SIGNATURE OF AGENT <b>PER</b>				F.S. AGENT NAME <b>Fred March, CAPT USA</b>		
CERTIFICATE OF CARRIER BILLING FOR CHARGES - Consignee must not pay any charges on this shipment				ISSUING OFFICE (Name and city) <b>Midwest Army Depot Rock Valley, IA 51247</b>		
BY (Date)				BY (Name of delivering carrier)		
REMOVED THE COMMODITY COMPLETELY AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREON				SERVICE FURNISHED BY CARRIER AT DESTINATION		
SIGNATURE OF CARRIER'S AUTHORIZED AGENT				DELIVERY <input type="checkbox"/> TRUCK CAR <input type="checkbox"/>		

Figure 3-10.—Government Bill of Lading, Standard Form 1103.

## RECEIPT DISCREPANCIES

Material discrepancies are divided into two categories. The first category includes discrepancies such as overages, shortages, damages, incorrect, or not-received material. These discrepancies are normally caused by the activity that shipped the material or by the transportation system.

The second category includes material quality discrepancies. Material received in this category cannot be used for its intended purpose because it does not meet specified (form, fit, or function) requirements. These discrepancies are caused by manufacturing or repair facility or, in some cases, incorrect specifications.

### Shipping Discrepancies

Shipping discrepancies attributable to or the responsibility of the activity shipping the material (including contractors, manufacturers, or vendors) are reported by the receiving activity on a Report of Discrepancy (ROD), Standard Form 364.

For shipments received from DOD activities, GSA supply distribution facilities, contractors, and manufacturers, a ROD is prepared to report materials with one or more of the following discrepancies:

- Shortages or overages valued in excess of \$100 per line item, except classified or protected items that are reported regardless of the dollar value. Shortages or overages valued at \$100 or less and reported shortages that were not credited or replaced by the consignor are processed as an original receipt.

- Erroneous material, unacceptable substitutes, or duplicate shipments regardless of dollar value. An exception to this is erroneously issued material that can be readily reconciled with a local supply activity.

- Material received from a previously canceled requisition for which a copy of the confirmation of cancellation is required and the line item is in excess of \$100.

- DOD shipments (line item value in excess of \$100) when the condition of the item is found to be other than that shown on the shipping document.

- Material with a line item value in excess of \$100 with an expired shelf life.

- Material shipped to the wrong activity, regardless of value.

- Material with item technical data markings that are missing or incomplete.

- Material with supply documentation that is missing or improperly prepared, regardless of dollar value.

- Items with a line item value in excess of \$100 that were reported shipped by parcel post but not received or received in a damaged condition.

- Repair material received that has been stripped of parts or components without inventory manager authorization, regardless of dollar value.

- Material with repetitive discrepancies observed, regardless of dollar value.

Discrepancies excluded from the reporting procedure described above are as follows:

Discrepancies found while material was in storage.

Discrepancies involving local base or station deliveries to or return from internal satellite activities.

Discrepancies involving shipments of privately owned vehicles.

Shipping-type discrepancies involving personal property shipments.

Product quality deficiencies.

Transportation-type discrepancies covered by NAVSUPINST 4610.33.

Discrepancies resulting from UNREP.

### Packaging Discrepancies

A discrepancy report must be made on the following packaging discrepancies:

- Unsatisfactory conditions resulting from improper packaging that cause or render the item, shipment, or package vulnerable to loss, delay, or damage when the estimated or actual cost of correction exceeds \$50. This may include loss or damage to the item, shipment, or package except when the report is otherwise required as prescribed in NAVSUPINST 4610.33.

- Packaging-related discrepancies, resulting in damaged material that may endanger life, impair combat or deployed operations, or affect other material. These types of discrepancies must be reported immediately to the shipping activity, contracting office, and control point by the fastest communication medium to enable the shipper to



take immediate corrective action. Standard Form 364 must be transmitted by mail within 24 hours of the initial report.

- Improper identification of containers or items that opening the container or items that require opening the container or result in improper storage of the material regardless of cost.

- Packaging discrepancies, regardless of cost, involving hazardous materials, including improper identification markings of items and packs of utilized loads, regardless of whether damages or other unsatisfactory conditions have resulted.

- Excessive packaging by contractors resulting in additional cost to the government.

- Repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities.

### PREPARATION OF THE REPORT OF DISCREPANCY

Item and packaging discrepancies are reported on the ROD, Standard Form 364. An original and as many copies as required are prepared for distribution to applicable activities. A ROD, Standard Form 364, is shown in figure 3-11.

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER			
<input checked="" type="checkbox"/> SHIPPING		<input type="checkbox"/> PACKAGING		92JUL01	005/92			
3. TO (Name and address, include ZIP Code)				4. FROM (Name and address, include ZIP Code)				
NAVAL SUPPLY CENTER N00244 NDZ SAN DIEGO, CA, 92132				COMMANDING OFFICER USS CONSTELLATION (CV-64) FPO SAN FRANCISCO, CA, 96601				
5. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE	6. TRANSPORTATION DOCUMENT NUMBER (G.L., Waybill, TCR, etc.)			
SAME AS # 3				25 JUN 92				
7. SHIPPER'S NUMBER (Purchase Order/shipment, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)		
						R03364-8160-2435		
9. SHIPMENT, BILLING, AND RECEIPT DATA					10. DISCREPANCY DATA			11.
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (e)	UNIT PRICE (f)	TOTAL COST (g)	CODE (h)	AC-2 TION CODE (i)
9N 5960-00-806-0292	EA	2	1	1	74.06	74.06	S1	1G
12. REMARKS (Continue on separate sheet of paper if necessary)								
SHORTAGE HAS BEEN VERIFIED AS NOT BEING TRANSPORTATION-RELATED								

1. DISCREPANCY CODES		2. ACTION CODES	
<b>CONDITION OF MATERIAL</b> C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment <b>SUPPLY DOCUMENTATION</b> D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) <b>MISDIRECTED MATERIAL</b> M1 - Addressed to wrong activity <b>OVERAGE/DUPLICATE SHIPMENTS</b> O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment <b>PACKING DISCREPANCY</b> P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper utilization	<b>PRODUCT QUALITY DEFICIENCIES</b> Q1 - Deficient material (Applicable to Grant Aid and F&B shipments only) <b>SHORTAGE OF MATERIAL</b> S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Shortage of parcel post shipments <b>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plate, Log Book, Operating Handbook, Special Instructions, etc.)</b> T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing/incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing <b>WRONG ITEM (Identify requested item as a separate copy in item 8 above)</b> W1 - Incorrect item received W2 - Unacceptable substitute <b>OTHER DISCREPANCIES</b> Z1 - See remarks	1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required opposite shipment (Not applicable to F&B) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to F&B) 1F - Replacement shipment requested (Not applicable to F&B) 1G - Requisition not required. Item to be re-equilibrated. 1H - No action required. Information only 12 - Other action requested (See remarks)	
13. FUNDING AND ACCOUNTING DATA			
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARED BY		14b. SIGNATURE	
TAW OPERATOR 958-0111, ASK FOR SHIP'S OFFICER (J. J. WHITECAP, LCDR, SC, USN SUPPLY OFF)		<i>J. J. Whitecap</i>	
15. DISTRIBUTION ADDRESSES FOR COPIES			

364-101      7540-00-159-4442      (Previous edition is obsolete.)      STANDARD FORM 364 (REV. 2-89)  
Prescribed by GSA FPMR 101-26.9

Figure 3-11.-Report of Discrepancy (ROD), Standard Form 364.

The Standard Form 364 (ROD) is submitted by receiving or transshipping activities within 15 calendar days from the date of receipt of shipments from all activities. When extenuating circumstances prevent submission of the ROD within this time frame, the reason for delay is entered in block 12 of the ROD. A ROD is submitted by all activities 70 calendar days from the date of shipment from government activities and 60 calendar days from the date of shipment from commercial sources for items determined to be lost through parcel post shipments.

Action activities are required to reply to customers within 45 days of receipt of the ROD providing resolution of the discrepancy or interim status. When a ROD is passed to another activity for further action, the customer is advised. To allow for mailing each way, the first follow-up to a ROD should be sent to the action activity 60 days after the submission of the original ROD. Subsequent follow-ups should be sent at 30-day intervals.

For instructions on how to prepare the ROD, refer to table 3-1. Activities submitting the ROD are responsible for all follow-up action.

Table 3-1.—Instructions for Preparation of DD Form 364

Data Block	Explanation
	Indicate whether shipping or packaging discrepancy or both by placing Xs in the appropriate box at the top of the form. Mailing envelopes should be conspicuously marked SF 364.
1	Date of Preparation. The report is prepared in sequence of year, month, and day; for example, September 22, 1987 is written 87 SEP 22.
2	Report Number. Enter the serial number of the report; for example, the fifth report of the calendar year, enter 005/87.
3	To. Enter name, address, ZIP Code, activity address code or routing identifier code, and attention symbol or code of action activity. When both shipping and packaging discrepancies are reported for the same item, enter <u>See item 15</u> .
4	From. Name, address, and ZIP Code of the reporting activity (consignee).
5a	Shipper's Name. Enter the name and address of the shipper (consignor) when different from item 3.
5b	Number and Date of Invoice. Enter number and date of vendor's invoice or shipper's bill number. Attach a copy of invoice to the SF 364. (Not applicable to packaging discrepancies.)
6	Transportation Document. Enter the type of transportation document, GBL, commercial bill of lading (CBL), manifest, waybill, insured or certified parcel post number, or TCMD and the identifying number assigned to such document. This is a mandatory entry when shipment received was made via a traceable means. In addition, for shipment-type discrepancies, the following statement should be included in block 12: <u>Shortage has been verified as not being transportation related.</u>

Table 3-1.-Instructions for Preparation of DD Form 364—Continued

Data Block	Explanation
7a	Shipper's Number. Enter shipment number (when more than one shipment is under a contract or requisition) and contract or document number.
7b	Office Administering Contract. Enter name, address, and ZIP Code of the contract administration office (CAO) activity that directed or arranged the shipment.
8	Requisitioner's Number. Enter the requisitioning activity's number (requisition or purchase order number). Entry of the applicable requisition document number is mandatory in all cases, even though a contract or purchase order is involved.
9a	NSN/Part Number and Nomenclature. When the item received is different from the item shown on shipping documents or different from the item requisitioned, enter each item on a separate line.
9b	Unit of Issue. Enter the unit of issue as billed or indicated on the shipping document for each item listed in item 9a. (Not applicable to packaging discrepancies.)
9c	Quantity Shipped/Billed. Enter the quantity of item shipped or billed. When discrepancy code C1 is applicable, enter the quantity and the supply condition code of the item when shipped. (Not applicable to packaging discrepancies.)
9d	Quantity Received. Enter the quantity of item received.
10a	<p>Discrepancy Quantity. Enter the discrepant quantity. When discrepancy code C1 is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code.</p> <p>NOTE: When overage material (expired shelf life) is received and discrepancy code Q1 or C2 is applicable, enter the following information under item 12 remarks:</p> <ul style="list-style-type: none"> <li>a. Manufacturer's name</li> <li>b. Contract or purchase order number, if not shown in item 7a</li> <li>c. Date of manufacture, pack, or expiration</li> <li>d. Lot/batch number</li> <li>e. Location of material</li> <li>f. Name, address, and telephone number (if available) of contact person</li> <li>g. Nature of complaint, stating in detail why material is unsatisfactory.</li> </ul>

Table 3-1.-Instructions for Preparation of DD Form 364—Continued

10b	Discrepancy Unit Price. Enter the unit price as billed or shown on shipping document. (Not applicable to packaging discrepancies.)
10c	Discrepancy Total Cost. For shipping discrepancies, enter the total money value of material. For packaging deficiencies, enter cost of corrective action.
10d	Discrepancy Code. Select the appropriate discrepancy code listed on the face of the SF 364 and enter in this block. When a condition exists that is not listed, use code Z1 and describe the discrepancy in block 12.
11	Action Code. Enter requested action to be taken from codes listed on the face of the form. When action is other than that covered by the listed action codes, use code 1Z and explain action requested in block 12. Action code 1D or 1F is not used on reports prepared to cover shipments of DOD stock-funded items or GSA material. Material still required must be reordered. Action code 1E applies only to local purchase items.
12	Remarks. Use this block for supplemental information where the combination of discrepancy codes and action codes need clarification, where shipping and packaging discrepancies need explanation, and where a breakout of cost to reports in terms of time and materials is required. Include specific data such as appearance, lot or batch number, manufacturer or packaging data, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action. When reporting shortages or nonreceipt of items shipped by parcel post from GSA, a statement must be included in block 12 to cover all packages received that were shown as shipped in item 5 of GSA Form 1348-1. Include telephone number (AUTOVON and commercial) of the individual to be contacted for additional information if different than that entered in block 14a. When medical material requiring refrigeration or frozen storage is involved, provide the information requested on the special instruction sheet that is included within shipments of such material. Provide photos when it will assist the shipping activity in determining the cause of the discrepancy or deficiency.
13	Funding and Accounting Data. For packaging discrepancies, enter the accounting or appropriation data required by the action activity to credit the account of the reporting activity for costs involved in correcting the reported discrepancies. This item does not apply to shipping discrepancies.
14a	Typed or Printed Name, Title, and Phone Number of Preparing Official. Self-explanatory.
14b	Signature. Self-explanatory.
15	Distribution Addressees for Copies. Enter all other addressees that are to receive copies of the report.

**MATERIAL TURNED IN TO STORES ASHORE**

Supply support in a changing environment creates the need of a process by which the return of unneeded material can be screened for further use. Turn-in of material from consumers to Navy stock requires that activities turning in the material be given credit as appropriate.

Navy material returned to stock points has traditionally been called material turned into store (MTIS) since stock points carry material in stores accounts. MTIS primarily exists to take ready-for-issue (RFI) turn-ins from customer activities and return them to stock to meet other Navy requirements. It may also be used to return erroneous issues by stock points or to obtain needed repackaging/represervation with prior arrangements with the stock point (normally with customer service). Each transfer must be approved by the supply officer and entered in the expenditure record log.

MTIS transactions do not include transfer of material to disposal or depot level repairable (DLRs) in not-ready-for-issue (NRFI) condition.

Turn-in of RFI material is accomplished by using a DD Form 1348-1 prepared by typewriter or ball-point pen (fig. 3-12). Refer to NAVSUP P-485, chapter 5, for instructions on how to prepare the turn-in document.

**CREDIT FOR TURN-IN**

Credit for turn-ins is given to the type commander (TYCOM) allotment indicated by the fund code on the DD Form 1348-1.

Credit cannot be given for the following:

- Appropriation purchase account (APA)—free issue items
- Unidentified material-material without a national stock number (NSN) including Navy item control number (NICN) and commercial and government entity (CAGE)/part number
- Material turned in with an extended money value of \$20 or less due to the cost of processing such credits

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. NO.	RFI FROM	FSC	STOCK NUMBER	ADD	QUANTITY	DOCUMENT NUMBER	SERIAL	SUPPLY SERVICE ADDRESS	FUND	PROJ. ECT.	PH. UNIT	REG'D DEL DATE	APPL.	R1	UNIT PRICE	DOLLARS	CTS.																																																														
6210	005662855	EA	00004	R52192	6222	0044	NC	9G							2	50																																																															
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS.																																																																									
R52192	USS JOHN PAUL JONES(DDG-32)	N0022R	NSC OAKLAND	10	00																																																																										
A	WAREHOUSE LOCATION	B	UNIT WEIGHT	UNIT CUBE	U F C	N M F C	FREIGHT RATE	C	D	DOCUMENT DATE	MAY COND	QUANTITY	E	I																																																																	
F	SUBSTITUTE DATA ITEM ORIGINALLY REQUESTED	G	H	I	J	K	L	M	N	O	P	Q	R	S																																																																	
T	U	V																																																																													
W	X	Y																																																																													
SELECTED BY AND DATE	TYPE OF CONTAINERS	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																											
1	2	3	7	8																																																																											
PACKED BY AND DATE	NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
4	5	6	9	10																																																																											
REMARKS:	AA	BB	CC	DD	EE																																																																										
FIRST DESTINATION ADDRESS	DATE SHIPPED	Approved for transfer:	B. A. WHITECAP	LT, SC, USN																																																																											
11	12	FF	GG																																																																												
13 TRANSPORTATION CHARGEABLE TO	14 B/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	15 RECEIVER'S DOCUMENT NUMBER																																																																													
DD FORM 1348-1	1 MAR 74	EDITION OF 1 JAN 64 MAY BE USED	UNTIL EXHAUSTED	000 SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																																																											
S/N 0102-1F-013-1040																																																																															

Figure 3-12.—DD Form 1348-1, MTIS turn-in.

**TURN-IN OF NOT-READY-FOR-ISSUE (NRFI) REPAIRABLE**

All NRFI repairable items turned in are staged for shipment to the designated advance traceability and control (ATAC) HUB facility and further shipment to the designated overhaul point (DOP). For aviation activities, turn-in of NRFI repairable is only made by the aircraft intermediate maintenance department (AIMD) beyond capability maintenance (BCM) action for items originating from a supported department or unit. Promptly upon receipt of an NRFI repairable, a DD Form 1348-1 must be prepared for the earliest possible shipment.

As the DD Form 1348-1 is the basic document used by the supply system, it is essential that the form be prepared accurately and completely. Refer to NAVSUP P-485, chapter 5, for the prescribed format, A sample filled-out DD Form 1348-1, turn-in unserviceable DLR, is shown in figure 3-13.

When check/test/repair capability does not exist at the local IMA, all aviation DLRs and some designated field level repairable (FLRs) must be shipped to the designated support point (DSP) or

DOP or to another activity having the capability to repair that component. Under normal circumstances, the determination must be made within 24 hours.

When determined that repair capability does not exist, the component is shipped to another activity within 48 hours. Total hold time for IMA, supply, and maintenance may not exceed 3 days.

**MATERIAL CUSTODY**

When material is stored in storerooms or other areas assigned to the supply department, the supply officer is responsible for the storage, security, and inventory control of the material. The supply officer may delegate this responsibility to the person in charge of the storeroom or storage area.

Stock material may be stored in other than supply department spaces when the requirements stated in NAVSUP P-485 and NAVSUP P-567 have been met. The supply officer maintains records relating to supply transactions of all material stored in other department spaces.

Another category of custody is material in sub-custody of other department heads. Maintenance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
DOC. IDENT.	FROM	FSC	STOCK NUMBER	ADD. STOCK NUMBER	QUANTITY	REQUISITION NUMBER	DATE	SERIAL	SUPPLEMENTARY ADDRESS	FUND	DISTR.	PROJ.	E.O.	REG'D DEL. DATE	ADVISE	B	UNIT PRICE	DOLLARS	CTS																																																												
BC1	R63	2915	001065464	MN	EA00001	N00204	1098	F914	A2S	7R	03	5G	AFEE																																																																		
SHIPPED FROM	SHIP TO	MARK FOR	PROJECT	TOTAL PRICE	DOLLARS	CTS																																																																									
(204) NAVAL AIR STATION PENSACOLA, FLA.	NG8620 IRAM BLDG SP-237 NSC NAVY DLR AGENT NORFOLK, VA 23511	NRFI																																																																													
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	U F C	N M F C	FREIGHT RATE	DOCUMENT DATE	MAY COND	QUANTITY																																																																					
								1098	F	00001																																																																					
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE	PN: 37D401657P111	SN: 0440																																																																											
SELECTED BY AND DATE	TYPE OF CONTAINER(S)	TOTAL WEIGHT	RECEIVED BY AND DATE	INSPECTED BY AND DATE																																																																											
PACKED BY AND DATE	NO. OF CONTAINERS	TOTAL CUBE	WAREHOUSED BY AND DATE	WAREHOUSE LOCATION																																																																											
REMARKS:	REDSTRIPED MAILABLE CAND I-CLAMP ITEM T810984301J	APPROVED BY ARC (AW) L.A. LOWE																																																																													
FIRST DESTINATION ADDRESS	DATE SHIPPED	RECEIVER'S SIGNATURE (AND DATE)	RECEIVER'S DOCUMENT NUMBER																																																																												
N68860 NSC, PENSACOLA	1098																																																																														
13 TRANSPORTATION CHARGEABLE TO	14 S/LADING, AWB, OR RECEIVER'S SIGNATURE (AND DATE)	15 RECEIVER'S DOCUMENT NUMBER																																																																													
DD FORM 1348-1	1 MAR 74	EDITION OF 1 JAN 64 MAY BE USED UNTIL EXHAUSTED	DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT																																																																												

Figure 3-13.—DD Form 1348-1, turn-in unserviceable DLR.

assistance modules (MAMs) and ready service spares (RSSs) are located in the appropriate operating and maintenance spaces under the sub-custody of the operating or maintenance personnel.

## **RESPONSIBILITY**

The supply officer is responsible for the storage, security, and inventory control of all stock material in his or her custody.

Although stock levels should be stored in supply department storerooms or spaces, it may be necessary to store bulk consumables such as lumber, metal, and pipe or certain repair parts in spaces under the control of other department heads. If it is necessary to store material in other department spaces, the supply officer will obtain the commanding officer's written authorization for such storage.

## **STORAGE OF PERSONAL GEAR**

No personal gear (regardless of whose it is) may be stored in supply department storerooms without written approval of the commanding officer.

## **LOST, DAMAGED, OR DESTROYED MATERIAL**

Personnel assigned the responsibility for physical custody of stock material must report any damage, deterioration, or shortage to the supply officer immediately. The custodian will not be held responsible for material lost, damaged, or destroyed as a result of fire or flooding, providing the emergency did not arise from that person's negligence and provided that all reasonable steps to prevent the loss or damage were taken.

## **SECURITY OF MATERIAL**

Material in store must be kept under lock and key in all cases except when the material is of such quantity or dimensions as to make storeroom storage impractical. Storeroom spaces must be locked securely when not in use.

When the spaces are open for use, an authorized person must always be present. Other persons will be admitted only when necessary for the storage or breakout of material or in situations discussed in the following paragraphs.

## **Inspection of Spaces**

Personnel may be allowed access to storage spaces for purposes of inspection and as directed by the commanding officer. However, such personnel may not be given keys for the spaces, but will be escorted by responsible persons as directed by the supply officer.

## **Access for Damage Control**

Access to storage spaces may be authorized to damage control personnel in the performance of their duties. Storage spaces must be secured in such a manner that access by use of ordinary damage control equipment is not obstructed in an emergency.

## **Permission for Entry**

Permission for entry to supply storage spaces of personnel not ordinarily authorized access will be granted only by the supply officer or, in his or her absence, the commanding officer, executive officer, or command duty officer, as appropriate.

## **MATERIAL SURVEYS**

Material survey is a procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records. The procedures discussed in this section are used when possible survey action is indicated.

When an inventory adjustment and preliminary research cannot resolve the discrepancy, the accountable and responsible individuals initiate a detailed review of the circumstances surrounding the possible adjustments (known as causative research). A Report of Survey, DD Form 200, is prepared and forwarded to the appropriate survey officials.

When the report of survey is for stock material, the inventory adjustments are entered into SUADPS-RT via the survey adjustment function only after approval of the survey.

## **SURVEY REQUIREMENTS**

When a loss or gain of material in the following categories is confirmed, a Report of Survey, DD Form 200, is prepared.

The categories of survey material are supply system stock material and property book material.

### **Supply System Stock Material**

Supply system stock material is composed of the following:

- Sensitive items such as drugs, precious metals, narcotics, and alcohol regardless of money value

- Classified material regardless of dollar value

- Arms, ammunition, and explosives regardless of dollar value

- Pilferable, valuable, and attractive items that easily convert to personal use (such as hand tools, individual clothing, office machines, and photographic equipment) and with a money value greater than \$500

- Bulk petroleum products (refer to NAV-SUP P-485, paragraph 5126)

- Noncontrolled items when the extended dollar value exceeds the causative research threshold of \$2,500 (\$5,000 for combat logistics force food items)

- Mandatory turn-in repairable (MTRs) regardless of money value

- Discrepancy or repetitive loss where there is an indication or suspicion of fraud, theft, negligence, or other personal involvement where a law was broken (UCMJ, federal, state, or local)

### **Property Book Material**

Property book material consists of all government property other than supply system stock. It includes military real property, military personal property, weapons and other military equipment in use, and plant equipment. When property book material is lost, commanding officers must determine if a report of survey is required to assign responsibility, adjust records, or provide relief from accountability. Normally all items in this category are subject to survey, with the following exceptions:

- When the loss of a motor vehicle is involved, a motor vehicle accident investigation

report may be used instead of a survey. The accident report may be used for survey purposes only when the investigation clearly indicates that there is no negligence, personal injury, or claim against the government.

- Discrepancies in quantities transferred to disposal are not surveyed provided that the value of the loss is less than \$50 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid turn-in documents.

- Special tooling and special testing equipment reporting procedures should be provided by the cognizant laboratory or hardware systems command.

- Noncontrolled items with a unit price of less than \$1,000 should not be surveyed, unless there is suspicion of fraud, negligence, or other personal responsibility.

### **Missing, Lost, Stolen, and Recovered Reports**

In addition to the above procedures, SEC-NAVINST 5400.4 should be consulted with respect to the policy of missing, lost, stolen, and recovered (MLSR) reports. ADD Form 200 and the MLSR report are required for losses of sensitive or classified items and for arms, ammunition, and explosives.

### **PREPARATION OF REPORT OF SURVEY, DD FORM 200**

The DD Form 200 is used to document the report of survey and certify the survey process when government property is gained, lost, or damaged. This form is the official document to support establishment of debts, relief from accountability, and adjustment to accountable records for supply system stock and property book material. Preparation of the DD Form 200 may vary slightly, depending on the nature of the asset (property book material or supply system stock). The Report of Survey, DD Form 200 (front and reverse) are shown in figures 3-14 and 3-15, and instructions for its preparation are listed in table 3-2.



REPORT OF SURVEY				
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><i>Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise:</i></p> <p><b>AUTHORITY:</b> 16 U.S.C. 136; 10 U.S.C. 1071; DoD Instruction 7200 10.</p> <p><b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DoD-controlled property.</p> <p><b>ROUTINE USES:</b> To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken.</p> <p><b>DISCLOSURE IS VOLUNTARY:</b> Refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.</p>			<p>1. TYPE REPORT (X one)</p> <p>a. REPORT OF SURVEY</p> <p>b. GOVERNMENT PROPERTY LOSS/DESTROYED</p>	
			2. SURVEY NUMBER	
			3. DATE LOSS/GAIN DISCOVERED (YYMMDD)	
4. NATIONAL STOCK NO.	5. ITEM DESCRIPTION	6. QUANTITY	7. UNIT COST	8. TOTAL COST
<p>9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) <input type="checkbox"/> LOST <input type="checkbox"/> GAINED <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED</p> <p>(Attach additional pages, as necessary)</p> <div style="text-align: center; font-size: 2em; font-weight: bold; margin: 20px 0;">SAMPLE</div>				
10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages, as necessary)				
11. INDIVIDUAL COMPLETING BLOCKS 9 AND 10				
a. TYPED NAME (Last, First, Middle Initial)		b. SIGNATURE		c. DATE SIGNED
				d. AUTOVON NUMBER
12. RESPONSIBLE OFFICER				
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)		c. AUTOVON NUMBER
		d. SIGNATURE		e. DATE SIGNED
13. ACCOUNTABLE OFFICER				
a. NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD				
b. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		c. TYPED NAME (Last, First, Middle Initial)		d. AUTOVON NUMBER
		e. SIGNATURE		f. DATE SIGNED

DD Form 200, OCT 84  
S/N 0102-LF-000-2001

Replaces DD Form 200, 83 MAY; AF Form 198, JAN 83;  
DD Form 2090, SEP 77; and DA Form 4697, SEP 81, which are obsolete.

Figure 3-14.—Report of Survey, DD Form 200 (front).

<b>14. FINDINGS AND RECOMMENDATION OF SURVEY OFFICER</b>				
a. FINDINGS AND RECOMMENDATIONS (Attach additional pages, as necessary)				
<h1>SAMPLE</h1>				
b. DOLLAR AMOUNT OF LOSS / GAIN		c. RECOMMENDED PECUNIARY CHARGE	d. LOSS / GAIN TO GOVERNMENT	
<b>15. SURVEY OFFICER</b>				
a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		b. TYPED NAME (Last, First, Middle Initial)	c. AUTOVON NUMBER	
		d. DATE REPORT SUBMITTED TO APPOINTING OFFICIAL	e. DATE APPOINTED	
		f. SIGNATURE	g. DATE SIGNED	
<b>16. INDIVIDUAL CHARGED</b>				
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEY OFFICER AND (X one)		b. I AM AWARE OF MY RIGHT TO (1) LEGAL ADVICE AND (2) APPEAL IF PECUNIARY CHARGES ARE ASSESSED. ENLISTED PERSONNEL HAVE THE RIGHT TO REQUEST REMISSION OF INDEBTEDNESS.		
(1) SUBMIT THE ATTACHED STATEMENT OF OBJECTION				
(2) DO NOT INTEND TO MAKE SUCH A STATEMENT.				
c. TYPED NAME (Last, First, Middle Initial)		d. SIGNATURE	e. DATE SIGNED	f. AUTOVON NUMBER
<b>17. APPOINTING OFFICIAL</b>				
a. RECOMMENDATION (X one)		b. COMMENTS		
(1) APPROVE				
(2) DISAPPROVE				
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER	
		f. SIGNATURE	g. DATE SIGNED	
<b>18. APPROVING OFFICIAL</b>				
a. ACTION (X one)		b. COMMENTS		
(1) APPROVED				
(2) DISAPPROVED				
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)		d. TYPED NAME (Last, First, Middle Initial)	e. AUTOVON NUMBER	
		f. SIGNATURE	g. DATE SIGNED	
DD Form 200 Reverse, OCT 84				
GPO: 1987-740-002/50139				

Figure 3-15.—Report of Survey, DD Form 200 (reverse).

Table 3-2.-Instructions for Preparation of DD Form 200

Block	Entry Instructions
1	Block 1a is checked in all cases.
2	Survey number. The expenditure number assigned after the survey has been approved by the appropriate official. For multiple line items, enter <u>See attached list</u> in this column.
3	Date. Year, month, and day the gain or loss was discovered.
4	NSN. The national stock number or manufacturer's part number of the item being surveyed. Multiple items may be included on the report of survey when circumstances of loss or damage are related to the same incident. Enter <u>See attached list</u> in this block.
5	Item description. Enter the nomenclature of the lost or damaged property including serial numbers, security codes, and model numbers. When the material is nonstandard, enter the appropriate identification or description of the item. When additional space is required, a continuation sheet may be used.
6	Quantity. Enter the number of items and unit of issue (example: 1EA, 2DZ, 5PR)
7	Unit cost. Enter the cost per unit for supply system stock. (Use standard price from the ML-N.)
8	Total cost. Block 6 is multiplied by block 7 and the total amount entered in this block.
9	Circumstances. The appropriate block should be checked. Complete statement of facts should be provided that includes but is not limited to the date, place of the incident, name, grade, SSN of all personnel concerned. The statement must answer the five basic questions of who, what, when, where, and how. The signature, typed name, and rank or rate of the individual performing the research is included in the lower right-hand space of this block.
10	Corrective/preventive actions. Corrective actions will be provided and measures will be prescribed to prevent future occurrences.
11	Caustive research validator. The supervisor of the individual performing the research documented in blocks 9 and 10 signs this block.
12	Responsible officer. The signature of the individual appointed by proper authority to exercise proper care and custody of government property.

Table 3-2.-Instructions for Preparation of DD Form 200—Continued

Block	Entry Instructions
13	Accountable officer. The signature of the individual appointed to maintain stock, property, and financial records.
14	This block is completed only when personal responsibility is evident.
14b	Dollar amount of loss. The survey officer should take into consideration the standard price of the lost property when completing this block.
14c	Not applicable.
14d	Government loss. The survey officer should compute the financial loss to the government. (This block is completed only when personal responsibility is evident.)
15	Survey officer. Signature of the individual appointed to perform the survey and compute the loss to the government. (This block is completed only when personal responsibility is evident.)
16	Individual charged. When the individual charged refuses to sign this block, the refusal should be noted. (This block is completed only when personal responsibility is evident.)
17	Appointing official. The signature of the individual who performs the duties of the appointing official.
18	Approving official. The signature of the individual responsible for approving or disapproving the financial liability or relieving of responsibility.

**DISTRIBUTION OF THE SURVEY**

Upon completion of the survey, the distribution of the DD Form 200 is as follows:

- Original. The original with all attachments is filed in the expenditure invoice file, if not required by higher authority.

- First copy. A copy of the approved survey is submitted to the TYCOM when the survey value exceeds \$100.

- Second copy. A copy is filed in the expenditure file with all attachments when the original is required by higher authority.

- Third copy. A copy is forwarded to the disbursing officer for collection when pecuniary liability is assessed.

- Fourth copy. A copy of the survey is attached to the shipping document when the surveyed item is to be turned in ashore for repair or disposal.

- Others. Additional copies are distributed as required locally or as directed by higher authority.

The approved DD Form 200, preliminary and causative research findings and recommendations, and all other documentation related to the surveyed material should be retained for a period of 3 years.

# CHAPTER 4

## PURCHASING

Supplies and services that are not stocked or supplied must be procured by an activity to fulfill its assigned mission.

The material presented in this chapter is not intended to be comprehensive. It does not contain everything an AK involved in purchasing needs to know; therefore, if your duties involve purchasing in any capacity, you should refer to the applicable sections of the NAVSUP manuals along with pertinent instructions and regulations. In addition, you should study NAVSUP P-560 carefully.

### PURCHASING REGULATIONS

Detailed instructions and guidelines concerning the purchase or procurement of material or services from commercial suppliers are contained in the *Navy Supply Acquisition Regulation Supplement* (SUPARS), NAVSUP P-560. Fleet fast pay procedures are contained in applicable fleet accounting and disbursing center (FAADC) instructions.

The NAVSUP P-560, together with the *Navy Acquisition Regulation Supplement* (NARSUP), the *Department of Defense Federal Acquisition Regulation Supplement* (DFARS), and the *Federal Acquisition Regulation* (FAR), is used by all Navy activities for basic purchasing and contracting guidance.

### TRAINING

All personnel involved in the purchasing function such as contracting officers, storekeepers, and buyers must attend a NAVSUP-authorized small purchase course. In addition, the management of all activities performing a purchasing function must make sure personnel are adequately trained to maintain and improve the quality of the purchasing function.

### STANDARDS OF CONDUCT

All personnel engaged in purchasing and related functions occupy positions of public trust. Such personnel must, therefore, conduct themselves with absolute fidelity to the government. Accordingly, a person must not allow himself or herself to be placed in a position in which a conflict of interests may arise or in which he or she may justifiably be suspected.

Accepting gratuities or favors or engaging in any other action that would result in financial profit or influence strict impartiality must absolutely be avoided.

Information concerning proposed purchasing actions may not be made available to particular suppliers unless such information is made available to all competing suppliers.

There are certain statutes that make it a crime for an agent of the government to engage in practices or activities that are at variance with the high standard of personal conduct that a person owes to the United States as such an agent. A digest of applicable provisions of these statutes is set forth in SECNAVINST 5370.2. Any person engaged in purchasing should make it a particular point to acquaint themselves with the provisions of the applicable statutes.

### METHODS OF PURCHASE

The acquisition of supplies or nonpersonal services from commercial sources in the amount of \$25,000 or less is referred to as small purchase. Open market requirements in excess of \$25,000 must be procured through formal contracting procedures.

Small purchase and other simplified purchase procedures of open market purchases can be made only when requirements cannot be obtained from

a mandatory government source of supply. The mandatory sources are as follows:

Defense/federal supply systems for material assigned an NSN

Excess personal property from other agencies

Federal prison industries

National industries for the blind or other severely handicapped

Mandatory GSA federal supply schedule contracts

Optional GSA federal supply schedule contracts

### **OPEN MARKET PURCHASES**

The methods for making small purchases and corresponding dollar limitations are as follows:

Small business-small purchase set-aside. Each purchase with small business concerns must be \$10,000 or less.

Blanket purchase agreement (BPA). Each BPA call may not exceed \$10,000 (except \$25,000 for inventory control points [ICPs]) with an unlimited amount for subsistence.

Imprest fund (IF). Each purchase using the IF may not exceed \$500.

Purchase order. Each purchase order may not exceed \$25,000.

Purchase invoice. The purchase invoice method using the Standard Form 44 may not exceed \$2,500 (except \$10,000 for aviation fuel and oil purchased by pilots).

### **SMALL PURCHASE PROCEDURES**

A purchase request (PR) must be prepared and approved before the contracting officer starts a purchase action. A PR includes the various MILSTRIP requisitions, a Request for Contractual Procurement, NAVCOMPT Form 2276, or the Military Interdepartmental Purchase Request, DD Form 448.

### **Purchase Request**

All PRs received must be receipt dated, screened, routed for recording, and assigned a control or route sheet. The initial screening includes an authorized signature; accounting information; a priority designator and a required delivery date; clearance and approval; and an attached statement of work, technical specifications, drawings, or blueprints.

A final screening of all PRs is conducted by the buyer or storekeeper for adequacy. When a PR is determined to be inadequate, it is returned to the originator for modification or cancellation.

Each contracting office establishes minimum standards for requirements data that must be included as a part of each PR before it is considered adequate. The minimum level of information needed to determine adequacy should include, but not necessarily be limited to, the following:

1. Funding
2. Plain English (adequate purchase description or specification or statement of work)
3. Part number and corresponding CAGE code
4. Quantity
5. Required delivery date or period of performance and priority designator
6. Place of delivery with proper consignment instructions, if applicable
7. Previous buys and prices paid for the same or similar item or, when no history exists, a price estimate and the basis upon which the estimate was established
8. Sole source justification, if required
9. A point of contact for technical information
10. Any unique requirements such as marking, packing, or transportation accounting codes
11. Document number

### **Funding of Purchase Request**

The estimated cost shown on the PR is the amount committed by the requiring activity to cover the purchase of supplies or services. Responsibility for controlling the obligation of funds and the limitations of such funds is vested exclusively in the allotment holder or designated representative. However, this does not relieve the contracting officer from complying with purchasing regulations contained in the SUPARS. The

NAVCOMPT Form 2276 contains a certification by the approving signature block stating, "I certify that the funds cited are properly chargeable for the item required." When any other purchase request or requisition form is used, the person signing or approving the request is also making the certification, even though the statement may not be printed on the form.

### **Controls**

Controls should be established at every activity that has contracting authority as maybe required to prevent violations of standard procurement regulations. These controls include, but are not limited to, the following:

1. Individual open market purchase actions cannot exceed an activity's contracting authority without prior approval from the cognizant regional contracting management office.

2. Requirements may not be broken down into separate purchases to get around the dollar amount thresholds.

3. The functions of initiation of the requirement, award of the purchase action, and receipt of material may not be performed by the same person. When local circumstances make the use of this three-way separation impractical, at a minimum, the functions of award of the purchase action and receipt of material should not be performed by the same person.

### **SMALL BUSINESS-SMALL PURCHASE SET-ASIDES**

All open market purchases with an anticipated dollar value of \$10,000 or less are considered to be small business-small purchase set-asides and must be made with small business concerns.

Small purchase set-aside procedures apply only to purchases in the United States, its territories and possessions, Puerto Rico, and the trust territory of the Pacific Islands. The requirement for small business-small purchase set-asides does not affect the responsibility of agencies to make purchases from required sources of supply, such as federal prison industries, industries for the blind and other severely handicapped, and mandatory federal supply schedule contracts.

### **Exceptions**

The small business-small purchase set-aside can be dissolved and the purchase made from a

large business concern when the contracting officer determines there is no reasonable chance of obtaining quotations from two or more responsible small business concerns (or at least one if the purchase is less than \$1,000) that will be competitive in terms of market price, quality, and delivery.

When the buyer or storekeeper proceeds with the small business-small purchase set-aside and receives a quotation from only one responsible small business concern that is not a reasonable price or cannot meet the required delivery date, purchase description or specification, the purchase may be completed by soliciting one or more large business concerns.

### **Definition of Small Business**

A small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field in which it is bidding on government contracts, and is qualified as a small business under certain criteria and size standards as outlined in NAVSUP P-560.

For purchases up to \$10,000, a dealer is considered to be a small business if it has 500 employees or less and is furnishing any domestically produced or manufactured product.

### **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, and the government gets what it pays for in terms of quality and delivery.

**PURCHASES LESS THAN \$1,000.**— These purchases must be distributed equitably over a period of time among qualified suppliers. When possible, a quotation is solicited from other than the previous supplier before placing a repeat order. Purchases less than \$1,000 may be made without soliciting competition and/or documenting any price reasonableness determination if the contracting officer finds no reason to question the fairness and reasonableness of the price.

When the buyer can determine one quote fair and reasonable, the additional expense in time and administrative costs is not worthwhile in seeking additional quotes.

**PURCHASES MORE THAN \$1,000.**— For purchases in excess of \$1,000, the storekeeper or

buyer must solicit a reasonable number of quotations (generally at least three) from qualified suppliers to promote competition to the maximum extent possible and to make sure the purchase is advantageous to the government, as far as price and other factors are concerned. Reasonable competition for small purchases can normally be obtained from the local trade area.

When possible, two sources not included in previous solicitation should be requested to furnish quotations. If only one response is received, no additional quotations are needed if the price can be determined fair and reasonable.

### **BLANKET PURCHASE AGREEMENT**

The BPA method of small purchase is a simplified procedure of establishing charge accounts with qualified sources of supply to cover anticipated small purchases of the same general category. BPAs eliminate the necessity of issuing individual purchase orders by providing that purchases may be made by placing oral calls or issuing informal memorandums when more convenient. Maximum use of BPAs is encouraged and recommended, when appropriate.

### **Conditions for Use of BPAs**

All BPA agreements are issued as bilateral, two-party signature documents. Major field purchasing activities and other Navy field contracting system (NFCS) activities who have been granted such authority are authorized to place BPAs when there is a repetitive need for similar supplies or services and when the use of the BPA is administratively more economical and efficient than any other small purchase method. Normally, BPA calls may not exceed \$10,000. However, BPA calls up to \$25,000 may be placed by ICPs, and calls for subsistence are unlimited as to dollar value.

The use of a BPA does not authorize purchases that are not otherwise authorized bylaw or regulation. For example, the use of a BPA does not justify sole source purchasing or avoiding small business-small purchase set-asides. The rules of distributing purchases among qualified suppliers for purchases not in excess of \$1,000 and for seeking competitive quotations for purchases in excess of \$1,000 apply to each call under a BPA.

If there is an insufficient number of BPAs to assure competition and equitable distribution of business, the contracting officer should solicit

quotations from other sources for the immediate purchase and take action to establish additional BPAs for future purchases. Like any other purchase, each BPA call must be made on the basis of a purchase request.

### **Authorized BPA Callers**

BPA calls may be made by any individual within the purchasing office of the command of the contracting officer who entered into the BPA. In addition, the contracting officer who issued the BPA may authorize other activities who have been granted contracting authority to place calls under his or her BPA.

BPA calls may normally be made only by authorized personnel within purchasing offices. To be approved, all individuals to be authorized to place BPA calls must have attended a NAVSUP-approved small purchase course. In addition, all individuals authorized must be appointed as contracting officers (with authority to place calls up to a certain limitation) via a Certificate of Appointment, Standard Form 1402.

### **Establishment of BPAs**

The contracting officer is responsible for the establishment of BPAs. BPAs will be made with contractors from whom numerous individual purchases will be made over a given period. To the maximum extent possible, BPAs for items of the same type should be placed at the same time with more than one supplier.

All competitive sources should be given an equal opportunity. For example, if you have repetitive requirements for electrical supplies, you should establish BPAs with more than one contractor who sells this type of material. You can then distribute the calls among the BPA holders for purchases not over \$1,000 and obtain competition from them for purchases over \$1,000.

### **IMPREST FUND**

The IF purchase method is a simple and economical way of effecting purchases not in excess of \$500. The IF method employs a cash fund from which payments are made at the time purchase transactions occur and to which reimbursements are made on a revolving basis. The IF is in the custody of the IF cashier.



## **Authority for Imprest Fund**

Naval activities with contracting authority are authorized to establish an IF under the following conditions:

1. The activity has been granted contracting authority to use the IF method of purchase. (Activities with contracting authority in excess of \$25,000 automatically have authority to use the IF method of purchase.)
2. The establishment of the fund is approved in writing by the commanding officer of the activity.
3. Use of the IF method of purchase by afloat units must be approved in writing by the type commander (TYCOM).
4. IFs are not authorized for commissary stores.

The authorization letter signed by the commanding officer should state the maximum amount of the fund. The original copy of the authorization letter is retained by the IF cashier, and a copy is forwarded to the cognizant regional contracting management activity, TYCOM, or NAVSUP.

The amount of each IF for shore activities is based on (1) estimated monthly payments (not to exceed \$10,000) or (2) an amount of \$500. For afloat activities, the IF amount may not exceed \$1,000 for ships with Supply Corps officers or \$500 for ships without Supply Corps officers. A review is made at least once each quarter to determine the continuing need for each fund established and whether the amount of the fund is in excess of actual needs based on the average monthly volume of expenditures. This review is made by the officer who approved the establishment of the fund or by a delegated representative.

## **Imprest Fund Cashier**

Although the general management of the IF purchase method is a responsibility of the contracting organization, any officer, enlisted person, or civilian employee of the activity may be appointed by the commanding officer as an IF cashier (or alternate IF cashier). Exceptions to this are disbursing or fiscal office personnel and individuals responsible for originating, approving, or processing requirements.

## **Appointment of Imprest Fund Cashier**

The appointment (and revocation of the appointment) of the IF cashier and alternate must be made in writing by the commanding officer of the activity. The IF cashier acknowledges acceptance of the position by signing the following statement: "I agree to hold myself accountable to the United States for all public funds received." A letter of appointment is maintained in a permanent file and should be retained for a period of not less than 5 years after the appointee ceases to serve. Two copies of the appointment letter are furnished to the cashiers, one copy to the disbursing office and one copy to the purchasing office.

The IF cashier and alternate do not have to be bonded. Both the IF cashier and alternate must each have his or her safe and are the only persons authorized to have the combination for their respective safes. The combination of each safe must be changed every 6 months.

## **Conditions for Use of Imprest Funds**

The IF maybe used for small purchases under the following conditions:

The transaction does not exceed \$500.

The use of the IF is considered to be advantageous to the government.

Supplies or services are available for delivery within 60 days.

The purchase does not require detailed technical specifications or technical inspection.

## **Authorized Use of Imprest Funds**

IFs MAY be used for the following:

- Delivery charges associated with the purchase from the IF when the contractor is requested to arrange for delivery. These charges include C.O.D. postal charges and intercity transportation charges of \$75 or less.
- C.O.D. charges for supplies ordered for payment from the IF.
- Civilian volunteers for participation in approved medical research projects.

- Travel advances or travel expenses (when there is no disbursing officer available to effect payment).
- Transportation charges (not related to purchases).
- Postage stamps.
- Transportation passes or bridge tokens.
- Payment of public utility bills
- Cashing of checks or any other negotiable instruments
- Purchase of money orders
- Purchase from contractors or contractors' agents who are military personnel or civilian employees of the government
- Purchases of foreign items unless the applicable decisions of exception and documentation are made before procurement

**Prohibited Uses of the Imprest Fund**

IFs may NOT be used for the following:

- Payment of salaries and wages
- Payment of transportation charges on bills of common carriers when those charges exceed \$75
- Travel advances or any other advances when a disbursing officer is available to effect payment
- Payment of travel claims, except for claims for local travel not under orders, when a disbursing officer is not available to effect payment

- Repetitive purchases from the same contractor when another method of purchase, such as a BPA, would be more appropriate

**Imprest Fund Purchase Log**

An IF purchase log (table 4-1) is locally prepared and maintained by the IF cashier to provide a record of each transaction.

**FAST PAYMENT**

The fast payment procedure is designed to encourage faster delivery of materials or services

**Table 4-1.-Imprest Fund Purchase Log**

Purchase Number	Date	Department	Nomenclature	Supplier	Amount	Reimbursement voucher Number	Obligation document Number
16	5/27/92	Engineering	Cement, epoxy	Sears Roebuck, San Francisco	18.50	62-92	2147-1796
17	5/29/92	Supply	Toner	XEROX, San Francisco	23.00	62-92	2149-1802
18	6/2/92	Engineering	Fire Hose Nozzle	ABC Co., San Francisco	57.50		2153-1832
19	6/6/92	Supply	Facsimile Stamps	DEF Co., Oakland	14.00		2157-1840
20	6/6/92	Engineering	Gaskets	Gates Co., Oakland	23.50		2157-1852





**Distribution**

After the completion of the purchase, copies 3 and 4 are returned promptly to the ordering activity. Copies 1 and 2 are given to the contractor at the time of purchase.

(Contractors should be instructed to submit copy 1 as an invoice to the disbursing activity indicated in the block entitled Agency Name and Billing Address.) Copy 4 is forwarded to the appropriate fiscal office for recording of obligations.



## CHAPTER 5

# AVIATION MATERIAL MANAGEMENT

Basic concepts and guidelines for aviation material management are established to guarantee that requisitioning procedures are standard and properly used by all maintenance activities, a positive control is maintained for all accountable material, personnel and material resources are used to the maximum, and supply response to material demands is optimum.

These concepts and guidelines represent material management policies of the Chief of Naval Operations (CNO) for maintenance and supply personnel at all levels engaged in supporting the Naval Aviation Maintenance Program (NAMP). The impact of sophisticated weapons systems requires intensified material management by both maintenance and supply activities to improve turnaround time (TAT) of repairable through positive control and reporting procedures, to maintain accurate stock records (to reflect material availability, location, condition, and quantity), and to improve the quality of data input for material reporting.

This chapter covers some areas and responsibilities of the AK involved in aviation material management functions.

### MATERIAL CONTROL CENTERS

Material control centers are contact points within maintenance organizations where requirements for parts and material are coordinated with the supply support centers (SSCs). Material control centers are functional areas within the maintenance organizations and are tasked with making sure maintenance requirements for parts and material are forwarded to the SSC in a timely and continuous manner and that parts and material received are quickly routed to the applicable work centers and not allowed to accumulate.

### RESPONSIBILITIES

It is the responsibility of the material control centers to coordinate material ordering, receipt, and delivery. This is done to guarantee that the material ordered is the material required and that it reaches the work centers within the specified time frame. The material control centers provide material support to their cognizant organization by taking action as follows:

- Establishing delivery and pickup points for material as mutually agreed on by supply and maintenance and maintaining liaison with the supporting SSC on maintenance material matters to guarantee that the material needs of the organization are satisfied.
- Preparing documents for material required for operational support of weapons systems; for example, aviation fuel, lube oil, flight clothing, and material carried in service market outlets.
- Furnishing technical advice and information to the supply activity on the identity and quantity of supplies, parts, and material.
- Establishing procedures to ensure proper operation of toolrooms and the performance of tool inventories.
- Making sure surveys are prepared in the event of loss, damage, or destruction of accountable material.
- Keeping maintenance control advised of the overall supply situation and its effect on maintenance.
- Performing memorandum operating target (OPTAR) funding, accounting, charting, and budgeting of costs. A separate material control register is maintained for each OPTAR held.

- Maintaining adequate accountability of material and equipment on custody.

- Maintaining inventory control of authorized allowances of material listed in the individual material readiness list (IMRL).

- Validating not mission capable supply/partial mission capable supply (NMCS/PMCS) requisitions daily and maintaining (by aircraft bureau number) current NMCS/PMCS status records.

- Performing an inventory of aircraft, with technical assistance, upon receipt or transfer, and making sure inventory log entries are made and inventory shortage listings are prepared and forwarded to maintenance control for inclusion in the aircraft inventory record (AIR).

- Maintaining control and records to guarantee turn-in of defective components within established time frames.

## **ORDERING PARTS AND MATERIAL**

Rapid communication between the material control code (MCC) and the SSC is effected through the use of data transmission equipment. The effective use of communication devices permits maximum coordination between supply and maintenance, thereby improving the overall material management program. Communication equipment may include telephones, radios, teletypewriters, and computers. When material or parts are ordered, material control should take action as follows:

- Receive requirements from work centers, support areas, and so forth.

- Forward requirements to the SSC using locally approved methods of communication. Make sure the data provided to the SSC is clear and legible and that a document number is assigned.

- Enter the date and time that the material was ordered in the material control register to reflect the exact time of submission to the SSC. This time is required for determining accurate

NMCS/PMCS start time and conducting follow-up inquiries.

- When a repairable component is ordered, make sure the defective component is available for simultaneous exchange.

In some instances, it is not feasible or advisable to remove a repairable component until a replacement is in hand. The items in this category are identified in the Consolidated Remain-in-Place List (CRIPL). The responsibilities and procedures for establishing, maintaining, and modifying the CRIPL are in OPNAVINST 4420.25. Items identified in the CRIPL are the only authorized exceptions to the one-for-one exchange rule.

## **RECEIPT OR DELIVERY OF PARTS AND MATERIAL**

Upon receipt of material or parts, material control has the following responsibilities:

- Receives the material and DD Form 1348 (or facsimile form) from the SSC material delivery unit.

- Signs the DD Form 1348 hardback copy as a receipt (yellow, green, and hardback for repairable).

- Enters the date and time the material is delivered to the specified delivery point on the DD Form 1348 pink and hardback copies and in the material control register or request document facsimile. This time is required for determining accurate NMCS stop time.

- Distributes received parts and material to the appropriate work center or work area.

- Obtains the signature of the work center personnel receiving the material on the DD Form 1348 pink copy and files the copy in the completed requisition file.

- Turns in defective repairable CRIPL components within 24 hours.

## **UNSATISFACTORY ISSUES**

Instances will occur when the supply response section (SRS) delivers material that does not



satisfy the intended maintenance action. This condition arises when the wrong material is delivered, the material was improperly marked, or the material is determined to be not ready for issue (NRFI) on receipt. When these instances occur, the following actions should be taken:

- Prepare a DD Form 1348-1 for turn-in using RECTYP 62.
- Notify the SRS that the material is ready for pickup.
- Reorder the material, if required.

### **Turn-In of Defective Components**

Repairable material must be removed from an aircraft and made available for turn-in when a replacement is requested, unless specifically authorized to remain in place by the CRIPL.

When the replacement CRIPL item is received, turn-in of the old item must be made within 24 hours. Supporting supply activities must strictly enforce the one-for-one exchange of repairable using the CRIPL to identify the authorized exceptions.

All defective repairable components must be wrapped with a cushioning material such as cellular plastic film (bubble wrap), PPC-C-795, class 1 or class 2, for short-term protection of equipment from handling and shock when the component is turned in to supply.

Under no circumstances may spare repairable components of any type, ready for issue (RFI) or NRFI, be allowed to be held in any activity, unless authorized by higher authority.

### **Handling and Preparation of Engineering Investigation or Quality Deficiency Report Material**

Defective material awaiting engineering investigation (EI) or Quality Deficiency Report (QDR) disposition must be turned in to supply by the originating activities who will make sure the supporting supply department is an information addressee on the EI request/category

(CAT) I QDR message. When material is submitted, the following actions must be taken:

- Attach the visual information display system/maintenance action form (VIDS/MAF), EI request/QDR/SRC card, to the equipment being turned in. The material control must make sure the VIDS/MAF is marked EI or QDR with 3-inch red letters that do not obscure any data elements.
- Special care must be taken to cap or package material immediately upon removal from the system to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors.
- Do not try to disassemble any material.
- Do not make any adjustments.
- Do not perform any type of cleaning.
- If contamination is suspected, forward samples of the fluid in a clean, sealed container.
- Forward all failed fragments. Do not try to reassemble. Wrap fragments separately to prevent damage by movement of one against another.
- Package all material to at least the same level of protection as RFI parts. Material for investigation must not be transported loose in boxes or on truck beds or floors. It may not be packed with any other items.
- Mark or tag each item with the control number provided by the cognizant field activity (CFA) if available.

The following procedures apply to supply departments forwarding material for investigation:

- Conspicuously mark containers and all documents such as airbills, government bills of lading, Navy cargo documents, and so forth, with the words *Engineering Investigation*. Cite control

number, naval aviation depot (NADEP) customer service, or as instructed by the CFA.

- Register all parcel post shipments.

- On the DD Form 1348-1 shipping document, stamp EI in 3-inch letters on the face without obliterating any vital data elements. In the Ship to block, enter the words *Investigation Material* and the control number.

The supply department may not retain the material longer than the 30-day time limit. This time limit allows adequate time for the maintenance engineering cognizant field activity (MECFA) to report shipment of the deficient material.

## **TOOL CONTROL PROGRAM**

This program provides a means to rapidly account for all tools after completing a maintenance task, thus reducing the potential for foreign object damage (FOD).

The material control officer coordinates the tool control program (TCP) and guarantees tools are procured and issued in a controlled manner consistent with the approved tool control plan (TCPL).

## **TOOL CONTAINERS**

The exterior of all toolboxes or rollaways used for maintenance must clearly identify the organization, work center, and tool container number. The tools contained in the toolboxes must be etched with the organization code, work center code, and the container number. Special accountability procedures must be established locally for those tools not suitable for etching; for example, jewelers' screwdrivers.

Each tool must be placed in a silhouetted container against a contrasting background. The silhouetted tool outline highlights each tool location within the container. Those containers not silhouetted must contain a diagram of the tool locations. Additionally, they must include a separate listing of tools in calibration or requiring replacement.

## **AIRCRAFT INVENTORY RECORD**

The AIR is used to establish a formal, continuous chain of accountability for specific equipment installed on or designated for use on any aircraft. The AIR is applicable to all aircraft and lists selected material and equipment accountable by all Navy organizations that are assigned or physically possess operational aircraft. The AIR is prepared by the aircraft manufacturer and is delivered with each individual aircraft.

### **Aircraft Transfer and Acceptance**

When an aircraft is to be transferred on site, designated inventory teams from the transferring and accepting activities jointly inventory the aircraft and record, in the appropriate column of the AIR Equipment List, OPNAV Form 4790/111, the quantity of each item on board the aircraft at the time of transfer. The AIR Shortages, OPNAV Form 4790/112, is completed to identify shortages of AIR items and mission essential subsystems matrix (MESM) related equipment that are not available for transfer, concurrent with the aircraft.

When a ferry pilot is required to effect an aircraft transfer, two inventories are made—one before the ferry flight by the transferring activity and one on completion of transfer by the accepting activity. The ferry pilot does not participate in the inventories except to accept custody of pilferable and classified equipment from the transferring activity and to transfer custody of the items to the accepting activity.

AIR items that cannot be placed on the aircraft for transfer are shipped separately marked as AIR Equipment for Aircraft Bureau Number (BUNO). A note to indicate such shipments is made in column E of the AIR equipment list opposite each affected equipment.

Immediately upon receipt of notification of transfer, the transferring activity inventories all equipment specifically assigned to the aircraft (AIR and MESM equipment), including all items that cannot be placed aboard the aircraft for transfer, and then lists such equipment on a DD Form 1149. This loose equipment is turned in to supply for appropriate shipment to the receiving activity. A receipt copy of the DD Form 1149 is

attached to the AIR and one is retained by the shipping activity for the record.

When an aircraft is delivered to a depot or contractor facility and is scheduled to be returned to the same organization after special depot level maintenance (SDLM), testing, or special projects, items not requiring rework or required by an activity for testing or special projects are retained by the current reporting activity. All removals should be appropriately noted on the OPNAV Form 4790/112 to relieve the depot or other activity of accountability requirements. The OPNAV Form 4790/104 is certified during the transfer action.

When an aircraft is transferred via a depot or contractor program, the transferring activity ships only the minimum of essential AIR items noting all shortages on the OPNAV Form 4790/112. The remaining equipment is shipped to the receiving activity 30 days before the scheduled depot or contractor completion date. The OPNAV Form 4790/104 is certified during this transferring action.

### **AIR Shortages**

When shortages of inventory items are revealed in preparing an aircraft for transfer, every effort should be made to locate the items or effect replacement before transfer. However, transfer of the aircraft must not be delayed pending replacement of the items.

Before transfer, an OPNAV Form 4790/112 is prepared, listing all missing AIR- and MESM-related items. The original signed copy of this form is retained by the transferring activity as a permanent record of transfer. A second copy of the form remains in the AIR and is delivered to the accepting activity. A third copy of the form is forwarded to the aircraft controlling custodian/type commander (ACC/TYCOM) of the transferring activity. In case of an aircraft transfer between ACCs/TYCOMs, the third copy of the form is forwarded to the ACC/TYCOM of the accepting activity. A fourth copy is forwarded to the appropriate commander, fleet air (COMFAIR); the commanding general, Marine air wing (CGMAW); and the functional wing/commanding general, Marine brigade (CGMARBDE).

For the AIR shortages to be related to any specific inventory or transfer transaction, the following mandatory entries are made on the OPNAV Form 4790/112:

- Name of transferring/receiving activity
- Equipment check/certification number
- Date
- Signature of the inventorying activity's commanding officer or representative authorized to sign by direction

When shortages are discovered on receipt of an aircraft and are not properly recorded in the AIR, the receiving organization itemizes shortages and submits a list of such shortages within 10 working days after receipt of the aircraft to the organization from which the aircraft was received.

The transferring organization takes the following action within 15 working days after receipt of shortage identification:

- Furnishes vouchered turn-in documents or furnishes shipping data indicating shortages are en route.
- If the transferring activity is unable to locate or justify missing items, an explanatory statement signed personally by the transferring activity's commanding officer is forwarded to the accepting activity indicating the authority for shortages; for example, the report of survey.

In all cases, authority for transferring aircraft with shortages must be obtained from the ACC/TYCOM before aircraft transfer.

### **SUPPLY SUPPORT CENTER**

The SSC, also referred to as the aviation support division (ASD), is the single contact point where material control centers of O- and I-level maintenance activities place requirements for material and equipment required for support of weapons system maintenance. The SSC/ASD is composed of two sections, the supply response section (SRS) and the component control section

(CCS). The organization of the SSC/ASD is shown in figure 5-1.

**RESPONSIBILITIES**

The SSC/ASD officer is responsible to the supply officer for the performance of the center and acts as a direct liaison between the aircraft intermediate maintenance depot (AIMD) officer and the supply officer. The SSC/ASD is responsible for the following actions:

- Receiving requirements for material in support of weapons system maintenance
- Performing technical research and preparing supply requisitions
- Delivering material to customers
- Monitoring turn-in of repairable components due from both O-and I-level maintenance activities

- Maintaining the local repair cycle asset (LRCA) storage areas and providing listings of available components to customers

- Establishing, maintaining, and replenishing pre-expended bins (PEBs) and providing PEB listings to customers

- Coordinating with the AIMD to originate customer service requests with the NADEP

- Initiating local expeditious repair (EX-REP) requests

- Maintaining awaiting parts (AWP) storage areas and establishing requisitions and follow-up procedures for required AWP piece parts

- Expediting high-priority requisitions

- Measuring supply response time

For detailed procedures for the responsibilities of each unit, refer to OPNAVINST 4790.2. volume III, chapter 14.

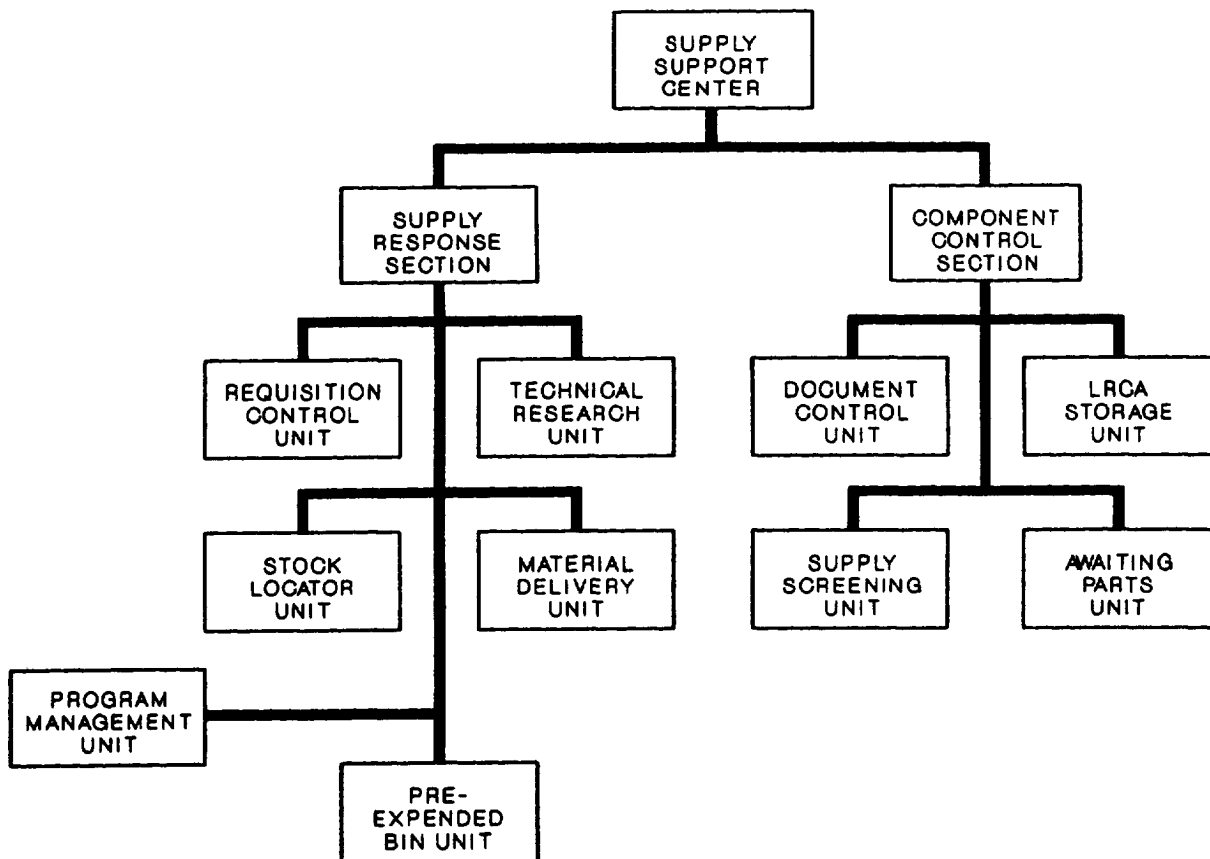


Figure 5-1.—Supply support center/aviation support division (SSC/ASD) organization.

## Location

The SSC/ASD should be located adjacent to maintenance areas to improve maintenance/material support coordination. The physical location of the SSC/ASD may vary according to local geographic and facilities layout.

## Hours of Operation

All the functional elements of the SSC/ASD must be manned and operational during the operating hours of all maintenance activities being supported. When maintenance is being performed 24 hours a day, then supply support is required 24 hours a day. Manning levels during other than normal working hours must be consistent with the support requirements and requisitioning processing standards.

## Personnel Assignments

The normal station complement of personnel assigned to the SSC/ASD is provided by additional AK personnel assigned temporary additional duty (TAD) from squadrons to compensate for the added workload. Detailed directives for assigning AKs on a TAD basis are issued by the ACC/TYCOM.

## Response Standards

Maximum elapsed response times are established for the issue of items available in local supply stock or furnishing the customer with requisition status on an automatic basis for not carried (NC) or not in stock (NIS) items. Response time starts when the requirement is placed in the SSC/ASD and stops when the requested material or status is received at the delivery point. These time standards are shown in table 5-1. Response time should be individually measured and maintained on a monthly basis for review by the supply officer.

Table 5-1.—Supply Response Standards

Priority Group	Priority	Processing Time
I	1-3	1 hour
II	4-8	2 hours
III	9-15	24 hours

## Status Listings

Daily mechanized listings providing complete supply status for all NMCS/PMCS and anticipated NMCS are provided by the program management unit (PMU) to both the O- and I-level maintenance activities in sufficient quantity to ensure adequate distribution. Data is sequenced to expedite the daily validation process. Listings contain as a minimum the following information:

- Document number
- Cognizant symbol (COG), material control code (MCC), national stock number (NSN), and special material identification code (SMIC)
- Unit of issue and quantity
- Project and priority
- Bureau number
- Nomenclature
- Status/routing identifier code (RIC) of activity submitting status
- Job control number (JCN)
- Work unit code (WUC)
- Originator code of requisitioner

AWP status is provided weekly to the AIMD on a mechanized listing and contains as a minimum the same information as the previous NMCS/PMCS status listing, except the BUNO is replaced with the work center.

## SUPPLY RESPONSE SECTION

The SRS is the single point of contact for recessing customer requirements and providing follow-ups and status as required. The SRS is divided into six units: requisition control unit (RCU), technical research unit (TRU), stock locator unit (SLU), material delivery unit (MDU), pre-expended bin (PEB) unit, and the program management unit (PMU).

The SRS is responsible for processing material requirements, maintaining control, transmitting requests to other on-station supply processing points as required, delivering all parts and

materials to customers, providing status on all requirements received, maintaining all aviation PEBs, and expediting all high-priority requisitions. Individual unit responsibilities of the SRS are listed in the next paragraphs.

### **REQUISITION CONTROL UNIT**

The RCU receives all requests for material requirements, prepares appropriate documentation, maintains appropriate files and registers, and provides status to the customer. All material requests must include the following information:

- Organizational code.
- Job control number (JCN). Requests for material in support of technical directives compliance (RECTYP 64) or initial issue (RECTYP 65) requires notification of the SSC. On RECTYP 64 issues, the WUC may be omitted. On RECTYPS 65,66, and 67 issues, the JCN and the WUC may be omitted.
- Type equipment code (TEC).
- Bureau/serial number. Maybe omitted if not applicable.
- Work unit code (WUC). Requests for consumable materials that do not have a unique WUC indicate the WUC of the subsystem on which the consumable material is being installed.
- CAGE code. This element contains the engine TEC instead of the CAGE code when an aircraft engine is requisitioned.
- Manufacturer's part number.
- Quantity.
- Document number.
- Demand code.
- Delivery point.

- Fund code. May be omitted if not applicable.

- Project code. Can be found in NAVSUP P-437 and NAVSUP P-485.

- Priority.

- Required delivery date. Maybe omitted if not applicable.

- Advice code. Mandatory for repairable.

### **Technical Research Unit**

The TRU is responsible for the verification of requisition data such as part number, stock number, references, and other technical data. When applicable, a thorough technical research is made for substitution, interchangeability, and alternate national item identification numbers (NIINs). When an NSN for requested material cannot be identified, enter the manufacturer's part number in its place, CAGE code in block R and 99 in card columns 55 and 56. In addition, the following data is required:

- Document identifier (DI).
- National stock number (NSN).
- Unit of issue.
- Cognizant symbol (COG). If COG 4V is entered indicating an aircraft engine request, block R must contain an engine TEC instead of a CAGE code.
- Advice code, Mandatory for repairable items with NSN. If advice code not available, obtain from requisitioner.
- Purpose code.
- Condition code. Not required for SUADPS procedures.
- Material control code (MCC). Like the advice code, the MCC is mandatory for repairable items with NSN.

- RECTYP.
- Price. Net price if the turn-in is available. Standard price if no turn-in is available (nonexchange advice codes).

### Stock Locator Unit

The SLU is responsible for locating the material by use of stock locator cards, master stock status and locator listing (MSSLL), or other available locator systems. Under some automated systems, the locations are printed on the requisitions when processed. The SLU processes requisitions by taking the following actions:

- Receives requisitions from the TRU.
- Determines availability and location.
- Annotates locations on the requisitions.
- For carried items, forwards to the MDU.
- For NC or NIS items, annotates status on requisition, does physical warehouse/storeroom checks on all NIS NMCS/PMCS requisitions, and forwards all NC/NIS requisitions to the TRU.
- For NC/NIS consumable requisitions returned by the TRU and subsequent status is still NC/NIS, forwards requisition to the RCU.
- For NC/NIS repairable requisitions, forwards the DD Form 1348 green copy to the RCU. Holds the DD Form 1348 original, pink, yellow, and hardback copies in the repairable suspense file until notified by the RCU to induct as EXREP.
- Upon notification by the RCU, stamps requisition EXREP and forwards to the MDU for component pickup.
- For repairable that are CRIPL items and status is NC/NIS, forwards the DD Form 1348 original, pink, yellow, and hardback copies to the RCU.

### Material Delivery Unit

The MDU is responsible for the pickup and delivery of all material. Fragile material and delicate components that require special handling, including special padding, racks, and so on, should be delivered by the most direct route to reduce the risk of damage. The MDU processes requisitions by taking the following actions:

- Receives requisitions from SLU for carried items.
- Delivers requisitions to indicated storage locations.
- Picks up and delivers material from appropriate storage locations. Storage location personnel remove the DD Form 1348 original and green copy for consumable issues, enter the Julian date and time of issue below block V, and forward them to stock control for financial and data processing actions. When repairable items are delivered and the DD Form 1348 is stamped mandatory turn-in repairable (MTR), an immediate exchange or proof of prior turn-in is required unless the item is an authorized CRIPL asset.
- Has the customer annotate time/date/signature on the DD Form 1348 pink and hardback copies as a receipt for the material. Gives the customer the pink copy and delivers the hardback copy to the RCU.
- For warehouse refusals (preposting activities only), receives requisitions from the warehouse annotated with Warehouse Refusal and delivers them to the TRU via the RCU.
- For repairable components (exchange available), receives the turn-in component from the customer with logs/records and VIDS/MAF copies 1 through 5 attached, signs and returns the DD Form 1348 yellow copy to customer as a receipt, and delivers the turn-in components, logs/records, and VIDS/MAF copies 1 through 5 to the aeronautical material screening unit (AMSU) via the supply screening unit (SSU). Returns the signed and annotated VIDS/MAF copy 2 and the DD Form 1348 original, green, and

hardback copies to the document control unit (DCU).

- For repairable components (exchange not available), has the customer sign the DD Form 1348 yellow and hardback copies, delivers the yellow and hardback copies to the DCU, and gives the customer the DD Form 1348 pink copy.

- Receives the EXREP requisition DD Form 1348 original, pink, yellow, and hardback copies. Picks up the component with VIDS/MAF copies 1 through 5 and returns the signed yellow copy as proof of turn-in to the customer.

- Delivers the EXREP component, logs, records, and VIDS/MAF copies 1 through 5 and the DD Form 1348 original, pink, and hardback copies to the SSU.

### **Pre-Expended Bin Unit**

The PEB unit contains high-usage, maintenance-related consumable materials that have been expended from the supply department stock records and financial accounts.

The purpose of the PEB is to shorten the issue and accounting procedures for recurring issues of maintenance-related materials. The PEBs are located where they are readily accessible to maintenance personnel and, when feasible, where they can be observed by the retail outlet Storekeeper to aid in recognizing abuses to the pre-expended system.

Items subject to pilferage are retained within an enclosure with access limited to authorized personnel.

The SRS is responsible for the management and maintenance of the PEBs by replenishment or turn-inaction, as required. PEB stock is limited to maintenance-related material having a minimum demand frequency of three per month. The quantity of each item pre-expended may not exceed an estimated 30-day supply, subject to the requirement that stock be replenished in full package quantities.

The supply officer and the maintenance officer of the activity being supported are jointly responsible for determining those eligible items

to be added or purged from pre-expended stocks. Eligible items with a unit cost of \$150 or less may be routinely established in PEB stock. Eligible items with a unit cost in excess of \$150 maybe pre-expended with the approval of the commanding officer.

Stock records are reviewed quarterly to guarantee that all items have sufficient usage to be retained in pre-expended status and to correct any mixing of pre-expended items, As a minimum, any item that had no demand within the last 12 months should be purged from pre-expended stock and returned to the supporting supply department. Refer to OPNAVINST 4790.2, volume III, chapter 14, for items not authorized for inclusion in the PEBs.

### **Program Management Unit**

The PMU is responsible for processing and expediting high-priority requirements, such as NMCS/PMCS, broad arrow, work stoppage, and EXREP. The PMU distributes daily status listings and performs a continuous reconciliation of outstanding requirements between supply and maintenance activities.

## **COMPONENT CONTROL SECTION**

The CCS, also known as the repairable management section (RMS), is responsible for the repairable management and accounting of all repairable assets stored in LRCA storage areas as well as items in the intermediate maintenance activity (IMA) repair cycle and retrograde repairable being processed for shipment to designated overhaul points (DOPs). This section is divided into four units: the DCU, the LRCA storage unit, the SSU, and the AWP unit, individual CCS unit responsibilities are listed in the following paragraphs. For detailed CCS unit responsibilities, refer to OPNAVINST 4790.2, volume III, chapter 14.

### **Document Control Unit**

The DCU is responsible for the control of all NRFI components in the IMA repair cycle (except rotatable pool components), components



awaiting turn-in from customers, and the following associated documents:

- DD Form 1348—Department of Defense (DOD) Single Line Item Requisition System Document (manual and mechanized)
- DD Form 1348-1—DOD Single Line Item Release/Receipt Document
- OPNAV Form 4790/60-VIDS/MAF
- OPNAV Form 4790/28A-Scheduled Removal Component (SRC) card
- OPNAV Form 4790/106A-Assembly Service Record (ASR)
- OPNAV Form 4790/113—Equipment History Record (EHR)
- OPNAV Form 4790/135-Modular Service Record (MSR)
- OPNAV Form 4790/29-Aeronautical Equipment/Service Record (AESR)
- Any document formatted for requisitioning purposes other than the DD Form 1348

### **Local Repair Cycle Asset Storage Unit**

The LRCA storage unit is responsible for the receipt, storage, issue, and accountability of repairable assets under the control of the SSC, including the rotatable pool. The LRCAs are part of an activity's repairable fixed allowance and are generally stored in a location that hastens timely IMA repair and return to the shelf in RFI condition.

The rotatable pool portion of LRCAs is located in an area that promotes efficient supply support of aircraft maintenance; that is, rapid issue to an organizational maintenance activity/intermediate maintenance activity (OMA/IMA), rather than storage or recordkeeping convenience. Co-location of the rotatable pool with either IMA

production control or the IMA is the most desirable arrangement.

The supply department prepares a list of repairable items carried in the LRCA storage locations, with specific identification of rotatable pool items. The list is then distributed to all aircraft maintenance activities requiring supply support. The list format includes the NSN, manufacturer's part number, CAGE code, WUC, family group code, description, and LRCA item number in various sequences adapted to the needs of the maintenance activities.

### **Supply Screening Unit**

The SSU is responsible for processing all items returned from the IMA. The SSU prepares the retrograde material for shipment to the DOP or the designated support point (DSP) via the advanced traceability and control (ATAC) program within 2 workdays. When processing field level repairable, refer to OPNAVINST 4790.2, chapter 14.

Rapid movement of beyond capability of maintenance (BCM) depot level repairable (DLRs) into the DOP pipeline is required before requisitioning replacements for stock or end use. Where practical, items designated movement priority designator 03 in the Master Repairable Item List (MRIL) are retained awaiting shipment no longer than one-half of a workday.

Under fixed allowance procedures, DLRs must be certified BCM and prepared for shipment to a DOP before a replacement can be requisitioned for stock or end use (excluding CRIPL items and ZA9 project code). Every section or unit concerned with repairable must make sure BCM DLRs are handled quickly.

Unserviceable DLRs retrograded to a HUB, DSP, or DOP are assigned document numbers as follows:

- NRFI returns as a result of an issue from wholesale stock or Navy Stock Fund stores account. The retrograde uses the document number that appears in the exchange issue requisition; for example, the customer's document number.

- NRFI returns as a result of an issue from end use. The retrograde is returned citing the

document number of the stock replenishment requisition in place of the original requisition document number.

### **Awaiting Parts Unit**

The AWP is responsible for receiving, storing, and controlling all AWP components returned from the IMA. This unit should be located next to IMA production control. The following is a partial list of AWP responsibilities, Refer to OPNAVINST 4790.2, volume III, chapter 14, for more details.

- Establishing holding and staging areas.
- Requisitioning piece parts and maintaining requisition files, registers, and records necessary to monitor, follow-up, expedite, reconcile, and report material demands for component repair.
- Maintaining liaison with the SRS on maintenance material matters to guarantee delivery of material required for component repair.
- Receiving incoming material, identifying it to the failed component, and when all required material is received, reinducting the component.
- Continually reviewing and following up on off-station requisitions to fill AWP requirements.
- Establishing procedures to make sure unsatisfactory LRCA AWP situations are made known to higher authority for assistance.
- Making recommendations for controlled cannibalization of AWP components after joint review and determination between the AWP unit representative and the IMA production control.
- Establishing procedures to BCM components to the next level of repair when appropriate. AWP management must be responsive to aircraft maintenance needs by guaranteeing that timely follow-up, validation, and BCM actions are performed. The accuracy of AWP inventory requisition records and outstanding requisitions

must be maintained through weekly reviews. A standard of no less than 98 percent accuracy is necessary for effective AWP management.

Additional management attention, including a joint review of the overall AWP situation by maintenance and supply management personnel, is undertaken any time the number of AWP components on hand exceeds 15 percent of the average monthly IMA inductions or the number of aged (more than 60 days) AWP components exceeds 1 percent of the average monthly IMA inductions.

### **ALLOWANCE DETERMINATION**

The complex process of identifying and specifying the material needs of an organization is referred to as allowance or requirements determination. The determination of material requirements is a user responsibility rather than a supply responsibility. However, the Navy supply system assists in certain computation aspects of the requirements determination process as well as the production of standard uniform requirements statements such as allowance lists.

### **ALLOWANCE LIST PREPARATION**

The inventory control points (ICPs) are responsible for the various data inputs, computing the onboard repair part and equipage requirements, and publishing the applicable allowance lists designed to identify the material requirements of a ship, aircraft squadron, or shore activity.

#### **Coordinated Shipboard Allowance List**

The *Coordinated Shipboard Allowance List* (COSAL) specifies the range of shipboard material required for support of all installed and portable equipment and provides a list of equipage required for a ship to perform its operational mission.

#### **Coordinated Shipboard/Shore-Based Allowance List**

The *Coordinated Shipboard/Shore-Based Allowance List* (COSBAL) is essentially the same

design as the COSAL but is provided to selected shore activities based on mission essentiality, special operational requirements, remoteness from normal sources of supply, and/or a combination of all three.

### **Aviation Consolidated Allowance List**

The *Aviation Consolidated Allowance List* (AVCAL), prepared by the Aviation Supply Office (ASO), is a list of aircraft materials, stated in quantities that will satisfy predicted requirements for maintenance of a specified mix of aircraft for a predetermined period of time. Its purpose is to provide the aviation ship or air station with a tailored list of materials that can be used as a stocking guide.

### **Shore-Based Consolidated Allowance List**

The *Shore-Based Consolidated Allowance List* (SHORCAL), prepared by the ASO, lists repairable items and subassemblies required for a shore station to perform its operational mission in support of assigned aircraft, engines, and end items of support equipment (SE) based on available local repair capability.

### **OPERATIONAL SUPPORT INVENTORY/FIXED ALLOWANCE**

The operational support inventory (OSI) is a retail stock level comprised of a fixed allowance for DLRs and field level repairables (FLRs) as well as consumables. The OSI is that quantity of pre-positioned material required to support the planned aircraft program and the unique maintenance mission assigned to a given activity.

Weapons systems are supported under the OSI/fixed allowance concept as outlined in FASOINST 4441.16. A negotiated firm allowance of repairable assets may not be exceeded without ICP authorization. Strict one-for-one exchange procedures between the O- and I-level maintenance activities and the supply department must be maintained. Requisitions passed off-station are not authorized before BCM action, except for CRIPL items. All OSI/fixed allowance assets are carried in purpose code W on the supply officer's

records. Storage of fixed allowance assets is authorized at any designated location within an operating site.

The fixed allowance concept is designed to guarantee equal distribution of repairable assets and to ensure adequate levels of supply for operating forces as outlined in NAVSUPINST 4440.16. Fixed allowances are established by the retail operation division of the ASO with the assistance of each appropriate ACC/TYCOM for DLRs and FLRs (1RD COG) authorized for stock at each operating site and are considered as part of the activity's OSI.

Between periodic revisions of the allowance authorization document, changes to the fixed allowance quantity, based on usage demand, may be requested by the item manager, ACC/TYCOM, or the operating site.

### **ALLOWANCE CHANGE REQUEST-FIXED**

The allowance change request-fixed (ACR-F) is a means for the fleet to recommend a revision to the authorized fixed allowance levels. An ACR-F is submitted when the current allowance quantity does not appear to be sufficient to support the activity's present and continuing mission. Fully justified ACR-Fs are submitted on NAVSUP Form 1375 for all 7R and 1RD repairable. An ACR-F is not submitted for consumable expense-type items.

The ACR is negotiated between the ASO and the operating activity. The ASO should process ACR-Fs within 15 working days from receipt or provide an interim message pending disposition. All unjustified requests are automatically disapproved and returned with an explanation.

### **ACR-F Procedures**

All ships (CVs/LHAs/LPHs) and marine aircraft groups (MAGs) submitting ACR-Fs to the ASO must follow procedures for quantity computations outlined in FASOINST 4441.15. All shore-based operating site activities submitting ACR-Fs to the ASO must follow procedures for quantity computations outlined in FASOINSTs 4441.16 and 4441.20.

All ACR-Fs should be submitted to the ASO by message with the ACC/TYCOM as an information addressee on NAVSUP Form 1375

ALLOWANCE CHANGE REQUEST - FIXED NAVSUP FORM 1375 (9-80)		
ACTIVITY SUBMITTING REPORT	DATE REQUESTED	
<b>A. REPAIRABLE ITEM (Head of Family)</b>		
1. NATIONAL STOCK NUMBER	2. NOMENCLATURE	
3. PART NUMBER AND / SCM	4. SM&R CODE	
<b>5. APPLICATION TYPE MODEL SERIES</b>		
a. AIRCRAFT	b. ENGINE	c. EQUIPMENT
<b>6. USAGE</b>		
a. PREVIOUS ALLOWANCE	b. NUMBER ATTRITED/BCMs BY CATEGORY	
c. NUMBER REPAIRED	BCM 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ 7 ____ 8 ____ 9 ____	
(FOR BCM 2, 3, 6, 8) ESTIMATE DURATION		
d. TURN-AROUND-TIME BY CATEGORY (Minimum of Actual or as Constrained) (Indicated in Parentheses)		
IN PROCESS (1 Day)	AWP (20 Days)	
SCHEDULING (3 Days)	REPAIR (8 Days)	
7. REPORTING PERIOD/JUSTIFICATION (If Required) - USE REVERSE SIDE IF NECESSARY		
8. ENGINES REPAIRED (If Applicable)	9. CURRENT ICRL CAPABILITY CODE	
<b>10. COMPUTATION</b>		
<p>a. BCM RATE = <math>\frac{\text{NO. OF BCMS} \times \text{ENDURANCE PERIOD (In Months)}}{\text{NO. OF MONTHS IN PAST PERIOD}}</math></p> <p>ENDURANCE PERIOD (30 DAYS, 60 DAYS, AS APPLICABLE. SEE PAR. 11d. OF FASOINST 4441.16F PAR. 12d OF FASOINST 4441.20)</p> <p>b. REPAIRABLE: APPLY NUMBER OF REPAIRS IN ONE MONTH AND TAT TO MATRIX OF ENCLOSURE (1) OF FASOINST 4441.16F / FASOINST 4441.20</p> <p>c. RANGE: IN ORDER TO DETERMINE IF ITEM QUALIFIES FOR ALLOWANCE. FIRST, COMPUTE THE BCM RATE AND LCRQ QUANTITY (AS ABOVE). SECOND, DETERMINE IF ONE OF THE FOLLOWING IS MET:</p> <p><input type="checkbox"/> THE LCRQ IS POSITIVE</p> <p><input type="checkbox"/> FOR A UNIT PRICE &lt; \$5000 IF THE BCM RATE IS <math>\geq</math>:</p> <p>11 FOR AN ENDURANCE LEVEL OF ONE MONTH 22 FOR AN ENDURANCE LEVEL OF TWO MONTHS 34 FOR AN ENDURANCE LEVEL OF THREE MONTHS</p> <p><input type="checkbox"/> FOR A UNIT PRICE <math>\geq</math> \$5000 IF THE BCM RATE IS <math>\geq</math>:</p> <p>17 FOR AN ENDURANCE LEVEL OF ONE MONTH 34 FOR AN ENDURANCE LEVEL OF TWO MONTHS 50 FOR AN ENDURANCE LEVEL OF THREE MONTHS</p> <p>IF ONE OF THE ABOVE IS MET, AN ALLOWANCE IS JUSTIFIED (As defined in paragraph 11.d. of FASOINST 4441.16F) or PAR 12d of FASOINST 4441.20)</p>		
<p>B. ASSIGN A DOCUMENT NUMBER TO ALL CHANGE REQUESTS USING THE STANDARD MILSTRIP TECHNIQUE, i.e., UIC/P/JULIAN DATE/SERIAL NUMBERS SEQUENTIALLY. RESULTING RPR/BPA (301) DOCUMENTS WILL CARRY THESE DOCUMENT NUMBERS.</p>		
S/N 0100-LF-501-3750		

SAMPLE

Figure 5-2.—Allowance Change Request-Fixed, NAVSUP Form 1375.

(fig. 5-2). A copy of the completed NAVSUP Form 1375 should be retained for local files and attached to the copy of the message request forwarded to the ASO.

#### **ACR-F Format**

The ACR-F, NAVSUP Form 1375 (fig. 5-2), is prepared as follows:

- Section A, items 1 through 5. Self-explanatory.

- Item 6 (Usage). Enter previous allowance, number of BCMs (by category), repairs, and actual TAT (the constraints in parentheses should be used in computing the requirements).

- Item 7 (Reporting Period). Include the period of time for BCMs and the period of time for repairs. Provide justification for time frames of less than 90 days for BCMs and 60 days for repairs.

- Item 8 (Engines Repaired). Self-explanatory.

- Item 9 (Current ICRL Capability Code). Enter the repair capability code from the most current individual component repair list (ICRL).

- Item 10 (Computation). The computation method is provided on the form to give the activity an indication of requirement depth based on the activity's data submission to the ASO. These computations are in no way intended to guarantee the requesting activity that the computed quantity will be the actual revised fixed allowance quantity after validation by the ASO. The input data provided by the activity is carefully reviewed independent of and in comparison with the past usage experience of other similar activities. Accordingly, comparative analysis may effect the final ACR-F requirement decision by the ASO.

- Section B (Document Number). Self-explanatory.



# APPENDIX I

## REFERENCES

- Afloat Supply Procedures*, NAVSUP P-485.
- ASO Glossary of Abbreviations*, FASOINST 4000.2Q.
- Automated SNAP I Supply Procedures*, NAVSUP P-567.
- Aviation Storekeeper 3*, NAVEDTRA 10393-1.
- Department of the Navy Correspondence Manual*, SECNAVINST 5216.5C.
- Department of the Navy Directives Issuance System*, SECNAVINST 5215.1C.
- Financial Management of Resource Fund Administration (Operating Forces)*, NAVSO P-3013-1.
- Financial Management of Resources Operating Procedures (Operating Forces)*, NAVSO P-3013-2.
- Financial Management of Resources Operations and Maintenance, (Shore Activities)*, NAVSO P-3006.
- Information and Personnel Security Program Regulation*, OPNAVINST 5510.1.
- Introduction to Federal Supply Catalogs and Related Publications*, NAVSUP P-4000.
- MILSTRIP/MILSTRAP*, NAVSUP P-437.
- NAVSUP Manual, Ashore Supply Procedures, volume II*.
- Navy Aviation Maintenance Program (NAMP), Intermediate Level*, OPNAVINST 4790.2D, volume III.
- Navy Aviation Maintenance Program (NAMP), Organization! L.evel*, OPNAVINST 4790.2D, volume II.
- Navy Comptroller Manual, volume II*.
- Navy Comptroller Manual, volume III*.
- Navy Supply Acquisition Regulation Supplement, (SUPARS)*, NAVSUP P-560.
- SUADPS-RT Support Procedures, Financial Management Subsystem, volume III*.
- Uniform Material Movement and Issue Priority System (UMMPIS)*, OPNAVINST 4614.1.
- Yeoman 3*, NAVEDTRA 10298.





## APPENDIX II

# GLOSSARY

**ACCOUNTABILITY**—The obligation imposed upon any person authorized to have public property in custody or possession, or to produce the property, or evidence of its authorized disposition when directed by proper authority or upon proper occasion. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case.

**ACCOUNTABLE ACTIVITY**—An activity that receives and issues material in and out of a stores account (Navy Stock Account or Appropriation Purchases Account), such as special accounting class (SAC) 207 activities.

**ACCOUNTABLE OFFICER**—An individual appointed by proper authority who maintains inventory or financial records or both in connection with government property, whether the property is in that individual's possession for use or storage or in the possession of others to whom it has been officially entrusted for use or care and safekeeping.

**ACCOUNTING PERIOD**—A definite period of time, the beginning of which is fixed either by law or by administrative action, for assembling, recording, or reporting accounting data.

**ACTIVITY ADDRESS CODE**—A six-character code, consisting of the service code (N, R, or V) and the unit identification code (UIC), that identifies a specific activity and translates to a clear text address.

**AERONAUTICAL EQUIPMENT**—Aircraft, support equipment, aviator's equipment, and other similar devices.

**AERONAUTICAL MATERIAL**—All the material used in the operation and maintenance of aircraft.

**AIRCRAFT CONTROLLING CUSTODIAN (ACC)**—The air commands and Naval Air Systems Command (NAVAIR) that exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.

**AIRCRAFT EQUIPMENT CONFIGURATION LIST**—A listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers, that contain the support requirements for outfitting purposes.

**ALLOWANCE ITEMS**—Items that appear in authorized allowance documents, such as COSAL, SHORCAL, and AVCAL with an allowed quantity.

**ALLOWED ITEMS**—Items, both allowance and nonallowance, that qualify for local stock, or items authorized to be procured as DTO material for immediate or planned use.

**APPOINTING OFFICIAL**—An individual designated in writing by the approving official. When authorized, the appointing official approves or disapproves reports of survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official is normally the supply officer. The appointing official may act as the survey officer.

**APPROVING OFFICIAL**—The individual who approves or disapproves the report of survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. The approving official's responsibility cannot be delegated and must remain with the commanding officer when there is evidence of personal responsibility or the adjustment involves classified or sensitive items, arms, ammunition, or explosives.

**AUDIT**—A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance Program.

**AUTOMATED ACTIVITIES**—Activities equipped with an Electronic Digital Computer (EDC) system for processing supply and accounting documents and records.

**AVAILABILITY PERIOD**—A specific period of time established by the type commander for the accomplishment of approved maintenance by a naval shipyard.

**AVIATION CAPABLE SHIP**—A nonaviation ship that can be used as an aviation operating platform.

**AVIATION LIFE SUPPORT SYSTEM**—The items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, to egress safely from disabled aircraft and descend to the surface, and to survive on land and water until rescue forces arrive.

**AWAITING INDUCTION**—The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair.

**BAR CODE**—A method of labeling material that provides for automated data collection for processing material receipts, issue transactions, and inventory of stowed materials. The labels consist of a series of vertical lines and spaces that provide coded information. These codes are read and interpreted by special scanning equipment referred to as Logistics Applications of Automated Marking and Reading Symbols (LOGMARS).

**BLANKET PURCHASE AGREEMENT (BPA)**—A simplified procedure of establishing charge accounts with qualified sources of supply to cover anticipated small purchases of the same general category.

**BROAD ARROW**—A program to identify an urgently required test bench item. This program is outlined in NAVSUPINST 5442.2.

**CARCASS**—A not ready for issue (NRFI) repairable component that requires turn-in to a repair facility or designated overhaul point.

**CARCASS VALUE**—The value of the repairable NRFI carcass. This value is equal to the difference between the standard price and net price. Example—standard price of \$10,000 less net price of \$3,000 equals carcass value of \$7,000.

**CARGO OFFICER**—An individual designated by the supply officer to be responsible for receiving, inventorying, storing, issuing, off-loading, and staging all material, as well as ensuring the material condition and security of all cargo holds and storerooms. The responsibility of the cargo officer may vary at the discretion of the supply officer or type commander. (Cargo officer is assigned on AFS ships only.)

**CASUALTY REPORTING SYSTEM (CASREP)**—A system for requisitioning emergency replacement parts for equipment or components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.

**CAUSATIVE RESEARCH**—An in-depth investigation of specific physical inventory discrepancies to determine why they occurred so corrective action can be taken. This consists of a complete review of all transactions, locations updates, previous adjustments, and suspended or erroneous documentation within the allowable look-back period (normally 365 days).

**CLEARANCE**—A security clearance is a determination made that an individual is eligible for access to classified information up to a specific level.

**COMBAT LOGISTTCS FORCE (CLF)**—Ships assigned for the purpose of relieving deployed fleet units from direct dependency on shore bases for supply support. To accomplish this, the CLF provides items of known military essentiality and those in greatest demand by deployed fleet units.

**CONTRACTOR PROGRAMS**—Maintenance programs associated with support commercial derivative Navy aircraft where Navy personnel perform the organizational level maintenance with limited intermediate level effort. The contractor issues RFI components and provides limited diagnostic assistance.

**CONTROLLED EQUIPAGE**—Items of equipage that require special management control because the material is designated as control by fleet/type commander or commanding officer, the material is essential for the protection of life, or it is relatively valuable and easily converted to personal use.

**CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL)**—A microfiche publication identifying those intermediate level (I-level) and depot level (D-level) repairable that are authorized to remain in an aircraft until a serviceable item is received from supply.

**COST CODE**—A 12-position number to classify accounting transactions by providing the 8-position Julian date and serial number from a requisition and a 2-position fund code. The cost code is always preceded by 2 zeros on accounting data entries to make up the 12 positions.

**CRITICAL ITEM**—An item essential to the operational readiness of a ship or aircraft and in short supply in system stocks (or expected to be) for an extended period of time. Also used afloat to refer to high-usage, bulky consumables (also referred to as never-out items) that, because of shipboard space constraints, must be replenished at every opportunity.

**CUSTODY**—The physical possession of material and the assumption of responsibility against its improper usage and loss.

**DEFENSE LOGISTICS AGENCY (DLA)**—A supply support organization assigned management responsibility and control of items in common use by all military services. About 60 percent of the line items in the integrated Navy supply system are managed by DLA. These items are identified by a 9 in the first position of the cognizance symbol.

**DEPOT LEVEL MAINTENANCE INTER-SERVICE SUPPORT AGREEMENT**—An agreement whereby one service performs depot level maintenance work for another service.

**DOD HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)**—A system that provides accurate, complete information to both fleet and shore personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materials.

**DUE-IN FROM MAINTENANCE (DIFM)**—Depot-level repairable (DLR) assets that are inducted into aircraft intermediate maintenance department (AIMD) and are expected to be placed in stock upon completion of repair.

**ENGINE TYPE EQUIPMENT CODE**—A cross-reference between all maintenance-type equipment codes and the aircraft-type equipment codes under which OPTAR obligations and expenditures will be accumulated.

**EQUIPAGE**—Items that require management control afloat because of high unit cost, vulnerability to pilferage, or essentiality to the ship's mission. Chargeable items of equipage are identified in procurement, receipt, and other documents by the letter *E* in the second position of the applicable fund code.

**EQUIPMENT**—Any functional unit of hull, mechanical, electrical, ordnance, or electronic-type material operated singly or as a component of a system or subsystem and identified by a component identification number (CID), numerical control code (NCC), allowance parts list (APL), or similar designation.

**EQUIPMENT VALIDATION**—The procedure of making sure that the equipment descriptions shown on the allowance lists agree with the nameplate data on the installed equipment.

**EQUIVALENT ITEM**—An item similar to another item to the extent that its characteristics are in strict accordance with drawings, specifications, standards, and performance qualification tests within limits or tolerances specified therein.

**EXPEDITIOUS REPAIR (EXREP)**—The removal of a component from an aircraft or equipment, expedited delivery, and immediate induction for repair with the goal of the earliest return to the customer. EXREP is normally used when a replacement for stock is not available.

**FREQUENCY OF DEMAND**—The number of times that an item is requested during a specific period of time regardless of the quantity requested or issued.

**GOVERNMENT BILL OF LADING (GBL)**—A transportation contract between a commercial carrier and the U.S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee.

**ILLUSTRATED PARTS BREAKDOWN (IPB)**—A list prepared by the manufacturer for each model aircraft, engine accessory, electronic equipment, or support equipment (SE).

**IMPREST FUND (IL)**—A simple, economic purchase method used for small purchases not to exceed \$500. The IL is a cash fund for which small payments are made at the time of purchase from a commercial vendor.

**INTEGRATED LOGISTICS OVERHAUL (ILO)**—A concerted effort of assigned shipboard personnel, under the supervision of an ashore-based ILO team, to refine shipboard inventories of repair parts, update related stock records consistent with authorized allowances or other stockage objective criteria, and identify material or excess stock.

**INTEGRATED STOCK LIST (ISL)**—A list, prepared as part of the ILO, in NIIN or NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is basically the Stock Number Sequence List (SNSL) of storeroom items updated to integrate modified allowances made due to configuration changes accomplished during the overhaul.

**INTERCHANGEABLE ITEM**—A nonequivalent item that is used in place of another item in all applications.

**INVENTORY CONTROL POINTS (ICPs)**—The primary support activities of the Naval Supply Systems Command, bureaus, systems commands, and offices that exercise inventory control over specific categories of material.

**LOGISTICS APPLICATIONS OF AUTOMATED MARKING AND READING SYMBOLS (LOGMARS)**—A system designed to improve the accuracy and productivity of the receipt and stowage process. It is a system used by SUADPS-RT activities to record incoming transactions by reading bar-code symbols.

**MAINTENANCE CODE**—Two-position codes used in source, maintenance and recoverability (SM&R) codes with the first position indicating the lowest maintenance level authorized to remove, replace, and use the support item. The second position indicates the maintenance level with the capability to perform complete repair.

**MATERIAL OBLIGATION**—Unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue.

**MATERIAL OBLIGATION VALIDATION (MOV)**—A system used to verify the unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.

**MATERIAL RECEIPT**—Gaining possession of an item of Navy property through acceptance of physical custody.

**MATERIAL SURVEYS**—A procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records.

**MILITARY ORDINARY MAIL (MOM)**—A special procedure approved by the U.S. Postal Service for providing air transportation of official fourth-class mail at a rate considerably cheaper than for priority mail. It may also be used for official second- and third-class mail if considered essential to timely delivery.

**MISSING, LOST, STOLEN, OR RECOVERED (MLSR)**—A program that requires the reporting of MLSR property valued at over \$500, serialized items valued at over \$100, and all losses of arms, ammunition, and explosives coded as sensitive.

**NATIONAL CODIFICATION BUREAU CODE (NCBC)**—A two-digit code included in the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number or indicates that the stock number is used by two or more countries.

**NAVY ITEM CONTROL NUMBER (NICN)**—Items of material that are not included in the Federal Catalog System, but are stocked or monitored in the Navy supply system. NICNs are 13-character identification numbers assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance.

**NET UNIT PRICE**—Price charged for a DLR when the carcass will be turned in. Net unit price includes repair cost, replacement cost when item is BCM, and a surcharge.

**NONALLOWANCE ITEMS**—Items that do not appear in authorized allowance documents or, if listed, appear without an allowed quantity.

**OPERATING TARGET (OPTAR)**—An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.

**ORGANIZATIONAL ISSUE MATERIAL**—Any Navy property issued on a loan basis to an individual for use in the performance of official duties. This material is returned when the individual no longer requires it, transfers to another command, or is separated.

**OTHER SUPPLY OFFICER (OSO) TRANSFER**—A transfer of Navy Stock Fund material between two accountable officers.

**PROCUREMENT QUALITY ASSURANCE**—The act of a qualified technician inspecting and certifying material acceptability for shipments received directly from a contractor. The inspection requires the technician to verify the original purchase contract specifications against the specifications of the material received and documented on the DD Form 250, Material Inspection and Receiving Report.

**PROVISIONING**—The process of technical planning necessary to establish the individual item support; establishing minimum levels responsible for repair; identifying support equipment requirements, handbooks, manuals, and maintenance publications; determining the basic factory and field training requirements; and providing for the establishment of inventory management records. This process takes place when new equipment is purchased.

**QUANTITY DEFICIENCY REPORT (QDR)**—A report used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.

**QUICKTRANS**—A scheduled cargo airlift system using commercial air carriers under contract to the Navy.

**RANDOM SAMPLING INVENTORY**—A method of determining the current inventory accuracy level whether or not there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.

**RANGE**—The number of different line items stocked. To increase the stock range is to add new line items to stock.

**REAL TIME**—The posting and processing of transactions as they occur rather than by the batch.

**RECONCILIATION**—An effort between two or more activities, units, or work centers to bring a common file into agreement.

**RECOVERABILITY CODE**—The third position of the maintenance code, indicating the lowest level authorized to condemn and dispose of an item.

**REFERRAL ORDER**—An order used between NSDs, NSCs, IMs, and other managers in the supply distribution system. Its purpose is to pass requisitions for continued supply action when the initial activity cannot fill the demand.

**REPAIRABLE ITEM**—A component or item that can be returned to an RFI condition by use of repair parts or by overhaul.

**REPAIRABLE MATERIAL FILE (RMF)**—A file that contains records consisting of elements unique to repairable management codes and counters used to document turnaround time for repaired components.

**REPLACEMENT ITEM**—A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace.

**REPORT OF DISCREPANCY (ROD)**—Standard Form 364, which is used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper. This form is prepared by the receiving activity.

**REQUISITION STATUS FILE**—A file that contains records used to record a history of incoming and outgoing status changes and other requisition actions such as cancellations, modifications, and material obligation validations.

**RESPONSIBILITY OFFICER**—An individual appointed to exercise custody, care, and safekeeping of property. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock, the supply officer is normally assigned this responsibility.

**RETROGRADE**—Any movement of material that is being returned to supply or maintenance activities for repair.

**SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM-REAL TIME (SUADPS-RT)**—SUADPS-RT refers to the entire group of supply and financial computer programs using the SNAP I system.

**STANDARD UNIT PRICE**—The price charged to a customer for a DLR when there is no NRFI turn-in.

**STOWAGE**—The act of physically storing material properly so that it is protected from loss or damage, as well as making sure that it will not cause any hazard to the ship or its crew.

**SUBASSEMBLY**—Two or more parts that form a portion of an assembly or a unit replaceable as a whole, but having a part or parts that are individually replaceable.

**SUBSTITUTE ITEM**—An item authorized for one-time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term *substitute item*.

**SURVEY OFFICER**—An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals appointed must not be accountable or responsible for or in anyway directly interested in the property being surveyed.

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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.



COMMANDING OFFICER  
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19 Jan 01

ERRATA # 1

Specific Instructions and Errata for  
Nonresident Training Course

AVIATION STOREKEEPER SECOND CLASS (AK2)

1. To obtain credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and answer key by indicating the questions deleted.
2. No attempt has been made to issue corrections for errors in typing, punctuation, etc., which do not affect your ability to answer the question.
3. Make the following changes wherever seen:
  - a. The Aviation Supply Office (ASO) Philadelphia has been renamed the Navy Inventory Control Point (NAVICP)-Philadelphia. Ships' Parts Control Center (SPCC)-Mechanicsburg has been renamed NAVICP-Mechanicsburg. Change ASO to read NAVICP-Phil and change SPCC to read NAVICP-MECH.
  - b. The Fleet Accounting and Disbursement Center (FAADC) has been renamed the Defense Accounting Office (DAO). Offices still remain in San Diego and Norfolk. Change FAADC to read DAO.
  - c. Naval Supply Centers/Naval Supply Depots (NSCs/NSDs) have been renamed Fleet Industrial Supply Centers (FISCs). Change NSC/NSD to read FISC.
  - d. Delete all reference to NAVSUP P-567. Substitute reference to NAVSUP P-485, volume I.
  - e. Delete all reference to NAVSUP P-560 (SUPARS). Substitute reference to NAVSUPINST 4200.85 (SAP).

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

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

#### 4. NRTC

Delete the following questions and leave the corresponding spaces blank on the answer sheets.

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# ASSIGNMENT 1

Textbook Assignment: "Administration," pages 1-1 through 1-21.

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- 1-1. When corresponding within the Department of Defense (DOD), you should use a standard letter format.
1. True
  2. False
- 1-2. Which of the following reference sources should be used in preparing official correspondence?
1. NAVSUP P-485, chapter 1
  2. OPNAVINST 4790.2, volume 1
  3. Navy Correspondence Manual, SECNAVINST 5216.5
  4. Directives Issuance System, SECNAVINST 5215.1
- 1-3. The command file copy of naval correspondence is made on what color carbon flimsy?
1. White
  2. Yellow
  3. Green
  4. Pink
- 1-4. When should a multiple-address letter be used?
1. When two or more activities are individually identified or addressed as a group
  2. When officials of two or more activities issue a letter concerning a particular subject
  3. When a letter discusses two or more subjects
  4. When material is needed that belongs to the directives issuance system
- 1-5. What type of correspondence should be used to correspond with an agency or individual outside the Department of the Navy?
1. Standard letter
  2. Business letter
  3. Endorsement
  4. Message
- 1-6. Time-sensitive or critical information may be transmitted by message using which of the following forms?
1. DD 1348
  2. DD 1342
  3. DD 1103/A
  4. DD 173/2
- 1-7. What person(s) is/are responsible directly to the Secretary of the Navy for all policies relating to the maintenance and security of all classified information within the Navy?
1. All commanding officers
  2. Chief of Naval Operations
  3. Director of Naval Intelligence
  4. Deputy Chief of Naval Operations
- 1-8. What is the total number of categories of classification?
1. Five
  2. Two
  3. Three
  4. Four

- 1-9. What requirement must a person possess in order to have access to and possession of classified information?
1. Be an officer
  2. Be a chief petty officer
  3. Be a P03 or above
  4. Be cleared for the particular security classification and have a need to know
- 1-10. When marking classified letters, office memorandums, and other papers, at what location should you place the classification?
1. At the top of the first page only
  2. At the bottom of the first page only
  3. At the top and bottom of the first page only
  4. At the top and bottom of each page
- 1-11. Reproductions or copies of classified material, in certain forms, need not have classification markings in the same manner as the originals.
1. True
  2. False
- 1-12. The classification stamp or mark on classified material must be what color?
1. Black
  2. Yellow
  3. Blue
  4. Red
- 1-13. The combination or key used to protect classified material must be changed at least how often?
1. Every month
  2. Every 6 months
  3. Every 12 months
  4. Every 24 months

- 1-14. Secret material is sent through the U.S. Postal System by which of the following means?
1. Registered mail
  2. Certified mail
  3. Priority mail
  4. First-Class Mail
- 1-15. Receipts for hand-delivered classified material should be obtained on what copy of the DD Form 1348-1?
1. copy 1
  2. copy 2
  3. copy 5
  4. copy 6
- 1-16. Items classified as controlled equipage are listed in which of the following publications?
1. NAVSUP P-437
  2. NAVSUP P-485
  3. NAVSUP P-505
  4. NAVSUP P-560

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PLANT PROPERTY INCLUDES ALL NAVY-OWNED LAND, BUILDINGS, AND PERSONAL PROPERTY OF A CAPITAL NATURE LOCATED ON SHORE ACTIVITIES. IN QUESTIONS 17 THROUGH 21, SELECT THE CLASS IN COLUMN 8 THAT MATCHES THE DESCRIPTION IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

	<u>A. DESCRIPTIONS</u>	<u>B. CLASSES</u>
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1-18.	Land	2. 2
1-19.	Industrial equipment costing \$5,000 or more	3. 3 4. 4
1-20.	Navy-owned personal property of a capital nature with an acquisition cost of \$5,000 or more	
1-21.	Utilities	



- 1-22. What is the only authorized form used for reporting class 3 and class 4 plant property?
1. DD 1306
  2. DD 1342
  3. DD 1348
  4. DD 1384
- 1-23. When a new Controlled Equipage Record, NAVSUP Form 306, is required, the old NAVSUP Form 306 must be kept for what minimum number of months from the date of the last inventory?
1. 12 months
  2. 24 months
  3. 36 months
  4. 48 months
- 1-24. Controlled equipage items must be inventoried annually during which of the following periods?
1. 15 January through 15 February
  2. 15 February through 15 March
  3. 15 July through 15 August
  4. 15 September through 15 October
- 1-25. What volume of the Navy Comptroller (NAVCOMPT) Manual includes the unit identification codes (UICs) for all activities, ships, aviation units, and other organizational components of the Navy?
1. Volume 5
  2. Volume 2
  3. Volume 3
  4. Volume 4
- 1-26. What publications cover procedures for maintaining squadron OPTAR accounting records and reports under the resources management system?
1. NAVCOMPT Manual, volumes 5 and 6
  2. NAVSUP P-437 and P-485
  3. NAVSO P-3006 and P-3013
  4. NAVAIR 01-700 and 00-500A
- 1-27. What publication contains guidelines for the use of various federal catalog system and NAVSUP publications?
1. NAVSUP P-567
  2. NAVSUP P-2002
  3. NAVSUP P-4000
  4. NAVSUP P-4107
- 1-28. The distribution of the Management List-Navy (ML-N) is controlled by which of the following commands or offices?
1. ASO
  2. DLSC
  3. NAMO
  4. FMSO
- 1-29. Part III of the Consolidated Master Cross-Reference List (C-MCRL) provides what information?
1. A cross-reference from CAGEs and reference numbers to NSNs
  2. A cross-reference from NSNs to reference numbers
  3. A cross-reference from reference numbers and CAGEs to NSNs
  4. A cross-reference from NSNs to CAGEs
- 1-30. How often is the Master Repairable Item List (MRIL) distributed to all ships and shore activities that use or process repairable?
1. Monthly
  2. Quarterly
  3. Semiannually
  4. Annually
- 1-31. The MRIL lists the NIIN of specially designated reusable shipping containers for returning repairable components.
1. True
  2. False

1-32. Information related to safety, health, packaging, labeling, transportation, and disposal of hazardous material is provided in which of the following publications?

1. NAVSUP P-4107
2. NAVSUP P-4400
3. MRIL
4. HMIS

1-33. The LIRSH is a reference publication that should be used in conjunction with which of the following publications?

1. HMIS only
2. MRIL only
3. HMIS and MRIL
4. NAVSUP P-284

1-34. What category of material is listed in the LIRSH?

1. Hazardous items
2. Shelf-life items
3. Physical security code items
4. All of the above

1-35. The Afloat Shopping Guide (ASG) contains all except which of the following information?

1. A detailed description of each item
2. Unit price of each item listed
3. Items carried by combat logistics force (CLF) ships
4. Substitute stock numbers

1-36. Electronic and electronic equipment, federal supply class 5945, would be located in what section of the ASG?

1. Section 1
2. Section 2
3. Section 3
4. Section 4

1-37. Items listed in identification lists (ILs) provide descriptive and illustrative data to identify or select items of supply used by which of the following services?

1. Navy only
2. Army only
3. Air Force only
4. All services

1-38. NICNs are included and published by the DLSC in the ML-N.

1. True
2. False

1-39. Information on requisitioning procedures and sources of supply for cognizance symbol I material may be found in what publication?

1. NAVSUP P-2002
2. NAVSUP P-2300
3. NAVSUP P-2310
4. NAVSUP P-2330

1-40. The NAVSUP P-284, Storage and Materials Handling, is used for detailed information on all except which of the following subjects?

1. Material receipt
2. Care of supplies
3. Material issue
4. Packaging and packing

NAVSUP Publications	
A.	NAVSUP P-409
B.	NAVSUP P-437
C.	NAVSUP P-484
D.	NAVSUP P-485

Figure 1A

IN ANSWERING QUESTIONS 1-41 THROUGH 1-44, REFER TO FIGURE 1A. SELECT THE NAVSUP PUBLICATION NUMBER THAT APPLIES TO EACH DESCRIPTION OF THE PUBLICATION USED AS THE QUESTION.

- 1-41. Provides basic procedures for packaging material for shipment by activities with limited packaging facilities.
1. A
  2. B
  3. C
  4. D
- 1-42. Establishes policy and procedures relative to MILSTRIP and MILSTRAP.
1. A
  2. B
  3. C
  4. D
- 1-43. Serves as a handy reference for personnel responsible for originating and processing MILSTRIP and MILSTRAP documents.
1. A
  2. B
  3. C
  4. D
- 1-44. Establishes policies for the operation and management of afloat supply departments.
1. A
  2. B
  3. C
  4. D
- 1-45. The policy and procedures for purchasing material on the open market by use of the imprest fund are outlined in what publication?
1. NAVSO P-3006
  2. NAVSO P-3013
  3. NAVSUP P-560
  4. NAVSUP P-567
- 1-46. Which of the following publications is mandatory for all aircraft carriers and amphibious assault ships using SUADPS SNAP I procedures?
1. NAVSUP P-409
  2. NAVSUP P-485
  3. NAVSUP P-560
  4. NAVSUP P-567

- 1-47. Items listed in the General Services Administration (GSA) Federal Supply Catalog are assigned what cognizance symbol?
1. 9D
  2. 9G
  3. 9Q
  4. 9X
- 1-48. Activities desiring GSA catalogs on a continuing basis should submit an application using what form?
1. DD 1348
  2. GSA 457
  3. OPNAV 4790/60
  4. SF 44

ASO Publications	
A.	C0001
B.	C0018
C.	C0030
D.	P2300

Figure 1B

IN ANSWERING QUESTIONS 1-49 THROUGH 1-52, REFER TO FIGURE 1B. SELECT THE ASO PUBLICATION THAT FULFILLS THE PURPOSE LISTED AS THE QUESTION.

- 1-49. Assists field personnel in the proper techniques to prevent damage to RFI and retrograde materials.
1. A
  2. B
  3. C
  4. D
- 1-50. Lists model codes used in section P2300.
1. A
  2. B
  3. C
  4. D

- 1-51. Serves as a master reference list for identifying and requisitioning repairable assemblies under COG 7R and 2V.
1. A
  2. B
  3. C
  4. D
- 1-52. Provides a brief description of the contents of other ASO publications.
1. A
  2. B
  3. C
  4. D
- 1-53. The P2310 lists which of the following types of materials?
1. Repairable aviation parts
  2. All consumable items in the Navy inventory
  3. Catapult and arresting gear repair parts
  4. Supporting repair parts of aviation material listed in section P2300
- 1-54. The Cataloging Handbook, H4/H8, contains which of the following codes?
1. CAGE codes
  2. Fund codes
  3. Control codes
  4. Condition codes
- 1-55. You should refer to what publication to determine what repair capability an intermediate maintenance activity may have for a specific repair part?
1. CRIPL
  2. ICRL
  3. P2300
  4. P2330
- 1-56. What is the authority that allows a squadron to retain a mandatory turn-in repairable item until a replacement has been received?
1. OPNAVINST 4790.2
  2. NAVAIRINST 4790.18
  3. ICRL
  4. CRIPL
- 1-57. When an activity has a requirement for an item listed in the NAC-10, the activity may submit a requisition to what office or activity?
1. ASO
  2. Nearest NADEP
  3. The activity reporting a quantity on hand
  4. Nearest naval supply center
- 1-58. The Naval Aeronautical Publications Index (NAPI) is issued in how many parts?
1. One
  2. Five
  3. Seven
  4. Nine
- 1-59. Allowance requirements registers allowance lists, and tables of basic allowances are approved by what authority?
1. ASO
  2. NAVAIR
  3. NAVSUP
  4. OPNAV
- In answering questions 1-60 through 1-62, refer to table 1-1 in the text.
- 1-60. Repair parts peculiar to specific models of turbojet aircraft engines are listed in what series of NAVAIR 00-35?
1. QJ
  2. QL
  3. QN
  4. QP

- 1-61. What type of publication is the NAVAIR 00-35QG-016 series?
1. Cross-reference
  2. Allowance list
  3. Table of basic allowance
  4. Allowance requirements register
- 1-62. The NAVAIR 00-35QB series covers repair parts for which of the following categories of material?
1. Catapults on CVs
  2. Target aircraft
  3. Specific aircraft
  4. Airborne photographic systems
- 1-63. An illustrated parts breakdown (IPB) is printed and issued by what authority?
1. ASO
  2. NAVAIR
  3. NAVSUP
  4. NAMO
- 1-64. How many types of technical directives (TDs) are issued by NAVAIR
1. One
  2. Two
  3. Three
  4. Four
- 1-65. TDs are classified into which of the following action categories?
1. Routine and immediate only
  2. Routine and urgent only
  3. Immediate and urgent only
  4. Routine, urgent, and immediate
- 1-66. Which of the following categories of TDs is issued when there are reliability, capability, or maintainability deficiencies that, if uncorrected, could become a hazard?
1. Urgent
  2. Immediate
  3. Routine
  4. Each of the above
- 1-67. What volume of the NAMP Manual, OPNAVINST 4790.2, outlines policy and procedures for 0-level maintenance activities?
1. Volume I
  2. Volume II
  3. Volume III
  4. Volume IV
- 1-68. Information concerning force activity designators (FADs) are contained in what instruction?
1. NAVAIRINST 4790.18
  2. OPNAVINST 4614.1
  3. OPNAVINST 4790.2
  4. SECNAVINST 5212.5
- 1-69. A revision to a manual or publication consists of a set of replacement pages for the area of the manual affected by the revision.
1. True
  2. False

# ASSIGNMENT 2

Textbook Assignment: "Financial Management of Resources," pages 2-1 through 2-16 and "Material Receipt," pages 3-1 through 3-18.

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- 2-1. The Navy must keep accounts to show how its money is spent through which of the following functions?
1. Show the receipt and expenditure of public funds
  2. Account for government money, material, and property on hand
  3. Record the cost of all operations
  4. All of the above
- 2-2. Although as an Aviation Storekeeper (AK) you are not an accountant or bookkeeper in keeping operating target (OPTAR) records and submitting required reports, you are accounting for public funds.
1. True
  2. False
- 2-3. The position of resource manager can only be held by a military person.
1. True
  2. False
- 2-4. For aviation funds accounting purposes, squadrons are referred to as
1. field activities
  2. major claimants
  3. aviation operating forces
  4. accounting and disbursing centers
- 2-5. The budgeted amount within an operating budget approved in a fixed amount for incurring obligations or unfilled orders is called a/an
1. obligation authority
  2. expense limitation
  3. unfilled order
  4. work unit
- 2-6. Which of the following commands or activities are NOT included in ship operating forces?
1. Active fleet ships
  2. All shore activities
  3. Amphibious battalions
  4. Staff and commands
- 2-7. Unfilled order chargeable documents are assembled and forwarded to what official or activity by the OPTAR holder?
1. TYCOM
  2. NAVAIR
  3. FAADC
  4. CNO
- 2-8. What program provides the responsible commanders with a budget that includes All costs incurred instead of allotments to cover only limited portions of those costs?
1. Accrual accounting
  2. Budgeting
  3. OPTAR
  4. RMS
- 2-9. Of the four subsystems that make up the RMS, an AK would be most concerned with which one?
1. Programing and budgeting
  2. Management of resources for operating units
  3. Management of inventory and similar assets
  4. Management of acquisition, use, and disposition of capital assets

- 2-10. Under the RMS management procedures, which of the following steps should you do first?
1. Budgeting
  2. Reporting
  3. Planning
  4. Accounting
- 2-11. The development of resource requirements, administration of available funds, and continuous analysis of the status of OPTARs issued is the responsibility of what command or officer?
1. TYCOM
  2. FAADC
  3. CNO
  4. ASO
- 2-12. To determine how OPTARs are to be administered and reported, you should refer to what publication?
1. OPNAVINST 4790.2
  2. NAVSO P-3013-2
  3. NAVCOMPT Manual, volume 5
  4. NAVSUP P-485
- 2-13. The Navy Stock Fund (NSF) is reimbursed when material is requisitioned for use by charging the customer's
1. imprest fund
  2. expense limitation
  3. TYCOM
  4. OPTAR
- 2-14. Amphibious assault ships are not authorized to carry NSA material as inventory.
1. True
  2. False
- 2-15. When SUADPS-RT activities requisition material for stock or direct turnover (DTO), they use NSF money by citing what fund code on the external requisition?
1. 26
  2. Y6
  3. SAC 203
  4. SAC 207
- 2-16. The responsibility for formal accounting by the Navy Operating Forces is to be placed ashore.
1. True
  2. False
- 2-17. An appropriation symbol consists of how many digits?
1. 7
  2. 9
  3. 12
  4. 17
- 2-18. What part of a fund identification symbol identifies the major program of the Five-Year Defense Plan (FYDP)?
1. Object class
  2. Cost code
  3. Subhead
  4. Unit identification code
- 2-19. All but which of the following SUADPS-RT activities receive supplies and equipage (S&E) OPTAR grants to cover the operation and maintenance of the activity?
1. Aircraft carriers
  2. Amphibious assault ships
  3. Repair tenders
  4. Marine air groups
- 2-20. Under OPTAR accounting procedures, what dollar value currently is considered the threshold amount?
1. \$25
  2. \$50
  3. \$100
  4. \$150
- 2-21. What type of OPTAR, if any, is exempt from threshold concept?
1. AFM
  2. Reimbursable
  3. Nonreimbursable
  4. None

- 2-22. Which of the following codes is NOT considered as one of the nine data fields of a complete line of accounting data?
1. UIC
  2. Country
  3. Subhead
  4. Object class
- 2-23. Fund codes and accounting classifications for use by Operating Forces are contained in what appendix of NAVSO P-3013?
1. I
  2. II
  3. III
  4. IV
- 2-24. What form is used to record OPTAR grants?
1. NAVCOMPT 2155
  2. NAVCOMPT 2156
  3. NAVCOMPT 2157
  4. NAVCOMPT 2206
- 2-25. Free issue material should not be entered in the requisition OPTAR log.
1. True
  2. False
- 2-26. Underway replenishment requisitions should be maintained in what OPTAR holding file?
1. File 1
  2. File 2
  3. File 3
  4. File 4
- 2-27. OPTAR holders operating under SUADPS procedures should submit an OPTAR Document Transmittal Report to the FAADC for current fiscal year OPTARs on what day(s) of the month?
1. 1st of each month only
  2. 1st and 15th of each month
  3. Last day of each month only
  4. 15th and last day of each month
- 2-28. A message Budget/OPTAR Report, NAVCOMPT Form 2157, is submitted to the FAADC no later than what day of the month following the end of the month being reported?
1. 1st
  2. 2nd
  3. 15th
  4. Last
- 2-29. What process results in the production of listings that provide a report of transactions affecting the OPTAR holders' funds?
1. Transmittal
  2. Summary
  3. Reconciliation
  4. Requisition
- 2-30. The Unmatched Expenditure Listings are received how often?
1. As required
  2. Weekly
  3. Monthly
  4. Quarterly
- 2-31. What listing is retained by the FAADC for backup purposes only?
1. Unmatched Expenditure
  2. Detail Filled Order/Expenditure
  3. Summary Filled Order/Expenditure
  4. Aged Unfilled Order
- 2-32. All differences shown on the SFO/EDL are listed by what code?
1. Rejection
  2. Transaction type
  3. Fund
  4. cost
- 2-33. Differences of what minimum dollar amount are manually researched by the FAADC before being reported to the OPTAR holder?
1. \$500
  2. \$1,000
  3. \$2,000
  4. \$3,000



- 2-34. Unfilled orders that have not matched with related expenditure documents will appear on the Aged Unfilled Order Listing after what minimum number of days?
1. 30 days
  2. 60 days
  3. 120 days
  4. 180 days
- 2-35. The Unmatched Expenditure Listing itemizes expenditure documents that exceed \$100 in value.
1. True
  2. False
- 2-36. Which of the following terms means to gain possession of an item of Navy property through acceptance of physical custody?
1. Order accepted
  2. Order placed
  3. Material receipt
  4. Material returned
- 2-37. Commercial and government deliveries shipped under a bill of lading are classified as what method of delivery?
1. Direct
  2. Freight
  3. Pickup
  4. Mail
- 2-38. Establishing and maintaining a list of personnel authorized to receive official mail for the supply department is the responsibility of which of the following officers?
1. Commanding officer
  2. Expenditure officer
  3. Postal officer
  4. Supply officer
- 2-39. What is the most important part of any supply operation involving personnel?
1. Guaranteeing safety
  2. Performing the job
  3. Avoiding mistakes
  4. Getting the task completed
- 2-40. During any supply operation, only qualified personnel should operate materials-handling equipment.
1. True
  2. False
- 2-41. Afloat, which of the following officers is directly responsible for the entire receiving process?
1. Stock control officer
  2. Material officer
  3. Stores officer
  4. Supply officer
- 2-42. Afloat, which of the following personnel is responsible for making sure incoming material is segregated between stock and DTO?
1. Leading storeroom Storekeeper
  2. Senior material Storekeeper
  3. Duty Storekeeper
  4. Stores officer
- 2-43. Making sure All material delivered to an activity after normal working hours is receipted, identified, and inspected is the responsibility of which of the following personnel?
1. Leading storeroom Storekeeper
  2. Duty section leader
  3. Duty Storekeeper
  4. Leading chief
- 2-44. Certain types of material or services received do not require a receipt document.
1. True
  2. False
- 2-45. When the DD Form 1348 (6-part) is used as a receipt document, the receipt acknowledgement is always required on what copy of the DD Form 1348?
1. Original
  2. Hardback
  3. Copy 3
  4. Copy 5

- 2-46. Nonautomated ships use what form as a consumption and requisition document?
1. DD Form 1348 (6-part)
  2. DD Form 1348-1
  3. NAVSUP Form 1250-1
  4. Standard Form 1103
- 2-47. Receipts from automated afloat units are done on Issue/Receipt Release Documents (IRRDs) or what other document?
1. DD Form 1149
  2. DD Form 1155
  3. DD Form 1348-1
  4. DD Form 1348 (6-part)
- 2-48. What block of a DD Form 1348-1 contains the security code for the item shipped?
1. M
  2. N
  3. O
  4. P
- 2-49. What form was designed to be used with shipboard LOGMARS processing equipment?
1. IRRD
  2. NAVSUP Form 1250-1
  3. DD Form 1348-1
  4. DD Form 1348 (6-part)
- 2-50. When material that requires a technical inspection is received on a DD Form 1149, who should perform the inspection?
1. Supply officer
  2. Duty Storekeeper
  3. Material officer
  4. Ordering department representative
- 2-51. What blocks on the Order for Supplies and Services, DD Form 1155, indicate that the material and invoice will be sent directly to the ordering activity?
1. Blocks 9 and 10
  2. Blocks 13 and 14
  3. Blocks 18 and 19
  4. Blocks 37 and 38
- 2-52. The fast pay procedure is limited to items that do not require what type of certification?
1. Quantity
  2. Acceptance
  3. Technical
  4. Advance
- 2-53. When the DO Form 1155 indicates that the material and invoice will be sent to an ashore activity for transshipment to an afloat activity, what person or activity confirms acceptance of the material?
1. The ship
  2. The contractor
  3. The nearest NADEP
  4. The supporting ashore activity
- 2-54. A report of nonreceipt should be sent when material ordered under contract on a DD Form 1155 is not received within how many days of the specified delivery date?
1. 30 days
  2. 45 days
  3. 60 days
  4. 75 days
- 2-55. What form is used to verify inspection and acceptance for items received directly from a contractor?
1. DD Form 250
  2. DD Form 1149
  3. DD Form 1155
  4. DD Form 1348
- 2-56. What code on the DD Form 250 indicates acceptance at destination?
1. S
  2. O
  3. D
  4. A

- 2-57. When acceptance S or O appears and block 21A has been completed for PQA and acceptance, receiving personnel need only to certify the quantity received in what block?
1. 8
  2. 10
  3. 20
  4. 22
- 2-58. To provide delivery instructions to a commercial carrier or to provide receipt documentation to the ordering activity, you should use what form?
1. DD Form 200
  2. DD Form 1103
  3. DD Form 1149
  4. DD Form 1348
- 2-59. Material discrepancies are divided into how many categories?
1. Eight
  2. Two
  3. Six
  4. Four
- 2-60. Material received that cannot be used for its intended purpose because it does not meet specified requirements is classified as having what type of discrepancy?
1. Failure
  2. Liability
  3. Quantity
  4. Quality
- 2-61. Shipping discrepancies that are the fault of the activity shipping the material are reported by the receiving activity on what form?
1. DD Form 1103
  2. DD Form 1155
  3. Standard Form 364
  4. Standard Form 368
- 2-62. Which of the following discrepancies should be reported on a Report of Discrepancy (ROD)?
1. Shortages valued at \$100 or less
  2. Confirmed cancellations costing \$100 or less
  3. Material shipped to the wrong activity costing \$100 or less
  4. Material shipped by parcel post and not received costing \$100 or less
- 2-63. Discrepancies resulting from an UNREP should be reported on a ROD.
1. True
  2. False
- 2-64. Packaging-related discrepancies that impair deployed operations must be reported by the fastest communication medium available. A Standard Form 364 must be transmitted by mail within how many hours of the initial report?
1. 1 hour
  2. 24 hours
  3. 36 hours
  4. 48 hours
- 2-65. If a ROD cannot be submitted within the proper time frame, the reason should be entered in what block of the ROD?
1. Block 12
  2. Block 16
  3. Block 18
  4. Block 20
- 2-66. A ROD should be submitted how many calendar days from the date of shipment from commercial sources for items lost through parcel post?
1. 30 days
  2. 60 days
  3. 70 days
  4. 90 days

- 2-67. The date of a ROD should be written in which of the following formats?
1. August 19, 1992
  2. 19 August 1992
  3. 19 AUG 92
  4. 92 AUG 19
- 2-68. Action activities are required to reply to a customer within how many days of receipt of a ROD?
1. 10 days
  2. 15 days
  3. 30 days
  4. 45 days
- 2-69. If a condition exists that does not have the appropriate code listed on the face of the SF 364, what code should you enter in block 10d?
1. Z1
  2. T2
  3. D2
  4. C1
- 2-70. Turn-in of RFI material is accomplished on which of the following forms?
1. DD Form 1348m
  2. DD Form 1348-1
  3. DD Form 1348-6
  4. DD Form 1348 (6-part)
- 2-71. You should refer to what chapter of NAVSUP P-485 for instructions on how to prepare turn-in documents?
1. Chapter 2
  2. Chapter 3
  3. Chapter 5
  4. Chapter 7
- 2-72. Credit cannot be given for which of the following turn-ins?
1. APA material
  2. Material without an NSN
  3. Material costing \$15
  4. All of the above
- 2-73. For aviation activities, turn-in of NRFI repairable is only made by what activity?
1. ASO
  2. NSC
  3. AIMD
  4. NADEP
- 2-74. Total hold time for NRFI repairable that are beyond the capability of the local IMA may not exceed what number of days?
1. 1 day
  2. 2 days
  3. 3 days
  4. 4 days

# ASSIGNMENT

# 3

Textbook Assignment: "Material Custody and Surveys," pages 3-18 through 3-24, "Purchasing," pages 4-1 through 4-9, and "Aviation Material Management," pages 5-1 through 5-15.

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- 3-1. What publications list the requirement for storing stock material in other than supply department spaces?
1. OPNAVINST 4790.2 and NAVSUP P-437
  2. NAVSUP P-485 and NAVSUP P-567
  3. NAVSO P-3006 and NAVSO P-3013
  4. SECNAVINST 5212.5 and SECNAVINST 5216.5
- 3-2. When it is necessary to store material in other department spaces, written authorization must be obtained from what officer?
1. Commanding officer
  2. Executive officer
  3. Material officer
  4. Supply officer
- 3-3. Personal gear may be stored in supply department storerooms with the written approval of the supply officer.
1. True
  2. False
- 3-4. To determine the cause of damage to material or to establish responsibility, the Navy uses what procedure?
1. Inspections
  2. Inventories
  3. Reconciliations
  4. Surveys
- 3-5. Which of the following items is considered supply system stock material?
1. Plant property
  2. Bulk petroleum
  3. Real property
  4. Weapons
- 3-6. You should consult which of the following publications for information about missing, lost, stolen, and recovered (MLSR) reports?
1. OPNAVINST 4790.2
  2. SECNAVINST 5215.1
  3. SECNAVINST 5400.4
  4. NAVSUP P-560
- 3-7. What form is used to document the report of survey when government property is gained, lost, or damaged?
1. DD Form 200
  2. DD Form 1149
  3. DD Form 1348-6
  4. DD Form 1103a
- 3-8. The money value to be entered in block 8 of a DD Form 200 is obtained by multiplying the values entered in what two blocks?
1. Blocks 4 and 5
  2. Blocks 5 and 6
  3. Blocks 5 and 7
  4. Blocks 6 and 7
- 3-9. If personal responsibility is evident, the individual appointed to perform the survey signs in what block of the DD Form 200?
1. Block 14
  2. Block 15
  3. Block 16
  4. Block 17

- 3-10. When the value of a survey exceeds \$100, what is the disposition of the first copy?
1. Filed in the expenditure file
  2. Forwarded to the disbursing officer
  3. Distributed as required locally
  4. Submitted to the TYCOM
- 3-11. The approved DD Form 200 and All other documentation related to the surveyed material should be retained for what period of time?
1. 1 year
  2. 2 years
  3. 3 years
  4. 4 years
- 3-12. An AK involved in purchasing or procurement of material or services from commercial suppliers should use which of the following publications as a reference?
1. NAVSUP P-560
  2. NAVSUP P-567
  3. OPNAVINST 4790.2
  4. SECNAVINST 5216.5
- 3-13. Personnel involved in the purchasing function must attend a NAVSUP-authorized small purchase course.
1. True
  2. False
- 3-14. Formal contracting procedures must be used when the purchase price exceeds what amount?
1. \$10,000
  2. \$15,000
  3. \$25,000
  4. \$40,000
- 3-15. Which of the following supply sources are NOT considered as a mandatory source of supply?
1. Civilian contractors
  2. Federal prison industries
  3. GSA federal supply schedule contracts
  4. Defense/federal supply systems for material assigned an NSN
- 3-16. ICPs with an unlimited amount for subsistence may make a blanket purchase agreement not to exceed what amount?
1. \$5,000
  2. \$10,000
  3. \$20,000
  4. \$25,000
- 3-17. A purchase request (PR) includes a MILSTRIP requisition and a Military Interdepartmental Purchase Request, DD Form 448, or what other form?
1. NAVCOMPT Form 2155
  2. NAVCOMPT Form 2276
  3. DD Form 1155
  4. DD Form 250
- 3-18. To prevent violations of standard procurement regulations, authorities should establish which of the following controls?
1. Open market purchases should not exceed an activity's contracting authority
  2. Purchases cannot be separated to get around the dollar amount thresholds
  3. The functions of award of purchase action and receipt of material should not be performed by the same person
  4. All of the above

- 3-19. All open market purchases are considered to be small business--small purchase set-asides and must be made with small business concerns when the purchase amount is what dollar value or less?
1. \$10,000
  2. \$15,000
  3. \$20,000
  4. \$25,000
- 3-20. The criteria and size standards for a business to qualify as a small business can be found in which of the following publications?
1. NAVSUP P-437
  2. NAVSUP P-485
  3. NAVSUP P-560
  4. NAVSUP P-567
- 3-21. For purchases in excess of \$1,000, the buyer should solicit what number of quotations from qualified suppliers?
1. One
  2. Two
  3. Three
  4. Four
- 3-22. What purchase method eliminates the necessity of issuing individual purchase orders by placing oral calls or issuing informal memorandums?
1. Imprest fund (IF)
  2. Fast payment
  3. Purchase invoice
  4. Blanket purchase agreement
- 3-23. What form is used to authorize individuals as contracting officers?
1. Standard Form 44
  2. Standard Form 1402
  3. NAVSUP Form 1353
  4. NAVSUP Form 1250-1
- 3-24. Which of the following officers is responsible for the establishment of BPAs?
1. Supply officer
  2. Commanding officer
  3. Contracting officer
  4. Material officer
- 3-25. Which of the following conditions must be met to establish an IF?
1. The activity must be granted contracting authority to use the IF method of purchase
  2. Establishment of the fund must be approved in writing by the commanding officer
  3. Afloat units must be approved in writing by the TYCOM
  4. All of the above
- 3-26. What is the maximum amount for an IF aboard a ship without a supply officer?
1. \$250
  2. \$500
  3. \$1,000
  4. \$1,500
- 3-27. Which of the following personnel may NOT serve as an IF cashier?
1. Material officer
  2. Personnel officer
  3. Disbursing Clerk
  4. Aviation Storekeeper
- 3-28. After an IF cashier ceases to serve, the letter appointing that person as a cashier should be retained for a period of not less than how many years?
1. 1 year
  2. 2 years
  3. 5 years
  4. 7 years

- 3-29. The IF may NOT be used under which of the following conditions?
1. The use of the IF is considered to be advantageous to the government
  2. The purchase does not require detailed technical inspection
  3. The transaction cost is less than \$500
  4. Supplies or services are available for delivery within 90 days
- 3-30. The IF may be used for which of the following purchases?
1. Public utility bills
  2. Salaries and wages
  3. Postage stamps
  4. Money orders
- 3-31. The fast payment procedure requires the use of what forms?
1. DD Form 1149
  2. DD Form 1155
  3. DD Form 1348
  4. DD Form 1384
- 3-32. What form should be used only when the purchase method will not work?
1. Standard Form 44
  2. Standard Form 1402
  3. DD Form 1149
  4. DD Form 1155
- 3-33. What copy of the Standard Form 44 is forwarded to the fiscal office for recording of obligations?
1. Copy 1
  2. Copy 2
  3. Copy 3
  4. Copy 4
- 3-34. Through positive control and reporting procedures, maintenance and supply personnel can improve what aspect of repairable management?
1. Documentation time
  2. Turnaround time
  3. Allowance procedures
  4. Requisition preparation
- 3-35. What area within the maintenance organization is tasked with making sure maintenance requirements for parts and material are forwarded to the SSC?
1. Quality assurance
  2. Administrative control
  3. Maintenance control
  4. Material control
- 3-36. A material control center is NOT responsible for which of the following actions?
1. Delivering retrograde material to the SSC
  2. Establishing delivery and pickup points
  3. Preparing surveys
  4. Performing OPTAR accounting
- 3-37. The communication equipment used between material control and the SSC may include which of the following types of equipment?
1. Computers
  2. Telephones
  3. Radios
  4. All of the above
- 3-38. To determine if it is advisable to remove a repairable component until a replacement is in hand, you should refer to what publication?
1. ICRL
  2. IMRL
  3. CRIPL
  4. P2300
- 3-39. What copy or copies of the DD Form 1348 should material control sign for repairable?
1. Yellow only
  2. Hardback only
  3. Green and hardback only
  4. Yellow, green, and hardback



- 3-40. When preparing a DD Form 1348-1 for turn-in of material received as RFI, but was determined to be NRFI, what RECTYP should you used?
1. RECTYP 60
  2. RECTYP 62
  3. RECTYP 65
  4. RECTYP 67
- 3-41. When a VIDS/MAF is marked EI or QDR, what size letters should be used?
1. 1 inch
  2. 2 inches
  3. 3 inches
  4. 4 inches
- 3-42. The control number for an EI is provided by what activity?
1. ASO
  2. CFA
  3. NAMO
  4. NAVAIR
- 3-43. The supply department may hold material for an EI for what maximum number of days?
1. 10 days
  2. 15 days
  3. 30 days
  4. 60 days
- 3-44. What is the primary purpose of establishing a tool control program?
1. Reduce cost
  2. Prevent theft
  3. Reduce storage requirements
  4. Reduce foreign object damage
- 3-45. Shortages to the AIR are listed on what form?
1. OPNAV Form 4790/104
  2. OPNAV Form 4790/112
  3. OPNAV Form 4790/116
  4. OPNAV Form 4790/118
- 3-46. The transferring activity retains what copy of the AIR shortage form?
1. Original
  2. Second
  3. Third
  4. Fourth
- 3-47. The receiving activity should submit an itemized list of shortages that do not appear on the AIR within what number of working days?
1. 5 days
  2. 10 days
  3. 20 days
  4. 30 days
- 3-48. Authority for transferring aircraft with shortages must be obtained from what activity or official?
1. ASO
  2. NAMO
  3. NAVAIR
  4. ACC/TYCOM
- 3-49. An SSC/ASD is composed of how many sections?
1. One
  2. Two
  3. Three
  4. Four
- 3-50. The SSC/ASD is responsible for which of the following actions?
1. Delivering material to customers
  2. Maintaining pre-expended bins (PEEs)
  3. Maintaining awaiting parts (AWP) storage areas
  4. All of the above
- 3-51. The directives for assigning AKs on a TAD basis are issued by what activity or officer?
1. ASO
  2. NAVAIR
  3. ACC/TYCOM
  4. Nearest NSC

- 3-52. Response times should be maintained on what basis for review by the supply officer?
1. Daily
  2. Weekly
  3. Monthly
  4. Quarterly
- 3-53. What unit of the supply department provides the daily status for All NMCS/PMCS requirements?
1. SRS
  2. TRU
  3. CCS
  4. PMU
- 3-54. How often is AWP status provided to the AIMD?
1. Daily
  2. Weekly
  3. Monthly
  4. Quarterly
- 3-55. The SRS is divided into how many units?
1. Eight
  2. Two
  3. Six
  4. Four
- 3-56. What information may be omitted as a RECTYP 64 issue?
1. WUC
  2. TEC
  3. Priority
  4. Project code
- 3-57. What unit of the SRS is responsible for the verification of technical data?
1. RCU
  2. TRU
  3. MDU
  4. SLU
- 3-58. For NC/NIS repairable requisitions, what action does SLU take with the green copy of the DD Form 1348?
1. Retained by SLU
  2. Forwarded to the MDU
  3. Forwarded to the RCU
  4. Forwarded to the PMU
- 3-59. When picking up a repairable component, the MDU should receive what copies of the VIDS/MAF from a customer?
1. 1 and 2
  2. 1 through 4
  3. 1 through 5
  4. 4 and 5
- 3-60. What copy of the DD Form 1348 does the customer receive as proof of turn-in?
1. Pink
  2. Yellow
  3. Green
  4. Hardback
- 3-61. The quantity of each item pre-expended may not exceed an estimated supply of what number of days?
1. 30 days
  2. 60 days
  3. 90 days
  4. 120 days
- 3-62. Stock records for PEB items should be reviewed how often?
1. Daily
  2. Weekly
  3. Monthly
  4. Quarterly
- 3-63. For detailed responsibilities of CCS, you should refer to what volume of the OPNAVINST 4790.2?
1. Volume I
  2. Volume II
  3. Volume III
  4. Volume IV

- 3-64. The DCU is responsible for rotatable pool components.
1. True
  2. False
- 3-65. What unit of the CCS is responsible for All repairable assets under the control of the SSC?
1. LRCA
  2. AWP
  3. DCU
  4. SSU
- 3-66. Where practical, items designated movement priority designator 03 should be retained awaiting shipment by SSU no longer than what period of time?
1. 1 workday
  2. 2 workdays
  3. 3 workdays
  4. 1/2 workday
- 3-67. Every section or unit concerned with repairable must make sure BCM DLRs are handled quickly.
1. True
  2. False
- 3-68. The responsibility of establishing procedures to BCM components to the next level of repair rests with what unit of the CCS?
1. LRCA
  2. AWP
  3. DCU
  4. SSU
- 3-69. Which of the following activities are responsible for computing the onboard repair part and equipage requirements for an aircraft squadron?
1. TYCOMs
  2. Air wings
  3. NSCs
  4. ICPs
- 3-70. What office or command prepares the AVCAL?
1. ASO
  2. SPCC
  3. NAMO
  4. NAVAIR
- 3-71. Which of the following allowance lists prepared by ASO contains repairable items and subassemblies required by shore stations?
1. COSAL
  2. COSBAL
  3. AVCAL
  4. SHORCAL
- 3-72. The operational support inventory (OSI) is a retail stock level comprised only of DLRs.
1. True
  2. False
- 3-73. Weapons system support under the OSI/fixed allowance concept is outlined in which of the following instructions?
1. FASOINST 4441.15
  2. FASOINST 4441.16
  3. SECNAVINST 5212.5
  4. SECNAVINST 5215.1
- 3-74. Allowance change request-fixed (ACR-F) should be submitted on which of the following forms?
1. DD Form 1348
  2. DD Form 1384
  3. NAVSUP Form 1375
  4. OPNAV Form 4790/60

