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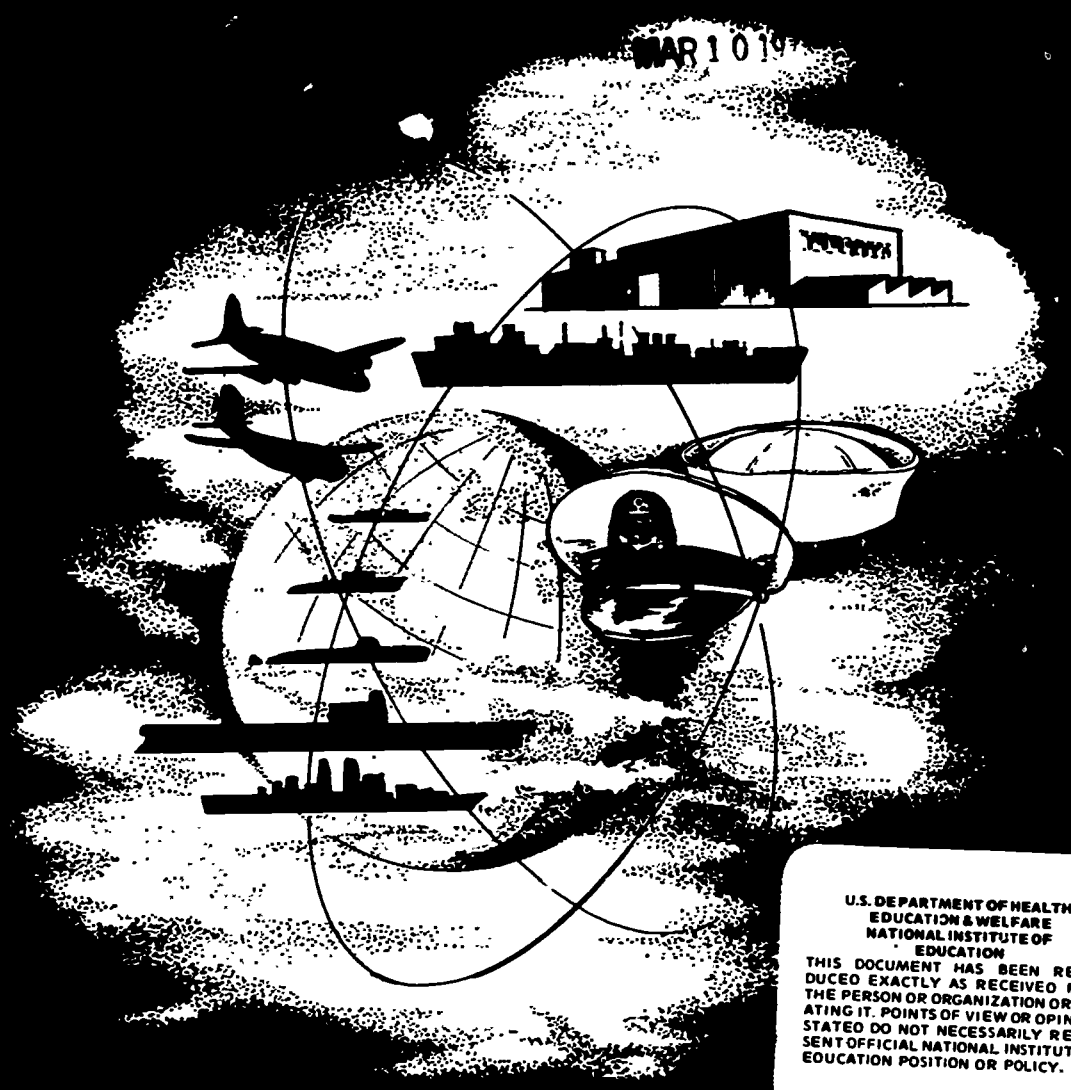
ABSTRACT

The training manual is designed to help the trainee meet the occupational qualifications for performance of duties and for advancement to Storekeeper First Class (SKI) and Chief Storekeeper (SKC). Chapter one provides introductory information (requirements for advancement, sources of information, billets, customer relations, and rewards and responsibilities) that will help the trainee in working for advancement. Chapters 2 through 11 deal with: administrative duties; Navy supply system; inventory management; procurement, receipts and expenditures; shipping; afloat funding and accounting; afloat reports; stowage afloat and ashore; automated supply procedures; and supply problems which are not routine in nature. A six-page subject index is appended. (Author/BP)



STOREKEEPER 1 & C

NAVAL EDUCATION AND TRAINING COMMAND

RATE TRAINING MANUAL NAVEDTRA 10270-F

PREFACE

This rate training manual was prepared by the Naval Education and Training Program Development Center, Pensacola, Florida, for the Chief of Naval Education and Training. Technical assistance was furnished by the Service School Command, Naval Training Center, San Diego, California and various offices of the Naval Supply Systems Command.

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

CONTENTS

Since completion of this revision, Federal Stock Numbers have been converted to National Stock Numbers. The only difference between the FSN and NSN is the addition of two numerical digits between the FSC and the National Item Identification Number (NIIN) to indicate the country of origin. The NSN is written as shown in the following example:

1H498Ø-ØØ-281-2915

VALIDATION OF EQUIPMENT

The Ship Equipment Configuration Accounting System (SECAS) replaces the Ship Electronic Installation Record (NAVSHIPS 4110) and the Preliminary Equipment Component Index (PECI). SECAS is a program which identifies shipboard equipment/components, precisely locates the identified items, records all associated data, verifies accomplishment of specific engineering changes, and provides this data to engineering, supply support, and operational managers. Presently, SECAS validates only electronic equipment. SECAS validation of HULL, Mechanical, and Electrical (HM&E) will commence in FY 1975.

CHAPTER 1

STOREKEEPER ADVANCEMENTS

This training manual is designed to help you meet the occupational qualifications for performance of your duties and for advancement to Storekeeper First Class and Chief Storekeeper. Chapters 2 through 11 deal with the subject matter of the Storekeeper rating. The present chapter provides introductory information that will help you in working for advancement. It is strongly recommended that you study this chapter carefully before beginning intensive study of the remainder of the manual.

SCOPE OF THIS MANUAL

Before studying any book, it is a good idea to know the purpose and scope of the book. Here are some things you should know about this training manual:

- Its purpose is to provide you with information on the occupational qualifications for advancement to Storekeeper First Class and Chief Storekeeper.
- The Nonresident Career Course (or locally prepared examination) based on this manual must be satisfactorily completed before you can be advanced to SK1, whether you are in the Regular Navy or the Naval Reserve.
- This manual is designed to give you only information on the Storekeeper requirements for advancement to SK1 and SKC. *Military Requirements for Petty Officer 1 & C*, NAVEDTRA 10057-C contains information pertaining to the military requirements for advancement.
- This training manual includes information that is related to both the knowledge factors and the practical factors of the qualifications for advancement to SK1 and SKC. However, no training manual can take the place of actual on-the-job experience for developing skill in the practical factors. The training manual can help you understand some of the why and wherefores, but you must combine knowledge with practical experience before you can develop the required skills. The Record of Practical Factors, NAVEDTRA 1414/1, should be utilized in conjunction with this training manual whenever possible.
- Information can be organized and presented in many different ways. You may find it helpful to get an overall view of the organization of this training manual before you start to study it.
- This manual is designed for the specific purpose of helping you prepare for advancement. It IS NOT a regulatory publication and should not be used as a reference in your day to day work assignments.

REQUIREMENTS FOR ADVANCEMENT

At this point in your career you should be familiar with the requirements an individual must meet in order to compete in the navy-wide examination (time in grade, recommendation by your commanding officer, etc.). You also should know that advancement is not an automatic occurrence.

FINAL MULTIPLE

As indicated above, meeting requirements for advancement simply makes you eligible to participate in the navy-wide examination for your rating and rate level. You must pass that examination to become eligible for advancement.

The number of men in each rating and rate is controlled; that is there are only a certain number of SK1 or SKC billets available; therefore, advancements are limited by the number of vacancies that exist. When the number of men passing the examination exceeds the number of vacancies, some system must be used to determine which men are advanced and which are not. The system used is the "final multiple" and is a combination of three types of advancement systems:

Merit Rating System
Personnel Testing System
Longevity, or Seniority System.

The Navy's system provides credit for performance, knowledge, and seniority, and while it cannot guarantee that any one person will be advanced, it does guarantee that all men within a particular rating will have equal advancement opportunity.

A change in promotion policy, starting with the August 1974 examinations, changed the Passed-But-Not-Advanced (PNA) Factor to the High Quality Bonus Point (HQP) factor. Under this policy, a man that passed the examination, but was not advanced can gain points toward promotion in his next attempt. Up to three multiple points can be gained in a single promotion period. The points can then be accumulated over six promotion periods up to a maximum of 15. The addition of the HQP factor, with its 15-point maximum, raises the number of points possible on an examination multiple from 185 to 200. This gives the examinee added incentive to keep trying for promotion in spite of repeated failure to gain a stripe because of quota limitations.

The following factors are considered in computing the final multiple.

FACTOR	
EXAMINATION	
PERFORMANCE	
Leadership	
All Other	
EXPERIENCE	
Awards & Medals	
Total Active Service (1 per yr)	
Time in Present Grade (2 per yr)	
HQP (maximum 3 per exam cycle)	

All of the above information (except the examination score and the HQP factor) is submitted with your examination answer sheet. After grading, the examination scores, for those passing, and the HQP points (additional points awarded to those who previously passed the examination but were not advanced) are added to the other factors to arrive at the final multiple. A precedence list, which is passed on final multiples, is then prepared for each pay grade within each rating. Advancement authorizations are then issued, beginning at the top of the list, for the number of men needed to fill the existing vacancies.

KEEPING CURRENT ON ADVANCEMENT

Remember that the requirements for advancement are subject to change from time to time. Check with your division officer or with your training officer to be sure you have the most recent requirements when you are preparing for advancement and when you are helping lower rated men to prepare for advancement.

SOURCES OF INFORMATION

In order to adequately prepare for advancement you need a thorough knowledge of the references to consult for detailed, authoritative, up-to-date information on all subjects related to the military and occupational qualifications for the Storekeeper rating.

Most publications you will use while preparing for advancement, as well as those you use in the normal course of your duties are subject to periodic change or revision. Some changes are made at regular intervals; for example, changes to *NAVSUP P-485* are made almost monthly. Other changes are made as the need arises. When using any publication that is kept current by means of changes, be sure you have a copy in which all changes have been entered.

MANUAL OF QUALIFICATIONS FOR ADVANCEMENT

The *Manual of Qualifications for Advancement*, NAVPERS 18068C (QUALS manual) gives the MINIMUM military and occupational requirements that must be met for advancement to each rate within each rating. Changes are made to the QUALS manual as often as necessary to meet current requirements within a rating.

Referring to figure 1-1 you will notice that the qualifications are broken down by both job description (a section on Appropriations, Allotments, and Functional Accounts, a section on Material Identification and Procurement, etc.) and then by practical factors (a task that

QUALIFICATIONS FOR ADVANCEMENT		Required for Advancement to SK
B.	APPROPRIATIONS, ALLOTMENTS, AND FUNCTIONAL ACCOUNTS - Continued	
2.00	Knowledge Factors	
.01	Title and symbols of frequently used appropriations and funds	E-4
.02	Types of appropriations and funds and differences between uses and purposes of each	E-4
.03	Symbol numbers of frequently used stores accounts and end-use functional accounts	E-4
.04	Sources of Navy appropriations and their relationship to supply accounting and reporting	E-4
.40	Regulations pertaining to obligations, restrictions, and responsibilities	E-5
.41	Minimum records required for operating-target amounts and departmental budgets, afloat	E-5
.59	Method of constructing and interpreting functional accounts:	
	a. Afloat	E-5
	b. Ashore	E-6
.80	Regulations pertaining to appropriations, allotments, and departmental budgets	E-7
C.	MATERIAL IDENTIFICATION AND PROCUREMENT	
*1.00	Practical Factors	
.01	Maintain requisition logs and files	E-4
.02	Prepare appropriate documents to procure general stores, equipage, repair parts, and subsistence items	E-4
.03	Identify symbols and markings used on bar metal, gas cylinders, fuel drums, and acid carboys	E-4
.04	Identify and classify general stores, equipage, and repair parts	E-4
.05	Determine and apply appropriate material requirements priority numbers	E-4
.06	Translate information punched into IBM cards	E-4
.40	Determine routine requirements for general stores, equipage, repair parts, and subsistence items	E-5
.41	Use allowance lists in determination of requirements and in procurement	E-5
.42	Procure, from approved sources using approved methods, required general stores and technical stores	E-5
.60	Check and approve routine stock requirements submitted prior to final preparation of requisitions; and check and approve prepared stock requisitions prior to their formal submission	E-6

*Denotes change

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June 1971

91.576(SK)

Figure 1-1.–Sample page from *Manual of Qualifications for Advancement.*

must actually be performed) and knowledge factors (background information, such as knowledge of procedures, regulations, or technical matters, required to perform a task or group of tasks) for qualifications within that job. These practical and knowledge factors, in their entirety, are identical to the *Record of Practical Factors*, NAVEDTRA 1414/1 (formerly NAVPERS 1414/1) that must be satisfactorily completed for each rate level before you can participate in the Navywide examination for advancement.

You will also notice in figure 1-1, that each QUAL is assigned a rate level. When preparing for advancement you should remember that you are responsible not only for those QUALS assigned to the rate level you are preparing for, but also for all QUALS assigned to lower rate levels.

BIBLIOGRAPHY FOR ADVANCEMENT STUDY

The *Bibliography for Advancement Study*, NAVEDTRA 10052, lists by rate all the publications that are available for your use when studying for advancement. Some of the publications shown in the bibliography are mandatory and either the publication or the Nonresident Career course for the publication must be satisfactorily completed before you can be advanced. For example, this training manual is listed in the bibliography as mandatory and must be completed prior to being advanced to SK1.

Like the QUALS manual described earlier, the bibliography gives the rate level for each publication or section of publication listed. You can be tested on the information provided in any publication for the rate level you are preparing for and all lower rate levels.

Both the *Bibliography for Advancement Study* and the *Manual of Qualifications for Advancement* are normally available for your use in the personnel office or training office of your command.

RATE TRAINING MANUALS

Rate training manuals are written to help trainees prepare for the performance of their duties and for advancement.

Some are general in nature and are intended for use by more than one rating; others (such as this one) are specific to the particular rating.

Rate training manuals are revised from time to time to bring them up-to-date. The revision of a manual is identified by a letter following the NAVEDTRA number. You can tell whether a manual is the latest edition by checking the NAVEDTRA number and the letter following the number in the most recent edition of the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061 (series).

Non-Resident Career Courses are available for rate training manuals and should be utilized whenever possible to help you get a thorough understanding of the material presented in the rate training manual.

When preparing for advancement to SK1 or SKC, you should at least review the material presented in the *Storekeeper 3&2* rate training manual. Much of the information presented in this manual is based on the assumption that you are familiar with the material in the *Storekeeper 3&2* manual.

BILLETS

Upon advancement to Storekeeper First Class or Chief Storekeeper, you should expect assignments of greater responsibility. On large ships or at shore stations, you will probably be in charge of one large area of the supply department, such as the storerooms or the stores office. On smaller ships such as DD or DE types you may be assigned as the leading Storekeeper in charge of the entire storekeeping function on your ship. On still smaller ships and stations you may be assigned to a unit that doesn't have a Supply Corps officer attached. In this case you would be responsible to a line officer for all supply functions.

The important thing to remember is that no matter what the billet, or where the billet is located you will be the person expected to provide the answers to most questions and problems that arise in the day to day operation of the stores function of your supply department.

CUSTOMER RELATIONS

Everyone realizes the need for improved customer relations. YOU EXPECT to be treated with courtesy when you ask a question at the disbursing office, and be given good service when you go to the ship's store. The same thing holds true for the man who comes to the stores office or your storeroom to draw a part or get some information on a parts problem.

Improved customer relations can only be realized through a conscientious effort on your part to understand the problems others may have when they come to you for help. Remember, what is a simple, routine matter to you may not be nearly that simple for your customer.

The following practices should be of help in improving the customer relations in your division:

- Give each and every customer your complete and courteous attention.

- Be alert! Try to remember the names of your customers and greet them by name. If you don't recall or don't know a man's name, ask him. No one likes to be referred to as "That guy" or "What's-his-name"

- Establish eye contact when greeting each customer, acknowledging that you are ready to receive his transaction.

- Speak on the customer's level; avoid technical supply terms that he may not understand.

- NEVER argue with the customer–refer his complaint to your leading petty officer or division officer if you can't resolve the problem.

- Excuse yourself for all interruptions diverting your attention from the customer.

- Treat each customer's request as an opportunity to provide service and not as an imposition.

Additional information on customer relations is contained in *The Navy Customer Service Manual*, NAVEDTRA 10119 and should be utilized as part of your division training program.

REWARDS AND RESPONSIBILITIES

Advancement brings both increased rewards and increased responsibilities.

You are probably well aware of many of the advantages of advancement–higher pay, greater prestige, more interesting and challenging work, and the satisfaction of getting ahead in your chosen career. You have probably also discovered the personal satisfaction found in developing your skills and increasing your knowledge.

Highly trained personnel are essential to the functioning of the Navy. In large measure, the extent of your contribution to the Navy depends upon your willingness and ability to accept increasing responsibilities as you advance in rate. When you assumed the duties of an SK3, you began to accept a certain amount of responsibility for the work of others. With each advancement, you accept an increasing responsibility in military matters and in matters related to the occupational requirements of the Storekeeper rating.

You will find that your responsibilities for military leadership are about the same as those of petty officers in other ratings, since every petty officer is a military person as well as a specialist. Your responsibilities for technical leadership are special to your rating and are directly related to the nature of your work. Managing and staffing of the supply office is of vital importance, and it's a teamwork job: it requires a special kind of leadership ability that can only be developed by personnel who have a high degree of technical competence and a deep sense of personal responsibility.

Responsibilities for administration, supervision, and training are discussed in chapter 2 of this training manual. Let's now consider some of the broader aspects of your increasing responsibilities for military and technical leadership.

- Your responsibilities will extend both upward and downward. Both officers and enlisted personnel will expect you to translate general orders into detailed, practical on-the-job language that can be understood and followed even by relatively inexperienced personnel. In dealing with your juniors, it is up to you to see that they perform their work properly. At the same time, you must be able to explain to

officers any important needs or problems of your men.

• You will have regular and continuing responsibilities for training. Even if you are lucky enough to have a highly skilled and well trained force, you will still find that training is necessary. You will always be responsible for training lower rated men for advancement. Also, some of your best workers may be transferred, and inexperienced or poorly trained personnel may be assigned to you. Or a particular job may call for skills that none of your personnel have. These and similar problems require you to be a training specialist who can conduct formal and informal training programs to qualify personnel for advancement and who can train individuals and groups in the effective execution of assigned tasks.

• You will have increasing responsibilities for working with others. Your plans and decisions will affect a large number of people, many of whom are not in the same office and not even in the same department. Therefore, you must understand the duties and responsibilities of personnel in other ratings. Every petty officer in the Navy is a technical specialist in his own field. Learn as much as you can about the work of other ratings, and plan your own work so that it will fit in with the overall mission of the organization.

• As your responsibilities increase, your ability to communicate clearly and effectively must also increase. Use correct language in speaking and in writing. Remember that the basic purpose of all communication is understanding To lead, supervise, and train others, you must be able to speak and write in such a way that others can understand exactly what you mean. When a situation calls for the use of standard Navy terminology, use it.

Still another requirement of effective communication is precision in the use of technical terms. A command of the technical language of the Storekeeper rating will enable you to receive and convey information accurately and to exchange ideas with others. A person who does not understand the precise meaning of terms used in connection with the work of his own rating is at a disadvantage when he tries to read official publications relating to his work. He is also at a great disadvantage when he tries to take the written examinations for advancement. Although it is always important for you to use technical terms correctly, it is particularly important when you are dealing with lower rated men; sloppiness in the use of technical terms is likely to be very confusing to an inexperienced man.

• You will have increased responsibilities for keeping up with new developments. Practically everything in the Navy—policies, procedures, equipment, publications, systems—is subject to change and development. As an SK1, and even more as an SKC, you must keep yourself informed about all changes and new developments that might affect your rating or your work.

Some changes will be called directly to your attention, but others you will have to look for. Try to develop a special kind of alertness for new information. Keep up to date on all available sources of technical information. And, above all, keep an open mind on the subject of supply.

CHAPTER 2

ADMINISTRATIVE DUTIES

As you advance in rate you will be expected to assume more of the administrative duties in your supply department. These may be confined to the stores division while you are a Storekeeper Second or Storekeeper First but could expand to include the entire supply department when you reach Chief Storekeeper.

The job of the senior petty officer is not best expressed as "taking over." Rather, it requires further education and effort on your part to acquire a more complete understanding of the functions of the supply department. More knowledge about the Storekeeper rating, and the ability to organize and plan work flow and personnel assignments is required so that the supply department is able to fulfill its mission of service to the ship.

This chapter discusses administrative duties that are normally assigned to an SK1 or SKC. It cannot, nor does it try to, present a "pat" answer to every problem that may arise. Instead, by emphasizing principles rather than procedures, you will be able to analyze the jobs you must accomplish and make an equitable distribution of work. As a competent supervisor, your job will also include efficient use of space available, effective personnel management in the assignment of jobs and conducting training.

This chapter will help you find the answers to such questions as:

1. What will my administrative duties be?
2. How do I effectively assign jobs to men working for me?
3. What methods of training are available for use in my supply department?
4. What can I expect during an Annual Supply Inspection?

PUBLICATIONS

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

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

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

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

- Briefly review the change and inform the supply officer of any significant changes in

procedures. (The change cover sheet normally identifies significant procedural changes.)

- Ensure prompt distribution of changes to appropriate publication holders.

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

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

- Include various publications in the formal training program.

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

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

DEPARTMENT OF THE NAVY PUBLICATIONS

NAVSUP Manual, volume 1 contains a list of publications pertaining to supply operations and provides instructions for procuring them. These publications are generally procedural in nature, and, with few exceptions, are automatically distributed to ships and stations requiring them.

TYCOM PUBLICATIONS

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

LOCAL PUBLICATIONS

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

Ship's Organization and Regulations Manual

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

Supply Department Organization Manual

The supply department organization manual is promulgated by the supply officer and approved by the commanding officer.

A supply department organization manual may vary in length from a few pages to a thick volume. It provides a comprehensive outline of the duties of each job in the department. The topics covered include but are not limited to:

- The general organization structure using as a guide the typical organizations given in *NavSup Manual*.

- The normal personnel allowance of the department and its divisions.

- The functions of the department and its divisions.

- The responsibilities of key personnel.

- The functions of the duty supply officer, duty Storekeeper, division duty petty officers, and galley watch captains.

- The flow of authority within the department.

- The distribution of the organization manual.

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

OPERATING INSTRUCTIONS

By now you are familiar with the directives system and the use of instructions and notices to supplement or change publications. However, the supply officer must promulgate certain instructions and it may be your job to assist in their preparation. These instructions contain specific actions or precautions which must be taken and implement the generalizations in the supply department organization manual.

Supply department instructions are prepared in accordance with the *Navy Directives Issuance System*, SECNAVINST 5215.1. *NAVSUP Manual*, volume I lists the following mandatory subject areas to be covered by supply department instructions and are referred to as mandatory instructions.

- Safety precautions and operating instructions for equipment operated by supply department personnel.

- Safety precautions for food preparation, including prohibiting the use of steel wool for cleaning food-handling equipment.

- Sanitary regulations for the general mess and related spaces and ship's store service activities.

- Hours of operation for ship's stores and related service activities.

- Regulations for the procurement, stowage, custody, inventory, and sale of tax-free tobacco products.

- Safety precautions and stowage procedures for semisafe and dangerous materials.

- Maintenance of a refrigerator log for entering temperature readings twice daily and at other times when considered necessary.

- Training program.

In addition to those listed above, instructions must be promulgated to cover topics required by the type commander or other competent authority. Instructions are submitted to the commanding officer for approval and then may be included as a part of the supply department organization manual or as a supplement to it.

Copies of instructions prescribing sanitary regulations, safety precautions, and equipment operating instructions should be posted in conspicuous places where they can be seen readily by the operators. When plastic laminated placards incorporating the requirements of cognizant commands or bureaus are posted, it is not necessary to prepare a supply instruction which duplicates the information.

The best organization manual and the best instructions are worthless unless fully promulgated. In Navy usage, promulgation comprises three operations of equal importance—issuance, ensuring that it is read (or heard), and ensuring that it is understood. The last two operations are frequently the responsibility of the SK1 or SKC.

The popular method of requiring the men to sign a statement to the effect that they have read and understood the organization manual or instructions fails to assure that the men actually do understand the contents sufficiently well to be able to comply with them.

The most important thing is to write the instruction in language that your most junior seaman will understand and then include these instructions in your training sessions.

CORRESPONDENCE

By this time you have probably typed more letters for the supply officer or your division officer than you like to remember, so we will not go into letter format. If you feel you need refresher work in letter format consult the *Department of the Navy Correspondence Manual.*

Lets talk about drafting correspondence.

When you get a letter requesting information, or when you need information from another command it will probably be you who drafts the reply or request for the supply officers signature.

There are three main steps in writing any letter. You must plan, organize and evaluate.

PLANNING THE LETTER

Before you tackle any task you must do some sort of planning in order to make your job easier and the results clear to all concerned. The same holds true for letter writing. In order for you to draft a meaningful letter you must have a clear knowledge of its purpose. Most Navy letters either request permission, action, or information, or reply to requests for information, action or permission. Not every letter will fall into these categories, but they serve as examples of how to plan a letter. For example, if the purpose is to request something, you must be certain the request is clearly and definitely stated. Usually there should also be a statement as to why the request is being made. When a letter is written in reply to one received, the receipt is generally acknowledged, not only by citing the letter as a reference but in the body of the reply. If a request has been made, the most important thing in the reply is a clear statement as to whether the request is granted or denied. Long letters frequently need a summarizing statement as the final paragraph.

ORGANIZING THE LETTER

Organizing the letter is simply the placing of all parts of the letter in their proper order. The order should be planned with the reader in mind. A letter of request, for instance, may begin with the request, followed by an explanation of why the request is made. The important thing is to see the body of the letter as a succession of complete units arranged in the most satisfactory order possible to maintain continuity from one unit to another.

EVALUATING THE LETTER

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

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

FILES

You probably have performed most of the filing operations required in the supply department and have coded correspondence according to the *Department of the Navy Standard Subject Identification Codes*, SECNAVINST 5210.11. Previously, however, you classified, coded, and filed material under direction. Now you will be answering questions you were asking not so long ago.

ORGANIZATION OF FILES

Any filing system is set up as a tool to make office procedures more efficient. Regardless of whether you are setting up a new filing system or working with an established system, the size and scope of the files should be determined by analyzing the filing requirements of your office. On smaller ships or stations where most of the supply department clerical work is performed in one office, it may be more convenient to

maintain one set of files for all supply functions. However, where each division performs its own clerical work apart from the supply office, a more workable arrangement would result if each division maintained the files that pertain to its functions.

Other factors that must be considered are:

- Amount of material to be filed.
- Frequency at which material must be retrieved from the files.
- Number of men using the office.
- Work flow within the office.
- And last but not least, the amount of space available for files.

You may choose to set up the entire filing system according to the *Navy Standard Subject Identification Codes*, or you may use this system for the general office files and use separate sections for copies of retained reports or returns. Here again, you must be guided by the factors stated above.

After the filing system has been set up, it should be evaluated. The question, "Is your filing system adequate?", is not answered by producing a cabinet full of neat, orderly, but empty file folders. Rather, the test of effectiveness is answered by:

- Accessibility.
- Ease and accuracy of filing.
- Ability to retrieve desired material without undue delay.

To ensure that material is accurately and promptly filed, definite responsibilities should be assigned. One man may be assigned the job of filing all papers, or each man in the office may be responsible for filing the correspondence and/or documents relating to his job.

Even though an adequate filing system has been developed and personnel properly indoctrinated in its use and maintenance, you must still exercise supervision over the files and take necessary action to prevent the files from growing beyond the point where they are manageable and practical. Two methods are used to prevent the files from becoming overstuffed with a worthless accumulation of paper. They are: (1) records disposal and (2) breaking the files.

RECORDS DISPOSAL

Instructions for disposal of official records are contained in *Disposal of Navy-Marine Corps Records*, SECNAVINST 5212.5 which is published in three parts:

Part I Department of the Navy's Records Disposal Program

Part II Retention Standards for Naval Records other than those of Individual USN and USNS Vessels

Part III Retention Standards for Records of Vessels of the United States Navy (USN) and United States Naval Ships in Service (USNS)

The retention standards provide broad guidelines for the length of time that various records must be retained on board and the disposal action to be taken following the retention period. As a general rule, most of the files generated by routine supply operations have a relatively short retention period and then may be destroyed. Records which have permanent value are transferred to a Federal records center at the end of the retention period. Since the records disposal instructions contain only broad guidelines, it is necessary to develop a disposal schedule which meets the needs of your office and the requirements of SECNAVINST 5212.5. Once established, the schedule for records disposal should be followed and not be put off until some future date when you will "have more time." Jobs accomplished during a flurry of "catch up" work usually are not performed as well as they would be if handled at the regular time. When disposing of overage files does not provide sufficient space for current files, the second method should then be employed.

BREAKING THE FILES

Breaking the files is accomplished by closing out a series of files on a specified date, transferring the closed-out files to a local storage location, and opening a new file series. When it is necessary to break files, it should be done on an annual basis: at the end of the fiscal year for fiscal and accounting records and at the end of the calendar year for correspondence and general files.

SPACE UTILIZATION

In discussing space utilization it is important to remember that afloat units are handicapped to some extent by having fixed furniture and equipment. That is, desks, file cabinets, and other furnishings are normally welded in place or otherwise permanently secured to prevent injury while underway. Also, the physical layout of the office or storeroom is, by design, a rather permanent condition. Ships' fittings and design features cannot normally be altered without NAVSHIPSYSCOMD approval, since any change could affect the ship's structural stability. This does not mean that improvements in space utilization cannot be made.

There are certain factors that can be considered in obtaining the most efficient use of the space you have available, before the move is made. It may be a good idea to draft a floor plan with furniture and equipment drawn to scale. You will save yourself and others a lot of hard work if you know what you are going to do before you start rearranging. You may make such a floor plan even more meaningful by drawing lines to show the flow of work in your office.

Location of furniture and equipment should facilitate the work. That is, if the job of a certain Storekeeper requires frequent access to certain files, make sure that he can get to them without spending half the day walking back and forth. If equipment is readily movable, move it to the work instead of carrying the work to the machine.

Units and individuals having the most frequent contacts should be located in close proximity.

Personnel having heavy in-and-out traffic should be located near the entrance.

Arrangement of equipment and facilities should allow for effective supervision.

Files, supply cabinets, and records should be conveniently accessible to those who use them.

Personnel using the same equipment should be located together; noisy machines should be grouped to minimize interference with other work.

Whenever possible, it is well to have a window, suitably placed, through which business can be transacted. By this means, a lot of unnecessary traffic through the office can be avoided and better security achieved. In a larger space, an expanded metal partition with a window opening or properly placed desks will give you the desired security and traffic pattern.

When planning storeroom utilization, the type and usage of stores must be considered. This should include the bulk, weight, and volume of items to be stored; access to the storeroom for receipt and stowage; access to the storeroom for breakouts and issues; security of stores; and the frequency of demand for the items.

PERSONNEL MANAGEMENT

One of the concerns of personnel management is the assignment of personnel on the basis of capacity and interest to perform specific functions, duties, and tasks. It involves recognizing that every individual uses a basic knowledge, skill, or ability in performing a task and that each person's capacities should be fully utilized. In dealing with these dynamic aspects of an organization, you are not expected to be a management engineer. However, as a senior petty officer, you should be able to exercise your leadership responsibilities in dealing capably with human relations. In this sense, leadership can be defined as the capacity to direct or influence the behavior of others toward specific goals. In carrying out this mission, your responsibilities do not stop with the assignment of duties and the delegation of authority; you also must control the functions.

PERSONNEL ASSIGNMENT

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

What Are the Jobs?

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

The list should not be limited only to routine work, but it should include reports as well as the jobs that are performed less frequently.

What is Required?

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

Operation performed
- Where performed
- Knowledge required
- Skill and experience required
- Equipment and material required

Information required to perform
- How obtained
- Where obtained

Time required to perform
Frequency of operation
Disposition of completed work
Related jobs

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

Who Can Do the Job?

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

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

However, with all the inventorying and analyzing, don't forget that you are dealing with men and not stores. Try to find out something about the man you are assigning. He may have special aptitudes, interests, physical characteristics, or personality traits which make him particularly well suited or very unsuitable to certain tasks. These traits should be considered when making assignments. This is not to say that your men should be coddled, but a man doing a

job that he likes and is well suited for will do a better job with less supervision.

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

Job Rotation

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

One way to do this is by job rotation. As men become proficient in their jobs, they should be considered for reassignment to different jobs. They probably will learn faster if the new job is related to the old one, and, if possible, personal preference should be one of the factors in deciding new assignments.

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

Everyone benefits when more than one man is qualified to handle each of the jobs in the department.

- The ship benefits since, in an emergency, there will be someone to take over a job.

- You benefit because your job of planning work and leave schedules is easier since the most efficient use can be made of personnel.

- The man benefits because of his feeling of accomplishment and pride in his work and his chance of advancement is greatly increased.

TRAINING

Training in the Navy serves a "double-barreled" purpose. It serves the Navy's need by providing men who have the knowledge and skill necessary to perform their jobs. It serves the man's need by enabling him to gain the prestige and higher pay that goes with advancement in rate.

When you receive a new man in your department or division, whether from "A" school or another ship, station or department on your ship, his training and YOUR learning should start.

If the man comes from "A" school, you have some idea of his knowledge and some idea as to how you can best utilize his talents. If the man comes from another ship or station his service record may provide some idea as to his experience and capabilities. A man from another department on your ship is generally without supply experience and you must spend some additional time with his individual training.

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

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

Once you have determined the training requirements for your department you must implement a meaningful training program to ensure each man in the department receives the best available training. Several methods of training are discussed below.

Navy Schools

The Storekeeper courses offered by Fleet Training Commands should not be overlooked in your training program. These courses vary in length from the complete Storekeeper "A" course down to 1 and 2 week package courses on individual areas of the Storekeeper rating. All these courses offer an excellent means of affording your men the advantage of Navy schooling without, in most cases, the disadvantage of losing them for a long period of time or

permanently. These schools are organized by the Navy Training Commands of each coast, who provide instructors and training material. Fleet input to the schools is controlled by the FLTTRACOM, and announcements as to subject matter, convening dates, and quotas are usually contained in FLTTRACOM or TYCOM instructions. These courses are currently offered at various locations in order to provide maximum availability to shipboard personnel.

Shipboard Training

Shipboard training consists of a regular formal training program and on-the-job-training. Both methods are effective when properly planned and carried out. *Military Requirements for Petty Officer 1&C*, NAVEDTRA 10057-C, Chapter 6, contains detailed information on development of good individual training methods and should be referred to when establishing a training program.

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

INFORMAL TRAINING–Informal training, or on-the-job training as it is popularly called, is best used to teach a specific job or part of a job to one or two people. It may be the intensive training and supervision of an individual to ensure he is learning his job correctly, and understands the reasons for the job, or the simple act of answering a question pertaining to a job.

No matter how on-the-job training is applied in your department, remember, it is not a substitute for the formal training program.

The training you offer, both by formal and on-the-job training, should accomplish three purposes:

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

SUPERVISION

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

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

Nearly everyone has a built-in competitive spirit that can be used to advantage. Competition may exist between men of different storerooms between storeroom and office personnel, between supply divisions, or between departments. However, there is considerable difference between goodnatured bantering and petty bickering, and, if you sense that worthwhile competition is being replaced by petty faultfinding, it is time to rechannel the misdirected energy.

Span of Control

The number of individuals you can supervise adequately will depend on the work you have to do and the amount of your time required for its accomplishment. The number of personnel directly supervised by one person should generally not be less than three nor more than seven. If the functions of your office are fairly routine, the span of control may be larger. However, when you find yourself bogged down, spending your time on routine details to such an extent that you can not find time for supervision or for your special duties, then it is time to reduce your span of (direct) control. Always retain your overall authority and supervision, but when necessary break down the span into groups, by related jobs, of 4 or 5 men.

Each group should be headed by a petty officer responsible to you for the professional (and sometimes military) performance of the men in his group. This leaves you free to supervise broadly, to concentrate on problems needing special attention, to handle special work assigned by YOUR supervisor and to attend to those duties which can be performed only by the leading Storekeeper.

Unity of Command

Unity of command simply means that a person should report directly to and receive orders from one superior. When you assign responsiblity to a petty officer for a group of men he should have control and he alone should issue orders to and receive reports from that group. Unity of command also requires that the petty officer knows whom he directs and to whom he reports; and that the men of the group understand to whom they report.

Authority Equals Responsibility

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

How Much Supervision?

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

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

One mistake commonly made by less experienced supervisors is to do a great deal of observing but apply very little thought to what is observed. A successful supervisor often gets more out of a brief, casual visit than another would get from standing around for an hour watching the man at work. This is because he makes a practice of knowing as much as possible about each man, and when he is near him he really concentrates on what the man is doing and how he is doing it. He usually adopts a casual manner to spare the man embarrassment, but there is nothing casual or careless about the supervision he is exercising.

Avoid, if possible, the type of criticism which merely condemns. Most workers mean to do their jobs well most of the time. If you start with this assumption, you will find that you have ranged yourself on the side of the worker rather than against him. If you take it for granted that he means to do well and you can offer him help in doing better, there is no need for him to fear you or feel antagonism toward you. However, don't make the mistake of trying to explain this to the man. Just adopt a spirit of helpfulness as your fundamental attitude and make it a basis of your comments and actions. When you see one of your men doing something entirely wrong, your purpose is not merely to

stop him, but also to start him doing the job right. So, instead of just saying, "Don't do it that way!" tell or show him how to do it correctly. Most men will sense your attitude and respond to it.

When you have given criticism, you should carry through to see that your directions are being followed. Again, don't be too fussy or obvious about it, but be sure that you do the necessary checking. The kindness and friendliness you show in all dealings with subordinates, including criticism, should not be taken as an indication of weakness, but should be underlaid by a firm purpose to get the work done.

The technique of good supervision has been described as iron hand in a velvet glove. This infers complete control of the work and workers while maintaining a spirit of cooperation and encouraging initiative.

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

ANNUAL SUPPLY INSPECTION

Probably the most misunderstood event you will encounter in supply operations is the Annual Supply Inspection (ASI). Many storekeepers feel this is just a system designed to show how ineffective their supply department is. If YOU feel your department doesn't measure up under pressure, chances are it does not.

The Annual Supply Inspection is conducted by a Supply Corps officer, normally on the staff of the type commander, on an unscheduled basis. It is designed to provide guidance and assistance when needed and it rates the overall effectiveness of the supply department in relation to supply departments on other ships of simular type and mission. In general, the procedures and methods in effect are examined to determine whether they are in accord with prescribed or approved standards, and records and reports are examined to determine whether they meet the requirements of law and regulation. *NAVSUP P-485* specifically directs the inspecting officer to:

- Evaluate the effectiveness of the inspected command or activity in the performance of assigned mission, functions, and tasks.

- Determine the adequacy of resources available to the inspected command or activity as to quantity, quality, and management in the performance of assigned mission, function, and tasks.

- Evaluate the effect of any deficiencies in either administration or resources on the ability of the inspected command or activity to perform its assigned mission, function, and task.

- Recommend, via the chain of command, appropriate action to correct deficiencies. The inspection report is to include both unsatisfactory and meritorious conditions noted during the course of the inspection.

Preparation for ASI

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

Another source of information is the inspection checkoff list which is frequently distributed prior to the inspection. By using this and the report of the last inspection, you can conduct your own inspection far enough in advance so that deficient areas can be corrected. Preparing for the inspection will produce the best results when you use it as an opportunity to step back and take a good, hard, objective look at the operations of your department. In this way you will be able to see it much as the inspecting officer will and make improvements where they

are needed. You may prefer to ask an officer or senior petty officer from another supply department to conduct your "pre-inspection" since someone else may be more objective in his approach.

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

CHAPTER 3

NAVY SUPPLY SYSTEM

Much of this chapter will deal with familiar commands in the Navy and Defense Supply Systems. By now you have heard of and probably dealt with such places as DCSC, GSA, SPCC, etc., during some point in your career. When you encounter receipts from these places, or order supplies from them, have you ever asked yourself "Why?" Why is there such an elaborate supply system? How do the various levels of the system work together to provide effective supply support, not only to the navy, but, to all branches of the armed forces? And, just as important, how do I, as a Storekeeper, fit into this mammoth but highly effective system?

This chapter discusses the meaning and application of logistics—through the Defense Supply Agency and the Navy Supply System—so that you will be able to identify the supply department afloat and ashore as being an integral part of the Navy Supply System and to relate the mission and functions of the Navy Supply System to the overall mission of Defense logistics.

LOGISTICS

The obvious first purpose of military organizations is combat. But the fighting forces need to be administered and supported. By official definition, logistics encompasses all that part of military activity not included in strategy or tactics. Strategy is concerned with the general plan for the employment of the fighting forces while tactics refers to specific maneuvers, combat moves, and special techniques of fighting. An excellent definition of logistics is that given by the former Secretary of the Navy James Forrestal:

> "Logistics is the process of providing what is needed when it is needed where it is needed. It embraces the supply and distribution of men and materials. It involves forecasting requirements. It is the scheduling production, assembly, storage, distribution, maintenance, repair, and replenishment of equipment. It is the procurement, training, billeting, feeding, distribution, staging, hospitalization, replenishment, and rehabilitation of personnel."

As thus described, logistics includes the tasks of recruiting, training, and administering personnel, as well as providing and maintaining equipment, and supplying material to the combat forces. But in the usual language of military men, the former task is referred to as personnel management or personnel administration, and the term logistics normally is considered to relate to material matters or the area understood to be included in material logistics. Thus all that has to do with bringing the material resources of the national economy to the support of our combat forces is encompassed in the term logistics.

The elements of logistics have been with us a long time, and military planners have realized that the three principal requirements of strategy—the range at which the fleet is required to operate effectively, the mobility with which it can shift its striking power over a large area, and the size of the force used—relies heavily on logistics.

It is obvious that the Navy Supply System is intimately concerned with the problems of logistics, and that logistic demands determine the activities of the Navy Supply System. Therefore, to know the principles of the Navy Supply System, it is necessary to know the principles of logistics.

PRINCIPLES OF LOGISTICS

The basic principles of logistics remain the same—war or peace, and it has been found that five major elements plus a variety of minor considerations comprise the basic principles of any logistic operation.

First of all, any wartime logistic operation must be in support of combat or tactics, and not for the purpose of combat itself. This consists of the actions necessary to supply technical or special supplies and equipment (including design and construction of ships), general supplies and equipment, subsistence, and fuel. Usually it will include procurement, distribution, organization, installation, and control for each item involved.

The second essential characteristic of logistic operations consists of the maintenance and repair of material after it is in its proper position to be used. This requires that the necessary facilities be provided in addition to personnel who are qualified to perform the needed maintenance and repair.

The third characteristic consists of transportation of equipment and personnel to support combat operations. To be in support of combat operations, it is not necessary that the equipment or personnel be strictly combatant in character. It could be material and personnel necessary to establish and maintain an activity which will provide combat support, such as an aircraft repair shop. The movement of personnel, equipment, and supplies, whether by land, sea, or air, is logistic in character since it supports combat operations.

The fourth element of logistic operations is the subsequent removal of men and material. This includes: (1) the medical and casualty evacuation with the attendant hospital ships, hospitals, air evacuation, and so on; (2) the salvage of material, both that of the United States and of the enemy; and (3) the handling and administration of the enemy's population. This last activity includes reports, interrogation, custody, and civil administration of enemy civilians.

The fifth element pertains to the construction of facilities. This includes construction not only of base facilities but of such active or passive fortifications as air-raid shelters, enplacements for heavy guns, warehouses, piers, and roads.

In addition to these basic elements, there are a number of miscellaneous activities which are primarily operational but which might also be classed as logistic since, in the final analysis, they are not combatant in themselves but merely tend to support the combat operations. These include aerology, communications, target service, general health measures, general intelligence, public relations, psychological warfare, as well as many similar activities.

The above description refers principally to military logistics. However, modern warfare also requires participation of the civil population and mobilization of the industrial economy. This has resulted in the establishment of "civil logistics."

The term "civil logistics" refers to the mobilization of production facilities, raw material, capital, or labor, required to support the Armed Forces in their actual contact with the enemy. It includes the organization and control of all natural resources which are at the disposal of the Government for the waging of war. It is obvious that in modern "total" warfare, the manufacture of steel is as important to the war effort as the firing of the weapon made of that steel, even though the manufacturing process may be less spectacular.

Productive facilities are, with some exceptions, civilian organizations, and it is generally considered appropriate that the management and control of such activities should also be civilian affairs. Military dominance of industrial mobilization is limited largely to the determination of military requirements, their relative urgency, and the actual employment of the products of the civilian economy.

LOGISTIC PLANNING

The success of any military campaign, exercise, maneuver, or role of the United States in any operation, depends in large measure on planning. Planning is inescapable.

Planning starts long before hostilities begin. Preliminary plans usually are roughed out on a national scale by a staff of experts. These planners have access to the highest levels of information and are equipped with voluminous

tables of basic allowances and consumption. They work out programs, together with approximate estimates as to how many ships, men, planes, and how much fuel, food, and other supplies will be required. Next, they survey the production schedules and war potentials of our own and allied countries to be sure that sufficient materials will be on hand for the Navy, Army, and Air Force, based on their missions.

When the master plan has been decided, subsequent departmental planning is done—down through the various chains of command. In the Navy, each material command, bureau, fleet commander, type commander, and their subordinates, work out estimates of what material, manpower, and how much time will be required to perform its mission. Within the Navy, programs are built around the basic elements of the Navy—ships, aircraft, bases, ordnance, and personnel. Subsequent decisions and supporting plans which evolve at the lower levels are forwarded to top Navy planners for approval and subsequent integration into the overall plan.

After strategic plans have been approved, logistic planning must anticipate the demand for material, personnel, and services to meet the operational requirements. This planning must predict what will be required, how much will be required, when it will be required, where it will be required, and how it will be transported.

Each of the military services has its own supply system which is concerned not only with planning, but also with "delivering the goods." In addition to preparing plans for possible future actions, these supply systems must be able to provide the day-to-day operating requirements of their services during peace time or limited hostilities.

In the same manner that operation plans are coordinated within the Department of Defense, many of the supply functions of the military services are coordinated within the Defense Supply Agency.

Since you are not likely to be involved with logistic planning, the balance of this chapter will concern itself with the support functions of the Navy Supply System in meeting routine requirements, its relation to DSA, and how it affects your ship.

DEFENSE SUPPLY AGENCY

The Defense Supply Agency (DSA) was established as an agency of the Department of Defense to provide centralized management of common supplies and services for all military departments and other agencies of DOD. At the present time, close to 60% of the line items in the integrated Navy Supply System are managed by DSA. These items are all identified by the numeral 9 proceding the alphabetic cognizance symbol. The one exception is cognizance symbol 9Q which is managed by the General Services Administration (GSA).

DEFENSE SUPPLY CENTERS

The field organizations of DSA are the Defense Supply Centers (DSC). These six centers, each responsible for a certain type of material, are responsible for providing the most effective and economic support of items common to various military departments and other DOD components.

Responsibilities

In addition to the major responsibility noted above, DSC's are also responsible for:

- A wholesale distribution system for assigned supplies.
- Performing or arranging for material inspection of assigned supplies.
- The administration and supervision of the federal catalog program and such other programs as may be directed by SECDEF.

Replenishment Requirements

It is the responsibility of each service to determine the kinds of supplies and equipment needed, and the quantity needed per operating unit; the defense supply centers compute the replenishment requirements on all the items under DSA management. These computations take into account the demand history recorded

by the DSC's on each item of supply and program requirements furnished by each service.

Distribution Activities

Material distribution functions within the Defense Supply System are performed by defense depots and specialized support depots.

DEFENSE DEPOT—A defense depot is a storage point for DSA material. Issue of material from a defense depot is centrally controlled by the cognizant DSC. Defense depots cannot accept requisitions directly and issues are made only when directed by the DSC.

SPECIALIZED SUPPORT DEPOT—Specialized support depots (SSDs) have been established by the DSA to provide direct support to Navy customers. SSDs are located at NSC, Norfolk and NSC, Oakland. Unlike defense depots, the SSDs have the authority to receive requisitions direct from the host NSC and make issues locally. Although SSDs are located within the NSCs, their stocks are owned and managed directly by the cognizant DSC.

Defense Supply System Operation

Figure 3-1 illustrates the typical operation of the DSA supply system in filling a requisition submitted by an afloat customer. Remember, even though NSC Oakland is a SSD, the requisition from the ship was submitted to the Navy activity (NSC Oakland), not directly to the SSD.

GENERAL SERVICES ADMINISTRATION

The General Services Administration (GSA), while not a field activity of DSA, provides common use items such as paint, paper, hand tools, and cleaning gear to the various military services and other DOD components. Items managed by GSA are identified by cognizance symbol 9Q in the NMDL. Items appearing in the various GSA handbooks that do not appear in the NMDL are considered nonstandard and are subject to the rules for procurement of nonstandard material.

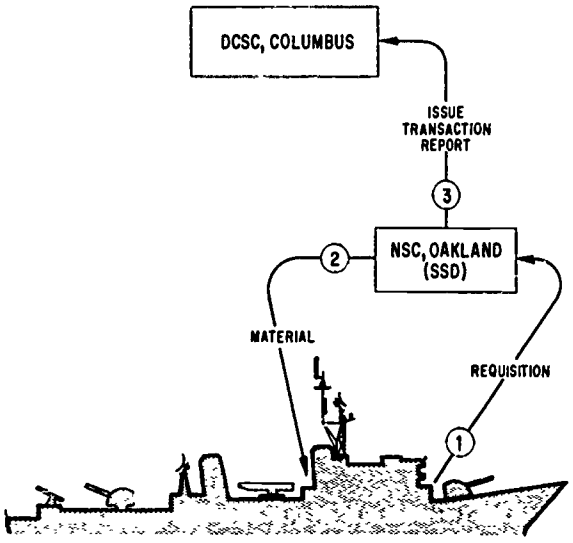

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Figure 3-1.—The Defense Supply System.

NAVAL MATERIAL COMMAND

When one mentions the Navy Supply System, the Naval Supply Systems Command (NAVSUP) is usually the first organization to come to mind. While NAVSUP is an important part of the Navy Supply System it is only one of many System Commands involved in the logistic operations of the Navy Department.

Starting with WWII equipments and systems were being developed and installed at such a rapid pace that the then "material bureaus" were no longer able to effectively manage the logistic problems of the advances. In order to be more responsive to the logistic requirements of the operating forces, the Navy was reorganized. This reorganization resulted in the establishment of the Navy Material Command. The Navy Material Command is directly responsible to the CNO and has six subordinate systems commands:

Naval Air Systems Command
Naval Electronics System Command
Naval Facilities Engineering Command
Naval Ordnance Systems Command
Naval Ship Systems Command
Naval Supply Systems Command

The primary mission of the Navy Material Command is logistics, and the coordinated efforts of the six systems commands are in support of that mission. This mission, briefly stated, is to plan for and develop the resource capabilities and readiness to meet material support needs of the Operating Forces of the Navy and the Marine Corps.

NAVAL SUPPLY SYSTEMS COMMAND

As mentioned above, NAVSUP is just one command in the Naval Material Command. However, to you, as a Storekeeper, it is possibly the most important in your immediate supply operations.

NAVSUP is responsible for the development and supervision of the Navy Supply System. It must combine in one system all supply and distribution functions so that it can meet its objective of responsive and efficient material support to the Operating Forces. The Navy Supply System operates at and must be responsive to all levels of command. It is not enough to develop only those capabilities which will enable the system to meet the needs of one task force, or one fleet. The Navy Supply System must be able to respond to any and all needs of the Operating Forces and their related support activities. The responsibilities assigned to NAVSUP also include:

- The administration of the Navy Supply System, the Navy Stock Fund and other administrative duties.

- Providing technical guidance for Navy material to activities of the Navy and Marine Corps, on provisioning, cataloging, inventory management, transportation, receipt, storage and other functions.

- The maintenance of official stores accounts for Navy material in store entrusted to the custody of an accountable officer.

- Research and development efforts associated with the functions, methods, equipments, and material assigned.

- The data processing applications for supply management within the Navy Material Command.

A more complete list of NAVSUP's responsibilities is contained in both *NAVSUP Manual* volume I and *NAVSUP P-485*.

In order to effectively support its mission NAVSUP must rely heavily on the other systems commands for technical advice pertaining to equipment and material requirements they manage. In return NAVSUP furnishes supply management methods and guidance to other commands and offices.

As you study the following, you will see how the many functions are interrelated so that the Navy Supply System can support your ship or other element of the Operating Forces. You will also see how the supply department, afloat or ashore, functions in much the same way in meeting the needs of the ship or station.

The basic elements of supply support, whether it be for one ship or Navywide, are determination of requirements, procurement, and distribution.

DETERMINATION OF REQUIREMENTS

Determining requirements for material is not new to you since you probably have had some experience in this aboard your ship. In performing this job, you had two excellent tools to work with—the COSAL and usage data from the stock record cards. The Navy Supply System uses these same tools when determining requirements for replenishment material. However, not all material comes under the heading of replenishment. When new material, such as the repair parts requirement for a newly developed item of equipment, is introduced, long range plans must be developed to ensure adequate support.

There is another area which calls for determination of requirements. When the plans for an operation have been approved, logistic planning must provide the material needed to support it. Such elements as size and duration of the operation, its distance from established support activities, and climate to be encountered must be considered in order to predict, with any accuracy, answers to the questions: What? How much? When? Where?

PROCUREMENT

As soon as requirements have been established, the next step is procurement. Most procurement aboard ship is by requisition. However, before the supply activity can issue the material on your requisition, it first must be procured and delivered to that supply activity. Although some items are manufactured in Navy facilities (such as shipyards) the vast majority of material is purchased from commercial suppliers. The impact of procurement on the civilian economy ranges from insignificant for replacement stock of shoelaces to staggering when procurement includes the material necessary to support an "all-out" wartime operation.

Procurement comprises such functions as: establishing specifications for the goods required; standardizing material; cataloging and identifying material; inspection; investigation of costs; and assignment of priorities. Procurement may also involve allocating critical raw material to the supplying manufacturer.

DISTRIBUTION

The first phase of distribution, which is the accumulation of material at CONUS bases, may be accomplished during procurement by specifying the location to which the material is to be delivered. The other phases of distribution are storage, issue, transportation, and control.

The distribution system must be capable of reacting rapidly to unexpected changes in plans and operations, and it must be able to adapt itself to changes brought about by new developments in technical fields.

The system should be as economical as possible without sacrificing its effectiveness, and considerable economy may be realized by good control of stock. Material requirements at one location may be met by redistribution of excess material from another location rather than by new procurement. When equipments or systems are scheduled to be phased-out, the reduced demand for material support can be anticipated and overall stock levels reduced accordingly. It must work equally well in anticipating new or increased requirements as new equipments are introduced to the fleet and ensure that material support is available when and where it is needed.

INVENTORY CONTROL POINTS

It isn't easy to handle the management of the hundreds of thousands of different items of material in use throughout the Navy. To help in the task NAVSUP established Inventory Control Points (ICP's).

There are two designated ICPs:

Navy Aviation Supply Office, Phila. (ASO)

Navy Ships Parts Control Center, Mechanicsburg (SPCC)

There are also three activities who, while not ICP's, have been assigned specific inventory management responsibilities in addition to their primary mission, they are:

Naval Publications and Forms Center, Phila.
Navy Fuel Supply Office, Alexandria, Va.
Fleet Material Support Office, Mechanicsburg

Various system commands have also retained the inventory management responsibility for certain material for which they are primarily responsible.

The inventory manager for any stock item is indicated by cognizance symbol and can be found by refering to either *NAVSUP P-485* or *NAVSUP Manual,* volume II.

Since the ICP's administer material assigned to them by the system command having prime responsibility for the material, the ICP is under the joint control of both NAVSUP and the responsible systems command. While the function of the ICP is to assure a proper balance between the supply of and the demand for individual items of material required by the Navy they do not stock material. Some of the mission responsibilities of ICP's are to:

- Assure that activities of the Navy will receive material when required, and in the proper quantities.

- Assure the nonoccurrence of oversupply or undersupply by providing a scheduled flow of

material into the Navy Supply System in the proper quantities.

- Direct redistribution or disposal of excess stock at supply activities for material under its cognizance.

- Determine or assist in determining items to be stocked.

- Carry out intensive technical research programs in order that all material under its control is identified, stock numbered, and cataloged and that interchangeability between items may be determined.

- Establish standard unit prices.

- Participate in material standardization programs.

Everytime a supply activity provides you with a requested part the transaction is reported to the ICP having control of the material concerned.

Using this information the ICP knows the Navy wide balance on hand of the item, where it is located, the quantity on hand and the usage of the item for any given period. This information is used to forecast future requirements, determine procurement lead time, and identify critical material. ICP's must keep aware of anticipated equipment changes that would either increase or reduce usage on any given item. To anticipate future material needs the ICP may initiate procurement action or redistribute material from one supply activity to another.

ECHELONS OF SUPPLY

To ensure availability of material, levels of supply must be established for each category of material. This is a joint responsibility of NavSup and the systems command, bureau, or office having primary responsibility for the equipment or system supported by the material. After the level of supply has been established, it is then the responsibility of the ICP (or other inventory manager) to maintain that level. For material that is relatively easy to procure and which is not critical to the operation of essential equipments, the stock level may be the current operating level (anticipated usage for a specified period plus procurement and delivery lead time). Not all material falls into this category, and it is necessary to maintain reserve stocks of items that are difficult to procure, critical to the operation of essential equipments, or which might become extremely scarce during a wartime emergency. These reserve stocks are over and above the operating level.

To provide better inventory management, certain designations have been applied to all ashore supply activities which are used to determine the range and quantity of material to be stocked. These designations are listed and defined below:

Reserve Stock Point

Reserve stock points carry reserve and back up stock for the supply system and maintain storage facilities for the bulk storage of material. The range and stock of material at these activities are determined by the ICP.

Distribution Points

Distribution points carry stock for the supply support of designated primary stock points and may be assigned supply support responsibility for one or more of the following activities:

- Secondary stock points in the immediate area

- Overseas secondary stock points

- Fleet units

- Yard and district craft

The replenishment of distribution points is directed by the ICPs by procurement and direct delivery from Government or commercial manufacturing sources or from other Government departments.

Primary Stock Points

Primary stock points carry stock for their own consumption, for designated secondary stock points, and may support either or both of the following:

- Fleet units
- Yard and district craft

Replenishment of primary stock points is directed by the ICP and is normally accomplished by deliveries from reserve stock points or distribution points, procurement and direct delivery from Government or commercial manufacturing sources, or from other Government departments.

Secondary Stock Points

Secondary stock points carry stock for their own consumption and for the support of assigned yard and district craft and aircraft. All shore activities which are not classed as a reserve stock point, distribution point, or primary stock point are considered to be secondary stock points. Secondary stock points determine their own routine replenishment requirements and submit shipment requests or requisitions to a designated source of supply, which normally will be a primary stock point or distribution point. However, items which are consumed in large quantities may be procured direct from commercial sources.

The above designations are assigned by the ICPs and only apply to the material under their cognizance. Thus, an activity could be a reserve stock point for one category of material, a primary stock point for another category, and a secondary stock point for still a third category. The designation pertains to the particular category of material and not to the activity.

Navy Supply System Operation

Figure 3-2 illustrates the typical operation of the Navy supply system in handling a transaction from a supported unit. In this example the requisition submitted would be for an item that is not managed by the DSA.

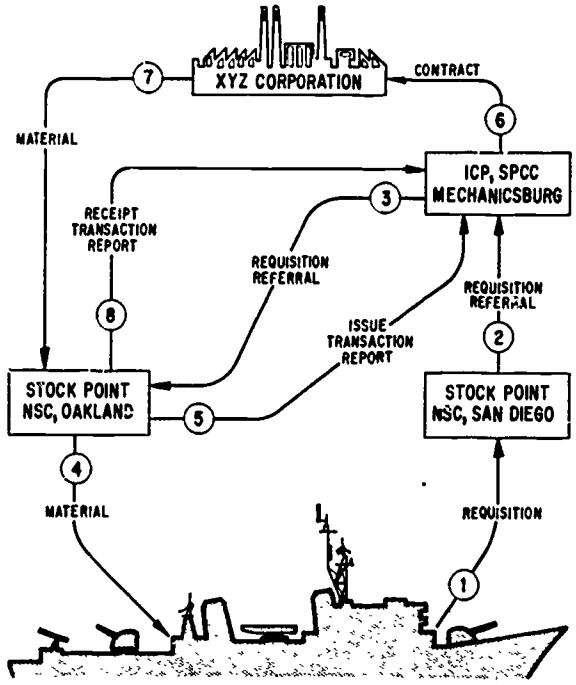

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Figure 3-2.—The Navy Supply System.

SUPPLY SUPPORT ACTIVITIES ASHORE

So far we have talked about the "big picture" Now lets move still closer to your own operation. The function of all the organizations we have discussed so far are designed to support the Operating Forces. The most familiar and frequent major activity you deal with for support of your ship or unit are Naval Supply Centers or Depots.

NAVAL SUPPLY CENTERS AND DEPOTS

There are eight Navy supply centers, located in CONUS, and four Navy supply depots, located at overseas bases, to provide fleet units, shore activities, and overseas bases with the most balanced supply support possible.

There is little difference between NSC's and NSD's. Both are command organizations estab-

lished to provide centralized administration of various types of technical supply activities. The range and depth of items carried by NSD's is normally considerably smaller than that of NSC's. The main difference in the two is that NSC's provide support to NSD's, while NSD's usually support only end users.

Figure 3-3 shows the functional organization of a naval supply center or depot. The departments you would most frequently come in contact with are briefly discussed below.

Inventory Control Department

The inventory control department plans and directs operations as necessary to determine material requirements, manage inventories of assigned material, controls material receipts, and when a purchase department is not warranted or approved by NavSup, conducts procurement operations. Within the inventory control department are several divisions that perform the following functions:

- Requirement Division. Maintains levels of activity stocks and stock records, provides status information, screens and analyzes supply documents, and performs other related functions.

- Receipt Control Division. Primarily concerned with the documentation and procedures necessary to assure prompt receipt of material.

- Technical Division. Maintains the library required to correctly identify material.

- Purchase Division. Determines methods of purchasing material and conducts negotiations for the purchase of supplies and equipment.

- Customer Services Division. The liaison point for fleet and shore customers on material and service requirements. The customer services division may be established when the volume of fleet or shore customer liaison makes its separation from the requirements division appropriate. Otherwise the functions are performed within the requirements division.

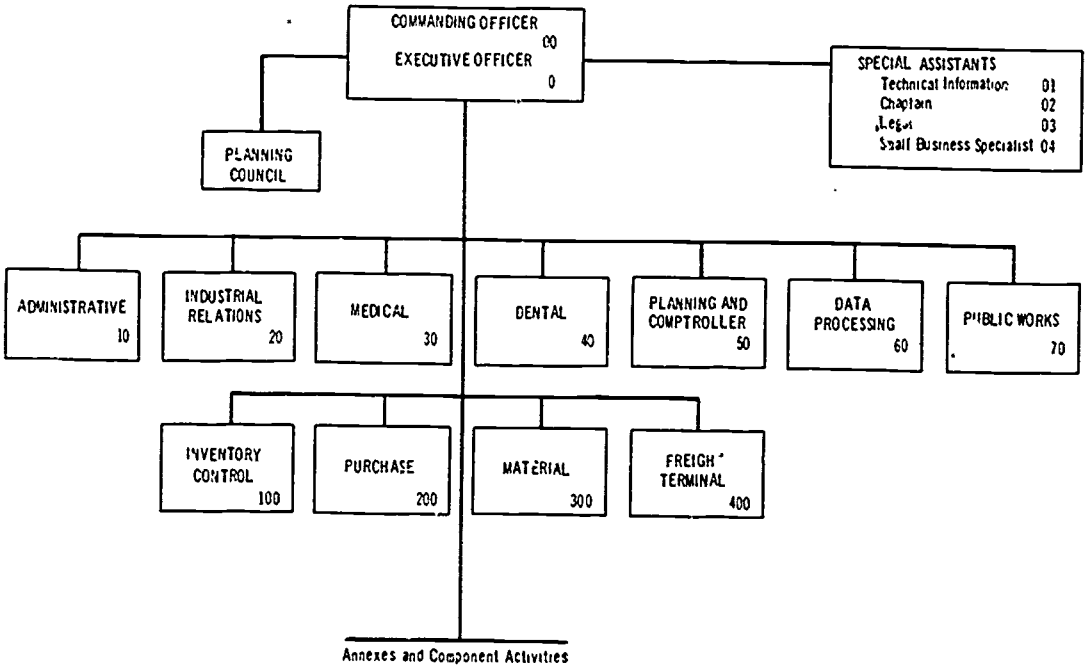

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Figure 3-3.–Standard Organization for Supply Centers and Depots.

Material Department

The material department plans and directs the storage, maintenance-in-storage, issue, and disposal operations; and when a freight terminal department is not warranted, plans and directs the receiving, shipping, and shipment control operations. Within the material department are several divisions that performs the following functions:

- Storage Division. Determines and maintains proper stowage conditions and locations for material.
- Disposal Division. The disposal division operates disposal, scrap, and salvage yards.
- Packing and Preservation Division. The packing and preservation division performs the packing and marking of material for domestic or overseas shipment.
- Cold Storage Division. When established, the cold storage division performs for perishable subsistence material, identical functions assigned to the requirements and storage division.
- Retail Stores Division. The retail stores division operates shop, ready supply, and self-service stores.
- Freight Terminal Division. The freight terminal division receives, ships, delivers, and controls the movement of all material.
- Labor and Equipment Division. The labor and equipment division maintains a residual labor and equipment pool.

Thus far, we have been discussing the broad, general mission of those Navy Supply System echelons that function at the higher level. The organizations which are discussed below are those which function at the "operating level" in meeting the overall support mission of the Navy Supply System.

SERVMART

SERVMARTs normally operate as units of the retail stores division of the material department. They maintain stocks of high usage consumable, repair part, and equipage items under a system which enables fleet and shore units to draw these items without the delay encountered when requesting parts through routine requisitioning methods.

SUPPLY DEPARTMENTS ASHORE

Now let's talk about the spot you will probably be working in when you get your shore duty. The supply department ashore. There are two main types of ashore supply department. The first is the type with the supply function and the fiscal (or comptroller) function performed by two separate departments. The second has both functions performed by one department. The size and scope of these departments vary from large shipyard supply departments working with large numbers of fleet elements, to much smaller departments responsible for support of one unit or station.

Military command and coordination of these supply departments is exercised by the commanding officer of the parent command.

Figures 3-4 and 3-5 illustrate the command organization of both types of ashore supply departments. You will find that most functions performed by the divisions may be paralleled not only with each other, but with the functions of supply centers and depots, and your divisions aboard ship. The divisional responsibilities of ashore supply departments and the duties you can expect to encounter in each division are discussed below.

Control Division

The control division is responsible for processing procurement, receipt, and issue documents; maintaining stock records; and serving as a liaison between the supply department and supported activities and ships in the area.

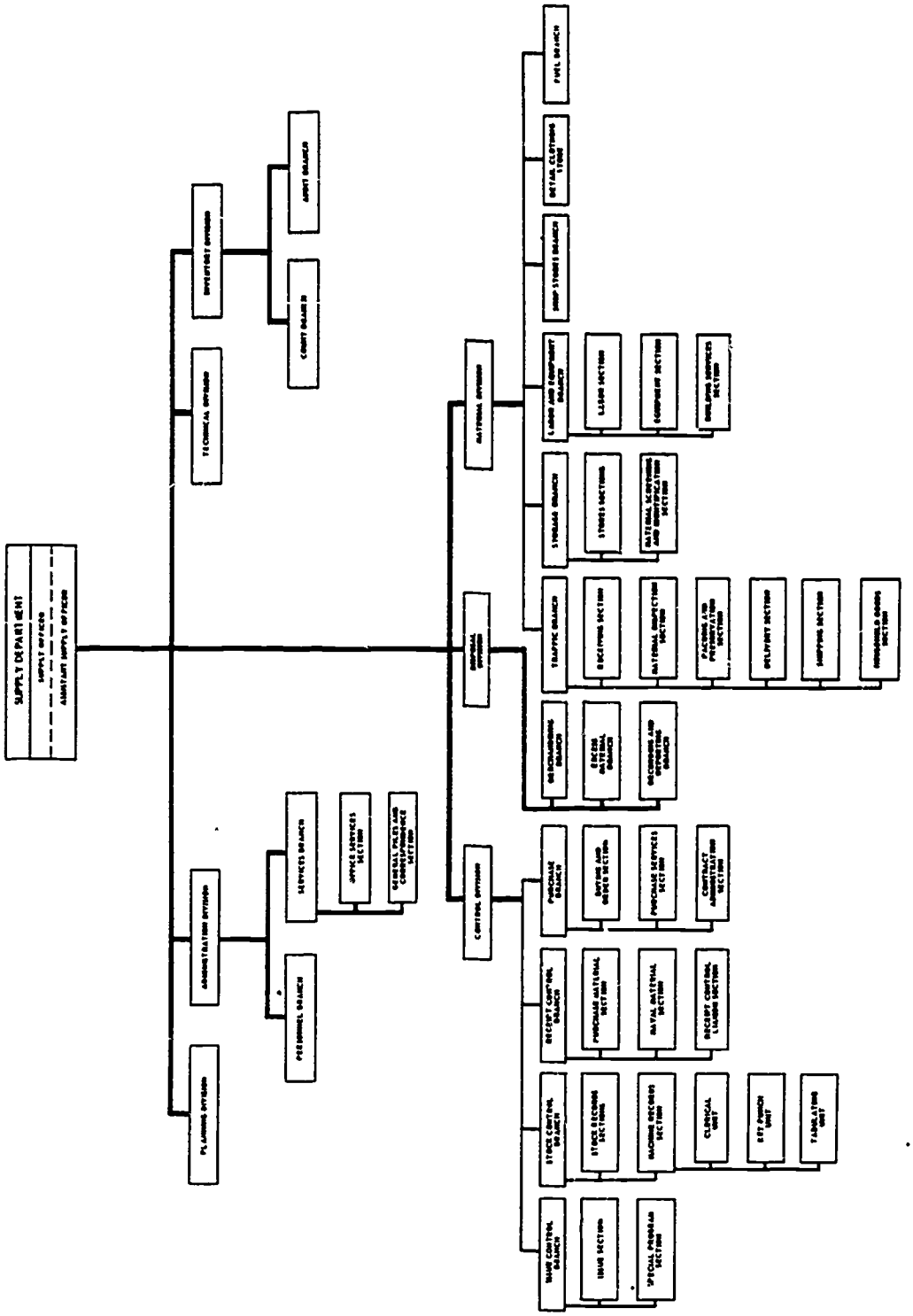

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Figure 3-4.–Standard Organization for Supply Departments Ashore.

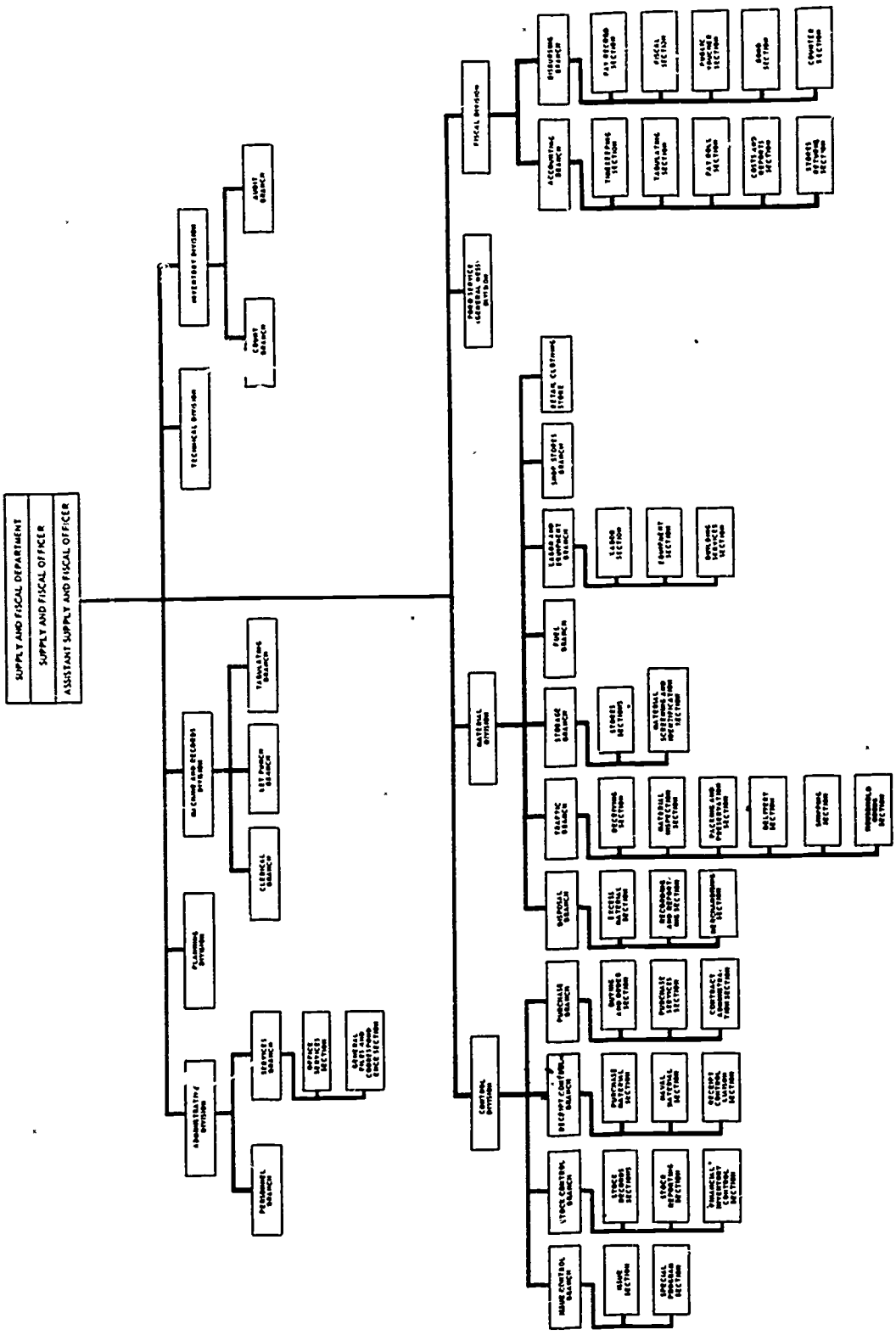

Figure 3-5.—Standard Organization for Supply and Fiscal Departments.

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ISSUE CONTROL BRANCH–If you are assigned to the issue control branch you can expect to be reviewing request documents for accuracy and completeness of required data, determining the internal handling priorities and monitoring the flow of issue documents. You may also be responsible for furnishing information to supported activities and ships on follow-up requests.

STOCK CONTROL BRANCH–Working in the stock control branch you can expect to be processing issue and receipt documents which effect the stock record cards and submitting the reports pertaining to stock records and control.

RECEIPT CONTROL BRANCH–If assigned to the receipt control section you will be responsible for supervising the processing of receipt documents and preparing reports and exception notices on material received. You will be forwarding completed invoices for payment and taking follow-up action as required to assure prompt receipt of material.

PURCHASE BRANCH–The purchase branch is responsible, as the name implies, for the purchase of material and services in accordance with current directives. You would not normally be assigned to a purchase branch since most of these positions are held by civilian employees.

Material Division

Briefly stated, the material division of any supply department receives, stores, and issues material. As with the control division, there are several main branches of the material division.

TRAFFIC BRANCH–If you are assigned to the traffic branch you can expect to be supervising the receipt of material including the inspection of the material. You will be responsible for preserving and packaging material for shipment or storage and arranging for the shipment or delivery of the material.

STORAGE BRANCH–Working in the storage branch you can expect to be responsible for maintaining proper storage and care of material. You would supervise the inspection of material, looking for such things as condition of preservative, packaging and fitness for use of the material. You would also inspect the storeroom or warehouse for lack of proper safety precautions or conditions.

LABOR AND EQUIPMENT BRANCH–Since it is unlikely that you will ever be assigned to the labor and equipment branch we will not discuss the duties performed by them except to say that they have the responsibility for maintaining the residual labor and equipment pool. Normally your only contact with them will be to check out material handling equipment for your daily use.

Fiscal Division

The fiscal division is responsible for all of the official accounting and disbursing functions of the activity not assigned to other departments.

ACCOUNTING BRANCH–Some of the responsibilities of the accounting branch are:

- Maintaining time records.
- Maintaining civilian payroll, earning and deduction records.
- Maintaining accounts for cost of labor, material and overhead expenses.
- Maintaining official plant property account records.
- Preparing stores returns and other reports required by local management or higher authority.

STORES RETURNS SECTION–Normally, if you are assigned to the fiscal division of your supply department you can expect to be working in the stores returns section. This section prepares, audits, and submits all the reports and returns concerned with stores accounting.

DISBURSING BRANCH–Some of the responsibilities of the disbursing branch are to:

- Disburse civilian payrolls.
- Prepare and disburse military accounts.
- Prepare and pay public vouchers.

Planning Division

The planning division is established to assist the supply officer in the achievement and maintenance of effectiveness and economy in the operation of the supply department. The division helps to develop methods and procedures for the preparation and administration of the budget for the supply department. Also in the scope of its duties is the review and analyses of expenditures to insure maximum economy of such expenditures.

Administrative Division

As implied by the name, the administrative division performs the personnel and office services for the supply department. Some of the responsibilities include providing for mail, central files, duplicating services and maintenance of some civilian employee records.

Technical Division

The technical division provides and maintains a complete current technical library on Navy material as required by the mission of the department. The division assists in identifying material unidentifiable by supported activities and ships and determines interchangeable or substitute items when required.

Inventory Division

The inventory division is responsible for the establishment of orderly inventory schedules, the physical count of stock on hand and the auditing required to review and reconcile all discrepancies between the actual count and the stock record balance. The inventory division also prepares the necessary adjustment documents and the report of inventory to the supply officer.

COMMISSARY STORE

The commissary store is one of two activities that exist separate from the supply department organization. The Navy exchange, the second activity, is discussed later.

The primary mission of the commissary store is to provide a convenient source from which authorized patrons may obtain foodstuffs and other authorized items at the lowest practicable cost.

Commissary store stock is purchased by the Navy Stock Fund and carried in the Navy Stock Account (51000). Separate returns are rendered for each main commissary store.

When the operation of a naval activity requires facilities for the sale of subsistence items, the commanding officer of the activity may request authority to operate a commissary store. Requests for the establishment of a commissary store are submitted to the Secretary of the Navy and forwarded via the appropriate chain of command, the Navy Resale System Office, and the Naval Supply Systems Command.

Figure 3-6 shows an organization chart of a commissary store. You will notice that in addition to the administrative division there are four operating divisions with their respective branches.

The administrative division performs personnel functions not otherwise provided for; maintains the required military and civilian personnel records; and performs mail, central files, correspondence, messenger, and other office services.

The sales division prepares and maintains convenient, attractive, and clearly marked displays of all items of merchandise; verifies sales permits and assists store patrons; maintains ready issue rooms; maintains assigned spaces; conducts physical inventory counts for retail stocks; and records sales.

The accounting division performs accounting and other required fiscal functions for the commissary store.

The control division maintains stock records; determines items and quantities of stock and supplies to be procured; determines sources and methods of procurement; and performs other procurement and stock control functions as required.

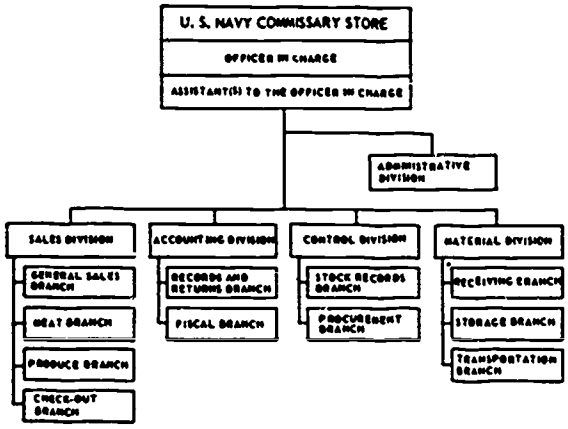

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Figure 3-6.–Commissary Store Organization.

The material division receives, inspects, marks, stores, and transfers all stock, supplies, and equipment; conducts inventory of warehouse stocks; operates assigned vehicles and materials handling equipment; and performs necessary janitorial services not assigned to other components of the commissary store.

The officer in charge of a commissary store is an officer of the Supply Corps detailed to this duty by the Chief of Naval Personnel. His duties include preparing and issuing orders and instructions, assigning and supervising personnel, maintaining proper stock levels, establishing selling prices, and making reports and returns.

In addition to the officer in charge, a commissary store is operated by enlisted personnel and civilian employees. All salaries (military and civilian) are paid out of appropriated funds and NOT from profits accruing from sales. Military personnel may be assigned to commissary stores only as authorized by the Chief of Naval Personnel and only for executive control and essential supervision; in locations where qualified civilians are not available; or as required for the purposes of rotation and training not available at other activities, with such determinations made only by the Chief of Naval Personnel.

Where circumstances do not warrant the establishment of a main commissary store, the establishment of a branch store may be requested. A branch store is a store operated at an activity under a command other than that of the main store. Request for the establishment of a branch store is forwarded via the commanding officer of the activity at which the main store is located. When the branch store is authorized, the resident assistant officer in charge, or other individual designated to be in charge of the branch store is delegated responsibility for all functions performed by personnel assigned to the branch store.

All control, material, and accounting functions are performed by the main store. No stock records are maintained by location or branch stores. These stores do, however, maintain cash register records and deposit cash collections either with the disbursing officer of the activity at which the branch store is located or with the main store.

NAVY EXCHANGE

Navy exchanges are the department stores of the Navy and are located both inside the United States and at overseas bases. The mission of an exchange is to provide a convenient and reliable source from which authorized patrons may obtain, at the lowest practicable costs, articles and services required for their well-being and contentment; to provide through profit a source of funds to be used for the welfare and recreation of naval personnel; and to promote the morale of the command in which it is established through the operation of a well managed; attractive and serviceable exchange. Exchanges are operated under the management control of the Navy Resale System Office but differ from the Navy's other retail activities in that they do not receive Government funds or appropriations. They may use Government-owned buildings and equipment but all merchandise is bought with nonappropriated funds, and they are self-sustaining with respect to the payment of salaries of civilian employees, the payment for utilities, the maintenance of equipment, and the purchase of new equipment and operating supplies.

There are three types of exchanges; main exchange, branch exchange, and location exchange. The mission and the service provided are identical for all exchanges, and all are operated as separate departments within the command in which they are located. The three types of exchanges are explained below.

The main exchange normally performs all functions of procurement, warehousing, merchandising, sales, and accounting within its own organization.

The branch exchange is operated at naval activities as a branch of a main exchange in another command. All merchandise, supplies, and operating instructions are provided by the main exchange.

The location exchange is operated as a part of a main exchange at a different location within the same command or as a subdivision of a branch exchange at a different location but within the same command as the branch. The main exchange provides all merchandise, supplies, and operating instructions. The organizations of both a main exchange and a branch exchange are shown in figure 3-7.

Exchanges vary in size and in the number of retail and service departments they operate. However, the individual service departments which they are authorized to operate are:

Barbershop
Cobblershop
Garage and service station
Tailor and dry cleaning shop
Photography shop
Watch repair shop
Food Services
Enlisted men's club
Laundry
Personnel services
Vending and amusement machines

A main exchange is operated as a separate department within a command, with an exchange officer as head of the department. He is responsible to the Navy Resale System Office through the commanding officer for operation matters pertaining to management control.

Enlisted personnel are not assigned to exchange operations except in remote locations where qualified civilians are not available or are not permitted; or where enlisted personnel are required for purposes of rotation and training and when approval has been obtained from the Secretary of the Navy. When assigned, enlisted personnel may serve in any capacity in any department of the exchange. Enlisted personnel may also be hired to work on a part-time basis in the fountain, snack bar, or enlisted men's club, provided the work is done outside their regular working hours and in addition to their regularly assigned duties. They are paid for this part-time work at an hourly rate, in the same manner as civilian employees.

FLEET SUPPLY

The Operating Forces of the Navy are charged with supporting United States national policy under a wide range of conditions from peacetime operations through armed conflict. For this reason the Navy Supply System must be able to function in support of operations under existing conditions at any given time. This is a tall order. Replenishment of supply stock ashore is primarily a problem of procurement. At sea, distribution becomes the problem. A combination of advanced base and mobile support techniques are used to supply the Operating Forces as circumstances require. In peace-time, the permanent shore activities (both CONUS and overseas) furnish the bulk of fleet support, supplemented by mobile support units when economical or desirable for reasons of military readiness.

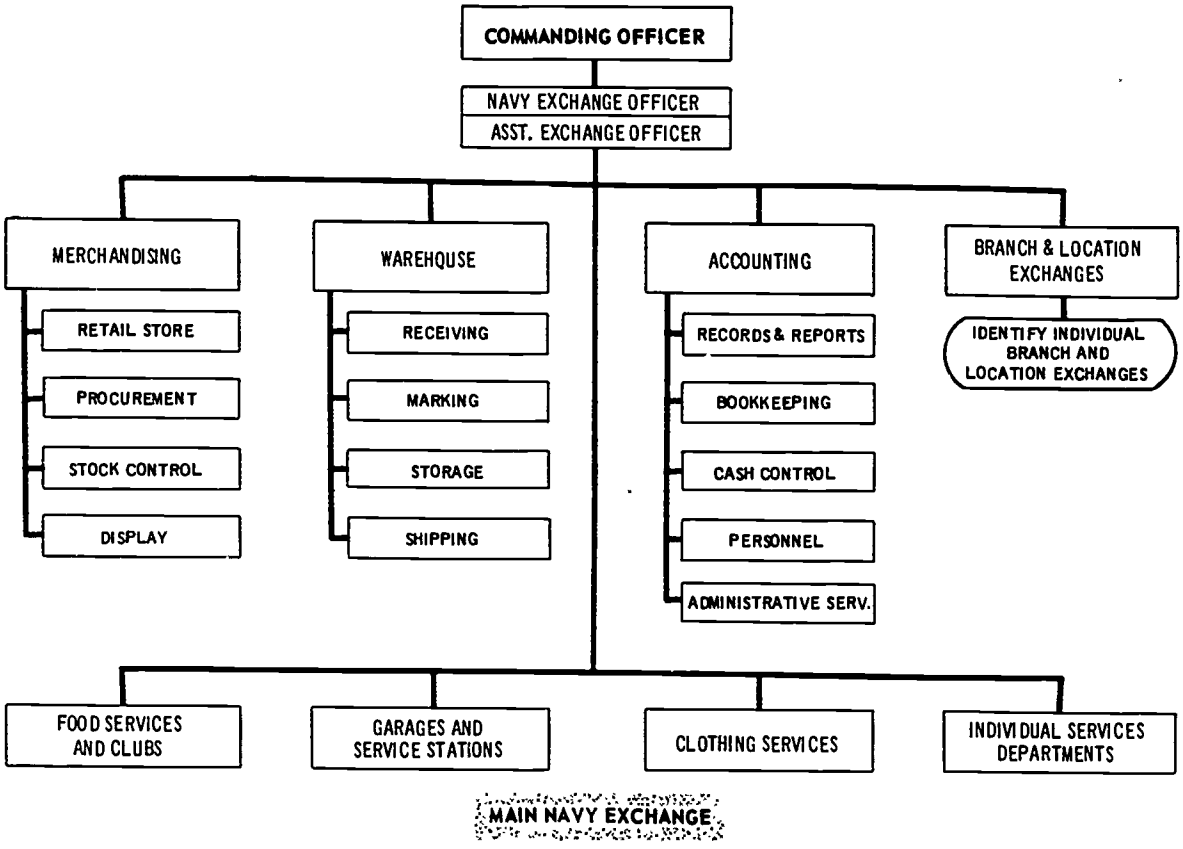
Two prime advantages of naval forces are flexibility and mobility with respect to employment of weapons. The effectiveness of both of these advantages is largely determined by the effectiveness of logistic support. A mobile logistic support force is provided to release the Operating Forces in a large measure from direct dependency on shore bases which may be far from the operating area.

FLEET COMMANDERS

Fleet commanders have the following logistic responsibilities:

- Promulgation of general logistic policies, plans, and orders for support of the fleet and shore activities of the area.

- Establishment of standards of logistics and logistic readiness.



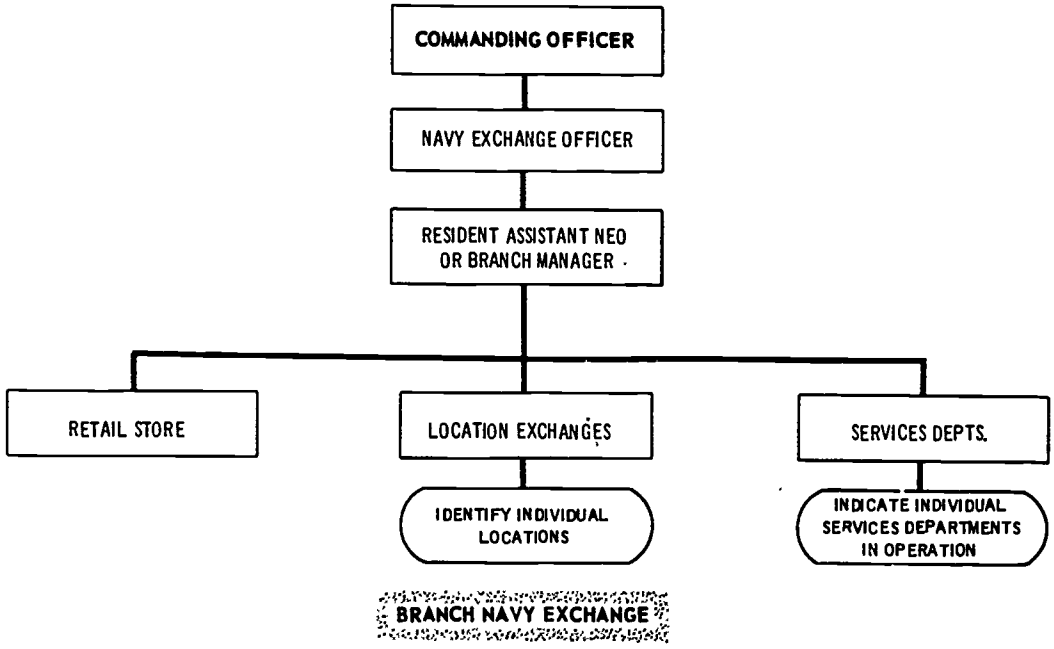


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Figure 3-7.—Basic Organization Charts—Main Navy Exchange and Branch Navy Exchange.

- Dissemination of information to subordinate commanders relative to operational logistic plans or projects.

- Coordination of logistic activities of subordinate commanders.

- Conducting the supply operations assistance program (SOAP).

Each fleet commander is assisted in his logistic responsibilities by the fleet supply officer.

The fleet supply officer of the Atlantic fleet heads a division on the staff of CINCLANTFLT, while the fleet supply officer of the Pacific fleet is an additional duty of the supply officer assigned to the staff of COMSERVPAC.

TYPE COMMANDERS

As you know, ships of a fleet are grouped by ship types and are assigned to type commanders (TYCOMS) for purposes of administration. Certain TYCOMS have primary logistics responsibilities which extend beyond their own type organization. These responsibilities are explained in detail in *NAVSUP P-485*.

The Supply Corps officers assigned to the staff of each TYCOM are normally responsible for such functions as:

- Keeping the type commander advised of supply requirements.

- Ensuring compliance with Navy Department and fleet supply directives.

- Making recommendations to the type commander on matters regarding supply policies, procedures, and conditions of readiness affecting ships of the type command.

- Conducting inspections of supply functions as required.

- Supervising the replenishment of supplies from mobile supply units under the operational control of his type commander.

- Reviewing and/or taking action on requisitions requiring approval of higher authority.

AFLOAT SUPPLY DEPARTMENT

By the time you have turned to this manual for study purposes you normally have advanced to Storekeeper Second Class. You have probably served on at least one ship and are familiar with the operation of an afloat supply department. With this in mind we will try to keep this presentation on a general over-view level.

Afloat supply departments normally provide essentially the same services on each ship. The scale of the operation varies with the size of the ship. For example, the ship service facilities on a DE may include the ships store, laundry, and barber shop. On a CVA these facilities may be expanded to include a tailor shop, record shop, ice cream parlor, etc.

In your main area of concern, the stores division, the same principle follows. The DE has relatively few items of stock (12-18 thousand) compared to the CVA (100 thousand plus). The methods of accounting for these items are basically the same no matter where you go, with the exception of class 207 or 224 material.

Figure 3-8 shows the organization of a large fleet unit. The major difference between this organization and the smaller unit is the elimination of the S-6 and S-7 divisions. On some small units the personnel in S-1 division may be assigned the responsibility for maintaining food service records and returns.

INTEGRATED SUPPLY SYSTEM

In the introduction to this chapter we indicated that the Navy Supply System and the Defense Supply Agency were working together. The linking organization in this effort is the Navy Retail Office.

The Navy Retail Office is responsible for the retail management of Navy owned DSA material. This management is by financial means only, the NRO allots Navy Stock Fund money to Navy retail stock points for use in purchasing DSA material. At the present time the principal NRO is the Fleet Material Support Office (FMSO), Mechanicsburg, Pa.

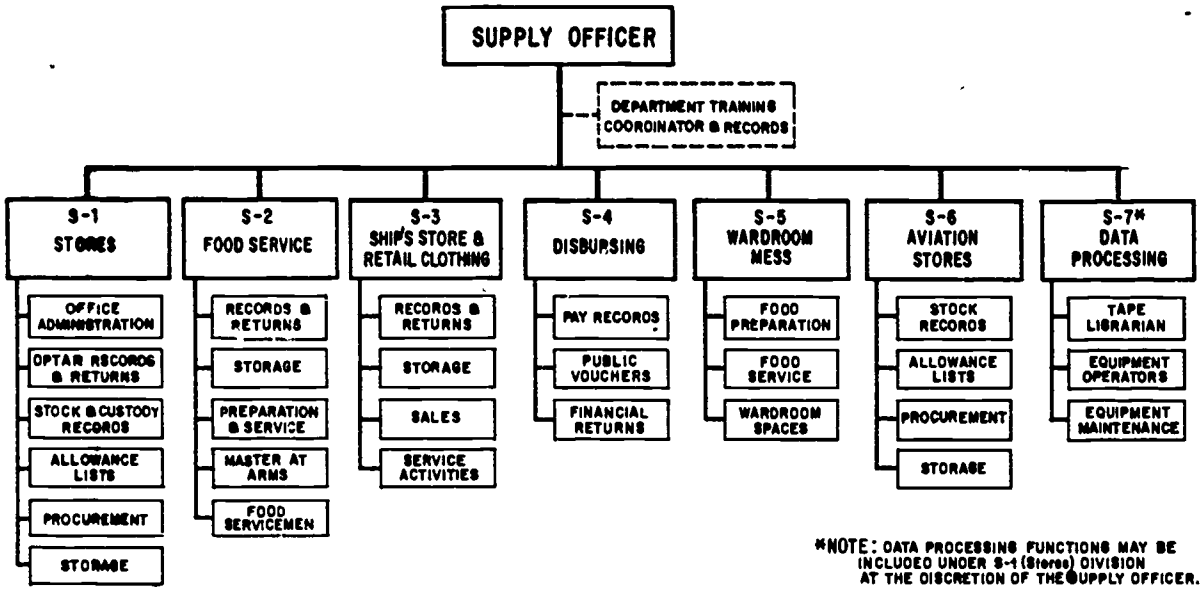

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Figure 3-8.—Supply Department Organization of a Typical Large Fleet Unit.

Operation of the Integrated Supply System

Figure 3-9 shows how the defense supply system and the Navy supply system are brought together. In this example, DESC, a Defense supply center is the inventory manager for the requested item and performs the same function as the ICP in the Navy system.

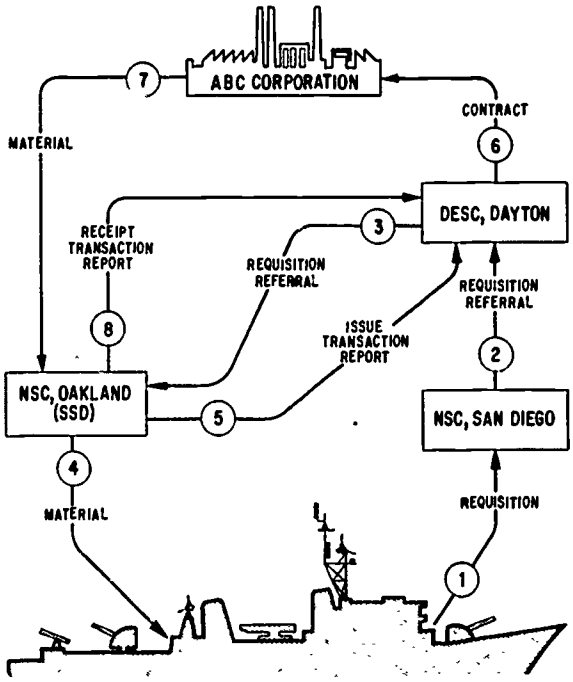

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Figure 3-9.—The Integrated Navy Supply System.

CHAPTER 4

INVENTORY MANAGEMENT

As you study this chapter you will learn that the term "inventory management" means more than just physical inventory. Inventory management requires control of and agreement between stock and stock records, accurate allowance lists, evaluating usage, and anticipating requirements.

GENERAL INVENTORY PROCEDURES

A good inventory involves much more than just determining the quantities of material in a storeroom or in all storerooms. It can be a tedious, boring job, but it is a very important part of good inventory management. Since it is not possible to determine replenishment requirements by checking all items in stock before submitting requisitions, it is mandatory that stock records be accurate. This is one of the purposes of inventory. You have been involved in several or all phases of inventory, but chances are you were working under the supervision of a senior Storekeeper. You are now preparing yourself to become a senior Storekeeper, and it is necessary that you understand the principles and procedures of inventory so that you will be able to organize and supervise the complete inventory job.

PREPARING FOR INVENTORY

Advance preparation is a contributing factor to the completion of a good inventory. The preparations required will depend upon the extent of the inventory being taken.

It is not feasible to close storerooms for inventory, but you can reduce transactions in general stores storerooms during this period. By notifying other departments of the dates when certain storerooms or types of material will be inventoried, they can anticipate most of their requirements and draw them before the inventory starts. Of course this does not hold true for repair parts storerooms, and emergency requirements must be handled as they occur. However, it is most important that the men taking the inventory and the man posting the inventory be fully instructed on proper handling of emergency issue documents. They may be marked "before inventory" and "after inventory" or other appropriate wording. The important thing is that they be marked in such a way that the stock record Storekeeper knows whether the inventory figure includes the quantity issued or that the issue was made before the item was inventoried.

Types of Inventory

The type and frequency of inventory is not always a matter of preference. Minimum inventory requirements are established by NAVSUP and vary according to the type of ship. However, the type commander, commanding officer, or supply officer may direct inventories which exceed these minimums.

Some of the more common types of inventory are described in the following paragraphs. *NAVSUP P-485*, chapter 6 should be consulted for more detailed descriptions of these and other types of inventory.

BULKHEAD TO BULKHEAD INVENTORY—A bulkhead to bulkhead inventory is by far the most comprehensive, it requires an inventory of every item in the storeroom or in all storerooms, and this type of inventory has several advantages over any other. They include:

- Finding items that have been erroneously stowed and therefore "lost"
- Consolidating multiple locations insofar as possible.

- Ensuring correct locations in the locator file.

The primary disadvantage of such an inventory is the greater time and effort required to complete it.

SPECIAL MATERIAL INVENTORY–Special material inventories require the physical count of all items which for various reasons are specifically designated for separate identification and inventory. Some material which requires special material inventories are HIVAC items, narcotics, highly pilferable or deteriorative items and hazardous items. *NAVSUP P-485*, Para 6062-5 describes each category of special material requiring periodic inventory and the required schedule each category is inventoried on.

In order to properly conduct an inventory of special material prior knowledge of specific stock numbers (or other material identification) and item locations are required.

VELOCITY INVENTORY–The basic premise for velocity inventories is that inaccuracies in stock records will occur more frequently when the frequency of issue is greater. Therefore most of the physical inventory effort should be concentrated on "fast movers" and only "as required" physical counts on items with infrequent demands.

An example of velocity inventory is the semi-annual SIM inventory held by non-automated ships. As with special material inventories, knowledge of specific federal stock numbers and locations is required to conduct the inventory.

SPOT INVENTORY–Spot or specific item inventories should be taken whenever you have reason to believe the quantity shown on the stock record for an item to be different from the quantity actually available for issue in the storeroom. Discrepancies usually appear at some point during the stock issue of an item. The stock record for a requested item may show a zero balance, the storeroom location should be inventoried to be sure there are actually none of the items on board. Some other times a spot inventory is conducted are:

- When an item reported NIS in the storeroom shows an on hand balance on the stock record.

- When a partial NIS issue is made by the storeroom and the stock record shows a quantity on hand larger than that issued.

- When a posted stock issue results in a negative balance to the stock record card.

Additionally, your commanding officer may request spot inventories on items he considers to be highly essential to prospective operations, the fleet or type commander may require spot inventories to get total asset visibility on particular critical items, or the inventory manager may require spot inventories on items found to be defective after they have been distributed within the supply system.

When holding spot inventories, as well as most other types of inventory, it is good practice to check the storeroom locations immediately surrounding the location given for the item to check for possible mislocating of the item when it was originally stored.

IMPORTANCE OF GOOD STOWAGE

One of your inventory responsibilities will be to ensure that all receipts are stowed and the receipt papers forwarded to the office for posting to the stock records before starting the inventory. You should also inspect the storeroom in advance to determine if the stores are properly identified and stowed to facilitate the inventory. Sea stowage may need to be modified to permit access to all items, but safety of personnel and stores must not be sacrificed. Like items may be consolidated into one location, and containers should be faced so that printed identification is visible. You should impress on the storeroom Storekeeper that the time spent before inventory to arrange and identify stores will be that much less time required for the actual inventory. Speed does not necessarily contribute to accuracy, but you are more likely to have a good inventory when it progresses rapidly and smoothly.

INVENTORY TEAMS

An inventory will be only as good as the inventory team makes it. You may choose to have each storeroom inventoried by the men normally working in that space, or you may pick a permanent team whose job it will be to inventory all storerooms. The availability of personnel and the extent of the inventory should be considered when making this choice. The men normally working in a storeroom will naturally be more familiar with the stock. However, utilizing an inventory team permits you to assign the best qualified men to the task regardless of their normal working area.

In either case, inventory procedures should be thoroughly discussed with the leading Storekeeper and the supply officer, and these procedures fully explained to all men involved with the inventory to avoid mistakes and misunderstandings.

Bear in mind that inventory errors such as count, identification, and location may not be detected until a requirement for the material arises. Your responsibility does not end with preparation of the inventory schedule, assignment of the inventory team or teams, and instruction. You must supervise the inventory progress. The amount of supervision depends upon the men, but, even though they are dependable workers, if they feel that you don't consider the inventory important enough to bother checking their work, they may decide that it is so unimportant that accuracy is not necessary. You may check for accuracy during any part of the inventory process, but the men should know that you are checking and why. As stated earlier in this book, all criticisms should be helpful rather than antagonistic.

MATERIAL IDENTIFICATION AND INSPECTION

Another important feature of inventory is the opportunity it affords to purify storeroom stock, both repair parts and general stores. An alert inventory team can eliminate errors such as the following that were made during or since the previous inventory.

- Unlike items bearing the same FSN.
- Identical items having different FSNs.
- FSN changes not made on all items in a location.

Items should also be inspected for physical condition as they are inventoried. Those items that are deteriorated, broken, or otherwise damaged so that they cannot be used for their intended purpose should not be included in the inventory count. However, you must prepare a NAVSUP Form 1250 for each item that is either lost by inventory or otherwise unable to be used for the intended purpose. The NAVSUP 1250 for these items must show the notation "LOSS BY INVENTORY" or "LOSS BY INVENTORY–(UFI)" as appropriate in block "T". In either case the NAVSUP 1250 must be signed by the supply officer.

It should be noted that if items which appear as lost by inventory can be identified with *identical* gains by inventory recorded in the course of a previous inventory no NAVSUP Form 1250 need be prepared.

Resealable plastic envelopes in various sizes are available through standard stock and may be used to advantage when stowing small parts. They have two distinct advantages over paper envelopes in that they may be resealed without tearing, and the items inside may be inventoried without opening the envelope. The federal stock number and unit of issue can be written on a small card and placed inside the envelope to prevent the identifying data from becoming smudged and illegible.

RECONCILING DIFFERENCES

The stock records Storekeeper also has an important role in ensuring a good inventory, and the functions he performs must be considered when you formulate the inventory plans. His normal workload will be greatly increased because of posting the inventory and verifying the locations. It is probably better to have the inventory data forwarded to the office at regular intervals to permit posting as the inventory progresses rather than to wait until a storeroom

is completed. In this way, differences in count or location can be investigated and verified or corrected before normal operations are resumed in the storeroom.

Guidelines covering inventory gains and losses and consolidating or changing locations should be included in the instructions given prior to the inventory. By so doing, the men will know when they should make decisions and when they should seek your advice. This not only gives them experience in making decisions, but it also relieves you of routine details that can just as well be performed by subordinates.

OVERHAUL PROCEDURES AND THE COSAL

On most ships, the range of items carried in the storerooms is primarily determined by the COSAL. Therefore, maintenance of an accurate, up-to-date COSAL must be recognized as being extremely important. The actions necessary to ensure a good COSAL can be divided into three areas: validation, supply overhaul, and maintenance. They are equally important, and, since they require separate actions, they are individually discussed below.

VALIDATION

Validation could well be defined as the beginning of the COSAL life cycle since it is the basis for preparing the new COSAL for the ship. It is unlikely that you will actually accomplish the validation, but you should understand how and why it is performed.

When the ship has been scheduled for a shipyard overhaul, the Inventory Control Points (ICP's) will prepare validation aids based on the current COSAL and forward them to the ship well ahead of the overhaul period (usually about 6 months).

The Spare Parts Control Center validation aids consist of the Preliminary Equipment/Component Index (PECI) (NAVSUP Form 1215) listings, and the Equipment/Component Validation Aid cards (NAVSUP Form 1311). The PECI lists each electronic equipment and equipment component in the same sequence as the COSAL index. Each entry on the PECI is checked against the actual installed equipment and any corrections indicated in accordance with the procedures set forth in the Fleet Electronic Equipment PECI Validation Brochure. These corrections include installed equipment not shown on the PECI, equipment removed from the ship but still shown on the PECI, and erroneous nameplate data. The actual validation of electronic equipment is usually made by SECAS teams or the electronics material officer. Once the validation is completed the validation documents are forwarded to SPCC with appropriate copies to the overhaul activity, in accordance with the Fleet Electronics Equipment PECI Validation Brochure.

The validation aids for the HME&O COSAL are prepared by SPCC and consist of a Component Characteristics Card (4ND-SPCC-4410-15) and a printout of Index "B" of the COSAL. The Component Characteristics Card contains all nameplate data necessary to identify the equipment, and is identical to the nameplate data given on the APL. The engineer officer, weapons officer and first lieutenant validate the installed equipment in their respective spaces. The same type of errors occur in the HME&O validation as those mentioned for the electronic validation. Corrections are entered on the cards and new cards prepared for equipment and components for which no card was received. Only those cards which contain changes to nameplate data, service application, quantity installed, et cetera, are returned to SPCC. Upon receipt of the corrected validation aids, SPCC prepares new COSALS based on the validation.

Explain this to your men and they will readily see the importance of a good validation since the effectiveness of the COSAL will be in direct relation to the accuracy of the validation. If an equipment which is not actually installed is reported as being on board, vital money and storeroom space are then wasted by carrying repair parts which are not needed. Conversely, if an installed equipment is not included in the COSAL, support for that equipment will not be available in the storeroom when needed.

SUPPLY OVERHAUL

The job of a Supply Operations Assistance Program (SOAP) basically a task of ensuring that

the repair parts carried aboard ship correspond to the repair parts which the ship is allowed to carry, according to the allowance given in the SNSL or ISL of the respective COSAL segments. This involves a complete inventory of the many repair parts, checking the inventory figures against the allowance figures, requisitioning shortages, and transferring excesses. Since this must be accomplished in a relatively short period, the earlier methods of accomplishing it imposed too great a task on the supply department in addition to their daily routine work. Therefore, the Supply Operations Assistance Program (SOAP) was established to provide working space and technical assistance to the ship's personnel so that the job can be performed away from the interruptions and confusion resulting from the shipyard overhaul. Representatives from the designated fleet SOAP team normally visit the ship several weeks in advance of the overhaul starting date to assist the supply officer in planning and preparing for the supply overhaul and to obtain information as to the size and number of storerooms and the approximate number of stock locations so that adequate space may be provided for conducting the supply overhaul. If the storeroom locations need to be renumbered, this is the best possible time to do it. Care must be taken, however, not to remove or obliterate the old location numbers until after the inventory is complete and the new locations recorded on the inventory cards. Otherwise, the material will be "lost" and not available for emergency issue during the inventory process.

The first phase of the supply overhaul is offloading all repair parts. The SOAP team normally provides specially constructed tote boxes to accommodate drawers. Material stowed in bins should be transferred to boxes and the location number (including storeroom number) clearly shown on the box. The offloading must be well planned in advance so that it will progress smoothly with a minimum of delay and confusion. If the offloading is orderly, the job of transferring the material to shelves and bins in the SOAP warehouse will take less time and effort.

The SOAP team will have already received the new COSALs and the inventory cards. The ICPs provide a Supply Availability Card (SAC), NAVSUP 1109, for each allowed item on their respective SNSL. Considerable information is preprinted and prepunched in the card, including the FSN, U/I, U/P, nomenclature, application, allowed quantity, and cognizance symbol. All that remains is for you to enter the inventory, location, and usage data.

Since the ship's SOAP team usually consists of technical ratings in addition to Storekeepers, an effective purification of stock can be accomplished by inspecting and disposing of any items in a "not ready for issue" condition. The SOAP team provides technical assistance in material identification, represervation and repackaging service, and supervises the inventory progress so that schedules are adhered to.

The inventory quantity and location are recorded on the inventory cards, and new cards are prepared for items for which no card was provided. When the inventory is complete, usage data are transcribed from the stock record cards and the historical demand file. For those items having no SAC cards, new ones are prepared and the demand recorded. After recording the inventory and usage, the inventory cards are sent to NSC, Oakland, which is the data processing activity for all SOAP teams. From the information shown on the SACs, NSC Oakland prepares new stock record cards, locator cards, deficiency list with partially prepunched and interpreted DD 1348s for all deficient items, excess listing with prepunched and interpreted picking tickets and invoice cards, and other listings with which you are already familiar. However, the Integrated Stock List (ISL) is worthy of additional comment, since it provides a single listing of all allowed items taken from both the ESO and SPCC SNSLs. It includes the inventory quantity and location and corrected or updated FSNs accomplished during the inventory. It should be kept current by adding or deleting FSNs and changing allowances when required by equipment acquisitions or dispositions. It could also prove valuable in the event of misfiling or loss of stock record cards or locator cards.

The first action usually taken after receipt of the above items from NSC Oakland is to order deficiencies. All APA and COSAL allotment funded deficiencies will be ordered, however fund limitations may prevent ordering everything on the deficiency list for which the type

commander is responsible. The type commander authorizes the amount that can be obligated, and the SOAP team and the ship's supply officer decide what repair parts are to be ordered. The prepared DD 1348s for those items are completed and submitted to the designated supply activity.

Excess items must then be removed from stock, the picking tickets attached, and the material boxed for turn in or transfer to another ship. For the remainder of the supply overhaul, most of the work is concerned with receiving deficiencies, stowing them, and recording the receipt on the stock record cards.

One of the most important elements of the SOAP is the "backload", when your material is moved back aboard ship. Time is usually your biggest detriment when backloading and care should be taken to maintain the integrity of your stock locations. Carelessness in handling or stowing frequently results in material being restowed in the wrong location, and, when this happens, the item is usually "lost" until next inventory.

The supply overhaul has resulted in the following positive actions which have improved the ship's material readiness.

- An accurate inventory has been conducted and the stock record cards are in agreement, both in quantity and location, with the actual storeroom stock.

- The COSAL has been amended to the greatest extent possible to reflect equipment additions and deletions which occurred during the overhaul.

- The ship has an updated allowance list (the ISL) which supersedes the SNSL received prior to the commencement of SOAP, and which should reflect repair parts support for all installed equipments aboard ship.

- Storerooms have been purged of excess material.

- All deficiencies have been identified.

- Within fund limitations, deficiencies have been ordered.

The ship is aware of deficiencies not funded so that they can be ordered as future funds become available.

The ship's responsibility after SOAP falls into two basic actions. The first is to keep the records on deficiency requisitions which have not yet been received and take action to ensure that they are received, stowed, and recorded.

The second area of responsibility consists of one final check to ensure that the COSAL accurately reflects the equipments installed aboard ship.

Within 30 days after leaving the shipyard, all hull, mechanical, electrical, and ordnance equipments which were reported as added or removed during overhaul must be verified against the actual onboard equipments. The ship will receive a Summary List of Component Changes from the shipyard. This list will show all equipment additions and deletions performed during overhaul, according to the shipyard's records. The shipyard sends a copy of the list to SPCC for use in updating the Ship-to-Component Records. SPCC accepts this list as fact unless informed of any discrepancies by the ship. For this reason, the ship must compare the Summary List of Component Changes against the actual onboard equipments. This is done in much the same manner as the preoverhaul equipment validation. If discrepancies are discovered, the supply officer informs SPCC and takes action to obtain repair parts support for any unsupported equipments.

A similar requirement exists for electronic equipments with an exception: instead of simply verifying equipments reported as added or removed, a complete line-up verification of all installed electronic equipments is performed. The Electronic Material Officer reports any discrepancies to ESO and takes action to get repair parts support for any unsupported equipments.

COSAL MAINTENANCE BETWEEN OVERHAULS

Once the final verification of equipment has been performed and all discrepancies have been corrected, the COSAL, together with the ISL, will be the allowance documents used by the

ship until the next overhaul, a period of 2 or 3 years. To ensure that the ship at all times has repair support in the storeroom for all installed equipment, the COSAL and ISL must be up to date. When the ship's equipment configuration changes in the overhaul-to-overhaul period, the COSAL and ISL must be altered to reflect those changes. This responsibility does not rest on the supply officer alone. However, except for electronics which will be reported to a SECAS validation field office, he usually initiates reports to the ICPs. It is the responsibility of the heads of departments to notify the supply officer when any equipment changes occur. It is then the responsibility of the supply officer to:

- Report installation of new equipment to the appropriate ICP.

- Obtain any allowance parts lists (APL) for new equipment when the APL is not automatically distributed due to reporting procedures.

- Check the repair parts allowance on the new APL against the ISL to determine which parts, if any, are already carried aboard ship, and take action to order any shortages and integrate them in the ship's storeroom stock upon receipt.

- Annotate the Equipment Index of the COSAL to include the new equipment; include the APL, in sequence, with the rest of the APLs; and correct the ISL to reflect the new allowance quantities.

REPORTING CHANGES TO ESO.—Changes to the ESO COSAL may be reported by means of preprinted postcards included in the introduction. Information needed to complete the card can be obtained from the electronics material officer. The COSAL Index, Summary, SNSL, and ISL are corrected or updated at the same time as the change is reported to ESO.

REPORTING CHANGES TO SPCC.—Changes are reported to SPCC using the NAVSUP Form 1220. The COSAL Introduction sets forth the type of information that should be included in the letter for various types of change. One way of determining what nameplate data SPCC needs to correctly identify an equipment/component to an APL number is to refer to an APL covering a similar equipment/component and use the characteristics section as a guide.

ACTION BY THE ICP.—When an ICP receives a report of change, the master index is revised, and, when new equipment has been reported, two copies of the appropriate APL covering the equipment are sent to the ship.

INVENTORY MANAGEMENT

The inventory procedures previously discussed are only one phase of inventory management. In addition, inventory management means providing for the availability of material, where, when, and in the kind and quantities required. It means balancing requests against available funds and purging storerooms of stock no longer applicable to installed equipment or in unserviceable condition. It means knowing the best levels of supply to be maintained and developing a sound review procedure to ensure that supply adjustments are timely and accurate.

LEVELS OF SUPPLY

Levels of supply may be expressed in either of two ways:

- Numerically—so many units of an item.

- Endurance—period of time for which supply support is required.

Both of these terms are used. However, endurance is a general term and must be converted to numerical quantities before meaningful levels of supply can be determined.

Figure 4-1 illustrates the various terms used in computing stock levels. The operating level (or endurance) is the first factor since it represents that quantity which is required to sustain operations for a required period of time. Endurance requirements are promulgated by the Chief of Naval Operations and are shown in figure 4-2.

The safety level is an additional quantity added to the operating level to ensure continued support even though normal replenishment is

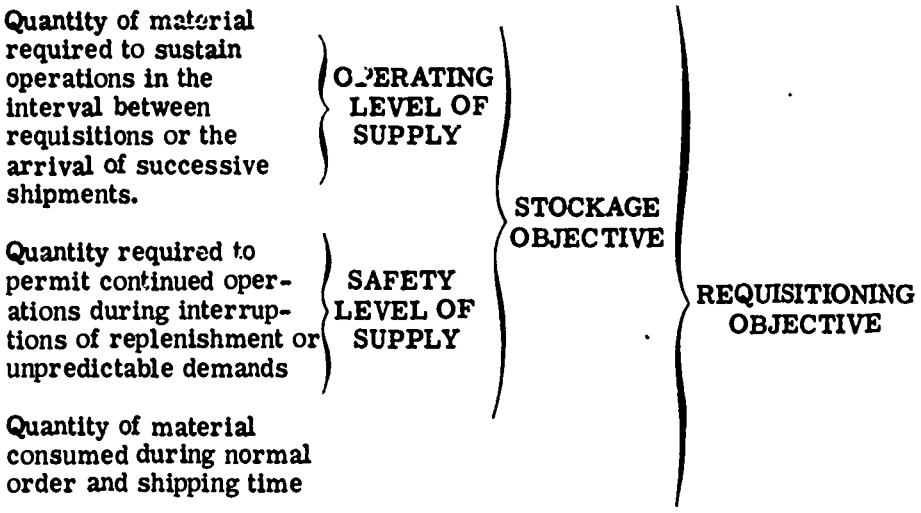

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Figure 4-1.–Levels of supply.

delayed or the ship experiences a greater-than-normal demand. These two levels, combined, constitute the stockage objective, or the maximum quantity of stock that should be on hand.

The third factor that must be considered is the order and shipping time for replenishment stock. The anticipated quantity of stores that will be consumed during the time required for the replenishment requisition to reach the supply activity and the replenishment stock to reach your ship is added to the stockage objective quantity. The resulting requisitioning objective is the maximum quantity of stock to be "on hand" and "on order" at any given time.

DETERMINING STOCK LEVELS

The determination of stock levels for individual items depends on whether the item is SIM or non-SIM.

The stock level for non-SIM items is generally established by the cognizant ICP during SOAP, based on the projected failure rate of the item. The allowance for items required to support equipments installed on board between SOAP is determined by checking the APL for that equipment against the stock battery. If a part is already carried on board to support another piece of equipment no increase in allowance is normally taken. However, when there is no allowance for the part, the allowed quantity as shown in the APL is used as the ship's allowance for the item.

Selected Item Management (SIM) items require a different approach. An item qualifies for SIM when it experiences a frequency of demand of two or more in the past six months or has a predictable demand frequency of two or more based on deployed or seasonal usage. Quarterly, all SIM stock records are reviewed and the high limit, low limit, and safety level of the items are adjusted to reflect usage during the past 6, 9, or 12 month demand period.

The method used to determine high and low limits as well as safety levels is to take the total quantity of your issues (demands) for the item to the appropriate basic endurance table for your ship, for the demand period used. The basic endurance table will show the high limit, low limit and safety level quantities to be used for the item, based on the order and shipment time for the item. Figure 4-3 is an example of the basic endurance tables found in *NAVSUP P-485*, chapter 6. Factors used to establish order and shipment times are also found in chapter 6 of *NAVSUP P-485*.

Some items which have qualified for SIM during the quarter (for example, a new item

Hull types[1]	Repair parts and equipment relate consumables (days endurance)	Nonequipment related consumables (days endurance)[2]	
CVA/CVAN/CVS	90	90	(75)
Cruisers/DLG/DLGN	90	90	(60)
Destroyers, except DLGs and DLGNs, and smaller ships (small combatant ships (excluding submarines) of at least 1,000 ton displacement)	90	45	(45)
Submarines	90	90	(90)
Amphibious units			
Ships complements	90	90	(75)
Embarked troops	Not applicable	(+)60	(+)(60)
Nonself-sustaining ships (landing craft and other ships of less than 1,000 ton displacement)	As required to accomplish assigned mission (promulgated by type commander)		

[1] Ship types assigned missions involving extended deployment (in excess of 60 days) and which are not normally supported by mobile logistic support forces will provide endurance commensurate with the length of deployment required by their missions (e.g., AGTR, AGS, ARS, etc.), provided stowage space is available.

[2] Figures in parentheses indicate days endurance prescribed by OPNAVINST 4442.1 for new construction and major conversion ships which entered the preliminary design phase subsequent to 1 June 1966.

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Figure 4-2.—Endurance requirements.

which was not stocked on board as non-SIM) may require additional research to accurately establish high and low limits which will result in the proper stock level to meet future requirements. For example, assume that you have received two demands for a particular type tube totaling 12 tubes during the last two months. Referring to the basic endurance table you would find that based on a 6 month demand period the high limit would be 9, the low limit 7 and the safety level 5, for 90 days' endurance with a 30 day order shipment time. However, in checking with the using department, you find that they anticipate a continuing failure rate of 6 tubes per month. You can see that in this case your high/low limit and safety level would not be sufficient to support the using departments' requirements. Alternative methods would then have to be used to support the requirement. Perhaps basing your computations of the pro-

jected failure rate of 6 per month would provide the required support in this instance. In any case, deviation from the established procedure for computing high and low limits for SIM items should not be undertaken without first consulting with your leading chief and stores officer.

When determining total demand quantity you should include inventory losses for material missing when inventoried. Inventory losses of material unfit for issue, and material transfers are not to be included in the total demand quantity.

MAINTAINING STOCK LEVELS

Maintaining stock levels refers to all actions necessary to keep the onhand quantity of stock equal to the allowed or stockage objective quantity. It requires constant review of stock

6 month demand quantity[1]	O&ST - Ø days		O&ST - 30 days		O&ST - 60 days		O&ST - 90 days[2]		Safety level
	High limit	Low limit	High limit	Low limit	High limit	Low limit	High limit	Low limit	
1	1	0	1	0	1	0	2	1	0
2	2	1	2	1	2	1	3	2	1
3	2	1	3	2	3	2	4	3	1
4	3	2	3	2	4	3	5	4	2
5	3	2	4	3	5	4	6	5	2
6	4	3	5	4	6	5	7	6	3
7	5	3	6	5	7	6	8	7	3
8	5	4	6	5	8	6	9	8	4
9	6	4	7	6	9	7	10	9	4
10	6	5	8	6	10	8	11	10	5
11	7	5	9	7	11	9	12	11	5
12	7	5	9	7	11	9	13	11	5
13	8	6	10	8	12	10	15	12	6
14	9	6	11	9	13	11	16	13	6
15	9	7	12	9	14	12	17	14	7
16	10	7	12	10	15	12	18	15	7
17	10	8	13	10	16	13	19	16	8
18	11	8	14	11	17	14	20	17	8
19	12	8	15	12	18	15	21	18	8
20	12	9	15	12	19	15	22	19	9
30	18	13	23	18	28	23	33	28	13
40	24	17	30	24	37	30	44	37	17
50	30	21	38	30	46	38	55	46	21
60	35	25	45	35	55	45	65	55	25
70	41	30	53	41	65	53	76	65	30
80	47	34	60	47	74	60	87	74	34
90	53	38	68	53	83	68	98	83	38
100	59	42	75	59	92	75	109	92	42

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Figure 4-3.–Example of Basic Endurance Table.

records and maximum use of replenishment opportunities. Stock levels are generally maintained as follows:

Non-SIM material on nonautomated ships

SIM material on nonautomated ships and all material on automated ships

Replenished on a one-for-one basis as issued (within fund limitations).

Replenishment initiated when stock level plus on order quantity reach the low limit or below. Order to high limit.

Stock record review should be continuous, and the stock records Storekeeper must be fully aware of what to look for as he posts transactions.

- Are stock levels realistic when compared to usage?
- Does too frequent replenishment indicate the need to raise stock levels?
- Is replenishment stock received within normal time frames?
- Are any outstanding requisitions overdue, and is followup required?
- Does demand justify stocking a previously NC item?

If it were necessary to consider only the above, it would not be too difficult to keep adequate stock on hand. However, two additional factors must be taken into account. They are:

- Storage space limitations
- Fund limitations

While space limitation does not affect many items it can limit the quantity of bulky, fast-moving items that you may stock. It is then necessary to replenish these items more frequently in order to maintain an adequate stock. As a last resort you may consider making the item DTO-SIM if it qualifies.

A more evident and recurring problem is that of fund limitations. For non-SIM stock, Navywide funding limitations may prevent stock from being reordered to full allowance. This problem will be discussed in more detail a bit later. For all items of stock your own shipboard funding limitations may prevent items being ordered to full allowance or high limit, or may force you to make a choice between items to be ordered. When a choice between two different items must be made, it is a good idea to request advice from the using department or departments since they will be directly affected by the decision.

DEFICIENCY IN ALLOWANCE LIST

As we mentioned earlier, Navywide funding limitations sometimes prevent the reordering of all non-SIM repair part deficiencies. These unfunded deficiencies are recorded by the Naval Supply Center, Oakland on the master Deficiency in Allowance List (DIAL) record. To be included on the master DIAL record, an item must be a non-SIM repair part, have a unit cost of $2 or more and have a FSN. Specifically excluded from DIAL are:

- Deficiencies of controlled equipage
- Consumable items
- Repair parts funded under the APA
- Repair parts funded by NAVSHIP COSAL allotment

Your ship's initial input into the DIAL program takes place during SOAP. During the SOAP for your ship all unfunded non-SIM repair part deficiences of $2 or more are entered on the master DIAL record maintained by NSC Oakland. When requested by your type commander, NSC Oakland provides your ship with a deck of DIAL cards applicable to your ship's repair part

shortages as recorded in the master DIAL record.

Proper input to, and maintenance of your ship's DIAL records, and the master DIAL record provides your type commander with a basis to evaluate your ship's supply readiness. Additionally, the master DIAL record permits excess material generated by SOAP to be redistributed, as non-chargeable material, to ships that require it to fill allowance deficiencies.

Maintenance of the DIAL Deck

The deck of DIAL cards for your ship would be useless unless you properly maintained them.

If you issue a non-SIM item without replenishment which has a card in the DIAL deck you must increase the quantity shown as deficient on the card to reflect the new deficient quantity. For example, you make an issue of a resistor which you are unable to replenish, and which leaves your allowance deficient by 2. You check the FSN for the resistor against the DIAL deck and find that a DIAL card is there for the resistor showing a quantity deficient of 1. The proper procedure would be to draw a line through the quantity shown on the card and put the quantity now deficient in its place.

If there had been no card (item not previously deficient) you would have had to make up a DIAL card showing the FSN, unit of issue, unit price and deficient quantity of the item. The new card would then be inserted in the deck in the proper sequence.

Assume now that funds become available to reduce some of your ship's deficiencies. If the resistor mentioned above is reordered to full allowance you would change the quantity shown as deficient on the DIAL card to ϕ and refile it in back of the DIAL cards which still reflect deficiencies. When five or more DIAL cards are accumulated for which the entire deficient quantity has been ordered, these cards are removed and mailed under a letter of transmittal to NSC Oakland for update of the master DIAL record.

If the full deficient quantity was not ordered, the quantity shown as deficient on the DIAL card is changed to reflect the actual quantity deficient.

Update of the Master DIAL Record

The master DIAL record at NSC Oakland must be kept up to date to accurately reflect repair part deficiencies of individual ships.

When a non-SIM item is issued without replenishment and the quantity on hand plus the quantity on order is below allowance, the deficient quantity is reported to NSC Oakland. The method used is to enter the notation "DIAL" followed by the current quantity deficient in block T of the NAVSUP Form 1250 used to issue the item (see figure 4-4). This action is taken as often as necessary to report the quantity deficient for the item. The quantity reported deficient is the total quantity deficient for the item at the time the item is issued. For example, if you make an issue of 1EA of an item and the issue brings the deficient quantity to 2EA, the quantity is shown as "DIAL (2)" in block T of the 1250, even if the item had been reported as DIAL deficient for 1EA at the time it was first issued.

Upon receipt and review of the green copies of the NAVSUP Form 1250 submitted periodically under ACCESS, the type commander will extract and report the repair part deficiency data to NSC Oakland, for update of the master DIAL record.

When a significant number of replenishment requisitions are submitted solely to correct existing DIAL deficiencies (e.g. prior to an extended deployment) the following steps are taken to update the master DIAL record. The DIAL cards for those items ordered to allowance (ϕ deficient) are removed from the DIAL deck and the deficient quantity recorded as zero. If the requisitioned quantity only partially reduces the deficient quantity, the cards for those items are annotated to show the correct deficiency and a list is prepared for these items showing the quantity still deficient. These cards are then refiled in your DIAL deck. The list of partially filled deficiencies and the DIAL cards for those items reordered to allowance are then forwarded to NSC Oakland under a letter of transmittal.

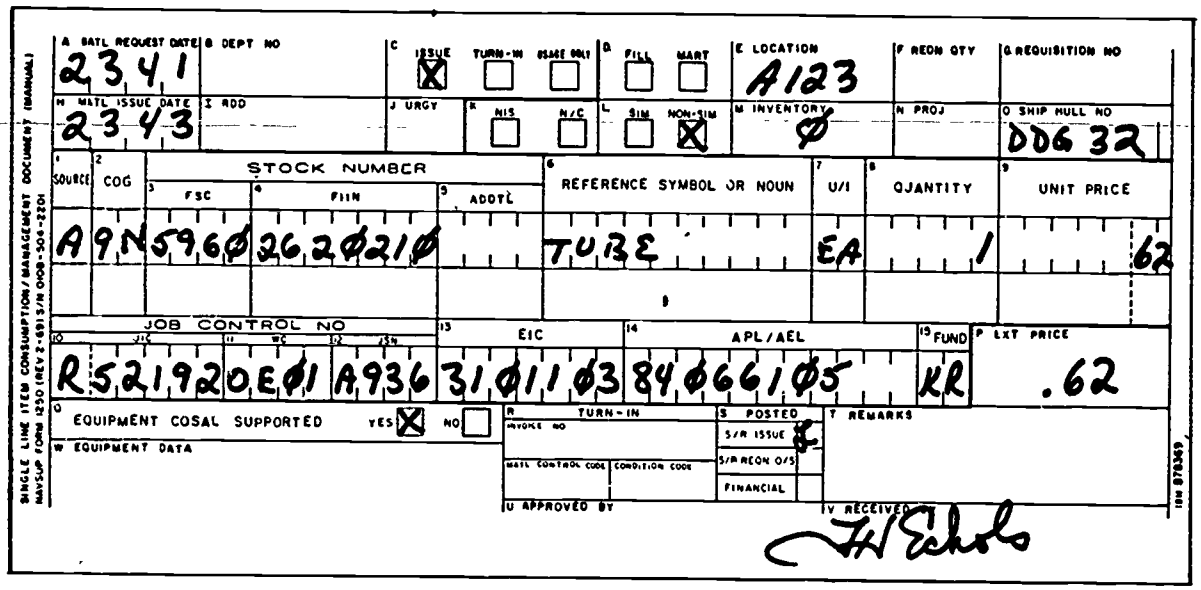

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Figure 4-4.--NAVSUP Form 1250 for dial deficient item.

Verification of the Master DIAL Record

The master DIAL record is verified by your ship on the first and second anniversaries of your most recent SOAP completion date. NSC Oakland sends the ship all required verification aids along with complete procedural instructions for the verification.

SUPPLY VS DEMAND

In one respect, supply department storerooms are very similar to commercial stores since they must be responsive to customer needs. True, it is not necessary to cater to customer whims, but storeroom stock (repair parts and consumables) must contain the material needed to support installed equipment and general shipboard work.

The majority of line items in the storerooms are repair parts which are stocked according to the COSAL and not because of previous demand. However, this fact does not relieve you of all inventory management responsibility. Each request for a not-carried part should be analyzed to determine if the equipment is supported by the COSAL. This provides an excellent opportunity for a continuous validation of the COSAL. Changes to installed equipment also require changes in storeroom allowances. The equipment change must be reported to the ICP, appropriate APLs obtained, and allowed repair parts necessary to support the equipment ordered.

Demand is a most important factor when determining storeroom quantities for consumable items and repair parts with frequent usage. For these items it is necessary to establish stockage objectives which meet the endurance criteria promulgated by OPNAV. In addition, it is advisable to identify those items that experience peak demands during deployments or particular operations. Here again, advice from the using departments can be very helpful.

Accurately maintained stock record cards will be your primary source of information when trying to anticipate future requirements for regular replenishment requisitions or when replenishing in preparation for an extended deployment. However, the expected duration of the deployment and availability or non-availability of supply support requires very careful

planning. An oversupply of one item can seldom be substituted for a shortage of another item.

General comments or "gripes" are not always a valid means of evaluating performance since they are often generalities and do not pertain to specific transactions. However, one method that can be used to measure the effectiveness of supply storerooms to support the operating requirements of the ship is called the supply effectiveness analysis, as shown in figure 4-5. The illustration pertains only to repair parts, but it is equally applicable when analyzing consumable material support. Very little time is required to prepare the analysis from the weekly accumulation of consumption documents. Since demands fluctuate, a single weekly analysis is not an accurate measurement. However, if the analysis is prepared each week and compared with those of previous weeks, a very definite picture of supply effectiveness is shown.

The two areas that lower the effectiveness rating are NIS and NC transactions, and these documents should be carefully examined to determine the cause. NIS transactions in particular may indicate faulty stock control techniques; although unusual or unpredictable demand may have been the cause. NC transactions should be carefully examined to ensure that the equipment is correctly supported by the COSAL.

These statistics WILL NOT correct deficiencies. They will help you identify causes of deficiencies so that you can take corrective action.

CONTROLLED EQUIPAGE

Storekeeper 3 & 2, NAVEDTRA 10269-G, discusses the Controlled-Equipage Custody Record (NAVSUP Form 306) and the procedures for inventory and documentation of items of controlled equipage.

As a senior Storekeeper you will be more directly involved in the preparation and maintenance of the Equipage Control/Redistribution Source Document, and the Type Commanders Deficiency/Excess Report.

Deficiencies and Excesses

To obtain more effective management of controlled equipage assets, some TYCOMs maintain a computerized program which is designed to:

- Afford ready visibility to existing controlled equipage deficiencies and excesses
- Match reported deficiencies of one ship with excesses of another
- Facilitate the redistribution of reported excesses
- Point out deficiencies of urgently required material for which no excesses are available.

Individual ship input into this program, if maintained, is provided by required deficiency/excess reports.

SUPPLY EFFECTIVENESS ANALYSIS

REPAIR PARTS For Period:

A.	Line-item issues of repair parts	176
B.	Line-item NIS transactions for repair parts	4
C.	Total line-item demands for allowed repair parts	180
D.	Line-item demands for NC repair parts	18
E.	Total line-item demands for repair parts	198
F.	Net effectiveness (A ÷ C)	97.78%
G.	Gross effectiveness (A ÷ E)	88.89%

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Figure 4-5.—Supply effectiveness analysis.

Deficiency/Excess Report

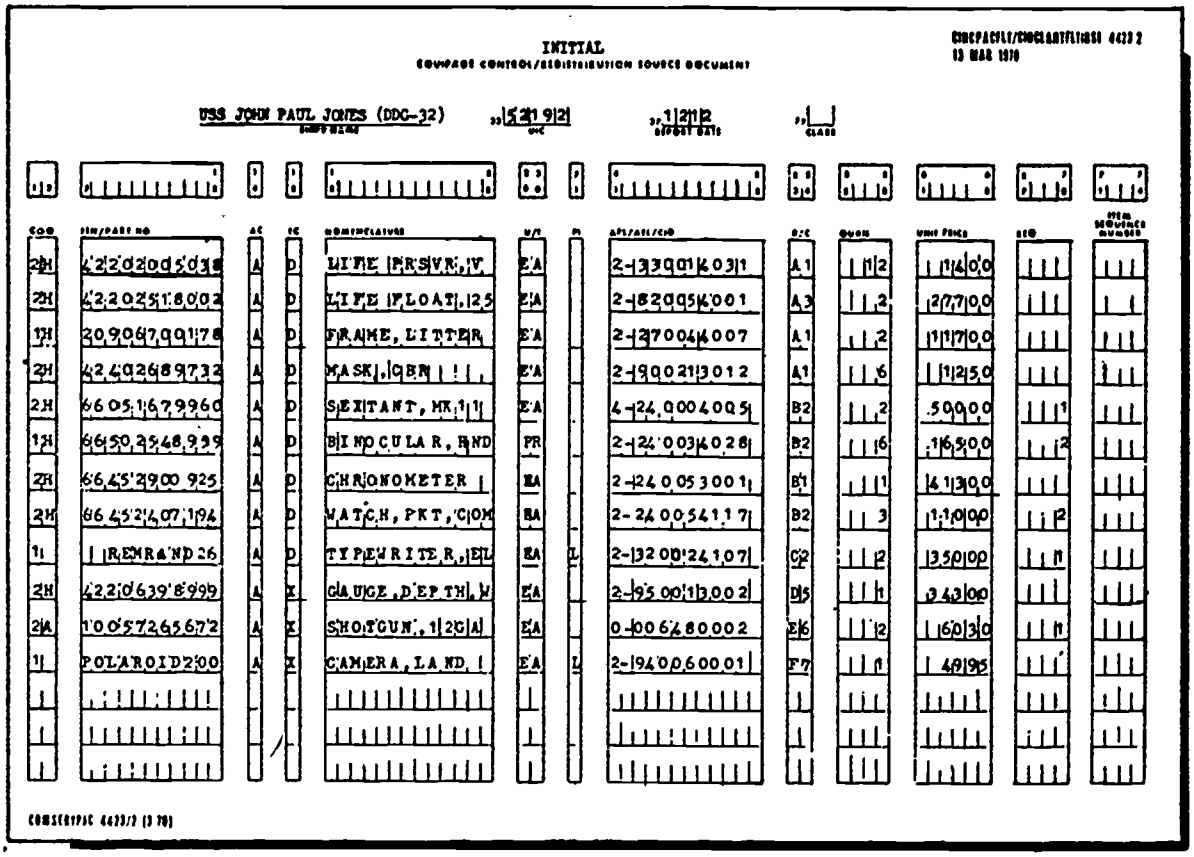
When a ship is commissioned or reactivated, a complete inventory of controlled equipage is taken. Upon completion of the inventory, an initial "Equipage Control/Redistribution Source Document" (Figure 4-6) is prepared, reflecting all existing controlled equipage deficiencies and excesses. The source document is submitted to your type commander as an addendum to the monthly Budget/OPTAR Report (NAVCOMPT 2157).

After initial submission of the "Equipage Control/Redistribution Source Document" changes to the report are made by submitting an "Equipage Control/Redistribution Source Document" showing only the items on the initial report which require a change (Figure 4-7). The change to the initial report is submitted to the type commander in the same way as the initial report, for the month in which the changes occurred.

Detailed instructions for completing the data blocks for the "Equipage Control/Redistribution Source Document" (Figures 4-6 and 4-7) are found in *NAVSUP P-485*, Chapter 6.

Type Commanders "UIC Deficiency/Excess Report"

Each January the type commander will distribute to each of his ships a "UIC _____ _____ Deficiency/Excess Report". This report reflects the TYCOM's record of all existing controlled equipage deficiencies and excesses for the receiving ship.



10.101

Figure 4-6.—Initial equipage control/redistribution source document.

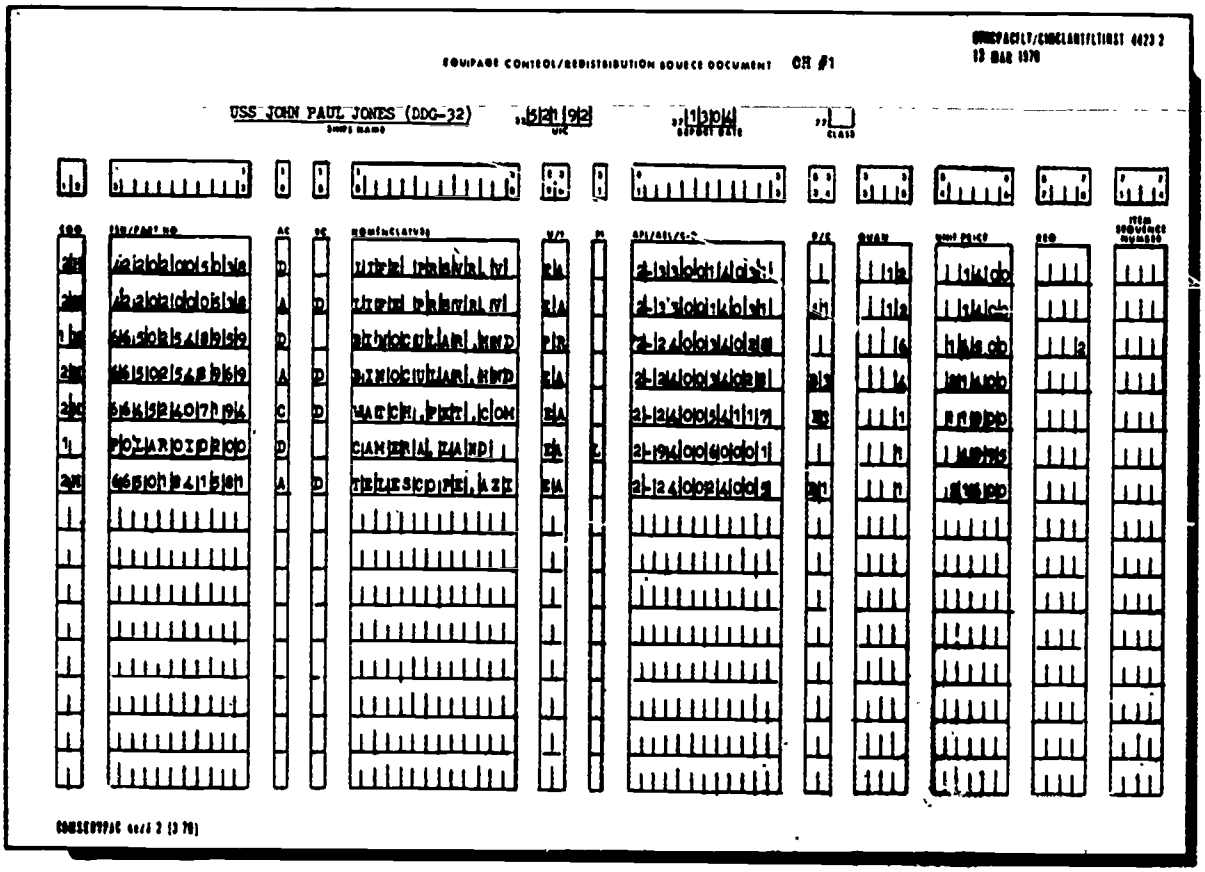


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Figure 4-7.—Example of change to initial equipage control/redistribution source document.

Each item listed on the TYCOM's report is carefully reviewed in conjunction with the annual controlled equipage inventory taken in March. An "Equipage/Control Redistribution Source Document" is prepared and submitted as an addendum to the Budget/Optar Report for March, showing all corrections required to the TYCOM's record.

When a "UIC _____ Deficiency/Excess report is received from the TYCOM more frequently than annually, the report is reviewed and updated even if no shipwide inventory of controlled equipage is conducted.

Figure 4-8 shows a Type Commanders "UIC _____ Deficiency/Excess Report."

MANDATORY TURN-IN REPAIRABLES (MTR)

What is a mandatory turn-in item? Basically, it is an item that costs a lot of money and can be repaired for less money than it would take to replace it.

Mandatory turn-in items are broken down into two groups, HIVAC (high value asset control) items and non-HIVAC MTR items. Procedures for managing MTR items are basically the same for both HIVAC and non-HIVAC items.

HIVAC MTR Items

Although the majority of HIVAC items are repairable there are some consumable items

15 JAN 1972 COMCRUDESPAC PAGE NO. 001
EQUIPAGE CONTROL/REDISTRIBUTION PROGRAM
JOHN PAUL JONES UIC 52192 DEFICIENCY/EXCESS REPORT

COG FED STOCK NO.	PART IND	NOMENCLATURE	UI	TYP CDE	TRAN DATE	APL/AEL	REQ CDE	TOT QUAN	REQ QUAN	UNIT PRICE	TOTAL VALUE
2H 42202000538		LIFE PRSVR,V	EA	D	1304	2-330014031	A1	0012		14.00	168.00
2H 42202518002		LIFE FLOAT,25	EA	D	1212	2-820054001	A3	0002		277.00	554.00
1H 20906700178		FRAME,LITTER	EA	D	1212	2-270044007	A1	0002		117.00	234.00
2H 42402689732		MASK,CBR	EA	D	1212	2-900213012	A1	0006		12.50	75.00
2H 66051679960		SEXTANT,MK11	EA	D	1212	4-240004005	B2	0002	0001	500.00	1000.00
1H 66502548959		BINOCULAR,HND	EA	D	1304	2-240034028	B3	0004		214.00	856.00
2H 66452900925		CHRONOMETER	EA	D	1212	2-240053001	B1	0001		413.00	413.00
2H 66452407194		WATCH,PKT,CCM	EA	D	1304	2-240054117	B3	0001		110.00	110.00
1 REMAND26	L	TYPEWRITER,EL	EA	D	1212	2-320024107	C2	0002	0001	350.00	700.00
2H 42206398999		GAUGE,DEPTH,W	EA	X	1212	2-950013002	D5	0001		343.00	343.00
2A 10057265672		SHOTGUN,12GA	EA	X	1212	0-006480002	E6	0002	0001	60.30	120.60
2H 66501841581		TELESCOPE,AZI	EA	D	1304	2-240024005	B1	0001		216.00	216.00

10.103

Figure 4-8.—Type Commander's "UIC____ Deficiency/Excess Report.

designated HIVAC because of their high unit cost. HIVAC items are identified by the material control code assigned. HIVAC items are required to be inventoried quarterly by ships designated as HIVAC reporting activities or cyclic asset reporting activities (as identified in *NAVSUP P-485* appendix 7) and annually by all other ships, except submarines.

Master Repairable Item List (MRIL)

There are currently three major repairable listings to help you in identifying those items considered repairable:

- The Master Repairable Item List (MRIL)
- The Aviation Supply Office Master Repair List of Navy Aviation Materials (ASO MRL)
- The Fleet Ballistic Missile Weapons System Master Repairables Listing (FBM MRL)

The MRIL is the repairable list you probably will be using most often in your job aboard ship. The information contained in the MRIL will enable you to make repair/turn-in determination for all repairable items. Figure 4-9 is a sample page from the MRIL. Detailed explanation of the columns is given in the introduction to the MRIL.

Asset Records

You are required to maintain a stock record card for each purpose code under which a HIVAC item or a non-HIVAC MTR item is stocked. Each of these stock record cards must contain the Material Control Code (found in the MRIL and NMDL) for the item. Additionally, when locator cards are used for obtaining item locations, each locator card must show the same MCC as that indicated on the related stock record card.

Purpose codes (found in appendix 10 of NAVSUP P-485) normally applicable to HIVAC items and non-HIVAC MTR items "in stock" are as follows:

Purpose code "A"—General issue stock
Purpose code "W"—Special pool-type stock

Material control codes for HIVAC repairables and non-HIVAC MTR items are as follows:

Code D—Repairable items which generally can be repaired locally (i.e. at the organizational or intermediate maintenance level)

NAVY MASTER REPAIRABLE ITEM LIST PART I (FIIN SEQUENCE)

A C M C O C T G C I D N	FEDERAL STOCK NUMBER	SMIC	R L C	S E C L	SMPG CODE	NPD	NOTES
C 8NH	6930-014-3093		U	XX		13	
C 2ZH	5985-014-5752		D U	N00189		13	
				N00638			
C 4GH	5840-015-0883		U	N00189		03	REDSTRIPE
C 4GH	5985-015-0900		U	N00244		03	REDSTRIPE
C 2NH	5840-015-1282		U	XX		13	
C 2NH	5840-016-0482		D U	N00181		03	REDSTRIPE
				N00228			
C 2ZH	6625-016-2432		D U	N00189		13	
				N00638			
C 4NH	5820-016-3787		U	N00189		03	REDSTRIPE
				N00228			
C 2NB	5845-016-4064		D U	N00111		06	BLUESTRIPE
C 4GH	5815-016-7372		U	XX		13	
C 4NG	1285-017-2842		D U	XX		13	
C 4NH	1260-017-2856		D U	XX		13	
C 4GH	5820-017-8732		U	N00244		06	BLUESTRIPE
				N00638			
C 2ZH	5820-017-8734		D U	N00189		13	
				N00638			
C 4GG	5820-017-9432		U	N00244		06	BLUESTRIPE
				N00638			
C 2ZH	5820-017-9511		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9575		D U	N00189		13	
				N00638			
C 4GH	5825-017-9576		U	N00181		03	REDSTRIPE
				N00228			
C 2ZH	5825-017-9577		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9578		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9579		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9580		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9581		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9582		D U	N00189		13	
				N00638			
C 2ZH	5825-017-9583		D U	N00189		13	
				N00638			
C 2ZG	5840-018-0494		D U	N00189		13	
				N00638			
C 2NH	1287-018-3797		D U	N00189		06	BLUESTRIPE
C 2NH	1287-018-3801		D U	N00189		06	BLUESTRIPE
C 8NH	6130-018-6717		D U	N00189		03	REDSTRIPE
				N00228			
C 2ZH	5820-019-3420		D U	N00189		13	
				N00638			
C 2ZH	5825-019-3440		D U	N00189		13	
				N00638			
C 4GH	7440-019-4676		D U	N00189		06	BLUESTRIPE
C 2ZH	5805-019-6723		D U	N00189		13	
				N00638			
C 8NH	6930-019-9410		D U	N00189		03	REDSTRIPE
C 4NH	1285-020-0015		D U	XX		13	
C 2NH	5962-020-0065		D U	XX		13	
C 2ZH	5985-020-2734		D U	N00189		13	
				N00638			
C 4NH	1285-020-2882		D U	N00244		03	REDSTRIPE
C 4NH	1285-020-2884		D U	N00244		06	BLUESTRIPE
C 4NH	1285-020-2893		D U	XX		13	
C 2ZH	5820-021-2106		D U	N00189		13	
				N00638			
C 4GH	5820-021-3083		U	XX		06	BLUESTRIPE
C 8NH	6610-021-3205		U	C30015		13	
C 2ZH	5820-021-3718		D U	N00189		13	
				N00638			
A 1ND	6930-021-5627		U	AM		13	
C 8NH	5985-021-5782		U	N00189		06	BLUESTRIPE
C 4GH	5825-022-2867		U	N00244		06	BLUESTRIPE
C 4GH	5825-022-2884		U	XX		13	
C 2ZH	5985-022-2896		D U	N00189		13	
				N00638			
C 2ZH	5815-022-9948		D U	N00189		13	
				N00638			
C 2NH	5840-023-1946		D U	N00189		03	REDSTRIPE
C 2NG	5840-023-1955		D U	N00151		03	REDSTRIPE
				N00638			
						N00651	
						N62649	
C 1NH	5840-023-1960		D U	N00189		03	REDSTRIPE
C 4GG	5840-023-1970		D U	N00151		03	REDSTRIPE
						N00228	
						N00651	
C 4NH	1285-023-1996		D U	N00111		06	BLUESTRIPE
						N00244	
C 4NH	1240-026-5338		U	N00197		06	BLUESTRIPE
C 4NH	1265-026-5346		U	N00181		06	BLUESTRIPE
						N00228	
C 4NH	6625-026-6272		U	N00181		03	REDSTRIPE
C 4NH	1210-026-8057		U	XX		13	
C 4NH	1220-026-8202		D U	XX		13	
C 4BH	6115-033-6849		D U	XX		13	
C 4GH	5820-042-5667		U	N00189		06	BLUESTRIPE
C 4GH	5820-042-5683		U	N00244		06	BLUESTRIPE
C 4GH	5820-042-5702		D U	C30023		03	REDSTRIPE
C 4GG	5820-042-5710		D U	N00189		03	REDSTRIPE
C 4NH	1285-042-6429		D U	XX		13	
C 4NH	1285-042-6431		D U	XX		13	
C 4NH	1285-042-6432		D U	XX		13	
C 4NH	1285-042-6438		D U	XX		13	
C 4NH	1285-042-6441		D U	XX		13	
C 4NH	1285-042-6442		D U	XX		13	
C 4NH	1285-042-6443		D U	XX		13	
C 4NH	1285-042-6445		D U	XX		13	
C 4NH	1285-042-6447		D U	XX		13	
C 4NH	1285-042-6451		D U	XX		13	
C 4GH	5820-044-3224		D U	N00189		06	BLUESTRIPE
C 4GG	6625-044-3228	TE	D U	N00228		03	REDSTRIPE
						N00244	
C 8NH	6940-044-3244		U	N00189		13	
						N00228	
C 4GH	5825-045-4273		U	XX		13	
C 4G	5840-049-8167		U	N00151		13	
						N00228	
C 4G	5840-049-8172		U	N00151		13	
						N00228	
C 4G	5840-049-8173		U	N00151		13	
						N00228	
C 4G	5840-049-8178		U	N00151		13	
						N00228	
C 4G	6130-049-8185		U	XX		13	
C 4G	5840-049-8189		U	N00151		13	
						N00228	
C 4GH	6625-049-8272	TE	U	N00228		03	REDSTRIPE
						N00244	
C 4GH	5820-050-6509		U	N00189		06	BLUESTRIPE
C 4GH	5820-050-6570		U	N00189		03	REDSTRIPE
C 4GH	5820-050-6572		U	XX		13	
C 4GH	5820-050-6573		U	N00189		03	REDSTRIPE
C 4NH	4931-050-6711		D U	N00111		03	REDSTRIPE
						N00244	
C 4GH	6625-051-3404	TE	D U	N00228		06	BLUESTRIPE
						N00244	
C 4NH	1285-051-6501		D U	N00181		03	REDSTRIPE
						N00228	
C 8NG	6730-051-6539		D U	C30014		06	BLUESTRIPE
C 8NH	6730-051-6540		U	N00189		03	REDSTRIPE
C 2NH	5865-051-8309		D U	XX		13	
C 2NH	5865-051-8310		D U	N00181		06	BLUESTRIPE
						N00228	
C 2NH	5865-051-8311		D U	XX		13	
C 2NH	5865-051-8313		D U	N00181		03	REDSTRIPE
						N00228	
C 2NH	5865-051-8320		D U	XX		13	
C 2NH	5865-051-8321		D U	N00181		03	REDSTRIPE
						N00228	
C 2NH	5865-051-8322		D U	XX		13	
C 2NH	5865-051-8323		D U	XX		13	
C 2NH	5865-051-8324		D U	YY		13	
C 4NH	6130-052-2148		D U	N00189		03	REDSTRIPE
A 4G	5840-052-2186		U	XX		13	
A 4G	5840-052-2189		U	XX		13	
C 4NQ	1220-052-5490		D U	XX		13	
C 4GG	6625-053-3112	TE	U	N00228		03	REDSTRIPE
						N00244	
C 4NH	1220-053-4316		D U	N60701		06	BLUESTRIPE
C 4NH	1220-053-4375		D U	XX		13	

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Figure 4-9.—Sample page from Master Repairable Item List (MRIL).

Code G–HIVAC MTR items with a unit price generally of $1,000 or more

Code H–MTR items not assigned MCC G, K, or Q (i.e. MTR items not designated as "HIVAC" or high value)

Code K–Military essential and/or critical HIVAC MTR items with a unit price generally of $1,000 or more

Code Q–High value MTR items with a unit price generally less than $1,000

In addition to those codes shown above, there are two material control codes (J and N) which apply to HIVAC consumables.

MTR Suspense File

Each ship's supply department is required to establish an MTR suspense file in the supply support center (SSC) or supply office (if no SSC is established). The MTR suspense file must contain a skeletonized DD Form 1348-1 for prospective transfers of unserviceable MTR items expected to be turned in to the supply department in exchange for an issued replacement.

The 1348-1's should be filed in such a way as to provide a tickler file system that readily identifies those departments holding repairables that require turn-in.

MTR Issues

Documentation of issues of MTR items is basically the same as that of other material. Your only problem may be in readily identifying those items that are MTR repairable. Your determination as to whether or not an item is repairable or not is made from one or more of the following sources:

- The stock record card for the item which should have the material control code of the item on the card, or a notation "HIVAC REPAIRABLE" or "MANDATORY TURN-IN REPAIRABLE" shown.
- The NMDL which gives the material control code of an item in the "repair" column.
- The MRIL, ASO MRL, FBM MRL

When an issue of an MTR item is to be made, or before an MTR item that is NIS/NC is ordered the issue document for the item should be annoted "MTR ITEM" in the remarks block.

As far as is practicable, the turn-in of the unserviceable repairable to the supply department should be made at the time of issue. When the turn-in is received by the issuing Storekeeper, he should make the notation "TURN-IN RECEIVED" in the remarks block. If the issue is made without immediately receiving the unserviceable item (some turn-ins cannot be made until the new item is actually installed in the equipment), the notation "TURN-IN NOT RECEIVED" should be made in the remarks block.

Immediately after the issue of the MTR item has been made (regardless of whether the unserviceable unit is immediately turned-in to the supply department), the issue room Storekeeper sends the issue document to the SSC or supply office for preparation of the DD 1348-1 for transfer of the unserviceable repairable to the designated overhaul point at the earliest possible time.

If an MTR item is NIS or NC when requested, the same basic principles apply that were used for issues. If the replacement item is turned in to the supply department at the time of the issue request, you annotate the remarks block of the 1250 in the same way as for an issue. The issue request is then forwarded to the requisitioning Storekeeper so that the replacement item can be ordered. The defective item is still transfered to the designated overhaul point at the earliest possible time without waiting for the replacement item to be received on board. For a defective item that cannot be turned in to the supply department before a replacement is installed, you transfer the defective unit as soon as possible after receipt of the replacement item.

Amplified instructions for the processing of MTR item issues are found in *NAVSUP P-485*, chapter 6. Transfer of MTR items to the designated overhaul point is discussed in Chapter 6 of this manual.

CHAPTER 5

PROCUREMENT, RECEIPTS, AND EXPENDITURES

We have examined the Navy's material distribution system, and have followed the flow of material from the manufacturer through the echelons of supply to the distribution points and primary and secondary stock points. In this chapter we will discuss the methods of procurement available to you, the procedures for receipt of these stores, and the expenditure of stores either no longer required by your ship, or more urgently required by other ships.

PROCUREMENT

One definition of procurement is "to get hold of—obtain". That is essentially what you must do to provide effective supply management for your ship. When parts or other supplies are needed, you must "get hold of" new stocks.

DISTRIBUTION CHANNELS AFLOAT

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

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

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

SOURCES OF SUPPLY

Ships normally submit requisitions to the supply activities specified in current operational orders and instructions issued under the direction of fleet commanders. One of the more commonly used instructions describing requisitioning channels is the *Consolidated Afloat Requisitioning Guide Overseas*, NAVSUP P-4998-A for the Atlantic or NAVSUP P-4998-P for the Pacific. When there are no instructions which specify the source of supply, requisitions are submitted to the nearest shore supply activity (NSC or NSD).

Ships deployed overseas and non-rotating ships get their supplies from units of the Mobile Logistics Support Forces (MLSF), outlying bases, CONUS distribution points, or advanced bases. These sources are normally detailed in the appropriate requisitioning guides mentioned above.

RESPONSIBILITIES FOR PROCUREMENT AFLOAT

The supply officer is responsible for the procurement of all equipment and supplies needed by the ship, with the exception of ammunition, Marine Corps stores, navigational maps and charts, war reserve stockpile nuclear weapons and major assemblies, medical stores, and those materials which are automatically furnished without action by the ship. (On ships operating under Navy Stock Account special accounting classes 207 and 224, the supply officer is responsible for the procurement of load list medical stores.) The supply officer is responsible to the commanding officer for the maintenance of stocks of general stores, subsistence items, and ship's store stock and clothing items, if authorized, at levels sufficient to meet probable demands. He is responsible jointly with the cognizant head of a department for the maintenance of a full allowance of equipage items.

A leading Storekeeper's responsibility is to implement whatever system of procurement the supply officer directs. Working with the supply officer, you will determine procurement requirements, using as the basic guide, the ship's allowance lists and usage experience as reflected in the stock records.

In determining stock requirements, you must take into consideration geographic and climatic conditions; the expected length of cruises; the type of operations, such as combat, training, or other mission; and the availability of supply activities. You also must consider the expected needs of operating departments for maintenance materials and consult with department personnel in that regard. Of course, your determination of requirements must be made in accordance with the ship's endurance schedule, the stock limits and allowances established by the cognizant commands, NAVSHIPS weight restrictions, and logistic commanders' endurance limitations.

NAVY MANAGEMENT DATA LIST

The high cost of printed matter together with critical space requirements have resulted in the Navy Management Data List being produced in microfiche form. In addition to cost and space savings the present method of producing the NMDL results in faster and more economical receipt by mail. Quarterly, a completely updated NMDL is issued to all activities. This eliminates the requirement for change bulletins to the NMDL as well as the Deleted Superseded FIIN List.

NORS REQUISITIONS

A not operationally ready supply (NORS) requisition is defined as any requisition submitted to meet:

- A casualty report (CASREPT) requirement as cited in Navy Warfare Information Plan 10-1(c).

- A Ship's Essential Equipment Requisition Expediting Program (SEEREP) requirement as designated in NAVSUPINST 4408.1.

- A not operationally ready supply air (NORSAIR) requirement as designated in FASOINST 5442.1.

- An anticipated not operationally ready supply (ANORS) requirement as designated in OPNAVINST 4614.1.

The preparation of a NORS requisition is basically the same as for other requisitions. The same data blocks are completed. However, the information in some data blocks is specific to NORS requisitions:

- Block 3, the media and status code is usually changed to provide 100 percent supply and shipment status by the fastest means possible. Normally, the M&S code is in the "S-X" series as described in appendix 16 of *NAVSUP P-485*.

- The first digit of the requisition serial number, data block 12, is "W" to identify a CASREPT/NORS requisition.

- The first digit of the distribution code, data block 18, is used to identify the activity that is

to receive 100 percent supply and shipment status on the requisition, in addition to the requisitioner. Appendix 3 of *NAVSUP P-485* lists the appropriate codes for this purpose.

- The appropriate project code for NORS requisitions from appendix 6 of *NAVSUP P-485* is entered in data block 19 of the requisition when directed by the fleet or type commander.

NORS requisitions are transmitted by naval message unless transmission by another means (telephone, transceiver or courier) is considered more expedient. Figure 5-1 shows a NORS requisition ready for submission.

Expedited Handling

The RDD block of the NORS/ANORS requisition (block 21) will contain "999" (most expeditious handling when the following conditions apply:

- The requisitioner must be a Navy unit overseas, or a unit alerted for deployment within 30 days of the date of the requisition.
- The unit is assigned to FAD I, II, or III.
- The item or equipment required is causing primary weapons or equipment to be CASREPT with the casualty report submitted. Or the item or equipment has been identified during maintenance or testing as required to prevent primary weapons or equipment from becoming CASREPT (an ANORS requisition) and the time frame is within 15 days of actual combat requirements or within 5 days for all other worldwide requirements.

Only priority designators $\phi 1$, $\phi 2$, and $\phi 3$ requisitions meeting these requirements are eligible for "999" assignments.

Any requisition or requisition modifier showing "999" in the RDD block must be approved by the commanding officer of the requisitioning activity prior to submission into the supply system.

Requisitions for items that meet NORS or ANORS conditions but do not qualify for "999" handling must show a "N" for NORS as the first position of the RDD data block for NORS requirements or "E" for ANORS requirements. The second and third positions of the

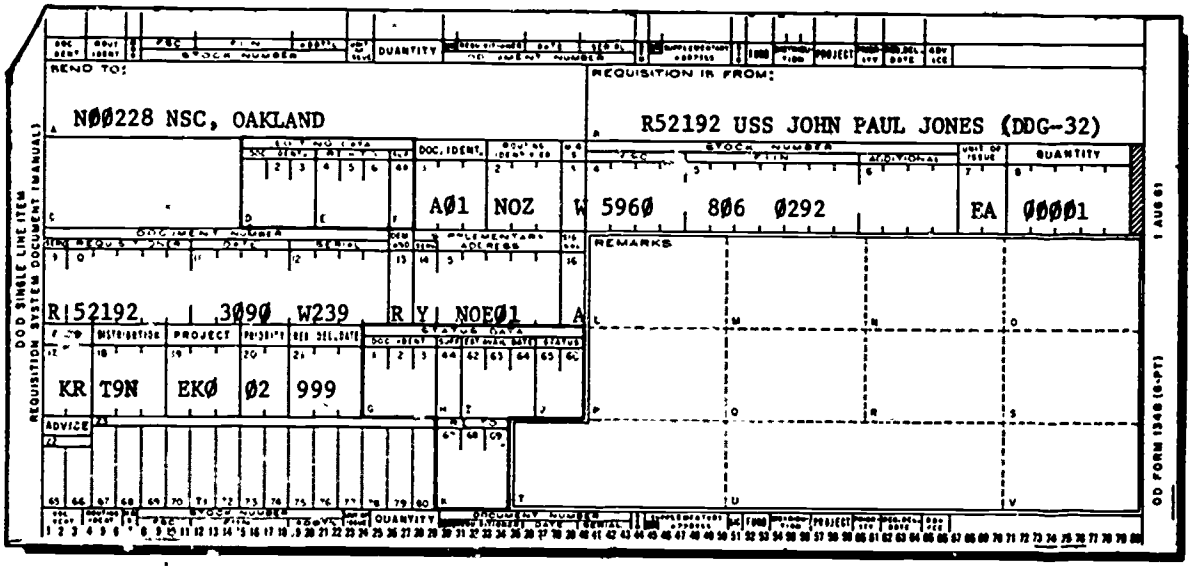

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Figure 5-1.—NORS requisition ready for submission.

RDD block indicate a short required delivery date expressed in the number of days from the date of the requisition that the material is required.

MATERIAL OBLIGATION VALIDATION

A material obligation is the unfilled quantity of a requisition not immediately available for issue to the requisitioner, but held as a commitment against incoming stocks. Quarterly, on 31 January, 30 April, 31 July, and 31 October, the inventory manager or local stock point reviews its outstanding obligations.

Material obligations held, which are outstanding for 75 days or more are considered to be overage. At the completion of the review, but not later than 5 days from the cutoff dates above, the inventory manager or stock points sends out material obligation validation requests prepared on a DD Form 1348m in the format shown in figure 5-2.

The DD Form 1348m is in the same format as your requisition except for these key data elements:

CARD COLUMN	EXPLANATION	ENTRY
1-3	Document Identifier	AN1—When the recipient of the MOV request is the requisitioner. AN2—For the supplementary addressee AN3—For card column 54
65-66	Status Code	Gives the current status of the outstanding quantity for the obligation
71-73	Cutoff Date	The cutoff date of the MOV cycle. For example 120 for 30 April MOV cycle
75-77	Reply Due Date	The day your response card is due back at the requesting activity

The MOV request cards, a machine list of the documents plus pertinent instructions are air

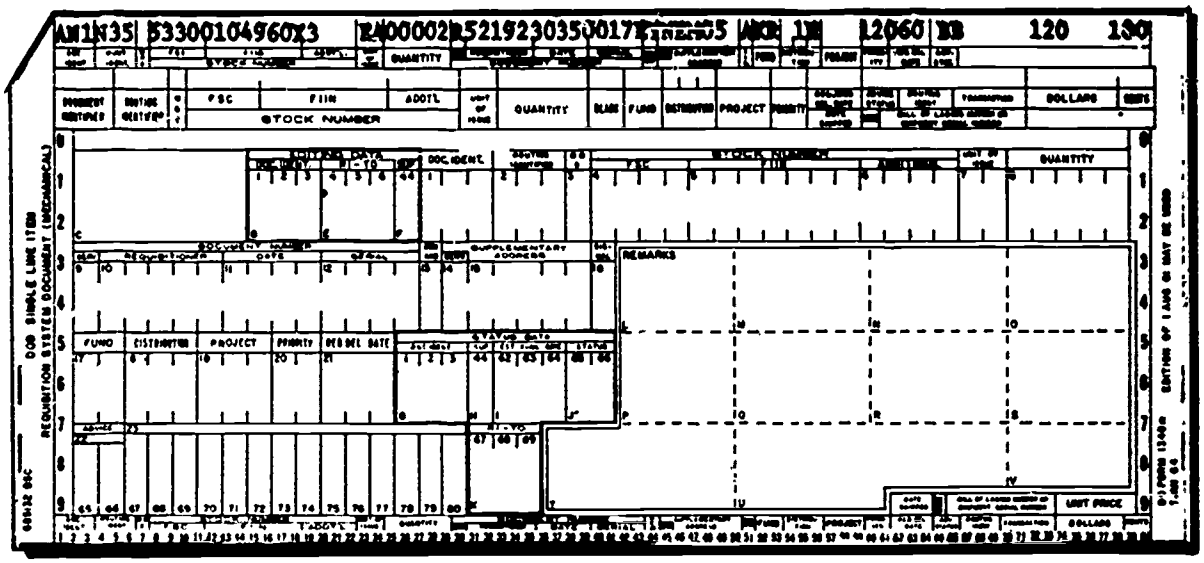

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Figure 5-2.—Material obligation validation request.

mailed under a letter of transmittal (figure 5-3) to the ship or unit designated by the M&S code in the original requisition to receive supply status.

MOV Request Acknowledgement

The ship or unit receiving a MOV request should immediately acknowledge receipt of the request in the prescribed space of the letter of transmittal and return it to the requesting activity.

If documents shown on the machine list are not received, the receiving activity should prepare its own DD Form 1348m request cards from the information provided on the machine list, in the same format as the other request cards.

The document numbers of the cards not received are listed on the letter of transmittal as "Not received prepared by requisitioner" and returned to the requesting activity. Should no machine list be received and the number of cards received is less than those indicated on the letter of transmittal, the document numbers of the cards received should be listed on the transmittal letter when receipt is acknowledged. It is then up to the requesting activity to determine the missing documents and transmit them to the requisitioner. If request documents are received which belong to another activity they should be air mailed to that activity.

When acknowledgement of MOV requests are not received by the issuing inventory manager or stock point within 30 days a follow-up letter, with duplicate card and matching list, is forwarded to the appropriate activity. A copy of the second request letter is also sent to the respective type commander for determination of the circumstances causing the delay in acknowledgement of the original request.

Validation

When you receive the validation request you must compare the FSN, quantity and the requisition document number of the request document against the outstanding requisition and update the incorrect information.

The outstanding requisition for each validation request is thoroughly reviewed to determine if there is still a requirement for all or part of the outstanding quantity. Additionally, for DTO maintenance related items, the NAVSUP Form 1250 or DD Form 1348m for the outstanding requisition is matched against the OPNAV 4790/2K held in the Maintenance Data Collection Systems (MDCS) coordinators deferred action file. If there is no form held (the job is completed) the originator of the 1250 or 1348m is requested to authorize cancellation of the requisition or justify continuance of the requirement.

After validation the machine listing may be discarded. The outstanding requisition is annotated as follows:

"Validated with N35 (Requesting Activity) MOV request of 120 (validation cutoff cycle)."

Validation Response

A response for each validation request must be made to the requesting activity by the reply due date (card columns 75-77) on the request card.

Ships without punch card capabilities make the response by returning the validation request cards to the requesting activity annotated as follows:

Card Column	Title	Explanation
25-29	QTY	The quantity of the outstanding requisition that is still required. If total cancellation of the requisition is desired zeros are placed in these columns.
G	Doc Ident.	Appropriate document identifier code for the MOV response; AP1–from requisitioner AP2–from supplementary addressee AP3–from card column 54
71-73	None	Enter the last three digits of the julian date of the response preparation.

DEPARTMENT OF THE NAVY
NAVAL PUBLICATIONS AND FORMS CENTER
5801 TABOR AVENUE
PHILADELPHIA, PA 19120

AREA CODE 215 697 & EXTENSION
AUTOVON 442 & EXTENSION
EXTENSION 2693
IN REPLY REFER TO
1051:WK:man
30 November 1973

From: Commanding Officer, Naval Publications and Forms Center
5801 Tabor Avenue, Philadelphia, Pa 19120

To: Officer in Charge, Navy Training Publications Detachment
Building 220, Washington Navy Yard, Washington, D.C. 20374

Subj: Request for Validation of Material Obligations

1. Forwarded are ( ) Material Obligation Validation Request Cards.

2. It is requested that receipt of these requests be acknowledged and that response cards be submitted for each request. Failure to do so will result in automatic cancellation of your requisitions.

ENCLOSURES
Copy Furnished:

W. Kiely

DO NOT DETACH
RETURN ENTIRE SIGNED LETTER TO "FROM" ADDRESS ABOVE

ACKNOWLEDGEMENT

Above validation requests were received _____. These item requirements and IPD will be validated by the user.

AUTHORIZED OFFICIAL

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Figure 5-3.—Material obligation validation request transmittal letter.

Figure 5-4 illustrates a MOV response by a non-automated ship.

Ships with punch card capability make the MOV response by preparing DD 1348m response cards. These response cards are prepared identically to the MOV request cards with the following exceptions:

Card Column	Title	Entry
1-3	Doc. Ident.	The appropriate MOV response document identifier code (same as for non-automated ships)
25-29	QTY	The outstanding quantity still valid.
71-73	Transaction date	The last three digits of the Julian date of response preparation.

Figure 5-5 shows a response card for an automated ship.

During the validation process you may find that you have received all or part of the quantity shown as outstanding on the MOV request. When this happens the requisitioner (when non-automated) must prepare a second MOV response card on the original of a two-part DD Form 1348. The second response card duplicates the original requisition with the following exceptions:

Data Block	Title	Explanation
1	Doc. Ident.	Enter the appropriate AP__code
2	Rout. Ident.	Enter the routing identifier code for the activity to which the response is submitted.
8	Quantity	Enter the total quantity received.
22	Advice Code	Enter advice code 2U
23 (cc 71-73)	None	Enter the last three digits of the Julian date on which prepared.

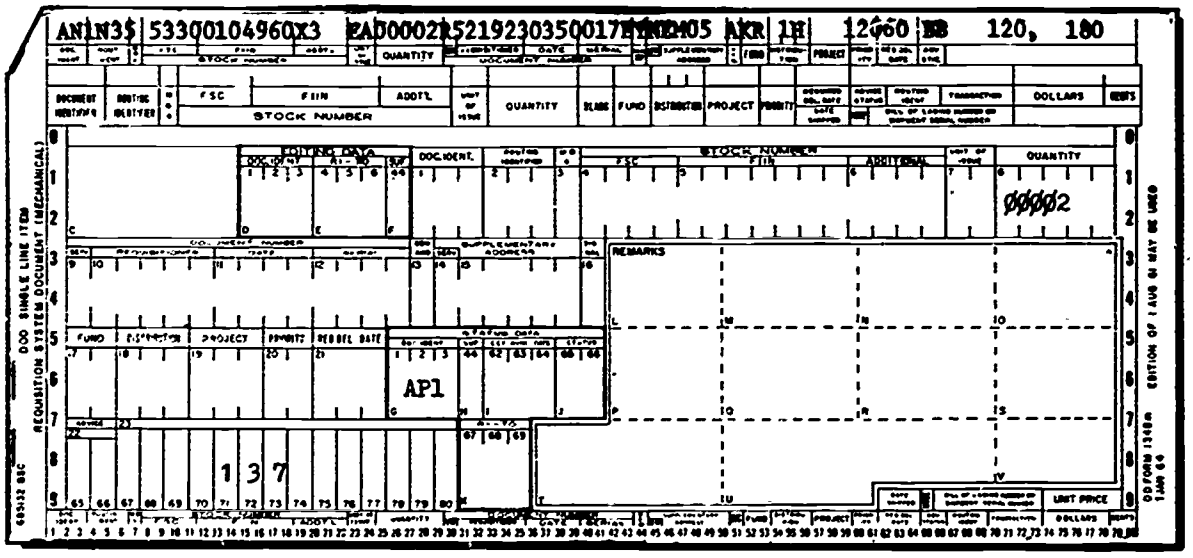

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Figure 5-4.—Material obligation validation response document—non-automated.

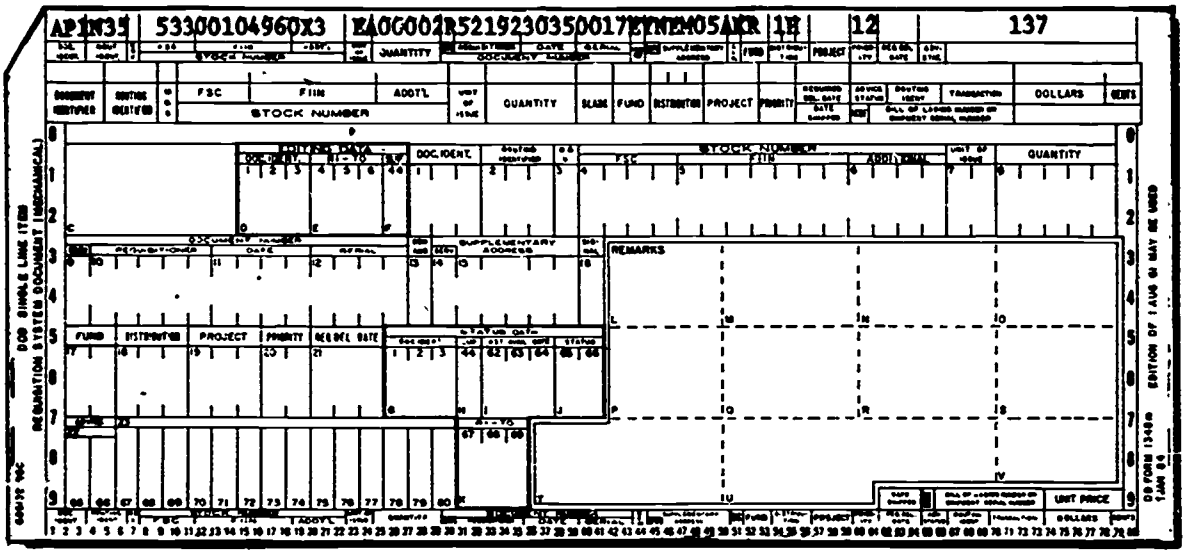

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Figure 5-5.—Material obligation validation response document—automated.

Figure 5-6 shows a response card when an item has been partially received.

A ship with punch card capabilities takes the same action except the second response card is prepared on a DD Form 1348m.

When a second MOV response card is received by the material obligation holder the activity takes action to cancel any quantity in excess of the quantity received. For example: Your ship receives a validation request from SPCC for an

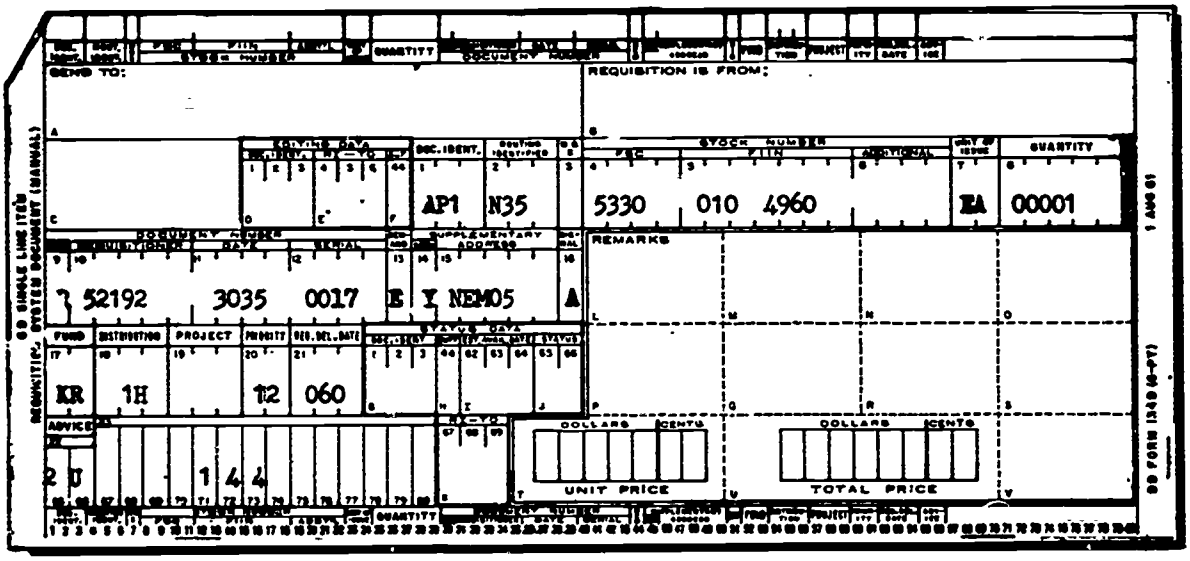

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Figure 5-6.—Material obligation validation response document—item partially received.

item. On validating one of the requests you find that SPCC holds an obligation for 15 items on the request card. Your records indicate that 6 of the 15 items have been received by your ship. Further investigation shows that you still require 6 of the remaining outstanding quantity. On your original MOV response you show a quantity of 6 as still required in block 25-29. On your second MOV response card, as described above, you show a quantity of 6 as received. Upon receipt of these two MOV response cards SPCC will take action to cancel 3 of the 15 items.

	15	Quantity originally requisitioned
Less	6	Quantity received by ship but still outstanding per MOV request
	9	
Less	6	Reported on first MOV response as still required.
	3	Quantity that is cancelled by SPCC

Cancellation of Requisitions

When the activity holding a material obligation for your ship received an MOV response indicating a request for full or partial cancellation of the item, the activity will confirm the cancellation with a cancellation card (document identifier AC__) and a status code of "BR" (cancelled in response to a MOV request). Funds should not be deobligated until this confirmation is received. Additionally, MOV requests for which the holding activity receives no response are automatically cancelled (under status code "BS"—no response to validation request) providing the holding activity has received acknowledgement of receipt of the MOV request.

MOV Response Delay

Should operating commitments of your ship, or late receipt of the MOV request make the response to the request by the required date impossible, notify the material obligation holding activity by message. The message must contain the estimated date the MOV response will be submitted and must request suspension of cancellation action by the holding activity on the requisitions involved. A copy of the message will be sent to the appropriate type commander.

PURCHASING AFLOAT

Ordinarily, supplies and services required for forces afloat are procured by requisition from the nearest shore activity, and deviation from this rule is made only in the following cases:

EMERGENCY PURCHASES

Supply officers of ships, subject to such limitations as may be prescribed by the senior officer present afloat, are authorized to obtain required supplies or services by purchase in the open market when all of the following conditions exist:

1. There is an immediate and urgent requirement for authorized supplies and services.
2. The supplies or services are not available at the local supply support activity and will not be available within the required time frames.
3. Time is limited, and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

ROUTINE PURCHASES LESS THAN $250

When authorized by the type commander, and when the required supplies or services have a value of less than $250, they may be purchased in the local market area when all of the following conditions exist:

1. The supplies or services are not available from stock at the local supporting supply activity and will not be available within the required time frames.
2. Supply department manpower is sufficient to handle the additional workload involved.

3. The supply officer is thoroughly familiar with the local market area in the vicinity of the ship.

4. All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

PURCHASE WITH BUREAU, SYSTEMS COMMAND, OR OFFICE APPROVAL

Certain supplies may not be purchased by activities afloat, either in the United States or in foreign ports, without the specific authority of the bureau, systems command, or office responsible for the supplies concerned. These supplies are listed below.

1. Material in excess of the ship's allowance list, except when emergency approval of an in excess requisition has been obtained from the senior officer present afloat directing purchase to be made.
2. Boats
3. Books for the general library.
4. Forms, printing, binding, blank book work, and contract (commercial) printing.
5. Technical ordnance articles.
6. Printing equipment and machinery.
7. Automotive equipment (trucks, tractors, cranes, scooters, passenger-carrying vehicles, and the like).
8. Transportation facilities, equipment, material, parts, and supplies required for domestic transportation.

PURCHASING ASHORE

Purchasing is becoming increasingly important to ashore supply systems. Detailed instructions are contained in NAVSUP Manual, volume II, and *Field Purchasing*, NAVSUP 467.

We will discuss the subject only briefly here, and will summarize two aspects of purchasing which are administered ashore, but not afloat—the Blanket Purchase Agreement (BPA), and purchase by formal advertising. While the administration of BPA's is normally done by an ashore activity, it has become customary for these activities to issue BPA's at the request of ships and allow placing orders against them.

Before the ashore purchasing activity may purchase on the open market it must determine that the supplies or services required are not available through normal supply channels and need not be purchased by orders under Navy or other DOD Indefinite Delivery Type contracts, or Federal Supply Schedules or orders on their sources of supply (Federal Prison Industries, or Blind-made Products).

BLANKET PURCHASE AGREEMENT

The blanket purchase agreement is a method for making small purchases in the open market. It is a simplified procedure of establishing "charge accounts" with qualified sources of supply to cover anticipated small purchases of readily available items of the same general category. This system eliminates the necessity of continually issuing individual purchase orders for small requirements by providing that purchases be made orally (generally by telephone), or by informal memorandum, against the blanket purchase agreement. This type of purchasing is common for: electrical supplies, plumbing supplies, repair parts or services, or miscellaneous items of hardware.

Blanket purchase agreements may be placed by major field purchasing activities and others listed in *NAVSUP 467*, when conditions warrant. The agreement is prepared and issued on Order for Supplies and Services (DD Form 1155). (See fig. 5-7.) The agreement gives the terms and conditions of purchase, and authorizes the supplier to furnish the supplies or services described. It states the obligation of the Government, the total amount authorized, the names of persons authorized to place calls, identificd by organizational component, and the dollar limitations per call for each person, so designated. (See fig. 5-7).

PURCHASE BY FORMAL ADVERTISING

Purchase by formal advertising involves several steps:

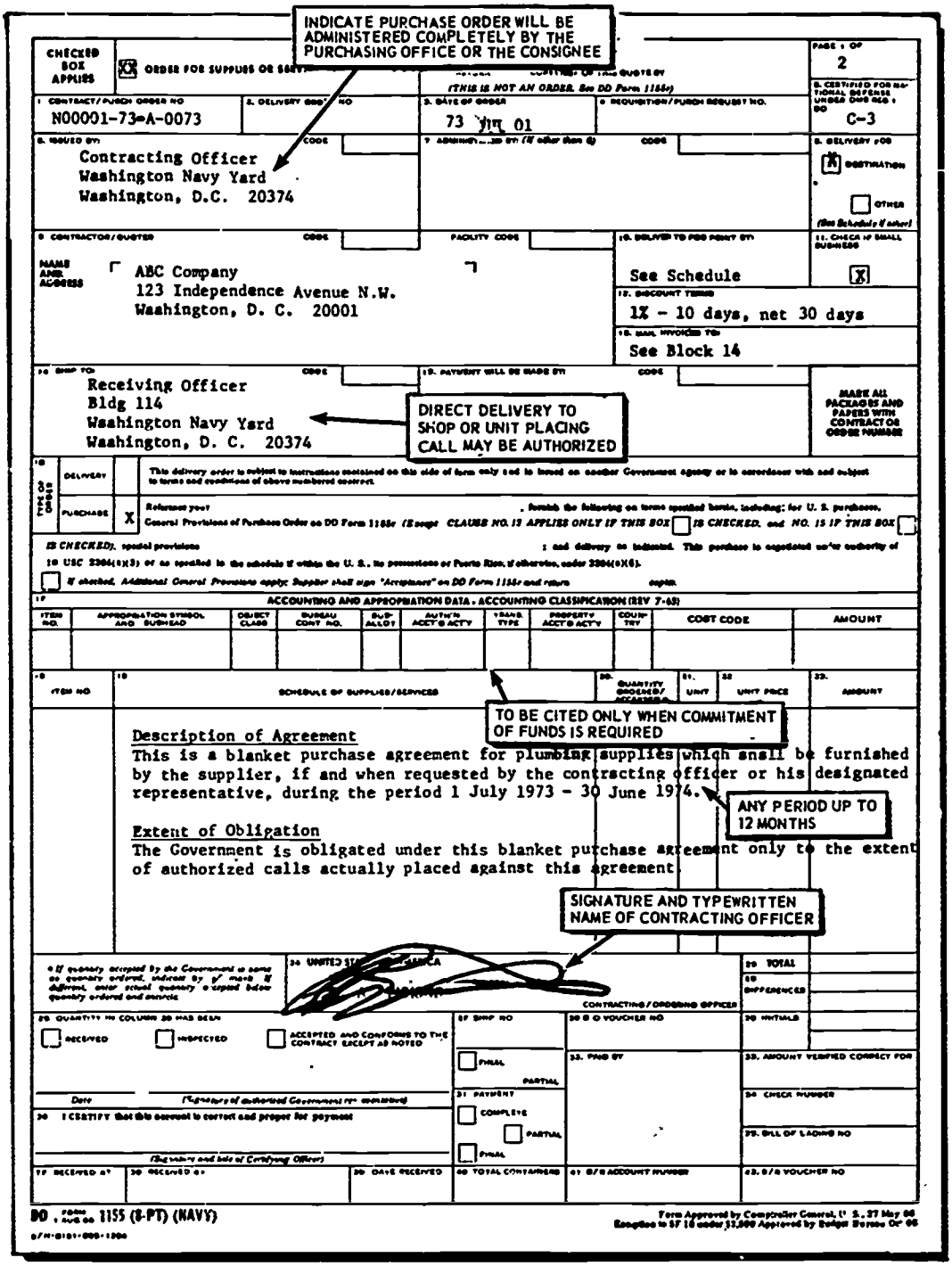

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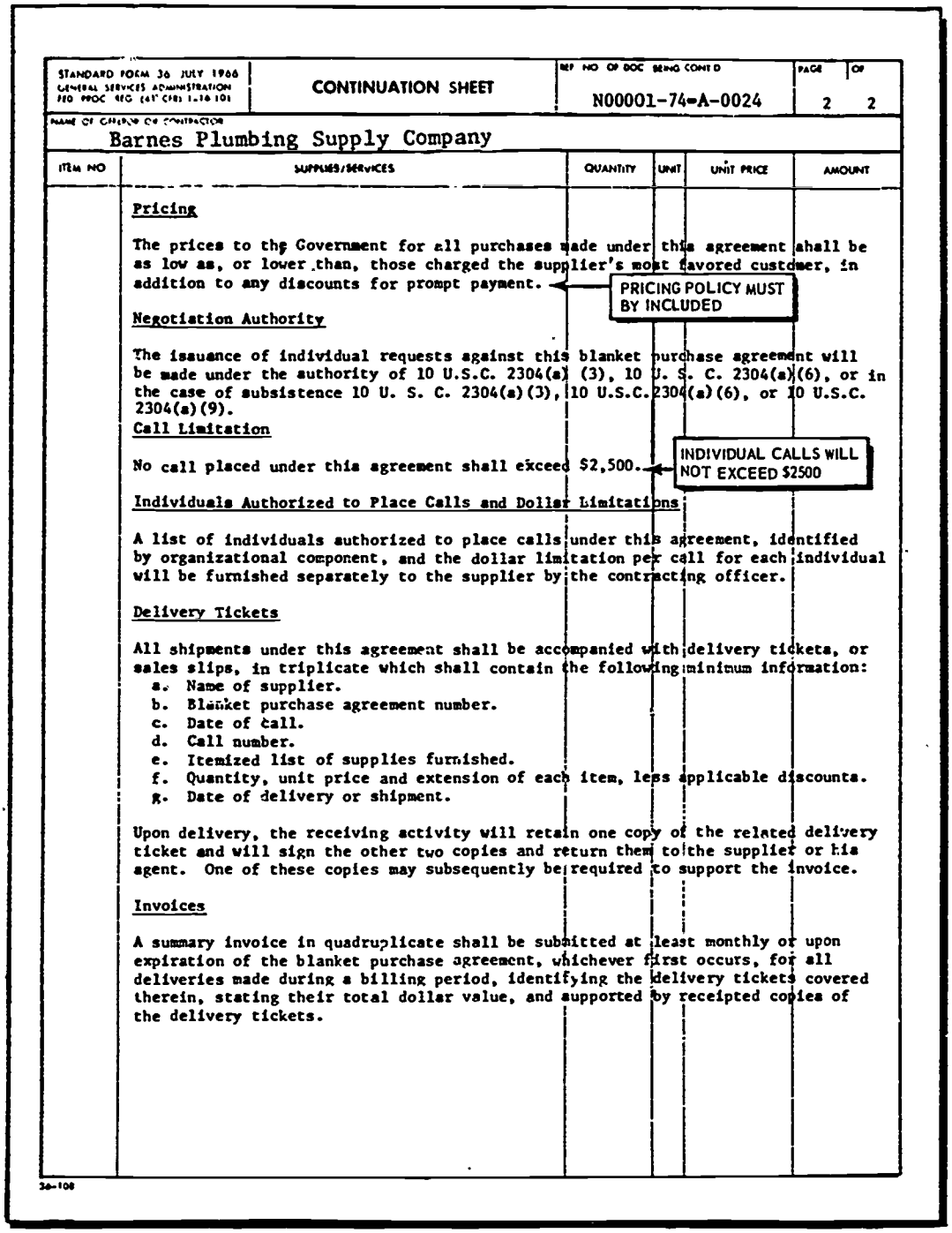
Figure 5-7.--Blanket purchase agreement.



STANDARD FORM 36 JULY 1966
GENERAL SERVICES ADMINISTRATION
FPO PROC REG (41 CFR) 1-16.101

CONTINUATION SHEET

REF NO OF DOC BEING CONT'D: N00001-74-A-0024

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR: Barnes Plumbing Supply Company

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

Pricing

The prices to the Government for all purchases made under this agreement shall be as low as, or lower than, those charged the supplier's most favored customer, in addition to any discounts for prompt payment.

PRICING POLICY MUST BY INCLUDED

Negotiation Authority

The issuance of individual requests against this blanket purchase agreement will be made under the authority of 10 U.S.C. 2304(a) (3), 10 U. S. C. 2304(a)(6), or in the case of subsistence 10 U. S. C. 2304(a)(3), 10 U.S.C. 2304(a)(6), or 10 U.S.C. 2304(a)(9).

Call Limitation

No call placed under this agreement shall exceed $2,500.

INDIVIDUAL CALLS WILL NOT EXCEED $2500

Individuals Authorized to Place Calls and Dollar Limitations

A list of individuals authorized to place calls under this agreement, identified by organizational component, and the dollar limitation per call for each individual will be furnished separately to the supplier by the contracting officer.

Delivery Tickets

All shipments under this agreement shall be accompanied with delivery tickets, or sales slips, in triplicate which shall contain the following minimum information:

a. Name of supplier.
b. Blanket purchase agreement number.
c. Date of call.
d. Call number.
e. Itemized list of supplies furnished.
f. Quantity, unit price and extension of each item, less applicable discounts.
g. Date of delivery or shipment.

Upon delivery, the receiving activity will retain one copy of the related delivery ticket and will sign the other two copies and return them to the supplier or his agent. One of these copies may subsequently be required to support the invoice.

Invoices

A summary invoice in quadruplicate shall be submitted at least monthly or upon expiration of the blanket purchase agreement, whichever first occurs, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipted copies of the delivery tickets.

36-108

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Figure 5-7A.—Blanket purchase agreement—continuation sheet (STD Form 36).

1. First, the contracting officers at the field purchasing activity must fix the terms and conditions to be included in the schedule of each invitation for bids. This schedule includes such information as item description, quantity of supplies or services to be furnished under each item, specification requirements, place of inspection, time of delivery, place of delivery, and so on.

It is the general policy of the Government that contractors furnish all materials required for Government contracts. It is, however, occasionally to the interest of the Government–for reasons of economy, standardization, or expediting production–to furnish material or special tooling in connection with advertised procurement. Under these circumstances, the schedule of the invitation for bids includes a clause setting forth the agreement for delivery of Government furnished property, and a clause from the Armed Services Procurement Regulations giving the terms under which this property is furnished. The schedule also informs prospective bidders of the location of this property, and the arrangements which may be made for them to inspect it.

2. The invitation for bids, which states all terms and conditions of the procurement contract is sent out to qualified and eligible suppliers. The invitation requests that these suppliers submit sealed bids by a certain fixed date when the bids will be publicly opened.

3. Bids are carefully secured until the public opening. After the opening, they are analyzed and evaluated. Unless the schedule of the invitation for bids expressly provides otherwise, bids are evaluated on the basis of price and factors directly affecting price, such as cost of transportation, discounts, and taxes.

4. The contract is awarded to the lowest responsible bidder whose bid conforms to the essential provisions of the invitation. When time does not permit the preparation of the award (Standard Form 26) prior to the expiration of time for acceptance of the successful bid, a preliminary notice in letter form, prepared as shown in figure is sent. This letter is signed by the NAVSUP contracting officer, and is mailed or handed to the successful bidder.

NAVY DEPARTMENT PROCUREMENT RESPONSIBILITIES

Specific supplies and services can be procured only by certain bureaus, systems commands, and offices of the Department of the Navy. They are also responsible for determining the extent to which the services of NAVSUP will be utilized for the purchasing of such supplies and services. These bureaus, systems command, and offices, with their procurement responsibilities are listed below.

BUREAU OF NAVAL PERSONNEL

The Bureau of Naval Personnel is responsible for the procurement of goods and services incident to the recruiting, training, and welfare of personnel of the Navy, including the Naval Reserve, except such types of procurement as are assigned to another bureau, systems command, or office.

NAVAL ORDNANCE SYSTEMS COMMAND

The Naval Ordnance Systems Command is responsible for:

- Procurement of fire control directors and computers, control systems, sighting and ranging devices, torpedo launchers, rocket launchers, depth charge projectors, missiles, torpedoes, conventional ammunition, and mines.

- Procurement of material and services related to maintenance, alteration, and repair of major ordnance equipment/systems.

- Procurement of material and services related to research in any of the foregoing material.

- Procurement of all storage and terminal facilities for ammunition and ammunition details.

NAVAL AIR SYSTEMS COMMAND

The Naval Air Systems Command is responsible for:

- Procurement of all Navy and Marine Corps heavier-than-air, lighter-than-air, and pilotless aircraft, including cognizance symbol 2V components and equipments.
- Procurement of material and services related to maintenance, alteration, and repair of aircraft.
- Procurement of all photographic and meteorological equipment.
- Procurement of material and services related to research in any of the foregoing material.
- Procurement, including maintenance, repair, and alteration, of Naval air ordnance and of components and equipment related thereto.
- Research in the air ordnance field.

NAVAL SEA SYSTEMS COMMAND

The Naval Sea Systems Command is responsible for the procurement of:

- Ships, amphibious craft and vehicles, boats, surface targets, barges, and service craft of the Navy; all material and services relating to construction and repair of the foregoing equipment or research concerning such equipment.
- Material and appliances for defense against chemical, biological, and radiological warfare in ships and other waterborne craft.
- Respiratory protective devices, diving equipment, mine countermeasures, submarine rescue methods and equipment, and submarine escape training facilities.
- Jigs, patterns, molds, special gauges, and special test equipment held in store for use by Navy activities and for loan to contractors for work on ships and manufacture or test of cognizance symbol S machinery, equipment, and components.
- Major electronic equipment, cognizance symbol 2F.
- Services from salvage agencies outside the Navy.

NAVAL ELECTRONIC SYSTEMS COMMAND

The Naval Electronic Systems Command is responsible f r the procurement of:

- Special devices of the Naval Communication Service and radio, radar, radiac, and sonar equipments and accessories for use afloat and ashore.
- Shore and shipboard electronic equipment, cognizance symbol 2Z.
- Electronic assemblies and repairs to support Naval Electronics System Command electronic equipments, cognizance symbol 4G.

NAVAL FACILITIES ENGINEERING COMMAND

The Naval Facilities Engineering Command is responsible for the procurement (including construction, alteration, and repair) at all shore activities of public works and public utilities; construction, and of transportation, and weight handling equipment; except equipment assigned to the Marine Corps and such other equipment as is assigned to another systems command, bureau, or office.

OFFICE OF NAVAL RESEARCH

The Office of Naval Research is responsible for supervision and coordination of all naval research, and for the procurement and conduct of research in augmentation of the research and

development conducted by the respective bureaus, systems commands, offices, and other agencies of the Department of the Navy.

MARINE CORPS

The Marine Corps is responsible for procurement of its own supplies and services except such supplies and material as are specifically assigned to another bureau, systems command, or office by the Secretary of the Navy.

MILITARY SEA TRANSPORTATION SERVICE

The Military Sea Transportation Service (MSTS) is responsible for procurement of commercial ocean transportation; operational services relating to MSTS ships; repair, overhaul, or alteration of MSTS ships or of ships chartered by MSTS; and supplies or services aboard, or in time of emergency.

NAVAL SUPPLY SYSTEMS COMMAND

The Naval Supply Systems Command is responsible for procurement of:

- Supplies and materials in support of the Navy Supply System.
- Research and development in support of technical and scientific endeavors.
- Materials in support of government production facilities.
- Engineering and technical services in support of weapons systems and equipments.
- Resale and housekeeping items in support of daily operations of the Department of the Navy.
- Maintenance and repair in support of field activities and afloat units.
- Cargo terminal services, stevedoring services, and certain admiralty type services.
- Supplies and services for which other commands and bureaus request procurement action by the Naval Supply Systems Command.

RECEIPTS

Receipts are classified as to types: direct delivery, freight, and mail and parcel post. For this discussion, however, we want to think of receipts in a larger meaning–one which includes the initial handling of stores, the verification of packages and papers, the processing of receipt papers, and the inspection and disposition of incoming stores.

By regulation, the supply officer is responsible for all of the functions listed above, but the actual handling of the functions is carried out by the leading Storekeeper in charge of the storerooms. This Storekeeper is responsible for supervising the handling of all incoming stores except stores for which other Storekeepers may be personally accountable, such as subsistence items. The Storekeeper also sees that stores are brought aboard, properly identified, checked, sorted, and distributed to the supply department storerooms or ship's departments, and that receipt documents are properly processed and turned in to the supply office. In performing these duties, the leading Storekeeper exercises direction over other Storekeepers and over working parties handling the incoming stores.

GENERAL PROCEDURES

Let us review briefly the general procedure for the receipt of material.

When expecting supplies, you should carefully review the file of outstanding shipping papers, and the file of incoming material papers to identify the incoming stores. Generally, these files contain advance papers on high priority DTO material, advance shipment notices on classified material, or advance copies of procurement or shipment directives which the bureaus, systems commands, or Fleet commands have originated for the ship (automatic shipments).

The files are usually very small when ships are in their home port or yard. However, these files become bigger and more important when the ship is deployed. The way you process the advance notification on high priority DTO material may determine whether your ship picks up a needed part upon arrival at a designated port or pulls into a port unaware that the parts are there. It's too late when you discover a few days and many miles away that the parts for the ship's primary weapons system were in the port just visited.

Upon receipt of advance papers, you should pass the word to applicable personnel. Passing the word serves a dual purpose: not only does it permit the maintenance personnel and your subordinate Storekeepers to plan their work schedule; it makes it easy for the command to work out liberty and or boat schedules prior to the ship arriving in port. In the interim you should ascertain from fleet port guides such information as: what assistance is available from U.S. and allied personnel in the port; customs regulations; distance to and from the terminals; and material lift capabilities available in the port.

After obtaining this information, plan the working party. Be sure that each subordinate Storekeeper is properly instructed as to where material is to be stowed, to secure and obtain signatures for classified material, how to check invoices, and how to receipt for material.

Deliveries in large quantities are usually stacked in a staging area (deck or pier), and are held there until preliminary identification and package counts are completed. The stores are then sorted for distribution according to departments or storerooms. When practicable, a central location is designated for the more detailed processing of incoming stores. This location is usually as near to the storerooms as possible, is accessible to the hatches, and yet is out of the way of foot traffic.

As materials are brought aboard they are checked against the file copies of the incoming papers, and against the invoices which usually accompany the shipment. If all the material which is expected arrives, the files are cleared. If the entire shipment does not arrive, the items received are circled. The advance papers are then returned to the incoming shipment file to await the rest of the material. Papers covering the material actually received are forwarded to the storeroom with the material for stock items and to the supply office for DTO material where they are posted to applicable requisition and financial control records.

All incoming stores are examined, compared with the bills of lading, airway bills, TCMD, invoices, or other accompanying papers, and the identification marks carefully verified. If any package shows evidence of having been tampered with, it may be weighed and such weight compared with that stenciled on the package or it may be opened and the content verified by count. A distinction is made, however, between stores received from other supply officers and stores received from other sources.

Articles received from other supply officers in bales, packages, or casks need not be opened to verify their contents; they are accepted as invoiced after a package count is made. Articles received from sources other than supply officers are opened and the contents verified before a receipt is signed.

Routine Stock at Home Ports

Advance shipping papers on routine stock and DTO material other than classified or automatic shipments are not normally provided to a ship when it is in its home port or yard. Receipt procedures for these categories of material vary according to the supplying activity servicing the ship. Two of the most common methods of receiving routine stock and DTO materials are the ship's representative "check-out" and "scheduled delivery procedure".

SHIP'S REPRESENTATIVE CHECK-OUT METHOD.—Using the ship's representative check-out method, a representative from the ship goes to the supplying activity and checks out the stores for the ship. Check-out in this instance means that the ship's representative makes a package count of the material. With assistance from the supplying activity, he sorts and marks the material as necessary according to the ship's storage plan, performs quality inspections to the extent possible, signs any necessary invoices, and arranges for delivery. This method

is particularly suitable for handling large volumes of material and is used extensively by large ships. It eliminates the problems of trying to sort wet invoices and organize large volumes of unmarked and unsorted material on a cold and wet pier.

When this method is used, the leading Storekeeper is usually designated as the ship's representative to check out all categories of stores except alcohol, whiskey, and other types of materials which some specific individual is responsible for receiving.

SCHEDULED DELIVERY METHOD.–Using the scheduled delivery method, the supply officer or leading Storekeeper arranges in advance with the supplying activity for delivery of supplies to the ship on designated days. This method is used by most supply activities when the volume is small and the deliveries frequent.

NSA Material, Special Accounting Class 224

Receipt of NSA load material, special accounting class 224, of fleet issue ships differs somewhat from the procedures discussed in the preceding paragraphs. Actual physical receipt of the load is rather easy since the detailed sorting process usually is performed by the supporting naval supply centers and internal distribution (such as DTO) is eliminated.

However, the supporting naval supply centers (Norfolk and Oakland) maintain financial and inventory control ledgers (NAVCOMPT Form 2153) on the load carried by these ships. Therefore, care must be exercised to ensure that receipts and expenditures are reported promptly and in the prescribed manner. Signed receipts and expenditure documents are grouped by cognizance symbols and are forwarded weekly to the supporting naval supply center on an original and one copy of a letter of transmittal.

NSA Material, Special Accounting Class 207

Receipt of NSA material, special accounting class 207, involves no specific problems other than determining the volume of material and the internal distribution that is required.

The ship's representative check-out method usually is used as the initial step in receiving. Internal distribution usually is rather extensive due to the large volume of industrial type material carried (lead, pipes, steel plates, cables, compressed gas, etc).

Direct Turnover Material

Material ordered specifically for ship's departments or technical stores under the material authority of an operating department is inspected by the head of that department or one of his representatives. When such material is received from commercial suppliers, a full and thorough quality inspection must be conducted. After turning over such material to the department, and obtaining a memorandum receipt, the supply officer presents a copy of the Order and Inspection Report (NAVSUP Form 48) or the dealer's invoice stamped "Received, Inspected, and Accepted", for execution by the head of the department. This report should be returned to the supply officer the same day, if practicable, and not later than the following day.

SPECIAL PROCEDURES

Various types of material are received afloat, which, because of their source, or for some other reason require special procedures. Athletic equipment and recreation material, library books, fresh water, controlled types of materials, are some of the items included under the heading of special receipts.

Athletic Equipment And Recreation Material

Athletic equipment and recreation materials usually are received on a purchase order issued by the ship's special services officer or on a commercial bill of lading. Since some other individual or department is responsible for the internal distribution and storage of this material,

the receiving Storekeeper's responsibility is limited to safeguarding the material until the proper personnel are notified.

Library Books

Library books usually are received periodically as an automatic shipment. After ascertaining (from the shipping label) that the carton contains library books, receiving personnel must contact the designated personnel to effect turnover. These cartons should not be opened, since to do so would allow personnel to "shop around" prior to putting the books on general display in the library.

Fresh Water

The Order and Inspection Report (NAVSUP Form 48) usually is used as the procurement and receipt document for fresh water. Receiving supply personnel responsibility is limited to ensuring that the medical officer signs the "48" as to the quality of the water, and the requesting department head satisfies himself as to the quantity received.

Controlled Materials

Controlled drugs (narcotics), brandy, blank pay records, blank I.D. cards, small firearms, and classified material/equipments are all included in the term "controlled materials." Detailed procedures are promulgated in writing by each type commander. However, regardless of the procedures used, the receiving personnel must ensure that security is maintained at all times.

FUEL

Fuel is the life blood of the fleet. Afloat, fuel may be received from the following sources:

- Fleet oilers.
- Station or yard oilers.
- Navy fuel annexes or depots.
- Commercial installations storing Navy petroleum products.
- Commercial companies within or outside the continental United States.
- Contractor's barges.
- Merchant vessels.
- Other naval units.

Responsibility for Fuel Receipts

The general responsibility for fuel receipt is shared by three officers.

On ships other than tankers, the supply officer's responsibility rests solely with the accounting records and reports pertaining to the fuel. However, on tankers he has the additional responsibility to take all steps necessary to assure himself of the quality of the fuel received and to witness all tank and compartment gages, gaging for water, taking of temperature, and examination of shore pipelines.

The engineering officer's responsibilities apply only to ships other than tankers. He is responsible for the quality and quantity inspection of fuel received. He makes all arrangements for the receipt of the fuel and witnesses all tank and compartment gaging, gaging for water, taking temperatures, and examination of shore pipes.

The first lieutenant, as directed by the commanding officer, is responsible for rigging the necessary gear to receive and transfer fuel. Additionally, on ships carrying gasolines, jet fuels for aircraft, or other petroleum products, the first lieutenant, or other officer designated by the commanding officer, is responsible for reporting the quantity of these types of fuels received to the supply officer.

Quantity Determination

The unit of measurement for determining quantity deliveries of fuel oils and diesel fuel oils, both within and outside continental United States, is the barrel of 42 U.S. gallons at a

temperature of 60 F. The unit of measurement for gasoline and other light fuel products is the U.S. gallon of 231 cubic inches.

Unless there is good reason to do otherwise, quantities are determined on the basis of shore tank gages or the gages of the issuing ship when fuel oil or gasoline is received from a naval activity.

Receipts of Fuel

Receipts of fuels from naval sources are accepted as conforming to Navy specifications according to the invoice. An analysis is furnished to the receiving ship in the case of all bulk fuels.

Receipts of bunker and cargo fuels from commercial shore installations are checked by representatives of both the transferring and the receiving activity, and the tanks from which the transfer is made are gaged both before and after delivery. When a full cargo of fuel oil is received from a chartered oiler, its compartments are carefully checked with the loading certificate before any oil is discharged, to determine whether any oil has been removed. If not, the bill of lading is receipted for the full amount of the cargo as shown by the loading certificate.

RECEIPT DOCUMENTATION

The type of receipt documentation that comes with an item will depend on several factors: how the material was requested, who the material is received from, and the mode of transportation, to name a few. There are three certifications common to all types of receipt documents, and each of these is made by the receiving activity. Each receipt document must:

- Have the date of receipt shown on the document.
- Have the actual quantity received circled.
- Be signed by the receiving activity representative (either the receiving Storekeeper or, for DTO material, the appropriate departmental representative).

The most common receipt document for military units is the DD Form 1348-1 Single Line Item Release/Receipt Document. This receipt document was discussed in *Storekeeper 3&2*, NAVEDTRA 10269-G and will not be discussed further in this presentation.

DD Form 1149 Receipt Document

The DD Form 1149, Requisition Invoice Shipping Document, (figure 5-8) is used as a receipt document only for certain commodities of material described in *NAVSUP P-485*, Chapter 3. Basically, the DD 1149 is used as a receipt document when the DD 1348-1 cannot be used to adequately describe, transfer, or receipt for the material concerned.

When a receipt is made on a DD 1149 you should check the quantity actually received against the quantity shown on the document, and circle the quantity received in block "E" (supply action). If the quantity on the DD 1149 is different from that received, the quantity shown on the DD 1149 is lined through and the correct quantity circled above it.

Material Inspection and Receiving Report (DD 250)

The DD Form 250, Material Inspection and Receiving Report, is used for the delivery of material that was purchased under government contract. The DD Form 250 (figure 5-9) provides space for assurance of the inspection and acceptance of the material to substantiate the payment of the contract.

Inspection of material is made at the source of the shipment, the destination of the shipment or any other place designated in block "8" of the form.

When the full quantity is received, inspected, and accepted at the destination, a (√) is entered next to the quantity in block "17". If the shipment is short or unaccepted, the actual quantity received and accepted is circled below the shipped quantity.

PROCUREMENT QUALITY ASSURANCE.–Block 21 of the DD Form 250 is used

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO. 1 / NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER	R04662/3046/1671
1. FROM: R04662 USS EDSON (DD 946)	7. DATE MATERIAL REQUIRED: 3046	8. PRIORITY: 05	
2. TO: R52192 USS JOHN P. JONES (DDG-32)	9. AUTHORITY OR PURPOSE		
	10. SIGNATURE: M.P.LENNON,LT,SC,USN	10a. VOUCHER NUMBER AND DATE: R52192/3046/8021	
3. SHIP TO - MARK FOR	12. DATE SHIPPED	b.	
	13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER	
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		

4. APPROPRIATION AND SUBHEAD	OBJ CL.	SUB. CONT. NO.	SUBAL LOT.	AUTHORIZATION ACCT & ACTIVITY	TRANS TYPE	PROPERTY ACCT & ACTIVITY	COUNTRY	COST CODE	AMOUNT
FUND CODE KC									$10.00

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (e)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PENSALT "PENNCLEAN" SCULLERY DESCALING COMPOUND	GL	5	(5)			$2.00	$10.00

APPROVED FOR TRANSFER:

J. C. SUTHERLAND, LT, SC, USN

Recd 3046 [illegible] SK1, USN

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT	ISSUED BY	CHECKED BY	PACKED BY	TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
						TOTAL →		

19. RECEIPT		DATE	BY	
	CONTAINERS RECEIVED EXCEPT AS NOTED			SHEET TOTAL
	QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.

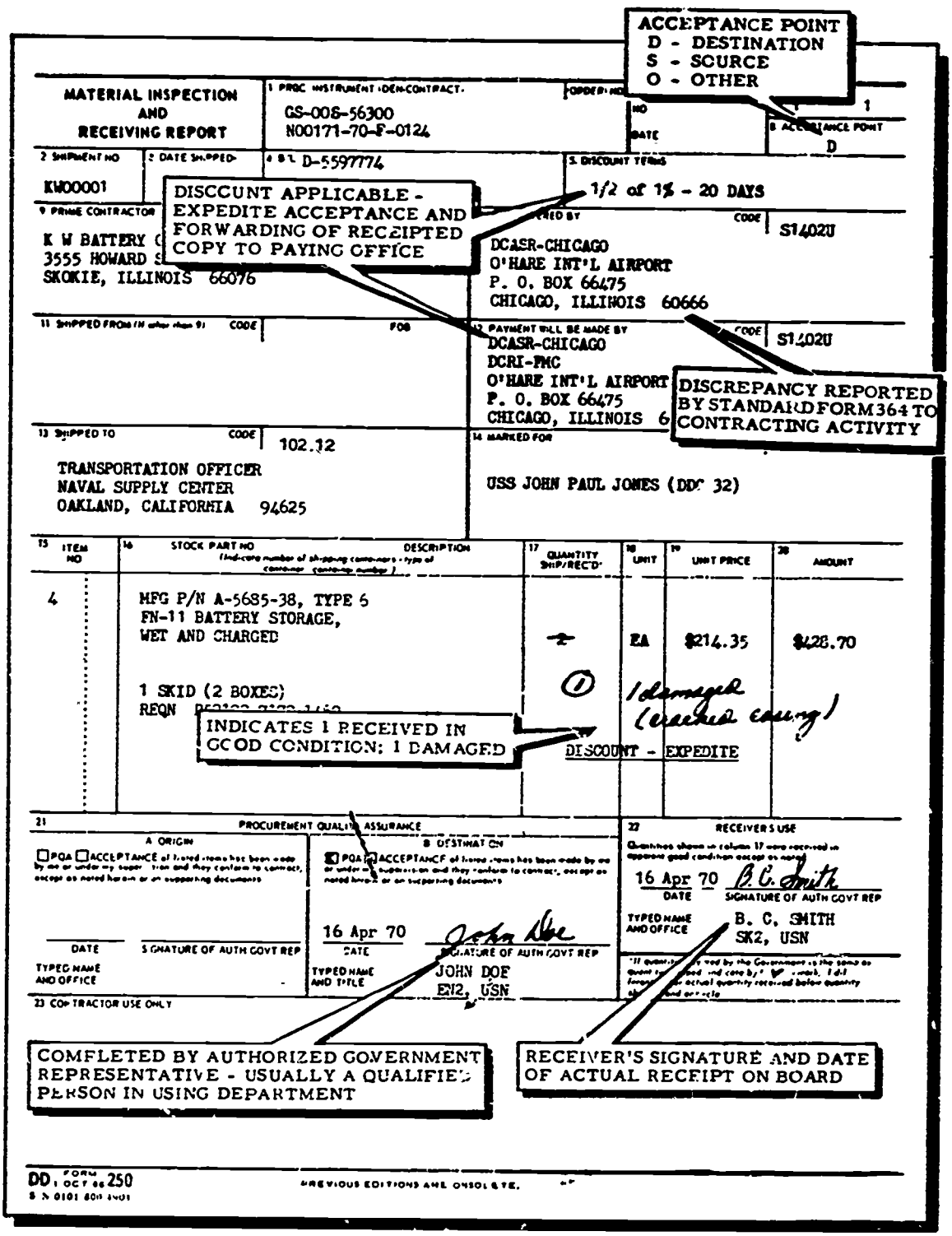
DD FORM 1 MAR 80 1149 (B-PT) REPLACES EDITION OF 1 MAY 80 WHICH MAY BE USED

51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

S/N 0102-011-1801

ORIGINAL

Figure 5-8.—DD Form 1149 receipt document.



10.106

Figure 5-9.--DD Form 250 receipt document.

to attest to the quality of the item being received and to accept the material. There are two sections to block 21: block 21A is used if the quality inspection and material acceptance is performed at the place of origin' block 21B, when inspection and acceptance take place at the destination. When the inspection takes place at the origin and the acceptance at the destination, the POA section of block 21A is completed at the origin and the acceptance section of block 21B is completed at the destination.

When both PQA and acceptance are made at the destination a completed copy of the DD Form 250 is forwarded to the appropriate office for payment.

Order for Supplies or Services (DD 1155)

The Order for Supplies or Services, DD Form 1155, is used by shore activities to order material requested by ships. The shore activity forwards copies of the DD 1155 to the ship to use as receipt and acceptance documents for the material.

When receipt is made, the quantity accepted is circled in block 20.

Blocks 13 and 14 of the DD 1155 designate who is to receive the invoices for payment and who is to receive the material from the contractor. If the shore activity is indicated in block 13-14 the ship need not take any action. However, if the ship is designated in these blocks, the information in block 26 (receipt, inspection, and acceptance certification) must be completed by the ship and copies of the DD 1155 are forwarded to the paying office indicated in block 15 for payment of the invoice.

Figure 5-10 shows a DD 1155 for direct shipment of material to the consignee.

Order and Inspection Report (NAVSUP 48)

The Order and Inspection Report, NAVSUP 48, (figure 5-11), is used both as a purchase order and a receipt document. Purchases utilizing the NAVSUP 48 were discussed in *Storekeeper 3&2* and will not be discussed further.

Material receipt using the NAVSUP 48 is accomplished by indicating the quantity received and accepted in the "accepted" column of the form. If an item is rejected the reason for the rejection must be explained on the reverse side of the form.

The individual receiving the material signs the NAVSUP 48 in the "certificate of inspection" section of the form.

Both the accepted quantities and the receipt certification must be shown on all copies of the NAVSUP 48 when the invoices are forwarded for payment.

Dealers' Invoices

When purchases are made from commercial sources the purchase document tells the dealer who is to get the invoice for the material, either the shore activity who prepares the purchase document, or the ship that receives the material.

When the purchase document designates the shore activity to receive the invoice your ship takes no action except to forward any dealers' invoices erroneously sent to your ship to the proper activity for payment. Information that identifies the purchase (contract number, etc.) and receipt certification should accompany the dealer's invoice. To avoid duplicate payments the ship should never make payment on a dealer's invoice unless it is designated to do so on the purchase document.

DISCOUNTS.—From time to time either the dealer's invoice or the purchase document (or both) will allow for a discount in cost if the invoice is paid within a given time period.

Dealers' invoices offering a discount are identified by attaching a Discount Expires label (NAVCOMPT Form 442) to the invoice. The discount label (figure 5-12) shows the date the invoice was received and the date the discount expires. The discount label is attached to the invoice even if the discount date has expired. Should the invoice discount date expire before payment through fault of the dealer, an explanation must be made with a copy of the invoice or the material inspection report, whichever is used to certify receipt of the material, attached.

CHECKED BOX APPLIES [X] ORDER FOR SUPPLIES OR SERVICES

[ ] REQUEST FOR QUOTATIONS NO. RETURN COPIES OF THIS QUOTE BY (THIS IS NOT AN ORDER. See DD Form 1155r)

PAGE 1 OF 1

1. CONTRACT/PURCH ORDER NO.	2. DELIVERY ORDER NO.	3. DATE OF ORDER	4. REQUISITION/PURCH REQUEST NO.	5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG. 1
N00224-73-M-4321		73 MAR 31	R52192-3090-2351	A-3

6. ISSUED BY: Contracting Officer, Naval Supply Center, San Diego, Calif 92131

7. ADMINISTERED BY (if other than 6):

8. DELIVERY FOB: [X] DESTINATION [ ] OTHER (See Schedule if other)

9. CONTRACTOR QUOTER — NAME AND ADDRESS: Western Machine Company, 180 W. Holt Avenue, Milwaukee, Wis. 53207

FACILITY CODE

10. DELIVER TO FOB POINT BY: 73 May 15

11. CHECK IF SMALL BUSINESS: XX

12. DISCOUNT TERMS: 2% - 30 Days

13. MAIL INVOICES TO: See Block 14

14. SHIP TO: Supply Officer, USS JOHN P. JONES (DDG-32), FPO, San Francisco, Calif 96001

15. PAYMENT WILL BE MADE BY: Navy Regional Finance Center, San Diego, Calif 92131

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

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 30 Mar 73. Furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase DD Form 1155c (Except Clause No. 12 applies only if this box [ ] is checked, and No. 15 if this box [ ] is checked); special provisions ... and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise, under 2304(a)(6).

[ ] If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.

17. ACCOUNTING AND APPROPRIATION DATA / ACCOUNTING CLASSIFICATION (REV. 7-65)

ITEM NO	APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT NO.	SUB-ALLOT	AUTH'N ACCTG ACTY	TRANS TYPE	PROPERTY ACCTG ACTY	COUNTRY	COST CODE	AMOUNT
1	1731804.702C	000	57017	0	060957	2D	R52192		0030902351KR	$132.50

18. ITEM NO	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
1.	P/N 7721148 CRANK, Auxiliary Condensate Pump	1	EA	$132.50	$132.50

*If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA BY [signature] J.C. SUTHERLAND, LCDR, SC, USN CONTRACTING/ORDERING OFFICER

25. TOTAL $132.50

29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN [X] RECEIVED [X] INSPECTED [X] ACCEPTED AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

12 May 73 [signature] — Date — Signature of Authorized Government Representative

27. SHIP NO. [ ] FINAL [ ] PARTIAL

28. D.O. VOUCHER NO.

30. INITIALS

31. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I CERTIFY that this account is correct and proper for payment. (Signature and title of certifying officer)

37. RECEIVED AT | 38. RECEIVED BY | 39. DATE RECEIVED | 40. TOTAL CONTAINERS | 41. S/R ACCOUNT NUMBER | 42. S/R VOUCHER NO.

DD FORM 1155 (8-PT) (NAVY)

S/N 0101-009-1300

Form Approved by Comptroller General, U.S. 21 May 65. Exception to SF 18 under $2,500 Approved by Budget Bureau

10.24

Figure 5-10.—DD Form 1155 receipt document for direct delivery to consignee.

ORDER AND INSPECTION REPORT (4270)

USS JOHN PAUL JONES DDG-32 Supply Officer USS JOHN PAUL JONES DDG-32 Pier #19, Maritime Wharf #7 San Francisco, Calif.	R52192-3116-1069	26 APR 73	
	Supply Officer, USS JOHN PAUL JONES DDG-32 FPO, San Francisco 96601		
	NRFC, Treasure Island San Francisco, Calif 94130	2% 15 days	

Marine Supplies, Inc
711 Sutter Avenue
San Francisco, Calif

[X] DESTINATION [ ] OTHER (See Schedule)

DATE(S) OF DELIVERY: 1 May 73

TYPE OF ORDER: [X] PURCHASE — In accordance with your phone quote of 25 April 1973 please furnish the following on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of 10 U S C 2304(a) ( ) [FOLD] [ ] DELIVERY — This delivery order is subject to instructions contained on this side only of this form and is issued on another government agency or in accordance with and subject to the terms and conditions of the above-numbered contract.

UNITED STATES OF AMERICA
By M.P. Lennon
M.P. LENNON, LT, SC, USN
(Contracting/Ordering Officer)

ACCOUNTING CLASSIFICATION

ALL	1731804.702C	000	57017	0	060957	2D	R52192	0031161069KR	$173.00

SCHEDULE

ITEM NO	SUPPLIES OR SERVICE	UNIT	QUANTITY		UNIT PRICE	COST ESTIMATED	COST ACCEPTED	FOR GOVT USE
1	Valve, fueling, bronze, standard threading, complete with bronze bushing. Catalog #23R15742	ea	1	1	160.50			
2	Gaskets, fueling valve	se	1	1	12.50			

DELIVERED MATERIAL WILL BE ACCOMPANIED BY MEMORANDUM INVOICE SHOWING QUANTITY AND PRICE OF EACH ARTICLE DELIVERED

TOTAL

CERTIFICATE OF INSPECTION

R O. Byrne 4/27/73

43.23

Figure 5-11.—NAVSUP Form 48 receipt document.

The dealer's invoice with discount label attached is forwarded to the appropriate Navy Regional Finance Center for payment. If the dealer is located in an area not served by an NRFC the payment is made by the disbursing officer of the receiving ship or, on ships without a disbursing officer, by the nearest:

- Military disbursing officer
- United States disbursing officer (usually assigned to a U. S. Embassy)
- The nearest NRFC

One copy of the dealer's invoice is attached to a copy of the purchase document and annotated:

Date Material Received_____

Date Dealer's Bill Received _____

Number of Dealer's Bill _____

Date Forwarded for Payment _____

Paying Activity_____

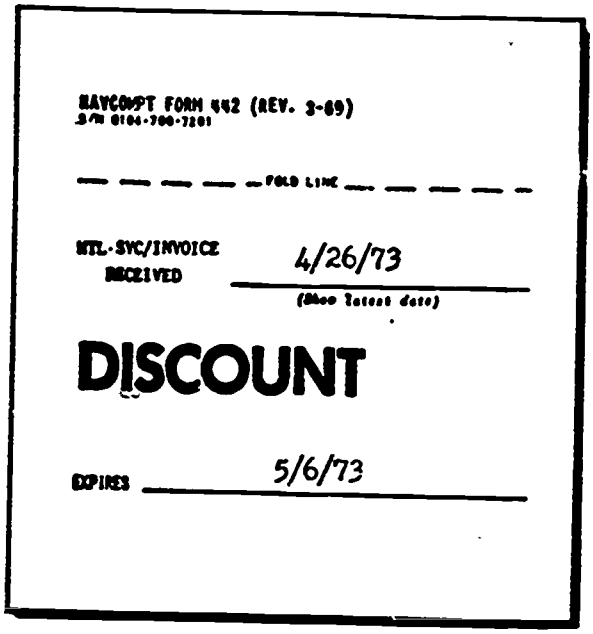
The purchase document and dealer's invoice are then filed in the material completion file.

RECEIPT DISCREPANCIES

When you order supplies for your ship you expect to receive the exact quantity that you ordered. For the most part this is what happens. In the section we will discuss the procedures to be followed when you receive too many or too few of the item ordered.

Material Overage

When material is delivered to a ship and examination of the outstanding material obligation shows that the quantity being delivered is greater than what was ordered you accept only the quantity that was originally ordered. The excess quantity is rejected by lining through the incorrect quantity on the receipt document and writing in and circling the correct quantity. This rejection must be shown on both the carrier's delivery copy and the receiver's copy of the receipt document.


NAVCOMPT FORM 442 (REV. 3-69)
S/N 0104-700-7201

FOLD LINE

MTL-SVC/INVOICE RECEIVED 4/26/73
(Most latest date)

DISCOUNT

EXPIRES 5/6/73

43.37

Figure 5-12.–Discount expires label (NAVCOMPT Form 442).

When an overage of end-use items is not recognized at the time of delivery, and the quantity delivered is accepted, the total quantity accepted is taken up on the appropriate stock records and the additional financial obligation is recognized.

The material overage may be returned to the supplying activity for cancellation of charges or credit when the following conditions are met:

- The receiving activity has been billed for the overage.
- The material is returned to the activity that initially made the issue.
- The material is returned within 60 days after receipt.

- The material is in ready for issue (RFI) condition (unless the material was not RFI when delivered).

- The material is accompanied by a copy of the original requisition.

If the receiving activity was not billed for the overage, the unaccepted quantity is turned in to the issuing activity.

Should a material overage not be discovered at delivery when received direct from a commercial supplier and the ship is billed for the overage, the financial obligation must be recognized if the material is accepted. If the material is not accepted it is returned to the supplier for credit.

If the material overage is not billed to the ship the excess material is returned to the supplier. It is the responsibility of the supply officer to initiate all arrangements for the turn in of unordered material that has been received and accepted.

Material Shortages

When the quantity of material received is less than the quantity shown on the receipt document you should line through the quantity shown on the receipt document and circle the quantity actually received. Your document is then dated and signed before you accept the actual quantity of material received.

Should the shortage of material go unnoticed until after acceptance, the quantity of the material that was not received should be surveyed. One exception is if you can positively determine that the shortage occurred at the time the material was issued by the supplying activity. In this case a request for credit may be made by the receiving supply officer.

These same procedures apply if the material was not received or if it was received in damaged condition.

UNREP Discrepancies

When there are discrepancies in quantity, unit price, extended price or document number on receipts from ships of the Mobile Logistics Support Force (MLSF) during underway replenishment (either at sea or in port) it is up to the receiving ship to reconcile these differences with the issuing ship. The Navy Regional Finance Center is not to be used as a clearing house for discrepancies between the receiving and issuing ships.

Discrepancies should be brought to the attention of the issuing ship at the earliest possible time but not later than 30 days after the replenishment. Delays of longer than 30 days may result in the issuing ship not granting credit which otherwise may be due your ship.

Material shortages of less than $100 total extended price per replenishment are to be absorbed by the receiving ship on a NAVSUP Form 1250 as consumption under ACCESS.

When the extended money value of material shortages exceeds $100, the receiving ship initiates a survey for the quantity of the shortage.

The survey document shows the document numbers pertaining to the short items and is completed and approved by the receiving ship except for the accounting data section and the expenditure number. The original and one copy of the survey document is forwarded to the issuing ship for investigation. Unless verification of delivery can be furnished, the issuing ship will grant a credit to the receiving ship.

The issuing ship uses the survey document as an expenditure document and processes a credit expenditure to the appropriate NRFC for the amount of the shortage.

Credit granted to the receiving ship is taken up on the ship's OPTAR on the Summary Filled Order/Expenditure/Difference Listing.

No matter what action is taken by the issuing ship (credit granted or refused) the receiving ship is notified by letter of the action taken.

MATERIAL RECEIVED IN UNSATISFACTORY CONDITION

If you receive material that is in unsatisfactory condition because of material defects or is damaged because of improper preservation, packaging, packing, marking, or handling, you should prepare a Report of Package and Handling Deficiencies DD Form 6. The DD Form 6

(fig. 5-13) is prepared when one or more of the following conditions apply:

- Any deficiency when the cost of correction is $25 or more.
- Any deficiency in packaging which results in mission degradation.
- Any deficiency in packaging of ammunition, explosives, and other dangerous material regardless of whether damage or unsatisfactory conditions have resulted.
- Improper identification markings of items, packages, containers, or unitized loads of ammunition, explosives, and/or other dangerous materials (i.e. markings that are not in accordance with military, federal or other regulations).
- Any marking deficiency which indicates incorrect destination, which requires opening containers for item identification, or which results in improper handling or stowage.
- Excess preservation, packaging, or packing.

If a packaging deficiency exists that results in damaged material which may endanger life, impair combat or deployment operations or impair the condition of other material, it is reported immediately to the shipping activity or contracting officer by the most expeditious communication method, to enable the shipper to take immediate corrective action.

The DD Form 6 is prepared in accordance with *NAVSUP P-485*, chapter 4. The completed form must be submitted via air mail within 24 hours of receipt of the material.

The completed DD Form 6 is not to be submitted to contractors or commercial carriers. The original and 2 copies of the DD Form 6 are forwarded to NAVSUP, Attn: Warehousing Systems Division, Washington, D.C., with information copies to your type and service force commander. One copy is retained by your ship. Additionally, for ammunition or explosives an information copy is sent to NAVORDSYSCOM, (Supply Management Division), Washington, and if deficiencies of ammunition exist which violate Department of Transportation regulations, a copy is forwarded to the Office of Hazardous Materials, Office of the Secretary of Transportation, Washington, D.C.

Defective Material

Defective material is defined as material not suitable for its intended use due to a deficiency in its specification, or material which may be serviceable but is not as described in the catalog or other reference book.

Upon receipt or discovery of defective material aboard ship it should be identified as defective and if necessary suspended from use or issue. A sample of the material should be saved and a defective material report submitted to FMSO.

The defective material report is submitted by message or speedletter depending on the danger category and the essentiality of the materials application. Figure 5-14 shows the Danger/Application of Classification Chart.

NAVSUP P-485, chapter 4, explains the defective material report contents in detail.

ERRONEOUS RECEIPTS

When you receive material intended for another ship, it should be returned to the shipping activity before acceptance of the material whenever possible. The shipper's issue document should be changed to show the correct receiving activity if it can be determined.

When material that was intended for another activity is accepted by your ship, the supply officer is responsible for forwarding the material to the correct activity when it can be determined. If you cannot determine the correct activity (or it is not practicable to forward the material), the material is returned to the issuing activity.

COMPLETION OF SHIPMENT

When have you actually received material from a shipper? The determination of comple-

Front

REPORT OF PACKAGING AND HANDLING DEFICIENCIES	1. DATE REPORT PREPARED: 15 January 1970	REPORT CONTROL SYMBOL: NAVSUP 4600-6
2. TO (Include ZIP Code): COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND ATTN: SUP CODE 0522	3. FROM (Reporting Activity) (Include ZIP Code): USS JOHN PAUL JONES DDG-32 FPO SAN FRANCISCO 96601	
4. CONSIGNOR (Name, Address, Including ZIP Code): GOODAGE MANUFACTURING CO.,INC. 1969 AQUARIUM PARKWAY AURORA, OHIO 44202	5. CONTRACT, PURCHASE ORDER NUMBER OR TCN: N52192-0321-0010	
	6. REPORT NUMBER	7. NOMENCLATURE: ELECTRON TUBES
8. FEDERAL STOCK NUMBER: 9N5960-800-0526	9. DATE SHIPPED: 1 DEC 1969	10. DATE RECEIVED: 6 JANUARY 1970
11. MODE OF TRANSPORTATION: NA	12. BILL OF LADING NUMBER: NA	13. MONETARY VALUE: NA
14. FUND CITATION FOR REPAIRS: NA	15. TYPE OF DEFICIENCY: ☒ PACKING ☐ MARKING ☐ PRESERVATION OR PACKAGING ☐ STOWAGE OR HANDLING	

16. NUMBER OF CONTAINERS AND ITEMS	a. RECEIVED	b. INSPECTED	c. UNSATISFACTORY
CONTAINERS	10	10	4
ITEMS	10	10	4

17. ESTIMATED COST OF CORRECTING DEFICIENCY: NA

18. DESCRIPTION OF DEFICIENCY IN DETAIL

Four of the ten fiberboard cartons received in this shipment arrived in a damaged condition to both the containers and the electron tubes. There obviously was not enough cushioning material in the shipping containers or the interior cartons to prevent crushing or movement, and the straps that held the containers to the pallet were broken. Weight of each container and contents 75 lbs, total 750 lbs in shipment. Fiberboard container marked 200 lb. test. It is recommended that cushioning and strapping be improved on future shipments.

Enclosure (1) Photos of packaging deficiency.

19. COPIES OF THIS REPORT SENT TO: (Include ZIP Code)	20. ACTION BY REPORTING INSTALLATION				
COMCRUDESPAC COMSERVPAC	☐ REPACKED	☐ RE-MARKED	☐ CONTAINER REPAIRED	☐ REPRESERVED OR REPACKAGED	☒ REPORT OF SURVEY INITIATED
	☐ OTHER (Specify)				

21. TYPED NAME AND TITLE OF APPROVING OFFICIAL	22. SIGNATURE	23. DATE
I. L. GARNER LT, SC, USN SUPPLY OFFICER	I. L. Garner	15 JAN 1970

DD FORM 1 DEC 68 6 — EDITION OF 1 FEB 55 IS OBSOLETE. — S/N 0102-800-0503

10.107

Figure 5-13.--Report of packaging and handling deficiencies (DD Form 6).

DANGER CATEGORY	Essentiality of application: Active item-essential to combat capability (A)	Active item-application not critical (B)	Insurance item (C)
I Critical defect - Use would endanger personnel	IA priority msg	IB priority msg	IC priority msg
II Potentially critical defect - Use without special precautions would endanger personnel.	IIA routine msg	IIB routine msg	IIC routine msg
III No danger to personnel	IIIA routine msg	IIIB speedletter	IIIC speedletter

10.108

Figure 5-14.–Danger classification chart.

tion of the receipt of a shipment varies depending on who the shipment is from.

Deliveries from ashore supply officers are considered complete when the stores are turned over to your ship's representative. This may be either at the warehouse or after delivery to the ship.

Material shipped from contractors is considered received when the stores have been delivered to the point specified on the purchase document and the receipt signature is obtained.

Purchased material which calls for delivery free alongside barge or ship is considered received when the stores have been inspected, accepted, and delivered alongside the barge or ship within convenient reach of the ship's tackle or loading equipment.

Deliveries made by ships of the MLSF in port are considered complete when the stores are placed in the boat or barge (or other conveyance) alongside the ship and a receipt signature is obtained.

During underway replenishment deliveries are complete when the stores clear the side of the issuing ship.

POSTING PROCEDURES

Every afloat receipt of equipment, supplies, and/or services must be posted to a control record. The types of control records on which receipts are posted vary according to the category of material received. Generally, DTO materials are posted to the departmental budget record, the outstanding requisition file and the financial control record.

Materials ordered for supply department stock (the majority of materials ordered and received) are posted to the stock battery, (cards or magnetic tape), outstanding requisition file and if maintained, the inventory control ledger (NAVSUP Form 218).

Storekeeper 3 & 2 covered in detail the posting of stock records. Therefore, the following paragraphs cover only those postings which involve the adjustment of erroneous receipts, uncommon entries, and the pricing of stock records.

Adjusting Erroneous Receipts

Afloat, when you discover errors in quantities, unit prices, extension, or totals on invoices charged to end use functional accounts, you must immediately notify the issuing activity of such errors. Material issued to you in error should be turned in to stores ashore, as explained later in this chapter. The issuing activity then prepares debit or credit invoices as necessary.

If necessary you should maintain proper followup procedures to ensure receipt of the adjustment invoices.

NSA CLASS 224 ADJUSTMENTS.—Fleet issue ships receiving NSA material in special account class 224 adjust differences detected upon receipt in the following manner:

- Major Material Differences.—If a difference of $100 or more between the quantity received and the quantity specified on any one invoice is discovered by the fleet issue ship, the difference is adjusted as a gain or loss by inventory. A statement of all pertinent facts involved in the transaction is placed on the adjustment invoice. Each invoice is annotated "loss by inventory" or "gain by inventory" as appropriate. One copy must be forwarded to the issuing activity.

- Minor Material Differences.—If the material differences are less than $100 per invoice, such differences may be accumulated and adjusted monthly on one invoice for each cognizance symbol.

- Errors.—An error in unit or a mathematical error discovered in the extensions of totals on any one invoice which represents no gain or loss of material is adjusted as a gain or loss by accounting. If the difference is $100 or more, one copy of the adjustment invoice must be forwarded to the issuing activity.

NSA CLASS 207 ADJUSTMENTS.—Tenders and repair ships receiving NSA material in special accounting class 207 must take up the actual quantity of material received on the stock record cards. The face value of the invoice is posted to the inventory control ledger (NAVSUP Form 218) regardless of the quantity variances from the invoiced amount or of the errors in extensions noted upon receipt.

Return Material

Items of stock drawn from central storerooms for use by any other department and later returned to the supply officer in fit condition for reissue are taken up on a Single Line Item Consumption/Management Document (NAVSUP Form 1250) marked "Return Material." Such receipts are posted as a negative expenditure to the stock record cards, inventory control ledgers, if maintained, and the departmental budget, as appropriate. These receipts are filed by departments with, and in the same manner as, issue requests.

EXPENDITURES AFLOAT

There are three basic ways to expend materials from your storerooms. You can issue the material to a using department aboard ship, transfer the material to another supply officer (or other agencies, as will be shown in chapter 11), or you can survey the material.

In this chapter we will discuss some types of expenditures which will require special supervision on your part.

TRANSFERS TO OTHER SHIPS

NAVSUP P-485 provides that any ship may be used as a source of supply provided there are no shore establishments, supply ships or tenders available, and approval is given by the commanding officer of the transferring ship.

Requests for transfer are usually sent to the ship on a DD Form 1348. However, circumstances may dictate that the request be made by other means (flashing light, telephone, naval message, etc.). When a request for transfer is received by any means other than a DD Form 1348, the transferring ship prepares the DD 1348 request document.

No item can be transferred off the ship without the commanding officer's permission. Normally, the commanding officer delegates authority to transfer to the supply officer in letter format.

The decision regarding transfer of an item is based on the following considerations:

- The end use of the item.
- Can the supplies/equipments be spared without jeopardizing the mission of the ship?
- The amount of material on hand versus the next replenishment date.

As a leading Storekeeper, you will probably be involved in collecting the required information before a decision to transfer is made. It is essential that your information be accurate before it is presented to the supply officer for consideration. Consultation with the technician normally using the material is recommended as an additional source of information.

Depending on whether your ship uses automated or non-automated procedures, transfer of the material is accomplished on a DD 1348 6 part, a DD 1348m or a DD 1348-1.

NSA Material

NSA material on board ships (except material carried in special accounting classes 207 and 224 and material identified by cognizance symbols 9M, 1Q, 9U and 1W (bulk petroleum fuels only) will have been charged to a type commander's Operating Budget (OB) at the time of issue. Transfer of this material to other ships of the same type command is not charged to the type commander's OB; however, such value is included in the transferring ship's "B" summary.

When this type of material is transferred to a different type commander, it is covered by a priced invoice. The invoice shows a charge to the recipient type commander's OB and a credit to the transferring type commander's OB, which are included in the transferring ship "A" summary.

Fuel

Transfer of fuel by ships other than tankers is covered only by memorandum invoices which are not summarized because the necessary cost information is obtained from steaming reports. However, aviation fuels and lubricants transferred to ships supporting aircraft are covered by priced invoices to effect adjustment of the fleet aviation inventory control account by the appropriate fleet aviation accounting office. These invoices show both a charge and a credit to the appropriation, Operation and Maintenance, Navy, subhead 602E or 702E (as applicable) and functional account in the 33000 series. Transfers of aviation fuels to ships not supporting aircraft, issues for shipboard use other than ship propulsion or power generation, and issues for use in ship's vehicles ashore, are handled in the same manner, except that the charge is made to the appropriation, Operation and Maintenance, Navy, applicable OB for the ship concerned, and end use functional account.

The procedures for transferring oil by Navy tankers are also different. Each transfer to another ship or shore station is covered by a Requisition and Invoice/Shipping Document (DD Form 1149). These invoices are made out "from" the Navy Regional Finance Center, (NRFC), Washington, D.C. "for" the transferring tanker "to" the recipient, and show credit to the Navy Stock Fund, and functional account 51000.

Aviation Material

Material identified by cognizance symbols 2R, 2V, 2J, and 2Z transferred to ships supporting aircraft is covered by a memorandum invoice only. Such invoices are not summarized. However, if this material is issued or transferred for

ship's use for a nonaeronautical purpose, it must be covered by a priced invoice showing a charge to the applicable OB, end use functional account, and credit to the appropriation Procurement of Aircraft and Missiles, Navy (PAMN), subhead .1439 and functional account 39998.

TURN IN TO STORE ASHORE

Material which the supply officer considers no longer required for ship's use, or which is no longer included in the ship's allowance may be turned in to store ashore. Assist the supply officer in identifying this type of material by close study of the stock records. If it is in all respects fit for reissue, it may be turned in to store ashore on an invoice approved in each case by the commanding officer or the supply officer under the blanket authority granted to him.

When turning the above material in ashore, some regulations govern whether or not the type commander's OB is to be credited. Generally, the material turned in must be properly identified, tagged, and marked as follows:

- All containers must be marked plainly with the stock number and nomenclature shown on the invoice, with a copy of the invoice covering the material in each stock class attached to container No. 1.

- When material of more than one stock number is placed in a single container, one unit of each of the stock numbers must be marked with its identifying stock number and invoice number.

- Heavy items must be segregated from delicate or small items.

After you accomplish all of the above conditions, remember that the final determination of acceptability for credit to the OB is made by the shore station receiving the material.

Items and conditions for which credit may NOT be given (except material issued as a result of an error) are listed below:

- Material not fit for reissue.

- Material nonstandard.

- Material unidentifiable or improperly marked and tagged.

- Material not creditable under inventory manager criteria (cognizant inventory managers determine those items which will not be procured or accepted for system stock retention and furnish this data to receiving shore activities for use in processing material returned to store, and in making final determination as to the acceptability of material for credit).

Material issued as a result of an issue error is acceptable for credit provided all of the following conditions are met:

- The material is returned within 60 days after receipt.

- The material is in a ready-for-issue condition.

- The material is accompanied with a copy of the original requisition or invoice.

NAVSUP P-485, chapter 5 further expands the requirements which must be met before material is turned in to store ashore and should be reviewed prior to any turn in of material.

Bulk Turn-In

As the result of allowance list or load list revisions, ships may be required to turn in a large amount of material. The allowance list maintenance activity usually provides the ships with supply aids. These aids consist of partially pretyped DD Form 1348-1's for each item to be turned in and partially prepunched DD Form 1348M's. The DD Form 1348M serves no purpose to the ship turning in the excess materia' but accompanies the corresponding 1348-1 as an aid for the receiving shore activity.

Automated ships prepare the DD Form 1348-1 turn-in document from the punched supply aid card provided by the allowance or load list maintenance activity. Automated ships may work out arrangements for offloading of

bulk excess material with a receiving shore activity which will advantageously use the data processing capability of both commands. For example, EAM 402 ships may arrange for preparation of the DD Form 1348-1 turn-in document by the receiving supply activity from a punched DD Form 1348M produced by the ship.

SPECIAL COMMODITIES

Some material requires special attention either before or during its turn-in.

Expendable Ordnance

When your ship offloads ammunition, a separate DD 1348-1 is prepared for each type of ammunition being turned in.

The DD 1348-1 turn-in document for ammunition is shown in figure 5-15. The blocks left blank in the illustration are left blank whenever ammunition is turned in. Amplifying information on the preparation of the DD 1348-1 for ammunition turn-in is found in *NAVSUP P-485*, chapter 5.

Small Arms

A DD 1348-1 is prepared for each turn-in of small arms. In addition to the information normally required on a turn-in document the item nomenclature (including manufacturer), model, caliber, and serial numbers are shown in data blocks X and Y.

Each weapon is inspected, to ensure that live ammunition has been removed. The clips and bolts of the weapons are removed and securely taped to the weapon.

The DD 1348-1 must contain a certification in blocks BB-DD that the requirements for turn-in, specified in *NAVSUP P-485*, para 5075 have been met.

Shipping containers used for the turn-in of small arms must not be marked in such a way as to indicate the nature of their contents.

Receipt signature should be obtained for small arms transfers whenever possible.

Fuel

Bulk bunker fuel and aviation fuels and lubricants are turned in to store ashore on a DD 1149. Other cognizance symbol 1W material is turned in to store ashore on a DD 1348-1.

When only one ship is offloading into the shore tanks or a receiving fuel barge, the quantity determination of the bulk fuel turned in is made from the shore tank gages or calibration tables of the receiving barge. Any differences between the quantity indicated received by the shore activity and the quantity indicated transferred by the transferring ship's calibration tables is investigated immediately. Any unresolved differences must be covered by a survey prepared by the issuing ship.

When two or more ships are offloading into the same shore tank at the same time, the shore tank gages are the basis for quantity determination. The quantity acknowledged received by the shore activity is prorated between the transferring ships on the basis of their individual calibration tables. Differences are investigated immediately and unresolved differences are surveyed by the transferring ships.

Whenever fuel is transferred to a shore activity, samples are taken of the fuel prior to the transfer operations. An analysis of the fuel is made to determine quality and possible contamination.

Classified Material

The turn-in of classified material is handled in accordance with the *Department of the Navy Security Manual for Classified Information*, OPNAVINST 5510.1.

Personnel handling the turn-in of classified material must have a security clearance up to the level of the material being turned in. Secret and top secret material must be turned in under a continuous chain of receipts. Receipt for confidential material may be requested at the discretion of the transmitter.

Hand carried material is receipted for on the original copy of the DD 1348-1 turn-in document and is returned to the ship and filed in the expenditure invoice file.

Classified material that is mailed or shipped is packaged, marked, shipped and receipted for in

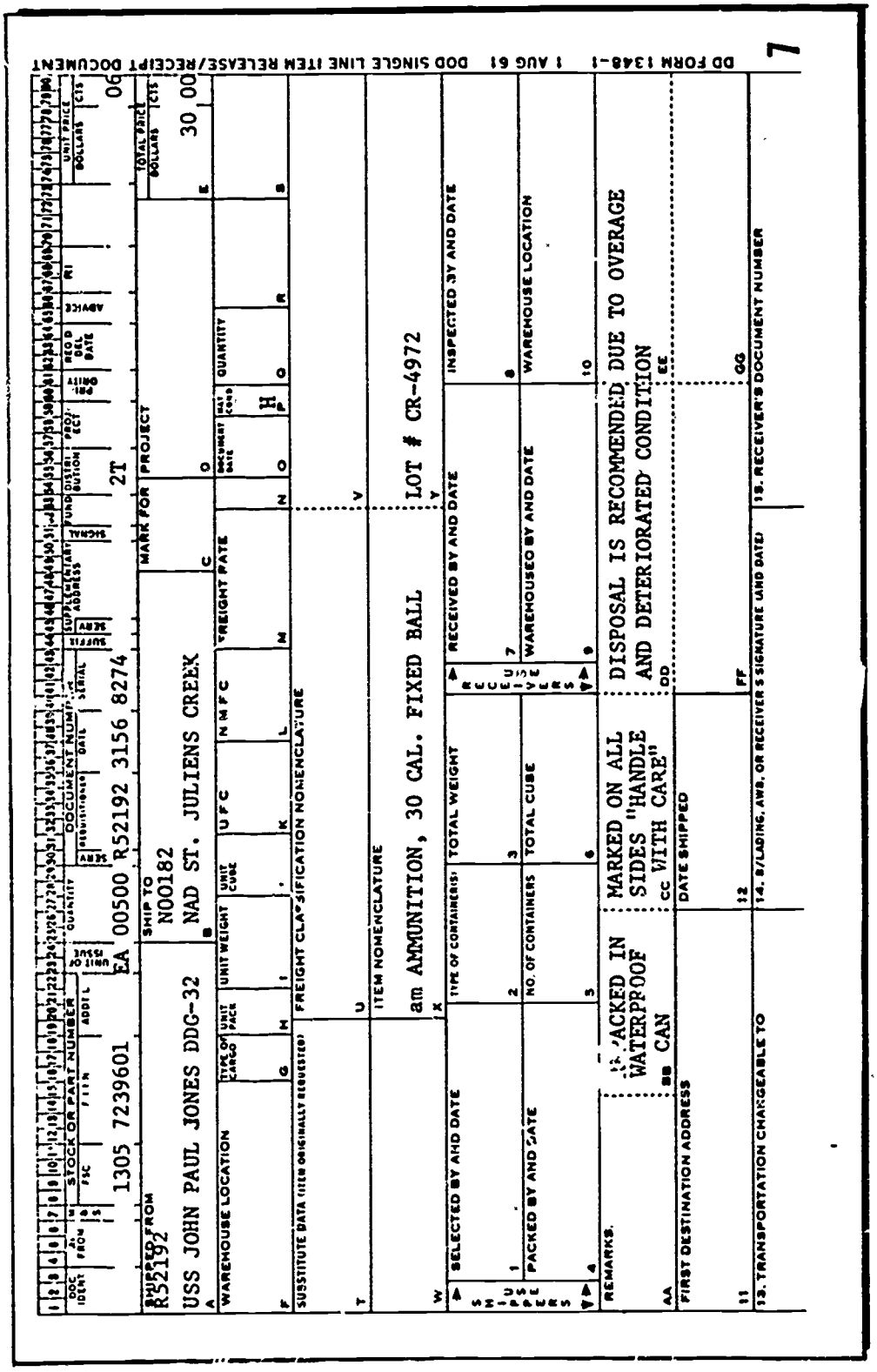


Figure 5-15.—DD Form 1348-1 turn-in document for expendable ordnance.

43.24-1

accordance with OPNAVINST 5510.1, chapter 7. One copy of the DD 1348-1 (either the 5th or 6th) is annotated by the transmitting activity "Consignee sign and return this copy" The returned receipt is filed in the expenditure invoice file.

Safes

When safes or safe lockers with combination locks are turned in to store or transferred to another ship, the combination for each item being released is reset to 50-25-50. A tag containing the combination is affixed to the safe or the combination is marked on the exterior of the safe.

TURN-IN OF MANDATORY REPAIRABLE ITEMS

The mandatory turn-in repairable (MTR) item program is managed by the inventory managers under the assumption that unserviceable MTR items will be expeditiously transferred to the nearest designated overhaul point (DOP) when not repairable locally. It should be noted that MTR items are always transferred to the DOP (as specified in the appropriate repairable items list) and never to the inventory manager.

MTR items are turned in on a DD Form 1348-1 prepared for the earliest possible transfer of the unserviceable item. It is essential that the turn-in document be accurately completed.

Figure 5-16 shows a completed DD 1348-1 for the turn-in of an MTR item. Some data blocks containing essential information not on a normal turn-in document are:

Block 71–The material condition code for the item being transferred (normally "F" unserviceable repairable) from *NAVSUP P-485*, appendix 9B.

Block 73–The material control code from the appropriate repairable list (MRIL, ASO MRL, FBM MRL).

Block V–The job control number (JCN) indicated on the related maintenance data form (OPNAV Form 4790-2K) or maintenance action form (multi) (OPNAV Form 4790/41).

Block X-Y–The item nomenclature. Serial numbers should be included when available.

Block DD–The notation "HIVAC REPAIRABLE" if the item is material control code "G" or "K" or the notation "REPAIRABLE" for material control codes "D, H, or Q". Additionally, the term "RED STRIPE" if the movement priority designator (MPD) is "Ø3" or "BLUE STRIPE" if the MPD "Ø6" applies.

Block EE–"Packaging Required" should be entered if a transshipping activity will be required to repack or provide additional packaging to prevent damage to the item during handling and shipment.

Block 11–The service designator, UIC, and name of the transshipping activity if one is used.

PACKAGING AND MARKING OF MTR ITEMS

Improper packaging can cause more damage to an MTR item than the original damage which caused the item to be turned in.

The *Supply Afloat-Pakaging Procedures*, NAVSUP P-484, provides basic shipboard procedures for the methods, materials, and containers used to best protect items being shipped.

The packaging of MTR items for turn-in should be made in the container used to package the replacement item when possible. If this container has been lost or damaged so that it cannot be used, the item should be packaged (using on-board material) to provide the same level of protection as the original container.

Items that cannot be properly protected should be packaged in whatever material is available to provide the most protection during transit to a shore supply activity. The shore supply activity will repackage the item for transshipment to the DOP. When proper protection cannot be provided at the shipboard level

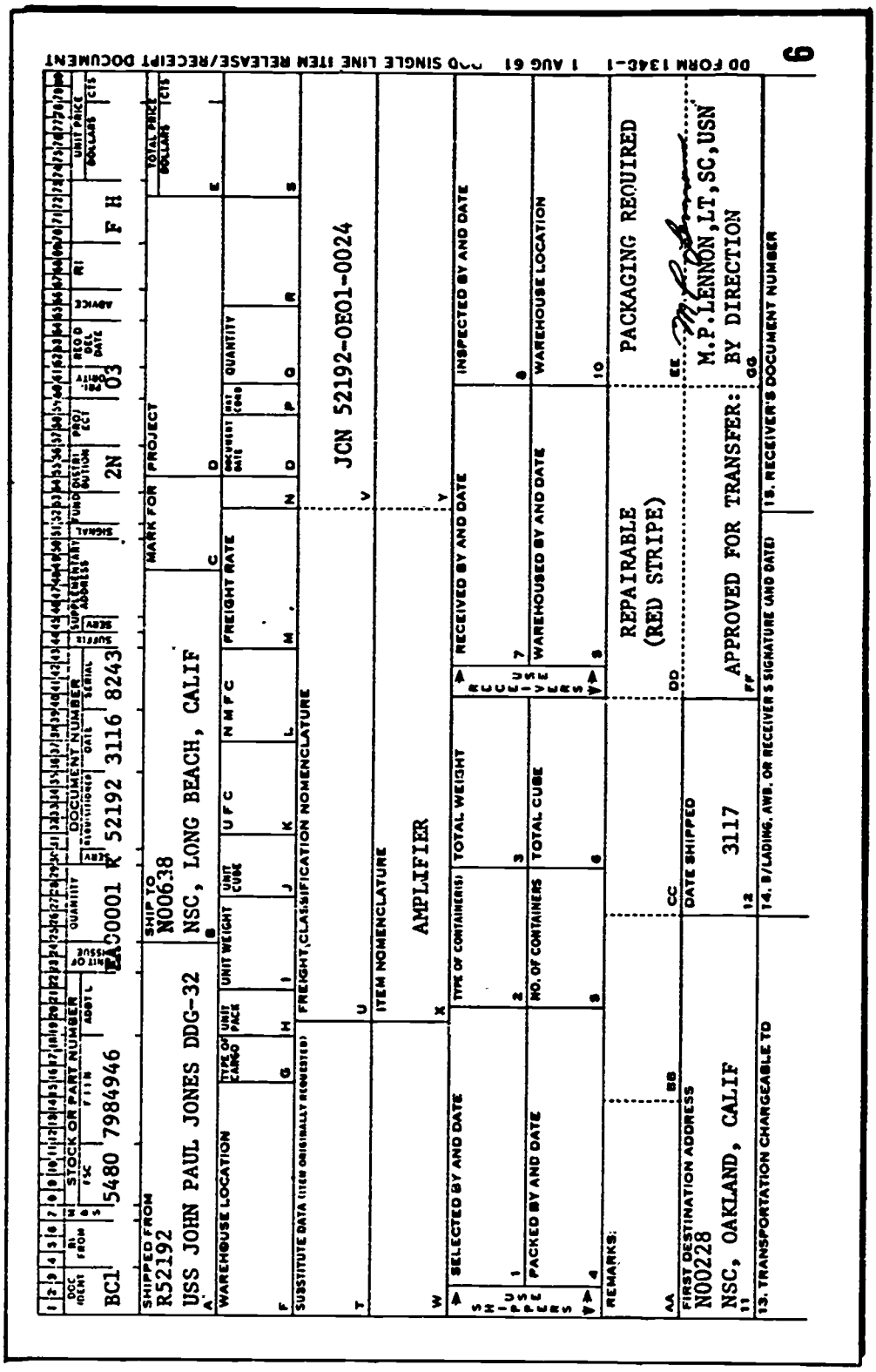


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Figure 5-16.--DD Form 1348-1 turn-in document for mandatory turn-in repairable item.

the notation "Packaging required" must be shown in block "EE" of the DD 1348-1. Additionally, a CAUTION label (figure 5-17) must be attached to each item and each container for items requiring further packaging before transshipment to the DOP.

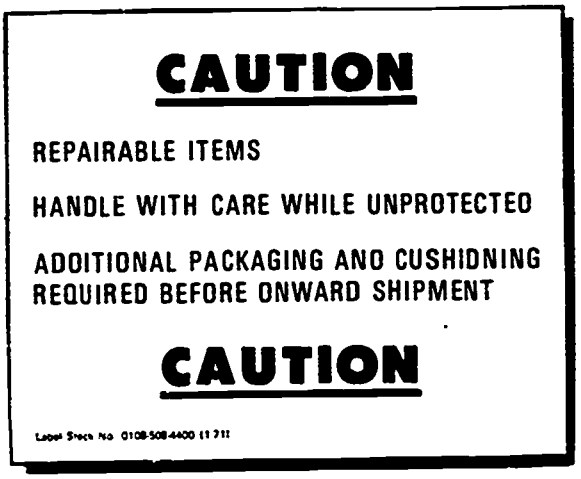

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Figure 5-17.–Caution label.

MTR ITEM IDENTIFICATION

Each MTR item, regardless of who does the packaging, must have an identification label attached before shipment. The tag (figure 5-18) must show the cog symbol and FSN of the item, and the document number of the 1348-1 turn-in document, and the notation "RED STRIPE" or "BLUE STRIPE" as applicable.

MARKING CONTAINERS

Each shipping container for material being turned in is marked as indicated in *Military Standard Marking for Shipment and Storage* (MIL-STD 129), and *Supply Afloat-Packaging Procedures* (NAVSUP P-484).

To further identify MTR items and expedite their handling, the shipping container for unserviceable items with MPD "Ø3" are encircled with red tape. Those MTR items with MPD "Ø6" are encircled with blue tape.

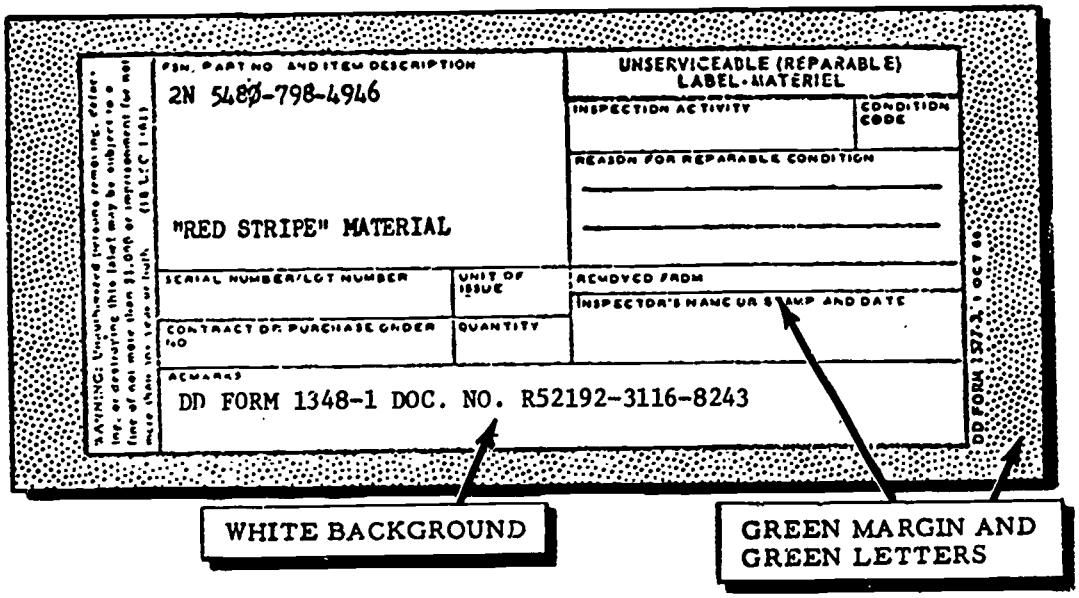

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Figure 5-18.–Identification label (DD Form 1577-3).

MTR TURN-IN/ SHIPMENT

MTR items should be processed and turned-in by your ship within 72 hours when possible.

MTR items are turned in when the DOP or transshipment point is in the immediate vicinity of the ship. Direct turn-in to the DOP or transshipment point does not relieve you of packaging and marking responsibility for the item.

When MTR items are mailed to the DOP, they should be sent either air parcel post or military official mail (MOM) when MPD Ø3 or Ø6 is authorized. Since "Special Handling MOM" parcels are less expensive and receive air transport to CONUS, it is recommended that this procedure be used when mailing MTR items from overseas locations. Mailable MTR items that do not qualify for MPD Ø3 or Ø6 are sent surface parcel post.

MTR items which are not mailable should be held for turn-in to the nearest shore supply activity for transshipment.

There are two other methods for shipment of MTR items. The carrier-onboard-delivery (COD) aircraft may be used when in range of an ashore supply activity. Navy ships returning to CONUS or an overseas port where an appropriate DOP or transshipment point is located can also be used.

When operating conditions make the transfer of unmailable MTR items impracticable within the 72 hour time frame, the procedures below should be followed:

- When space permits, collect all turn-ins in a segregated storage area.
- Segregate items by MPD.
- Segregate items requiring transshipment from those that do not.
- Segregate items properly packaged and marked from those that need additional packaging.
- When possible, make sure the entire quantity of a single line item being turned in is in the same container.
- Make sure heavy durable items are not packed in the same package as delicate items.

MTR items held as described above should be turned in to the DOP or transshipment point at the first opportunity to do so.

SURVEYS

This section briefly reviews the types of surveys and then discusses the reviewing action that is taken by various bureaus, system commands, or inventory control points, for the various types of material.

TYPES OF SURVEYS

There are two types of survey; formal and informal.

Formal surveys are made by a commissioned officer or by a survey board consisting of three officers (one of whom must be commissioned). The commanding officer designates the surveying officer or officers from those in his command. Officers not eligible to serve on a formal survey board or as the surveying officer for a formal survey are:

- The commanding officer.
- The officer on whose records the material being surveyed is carried.
- The officer charged with custody of the material being surveyed.

If there are not enough qualified officers aboard your ship, the commanding officer must forward the survey to his immediate senior in the administrative chain of command for action.

Informal surveys are made by the department head having custody of the material.

The commanding officer must decide if the material survey should be formal or informal. The survey must be a formal survey when someone is found to be culpably responsible for the loss or damage to the material being surveyed or when the commanding officer or higher authority directs a formal survey to be conducted.

SURVEY REVIEW BY BUREAUS, SYSTEM COMMANDS AND ICP's

Certain materials require that the bureau, system command, or inventory control point controlling the material be sent the original and/or copies of the survey for approval or review. *NAVSUP P-485*, chapter 5 details these special types and/or classes of materials and the command that should be notified of the survey.

Lost or Stolen Small Arms

When small arms are lost or stolen, the formal survey must include the following data in addition to that normally provided:

- A statement that the Naval Investigative Service Headquarters has been notified in writing, unless the survey indicates that the circumstances of the loss preclude possibility of recovery and use by an individual.

- The name of the person upon whom responsibility has been fixed (if appropriate).

- The manufacturer, model number, serial number, and type of weapon.

- A statement that disciplinary action has been or will be taken (when appropriate), whether culpable responsibility is involved, or that determination of disciplinary action to be taken is being withheld pending a report of findings from the Naval Investigative Service Headquarters.

At least one copy of the completed survey must be forwarded to SPCC and the Naval Ammunition Depot, Crane, Ind.

The loss or theft of small arms must be reported, in writing, to the Naval Investigative Service Headquarters, Alexandria, Va., unless the loss is under circumstances which will prevent the recovery and use of the small arms by an individual. The letter report must contain:

- The type of small arms, serial number, date and place lost or stolen.

- A brief description of the circumstances surrounding the loss or theft.

Copies of the letter are provided local law enforcement authorities, both military and civilian, when considered appropriate by the commanding officer.

RECEIPTS ASHORE

The control and material divisions handle receipts ashore.

Almost anyone can, in the physical sense, accept delivery of material. However, the senior Storekeeper needs to understand the entire process and the function of the documents covering material received if he is to supervise the receiving operation with adequate professional skill.

TYPES OF RECEIPT DOCUMENTS

There are two basic types of documents associated with the receipt of material–copies of your own request documents for material outside the activity, and documents covering the shipment, inspection, invoicing, and billing of the material.

Request Documents

The first type of document established an expected receipt and is represented by the following:

- Copies of the MILSTRIP requisition (DD Form 1348) coded to show that receipts are due as a result of action by an inventory manager or as a result of local procurement.

- Copies of purchase documents prepared locally or by bureaus, systems commands, or inventory managers for the procurement of material from private or government sources.

- Copies of Release/Receipt Documents (DD Form 1348-1) covering turn-in of material by

station departments or other units not requiring material on hand.

- Copies of Request for Naval Manufacture (NavCompt Form 219) showing material due from naval manufacture.

Shipping Documents

The second type of document normally is received or prepared simultaneously with the physical receipt of material and is represented by the following:

- Copies of the Release/Receipt Document (DD Form 1348-1) which is the basic document for material breakout, packing, and material takeup used by MSC's, etc.

- Government Bills of Lading (Standard Form 1103), Transportation Control and Movement Document (TCMD) (DD Form 1384), and commercial bills of lading, covering the transportation of material to the receiving activity.

- Inspection documents (DD Form 250/DD Form 1155) covering inspection of the quantity and quality of material received from commercial sources.

- Dealers' bills submitted to the stockpoint from private vendors for purchases made.

- Voucher for Transfer Between Appropriations/Funds (Standard Form 1080) submitted to the stock point by the Defense Supply Agency or other agencies for purchases made.

OPEN ORDER FILE

You will maintain an open order file ashore to control action on requests for material from outside sources, and to use in receiving, checking, inspection, followup, and investigation of problems incident to the receipt of material. This file is a numerical file arranged as follows:

- Expected receipts from other naval activities are filed by requisition document number.

- Expected receipts from purchase are filed by contract or purchase order number.

- Expected receipts from other Government sources are filed by originator's requisition document number.

- Expected receipts from miscellaneous sources are filed by the authority number or receipt document number assigned.

Request and order documents (requisitions, purchase orders, etc.) are used to set up the file. Copies of priced released/receipt documents, dealers' bills, commercial bills of lading, inspection reports, and documents giving status information are filed as received, after screening and posting of changes and status information.

Upon arrival of the material, copies of documents are processed for receiving, checking, and inspecting the material as required, and for routing the material to its local destination and, then are returned to the open order file. When documents are returned indicating discrepancies, the file on the material is referred to for investigation and/or followup. If the file indicates material not received when due, the information contained therein is used as a basis for followup.

If a determination is made that the required action on the request document is complete (all the expected material has been received, the order has been canceled, et cetera, and all internal processing has been accomplished), the documents are placed in a closed file.

MATERIAL FROM OTHER SUPPLY OFFICERS

Receipts from other supply officers normally are covered by two documents. One of the documents is the Release/Receipt Document DD Form 1348-1 (the DD Form 1348-1 is referred to hereafter as 1348-1), which is the instrument by which responsibility for the material and the money value are transferred.

The other document is concerned with the physical movement of the material, and is a TCMD or some form of bill of lading.

Identification of Material

Upon receipt of material, the receiving section uses the documents received with the material (or from receipt control, if the documents were received in advance) to identify and make disposition of the material and then the documents. The steps taken are as follows:

- The shipment is counted to determine if the number of containers actually received is the number specified on the transportation document (bill of lading or TCMD).

- The three copies of the 1348-1 used for outside packing copies are removed, except from items for transshipment.

- If a shortage in the shipment was found during the first step, each 1348-1 must be checked against the applicable containers.

- The checker initials and enters the date material was physically checked in block 7 of the 1348-1. Any exceptions are entered in blocks BB or CC.

Disposition

The receiving section must determine from entries on the 1348-1 whether the item is for stock, for direct delivery to a supported component, or for transshipment.

The handling of the material and the 1348-1 are different for each of these groups.

STOCK.—Material received for stock may be identified by the fund code entered in the top line print, positions 52 and 53 of the 1348-1. One copy of the document is stamped "Storeman's Action Copy" (SAC), and one copy stamped "preposting." The SAC (storage) copy is then attached to the material, and both are forwarded to the storage area. The preposting copy, the extra copy removed from the container, the advance copy received with the transportation document, and the transportation document are forwarded to receipt control for further processing.

DIRECT DELIVERY.—Direct delivery material may be divided into two categories: (1) shop or department material and (2) dependent activities material.

All four copies of the 1348-1 covering material received for direct delivery to a shop or department are stamped "direct delivery." One copy is placed with the material for identification purposes. The remaining three copies and the transportation document are then forwarded to receipt control, with a request for movement papers (usually the requestor's original requisition) containing a specific job order, delivery instructions, and other pertinent information. The material is held until the movement documents are received, and then forwarded to the shop or department concerned.

If the in-the-clear address of the dependent activity has not been entered in block B of the 1348-1, it should be written in from information on the transportation document.

All four copies of the 1348-1 are stamped "direct delivery." Two copies are forwarded with the material to the delivery or shipment section. The transportation document is annotated to indicate disposition of the material, and is then forwarded with the remaining two copies of the 1348-1 to receipt control.

TRANSSHIPMENT.—The copies of the 1348-1 which are attached to the containers of material received for transshipment are not removed by transshipping activities.

If an in-the-clear address of the consignee is not already printed in block B, this block is completed from information appearing on the transportation document. The one copy of the 1348-1 received with the transportation document is stamped "transshipment," and is forwarded with the material to the delivery or shipment section. The transportation document is annotated to indicate disposition of the material, and is then forwarded to receipt control.

Internal Control Procedures

Discrepancies between the quantity shown on the 1348-1 and the quantity actually received may be found either during the checking-in

operation or when the storeman is placing the material in stock. The normal internal control procedures employed to ensure that receipts of materials are properly processed and recorded provide for the recognition of discrepancies when they occur.

It may be well to summarize typical internal control procedures at this point.

When material is expected, an open order file is established and serves as a depository for all pertinent information subsequently initiated or received relative to the expected receipt.

When the applicable material is received, advance shipping documents are extracted from the open order file and released to the receiving section. The open order file is then held in suspense pending final processing of the receipt. Thus, the initial control is established showing that the material is on board.

The receiving section checks in the material, forwards one copy of the 1348-1 stamped SAC with the material to the storage branch and another copy of the 1348-1 (stamped preposting) to the receipt control branch. The receipt control branch annotates the open order file and forwards the preposting copy of the 1348-1 to the stock control branch. Thus, another control step has been performed showing that the receiving process is completed and the 1348-1 has been forwarded for stock recording purposes.

The stock control branch performs the proper stock recording functions and forwards the preposting copy to the financial inventory control branch.

The storage branch checks the actual material received against the SAC copy of the 1348-1, indicates the location if applicable, and forwards this copy to the financial inventory control branch.

If a discrepancy is discovered between the quantity listed on the 1348-1 and the actual material received, the 1348-1 is annotated with the correct quantity and is stamped "discrepancy" prior to forwarding it to the financial inventory control branch.

The financial inventory control branch matches the SAC copy of the 1348-1 with the preposting copy and then forwards this copy to the receipt control branch. The preposting copy is used to adjust the financial inventory control ledgers and is forwarded to the fiscal branch for stores accounting purposes. If the SAC copy indicates a discrepancy, the financial inventory branch forwards this copy to the stock control branch for stock records adjustment prior to taking final action. Thus, another check is accomplished which ensures that all the facts of the receipts have been recognized and properly recorded on the records.

When the receipt control branch receives the SAC copy of the 1348-1 from the financial inventory control branch, the required internal processing normally is completed and the open order file may be closed.

If only part of the order is received, the open order file is not closed but is removed from suspense. Also if a discrepancy was noted, further action such as followup may be required by the receipt control branch.

As each function is performed, the 1348-1 copies are dated and initialed, indicating that the function has been completed. Each function should be completed within certain time frames in accordance with local determination. When these time frames are exceeded, the internal control procedures provide a means by which the excess of time may be detected. For example, if the financial inventory control branch is in possession of preposting copies of the 1348-1 which are unmatched in excess of the allotted time, followup with the storage branch is in order to determine the delay. The receipt control branch, utilizing the open order file held in suspense, is in possession of the required information to monitor the total processing cycle.

Action by Stock Control Branch

The stock control branch receives a variety of documents indicating the expected receipt of material and documents indicating its actual receipt. The information furnished by these documents is used to update and adjust the stock control branch records.

AUTOMATED ACTIVITIES.—At automated activities, the stock reviewer maintains a Due-in-Detail Card File, consisting of Due-in-Detail Cards (DD Form 1486), in stock number sequence, which reflect material due from other

activities or from local purchase. The stock reviewer keeps this file up to date on a day-to-day basis, and periodically reconciles it with the due information on the stock balance battery, and with the receipt detail cards maintained by the receipt control branch.

Material receipt processing normally is accomplished by the preposting method in which the preposting copy of the 1348-1 is used to update stock records, and the SAC copy of the 1348-1 is used to physically move the material to its assigned storage area. The mechanics involved in the recording of the receipt depends upon several factors such as if the receipt completes the order, a substitute item is received, or a discrepancy is involved. In order to properly supervise the stock control function, the senior SK must become thoroughly familiar with the details applicable to each situation. He must consult the appropriate sections of *NAVSUP Manual*, Volume II, and NAVSUP 437.

Regardless of the detailed recording procedures, the stock status battery must be adjusted to reflect the receipt, and the amount on the due-in-detail card is reduced by the amount of material no longer due. If a substitute item is received, have the appropriate technician check it to ascertain the validity of the substitution before the processing is completed. The preposting copy of the 1348-1 must be forwarded to the financial control branch for financial inventory adjusting.

NONAUTOMATED ACTIVITIES.–At nonautomated activities, the Stock Status and Replenishment Card (NAVSUP Form 767) is used to record the expected receipts. When the material is actually received, the stock reviewer posts the receipt information from the preposting copy of the 1348-1 to the Stock Record Card (NAVSUP Form 766), increasing the on hand quantity accordingly. He also posts this information to the stock status and replenishment card, reducing the quantity of material due, and forwards the 1348-1 to the financial inventory control branch for posting and adjusting the Financial Inventory Control Ledger (NAVCOMPT Form 2153).

If there are discrepancies in stock number or quantity between the preposting copy of the 1348-1 and the signed SAC copy (received via the financial inventory branch), the stock reviewer adjusts the records and initiates the necessary adjustment invoices and stock number transfers.

The expected receipts posted to the stock status and replenishment card are reconciled periodically (at least annually) with the open order files of the receipt control branch.

Receipt of material (for stock) by a supply activity from outside sources may lead to a variety of subsequent actions.

If the material received was from an order to fill a specific requisition, receipt of the material permits the release of the backorder. The backorder is canceled out and the material is issued. If there are several outstanding backorders, a decision must be made as to which should be filled.

If substitute material is received rather than the material ordered, substitution of backorders may be effected. If only part of the requisitioned material is received with the balance being canceled, initiation of additional procurement action might be in order.

PURCHASES

Material being received into the supply system for the first time is handled somewhat differently from material which is received from other supply officers.

The purchase may have been made by the inventory manager or by the local purchasing officer. Inspection may be done at the source by a representative of the Navy Material Inspection Service or at the destination by a local inspector. When materials are inspected at the source by members of the Navy Material Inspection Service, they certify that the material has been inspected by affixing two types of inspection stamps. The stamps and their meaning are:

- Square stamp (eagle in square), evidence of complete inspection and acceptance.

- Circle stamp (eagle in circle), indicates limited inspection as per contract specifications.

An item is considered accepted when it has been inspected by an authorized agent of the

Government and acknowledged to be in conformance with the contract specifications. It is thereafter government property, and is handled and accounted for as is any other government property. Material which is found not in conformance with the specifications of the contract may be rejected by the inspector. Any dispute arising with the contractor over conformity of the material furnished should be referred to the contracting officer as a matter not under the cognizance of the receiving section. The contracting officer is also responsible for resolving problems arising from quantitative variations, whether or not the contractor furnishes more or less of an item called for in the contract.

Purchase Documents Missing

When material is received without purchase documents or when receipt papers are not available and an open order file has not been established, the material must be identified as properly belonging to the activity. Such identification may be made by examination of the shipping papers or markings on the containers. If there is sufficient evidence to justify receiving the material, it may be unloaded in the unidentified receipt bay. The receiver in this case signs for the material and forwards a copy of the shipping paper to the receipt control branch (purchase material section). An open order file must be prepared for such material receipts. The contract number on the container or shipping papers is entered on the file title insert. The shipping papers and a set of unpriced Material Inspection and Receiving Report, DD Form 250 (less one copy which is forwarded to the material inspection) are filed in the open order file. Immediate action should be taken to obtain a copy of the contract.

REJECTIONS

Material may be rejected ashore for failure to conform to any of the specifications included in the contract.

If the reason for rejection is not serious or the defect will not prevent the use of the material as intended, the receiving activity may request the contracting officer to authorize the acceptance of nonconforming material at an equitable reduction in the contract price.

Such defects might include improper marking of containers which can be corrected locally, color deviations if not critical, or other minor discrepancies. The material may not be accepted until such authorization has been received.

Rejection is accomplished by furnishing the contractor with the Report of Item Discrepancy (DD Form 1599). Copies should be provided the contracting officer and the cognizant inventory control point. The rejected supplies may not be used, but must be held pending receipt of disposition instructions from the contractor. They may not be returned to the contractor at government expense. If the contractor has not removed the rejected supplies within 15 days, (10 days afloat), the material should be returned to him on a commercial bill of lading, with all transportation charges collect. Whether rejected supplies are picked up by the contractor or are shipped back on a commercial bill of lading, the receiving section must obtain a detailed receipt from the person removing the material from the receiving section.

If the contractor fails to replace or correct rejected material within a reasonable time, the contracting officer should be notified. Provision for delivery within certain time limitations is included in contracts; this specification, as well as those dealing with the physical aspects of the material must be met.

PROCESSING DEALERS' BILLS

Another function that the receipt of material ashore involves is the processing of dealers' bills for payment. Dealers' bills which offer discounts upon payment within the discount period should be processed immediately and forwarded to the disbursing officer designated to make payment as shown on the purchase document. When, at the discretion of the supply officer processing the bill, the amount of the discount involved does not justify expeditious handling, *NAVSUP Manual*, Volume II, provides that processing must be accomplished within 10 days of the receipt of the material regardless of the discount period.

To permit ready identification of a dealer's bill offering discount, a Discount Expires Label (NAVCOMPT Form 442) should be stapled to the upper left corner of each bill upon which a discount is offered. The expiration date is entered on this form by the activity which performs the inspection and forwards the dealer's bill to the disbursing officer. Dealers' bills not subject to discount should be forwarded for payment within 10 days from date of receipt of the material or the dealer's bill, whichever is later.

Dealers' bills should be checked against inspection reports on file to verify the applicable purchase document and receipt of the services or supplies in the quantities listed. Dealers' bills covering advance subscription charges for publications for official use, not requiring an inspection report or certification of receipt and acceptance, also should be verified with the applicable purchase document. The purchase document number is entered on the dealer's bill if omitted by the dealer.

The original and three copies of the dealer's bill with a signed copy of the inspection report are forwarded to the appropriate disbursing officer designated in the contract or order.

If purchase was made by informal purchase document, by an order against a Navy indefinite delivery type contract, or by a Federal Supply Service contract, a copy of the applicable purchase document also must be forwarded to the disbursing officer each time a dealer's bill is forwarded for payment against such order (except when purchase document was issued by an inventory control point).

When a portion of material shipped by a contractor is received and accepted, and the remaining portion is short, damaged, or rejected, the receiving activity must ensure that a completed Material Inspection and Receiving Report, DD Form 250, indicating quantities accepted with contractor's bill, is forwarded promptly to the paying office. If the partial quantity received is a regularly scheduled delivery on a continuing contract, or services received during a stated segment of the contract period, the paying office is able to match the dealer's bill with the contract. In this instance, a copy of the purchase document must be forwarded to the paying activity only at the beginning of the contract period so that it will be available as required.

EXPENDITURES ASHORE

The expenditure of material ashore entails the actions taken from the time a requisition is received from the customer until, in the case of an off-station requisitioner, the material is released to a carrier; or in the case of an on-station requestor, the material is delivered to the customer. If the material is not available, timely referral or procurement action must be taken to satisfy the demand.

NAVSUP 437 and Volume II, Chapter 5 of *NAVSUP Manual* contain detailed procedures for processing requisitions ashore. No attempt is made in this chapter to cover all expenditure functions. Rather, only the basic functions representative of normal expenditure actions are discussed.

POTENTIAL CUSTOMERS

Regular customers of supply departments ashore vary according to the activity's size, location, and assigned responsibilities in the supply distribution system.

Station departments account for a large percentage of material requisitions submitted to supply departments ashore. At naval air stations, the aircraft maintenance department and the operations department are prime requestors of aeronautical materials.

Primary and reporting secondary stock points are assigned supply support responsiblities for designated secondary and dependent activities.

Requisitions may be received from ships homeported in the area or from those temporarily deployed in the area.

Requisitions may also be received from fleet avaiation units when they are temporarily based ashore. When aboard ship or otherwise deployed, they obtain their supply support from the activity at which they are based.

While a small activity does not have assigned supply support responsibilities as great as a major activity, the potential customers are substantially the same variety. Most departments experience occasional demands from customers they do not normally support. These demands

may be in the form of referral orders from other supply activities or inventory control points. Demands may be received from ships temporarily deployed in the area, or from visiting aircraft on extended flights. While the bulk of material issues are made to satisfy regularly assigned customers, supply departments ashore must be capable of effectively supporting the material needs of any legitimate customer.

DOCUMENTATION

Normally, issues to off-station customers are made by utilizing the 1348-1 and issues to on-station customers are made by utilizing copies of the requestor's 1348 (6 part). Therefore, this section discusses only the functions involved when processing these forms. Consult *NAVSUP Manual* for the procedures used when other issue documents are involved.

Document processing for material issues at supply departments ashore generally follows the preposting method. Postposting methods may be instituted for the issuing of material in direct support of a weapons system. This is necessary to meet the reduced time frames within which these material requirements must be processed.

The chronological order through which requisitions are processed ashore may vary among supply activities. For example, automated processing involves different organizational components than does nonautomated processing. The processing of on-station issues by using copies of the requestor's requisition necessarily differs from the processing of off-station requisitions where the preparation of the DD Form 1348-1 is required.

At some activities, the 1348-1 is prepared by the issue control branch while at others it is prepared by the stock control branch. Whether the 1348-1 is prepared by the issue control branch or the stock control branch is of little consequence. The significant point is that a 1348-1 must be prepared.

ORGANIZATIONAL FUNCTIONS

Several organizational components of the supply department ashore are concerned with the expenditure and material movement functions.

The functions performed by the issue control branch, stock control branch, and the traffic branch are particularly significant. The SK who understands the basic functions of these branches should have little difficulty in interpreting and applying locally established procedures.

Many of the material requirements of on-station customers are satisfied by retail issue organizations (Shop Stores, Self Service Stores (SERVMART), Supply Support Center, and Ready Supply Stores). However, since the retail issue organizations and related procedures may vary from activity to activity, discussion is limited to those demands presented to the main supply department rather than those presented to the retail issue organization.

The MILSTRIP system provides that certain material requirements in direct support of a weapons system must be submitted via a rapid communication system. Most frequently, this is accomplished by telephone. The requirement is submitted to the supply department by telephone and is transcribed to a DD Form 1348 by supply personnel. The 1348 then is introduced into the issue process and supply department personnel deliver the material to the customer.

Issue Control Branch

Requisitions are normally introduced into the issue control branch. This branch reviews the requisitions for proper MILSTRIP format, determines the internal handling precedence, and provides special expediting services when necessary. The issue control branch also monitors the flow of issue documents, establishes and maintains the requisition history and status file, and furnishes status information to the requisitioner as required. In addition, the branch serves as liaison between the supply department and supported activities and ships in the vicinity.

At automated activities, requisitions received via rapid data transmission facilities (AUTODIN) may be forwarded direct to the stock control branch from the machine records/data processing component rather than through the issue control branch. However, requisitions bearing

priority designators 1 through 3 are forwarded to the issue control branch for special expediting and monitoring. Requisitions received by the issue control branch are initially screened to ascertain that they contain sufficient information for processing, including the following:

- Format–The proper form is submitted and is correctly prepared.

- Completeness–All the data required for the particular type of requisition is furnished.

- Number of copies–If an on-station requisition, sufficient legible copies are submitted. (Remember that off-station requisitions consist of either one punched DD Form 1348M or the original of the DD Form 1348 manual).

- Proper authority–If an on-station requisitioner, the form is signed by an authorized official.

- Special information–When applicable, special handling instructions are included.

Deficient requisitions may be returned to the requisitioner for correction and resubmission or they may be corrected by the receiving supply department. In some cases, the requisitioner may be contacted for the corrective information. The correct action to take depends upon circumstances and local policy. If the requisition can be corrected with reasonable assurance of accuracy, this is the logical course to follow. Conversely, if certain information is lacking which cannot be determined locally with reasonable assurance of its accuracy, the requisition should be returned for correction. An official letter usually is forwarded to a requisitioner who frequently submits erroneous or incomplete requisitions. This, of course, depends on local policy and is a decision of the issue control branch officer.

After screening the requisitions, the issue control branch takes the following steps:

- Forwards any off-station requisitions received in other than punched form to the machine records/data processing component for conversion to punched form (automated activities).

- Classifies requisitions into four issue groups for internal handling. Each of these groups, as discussed in chapter 5, has specified time limits within which action must be taken. If a requisition contains a required date which necessitates supply action earlier than normal for its issued group, it is moved to a higher group.

- For issue group 1 requisitions, prepares a DD Form 1348-1, establishes a requisition control file for monitoring purposes, and expedites the action by hand-carrying the documents to the appropriate stock poster/reviewer for issue action (subsequent stock control, storage, packing, and shipping actions are also on a "walk through" basis for documents in this issue group). A 1348-1 is prepared for any requisitions containing special remarks (third digit of document identifier code E or 5) and is assigned an appropriate issue group, which determines the relative priority of subsequent actions.

- Forwards all requisitions to the stock control branch.

- After an off-station requisition is posted to the stock records at nonautomated activities, it is returned to the issue control branch for the preparation of the 1348-1. At automated activities, the requisition is returned to the issue control branch by the machine records/data processing component subsequent to offset action (action updating of stock status balance card) at which time the 1348-1 is prepared. The 1348-1 for issue group 1 and requisitions requiring special handling are forwarded to the stock control branch.

- Furnishes supply status as required by the media and status code. The supply status card is prepared at the time the 1348 is returned from the stock control branch or the machine records/data processing component. At automated activities, status may be furnished by the machine records/data processing component as a byproduct of the offset action.

Stock Control Branch

Review and processing of requisitions in the stock control branch is performed by the stock poster/reviewer. The stock poster/reviewer performs this function by "editing" the requisitions, and reviewing stock availability.

EDITING THE REQUISITION.—The editing of requisitions consists of a review of the requisitions in relation to specially applicable regulations and other requirements. This function is distinct from the screening of data performed by the issued control branch. Editing by the stock poster/reviewer is concerned with the following:

- The nature and accuracy of the stock number and its consistency with the nomenclature, if given. Off-station requisitions do not contain the nomenclature. Local instructions may require that on-station customers list brief nomenclature on the 1348 (6 part). Inconsistencies are researched through appropriate publications. Unless a discrepancy is apparent, the FSN is not researched at this point to ascertain its validity. The subsequent availability check provides this assurance if a stock record card/stock status balance card is maintained. However, if a stock record card/stock status balance card is not maintained, and FSN discrepancies are researched to ascertain validity. Problems in identification of the item may be referred to the technical division of the supply department.

- Authority and justification for issue. The requisition is edited to determine whether issue of the item is authorized by bureau, systems command, or inventory manager instructions, and, when justification is required, whether it meets the criteria in the instruction. Issue restrictions commonly apply to critical items, fleet controlled material, and aircraft maintenance support equipment. Stock records covering items for which issue restrictions exist are appropriately coded or flagged. Therefore, this aspect of editing may be performed simultaneously with the availability check.

- Whether an excessive quantity has been requested.

REVIEW FOR AVAILABILITY.—After the editing process is completed, the stock poster/reviewer checks the stock records to determine if stock is available for issue. When a stock record card/stock status balance card exists, the stock position is computed in the regular manner. When sufficient stock is on hand, the stock poster/reviewer authorizes issue of the material by appropriately marking the requisition. The requisition is then forwarded to the issue control (via the machine records/data processing component at automated activities) for the preparation of a 1348-1 (off-station requisitions). After the 1348-1 is prepared, the issue control branch forwards one copy to the financial inventory control branch for adjusting the financial inventory control ledgers. Appropriate copies of the 1348 (6 part) involving on-station issues may be forwarded direct to the storage branch by the stock poster/reviewer. The stock control branch forwards the original requisition to the financial control branch. The 1348-1's involving issue group I requisitions previously prepared by the issue control branch may be forwarded directly to the warehouse by the stock poster/reviewer. One copy is extracted (by stock control personnel) and forwarded to the financial inventory control branch.

At nonautomated activities, the quantity to be issued is posted to the stock record card and the balance on hand reduced. At automated activities, the issue quantity and the appropriate transaction code are appropriately marked on the 1348M which is offset behind the stock status balance card pending the updating action by the machine records/data processing component.

The stock poster/reviewer checks the media and status code on requisitions from other activities to determine whether notification of action being taken to satisfy the requisition is required. If so, he notes this action (in code) on the requisition so that the issue control branch may prepare and forward the supply status document.

Since the MILSTRIP system operates on the exception principle, such notification normally is not required when the requisition is being

fully satisfied. Also, status is not usually furnished to an on-station requestor when the requisition is fully satisfied.

When deferred action is required, the green copy of the 1348 (6 part), reflecting the action taken, is returned to the on-station requestor.

When there is insufficient stock on hand or when the item is not carried by the activity, the stock poster/reviewer must take some other type of action. The decision he makes to take such action is referred to as nonpositive action. Notification of such action is automatically furnished to requisitioners or other organizations designated to receive it by the media and status code on the requisition. Among the principal types of nonpositive actions are the following:

- Backordering the material.
- Local purchase of the material for direct delivery.
- Making a partial issue.
- Substituting another item.
- Passing or referring the request to another activity.
- Initiating naval manufacture.
- Cancelling the request or returning it for specific cause.

Briefly, the stock poster/reviewer indicates his nonpositive supply decision by marking the requisition appropriately and forwarding the requisition to other branches of the supply department for preparation of the necessary documents.

Storage Branch

After the requisition is processed through the control division, the issue document is forwarded to the storage branch for the issue of the material. For off-station issues, the issue document consists of seven copies of the 1348-1. For on-station issues, the issue document consists of at least two copies of the 1348 (6 part). The storage location may or may not be entered on the issue document depending upon local procedures. If the stock record cards contain this information, the storage location is entered in block F of the 1348-1, or in the remarks portion of the 1348 (6 part). When the storage location is not annotated on the issue document, appropriate storage locator files are checked and the detailed location data is entered on the issue document.

Traffic Branch

The traffic branch effects the shipment or delivery of the material to the customer. Functions assigned to the various sections of this branch include the preparation of any additional documentation required for the material movement and packing and marking as required.

Local delivery of material is performed by personnel of the delivery section of the supply support center. The packing section packages, packs, and marks material as required for domestic and overseas shipment. The shipping section makes arrangements for shipment and delivery of material to carriers including the preparation of bills of lading or transportation control and movement documents (TCMD's) as applicable.

CHAPTER 6

SHIPPING

Since you are usually on the receiving end of material movements in the supply system, the job of shipping may not seem to apply to your job as a Storekeeper. However, when stationed at shore activities you may find yourself becoming more concerned with the problems involved in the shipment of material.

In addition, on sea duty you will encounter instances where YOUR shipment of material will have an impact on the material availability for other fleet and shore units.

This chapter intends to provide guidance or answers to such questions as:

- What requirements must be met for shipment by U.S. mail?
- What is MILSTAMP and how does it work?
- What organizations are available to help accomplish material movements?

References for information contained in this chapter are *NAVSUP P-485*, chapter 5, *NAVSUP Manual Volume II*, chapter 1, *Military Standard Transportation and Movement Procedures*, DOD Regulation 4500.32-R and *NAVSUP P-444*, Military Traffic Management Regulations.

AFLOAT SHIPMENT PROCEDURES

Afloat shipments vary from small parcels mailed between ships and stations to large shipments of freight carried from base to base by ship, truck, or airplane. The procedures for these shipments depend on the characteristics of the material being shipped, its size and weight, and the distance it is to be shipped.

SHIPMENT BY MAIL

The most convenient method of shipping parcels is through the mails. Parcels sent by mail must weigh a minimum of 16 ounces to qualify for surface parcel post. Those parcels weighing less than 16 ounces should be sent via air parcel post or as military official mail (discussed later).

Maximum weight and size limitations for surface or air parcel post are 70 pounds and 100 inches length and girth combined. Figure 6-1

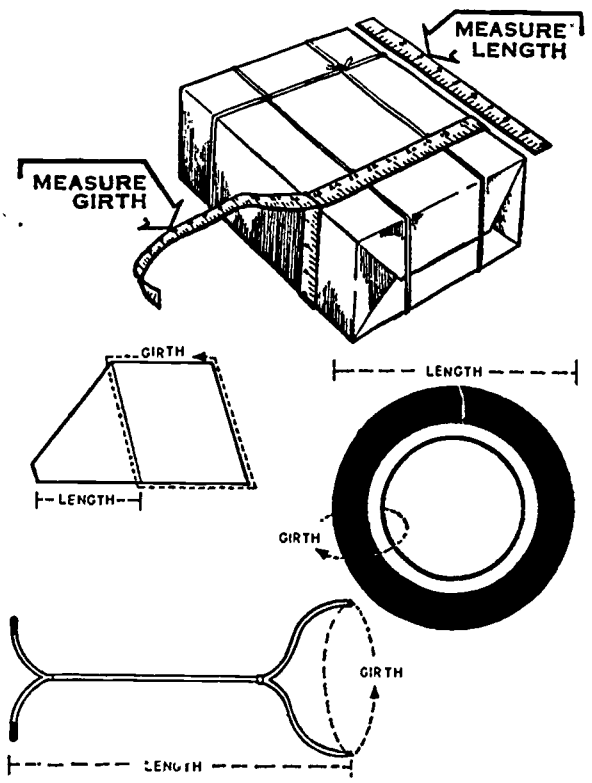

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Figure 6-1.—Method for measuring length and girth of parcels.

shows the method used to determine the size of various types of parcels.

There are exceptions to the weight and size limitations which are discussed in *NAVSUP P-485*, chapter 5. However, it is unlikely that you will encounter situations where these exceptions apply.

Classes of Mail

U.S. mail is divided into four classifications: first, second, third, and fourth. Material mailable by each class includes but is not limited to:

First Class--Letters, post cards, and other types of direct correspondence between people and/or organizations.
Second Class–Newspapers and periodicals
Third Class–Parcels containing merchandise (not including first class material) which weigh up to but not including 16 ounces.
Fourth Class–Mailable parcels of merchandise which are not included in first, second, or third class matter, subject to size and weight limitations discussed above.

Mailable/Unmailable Material

Mailable material which qualifies for shipment through postal channels under the "Postage and Fees Paid" postmark consists of:

- Official Correspondence.

- Material forwarded to an activity which does not require processing through the administrative chain of command.

Parcels which are mailed under the "Postage and Fees Paid" postmark does not require additional postage nor is any authorized.

The list of unmailable material is lengthy and is affected, in part, by treaty, statute, or other regulations.

Some of the more common unmailable items you will encounter are:

- Poisons, acids, and alkalies.

- Oxidizing materials, or flammable liquids and solids.

- Ammunition, explosives, and containers previously used to transport high explosives such as dynamite.

- Narcotics and certain drugs.

- Intoxicating liquors.

- Material subject to damage from freezing.

- Permanently magnetic materials with unconfirmed fields, unless sent by surface transportation.

If you are uncertain whether an item is safe to mail, contact your local postal authorities.

Classified Matter

Matter classified as secret or confidential must be transmitted by one of the following means:

- United States registered mail, provided that such matter does not at any time pass out of U. S. Government control and does not enter a foreign postal service except under such conditions as may be prescribed by the CNO.

- Any of the means approved for the transmission of top secret matter as prescribed in chapter 7 of the *Department of the Navy Security Manual for Classified Information*, OPNAVINST 5510.1.

Special Mail Services

The U. S. Postal Service has established several special mail services to provide additional protection and/or services for your mail. These include the protection of parcels by having them shipped insured, registered, certified, or by special delivery. A detailed explanation of these services is not required since it is unlikely you will use them in normal shipping transactions.

However, two mail services important to you are special handling, and military official mail.

SPECIAL HANDLING.–Since many naval activities do not have special delivery service, it is more practical to expedite the shipment of fourth class matter by special handling. Matter moving under special handling receives first class handling between post offices and is delivered to the addressee by the receiving post office on the first regular delivery after receipt. Only fourth class matter qualifies for special handling.

MILITARY OFFICIAL MAIL.–Military Official Mail (MOM) is an additional service established by the Post Office Department to provide fast transportation to and from military activities in Alaska, Hawaii, and overseas areas at reduced cost. When third and fourth-class mail marked "MOM" moves from military shippers, the parcels are transported by surface parcel post within the United States except Alaska and Hawaii. When the letters "MOM" are placed immediately below a SPECIAL HANDLING stamp, the parcel will receive first class handling within the United States except Alaska and Hawaii. Packages stamped "MOM" or "SPECIAL HANDLING–MOM" will receive air transportation on a first in/first out basis with other air freight to and from Alaska, Hawaii and overseas destinations. Overseas transit times are comparable to air mail but charges are less.

NAVY FREIGHT

When material requiring shipment does not qualify for shipment through the mails, it should be forwarded to the supply officer of the nearest shore-based activity for forwarding to its destination. This material must be accompanied by copies of the shipping invoice, DD Form 1149 or DD.form 1348-1.

If a Navy shore-based activity (or United States naval at ache) is not in the area, you must make the shipment in accordance with instructions received from the nearest military service command or United States consular official instructions, respectively.

If, in an emergency, the above procedure cannot be followed, shipment may be made by a commercial source on a commercial bill of lading. The commercial bill of lading is prepared and furnished by the carrier. Transportation charges are paid by the disbursing officer charging the Navy Management Fund under the open allotment prescribed in *NAVCOMPT Manual*, Volume II.

FREIGHT CARRIED BY FLEET VESSELS

Generally, cargo transported in Navy fleet vessels is limited to material moving in direct support of fleet operations. However, consistent with the assigned mission of the vessel, available space is used to transport other supply materials. Cargo is moved in Navy fleet vessels under established procedures of the appropriate fleet or type commander or his authorized representative. Cargo moving in fleet vessels is transported under shipping documents prepared under current MILSTAMP procedures as described later in this chapter.

DEFENSE TRANSPORTATION SYSTEM

The heart of the Defense Transportation System (DTS), is the Military Traffic Management and Terminal Service (MTMTS) and its subordinates offices.

MILITARY TRAFFIC MANAGEMENT AND TERMINAL SERVICE

The Military Traffic Management and Terminal Service (MTMTS) is a field command of the Department of the Army, the single manager for defense transportation. The Commander, MTMTS (located in Washington, D.C.) is responsible for the traffic management functions within CONUS, including the direction, control, and supervision of all functions incident to the effective and economical procurement and use of freight and passenger transportation services from COMMERCIAL TRANSPORTATION COMPANIES, including rail, highway, air, inland waterway, coastwise, and intercoastal carriers (excluding responsibilities for ocean transportation assigned to Commander, MSC) and responsibilities for airlift services assigned to Commander, MAC. NAVSUP Publication 444, the Navy edition of the joint publication Military Traffic Management Regulation (MTMR), con-

tains the basic policies and procedures governing the implementation of the MTMTS mission.

MTMTS carries out its operational functions through two regional commands: Eastern Area, MTMTS, located at Brooklyn, N.Y., and the Western Area, MTMTS, located at Oakland, California. The geographical areas of jurisdiction for these regional commands are defined in Part I of MTMR.

MTMTS is the link between the commercial transportation industry and the military services. Each service's requirements are channeled through designated offices to the appropriate regional command of MTMTS. These designated offices are Airlift Clearance Authorities (ACAs), Water Terminal Clearance Authorities (WTCAs), and Military Air Transportation Coordinating Offices (MATCOs).

Airlift and Water Terminal Offices

ACAs and WTCAs are the controlling agencies and act as clearing offices for DOD cargo moving into the commercial transportation system. They control and clear military cargo for input into the commercial transportation system by requiring military shippers to submit advance Transportation Control and Movement Document (TCMD) on all military cargo for movement via the commercial transportation system.

This is accomplished in the following manner:

- Upon receipt of advance TCMD information, the ACA or WTCA matches the TCMD information against existing regulations. If the cargo is acceptable under these regulations, it is booked for shipment via commercial means. If the cargo is not acceptable, it is challenged by the ACA or WTCA. Sea cargo is handled the same way except that it is booked with MSC, the single manager for the ocean movement of DOD cargo.

- The ACA or WTCA notifies the shipper whether the release unit cargo offered for shipment is challenged or is booked for shipment. This information advises the shipper of the mode, carrier, routing information and, in the case of challenged shipments, the reason why the shipment was challenged. This routing information, as well as the advance TCMD information submitted by the shipper, is prepared in a uniform manner for all of the services and is controlled by uniform time standards.

Military Air Traffic Coordinating Offices

Military Air Traffic Coordinating Offices (MATCOs), are located at certain key Military Airlift Command (MAC) service terminals to provide liaison and to control the flow of cargo, passengers, and mail traffic. The Navy representative is responsible, among other duties, for the following functions:

- Controlling, through liaison with the NAVTRANSCOs and NOACTs, the orderly flow of shipments into the MAC service system.

- Providing liaison and coordinating action with MAC regarding the expeditious movement of Navy material which is in the MAC system, directing when required the movement of certain Navy cargo ahead of other cargo, Navy cargo bearing a higher priority classification.

- Noting irregularities in packing, markings, billings, and other irregularities attending Navy freight movement and initiating remedial action.

- Interchanging airfreight information and advice in conjunction with MAC traffic personnel and the air traffic coordinating officers of the other departments.

- Advising NAVSUP (Deputy, Transportation), NOACTs, and higher authority of airfreight terminal traffic conditions, the availability of opportune lift possibilities, and the extent to which the channel allocations under NAVTRANSCO's cognizance are being utilized.

Military Airlift Clearance Authority Agency

The Military Airlift Clearance Authority Agency (MACA) is located at Oakland Army Base, Calif., and is responsible for all CONUS air export shipments.

In the preceding discussion of MTMTS several points must be emphasized.

• MTMTS area of responsibility extends to the continental U.S. and applies to the movement of military cargo via COMMERCIAL MEANS. The term "continental U.S." means U.S. territory, including adjacent territorial waters, located within the American continent between Canada and Mexico.

• Individual services manage ACA's, WTCA's, and have their own transportation systems, and, within certain limits, they may use the commercial transportation system to move their cargo. In the case of the Navy, NAVTRANSCOs, NOACTs, NOARAs, and NAVSEACARCORS perform the duties of ACAs and WTCAs. The Navy contract airlift service (QUICKTRANS); Navy trucks and ships serve as the transportation vehicles. However, certain rules and regulations govern what, how, the amount, and to what degree these services may utilize their transportation systems.

• The services submit advance TCMD information to the MTMTS through their clearing authorities. In the case of Navy, an activity having cargo for movement must submit TCMD information to the designated clearing authority; i.e. NAVMTO, Western Department, Oakland the clearing authority then either routes the cargo through its own transportation system or offers it to MTMTS. If the cargo is offered to MTMTS by the clearing authority, then the MTMTS advises the clearing authority of shipper service routing information. The service clearing authority then advises the original shipper of applicable routing information just as if the shipment had been routed without reference to MTMTS.

• The duties and areas of responsibility of the individual offices as discussed here are by necessity brief. The input into MTMTS and the guide for selection of mode of transportation is covered in regulations that are too detailed to be included in this manual.

NAVSUP Manual, volume V, *DOD Regulation* 4500.32-R (MILSTAMP), the Navy supplement to MILSTAMP (NAVSUP Instruction 4610.32), and MTMR (NAVSUP Publication 444), should be consulted for detailed information.

NAVY FREIGHT TRANSPORTATION ORGANIZATION

Navy Regulations, along with supplementary regulatory publications, assigns, to NAVSUP, the responsibility for authorizing and administering (consistent with the responsibilities assigned to the single manager for transportation) the transportation of Navy property and household goods which are the property of military and civilian personnel of the Navy. These regulations charge NAVSUP with the responsibility for loading and unloading cargo ships and tankers, administering cargo terminal facilities, and the administration of the functions relating to the disposition of personal effects (except the transportation of human remains, which is the responsibility of BUMED).

NAVY MATERIAL TRANSPORTATION OFFICE

The mission of the Navy Material Transportation Office (NAVMTO) is to perform transportation management functions of an operational and administrative nature as assigned and to administer the Navy Contract Cargo Airlift System (QUICKTRANS). Among the many functions performed by NMTO are:

• Providing technical direction, guidance, and assistance in material transportation matters to Navy commands, bureaus, offices, project managers, and shipping activities worldwide.

• Implementing policies and operating procedures for the QUICKTRANS program and serving as the QUICKTRANS system manager/contract administrator.

• Providing or arranging for terminal support for QUICKTRANS aircraft and for other aircraft transporting Navy cargo that are not otherwise provided for.

• Authorizing the movement of Navy material by air, including arrangement for special assigned airlift missions.

• Challenging the validity of shipper requested airlift requirements, in accordance

with current directives and arranging for the collection and delivery of material to and from aerial ports of embarkation and debarkation.

- Diverting material between transportation modes are necessary to best meet the needs of the Navy at the lowest overall cost.

- Providing or arranging for recoopering, repacking, redocumentation, and relabeling or remarking as necessary to protect and expedite the movement of Navy material in transit.

- Serving as Navy shipper service representative and liaison point for the major field commands of MTMTS, MSC, and MAC, and providing direction to the NAVSUP assigned liaison officers or representatives serving at those activities.

- Providing interface with other Navy material expediting offices and representatives.

NAVY OVERSEAS AIR CARGO TERMINALS

Navy Overseas Air Cargo Terminals (NOACTs) conduct terminal operations, exercise traffic management and administer all airlift space available for the movement of Navy air cargo from and within assigned geographical areas of responsibility. The functions performed by NOACTs include:

- Coordinating all air cargo movement matters within assigned geographical areas, and expediting the movement of air cargo to destination.

- Monitoring cargo between Military Airlift command aerial ports and receiving or shipping Navy units.

- Providing movement information and expediting services when required.

- Authorizing the movement of Navy cargo by air transportation.

- Furnishing over the road trucking operations, as available, incident to delivery and pickup of air cargo.

- Maintaining route and schedule information concerning airlift service to, from, and within their assigned areas.

- Resolving movement problems between airfields and vessels at assigned ports.

- Maintaining fleet locator information to assure accurate and timely delivery of cargo to naval vessels.

- Preparing shipping documents such as the Transportation Control and Movement Document (DD Form 1384), government bills of lading, etc., when appropriate.

NAVY OVERSEAS AIR ROUTING ACTIVITIES

Navy overseas air routing activities (NOARAs), are authorized to issue route orders on shipments originating in their respective areas. Generally, all NOACTs, Naval Stations, NSCs, and other Naval installations located overseas are designated as NOARAs.

NAVY SEA CARGO COORDINATORS

The mission of the Navy sea cargo coordinator is to obtain ocean transport capability for all Navy cargo, except bulk petroleum, designated for shipment via ports within his area; to arrange for further shipments of cargo discharged at ports within the geographical area assigned; to arrange for necessary documentation of Navy cargo moving via non-Navy terminals; and to report monthly the volume of cargo tonnage moved over non-military terminals located at ports not covered in the report submitted by a Navy command.

Within the geographical area assigned, the Navy sea cargo coordinator performs the following functions:

- Acts as principal representative of the Navy as a shipper service to ensure proper processing of all Navy import and export ocean shipments.

- Obtains information on all Navy cargo to be offered for ocean shipment for his area and offers such cargo to the appropriate fleet command or MSC.

- Consistent with military requirements, is responsible for selection of the most advantageous port and military or commercial terminals in his area for transshipment of cargo which will provide the required delivery to the ultimate consignee at the lowest overall cost to the Government.

- As the shipper service representative, accepts or rejects shipping space allocated by fleet commands or MSC in response to cargo offerings.

- In the case of cargo originating at other than a Navy tidewater terminal, or in the case of cargo to be moved from a Navy tidewater terminal to a non-Navy terminal, provides the shipper with consignment instructions for proper delivery of the cargo to the carrier.

- Ensures that proper arrangements are made for the receipt, loading, and documentation of the shipment.

- For shipment inbound to his area, consigned to other than Navy terminals, arranges for unloading services as required and ensures that the shipments are promptly forwarded to the ultimate consignees.

- Under certain conditions, either because of specialized categories of material or where the geographical remoteness of a command makes it more feasible, delegates any of the above responsibilities to other Navy commands in the area.

MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES

The Military Standard Transportation and Movement Procedures (MILSTAMP) are a set of standard procedures, forms, and language to be used by the military services and all other agencies that use the DOD transportation system. The military transportation system of the Department of Defense consists of a variety of components including railways, trucks, ships, barges, and planes, and their terminals, and other transshipment points. These operate under various jurisdictions—MAC, MSC, MTMTS, military services, overseas commands, and local authorities. These components (in most cases concerned with overseas shipments but, in some instances, with domestic shipments) combine to form the complete transportation system required to bring material from source to user.

MILSTAMP PURPOSES

In general MILSTAMP was designed to:

- Standardize movement and documentation requirements within the DTS through the use of uniform codes and non-coded data, formats, and procedures.

- Uniformly express the policies and movement criteria of the Uniform Material Movement and Issue Priority System (UMMIPS), to facilitate the administration of the DTS.

- Form a common boundary with the Military Standard Requisitioning and Issue Procedures (MILSTRIP), and other military standard logistics systems to provide a responsive total logistics concept that will meet any demands placed on the DTS during normal and emergency periods.

- Provide automated and nonautomated techniques and the use of high speed communication media in the control, release, tracing, and reporting of shipments into and within the DTS.

- Provide MILSTAMP shipment unit input data for performance reporting under the Military Supply and Transportation Evaluation Procedures (MILSTEP).

MILSTAMP OBJECTIVES

MILSTAMP objectives are:

- Automated processing of transportation documentation.

- Application of management by exception principle to traffic clearance.

- Standard system of documentation and codes to permit complete and accurate data interchange.

- Intransit data reporting compatible with automated processing and analysis under MILSTEP.

- Complete preplanning of logistics actions including shipment planning and movement control, utilizing automated data processing where practicable.

- Uniform address marking that is compatible with the data specified in MILSTAMP documents.

MILSTAMP APPLICATION

MILSTAMP is mandatory for all military services and other agencies using the DOD transportation system, and applies to authorized shipments moving wholly or in part within this system. MILSTAMP does not apply to the following situations:

- Internal shipments within military installations or local area shipments in support of satellite activities.

- MAP movements arranged by recipient countries, provided they do not involve the DOD transportation system.

- Shipments completely within the mail systems.

- Shipments moving on commercial bill of lading from, to, or between contractors' plants.

- Shipments of bulk petroleum products.

- Movements of passengers.

MILSTAMP ROUTING

As pointed out in our discussion of the DTS, MTMTS is responsible for selecting the mode of transportation for shipment by the military services via commercial transportation media between points within CONUS. The MTMTS also is responsible for the selection of the commercial carrier to be utilized in transporting shipments between points within CONUS. Certain of these responsibilities have been delegated to transportation officers and to other appropriate Navy routing authorities. Such responsibilities are defined in part I of *MTMR*, (NAVSUP Publication 444). With certain exceptions, the transportation officer generally is authorized to select the mode of transportation and routes within the mode on the following:

- Freight (surface) shipments of less than 10,000 pounds.

- Railway express (surface) shipments less than 1,000 pounds.

- Commercial air shipments of less than 1,000 pounds.

The regional commanders, MTMTS are authorized to select the mode of transportation and route within the mode for shipments in excess of quantities which may be routed by local transportation officers, and for certain other shipments in any quantity that are not specifically exempted from local routing.

MILSTAMP DOCUMENTATION

In any material transportation system, there is a requirement for certain basic information and data. This data is needed to:

- Identify the shipment and its movement.

- Control its movement, with respect to both its speed and its mode.

- Provide advance notice.

- Trace it in the transportation system.

- Provide accounting and billing information.

- Establish a means for collection and analysis of statistical data which characterize the system.

MILSTAMP provides an integrated material documentation system to achieve these objectives.

Under MILSTAMP there are several forms that help document a shipment. Preparation of

these forms is the responsibility of the loading activity. Additional documents may be required by one department or another. In such cases, the shipper services must provide for the preparation of additional documents according to their own directives and regulations. A copy of these cargo documents must be made available to the various port or air authorities.

The forms that you use to document a shipment depend upon the mode of shipment. Most Navy cargo is moved via air or ocean, for which reason these modes are discussed at length.

TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT (TCMD)

The Transportation Control and Movement Document (TCMD) DD Form 1384, is a multipurpose form used in both air and ocean shipments.

It contains coded and uncoded data which provide transshipment points with advance information on each shipment moving in the transportation system. The data elements are used for:

- Accomplishing functions of air-bills, highway bills, dock receipts, and other documents.
- Controlling cargo flow into and through air and water terminals.
- Providing input for mechanically prepared air or ocean manifests.

In addition, the TCMD may also be used as a movement document for material shipped via fleet ships and aircraft not under the control of MTMTS, MAC, or MSC and for shipments moving within the shipper's own organization; e.g., Navy material transported by trucks. In these instances, coded data is not required on the TCMD.

The TCMD is only used when the shipment is to move within the DTS or the Navy Freight Transportation Organization. Government bills of lading are used when the Government must reimburse a private business for the movement of government property. The form used is a carbon interleaved set containing Standard Forms 1102 through 1106. The forms must be handled with care to prevent unauthorized use, and are kept in locked storage.

It should be noted that shipments made via commercial carrier to a military transshipment point, may be documented on both a Government Bill of Lading (GBL) and a TCMD. The GBL is for the carrier's use as a movement and revenue document to the transshipment point, where the TCMD becomes the basic movement control document. Detailed instructions on the preparation of the GBL are found in *NAVSUP Manual*, volume V.

TCMD Data

Figure 6-2 is an example of an air TCMD. The shipping activity is responsible for entering the basic information required, generally blocks 1 through 27A. The information required comes from three main sources:

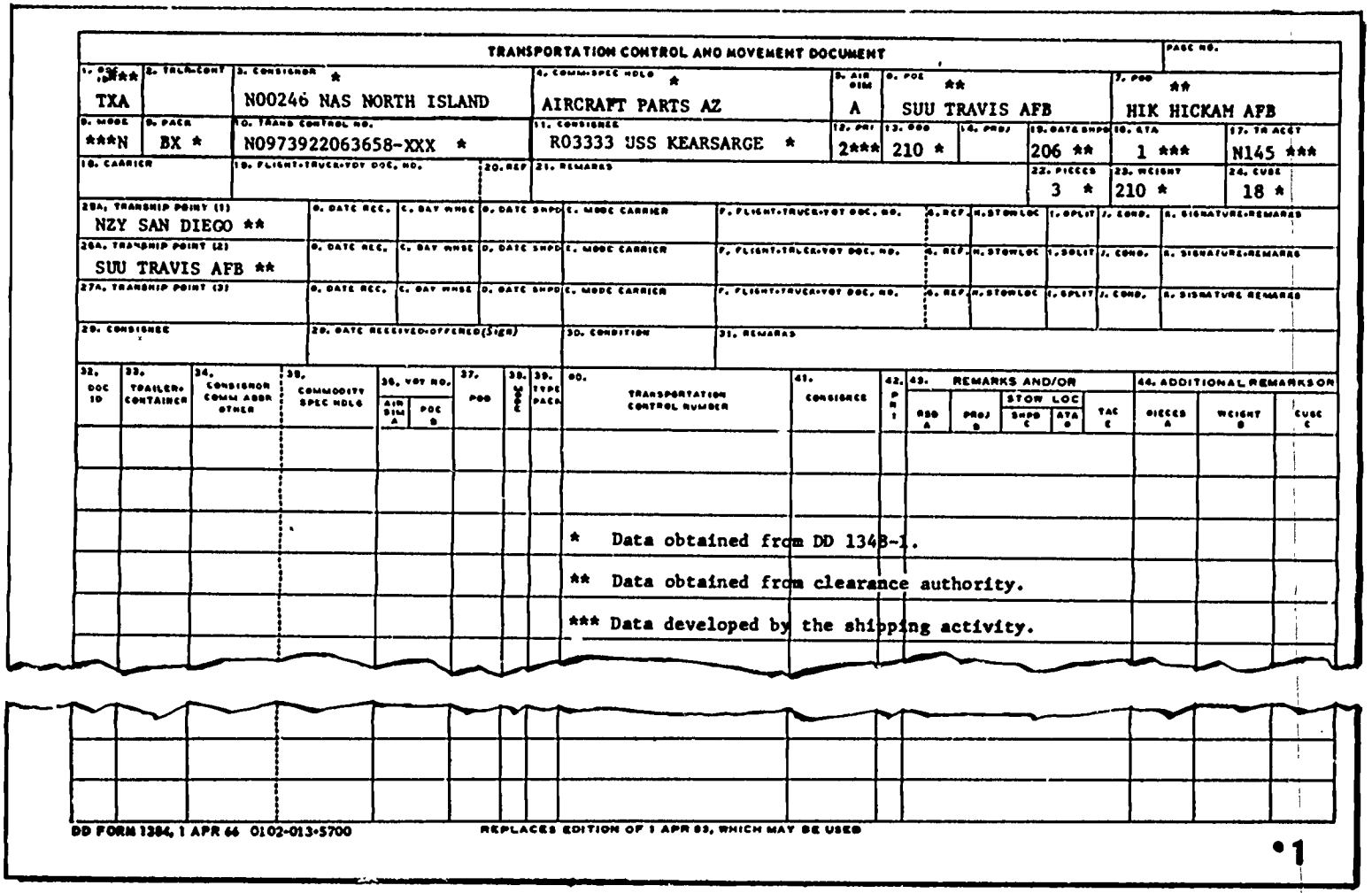
1. The 1348-1 or other shipping authorization for the material.
2. The clearance authority.
3. Data developed by the shipping activity.

While the 1348-1 is used as the prime input for preparing the TCMD, some of the information contained on the 1348-1 will have to be shown on the TCMD "in the clear". For example, the stock number for a aircraft part would not, in itself, tell the shipping activity or clearance authority the type of material being shipped or if it requires special handling.

The clearing and routing information is obtained from the clearance authority or generated by the shipping activity.

The remaining information for the TCMD is developed by the shipping activity. In this category are the following items:

- Document identifier code (block 1). The document identifier specifies the format and use of each of the MILSTAMP documents (i.e., TCMD, Manifest, Tracer, etc.). The DIC is mandatory on all MILSTAMP documentation.
- The mode of transportation (block 8) and transportation priority (block 12). These items are discussed later in this chapter.



TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT

PAGE NO.

1. POE	2. TRLR-CONT	3. CONSIGNOR	4. COMM-SPEC HDLG	5. AIR DIM	6. POE	7. POD
TXA		N00246 NAS NORTH ISLAND	AIRCRAFT PARTS AZ	A	SUU TRAVIS AFB	HIK HICKAM AFB

8. MODE	9. PACK	10. TRANS CONTROL NO.	11. CONSIGNEE	12. PRI	13. DOD	14. PROJ	15. DATE SHPD	16. ETA	17. TR ACCT
***N	BX *	N0973922063658-XXX *	R03333 USS KEARSARGE *	2***	210 *		206 **	1 ***	N145 ***

18. CARRIER	19. FLIGHT-TRUCK-VOY DOC. NO.	20. REF	21. REMARKS	22. PIECES	23. WEIGHT	24. CUBE
				3 *	210 *	18 *

	25. DATE REC.	26. DAY WHSE	27. DATE SHPD	28. MODE CARRIER	29. FLIGHT-TRUCK-VOY DOC. NO.	30. REF	31. STOW LOC	32. SPLIT	33. COND.	34. SIGNATURE-REMARKS
25A. TRANSHIP POINT (1) NZY SAN DIEGO **										
26A. TRANSHIP POINT (2) SUU TRAVIS AFB **										
27A. TRANSHIP POINT (3)										

28. CONSIGNEE	29. DATE RECEIVED-OFFERED(Sign)	30. CONDITION	31. REMARKS

32. DOC ID	33. TRAILER-CONTAINER	34. CONSIGNOR COMM ABBR OTHER	35. COMMODITY SPEC HDLG	36. VOY NO. AIR DIM A	36. VOY NO. POC B	37. POD	38. SPCL	39. TYPE PACK	40. TRANSPORTATION CONTROL NUMBER	41. CONSIGNEE	42. PRI	43. REMARKS AND/OR ROD A	PROJ B	STOW LOC SHPD C	STOW LOC ATA D	TAC E	44. ADDITIONAL REMARKS OR PIECES A	WEIGHT B	CUBE C

* Data obtained from DD 1348-1.

** Data obtained from clearance authority.

*** Data developed by the shipping activity.

DD FORM 1384, 1 APR 66 0102-013-5700 REPLACES EDITION OF 1 APR 63, WHICH MAY BE USED

•1

Figure 6-2.—Air shipment Transportation Control and Movement Document (TCMD).

97.12

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• The ETA (block 16). The ETA is a one-digit alpha or numeric code used to identify the number of days in transit from the consignor to the air or surface POE, and establish the ETA of the material at the POE, based on the date of shipment.

• The transportation account code (block 17). The transportation account code (TAC) is a four-character code designed to identify the account chargeable for transportation costs. The code is generally determined from information on the DD Form 1348-1. Appendix B-12 to *DOD Regulation* 4500.32R (MILSTAMP) and *NAVSUP Manual*, volume V contains instructions for assignment and construction of TACs.

Specific codes to be used in preparing all parts of the TCMD may be obtained in *DOD Regulation* 4500.32R (MILSTAMP).

TCN Construction

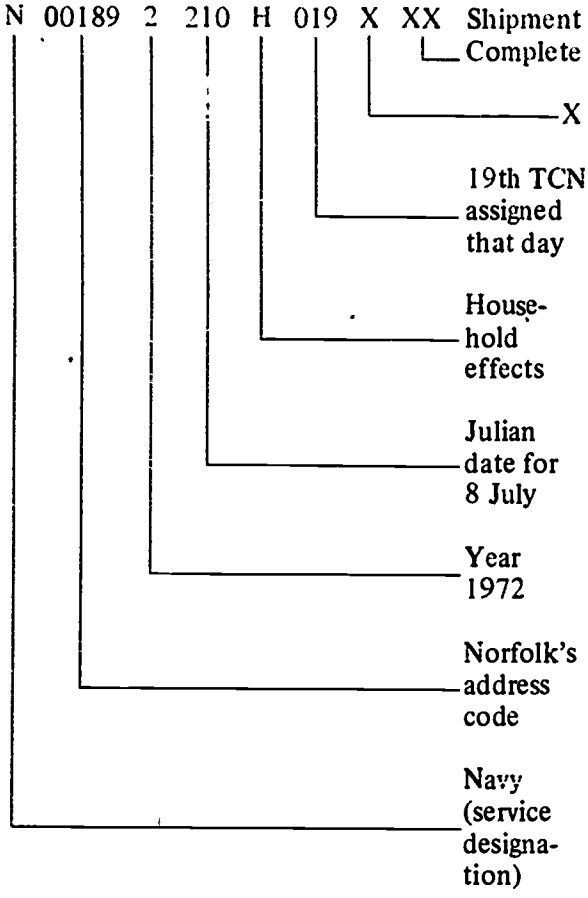
The construction of the transportation control number (TCN) (block 10 of the TCMD) depends on whether the shipment is a MILSTRIP or non-MILSTRIP shipment. TCN construction for both types of shipments is discussed below.

MILSTRIP SHIPMENTS.—On MILSTRIP shipments, the 14-digit requisition number is used in its entirety with 3 digits added. The first of these is the suffix code from the DD Form 1348-1. If this is blank on the 1348-1 an X is used as the 15th digit of the TCN. The last two digits of the TCN depend on whether the shipment is complete, partial, or a split shipment. If the shipment is complete the last two digits are XX. Procedures for partial or split shipments are discussed later in this section. When more than one line item is being shipped on the TCMD the document number of the item with the earliest RDD (when available) is used as the basis for the TCN. If no RDD is specified, the item with the earliest document date will be the basis of the TCN.

NON-MILSTRIP SHIPMENTS.—The TCN for non-MILSTRIP shipments must be constructed by the shipping activity. The TCN is constructed as follows:

DIGIT	EXPLANATION
1st	Service Designation
2nd-6th	Address code of activity preparing the TCMD
7th	Last digit of calendar year
8th-10th	Julian date of shipment
11th	Type of shipment
12th-14th	Numerical sequence for that day, beginning with 001.
15th	"X"
16th	Partial shipment indicator
17th	Split Shipment indicator

For example, on Friday, 8 July 1972, the Naval Supply Center, Norfolk, received a request for shipment of household effects from a naval officer. It was the 19th transaction for that day. The billing clerk constructed the following TCN for controlling the movement of this shipment.



PARTIAL/SPLIT SHIPMENTS.--In many instances, it may become necessary for the shipping activity to forward the shipment in more than one increment. There are many reasons why this is necessary, but one of the most common is that the shipment unit exceeds the capacity of the conveyance. The 16th digit of the TCN is used to indicate that the shipment was made in two or more partial lots. When a partial shipment has occurred, the 16th digit will show an alphabetic code from A-Z (excluding X which indicated a complete shipment) indicating the increment of the shipment; i.e., A=1st partial, B=2nd partial, C=3rd partial. The last increment of a partial shipment is ALWAYS indicated by the letter "Z".

Shipping activities must always use the code "X" in the 17th position of the TCN. The 17th position is used by transshipment activities to indicate that the shipment unit (whether complete or partial) was further divided (split) into two or more increments for onward movement in separate conveyances. The code classifications are the same as those used for partial shipments.

Examples of partial/split shipment codes are shown below:

16th/17th positions	Meaning
XX	Complete shipment
AX	1st partial by shipper
ZX	Last partial by shipper
BA	1st split of 2nd partial
BZ	Last split of 2nd partial

Transportation Priorities

MILSTAMP transportation priorities are a direct extension of the priorities established under the Uniform Material Movement and Issue Priority System (UMMIPS). This extension relates the issue priority of the goods requested to the method of transportation to be used in meeting delivery requirements. The basic objective is to satisfy the customer's material demands on time, while maintaining a balance between the customer's needs and transportation costs.

The MILSTAMP transportation priority system is broken down into priorities 1 through 3. When a Material Release Document (DD Form 1348-1) initiates a shipment, the form contains a MILSTRIP issue priority assigned to it for supply processing purposes. Normally, MILSTAMP uses this same priority to determine the transportation priority. Table 6-1 shows the relation of MILSTRIP priorities to MILSTAMP transportation priorities.

Transportation priorities for non-MILSTRIP shipments require a different approach. Without an issue priority, the shipment activity must develop a transportation priority to reflect the known needs of the consignee by the required delivery date. Guidance for establishing transportation priorities for non-MILSTRIP shipments is found in *DOD Regulation* 4500.32-R.

EXPEDITED HANDLING.--When it is necessary to expedite a shipment due to unusual conditions or urgent demands, the appropriate clearance authority must be provided with complete information on the shipment and the need

Table 6-1.—Relation of MILSTRIP priorities to MILSTAMP priorities

UMMIPS Issue Priority Designator	Transportation Priority (TP)	
1-3	1	*J
4-8	2	*K
9-15	3	*L

*These letters are the alphabetic equivalent of the appropriate priority and indicate during the clearance cycle that the urgency of suspect shipments has been confirmed by the requisitioning activity.

for expediting the shipment. Upgrading of shipments to "Expedited Handling" category can be approved only by the designated service authority. Since shipments requiring "Expedited Handling" are generally emergency requirements, they are shipped TP1 with the numeric code "999" in the RDD field of the TCMD and shipment label.

Mode Selection

Selection of a transportation mode is governed by the following:

- MILSTAMP transportation priority
- Required delivery date
- Weight and size of shipment
- Nature of material
- Cost of transportation
- Distance to be shipped
- Modes of transportation serving the consignor and the consignee

Required delivery date and transportation priority are generally considered before the other criteria listed above. The effect of transportation priorities on the mode selection process is indicated in the following paragraphs.

- Transportation Priority 1 and 2 (J and K)—The preferred mode of transportation for this material is airlift. Transportation by other high speed modes should be used when airlift is limited or considered inappropriate or unnecessary because of size, classification, RDD, or other traffic management consideration.

- Transportation Priority 3 (L)—The preferred mode of transportation for TP-3 material is via ordinary surface modes of transportation. Movement by airlift is used when the only access to the consignee is by air transportation, when the item is designated as "economic air eligible", or when other traffic management considerations make airlift an appropriate method of transportation.

Processing Times

Besides influencing mode selection, transportation priorities imply an order of preference in processing shipments and moving them through a shipment activity. The transportation priorities do, moreover, impose specific limits on the time allowed to clearance authorities for responding to cargo offerings from shipment activities within CONUS. The time allowed to clearance authorities for responding to cargo offerings is indicated in table 6-2.

If the shipment activity does not receive instructions from the clearance authority within the response time indicated in table 6-2, he may request status. Export shipments which do not require clearance are shipped to the designated transhipment point.

In overseas areas, where communication facilities hamper these deadlines, all movement clearances should be obtained within 48 hours.

AIR CARGO AND MAIL MANIFEST

The Air Cargo and Mail Manifest provides a complete record of the actual movement of all cargo and mail aboard an aircraft operating as part of the DTS. The manifest is the source document for checking cargo and mail during

Table 6-2.–Clearance authority's response time to cargo offerings from shipment activities within Conus

SURFACE SHIPMENTS		AIR SHIPMENTS	
Transportation Priority	Response Time	Transportation Priority	Response Time
1 and 2	48 Hours	1 (999)	2 Hours.
3	3 Working	1 (Other than 999)	4 Hours
		2 and 3	12 Hours

10.66

loading and unloading and is the source of data for onward movement and billing.

The following forms are used for an Air Cargo Manifest:

- A punch card manifest format for mechanized cargo manifesting.
- A DD Form 1385, Cargo Manifest, for manual or mechanical preparation as appropriate.
- A DD Form 1384, TCMD, may be used under a manual system.

Figure 6-3 is an example of an Air Cargo Manifest. Preparation of the Air Cargo Manifest is described in *DOD Regulation* 4500.32R, MILSTAMP, Chapter 4.

OCEAN SHIPMENTS

Because of the amount of cargo involved and the time between the loading of cargo and its discharge, additional documents for ocean shipments are required. These documents are re-

CARGO MANIFEST

AIR	AIRCRAFT DATA			DEST CODE	REP	DESTINATION	MISSION DATA			ALW WT	ALW CU	MANIFEST ID			
	CARRIER	A/C NO.	A/C MODEL				NO.	SV	DATE			STA	FY	IY	NO.
	MAC	51039	C124	DEO	AC	CHATEAUROUX	319	A	210	17380	1690	DOV	2	C	00015

SURFACE	POE	P/E SAILED	VOYAGE DOCUMENT NO	POD	REP	VESSEL NAME	STATUS	SUST	TRUCK NO.	REMARKS

DOC ID	VEHICLE TRAILER OR CATNR NUMBER	YR MAKE / CATNR NUMBER / COMMODITY DESCRIP	COM CODE	CARGO EXC	VOYAGE DOC NO. ADD	VOYAGE DOC NO. TENS PT	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE SERV	CONSIGNEE ACTIVITY ADDRESS	PRIORITY	NAME / AMMO LOT NO/NOMEN / DIMENSIONS ADD	PROJ	STOW LOC	TRANS ACFT	IDENTIFICATION NO. OR REMARKS	PI
TXA			P10	AZ	A	DOV	DEO	NAC	FB2039221000 16XXX	FB2394		2	215				F8A0	

(PIECES, WEIGHT AND CUBE FOR INDIVIDUAL SHIPMENT UNITS ARE SHOWN IN APPROPRIATE COLUMNS)→

10.110

Figure 6-3.–Sample Air Cargo Manifest (DD Form 1385).

quired further to notify the receiving point that cargo is being shipped so as to facilitate the unloading process. They are also used by the receiving point to advise the shipping point of the receipt of cargo and its condition upon receipt.

Ocean Cargo Manifest

An Ocean Cargo Manifest is required from each leading terminal for each port of discharge, except when vessels are scheduled to load at more than one CONUS terminal prior to arrival at the first overseas POD. In such cases, the WTCA responsible for the CONUS POEs accumulates complete manifest data from each loading activity and forwards a consolidated manifest to each POD concerned upon completion of the loading at the last CONUS POE. When cargo is loaded at CONUS POEs which are under the control of more than one WTCA, each CONUS WTCA assembles and forwards a consolidated manifest appropriate to its area of responsibility to the overseas POD(s) concerned. The manifest must contain a detailed listing of all shipment units loaded by each POE, including appropriate trailor/supplemental data, and the actual stowage location aboard the vessel.

The same forms are used for an Ocean Cargo Manifest as for an Air Cargo Manifest. Figure 6-4 is an example of an Ocean Cargo Manifest. Detailed instructions for completing the Ocean Cargo Manifest are contained in chapter 5 of *DOD Regulation* 4500.32R MILSTAMP.

Ocean Cargo Manifest Recapitulation or Summary

The Ocean Cargo Manifest Recapitulation or Summary (DD Form 1386) is a dual purpose summary form designed to be used by each manifesting activity. The 1386, identified by an "X" in the appropriate block on the form, is used as explained below.

MANIFEST RECAPITULATION.—The ocean cargo manifest recapitulation is a summary listing of the cargo manifested by each loading

CARGO MANIFEST

AIR	AIRCRAFT DATA: CARRIER	A/C NO	A/C MODEL	DEST CODE	REF	DESTINATION	MISSION DATA: NO.	SU	DATE	ALW WT	ALW CU	MANIFEST ID: STA	FY	TY	NO.
SURFACE	POL: 1GC	MFST NUMBER: 5168	VOYAGE DOCUMENT NO: A1266	POD: JF1	ELP: P	VESSEL NAME: AMERICAN CLIPPER	STATUS: 61	SUST: 2	TRUCK NO.	REMARKS					

DOC ID	VEHICLE TRAILER OR CNTNR NUMBER	YR	MAKE	CNTNR NUMBER	COMMODITY DESCRIP	COM CODE	CARGO EXC	VOYAGE DOC NO: AIR/SEA DEM	TPNS PT	PORT OF DISCH	TYPE PACK	TRANSPORTATION CONTROL NUMBER	CONSIGNEE: SERV	ACTVTY ADDRESS	PRIORITY	NAME	AMMO LOT NO/NOMEN	DIM-SHOWS: RDD	PROJ	STOW LOC	TRANS ACCT	IDENTIFICATION NO. OR REMARKS
TXJ		MATTRS			714	ZZ	1266	JF1	BX	FB5604S1521012XXX		FB5604		3								SLHA F9A0 (PIECES, WEIGHT AND CUBE FOR INDIVIDUAL SHIPMENT UNITS ARE SHOWN IN APPROPRIATE COLUMNS)→

10.110

Figure 6-4.—Sample Ocean Cargo Manifest (DD Form 1385).

port to cover all cargo loaded into any one ship. In general this summary covers the physical aspects of the cargo, summarizes heavy lifts and their location, and indicates whether the vessel is self-sustaining (heavy lifts can be discharged by the vessel lifting gear) or non self-sustaining (heavy lifts can not be discharged by the vessel lifting gear). See figure 6-5.

MANIFEST SUMMARY.–The ocean cargo manifest summary is the official source document used by MSC to render billings for ocean transportation. A separate summary is prepared by the manifesting activity for each discharge port. To summarize cargo use the following procedures:

- Cargo must be summarized by measurement ton (M/T) for each different transportation account code (TAC) within each major commodity category for each DOD agency responsible for payment of transportation charges.

- Summarized measurement tons (M/T) must be rounded to the nearest whole M/T; i.e., fractional M/T's of .4 or less are dropped and those of .5 or more are rounded to the next whole.

- Cargo stowed on deck is listed separately, and identified by an "X" in the "on deck" column of the 1386. See figure 6-6.

SHIPMENT VIA GOVERNMENT VEHICLE

If possible, commercial carrier service should be utilized for the transportation of material. However, as directed by local naval authority having cognizance over the motor vehicles, government owned and operated equipment may be used to transport freight for any distance up to 100 miles. For activities located in or near a city, the metropolitan area is usually the freight hauling limit for government owned motor vehicles. Two exceptions to the 100-mile

☒ RECAPITULATION (Line a applicable) ☐ SUMMARY (Line b applicable)

OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY

☒ ORIGINAL ☐ REVISED

1. VESSEL NAME	2. STATUS	3. VOY DOC NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIZE DIMENSION	PAGE NO.	NO. OF PAGES
MARINE FIDDLER	USNS	P1572	9204	3DK MOTBA OAKLAND	1	8	1	1

DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA

a. DESTINATION PORT / b. DESTINATION PORT	DESCRIPTION / COMMODITY CATEGORY	LENGTH-WIDTH-HEIGHT FOR MOTS USE	SELF SUS	NON S.	VES	CGO	STOW LOCATION / TRANSPORTATION ACCT CODE	L/T / ON DECK
RG1 SAIGON	CRANE	420L 120W 120H		X		X	30DP	16
	LASHING MATERIAL - GOVT PROPERTY - RETAIN							
	1050 BMF 1 X 8 PINE LUMBER							
	5 PCS (150 FT) WIRE ROPE 3/4"							
	12 EA TURNBUCKLES 18"							
	60 EA WIRE CLIPS 3/4"							

TOTAL CARGO LOADED

DESTINATION PORT / NO. OF UNITS POV'S/MAIL OR OTHER	SVC	L/T	M/T
RG1 SAIGON	N	810	1650
UD6 PUSAN	A	165	612
UB1 NAHA	M	110	310
TOTAL		1085	2572

10.68

Figure 6-5.–Ocean Cargo Manifest Recapitulation (DD Form 1386).

☐ RECAPITULATION (Line a applicable) ☒ SUMMARY (Line b applicable)

OCEAN CARGO MANIFEST RECAPITULATION OR SUMMARY

☐ ORIGINAL ☐ REVISED

1. VESSEL NAME	2. STATUS	3. VOY DOC NO.	4. DATE	5. LOADING PORT	6. HEAVY LIFTS	7. OUTSIZE DIMENSION	PAGE NO.	NO OF PAGES
SS NEVERSAIL	6	A6509	9210	1GC MOTB			1	

DESCRIPTION AND LOCATION OF HEAVY LIFTS AND OTHER SPECIAL DATA

TOTAL CARGO LOADED

a. DESTINATION PORT	DESCRIPTION	LENGTH-WIDTH-HEIGHT	SELF SUS	NON S.S	VES	CGO	STOW LOCATION	L/T	DESTINATION PORT	SVC	L/T	M T
b. DESTINATION PORT	COMMODITY CATEGORY	FOR MSTS USE					TRANSPORTATION ACCT CODE	ON DECK	NO. OF UNITS POV'S/MAIL OR OTHER			
JF1	REEFER, FREEZE						F9AC					42
	SPECIAL, NOS						N727					10
	SPECIAL, NOS						N727	X				41
	POV						A145		4			45
	HOUSEHOLD GOODS						A146					65

10.68

Figure 6-6.—Ocean Cargo Manifest Summary (DD Form 1386).

limitation are recognized and discussed in the following paragraph.

When the commandant of a naval district determines that an emergency exists, that the use of government owned and operated motor vehicles is justified for security reasons, or that the use of such vehicles would be in the best interest of the government, government owned and operated vehicles may be used to transport freight regardless of the distance involved, provided that state permits are not required because of excessive dimensions or weight. Care should be exercised to ensure that government vehicles comply with all safety regulations and that material is properly loaded within the state axle weight limitations. However, when it is determined that repeated use of government owned and operated motor vehicles for scheduled trips exceeding 100 miles is required, the following information must be forwarded to NavSup (Deputy Commander, Transportation) at the time such determination is made:

1. The points between which the scheduled trips are to be made.
2. The approximate amount of tonnage involved.
3. The nature of the material to be transported.
4. The frequency of movement.
5. A detailed statement of attempts to obtain or utilize the services of commercial carriers.

When government owned and operated motor vehicles are transferred from or returned to the activity to which assigned, such vehicles may be loaded with Navy material to be transported, regardless of the distance involved.

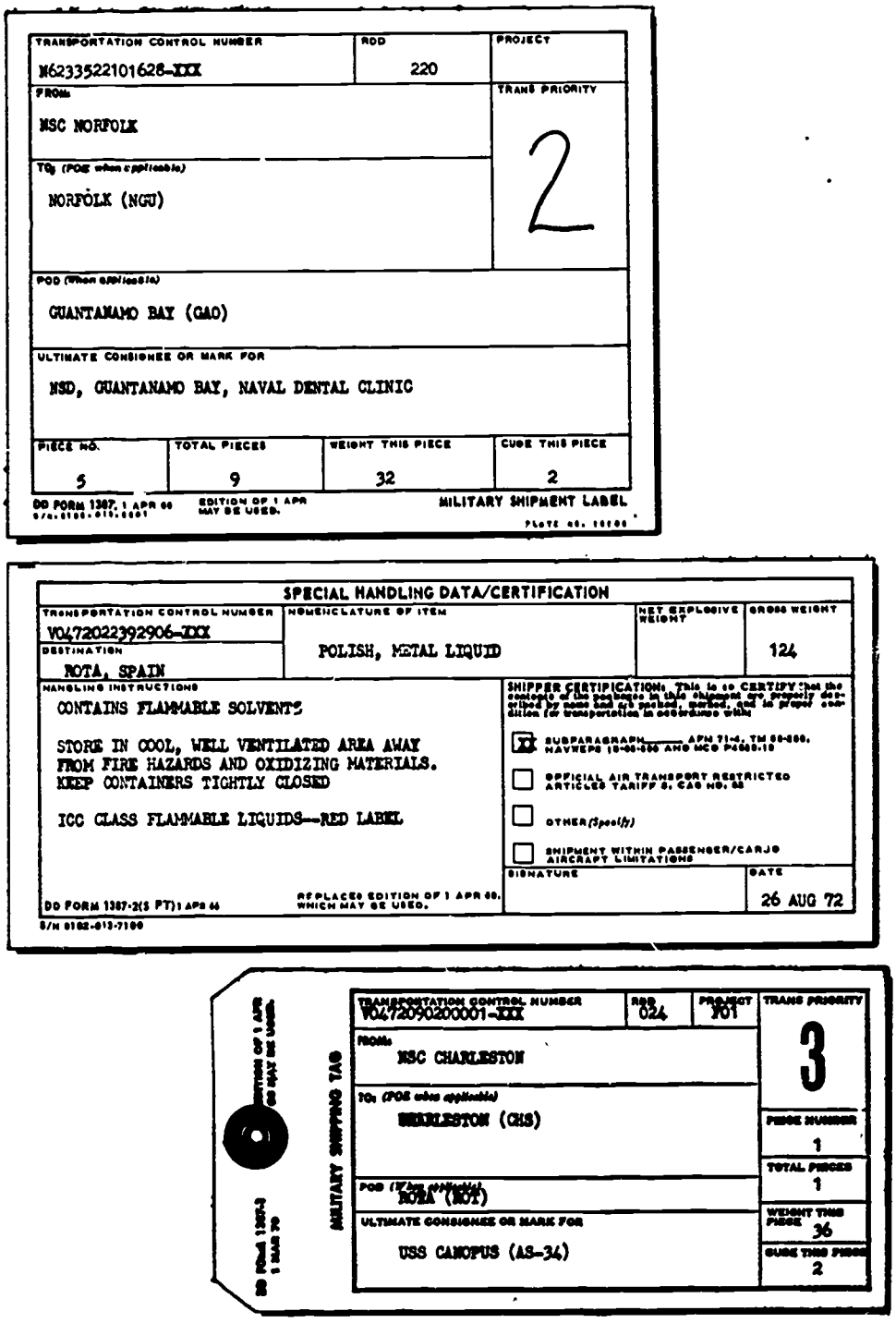
DOCUMENTATION OF SHIPMENTS.—The TCMD is used for the shipment of material by government owned vehicles. When it is necessary to make a shipment of material utilizing both government conveyance and commercial carrier service requiring a government bill of lading, a DD Form 1384 is used for the government conveyance portion of the movement, and a GBL is used for the commercial portion.

SHIPMENT MARKING

Each unit package, intermediate package, shipping container, and all items shipped un-

packed must be clearly and adequately marked in accordance with the requirements of Military Standard Markings for Shipment and Storage (MIL-STD 129, as amended), except that marking requirements for supplies purchased for local consumption may be specified by the requisitioning activity.

All shipments moving within the DTS require a standard method of marking and labeling to ensure the timely movement of materials and their delivery to the consignee. The shipment activity must assure that the appropriate marking or labelling is applied. DD Forms 1387, 1387-1, and 1387-2, (fig. 6-7) are examples of the shipment labels and tag required under MILSTAMP. Other special markings and their use are described in *NAVSUP Instruction 4610.32*.



TRANSPORTATION CONTROL NUMBER	ROD	PROJECT
M6233522101628-XXX	220	

FROM: MSC NORFOLK

TO: (POE when applicable) NORFOLK (NGU)

TRANS PRIORITY: 2

POD (When applicable): GUANTANAMO BAY (GAO)

ULTIMATE CONSIGNEE OR MARK FOR: NSD, GUANTANAMO BAY, NAVAL DENTAL CLINIC

PIECE NO.	TOTAL PIECES	WEIGHT THIS PIECE	CUBE THIS PIECE
5	9	32	2

DD FORM 1387, 1 APR 66 — EDITION OF 1 APR MAY BE USED. — MILITARY SHIPMENT LABEL

SPECIAL HANDLING DATA/CERTIFICATION

TRANSPORTATION CONTROL NUMBER	NOMENCLATURE OF ITEM	NET EXPLOSIVE WEIGHT	GROSS WEIGHT
V047202239290 6-XXX	POLISH, METAL LIQUID		124
DESTINATION: ROTA, SPAIN			

HANDLING INSTRUCTIONS:
CONTAINS FLAMMABLE SOLVENTS

STORE IN COOL, WELL VENTILATED AREA AWAY FROM FIRE HAZARDS AND OXIDIZING MATERIALS. KEEP CONTAINERS TIGHTLY CLOSED

ICC CLASS FLAMMABLE LIQUIDS--RED LABEL

SHIPPER CERTIFICATION: This is to CERTIFY that the contents of the packages in this shipment are properly described by name and are packed, marked, and in proper condition for transportation in accordance with:

- [X] SUBPARAGRAPH ____ AFM 71-4, TM 55-555, NAVWEPS 10-1-505 AND MCO P4600.10
- [ ] OFFICIAL AIR TRANSPORT RESTRICTED ARTICLES TARIFF 8, CAB NO. 82
- [ ] OTHER (Specify)
- [ ] SHIPMENT WITHIN PASSENGER/CARGO AIRCRAFT LIMITATIONS

SIGNATURE: | DATE: 26 AUG 72

DD FORM 1387-2(S PT)1 APR 66 — REPLACES EDITION OF 1 APR 65, WHICH MAY BE USED.

S/N 0102-013-7100

MILITARY SHIPPING TAG

DD FORM 1387-1 1 MAR 70 — EDITION OF 1 APR MAY BE USED.

TRANSPORTATION CONTROL NUMBER	ROD	PROJECT	TRANS PRIORITY
V047209020001-XXX	024	701	3

FROM: NSC CHARLESTON

TO: (POE when applicable) CHARLESTON (CHS)

POD (When applicable): ROTA (ROT)

ULTIMATE CONSIGNEE OR MARK FOR: USS CANOPUS (AS-34)

PIECE NUMBER: 1 | TOTAL PIECES: 1 | WEIGHT THIS PIECE: 36 | CUBE THIS PIECE: 2

10.93-1

Figure 6-7.--Special labels required for shipments under MILSTAMP.

CHAPTER 7

AFLOAT FUNDING AND ACCOUNTING

Your ship (the supply officer) is responsible for spending the money made available to it in the most effective way. This money is in the form of an operating target assigned by your type commander. This is not actual cash, but an authorization to cite the appropriate Fleet or Type Commander's operating budget which is issued in the form of an operating target (OPTAR). You must account for these funds, and the regulations for doing so are contained in *Financial Management of Resources (Operating Forces)*, NAVSO P-3013.

This chapter is intended to answer such questions as:

- What costs are not chargeable to your ship's OPTAR?
- How do I use the information contained in NRFC financial listings?
- What is the purpose of the departmental budget?

FUNDING

Each year the President asks the Congress to appropriate money for the operation of the Department of Defense.

The amount asked for, determined by the analysis and projection of defense requirements over the next five years, is referred to as the Five Year Defense Program (FYDP). The FYDP is classified into ten major programs which display the defense prosture in broad functional classifications of military missions.

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

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

Once funds have been appropriated, the Chief of Naval Operations allocates the funds to subordinate commands.

Figure 7-1 illustrates the flow of budget funds for the appropriation, Operation and Maintenance, Navy.

DEFINITIONS

In discussing the flow of funds from the time when they are appropriated by the Congress until obligated by your ship or station, various terms are used to identify the phases of budgeting. The terms which you must be familiar with are:

APPROPRIATION–An authorization established by an Act of Congress to spend funds of the U.S. Treasury, or incur indebtedness, for specified purposes.

EXPENSE ALLOCATION–The financial allocation issued to a major claimant (fleet commander) by the Chief of Naval Operations.

EXPENSE LIMITATION–The financial authority issued by a major claimant to an intermediate level or command (type commander).

OPERATING BUDGET–The annual budget and financial authority of an activity or command containing the resources to perform its mission.

OPERATING TARGET–The annual funds issued by a type commander from one of the type commanders held operating budgets.

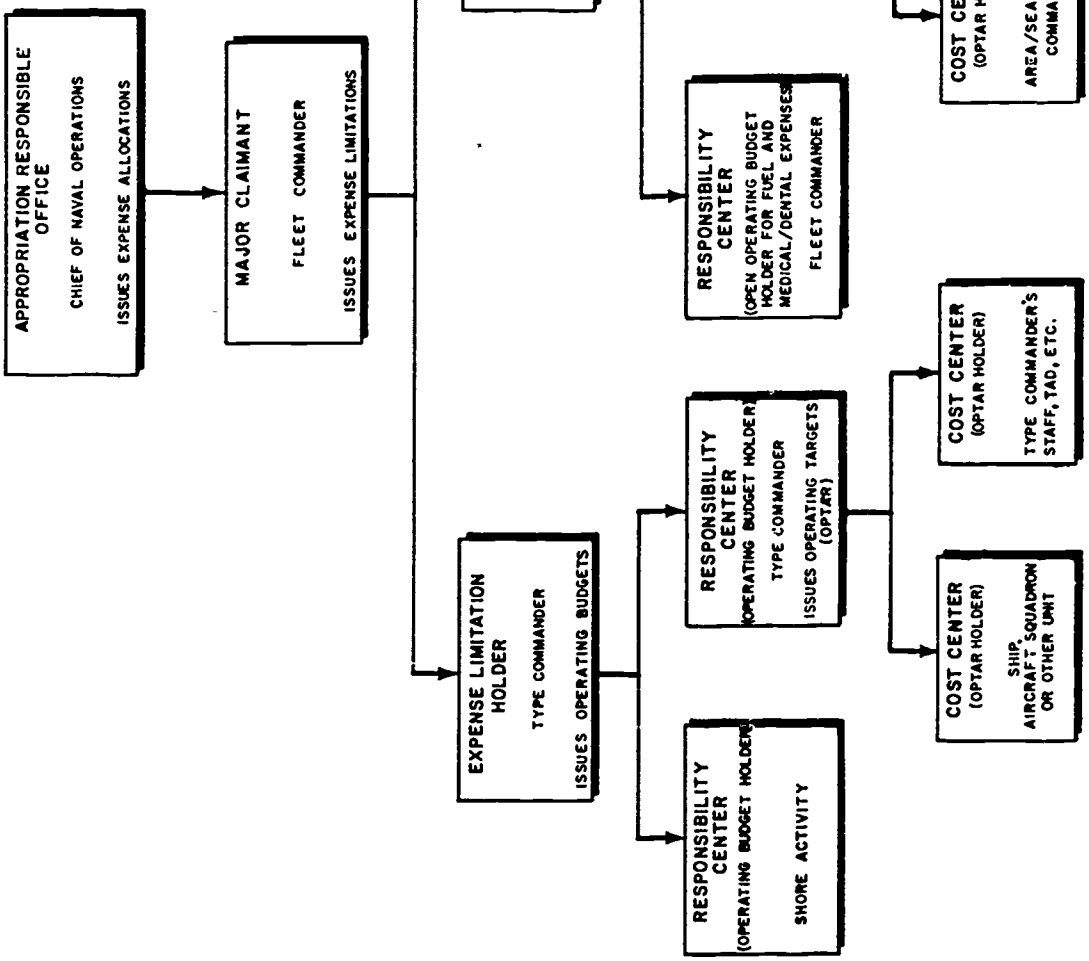


Figure 7-1.—Fund flow for Operation & Maintenance, Navy, appropriation.

10.111

EXPENSE ELEMENT—A classification of expenses for cost accounting and reporting. The Navy-wide assigned fund codes identify specific expense elements.

FLEET COMMANDER

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

For purposes of accounting, the FLTCOMs divide their expense allocations into subheads. Those expense elements which can best be administered at the FLTCOM level are maintained by the FLTCOM. The others are distributed to the type commanders under the control of the FLTCOM in the form of expense limitations.

TYPE COMMANDER

Type commander expense limitations are handled in much the same way as the FLTCOM allocations. The TYCOM maintains administrative control of those expense elements which are best maintained at the TYCOM level. The remaining funds are distributed to the fleet units, aircraft squadrons or other units under the TYCOM, in the form of operating targets (OPTAR).

OPTAR ACCOUNTING

Procedures for the accounting of ships OPTARS are discussed in *Storekeeper 3&2*, NAVPERS 10269-G and are explained in detail in the *Financial Management of Resources, (Operating Forces)*, NAVSO P-3013. Both of these publications are important background references for First Class or Chief Storekeepers. Senior Storekeepers must have further accounting knowledge of Navy funds.

CENTRALLY CONTROLLED EXPENSE ELEMENTS

There are currently six expense elements maintained and controlled at the fleet commander level and three at the type commander level. The centrally controlled expense elements you will most frequently encounter as a Storekeeper are:

1. Fuel for ships.
2. Medical and dental material.
3. Ship utilities.

Charges for centrally controlled expense elements are NEVER obligated against the ship's OPTAR. Except for medical and dental material, these expenses are automatically reported to the FLTCOM or TYCOM when the obligation document, citing the proper accounting data, is processed by the authorized accounting activity.

MEDICAL AND DENTAL OPTAR REPORTS

The operating budget for medical and dental supplies is granted each ship or unit's medical/dental department by the fleet commander. The funds assigned to a ship are managed by the medical or dental department to which they are assigned. The supply officer is responsible for submitting the monthly Medical and Dental budget/ OPTAR report (NAVCOMPT Form 2157). The original NAVCOMPT 2157 for Medical and Dental expenses is submitted to the appropriate NRFC and a copy forwarded to the applicable fleet commander.

Figure 7-2 illustrates the report as submitted by an Atlantic Fleet unit. It should be noted that medical and dental funds are assigned separate fund codes for Atlantic fleet units and the same fund code for Pacific fleet units.

NRFC TRANSACTION LISTINGS

To help in the proper accounting of fleet funds held by the individual OPTAR holders, NRFCs, Norfolk and San Diego (hereafter referred to as fleet accounting activities) periodically submit several transaction listings to the fleet units for review, validation or correction. These listings are:

- Aged Unfilled Order Listing (Quarterly)
- Summary Filled Order/Expenditure/ Difference Listing (Monthly)

BUDGET/OPTAR REPORT
NAVCOMPT FORM 2157 (Rev. 1-72)
S/N 0104-705-0003

NOTE: Information requested on this report applies to BOTH SHIP FORCES and to AVIATION FORCES, EXCEPT where indicated.

NAVCOMPT 7301-15

1. MONTH ENDING: JULY 1972			
2. REPORTING ACTIVITY: USS JOSEPH K. TAUSSIG DE-1030	3. UNIT IDENTIFICATION CODE: V54030	4. OB NUMBER: 00060M	5. SUBHEAD: 602A
	ONLY AVIATION FORCES FILL IN BLOCKS 6 & 7		8. FISCAL YEAR: 1973
	6. PERMANENT UNIT CODE	7. TYPE OPTAR	
9. TO: NAVY REGIONAL FINANCE CENTER, NORFOLK, VA 23015			10. REIMBURSABLE CONTROL CODE (If applicable)

11. I hereby certify that documentary evidence is available as of the date of this report covering obligations legally incurred under the funds identified, in the amount shown as the "TOTAL" of "CUMULATIVE GROSS ADJ. OBLIGATIONS" in Part II, TOTAL of block number 24.

12. COMMANDING OFFICER (Signature): J. C. SUTHERLAND, CDR, USN

(Date): 1 AUG 72

PART I - DEFICIENCY AND CONSUMPTION DATA (CURRENT YEAR ONLY) - ONLY SHIP FORCES FILL IN BLOCKS 13 THRU 20.

CAPTION	13. CONTROLLED EQUIPAGE FC	14. REPAIR PARTS FC	15. CONSUMABLES AND SERVICES FC	TOTAL
CHARGEABLE MATERIAL DEFICIENT	16.			
CUMULATIVE CHARGEABLE MATERIAL CONSUMED	17.	18.	19.	20.

PART II - OPTAR DATA

21. FUND CODE	22. CHARGEABLE OBLIGATIONS FY TO DATE	23. CUMULATIVE DIFFERENCES	24. CUMULATIVE GROSS ADJ. OBLIGATIONS	ONLY AVIATION FORCES FILL IN BLOCKS 25 THRU 28: 25. TYPE EQUIPMENT CODE	26. NUMBER OF AIRCRAFT	27. HOURS FOR PERIOD	28. HOURS FLOWN FYTD
29	256.89						
TOTAL	256.89						

PART III. TRANSMITTAL LETTER (TL) RECAP - (CURRENT MONTH ONLY)

29 TL NO	TL	TL	TL	TL	TL	TOTAL
30 AMT.						

31	OPTAR GRANT FISCAL YEAR TO DATE:	
32.	LAST DIFFERENCE LISTING RECEIVED:	
33.	LAST DIFFERENCE LISTING PROCESSED:	

123.70

Figure 7-2.—Medical/Dental Budget/OPTAR Report.

Transaction listings must be reviewed, validated, annotated and returned to the fleet accounting office within specific time frames. For the Aged Unfilled Order Listing the period is twenty (20) days from day of receipt. The Summary Filled Order/Expenditure/Difference Listing must be returned ten (10) days from date of receipt.

NAVSO.P-3013, chapter four should be studied to gain a more thorough understanding of the information contained in this section.

THRESHOLD CONCEPT

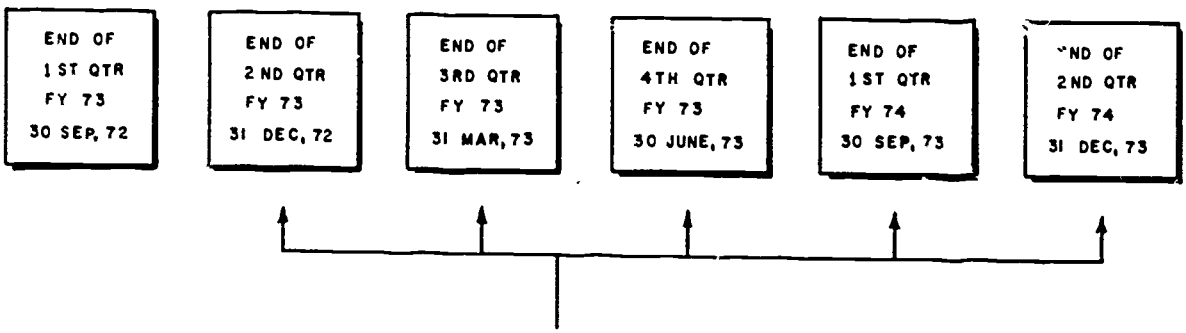
To reduce the time spent by the fleet accounting activity and OPTAR holders in researching, verifying or correcting the transactions shown on the listings, the threshold procedures have been established. The dollar value threshold level is a management prerogative of the fleet commander and is currently set at $50.00 for both fleets. The threshold concept provides that if an expenditure document does not match with an unfilled order document, and the dollar value of the expenditure document falls below the threshold level set by the FLTCOM, the OPTAR holder must accept the charge against his OPTAR. These "threshold charged" expenditures are reported to the OPTAR holder as differences on the Summary Filled Order/Expenditure/Difference Listing. The threshold concept applies to open operating budgets in addition to OPTAR.

AGED UNFILLED ORDER LISTING

Aged Unfilled Order Listings are forwarded to individual commands, for each OPTAR held, on a quarterly basis starting with the second quarter of the current fiscal year of the OPTAR and continuing for the first two quarters of the next fiscal year. Refer to the graph, figure 7-3, which shows the distribution cycle for all transaction listings discussed in this section.

Atlantic Fleet ships are provided the original of the listing and a detail card for each line item. All Pacific Fleet units plus Atlantic Fleet aviation units are provided the original and one copy of the listing. Figure 7-4 illustrates a typical Aged Unfilled Order Listing.

The Aged Unfilled Order Listing lists all unfilled orders held by the fleet accounting office 120 days or more which have not matched with a related expenditure document or have not been cancelled.



NOTE: AGED UNFILLED ORDER LISTING AND UNMATCHED EXPENDITURE LISTING ARE NOT RECEIVED AT THE END OF THE FIRST QUARTER OF THE CURRENT FISCAL YEAR, BUT ARE RECEIVED QUARTERLY THRU THE SECOND QUARTER OF THE NEXT FISCAL YEAR. THE SUMMARY FILLED ORDER/EXPENDITURE/DIFFERENCE LISTING IS RECEIVED MONTHLY, COMMENCING WITH THE FIRST MONTH OF THE CURRENT FISCAL YEAR AND CONTINUING THRU THE SECOND QUARTER OF THE NEXT FISCAL YEAR.

10.112

Figure 7-3.–Fleet accounting activity submission cycle for Aged Unfilled Order Listing and unmatched expenditure listing for fiscal year 1973.

THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4108-3 OF NAVSO P3013.

RPT SYM S284.C4.CBA AGED UNFILLED ORDER LISTING FOR DECEMBER 1970 PAGE 1

FY 71 EL 702C CB 57017 OH R05504 PROCESSED (DATE)

DOCUMENT NO UIC JD SN	FC	DOC ID	T L NO	PRI EDR	COG	UI	STOCK NUMBER FSC FIIN	POE/SUM DATE	QTY	AMOUNT	OPTAR HOLDER REMARKS
R05504 01940021	KE	20A	002	20	1H		2090 3436601		1	100.00	
R05504 01990029	KR	20A	CC2	16	1H		6250 2264963		4	1,236.00	
R05504 02040053	KC	20A	003	13	9G		6810 5944070		25	13.75	
R05504 02050054	KE	20A	003		9D		8405 2237623	POE 12/0	14	154.00	
R05504 02050055	KC	20E	003					SUM 09/0	3	10.00	
R05504 02080064	KC	20A	003	18	9D		7210 2908300		1	63.27	
R05504 02090066	KD	20A	003	18				C9999		84.48	
R05504 02100068	KR	20A	003	16	1H		2825 1451031		1	58.00	
R05504 02110069	KC	20E	003					POE 10/0	C9999	51.41	

END OF OPTAR LISTING

10.113

Figure 7-4.—Aged Unfilled Order Listing.

Each item on the listing must be thoroughly investigated to determine that it is still a valid outstanding requisition.

Often unfilled orders appearing on the listing are found to be caused simply by a transposed figure in the document number. Correction of this error removes the item from the Aged Unfilled Order Listing.

Items listed on the Aged Unfilled Order Listing which are found to be valid outstanding requirements should be reviewed and follow up action taken if appropriate.

Material Received Less Than 60 Days

If the material or services for items on the listing have been received less than 60 days prior to the processed date on the listing you need take no further action. These items will automatically be removed from the Aged Unfilled Order Listing when it is processed the next quarter.

Material Received More Than 60 Days (Below Threshold)

Below threshold items appearing on the listing which have been received more than sixty days prior to the processed date of the listing must be reviewed in the same way as those mentioned above. Extra care should be taken to ensure the item is not a partial receipt with a valid required quantity outstanding.

If the material or services are found to be received more than 60 days prior to the proc-

essed date of the listing, the unfilled order is administratively cancelled. When an item on the listing is administratively cancelled it is assumed that:

- An expenditure document has already been threshold charged against the OPTAR because the expenditure was received at the fleet accounting office before the unfilled order.

- That a number transposition occurred and the unmatched expenditure was threshold charged.

- No expenditure document has been or will be generated by the issuing activity.

Atlantic Fleet ships take administrative cancellation action on the detail cards provided with the listing. Pacific Fleet units and Atlantic Fleet aviation units show the administrative cancellation action be annotating the original of the listing with the term "AD CANC" next to the line item concerned. The detail cards or the listing will be forwarded to the fleet accounting office with the next document transmittal report. No entry should be made in the appropriate estimated cost chargeable column of the Requisition/OPTAR log for money value of the "AD CANC." These cancellations will be reflected on the next Summary Filled Order/Expenditure/Difference Listing as differences. The appropriate credit is applied to the Requisition/OPTAR log at this time.

It is important to note that "AD CANC" are transmitted only between the reporting ship or unit and the fleet accounting activity and NEVER to the supply activity concerned.

Items Received More Than 60 Days (Above Threshold) (Material Only)

An item of material shown on the listing which is known to have been received and is above the threshold limit is administratively cancelled. Procedures for the "AD CANC" for these items differ from below threshold items in that the cancellation has an immediate impact on the reporting activity's OPTAR. A credit unfilled order (shown in figure 7-5) is prepared for the item, in the amount of and identical to the item on the listing. This credit unfilled order is placed in holding file 2 for submission to the fleet accounting activity on the next document transmittal report. After preparing the credit unfilled order, you make the following entries in the Requisition/OPTAR log:

1. In the Remarks column of the original unfilled order entry, enter "AD CANC" and the month and year of the listing.
2. In the description column of the Requisition/OPTAR log, on the next available line, enter "AD CANC" and the month and year of the listing.
3. Enter the dollar amount of the unfilled order as a credit entry in the appropriate Estimated Cost Chargeable column of the log.
4. Enter "AD CANC" and the complete document number of the original unfilled order in the remarks column.

Neither the detail cards nor the listing is annotated for items above threshold.

As with the items below threshold, administrative cancellations are transmitted between the reporting activity and the fleet accounting office. Do not report the "AD CANC" to the supplying activity.

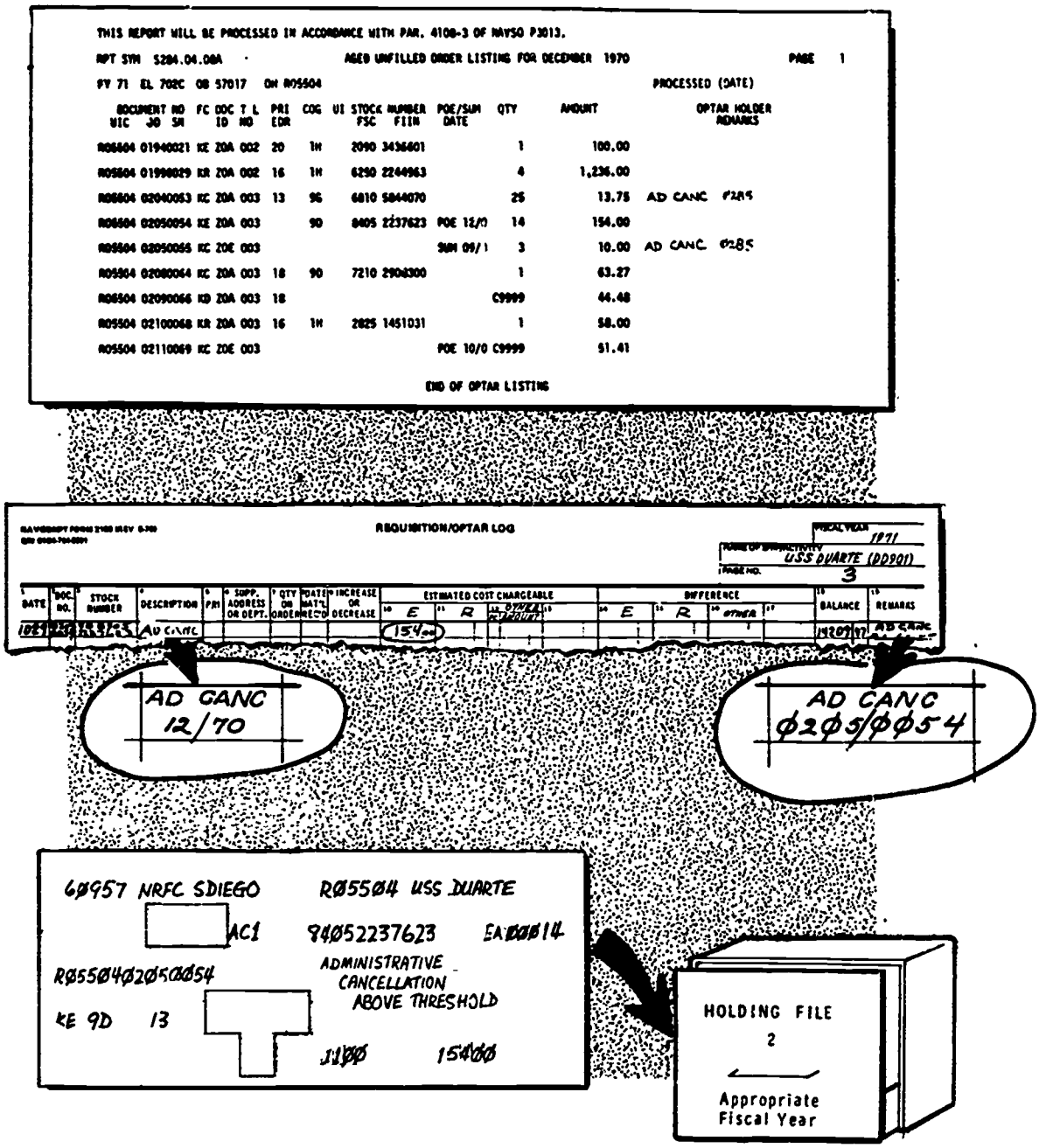
Figure 7-5 shows the entries required to properly process typical transactions on the Aged Unfilled Order Listing.

One further comment before moving on. Items above threshold, other than material (services), are never administratively canceled. You should investigate these items thoroughly and follow up with the billing activity if appropriate.

SUMMARY FILLED ORDER/EXPENDITURE/ DIFFERENCE LISTING

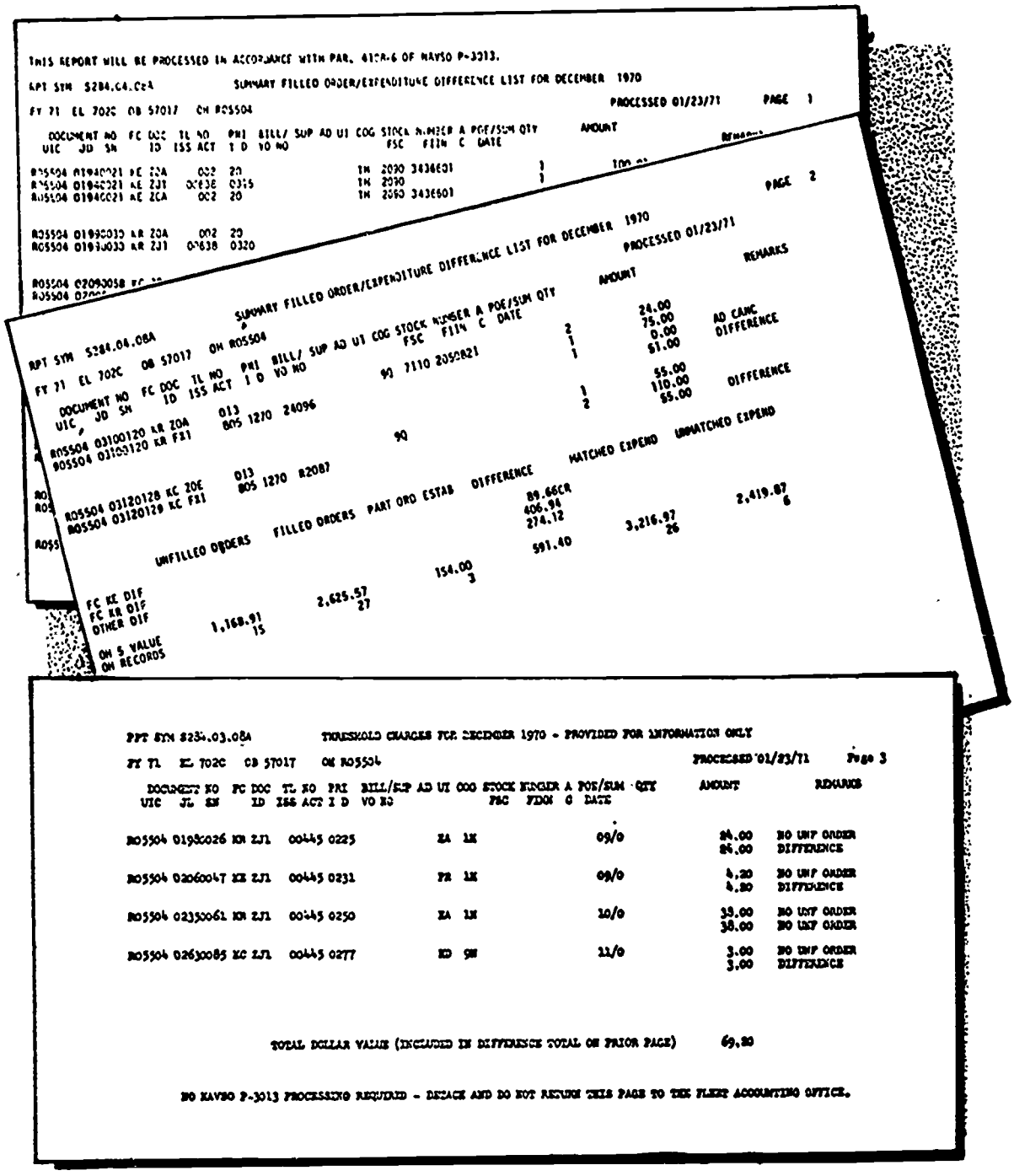
The Summary Filled Order/Expenditure/ Difference Listing, figure 7-6, is submitted monthly to OPTAR holders for each OPTAR held. The listing is a report of all filled orders with a difference of $50.01 or more.

Total differences, by fund code, must be accepted by the OPTAR holder upon receipt of



10.114

Figure 7-5.—Processing of administrative cancellation. In the example above the two "below threshold" unfilled orders, 02040053 and 02050055, require annotations on the listing or cards that are returned to the fleet accounting activity. The "above threshold" unfilled order, 02050054, requires a cancellation entry in the OPTAR log and the submission of a credit unfilled order to the fleet accounting activity. In addition (not illustrated above), the "Remarks" blocks of all three unfilled orders' original OPTAR log entries require the annotation, "AD CANC", with the month and year of the aged unfilled order listing.



THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 6104-6 OF NAVSO P-3013.

RPT SYM S284.04.08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR DECEMBER 1970

FY 71 EL 702C OB 57017 ON R05504 PROCESSED 01/23/71 PAGE 1

DOCUMENT NO UIC JD SN	FC DOC ID	TL NO ISS ACT	PRI I D	BILL/ SUP AD VO NO	UI	COG	STOCK NUMBER FSC FIIN	A C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 01940021 AE ZJA		002	20			IN	2090 3436601			1	100.00	
R05504 01940021 AE ZJT		0838	0315			IN	2090			1		
R05504 01940021 AE ZCA		002	20			IN	2090 3436601					

PAGE 2

R05504 01993033 AR ZCA 002 20
R05504 01993033 AR ZJT 0838 0320

R05504 02093058 FC ZE

SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR DECEMBER 1970

RPT SYM S284.04.08A ON R05504 PROCESSED 01/23/71

FY 71 EL 702C OB 57017

DOCUMENT NO UIC JD SN	FC DOC ID	TL NO ISS ACT	PRI I D	BILL/ SUP AD VO NO	UI	COG	STOCK NUMBER FSC FIIN	A C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 03100120 AR ZOA		013				90	7110 2050821			2	24.00	
R05504 03100120 AR FJ1		805 1270	24096							1	75.00	AD CANC
										1	0.00	DIFFERENCE
										1	51.00	
R05504 03120128 KC ZOE		013								1	55.00	
R05504 03120129 KC FJ1		805 1270	R2087							2	110.00	DIFFERENCE
											55.00	

	UNFILLED ORDERS	FILLED ORDERS	PART ORD ESTAB	DIFFERENCE	MATCHED EXPEND	UNMATCHED EXPEND
				89.66CR		
				406.96		2,419.87
				274.12		6
					3,216.97	
				591.40	26	
			154.00			
			3			
FC KE DIF		2,625.57				
FC KR DIF		27				
OTHER DIF	1,168.91					
ON 5 VALUE	15					
ON RECORDS						

RPT SYM S284.03.08A THRESHOLD CHARGES FOR DECEMBER 1970 - PROVIDED FOR INFORMATION ONLY

FY 71 EL 702C OB 57017 ON R05504 PROCESSED 01/23/71 Page 3

DOCUMENT NO UIC JL SN	FC DOC ID	TL NO ISS ACT	PRI I D	BILL/SUP AD VO NO	UI	COG	STOCK NUMBER FSC FIIN	A C	POE/SUM DATE	QTY	AMOUNT	REMARKS
R05504 01980026 KR ZJ1		00445	0225		ZA	1K			09/0		84.00	NO UNF ORDER
											84.00	DIFFERENCE
R05504 02060047 KE ZJ1		00445	0231		PZ	1K			09/0		4.20	NO UNF ORDER
											4.20	DIFFERENCE
R05504 02350061 KR ZJ1		00445	0250		ZA	1K			10/0		38.00	NO UNF ORDER
											38.00	NO UNF ORDER
R05504 02630085 KC ZJ1		00445	0277		ED	9H			11/0		3.00	NO UNF ORDER
											3.00	DIFFERENCE

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

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

10.115

Figure 7-6.–Summary Filled Order/Expenditure/Difference Listing before processing by OPTAR holder. Note "threshold charges addendum" (page 3 in illustration) is for information only and will not be returned to the fleet accounting activity.

the listing. If a difference is considered to be invalid, you should annotate the transaction, on the listing, with a rejection code taken from NAVSO P-3013, para 4108-6d. Rejections found to be valid by the fleet accounting activity are reversed and a correction will appear on the next summary list. Differences of $500.00 or more are manually researched by the fleet accounting activity before being reported to the OPTAR holder, and these differences should be accepted unless your investigation positively shows the difference is invalid.

Figure 7-7 shows entries being made from the listing to the Requisition/OPTAR log before return to the fleet accounting activity.

The Summary Filled Order/Expenditure/ Difference Listing is returned to the fleet accounting office with the first document transmittal after you have completed your review and validation but not later than the time limits specified earlier.

DETAILED FILLED ORDER/EXPENDITURE/ DIFFERENCE LISTING

In addition to the listings discussed above, the fleet accounting activity also prepares a Detailed Filled Order/Expenditure/Difference Listing monthly. This listing itemizes all matched unfilled orders and expenditures (regardless of difference), threshold and direct charged expenditures, corrections and administrative cancellations of below threshold unfilled orders. It represents the complete reconcilation of unfilled orders and expenditures for the accounting period. Figure 7-8 illustrates a Detailed Filled Order/Expenditure/Difference Listing for a fleet unit. This monthly listing is retained by the fleet accounting activity on microfilm or other media. It may be obtained by individual OPTAR holders through a letter request to the fleet accounting activity on a one time requirement, since it is not provided on a continuing basis.

SUMMARIES

The preparation of summaries is the method used to effect necessary adjustments between appropriations, subheads, operating budgets and cost accounting adjustments. There are four types of summaries currently in general use by operating units; ("A", "B", "C", and "D"). This discussion will center around the "A" and "B" summaries since "C" and "D" summaries apply to aviation units.

All summaries are prepared on the NAVCOMPT Form 176, or mechanized format. They must be received at the fleet accounting activity on or before the 5th of the month, following the month in which the issues or transfers were made.

"A" SUMMARY

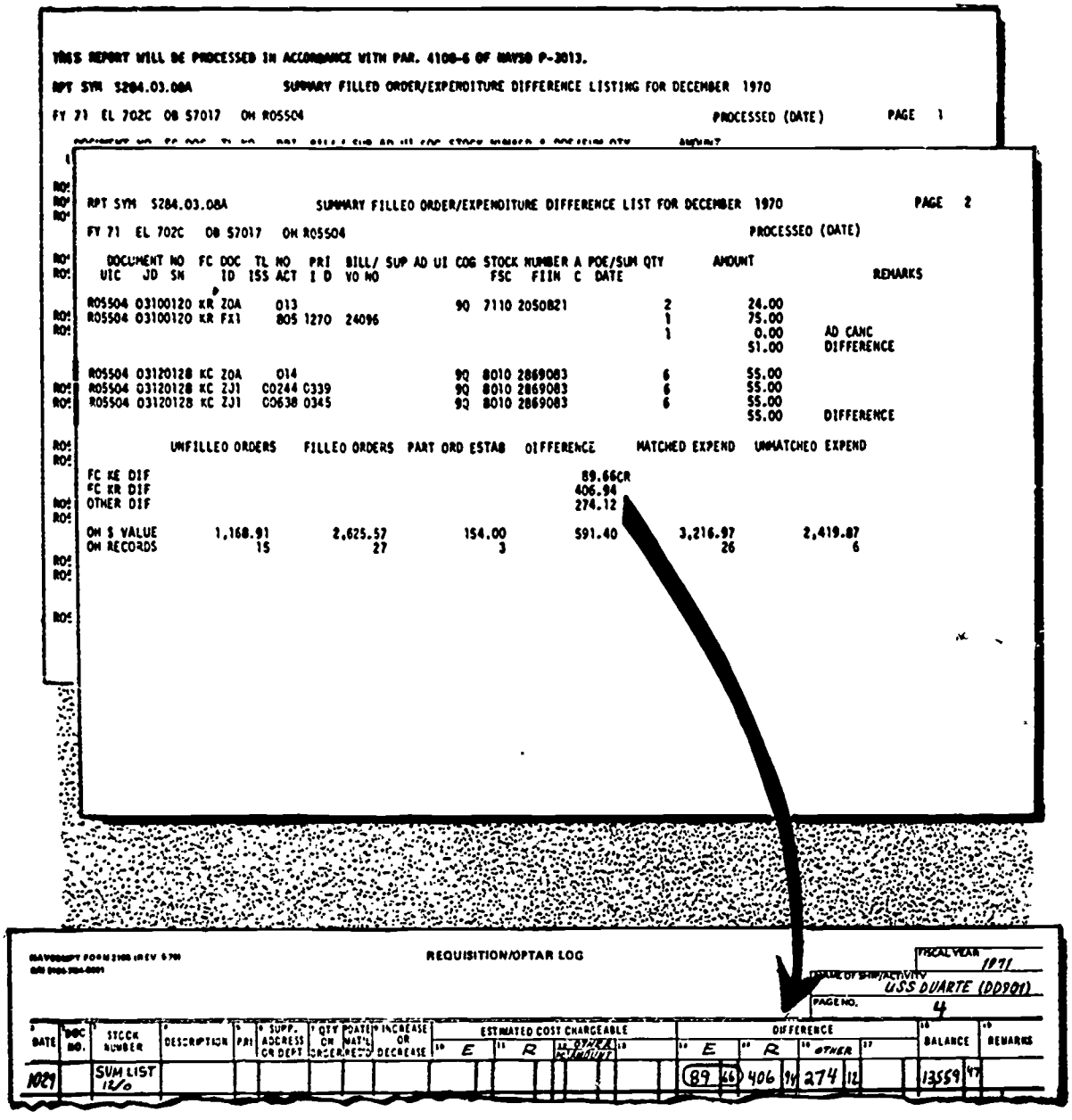
The "A" summary is used to adjust funds between appropriations, subhead and operation budgets. The submission of an "A" summary results in the fleet accounting office making a credit adjustment to the operating budget of the TYCOM of the unit making the issue and charging the TYCOM operating budgets of the ships receiving the material. While there are many transaction types which would result in the preparation of an "A" summary, the ones you will most likely encounter are the issue of chargeable type ship's material to a ship or unit of another fleet or TYCOM or to embarked aviation units.

Figure 7-9 illustrates an "A" summary prepared by the USS INDEPENDENCE charging the OPTAR of the USS FORREST SHERMAN, USS BRUMBY and USS CHARLESTON for issues made to them during the preceding month. While the credit entry indicates that USS INDEPENDENCE made the material issue, it will be the TYCOMs' operating budget that actually receives the credit.

"B" SUMMARY

The "B" summary, figure 7-10, is prepared in the same way as the "A" summary. It serves as a means to provide STATISTICAL accounting adjustments (nonchargeable) between appropriation accounting classifications.

Your most frequent use for the "B" summary will be to report the issue of chargeable type ships material to ships of the same TYCOM. Figure 7-10 reports the transfer of two items



THIS REPORT WILL BE PROCESSED IN ACCORDANCE WITH PAR. 4100-6 OF NAVSO P-3013.

RPT SYM S284.03.08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR DECEMBER 1970

FY 71 EL 702C OB S7017 OH R05504 PROCESSED (DATE) PAGE 1

RPT SYM S284.03.08A SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LIST FOR DECEMBER 1970 PAGE 2

FY 71 EL 702C OB S7017 OH R05504 PROCESSED (DATE)

DOCUMENT NO UIC JD SN	FC	DOC ID	TL ISS	NO ACT	PRI I D	BILL/ SUP VO NO	AD	UI	COG	STOCK NUMBER FSC FIIN	A C	POE/SUM QTY DATE	AMOUNT	REMARKS
R05504 03100120	KR	ZOA		013					9Q	7110 2050821		2	24.00	
R05504 03100120	KR	FX1		805	1270	24096						1	75.00	
												1	0.00	AD CANC
													$1.00	DIFFERENCE
R05504 03120128	KC	ZOA		014					9Q	8010 2869083		6	$5.00	
R05504 03120128	KC	ZJ1		C0244	0339				9Q	8010 2869083		6	$5.00	
R05504 03120128	KC	ZJ1		C0638	0345				9Q	8010 2869083		6	$5.00	
													$5.00	DIFFERENCE

	UNFILLED ORDERS	FILLED ORDERS	PART ORD ESTAB	DIFFERENCE	MATCHED EXPEND	UNMATCHED EXPEND
FC KE DIF				89.66CR		
FC KR DIF				406.94		
OTHER DIF				274.12		
OH $ VALUE	1,168.91	2,625.57	154.00	591.40	3,216.97	2,419.87
OH RECORDS	15	27	3		26	6

REQUISITION/OPTAR LOG

FISCAL YEAR 1971

NAME OF SHIP/ACTIVITY USS DUARTE (DD901)

PAGE NO. 4

DATE	DOC NO.	STOCK NUMBER	DESCRIPTION	PRI	SUPP. ADDRESS OR DEPT	QTY ON ORDER	DATE MATL RECD	INCREASE OR DECREASE	ESTIMATED COST CHARGEABLE E	R	OTHER (EXPLAIN IN REMARKS)	DIFFERENCE E	R	OTHER	BALANCE	REMARKS
1029		SUM LIST 12/0										89 66	406 94	274 12	13559 97	

10.116

Figure 7-7.—Posting the Summary Filled Order/Expenditure/Difference Listing totals to the OPTAR log.

```
RPT SYM  S284.03.00                DETAIL   FILLED ORDER/EXPENDITURE LISTING FOR DECEMBER  1970                PAGE    1
FY 71  EL 702C  08 37017   ON R05504                                                    PROCESSED (DATE)
                                                                      POE/SUM
  DOCUMENT NO  FC DOC   TL NO   PRI  BILL/ SUP AD UI COG STOCK NUMBER UNIT PR S S C ALW NRFC  QTY      AMOUNT
 UIC   JO  SN      ID  ISS ACT  I D  VO NO                  FSC   FIIN  HT  TF F C C LOT DATE                        REMARKS

R05504 01940021 KE 20A    002  20                  1H  2090 3436601                    07/0     1      100.00CR CORRECTION
R05504 01940021 KE 2J1  00639  0315                1H  2090                            08/0     1      200.00CR CORRECTION
R05504 01940021 KE 20A    C02  20                  1H  2090 3436601                    07/0     1      100.00
                                                                                                       300.00CR DIFFERENCE

R05504 01990029 KC FX1    805  0870 P6702                                          70 09/0     1       20.94   NO UNF ORDER
                                                                                                        20.94   DIFFERENCE

R05504 01990030 KR 20A E  002  20                  1H  2090 3436609                    07/0     6      730.00
R05504 01990030 KR 2J1  00639  0320                1H  2090            R               11/0     6    1,236.00
                                                                                                       506.00   DIFFERENCE

R05604 02010052 KC 20A 0  002  18                  92  9535 8922347 SUM  11/0          08/0    30       11.70   AD CANC
                                                                                                        11.70CR DIFFERENCE

R05504 02050054 KE 20A    003  16                  90  8405 2237623                    08/0    24      264.00
R05604 02050054 KE 2J1  00638  0315                90  8405                 A          12/0    10      110.00
                                                                                               14      154.00   PART ORD ESTAB

R05504 02060056 KC 20E    003                                                          08/0     2       54.00
R05504 02060056 KC FX1    805  1270 PFR01                                          81 12/0     1       63.84
                                                                 POE  12/0                      1        0.00   PART ORD ESTAB
                                                                                                         9.84   DIFFERENCE

R05504 02070058 KC 20A    003                      90  7125 6243960                    08/0     2      132.70
R05504 02070058 KC 2J1  00638  1270                90  7125                            12/0     1      167.70
                                                                 POE  12/0                      1        0.00   PART ORD ESTAB
                                                                                                        55.00   DIFFERENCE

R05504 02180072 KC 20A    004  18                  92  5306 8269995                    08/0   100       10.00
R05504 02180072 KC FA1    591   230 03277       EA     5306 8269995  0000010  A        11/0   100       10.00
```

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                                                                                                     PAGE    3

                                                                                                     REMARKS

R05504 03150140 KC 20A    014  14                                                      11/0     1       73.20
R05504 03150140 KC 2J1  04637  0330                92  9535                            12/0    12       49.60
                                                                                                        23.60CR DIFFERENCE

R05504 03150141 KC 2J1  04637  0330                92  9535                            12/0     1       10.00   NO UNF ORDER
                                                                                                        10.00   DIFFERENCE
```

	UNFILLED ORDERS	FILLED ORDERS	PART ORD ESTAB	DIFFERENCE	MATCHED EXPEND	UNMATCHED EXPEND
FC KE DIF				89.66CR		
FC KP DIF				406.94		
OTHER DIF				274.12		
ON $ VALUE	1,168.91	2,625.57	154.00	591.40	3,216.97	2,419.87
ON RECORDS	15	27	3		26	6

10.117

Figure 7-8.—Detailed Filled Order/Expenditure/Difference Listing.

from the USS JOSEPH K. TAUSSIG to the USS HARTLEY, both assigned to COMCRUDESLANT. The transfer of chargeable items between ships of the same TYCOM has no actual effect on the TYCOM's operating budget since the credit was made against funds in the same operating budget as the charge.

DEPARTMENTAL/SHIP'S BUDGET

The establishment of departmental and/or ship's budget provides a method for the most equitable distribution, to ship's departments, of OPTAR funds granted a ship. Although these reports are not required, they are established at the discretion of the type commander or commanding officer. Because there is no requirement for the departmental budget, the internal distribution of funds may vary from ship to ship.

A ship operating under the departmental budget concept usually allots each department a percentage of the funds authorized for each material category (consumables, repair parts, and controlled equipage), to cover the costs of

SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES
NAVCOMPT FORM 176 (Rev 5-57)

EXOS 7323-8

TO: NAVY REGIONAL FINANCE CENTER, NORFOLK, VA

FROM
USS INDEPENDENCE (CVA-62)

MONTH/QUARTER ENDING
MARCH 1973

[X] INTERSHIP TRANSFERS— "A" SUMMARY

[ ] TRANSFERS TO OTHER SUPPLY OFFICERS— _____ (Stores account)

[ ] CHARGES TO ALLOTMENTS FOR MATERIAL ISSUED FROM— _____ (Stores account)

—STORES BALANCE SHEET CAPTION:
_____ (Stores account)

[ ] RATION RECORD BALANCE SHEET CAPTION— _____

REMARKS

(A)	(B)	(C)	(D)	(E)	AMOUNT
1731804.602C	57018	V52191	AC	107.10	
1731804.602C	57018	V54040	AC	15.45	
1731804.602D	57015	V05844	AR	338.00	
					460.55
		CREDIT			
1731804.602E	57012B	V03362	AC	122.55	
1731804.602E	57012B	V03362	AR	338.00	
					460.55
APPROVED: M.P. LENNON CDR, SC, USN 31 MARCH 1973					
				GRAND TOTAL	123.37

Figure 7-9.--Summary of material receipts/expenditures for "A" summary.

SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES
NAVCOMPT FORM 176 (Rev 5-57)

EXOS 7323-8

TO: NAVY REGIONAL FINANCE CENTER, NORFOLK, VA

FROM
USS JOSEPH K. TAUSSIG (DE-1030)

REMARKS

MONTH/QUARTER ENDING
MARCH 1973

[X] INTERSHIP TRANSFERS — "B" ____ SUMMARY

[ ] TRANSFERS TO OTHER SUPPLY OFFICERS — ____ (Stores account)

[ ] CHARGES TO ALLOTMENTS FOR MATERIAL ISSUED FROM — ____ (Stores account)

____ (Stores account) — STORES BALANCE SHEET CAPTION.

[ ] RATION RECORD BALANCE SHEET CAPTION — ____

(A)	(B)	(C)	(D)	(E)	AMOUNT
		CHARGE			
1731804.602C	57018	V54029	AC	10.71	
1731804.602C	57018	V54029	AC	6.37	
					17.08
		CREDIT			
1731804.602C	57018	V54030	AC	17.08	
					17.08
				GRAND TOTAL	123.37

APPROVED: J. C. SUTHERLAND
LTJG, SC, USNR
31 MARCH 1973

Figure 7-10.—Summary of material receipts/expenditures for "B" summary.

items required but not on board (DTO) and on some ships, stock issues. Separate funds for stock replenishment are maintained by the supply officer for all material categories.

The ship's budget method simply shows the status and distribution of OPTAR funds assigned the ship by material category and the balance of funds available in each category.

DEPARTMENTAL/SHIPS BUDGET REPORTS

Perhaps the most productive method of reporting the utilization of ships funds is a combination of the two types of reports. Figure 7-11 is a sample Departmental/Ship's Budget Report. The departmental section advises individual departments on the status of their assigned consumable funds while the ship's budget section shows the commanding officer how effectively or ineffectively his funds are being used.

Because the reports are not required by all commands the actual format will vary from command to command. At the minimum, each report should include:

- The monetary balance available at the beginning of the reporting period.
- Any funding increases or decreases authorized by the commanding officer during the reporting period.
- The amount of funds used during the accounting period.
- The remaining monetary balance at the end of the accounting period.

The establishment of the departmental/ship's budget often helps make department heads aware of funding problems, by making them responsible for effective management of their budgets. In addition, they will assist the commanding officer in making future departmental budget allocations based on prior departmental expenditure figures.

7303

10 October 1972

MEMORANDUM

From: Supply Officer
To: Commanding Officer

Subj: Internal Budget Report for the period 1 Oct to 10 Oct 1972

Section 1, Departmental Budget (Consumables)

Dept.	Bal BF Prev Report	Incr/Decr this Period	Budg. Amt. Available	Stock Issues	DTO Reqns.	Used this Period *	BAL C.F.
WEPS	$300.00	$1,000,00	$1,300.00	$150.00	$61.26	$211.26	$1,088.74
ENG	100.00	800.00	900.00	175.00	21.21	196.21	703.79
OPS	25.00	675.00	700.00	120.00	73.10	193.10	506.90
SUP	10.00	340.00	350.00	72.00	10.00	82.00	268.00
TOTAL	$435.00**	$2,815.00	$3,250.00	$517.00	$165.57*	$682.57	$2,567.43**

Section 2, Ship's Budget

Budget Item	Bal. BF Prev. Report	Incr/Decr this Period	OPTAR Amt. Available	Reqn. Obl. this Period	Bal CF
Repair Parts	$ 750.00	$11,000.00	$11,750.00	$1,349.57	$10,400.43
Consumables	535.00**	2,815.00	3,350.00	613.47*	2,736.53**
Controlled Equipage	125.00	375.00	500.00	112.00	388.00
Contingency	---	1,500.00	1,500.00	---	1,500.00
TOTAL	$1,410.00	$15,690.00	$17,100.00	$2,075.04	$15,024.96

*Total DTO requisition obligations of $165.57 is included in total of $613.47 in ship's budget for both DTO and stock replenishment requisitions for consumables (i.e. DTO = $165.57, stock replenishment = $447.90).

**Not normally the same, as stock issues and DTO requisitions are included in Section 1, whereas Section 2 includes both DTO and stock replenishment requisitions and excludes issues from stock.

J.C. SUTHERLAND

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Figure 7-11.—Departmental/Ship's Budget Report.

CHAPTER 8

AFLOAT REPORTS

In the preceding chapter we discussed the way the fleet receives its funds, and what the fleet accounting activities provide you to help maintain your records.

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

Most of the procedures for preparing these reports are discussed in *Storekeeper 3&2*, NAVEDTRA 10269-G. With that in mind, this section will deal with your responsibility as a supervisor or prospective supervisor in the review and auditing of these reports prior to submission.

Financial Management of Resources (Operating Forces), NAVSO P-3013 and NAVSUP P-485 are the major references used in this chapter. The *Afloat OPTAR Records Keepers Guide*, NAVSO P-3073, and for NSF class 207 ships, the *Financial Handbook for Mechanized Tenders, Repair Ships, and Combat Stores Ships*, NAVSO P-3526, are also valuable sources of information in the preparation or reports and returns.

AUDITING REPORTS

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

REQUISITION/ OPTAR LOG

The Requisition/OPTAR Log (NAVCOMPT 2155) is the most important source document maintained by you, as a Storekeeper, for your ship or unit. The Requisition/OPTAR Log reflects all transactions affecting your ship's OPTAR funds and is the primary accounting record for all financial reports.

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

The auditing of the Requisition/OPTAR Log is principally a matter of totaling the columns of the log. The log is totaled and balanced on the 10th, 20th and last day of each month in conjunction with the submission of the Document Transmittal Report.

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

> "The cumulative total of the OPTAR Increase/Decrease column, less the net cumulative total of the Estimated Cost Chargeable columns, plus or minus the net cumulative total of the Difference columns should equal the balance column total".

Figure 8-1 illustrates a typical Requisition/ OPTAR Log. Following the formula above you should find the balance of the example to be correct.

$25,000.00	OPTAR Grant (Increase/Decrease column)
-8,661.43	Cumulative total of Estimated Cost Chargeable columns
- 135.70	Cumulative total of Difference columns
$16,202.87	Balance of log

As the Document Transmittal Report and the Budget/OPTAR Report are discussed later, the

NAVCOMPT FORM 2155 (Rev. 2-71) (7000)
S/N 0104-704-6002

REQUIS

1 DATE	2 DOC NUMBER	3 STOCK NUMBER	4 DESCRIPTION	5 PRI	6 SUPP ADDRESS OR DEPT	7 QTY ON ORDER	8 DATE MAT'L REC'D	9 INCREASE OR DECREASE
2264		TL# C08/3 CUMULATIVE TOTALS						25,000.00
2266	0615	9N5960-262-0210	TUBE	12		12EA		
	0616	96-7350-141-0771	CUP, PLAST	12	ODØ14	1DZ		
	0617	9N5960-577-6186	TUBE	05	NOEØ1	2EA	2268	
	0618	VARIOUS	SERVMART	12	CEBØ1	—	2266	
2269	0619	1N5815-677-0797	HUB	12	NOCØ1	1EA		
2270	0620	1H4410-886-9775	STEM, VALVE	12	CE123	1EA		
	0621	9N5815-083-0516	NUT	12	NOCØ1	2EA		
	0622	96-6105-593-7211	MOTOR	05	NEMØ1	1EA	2273	
2270		REC. SUMMARY	DIFFERENCE LIST DTD			AUG 72		FY 73
2271	0623	1H48X-869-7662	VALVE	12	NEBØ1	1EA		
	0624	1H6665-240-3215	LAMP, F.L.	12	EE126	1EA		
2272	0625	125330-721-1882	PACKING	12	NEBØ1	50EA		
	0626	1N6135-126-1020	BATTERY	12	CDØ14	10PG		
2272			CAN'C					
			CAN'C					
2273	0627	9N5905-249-1995	REGISTER	12	NWEØY	6EA		
	0628	1H5930-126-1159	SWITCH	12	SERØ1	2EA		
	0629	9DE345-935-0582	FLAG	12	COSØ1	4EA		
	0630	9DS345-926-9952	FLAG	12	COSØ1	4EA		
	0631	1A1095-093-9972	PIN	12	NWGØ1	10EA		
	0632	96-7350-721-9003	CUP,	12	OGØØ1	4BX		
	0633	9W9150-231-6640	219CTER	12	CEMØ1	4DR		
	0634	9N5960-362-1357	TUBE	12	OA183	30EA		
2276		TL# C09/3 AND	SEPT BUDGET/OPTAR REPORT					25,000.00

ITION/OPTAR LOG

FISCAL YEAR 1973

NAME OF SHIP/ACTIVITY USS JOS. K. TAUSSIG

ESTIMATED COST CHARGEABLE						DIFFERENCE						16	17
10 AE		11 AR		12	OTHER	13 AE		14 AR		15 OTHER		BALANCE	REMARKS
459	15	5,168	12	2,473	43	0	00	0	00	0	00	16,899 30	
		8	52									16,890 78	
				C	5 46							16,885 32	
		1	34									16,883 98	
				C	129 52							16,754 46	
			91									16,753 55	
		88	00									16,665 55	
			02									16,665 53	
		7	90									16,657 63	
						0	00	151	18	-15	48	16,521 93	
		N/C										16,521 93	APA 824.00
60	00											16,461 93	
		7	50									16,454 43	
				C	18 00							16,436 43	
		-12	10									16,448 53	CANE 2246/05:29
					-7 48							16,456 01	CANE 0261/05:30
			42									16,455 59	
		55	00									16,410 59	
					25 28							16,375 31	
					27 18							16,347 13	
		1	00									16,346 13	
					25 56							16,321 27	
					105 60							16,215 67	
		12	80									16,202 87	
519	15	5,339	43	2,862	85	0	00	151	18	-15	48	16,202 87	

PAGE NO 31

123.65

Figure 8-1.—Requisition/OPTAR Log.

Requisition/OPTAR Log (figure 8-1) will be used to verify the amounts being reported and the steps you should take in auditing the reports.

DOCUMENT TRANSMITTAL REPORT

The Document Transmittal Report (NAVCOMPT 2156) is submitted to NRFC Norfolk or San Diego on the 10th, 20th, and last day of each month except for NSF class 207 ships which submit the report on the last day of each month only.

The information required for the submission of the report is obtained from holding file 1 (obligations), holding file 2 (cancellations) and holding file 3 (annotated financial listings for return to NRFC. It is not necessary to submit a Document Transmittal Report for a period when no transactions have occurred. However, an annotated listing in holding file 3 is considered a transaction and must be returned even though no obligations or cancellations occurred during the period.

While auditing, check the following:

- The same calendar day is not shown on two consecutive reports.
- Count the number of documents to be sure that the transmittal accurately reflects the actual number sent.
- Be sure an adding machine tape for each caption is attached to the transmittal and verify the tape.
- Audit the remarks block to be certain that listings being returned to NRFC are listed on the report.

The amount entered on the "total net money value" line of the Document Transmittal Report must equal the difference between the current and last reporting periods totals of the "Estimated Cost Chargeable" columns of the Requisition/OPTAR Log.

For example:

$8,661.43	Cumulative total, Estimated Cost Chargeable columns as of transmittal 009/3
-8,100.70	Cumulative total, Estimated Cost Chargeable columns as of transmittal 008/3
$ 560.73	Difference in log/total net value of transmittal

When there is a difference between the "total net money value" figure and the total obtained in balancing the log, recheck the entries made in the log against the documents in holding files 1 and 2, ensuring that:

- All adding machine tapes are correct
- APA obligation documents are properly logged (no money value in the estimated cost chargeable columns)
- Summary difference list figures are not considered as obligations reported to NRFC
- APA obligation documents are not included in holding files 1 or 2
- APA to NSA and NSA to APA migrations have been correctly logged and documented

Figure 8-2 illustrates a Document Transmittal Report ready for submission.

ACCESS

The Afloat Consumption, Cost and Effectiveness Surveillance System (ACCESS) is a systems that uses automatic data processing equipment to collect and summarize basic consumption data generated in the normal course of supply operations afloat. The data is collected from copies or summaries of issue documents used in shipboard supply systems. ACCESS also collects obligation and deficiency data from fiscal operations and from outputs of other existing Navy programs. ACCESS provides fleet commanders, type commanders, and ships, with information about supply readiness shipboard inventories, material consumption, material de-

OPTAR DOCUMENT TRANSMITTAL REPORT
NAVCOMPT FORM 2156 (3-65)
0104.704.9000

NAVCOMPT 7303-14

UNIT IDENTIFICATION CODE
V54030

FROM:
COMMANDING OFFICER
U.S.S. J. K. TAUSSIG DE-1030
FPO, NEW YORK, NEW YORK 09501

TO:
COMMANDING OFFICER
NAVY REGIONAL FINANCE CENTER
[X] NORFOLK, CODE 40F10(A) [ ] SAN DIEGO, CODE

A. TRANSMITTAL NUMBER	B. JULIAN DATE (From)	(To)
009/3	2264	2276

CAPTION	NUMBER OF DOCUMENTS	MONEY VALUE
1. OBLIGATION (CHARGEABLE) DOCUMENTS (FILE I)	19	$580.31
2. CONFIRMED CANCELLATIONS (FILE 2)	2	19.58
TOTAL NET VALUE OF (1 MINUS 2)		560.73
3. RETURNED (NRFC ACTION ONLY) DOCUMENTS (FILE 3)	1	

REMARKS: RETURNED DOCUMENTS:
1. Summary Filled Order/Expenditure/Difference List (8/72)

REPORTING SUPPLY OFFICER (Signature)
LT. M. P. LENNON, SC, USN

DATE
30 Sept 73

123.63

Figure 8-2.–Document Transmittal Report.

ficiencies, comparative supply performance, and the obligation and use of funds. Reports are tailored to the needs of management at each level of command, focusing attention on elements of greatest importance and helping to identify problem areas.

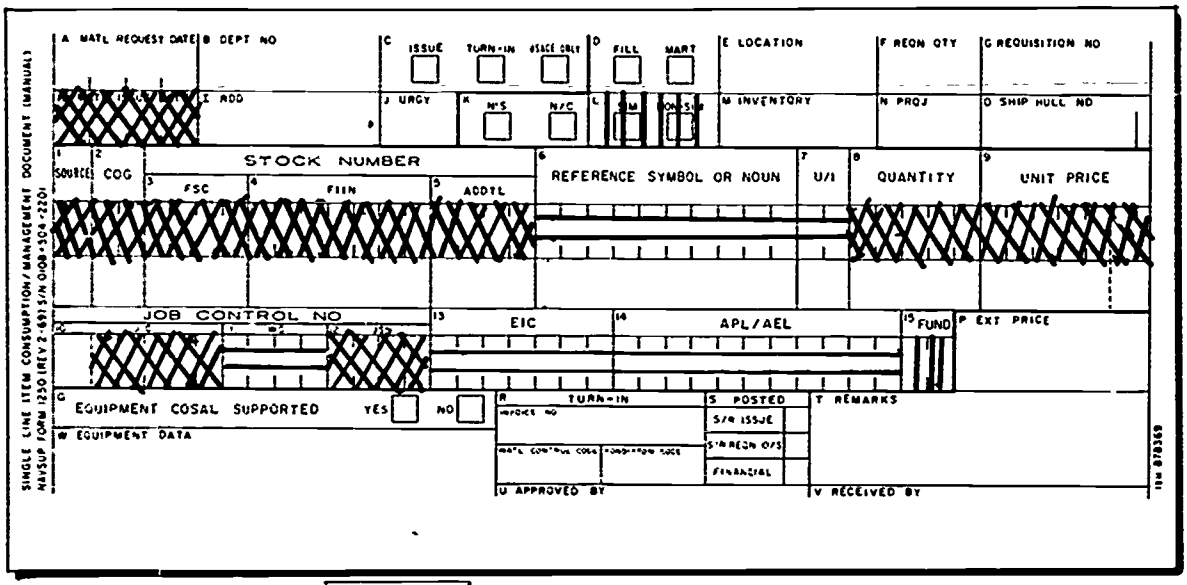
Shipboard Consumption Documentation

The key to ACCESS is the NAVSUP Form 1250 consumption document. Obviously, it is important that the data elements be ACCURATE and LEGIBLE. Figure 8-3 shows a NAVSUP Form 1250 with the mandatory data elements indicated. A description of each of the required entries is provided in *NAVSUP P-485*, chapter 6 and was discussed in *Storekeeper 3&2*, NAVEDTRA 10269-G. When checking your documents for transmittal, don't forget:

- The material issue date (block H)
- Has the SIM/non-SIM block (block L) been annotated
- Complete Job Control Numbers are required for all repair parts (blocks 10, 11, 12)
- Your fund code must agree with the cog symbol (APA/NSA)

SOURCE CODES.–The assignment of the source code (block 1 of the 1250) requires some amplification.

Code A–This source code is used any time an issue of material is made which is on the ship's allowance (ISL or SNSL) and the material is issued from storeroom stock.



MDCS DATA ELEMENT

ACCESS DATA ELEMENT

MDCS AND ACCESS DATA ELEMENT

17.84

Figure 8-3.–NAVSUP Form 1250 Consumption Document.

Code C–This code is used any time an issue of SIM material is made when the material is not reflected in the allowance list or load list.

Code D–This code is used when material which is on the ship's allowance list is requested and the material is not in stock.

Code E–This code is applicable to load carrying ships only and is used when material normally carried because it is listed in the load list is not in stock when requested.

Code F–This code is used when SIM material not listed on the ship's allowance list is requested and the material is not in stock.

Code G–This code is used when not carried material (not on ship's allowance list or load list and not a SIM item) is requested and the material has to be requisitioned or purchased.

Code H–This code is used when stock repair parts are in the custody of a SOAP team during a supply overhaul, and stock records are not readily available to determine whether repair parts required are carried, NIS or SIM. This code is used only when repair parts are not obtained from own ship's stock or when you consume material requisitioned with Ships Force Material (SFM) funds.

Code J–This code is used to consume NC repair parts that are listed in APLs but are not included as allowed items in the Interim Stock List or Stock Number Sequence List. This code does not apply to SIM-DTO material.

Code X—This code is used to report consumption of price differences reported on the NAVCOMPT 2157, Budget/OPTAR Report, for equipage, repair parts and other. This source code is used by ships ONLY when specifically directed to do so by the type commander.

The source codes defined above are used when some direct action was taken on the part of the supply department. That is, a part was issued to or ordered for another department by the supply department. When a work center consumes (uses) material that is obtained from other than normal supply sources it must prepare a NAVSUP 1250 for the material to report is use (consumption). Source codes for material used but not obtained from normal supply sources are listed below:

Code 1—This code is used when a part or material was cannibalized from another equipment.

Code 2—This code is used when the part or material was drawn from salvage or by stripping a ship.

Code 3—This code is used when the parts or material were manufactured by a tender or another activity.

Code 5—This code applies to parts or material that was furnished by a ship being tendered or another activity.

Code 9—This code is used each time excess material is returned to supply by the work center.

DOCUMENT SUBMISSION.—The green copies of the NAVSUP 1250 are forwarded to your type commander on a letter of transmittal. Figure 8-4 illustrates a sample letter of transmittal.

Operations/Status Codes.—Referring to figure 8-4, you will find that space is provided for reporting the daily operational status for your ship during the period being reported. These codes are:

#1—Regular Overhaul/Conversion
#2—Tender Period, Restricted or Technical Availability
#3—Inport, Upkeep
#4—Underway
#5—Special Operations (used only when directed by your TYCOM)

Auditing Consumption

The consumption 1250s forwarded to ACCESS should agree with retained shipboard records. The following procedures are recommended to ensure this happens:

- Complete separate money value tapes of the green and the white copies of the 1250s for each transmittal period.

- Compare the totals to ensure they are in balance prior to submitting green copies.

To keep from losing your consumption dollars the following audit practices are suggested:

- When issuing material from stock, check the current price to ensure agreement with the stock record card.

- Prepare a 1250 for each loss by inventory.

- Prepare a 1250 for each item obtained from salvage, surplus, and deactivated ships. Estimate prices if they are not in the NMDL.

- Promptly return all 1250's that have been sent back for correction.

- Control 1250s between the supply office and the MDCS officer to prevent the 1250 from going astray. These 1250s should be returned to the supply office within 24 hours.

ACCESS Report #9

ACCESS Report #9 will show you:

- How funds are being used

- Your inventory control effectiveness

USS JOSEPH K. TAUSSIG DE1030
FLEET POST OFFICE
NEW YORK, NEW YORK 09501

1 October 1973

From: Commanding Officer, USS JOSEPH K. TAUSSIG DE1030, Fleet Post Office, New York, New York 09501

To: Commander, Cruiser-Destroyer Force, U.S. Atlantic Fleet, Naval Base, Newport, R.I. 02840

Subj: NAVSUP Forms 1250; forwarding of

Ref: (a) OPNAVINST 43P2, Maintenance and Material Management (3M) Manual
(b) OPNAVINST 41P2, Afloat Consumption, Cost and Effectiveness Surveillance System (ACCESS) Manual

Encl: (1) 286 NAVSUP Forms 1250 for the period 009/3

1. In accordance with references (a) and (b), enclosure (1) is forwarded.

2. The following data pertains:

a. Ship's Hull Type and Hull Number is: DE 1030

b. Operations Status Codes for each day of Period are:

DAY	1	2	3	4	5	6	7	8	9	10	11
CODE	4	4	4	4	4	3	3	3	3	3	

c. Inclusive dates of period #009/3 are: 21 Sept thru 30 Sept.

d. Ship's Unit Identification Code is: V54030

3. Returned 3 corrected documents for period #006/3.

M. P. LENNON
By direction

10.119

Figure 8-4.—Sample letter for Transmittal of Consumption Documents.

- The dollar value and material status of SIM items
- The dollar value of shortages in repair parts

ACCESS Report #9, figure 8-5 consists of five sections:

- Consumption Report #1
- Effectiveness Report #2
- BOR Analysis #3
- Quarterly SIM Supply Status #5
- Quarterly Inventory/Deficiency Report #6

The numbering of the sections of ACCESS 9 is derived from the number of the basic ACCESS report, prepared for the fleet or type commander from which the data for your ship/unit has been extracted. For example, the section labeled "Consumption Report #1" has been lifted from the overall ACCESS Report #I which contains force-wide consumption data.

CONSUMPTION REPORT #1.--Consumption Report #1 records the total dollar value of NSA material consumed during the fiscal year to date. This information is taken from the green copies of your 1250s. Referring to figure 8-6 you will find that the report above shows the dollar value, by fund code, of the 1250 green copies submitted to ACCESS, and the type of material consumed (SIM, non-SIM, NC). The column "Ratio 1250/BOR" shows the comparison of data reported to ACCESS on the green copies of the 1250 and that reported in Part I of the BOR from retained white copies of the 1250. The ratio 1250/BOR should not vary by more than 10% from 100% in either direction. If it does, you should thoroughly review your consumption procedures. The section "group average" allows you to compare your consumption to that of the average ship/unit in your group.

EFFECTIVENESS REPORT #2.--Figure 8-7 shows a section of the effectiveness report of primary concern to the afloat manager. This report shows that portion of all demands for stocked items which the ship was able to satisfy at the time of the demand. The data shown on the effectiveness report is taken from the green copies of the 1250 and reflects effectiveness for the period of the current month plus the three previous months.

BOR ANALYSIS #3.--The chief input to the BOR Analysis #3 is the monthly Budget/OPTAR report. This section is important for two reasons:

- It compares rates of obligation and consumption.
- It checks the accuracy of consumption reported via the green copy of the 1250, with that reported via the white copy.

The important elements are shown in figure 8-8. The "Obligations FY to Date" are recorded from the BOR. The "Obligation Rate" is the percentage of total obligations FYTD when compared to the total OPTAR granted. "Consumption FY to Date" is also recorded from the BOR. The three captions of the "Obligation--Consumption" section show the algebraic result when BOR consumption is subtracted from BOR obligation. A minus figure means that consumption is exceeding obligations for that category. A plus figure indicates the reverse.

QSSS. (REPORT #5).--Since input is made to ACCESS from the Quarterly Supply Status Report (QSSR), the information shown will change four times a year. Normally, the revised information appears on the ACCESS #9 report produced for the month in which the Force QSSR is submitted (Force QSSR submitted on 31 Dec appears in December ACCESS Report #9).

Figure 8-9 shows the most important sections of the Quarterly SIM Supply Status Summary. The sections of this summary are, for the most part, self explanatory. The sections on deficiencies may require some clarification. An item is considered "deficient" when the on hand stock quantities reach a level below the safety level but greater than the average monthly usage. An item is "critically deficient" when the on hand

REPORT 9 GROUP 861 USS PENSACOLA LSD-38 20013 JAN 1973

PART I (CONSUMPTION REPORT)

SHIP/GRP		CURRENT FISCAL YEAR TO DATE: CHARGEABLE (NSA) SIM	NON-SIM	N/C	SC H	USAGE ONLY	ADJ	TOTAL	APA TOTAL	SAME PERIOD PRIOR FY NSA	APA	LINE ITEMS CURRENT FYTD	PRIOR FYTD	PDS	RATIO 1350/80R
LSD-38	E			3671			0	3671	3569	1101	2510	24	15		101 $
	R	4175	20386	8949	0	0	0	33510	54887	29109	50309	1496	1112		99 $
	C	5977	3542	29673	0	0	0	39192		39950		1936	2192		99 $
	T	10152	23928	42293	0	0	0	76373	58456	70160	52819	3456	3319	21	99 $
GROUP AVERAGE	E			4944			0	4944	2284			24	22		107 $
	R	2520	12984	13207	3884	0	0	32595	38444			1091	1153		99 $
	C	8467	3430	31924	0	0	0	43821				2427	2371		102 $
	T	10987	16414	50075	3884	0	0	81360	40728			3542	3546	21	101 $

PART II (EFFECTIVENESS REPORT)

SHIP/MATL	CAT	CURRENT MONTH: TOTAL ISSUES	STOCK ISSUES	PCT SIM	PCT NIS	CRIT N/C	NCRIT N/C	PRIOR 4 MOS AVERAGE: TOTAL ISSUES	STOCK ISSUES	PCT SIM	PCT NIS	CRIT N/C	NCRIT N/C	EFFECTIVENESS GROSS	EFFECTIVENESS NET
LSD-38	R NON-SIM	84	67		7 $			199	135		9 $				91 $
	R SIM	14	14		0 $			30	30		2 $				98 $
	R TOTAL	98	81	17 $	6 $	12 $	5 $	229	165	18 $	7 $	17 $	11 $	67 $	93 $
	C NON-SIM	66	36		8 $			161	61		6 $				94 $
	C SIM	70	65		3 $			93	88		1 $				99 $
	C TOTAL	136	101	64 $	5 $	18 $	4 $	254	149	59 $	3 $	38 $	1 $	57 $	97 $

PART III (BUDGET OPTAR ANALYSIS)

SHIP	PROJ OPTAR	GRTD OPTAR	OBLIGATIONS FYTO: E	R	C	TOTAL	OBL RATE	CONSUMPTION FYTD: E	R	C	TOTAL	OBL/CONS DIFF	NIS/NC FILE: END OF PRIOR FY	CURRENT MONTH	MONTH	ADJ RATIO
LSD-38	112571	112571	586	42129	43724	86439	77 $	3600	33661	39407	76668	9771	685	455	JAN	86 $

PART IV (QUARTERLY SIM SUPPLY STATUS SUMMARY)

SHIP/GRP		QTR	SIM: AUTH L/I	O/H	NCRIT DEF	CRIT DEF	ZERO BAL	$ O/H	AUTH $ O/H	$ AVG QTR CONS	$ O/O	OPT $ O/O	MOS END	SIM DTO: AUTH IL/I	$ ISSUES	$ O/O
LSD-38	R	2	76	91 $	4 $	0 $	9 $	3714	2531	1932	891	1048	5			
	C		82	96 $	12 $	5 $	4 $	6271	4043	2965	1166	1321	6	1	519	131
GROUP AVERAGE	R		56	88 $	11 $	3 $	12 $	1918	2078	1094	947	534	5			
	C		136	93 $	13 $	6 $	7 $	4973	4941	3869	1539	1252	3	1	242	22

PART V (QUARTERLY INVENTORY/DEFICIENCY REPORT OF REPAIR PARTS)

SHIP/GRP	AUTH ALLOWANCES: CHARGEABLE L/I PRICED	CHARGEABLE L/I NON-PR	CHARGEABLE $ VALUE	NON-CHARGEABLE L/I	NON-CHARGEABLE $ VALUE	INVENTORY: L/I NON-SIM	$ VALUE NON-SIM	L/I SIM	$ VALUE SIM	DEFICIENCIES: RANGE AND DEPTH L/I PRICED	RANGE AND DEPTH $ VALUE	RANGE ONLY L/I PRICED	RANGE ONLY $ VALUE
LSD-38	16077	22	328205	206	109616	16001	323600	69	3714	0	0	0	0
GRP AVG	14303	104	229088	142	68471	14253	226084	49	1918	2	139	0	0

10.120

Figure 8-5.—ACCESS Report #9.

CONSUMPTION REPORT (#1)

TYP/HULL		* * * CURRENT FISCAL YEAR * * * * SIM	* * * CHARGEABLE NON-SIM	N/6	(NSA) * * * * * TOTAL	PDS	RATIO 1250/BOR
DE1030	E			857	857		100%
	R	6257	15215	20453	41925		104%
	C	11672	5020	27279	43971		82%
	T	17929	20235	48589	86753	18	91%
GROUP AVERAGE							
	E			6664	6664		103%
	R	10748	11384	16448	38580		102%
	C	14706	1001	24667	40374		89%
	T	25454	12385	47779	85618	18	95%

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Figure 8-6.–Sample Consumption Report #1 from ACCESS Report #9.

EFFECTIVENESS REPORT (#2)

		TOTAL ISSUES	STOCK ISSUES	PCT SIM	PCT NIS	CRI NC	NCR NC	EFFECTIVENESS GROSS	NET
R	NON-SIM	228	83		17%	34%	8%	51%	83%
R	SIM	125	124	60%	9%				91%
C	NON-SIM	167	55		1%	31%	2%	65%	99%
C	SIM	195	191	78%	6%				94%

10.122

Figure 8-7.–Sample Effectiveness Report #2 from ACCESS Report #9.

stock quantity is equal to or less than the average monthly usage, but greater than zero.

REPORT 6.–The intent of the Quarterly Inventory Deficiency Report #6 is to provide a profile of the allowed repair part inventory. However, practical daily use by management afloat is minimal. The report is provided for information purposes only. The primary inputs are the SOAP letter and the Quarterly DIAL deficiency information. Selected portions of this report are shown on figure 8-10.

* *

BUDGET OPTAR ANALYSIS

OBLIGATIONS FY TO DATE E	R	C	TOTAL	OBL RATE	CONSUMPTION FY TO DATE E	R	C	TOTAL	OBLIG - CONSUM R	C	TOTAL
2709	49747	44298	96754	50%	857	40417	53625	94899	+9330	-9327	+1855

* *

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Figure 8-8.—Sample Budget OPTAR Analysis #3 from ACCESS Report #9.

* *

QUARTERLY SIM SUPPLY STATUS SUMMARY

* * * * * * * * *SIM IN STOCK * * * * * * * * *

TYP/HULL		AUTH L/I	O/H	DEF	CR DEF	ZERO BAL	$ ON HAND	$ AUTH O/H	$ ON ORDER
DE 1030	R	252	91%	9%	2%	9%	13368	12237	5226
	C	286	96%	11%	2%	4%	12594	13172	1984
GROUP AVERAGE	R	313	96%	5%	3%	4%	7824	8643	1041
	C	313	98%	6%	3%	2%	11384	10235	756

* *

10.124

Figure 8-9.—Sample Quarterly SIM Supply Status Summary #5 from ACCESS Report #9.

* *

QUARTERLY INVENTORY/DEFICIENCY REPORT

	ALLOWANCE VALUES		*	INVENTORY				* DEFICIENCY RANGE & DEPTH		RANGE ONLY	
TYP/ HULL	L/I PRICED	DOLLAR VALUE	*	L/I NON-SIM	$ VALUE NON-SIM	L/I SIM	$ VALUE SIM	* L/I PRICED	DOLLAR VALUE	L/I RANGE	VALUE RANGE
DE 1030	14644	213327		14392	184693	229	13368	142	10040	131	8446
AVG	15991	240186		15662	230139	300	7824	16	1182	10	809

* *

10.125

Figure 8-10.—Sample Quarterly Inventory/Deficiency Report #6 from ACCESS Report #9.

BUDGET/OPTAR REPORT

The Budget/OPTAR Report, NAVCOMPT 2157, (figure 8-11), serves a dual purpose. Part I reports ACCESS data to the type commander. Parts II and III report OPTAR data to the fleet accounting office and to the type commander.

The principal sources of data required in the preparation of the Budget/OPTAR Report are:

- The balanced Requisition/OPTAR Log
- Retained chargeable consumption data (white copies of the 1250)
- Retained copies of the Document Transmittal Report
- The Controlled Equipage Deficiency/ Excess Report

Part I, Deficiency and Consumption Data

The information required for Part I of the Budget/OPTAR Report covers two areas.

The first, Chargeable Material Deficient, is used to report the dollar value of controlled equipage deficiencies taken from your Controlled Equipage Deficiency/Excess Report (see chapter IV).

The second part, Cumulative Chargeable Material Consumed, reports the total CUMULATIVE consumption, by expense element, for the current fiscal year to date. The dollar value of material reported consumed is taken from the retained white copies of the NAVSUP Form 1250 consumption document. Recall from the "ACCESS" presentation in this chapter that there should be no difference between consumption reported on your ACCESS transmittal letter, and the value reported on the Budget/OPTAR Report.

Part II OPTAR Data

The data for Part II of the Budget/OPTAR Report is taken from the Requisition/ OPTAR Log. Assuming that your log is properly maintained, the preparation of this section of the report is simply a matter of transferring the balance figures in your log to the Budget/OPTAR Report.

Care should be taken to avoid transposing figures in the balances when preparing this part of the Budget/OPTAR Report.

Part III, Transmittal Letter Recap

Part III of the report is used by the fleet accounting office to substantiate the Document Transmittal Reports it has received from your ship.

For example, the fleet accounting office finds a large discrepancy in the chargeable obligations reported in Part II of this report and those reported on Document Transmittal Reports received. By referring to Part III of the Budget/ OPTAR Report, they may find that a document transmittal sent by the ship has not been received.

Using figure 8-11, you will see that the JOSEPH K. TAUSSIG reports that TLs 007, 008, and 009 were submitted to the fleet accounting office during September for fiscal year 1973. In matching this against the actual TLs received, the fleet accounting office finds that TL/ 008/3 has not arrived. Using the information in Part III, the fleet accounting office has the net value of the missing TL available for accounting purposes. The ship would then be requested to resubmit a duplicate of the missing report.

To determine whether your total obligations reported on the TLs for the month agree with your Requisition/OPTAR Log, subtract the total of column 22 of the previous Budget/OPTAR Report from the total of column 22 of the current month's report. The difference should equal the total of column 30 of the current report.

Items 31 through 33 of Part III are self explanatory. By referring to these items, the fleet accounting office can determine whether your OPTAR grant has been increased since your last report, and whether differences reported in Part II reflect the last difference listing sent to your ship for processing.

BUDGET/OPTAR REPORT
NAVCOMPT FORM 2157 (Rev. 1-72)
S/N 0104-705-0003

NOTE: Information requested on this report applies to BOTH SHIP FORCES and to AVIATION FORCES, EXCEPT where indicated.

NAVCOMPT 7303-15

1. MONTH ENDING	SEPT 1972

2. REPORTING ACTIVITY	3. UNIT IDENTIFICATION CODE	4. CR NUMBER	5. SUBHEAD
USS JOSEPH K. TAUSSIG DE-1030 FLEET POST OFFICE NEW YORK, NEW YORK 09501	V54030	57018	602C
	ONLY AVIATION FORCES FILL IN BLOCKS 6 & 7		8. FISCAL YEAR
	6. PERMANENT UNIT CODE	7. TYPE OPTAR	1973

9. TO:
NAVY REGIONAL FINANCE CENTER
CODE 40F10(2)
NORFOLK, VA 23015

10. REIMBURSABLE CONTROL CODE *(If applicable)*

11. I hereby certify that documentary evidence is available as of the date of this report covering obligations legally incurred under the funds identified, in the amount shown as the "TOTAL" of "CUMULATIVE GROSS ADJ. OBLIGATIONS" in Part II, TOTAL of block number 24.

12. COMMANDING OFFICER *(Signature)*: G. F. Keane
LCDR. G. F. KEANE, USN

(Date) 1 OCT 72

PART I - DEFICIENCY AND CONSUMPTION DATA (CURRENT YEAR ONLY) - ONLY SHIP FORCES FILL IN BLOCKS 13 THRU 20.

ACTION	13. CONTROLLED EQUIPAGE (FC AE)	14. REPAIR PARTS (FC AR)	15. CONSUMABLES AND SERVICES (FC OTHER)	TOTAL
MAN-DATORY MATERIAL DEFICIENCY	16.			
CUMULATIVE MANDATORY MATERIAL CONSUMED	17. 268.81	18. 6,823.10	19. 2,643.92	20. 9,735.83

PART II - OPTAR DATA

21. FUND CODE	22. MANDATORY OBLIGATION BY TO DATE	23. CUMULATIVE DIFFERENCES	24. CUMULATIVE GROSS ADJ. OBLIGATIONS	25. TYPE EQUIPMENT CODE	26. NUMBER OF AIRCRAFT	27. HOURS FOR PERIOD	28. HOURS FLOWN FYTD
				ONLY AVIATION FORCES FILL IN BLOCKS 25 THRU 28			
AE	519.15	0.00	519.15				
AR	5,339.43	151.18	5,490.61				
OTHER	2,802.85	-15.48	2,787.37				
TOTAL	8,661.43	135.70	8,797.13				

PART III. TRANSMITTAL LETTER (TL) RECAP - (CURRENT MONTH ONLY)

29. TL NO.	TL 007/3	TL 008/3	TL 009/3	TL	TL	TOTAL
30. AMT	648.78	1,284.15	560.73			2,493.66

31. OPTAR GRANT FISCAL YEAR TO DATE	$25,000.00
32. DATE OF LAST EXPENSE FILE TAPE RECEIVED	26 SEPT 72
33. DATE OF LAST EXPENSE & EXTRACT RECEIVED	26 SEPT 72

123.70

Figure 8-11.—Budget/OPTAR Report.

Balancing the Budget/OPTAR Report

The Budget/OPTAR Report is balanced by subtracting the "TOTAL" amount of block 24 from the "OPTAR Grant FYTD" amount in block 31 of the report. The result obtained should equal the Balance column total of the Requisition/OPTAR Log.

Prior Fiscal Year Budget/OPTAR Reports

Except for special circumstances cited in *Financial Management of Resources (Operating Forces)*, NAVSO P-3013, the Budget/OPTAR Report is submitted each month for the 12 month period of the current fiscal year and for six months thereafter. For example, for fiscal 1973 OPTARS, the report is submitted monthly from July 1972 through December 1973. The December report is marked "FINAL". Following submission of the December 1973 report, the only time a report is required is to report submission of confirmed supply system cancellations.

The preparation of the Budget/OPTAR report for prior fiscal years is the same as for the current fiscal year, except for Part I (Deficiency and Consumption Data) which is reported for the current fiscal year only.

Message Reports

When it is anticipated that air mail will not deliver the Budget/OPTAR Report to the fleet accounting office by the close of business of the fifth day of the month, a message report is submitted. The message report includes current and prio. year OPTAR reports, medical and dental open operating budget data, and any other data required by higher authority. Each OPTAR, open operating budget, and other specific categories of information are reported in separate paragraphs of the message.

The message report is prepared on the first working day following the end of the month. The type commander and fleet commander (if medical/dental data is reported) are INFO addees on the message report. Figure 8-12 is a sample message Budget/OPTAR Report. It should be noted that submission of a message report does not relieve your command of the responsibility of submitting a formal Budget/OPTAR report.

NSA RETURNS AFLOAT

Navy Stock Account (NSA) returns afloat are rendered by ships carrying NSA load list material. Load list material as used in this presentation means, "material carried primarily for issue to other ships or to support the ship's onboard industrial repair facility."

Certain ships are authorized to carry NSA load list material. These ships are designated as fleet issue ships, tenders, or repair ships. The type of ship involved determines the class the material is carried in and the type of returns or reports required.

NAVY STOCK ACCOUNT CLASS 224

AF's, AO's, AOR's, AE's and AOE's are designated as fleet issue ships authorized to carry NSA load list material, special accounting class 224. Figure 8-13 shows the type of material normally carried by these ships. It should be noted that fleet and force commanders may augment or modify the loads carried by fleet issue ships to provide for local operational requirements.

Navy Stock Account Class 224, Accounting

The supporting Naval Supply Center, Norfolk or Oakland, maintains separate Financial Inventory Ledgers (NavCompt Form 2153) on NSA special accounting class 224 material by cognizance symbol for each fleet issue ship supported. Fleet issue ships are not required to render financial returns. However, these ships still must render a receipt and expenditure report to the supporting NSC and a supply effectiveness report to various offices and commands.

RECEIPT AND EXPENDITURE REPORT.--After posting to the ship's stock records, in-

UNCLASSIFIED

R R

USS JOS K. TAUSSIG

NAVREGFINCEN NORFOLK

INFO: CINCLANTFLT
COMCRUDESLANT

UNCLAS EFTO//N7330/

BUDGET OPTAR REPORT

1. SEPTEMBER/V54Ø3Ø/6Ø2C-57Ø18/FY 73/BLOCK 22
ECHO: FIVE ONE NINE PT ONE FIVE
ROMEO: FIVE THOU THREE THREE NINE PT FOUR THREE
OTHER: TWO THOU EIGHT ZERO TWO PT EIGHT FIVE
BLOCK 22 TOTAL: EIGHT THOU SIX SIX ONE PT FOUR THREE

2. SEPTEMBER/V54Ø3Ø/6Ø2C-57Ø18/FY-72/BLOCK 22
ECHO: TWO THOU ZERO ZERO ONE PT FOUR THREE
ROMEO: FOUR NINE THOU NINE EIGHT NINE PT ONE NINE
OTHER: TWO SIX THOU SIX TWO ONE PT SEVEN TWO
BLOCK 22 TOTAL: SEVEN EIGHT THOU SIX ONE TWO PT THREE FOUR

3. SEPTEMBER/MEDICAL-DENTAL/V54Ø3Ø/6Ø2A-ØØØ6ØA/FY 73
BLOCK 22/FC29 TOTAL: SIX EIGHT FIVE PT FOUR NINE

4. TYCOM INFO:
EQUIPAGE DEF: TWO THOU FIVE EIGHT FIVE PT ZERO ZERO
CONSUMPTION: ECHO: TWO SIX EIGHT PT EIGHT ONE
ROMEO: SIX THOU EIGHT TWO THREE PT ONE ZERO
OTHER: TWO THOU SIX FOUR THREE PT NINE TWO
DIFFERENCES: ECHO: ZERO PT ZERO ZERO
ROMEO: ONE FIVE ONE PT ONE EIGHT
OTHER: MINUS ONE FIVE PT FOUR EIGHT
BLOCK 23 TOTAL: ONE THREE FIVE PT SEVEN ZERO
OPTAR GRANT FYTD: TWO FIVE THOU ZERO ZERO ZERO PT ZERO ZERO

SKC F. SISTI,

LCDR G. F. KEANE, COMMANDING OFFICER

G. F. Keane

UNCLASSIFIED

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Figure 8-12.—Message Budget/OPTAR Report.

SHIP TYPE	MATERIAL NORMALLY CARRIED
AFS-- COMBAT STORES SHIPS	Equipage, repair parts, consumables, clothing, ship's store material and subsistence items.
AF - STORES SHIP	Subsistence items and fast-moving bulk items in common use by fleet units.
AE - AMMUNITION SHIP	Expendable ordnance material.
AOE - FAST COMBAT SUPPORT SHIP	Bulk petroleum products, expendable ordnance material bottled gases, subsistence items, and fast-moving common use items.
AOR/AO - REPLENISHMENT OILER/OILER	Bulk petroleum products, bottled gases, and fast moving common use items.

10.127

Figure 8-13.—Fleet issue ships and material carried by them.

voices or EAM cards covering issues and expenditures made by fleet issue ships are forwarded weekly by letter of transmittal to the supporting naval supply center for posting to NavCompt Form 2153 and for charging the appropriate allotments financing the ships to which issues were made. Summarization of invoices, when appropriate, is performed by the supporting center. Figure 8-14 illustrates a Receipt and Expenditure Report.

SUPPLY EFFECTIVENESS REPORT.—The Ship's Supply effectiveness Report (Mobile Logistic Support Force) (NAVSUP Form 1038) is a performance report based on demands and supply availability during the reporting period.

The NAVSUP Form 1038 is prepared by fleet issue ships, repair ships and tenders and submitted in accordance with current type commander directives, normally, on a monthly basis.

The Supply Effectiveness Report is designed to provide information reflecting the ship's current effectiveness in furnishing supply support to afloat units within the reporting ship's designated supply support responsibilities. This information is helpful to higher echelons of supply management, as well as the ship's supply department, in analyzing and improving supply support effectiveness.

NAVY STOCK ACCOUNT CLASS 207

Navy Stock Account Class 207 ships are tenders, repair ships, and combat stores ships whose primary mission has to do with industrial support of combat and other auxiliary vessels, and supply support of fleet units.

Accounting Class 207 is the division of the Navy Stock Fund used to finance the inventories of Navy Stock Account material carried by class 207 ships in support of their mission.

One point before moving on with this discussion.—the illustrations used in this section on class 207 accounting are the manual type ledgers in order to give you a clear example of entries. Class 207 ships all operate under automated supply procedures and these ledgers are actually in the form of computer printouts. The informa-

21 November 1972

4
(Report No.)

From: Commanding Officer, USS PISCES (AKS-7)
To: Commanding Officer, Naval Supply Center, Oakland, Calif.

Subj: Receipt and expenditure documents covering special accounting class 224 material; forwarding of

Ref: (a) NAVSUP P-485, par 4450 and 4451

Encl: (1) Receipt documents on material received since last letter
(2) Expenditure documents on material issued since last letter

1. In accordance with reference (a) enclosures are forwarded herewith.

2. The number of receipt and expenditure documents by cognizance symbol covered by this report are as follows:

COGNIZANCE SYMBOL	NO. EXPENDITURE DOCUMENTS	NO. RECEIPT DOCUMENTS	OTHER
9D	10	1	
9G	150	15	2 surveys
1H	110	5	
9L	10	1	
9M	200	50	5 surveys
1N	0	1	
9N	5	1	
1Q	10	1	
9U	10	0	
1W	5	1	
9W	40	10	
1A	40	11	
9Z	35	5	1 survey
9A	6	2	
9C	2	1	
9Y	3	0	
	6	0	

C. W. Thomas
C. W. THOMAS

By direction

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Figure 8-14.—NSA Class 224, Receipt and Expenditure Report.

tion on the printout used aboard ships is arrived at in the same manner as the manual form.

The supply department on a class 207 ship has a kind of split personality. It performs as a small NSC on one hand and on the other like a customer, or "end-user" ship. The supply officer has two "pots" of money to use in meeting the ship's material needs. His storeroom stock is paid for by the Navy Stock Fund, not his type commander's operating budget (OPTAR). His type commander's OPTAR is used to obtain material and supplies for his ship's own use from various sources, including the storeroom stock paid for by the Navy Stock Fund.

The supply officer on a 207 ship must keep financial records on his type commander's OPTAR in the same manner as any other ship. In addition, he must also keep financial records on his Navy Stock Fund inventory so he can account for it to NAVSUP and the fleet accounting office. Two documents are used to record transactions pertaining to these two "pots".

Master OPTAR Ledger

The Master OPTAR Ledger is used to record the amount authorized, obligations, expenditures, difference, and balance of supplies and equipage (S&E) funds. Figure 8-15 is an example of the master OPTAR ledger. Notice that the $10.00 for supplies is deducted from the OPTAR balance just as it will be from the Financial Inventory Control Ledger balance in figure 8-16. When NSA material passes into the hands of an "end-user" his end use S&E funds (OPTAR) must pay the NSF for that material.

Financial Inventory Control Ledger

The Financial Inventory Control Ledger (FICL) is a financial record which accumulates financial data on the NSA inventory. "End use" ships (DD, SS etc.) keep only stock records on inventory and would have to extend them to determine the value of their inventory. In automated NSF class 207 ship's the FICL is maintained on a magnetic computer tape called the Financial Master File.

A separate Financial Inventory Control Ledger page would be kept for each cognizance symbol and a master page would be kept to show the total inventory value. Referring to figure 8-16 you will see a two digit alpha-numeric column code near the top of each page of

MASTER OPTAR LEDGER

DATE	EXPLANATION	AUTH.	OBLIGATIONS			EXPENDITURES			DIFF.	BALANCE
			E	R	O	E	R	O		
		1500								1500
								10		1490
								-		

10.87

Figure 8-15.—Master OPTAR Ledger.

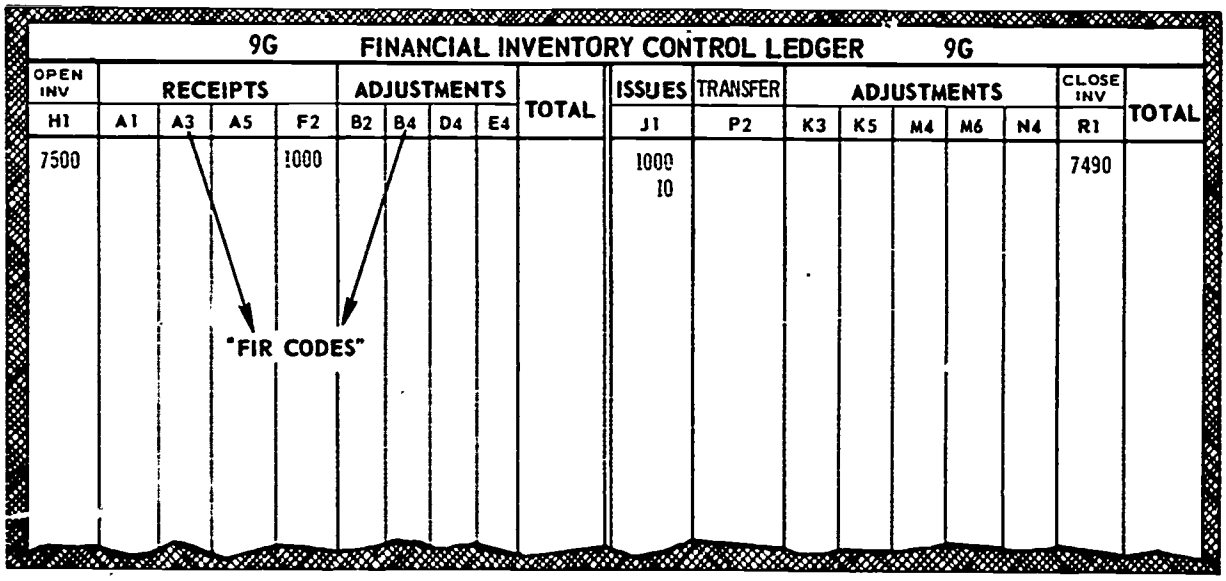

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Figure 8-16.—Financial Inventory Control Ledger (FICL).

the FICL. These Financial Inventory Report (FIR) Codes are assigned to these columns to facilitate recapping different categories of receipts and charges.

RECEIPT DOCUMENTS.—Although different forms of receipt documents are used, they all accomplish the same basic purpose. That is, they tell what material and what quantity was received, where the material came from, and how much is being charged.

When NSA material is received, the receipt document is used to record the money value of the material to the receipt side of the FICL on the page for that cognizance symbol, and also on the master page. In practice, receipts are batch posted by the computer.

Receipts are batched into different types based on the receipt document. If the receipt document is a 1348-1 we look at the "RI FROM", for example:

RECEIPT DOCUMENT	RI FROM	FIR CODE	TYPE OF RECEIPT
DD1155	N/A	A1	Receipt from purchase
DD1348-1	NOI	A3	DOD or DSA receipt
DD1348-1	GSO	A5	GSA receipt
DD1348-1	NDZ	F2	OSO receipt

The appropriate FIR code is assigned based on RI FROM and type of receipt document. In practice, the FIR code is assigned by the computer.

POSTING RECEIPTS.–Receipts are posted to the FICL under the applicable FIR code. Figure 8-17 illustrates this and shows the effect of the transaction on the FICL. The mechanics of how the posting gets done (by hand, accounting machine or computer) varies and is not important here. What is important is the effect on the FICL.

ISSUE TRANSACTION.–Issues on class 207 ships are different from transfers in that an issue to an end user results in material being extracted or lost to the NSA and not just transferred around within NSA. Material issued from the NSA is normally consumed or put in stock in an "end-use" ship. The end user's OPTAR funds are charged for the value of the material he receives

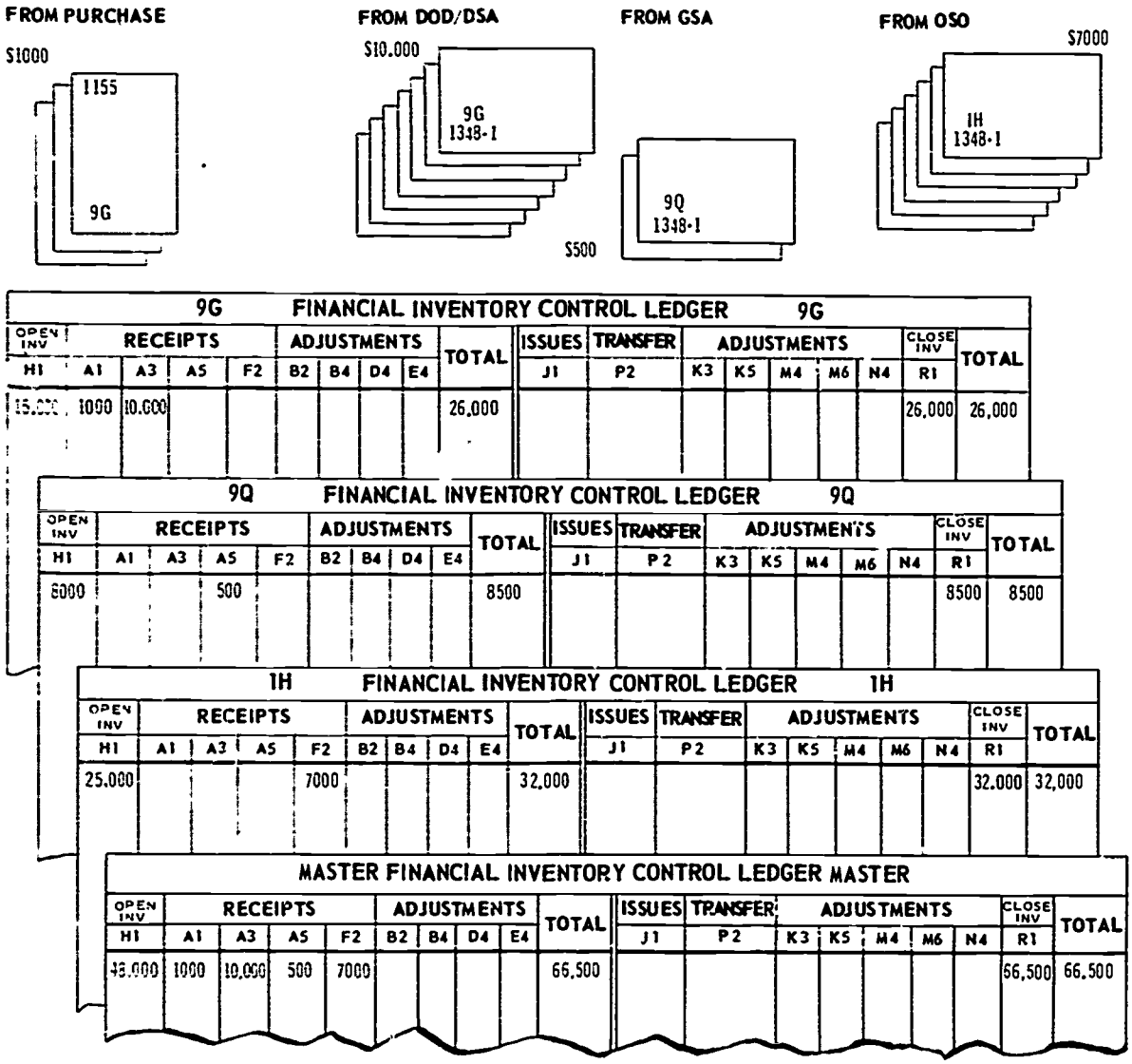

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Figure 8-17.–Posting NSA receipts.

from the NSA and in this way, the NSF is reimbursed. When NSA material is issued, the requisition is used to record the money value of the issue to the expenditure side of the FICL, on the page for that cognizance symbol and also on the master page. The most common type of issue is the issue "to use". Figure 8-18 is an example of issues being posted to the FICL.

By studying figure 8-18 you can see the effect of an issue from stock on the FICL. But what happens when material is NIS or NC and a requisition from the end user department has to go ashore?

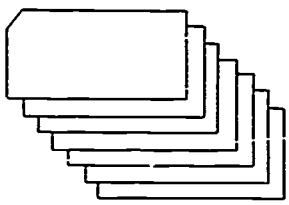
You might think that the requisition would bear the end use fund code because the material will not be taken physically into class 207 stock but turned over to the end user immediately upon receipt. This is not the way it works. DTO requisitions for NSA material from a class 207 ship cite NSA fund codes. In spite of that, we record an obligation against the end user's OPTAR funds. Before you try to understand why, let's see how the FICL is affected.

- When the requisition is sent ashore, the FICL is not immediately affected.

- Receipt of the material starts the process that is illustrated in figure 8-19.

In your study of figure 8-19 notice that the receipt offsets the expenditure so that the closing inventory is unchanged. This is commonly called a "wash-through" entry because the material was never physically received into stock.

On the other hand, notice that the "Issues" column is now $250 more than before the



MASTER FINANCIAL INVENTORY CONTROL LEDGER MASTER

OPEN INV	RECEIPTS				ADJUSTMENTS				TOTAL	ISSUES	TRANSFER	ADJUSTMENTS					CLOSE INV	TOTAL
H1	A1	A3	A5	F2	B2	B4	D4	E4		J1	P2	K3	K5	M4	M6	N4	R1	
59,000									59.000	9000							50,000	59,000

Individual cog pages are not illustrated

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Figure 8-18.—NSA Stock Issue Transaction.

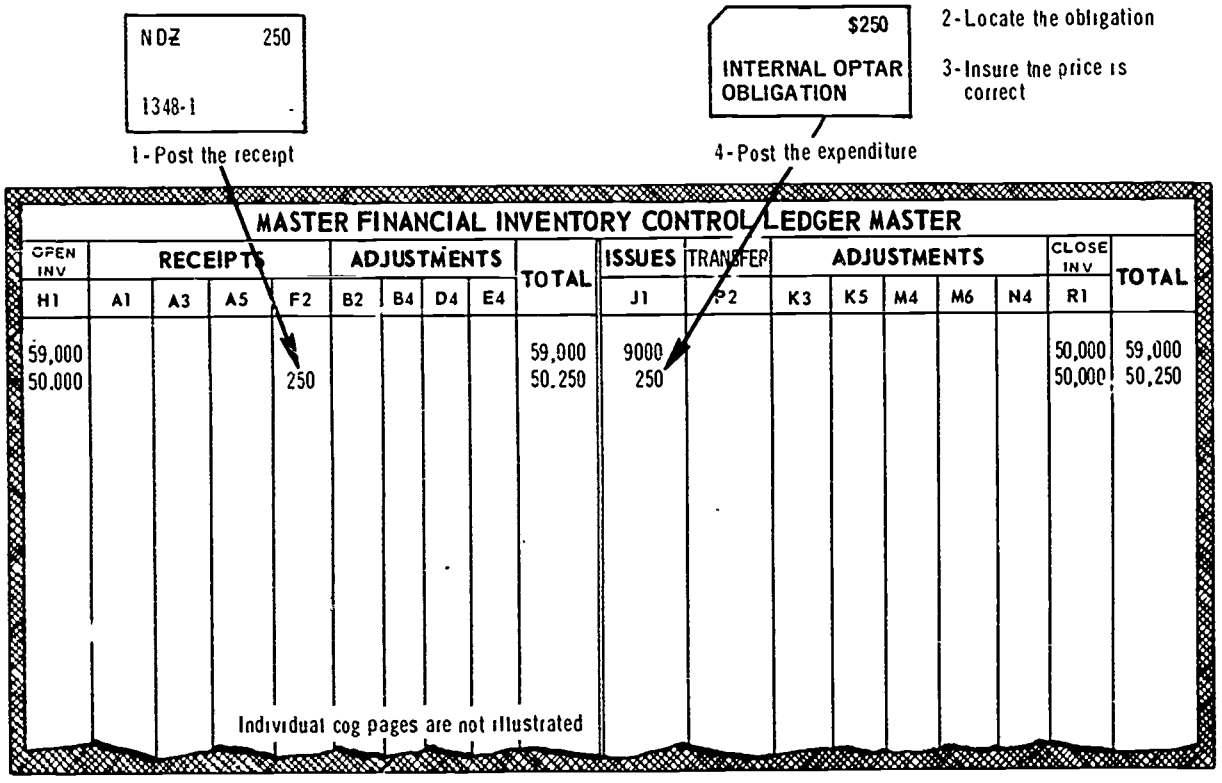

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Figure 8-19.—NSA NIS/NC Receipt Transaction.

transaction. The value of the DTO receipt is posted to the "Issues" column for the following reason:

While NSA class 207 inventories are funded by an open budget there is a very real limit to the amount of NSF money that is available. This money has to be allocated efficiently by Navy managers to the stock points and the ships. There is never enough money, and if too much is in one place it means too little is somewhere else.

In determining how much NSF money can be allocated to ships, the managers base their decision largely on the ships' issues, i.e., "sales", because issues are an indication of the degree of business or support the ships provide.

If only issues from stock were recorded as issues, the managers would not get a true picture of how large the ship's requirements for NSF money are, because even with the best load list, the ship will never be 100 percent effective (meet every requirement for material from stock on hand). To make up for inadequacies in load lists and COSAL's (which cause NCs) and in the supply system's support (which cause NISs) the value of receipts of NIS/NC material on DTO requisitions is "washed through" the FICL by simultaneous receipt and expenditure. Thus, for determining the amount of issues it appears as though the material had been issued from stock. This is the reason that DTO requisitions for NSA material bear NSF fund codes even though OPTAR funds are obligated in anticipation of the eventual receipt and charge to OPTAR funds.

TRANSFERS TO OTHER SUPPLY OFFICERS.—When "ready for issue" (RFI) NSA material is transferred to another supply officer

who is accountable for an inventory in the Navy Stock Account, the transaction is a "transfer to other supply officer (OSO)" instead of an issue. The value of the material in NSA is unchanged since material is not lost to the account but only changes physical location within the NSA.

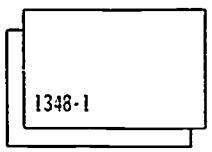
OSO transfers occur when another NSF class 207 or 224 ship needs the material, and more commonly, when RFI material becomes excess through changes in load lists and is turned in to a nearby stock point. Turn-in of "not ready for issue" (NRFI) material is not posted to the OSO transfer column of the FICL since the FICL represents only RFI material inventories. Figure 8-20 is an example of posting OSO transfers to the FICL.

NSA ADJUSTMENTS.—In order to account for an inventory worth $1-3 million, and to cope with the management changes that take place, several types of adjusting entries are required. For example, when material is missing from storerooms or issued with loss of the issue document, the result is loss by inventory. In order to make the FICL agree with the actual stock status, adjusting entries are made. Separate columns are provided for different types of adjustments. Figure 8-21 is an example of NSA adjustment codes and how they affect the FICL.

OPTAR Report

The foregoing discussion deals with requirements for recording the effect of transactions on certain records. One of the main purposes of this accounting, other than for local inventory and fiscal management, is to provide data for reports to the type commander and the NRFC.

OPTAR funds include funds for repair of other vessels, (ROV) on tenders and repair ships, and for own ship's use (OSU). In addition, ROV



FINANCIAL INVENTORY CONTROL LEDGER

OPEN INV	RECEIPTS				ADJUSTMENTS				TOTAL	ISSUES	TRANSFER	ADJUSTMENTS					CLOSE INV	TOTAL
H1	A1	A3	A5	F2	B2	B4	D4	E4		J1	P2	K3	K5	M4	M6	N4	R1	
75,000									75,000		200						74,800	75,000

Individual ccg pages are not illustrated

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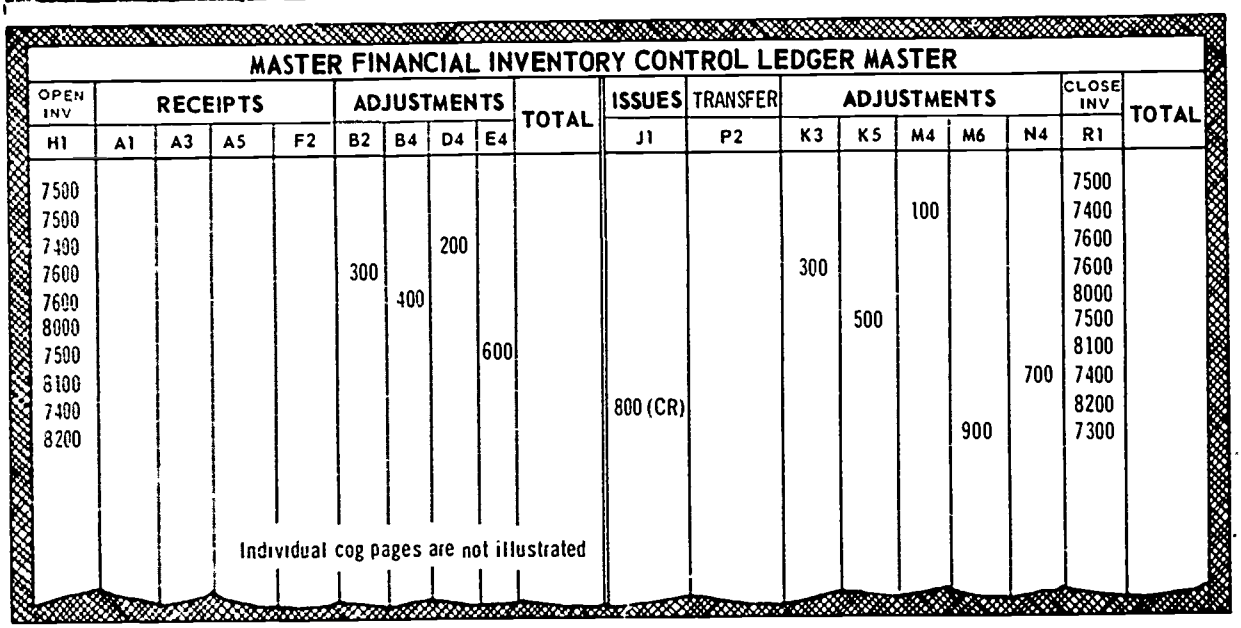
Figure 8-20.—NSA transfers to other supply officers.



MASTER FINANCIAL INVENTORY CONTROL LEDGER MASTER

OPEN INV	RECEIPTS				ADJUSTMENTS				TOTAL	ISSUES	TRANSFER	ADJUSTMENTS					CLOSE INV	TOTAL
H1	A1	A3	A5	F2	B2	B4	D4	E4		J1	P2	K3	K5	M4	M6	N4	R1	
7500														100			7500	
7500																	7400	
7400							200										7600	
7600					300							300					7600	
7600						400											8000	
8000													500				7500	
7500								600									8100	
8100																700	7400	
7400										800 (CR)							8200	
8200															900		7300	

Individual cog pages are not illustrated

Loss by inventory	$100 – FIR code M4
Gain by inventory	$200 – FIR code D4
Cog transfer	$300 – FIR codes B2, K3 (i.e., 1H to 9C cog)
Capitalization	$400 – FIR code B4 (i.e., 2A to 1A cog)
Decapitalization	$500 – FIR code K5 (i.e., 1N to 2N cog)
Price changes (gains)	$600 – FIR code E4
Price changes (decreases)	$700 – FIR code N4
MTIS	$800 – FIR code J1 (credit)
Survey of stock	$900 – FIR code M6

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Figure 8-21.–NSA Adjustments Transactions.

is divided into ROV direct and ROV indirect or overhead.

Monthly, class 07 ships submit the Budget/OPTAR Report (NAVCOMPT Form 2157) to the NRFC and the type commander. Generally, this report is no different from the report rendered by non-stock funded ships. However, in performing OPTAR accounting aboard class 207 ships, the following points must be kept in mind:

- Unfilled orders or obligations are represented by DTO requisitions with special accounting class 207 fund codes and are posted to OPTAR records, but not the FICL, because they have no effect on inventory or issues until the material is received.

- Unfilled orders with NSF class 207 fund codes are NOT transmitted to NRFC.

- Issues from stock and NSA DTO receipts represent expenditures. Issues are posted under FIR code J1. DTO receipts are posted under the appropriate receipt FIR code AND under FIR code J1. Both result in changes to OPTAR funds.

- OPTAR obligations become expenditures upon receipt of the material and should not exist simultaneously for the same requisition unless a partial issue is involved. In other words, the obligations are discontinued when material is received and the transaction becomes an expenditure.

• Because NSA is a material account, services such as rental or laundry service cannot be "washed through." These obligations and expenditures are included in gross adjusted obligations in the NAVCOMPT Form 2157 and in the OPTAR, but, because the supporting requisition bears an "end use" fund code, billing by the issuing activity is direct to end use (type commander's funds) and the tender's class 207 account is by-passed. Unfilled orders for these transactions are transmitted monthly to NRFC.

NSA Stores Returns

While the actual preparation of NSA class 207 stores returns is accomplished by the computer, and is beyond the scope of this manual, the following is presented to give you an idea of what is required.

Monthly, a special accounting class 207 ship submits a Financial Inventory Report (FIR) to the NRFC, Norfolk or San Diego. Basically, it is a report to the NRFC of the opening inventory, receipts, expenditures, and the closing inventory. The figures for receipts and expenditures are substantiated by vouchers, magnetic tape, EAM cards, and machine listings.

The basic FIR document is a computer listing, which is a machine generated recap by cognizance symbol of the opening inventory, receipts, expenditures, and closing inventory. Figure 8-22 is an example of a FIR report with supporting documents.

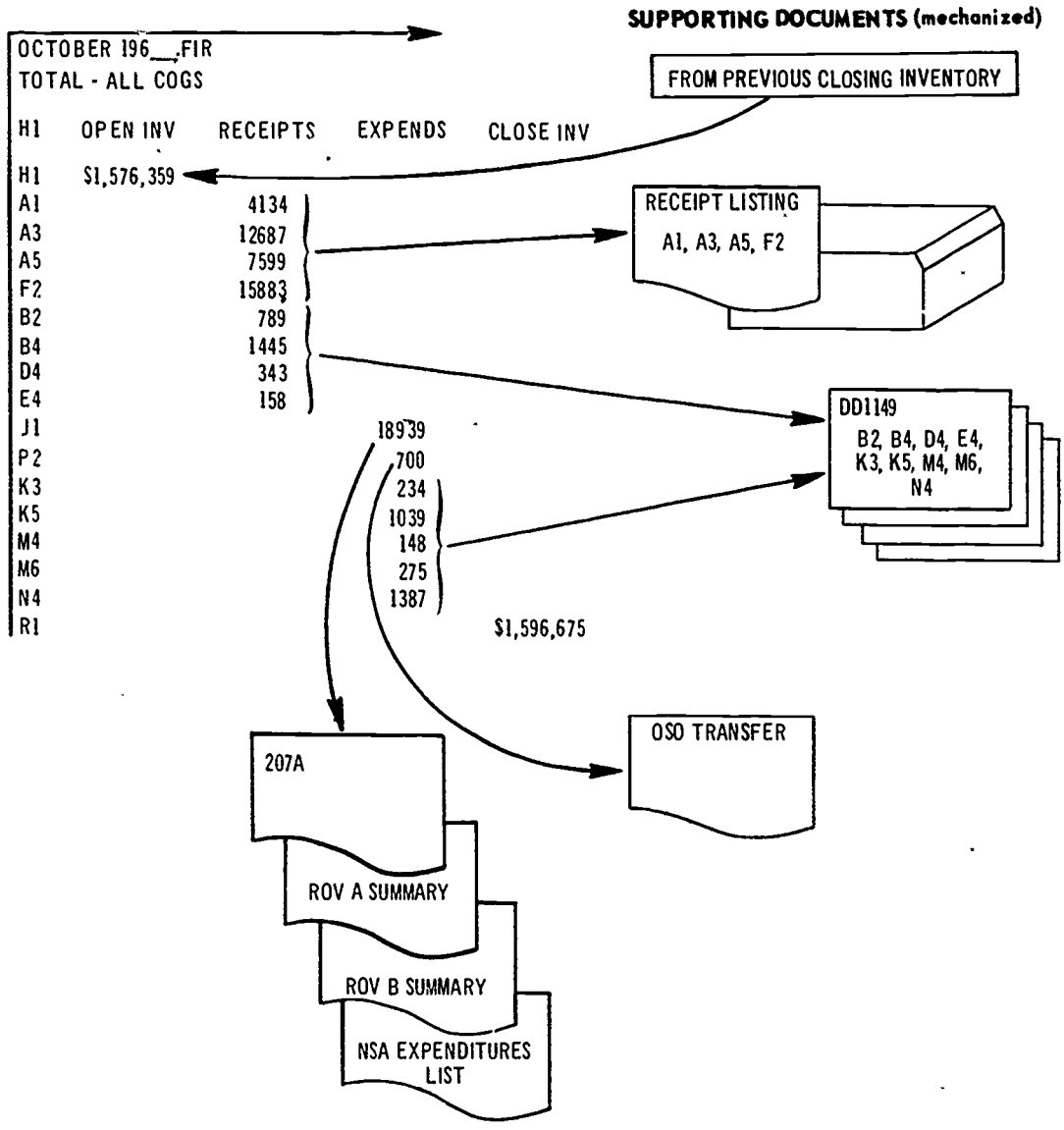

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Figure 8-22.–FIR Report.

CHAPTER 9

STOWAGE AFLOAT AND ASHORE

In order for your stores to be useful to your ship it is essential for them to be stowed in such a way that both protects the stores from deterioration and at the same time protects the ship from any dangers presented by having the stores on board. In this chapter we will discuss some of the procedures to be followed when storing and handling stores both aboard ship and in warehouses. Safety procedures for materials handling were discussed in *Storekeeper 3&2* and should be reviewed in conjunction with this chapter.

DEFINITIONS

Some terms used in stowage should be defined before we go any further.

WAREHOUSING is the scientific and economical receipt, storage, and issue of materials for safekeeping and rapid availability. This term refers to the detailed application of the principles of space layout and location of materials, or assignment of a particular item to a specific storage area at a terminal supply point.

STORAGE, in its customary meaning, implies the care and protection of material lying idle in a warehouse. Navy terminology applies "storage" to material moving through any one of a number of vital stages in its journey from the factory to the shipping terminal. Generally speaking, storage is the assembly of material from various sources to be held and protected until needed.

STOWAGE, in Navy usage, refers to the method of storing or loading the different types of cargoes into the hold of a ship.

MEASUREMENT TON–Usually 40 cubic feet. This is also called a ship ton.

MEASUREMENT CARGO–A term used to describe cargo which measures more than 40 cubic feet per ton.

DEADWEIGHT CARGO–A term used to describe cargo which measures less than 40 cubic feet per ton.

STOWAGE FACTOR–A term applied to cargo indicating the number of cubic feet of space occupied by one long ton of a commodity packed for shipment. It is arrived at by dividing the volume of cubic feet by the weight of cargo in long tons (2240 lbs), i.e. $SF = \frac{V}{W}$

Knowing the stowage factor of a commodity and the available cubic feet of stowage, the total weight to fill this volume can be determined. As an example, a light tank of 12.73 tons weight that occupies a volume of 942 cubic feet would have a stowage factor of:

$$SF: \frac{942}{12.73} \text{ 73.9 or 74.}$$

In practice, EXTENSIVE TABULATIONS are available indicating the stowage factor for almost any conceivable commodity or a representative group.

STOWAGE AFLOAT

Stowage of material afloat requires a knowledge of the factors to be considered in determining the stowage location best suited to the stores, the precautions to be taken to ensure the safety of both the stores and the ship, and accessibility of the stores.

SHELF LIFE

Shelf life codes are assigned to all items in the supply system with an FSN. The purpose of shelf life codes is to provide a system for

identifying those items in the supply system that will deteriorate if not used by a specific date. The loss of these items because of expiration of shelf life results in large financial losses throughout the supply system. Effective control of shelf life material primarily depends on the efforts of the storeroom Storekeeper.

Each shelf life item is identified by FSN in List of Items Requiring Special Handling (LIRSH) NAVSUP P-4105 and a shelf life code and shelf life action code assigned. Additionally, shelf life codes are shown in the NMDL with the item FSN. The shelf life code is a single character alpha or numeric code that indicates the item's storage time period. The shelf life action code is a two digit alpha/alpha or alpha/numeric code that specifies the action to be taken when the item reaches the end of its storage life.

Shelf life items fall into two categories.

Type I items have a nonextendable shelf life. When the shelf life is reached, these items usually must be destroyed. The exception is for material that can safely be used for a secondary purpose that does not require the item to be in a ready for issue condition.

Type II items are those with an extendable shelf life. When shelf life for these items is reached, the item is restored (when within the ship's capability) in accordance with the shelf life action code and the inventory manager's instructions. If a type II item cannot be restored by your ship, it is turned in to the nearest shore activity.

To help in controlling shelf life items, each NAVSUP 1114 and NAVSUP 1075 (if maintained) is annotated with the shelf life code of the item and the shelf life action code. Additionally, shelf life items received from a shore supply activity or direct from the contractor are identified as shelf life items on the package as shown in figure 9-1.

Items in stock that do not have a date from which shelf life can be determined (with an extended cost of $50 or more) are reported by speedletter to the cognizant inventory manager via your type commander, with a request for disposition instructions. Exact information required by the inventory manager is contained in NAVSUP P-485 para 4711.3B.

TYPE I SHELF LIFE ITEM
DATE (MANUFACTURE / CURE / ASSEMBLY) _____
EXPIRATION DATE _____

OR

TYPE II SHELF LIFE ITEM
DATE (MANUFACTURE / CURE / ASSEMBLY) _____
INSPECTION / TEST DATE _____
EXTENDED EXPIRATION TEST DATE _____

10.129

Figure 9-1.—Method used to identify shelf life items.

Excess shelf life items and shelf life items which your ship cannot use or restore prior to the expiration of shelf life are turned in. When turning shelf life items in, the newest stock rather than the oldest is always turned in first unless some extenuating circumstance, such as a deployment schedule, make it impracticable. To illustrate, assume you have an item with an onboard quantity of 10. Of these 10 items 6 have a shelf life expiration date of 30 Sep 74, 3 have an expiration date of 31 Oct 74 and 1 has an expiration date of 15 Nov 74. Your ship is in overhaul and you do not expect to use more than 3 of these items before their respective expiration dates. You would turn in all the items with expiration dates of 31 Oct and 15 Nov plus 3 of the items with an expiration date of 30 Sep.

Type I shelf life items are not turned in to supply activities in the United States, including Hawaii, if the extended cost is $50 or less or the remaining storage life is 3 months or less. Type I material is not turned in overseas or in Alaska if the extended cost is $100 or less or the remaining storage life is 6 months or less.

All shelf life items should be stored in spaces that cause the least deterioration of the material. When inspected at receipt, you should ensure that the item is packaged and preserved adequately to protect it.

Shelf life items must be inspected in the storeroom as often as necessary for condition and expiration dates.

Subsistence Items and Ship's Store Stock

Subsistence items and ship's store stock have the same shelf life problems as do general stores, only more pronounced. Overall, food items and ship's store stock deteriorate faster than general stores. Many of the same precautions that are taken to protect general stores apply to subsistence and ship's store stock.

Shelf life for food items can be found in NAVSUP P-486.

The two most important factors to be considered in storing food items are temperature and humidity. Obviously, frozen items should not be left in areas that will allow thawing. All frozen subsistence items are to be stored at temperatures not to exceed 0°F. For chilled items the storage temperature is generally between 32°-35°F.

Semiperishable items (items that do not require refrigeration) should normally be stored in cool, dry spaces. High temperatures and humidity encourage bacteria and mold growth, and insect infestation. Unpleasant odors and swelling of cans are two signs of deterioration of stock.

Shelf life for subsistence starts with the date of packing and not the date of receipt.

Ship's store items do not enjoy the shelf life management tool. One reason for this is that while many ships will have the same type of item, the brand itself may be different and have different properties which could have an effect on the shelf life of the item.

As with subsistence, high temperature and humidity are factors which accelerate deterioration of ship's store stock. Some items that require particular attention when storing them are:

- Candies and chocolate items are very perishable/rapid deteriorators in high temperatures and should not be stored in temperatures exceeding 60°F with a humidity not to exceed 75 degrees.
- Cookies and crackers should be stored in areas of low humidity to prevent them from becoming stale and musty.
- Batteries deteriorate rapidly if stored in high humidity areas. Store in a cool dry spot.
- Fountain supplies are generally susceptible to the same can deterioration described for subsistence items.
- Film and photographic paper are stored in cool, dry areas. Additionally, film items normally have a processing expiration date.

HAZARDOUS ITEMS

Certain items have inherent properties which make them hazardous to personnel, the ship, or both. Most of these materials can be stowed safely if the proper care is taken.

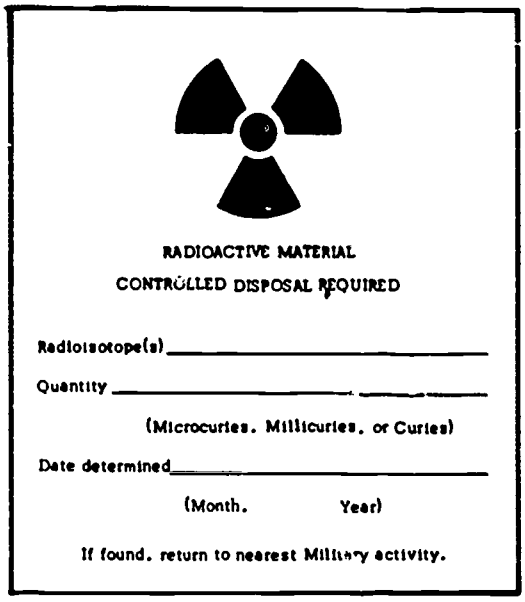
The *Consolidated Hazardous Item List (CHIL)*, NAVSUP P-4500, is the principal identifying source for Navy units, of items with hazardous characteristics. Excluded from the CHIL are items covered by other specific instructions or regulations. Examples of such items are:

- Ammunition, explosives, and warfare chemicals
- Bulk fuels and oils
- Drugs and chemicals used or dispensed by medical department pharmacies
- Reagents and chemicals used by clinical and chemical laboratories.

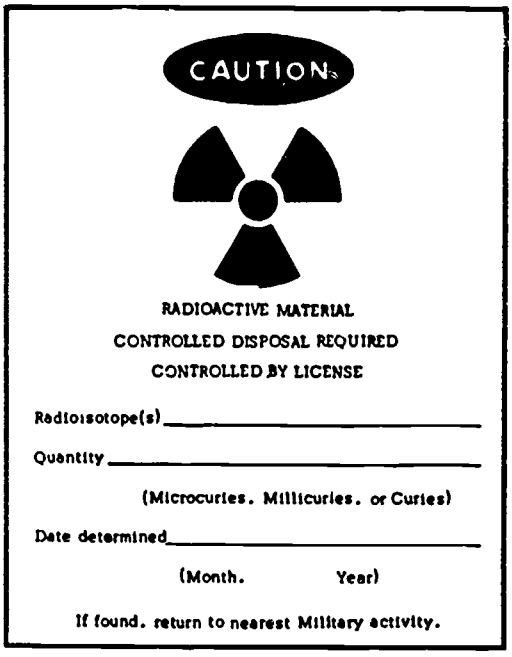
Briefly stated, the CHIL provides the hazardous description for designated items plus a definition of the types of hazards. Additionally, the CHIL shows stowage classification codes for both shipboard storage (a two digit code) and shore storage (a single digit code). The CHIL is composed of three sections:

- FIIN sequence
- Nomenclature sequence
- In ship storage sequence by FIIN number.

Hazardous items are identified by Military Standard Symbols (MIL-STD). These symbols are designed for stowage and material handling operations only. The three types of labels used are Hazardous Radioactive Materials (figure 9-2), Hazardous Magnetic Material (figure 9-3), and



TYPE I MARKING



TYPE II MARKING

STANDARD LABEL

ALTERNATE LABEL

40.67(123G)

Figure 9-2.–Hazardous radioactive material labels.

Industrial Chemicals/Materials, MIL-STD 1341 (figure 9-4). The MIL-STD 1341 symbol (figure 9-4) is a four part label. It tells on a scale of 0-4 the type of hazard with respect to health, flammability, and reactivity. The lower fourth part shows the specific hazard of the item, when the specific hazard is not described by any or all of the other three parts.

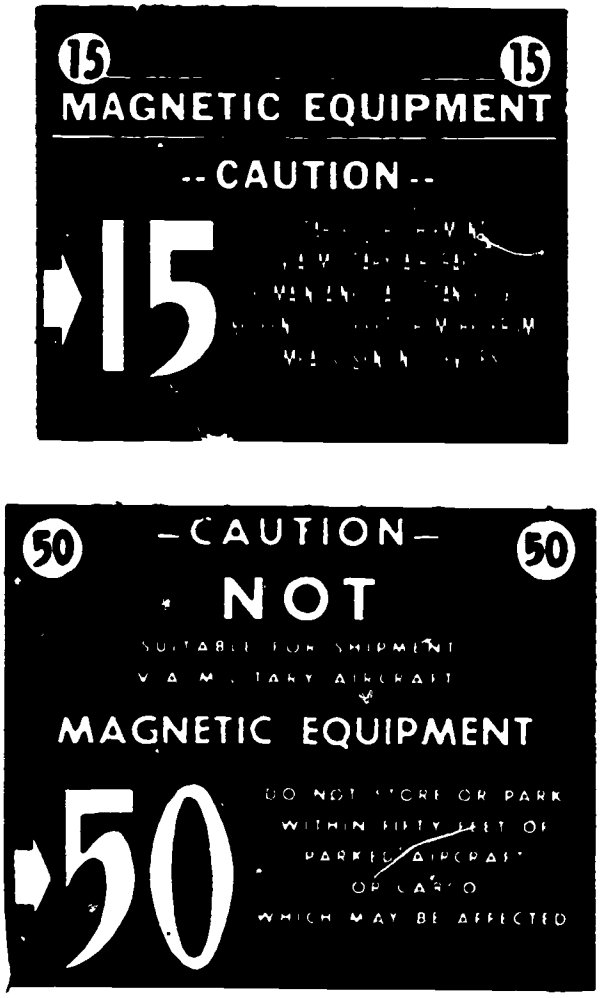


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Figure 9-3.—Hazardous magnetic materials label.

Acid

Liquid acid is stored in a box, chest, or locker lined in lead or other suitable acid resistant material. The storeroom must be located below the full load waterline with the lower bulkhead and deck having a watertight lead lining.

Personnel handling acids must wear protective clothing (rubber aprons, gloves etc).

Gases

Compressed gases are stowed on the weather deck in a vertical position. Care must be taken to protect the cylinder valves from accumulation of ice and snow and the cylinders themselves from the direct rays of the sun. The protective cap for the cylinder valve must be in place when the cylinders are not in use.

Flammable Liquids

Liquids with a flashpoint of 200° F or less are considered flammable. These liquids currently include but are not limited to:

- Gasoline and other petroleum products
- Solvents
- Chemicals
- Stencil paints, marking and printers inks
- Thinners, primers, varnishes, lacquers, liquid cements, alcohol, acetone, ether, and naphtha.

Whenever possible, flammable liquids are stowed in a storeroom below the full load

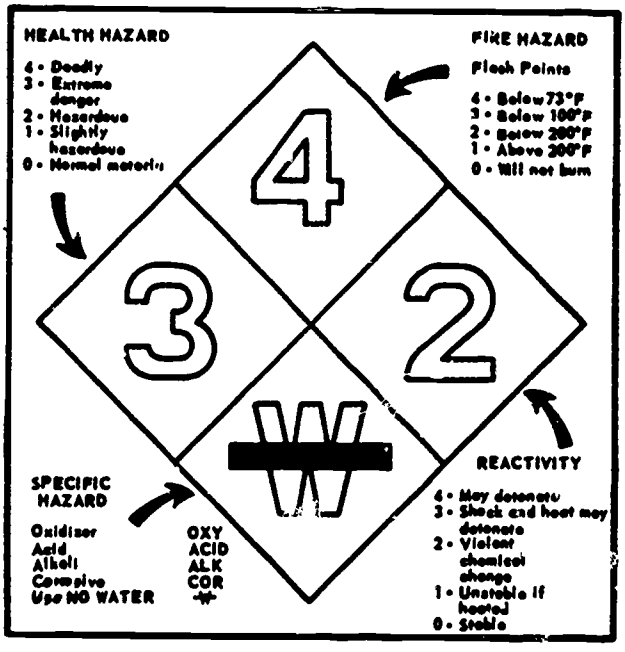

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Figure 9-4.—Industrial chemicals/material label MIL-STD 1341.

waterline of the ship. This storeroom should be near either end of the ship but not next to a magazine. If flammable liquids must be stowed on weather decks because of size (drums for example) they should be stowed vertically in racks with the bung end up. As with gas cylinders, flammable material should be protected from the direct rays of the sun, covered with tarpaulins, and so forth.

Calcium Hypochlorite

Calcium hypochlorite itself is noncumbustible. Rather it is a reactory item; that is, it will cause extreme heat, ignite, or give off a toxious gas if it comes in contact with various other materials such as paint, acids, fabrics, et cetera. Because of this property, calcium hypochlorite is stowed in lockers or bins labeled "Hazardous Material, Calcium Hypochlorite". Never stow calcium hypochlorite in bins where the temperature exceeds 100°F, within 5 feet of any heat source or surface that may exceed 140°F under normal operating conditions, or next to a magazine. Additionally, the area must not be used for stowage of any other organic material.

Radioactive Items

Several instruments and components, plus various electron tubes, contain radioactive particles. Generally there is little danger from instruments with radioactive properties unless the sealed source is broken. Radioactive tubes stowed in their original cartons, or relatively small quantities of unpackaged radioactive tubes may also present a radiation hazard. Areas used to stow items with radioactive properties should be marked with a radiation hazard label (figure 9-2), and the storeroom monitored when initial or replenishment stocks are stored.

Care must be taken when handling damaged or broken items to prevent radioactive gases or particles from entering your body through cuts on the skin or by ingestion and breathing. Wearing of rubber gloves is usually recommended when handling damaged items. Additionally, your medical department should be consulted whenever contact is made with damaged radioactive items.

AIR CIRCULATION

The temperature in a storeroom containing fresh or frozen provisions should be the same in all parts of the storeroom. If, for example, the temperature in the back of the storeroom were higher than in the front it would be possible for spoilage to result.

The use of a fan or duct system is helpful in maintaining good circulation to all parts of the storeroom. Also, whenever possible, stores should be stowed in such a way as to allow for adequate air circulation throughout the storeroom.

Generally, when the temperature in a storeroom is at the recommended level throughout the storeroom, the air circulation may be considered adequate.

Thawing and Holding Times

Frozen stores being moved on deck for transfer to another ship should not be removed from the freezer any earlier than necessary to allow for smooth transfer. Generally, frozen stores should not be removed from the frozen foods storeroom more than one hour before transfer.

INVENTORY OF TAX FREE TOBACCO PRODUCTS

Each time your ship enters or departs the three mile limits of the United States, all tax free tobacco products must be inventoried.

The inventory is normally taken by the accountable officer or his designated officer assistant and recorded on the Tax-Free Cigarette Inventory, NAVSUP Form 1234. Neither the custodian of the space being inventoried nor the office records Storekeeper is to be part of the inventory team. However, the custodian of the space is always present to verify the count of the items.

Unreconciled differences discovered as a result of the inventory are reported in writing to the commanding officer. A copy of the letter report and the inventory form showing the discrepancy are then made available to any inspecting officer and to the Internal Revenue Service officers.

STOCK ROTATION

Most stock, whether general stores, subsistence, or ship store stock is received with a date on the container. This date may be the date of manufacture in the case of general stores or the expiration date of the material, in the case of semi-perishable or perishable items.

When stores of any type are received, they should be stored to allow for stock rotation and turnover on a first-in, first-out basis. That is, the stock with the earliest date of manufacture or expiration should be issued first.

Stores that are received without a date of manufacture or expiration should be marked with the date the material is received and issued in normal rotation with the rest of your stores.

CARGO STOWAGE PLAN

The cargo stowage plan is a completed diagram of a vessel's cargo space showing the location (both on and below deck) of all cargo loaded. In addition, the cargo stowage plan indicates such items as summary of cargo to be discharged for each port, summary and location of heavy lifts, capacity and location of ship's booms, remarks on special items of cargo such as location and quantity of mail, cargo of unusual value, et cetera. Figure 9-5, is an example of a standard cargo stowage plan.

Preparation of Plan

The preparation of cargo stowage plans is the responsibility of Navy loading activities. However, the plans must be checked and approved by the commanding officer of the ship. Cargo stowage plans are not required when cargo is loaded and discharged at commercial terminals and transported under MSTS shipping contracts, berth term tariff, or berth term reduced rates.

When vessels are scheduled to load at more than one military terminal prior to arrival at the port of destination for which the cargo is loaded, each loading activity must forward a copy of the cargo stowage plan to the succeeding activity scheduled to load cargo. The final loading activity will then prepare the consolidated loading plan.

Content of Plan

The final cargo stowage plan must include the following information:

- Quantity by type, tonnage (L/T and M/T), location, and port of discharge of cargo both on and below deck. Units of cargo stowed in the lower holds are shown in profile (side view) while deck and 'tween deck cargo is shown in perspective (top view). To indicate location of cargo for each port of discharge, various color schemes may be used in preparation of the cargo stowage plan. If the use of a color scheme is not practicable, the location of cargo for each port of discharge may be indicated through cross checking, shading, or other suitable methods. When all cargo is for one destination, no color, checking, or shading is required.

- Recapitulation of total tonnage for each port of discharge according to hatch stowage.

- Miscellaneous entries (top part of stowage plan), such as summarization of heavy lifts, locations and capacity of booms, vessel characteristics, et cetera.

WAREHOUSING

For this discussion of warehousing, we will talk only about those things that the Storekeeper normally has some control over, that is the actual arrangement of the stores. Factors in warehousing such as design, size, and interior characteristics of the warehouse are usually permanent and cannot be changed without extensive alteration.

PLANNING THE STORAGE LAYOUT

Storage space is the basic resource of any supply department. It is important, therefore, that the utilization of this storage space should be as efficient as possible. This can be obtained only by planning of storage space. Some of these plans are explained below.

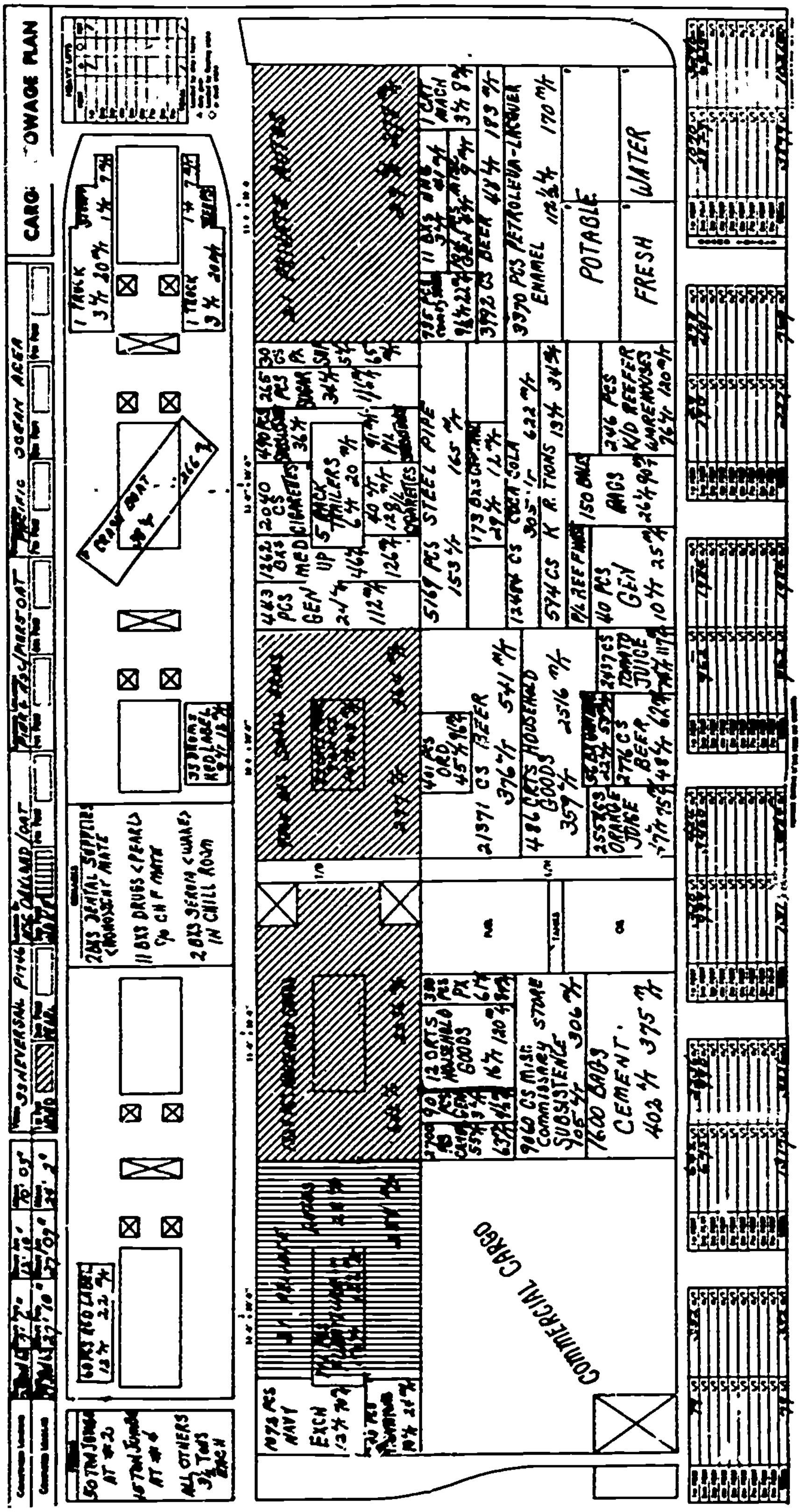

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Figure 9-5.—Cargo stowage plan.

Similarity Storage

The basic principle of similarity storage is that, as far as possible, like items should be stored together. For example, all items in group and class 7510 would be stored in the same area or to take it a step further, all items in group 75. This method of storage has some obvious drawbacks. It does not recognize that some items move faster than others and should be convenient to the breakout area, and it also makes little allowance for the size difference in items within a group. Similarity storage is more often used by supply centers and depots where the number of warehouses would allow this type of storage to be used on a practical basis.

Storage by Size

The principle of storage by size is that the storage or warehouse layout is determined by the size and bulk of the material being stored. In addition to size and bulk, some factors to be considered are the anticipated stock level for an item, the frequency of receipt and issue, and difficulty in moving the item. Storing items by size does not always permit your fast moving items to be closest to the issue point.

Popularity Storage

In popularity storage, the items with the highest turnover rate are stored, as far as practicable, nearest the receipt and breakout point. Figure 9-6 illustrates this method of storage. Popularity storage is generally considered the best method of storage since it allows quick access to fast moving stores. Experience and conditions show that a combination of the various methods of storage will better suit your needs.

Storage Determined By Material Characteristics

The material characteristics of some items make it necessary to provide special storage areas for them. Two examples of this are hazardous materials, which must be stored in an area where the material hazard is controlled or eliminated, and pilferable items, which must be stored in buildings or areas where security for the items can be maintained.

Work Areas

The storage layout of a warehouse should contain provisions for an office and work area. This space should be kept to a minimum and not exceed an area larger than that required to handle an average work load. The office and work area should be located as close as possible to the main access door of the warehouse.

AISLES

One of the most important features of good warehousing is aisle arrangement. Five types of aisles are used in Navy warehouses: main aisles, cross aisles, personnel aisles, fire aisles, and service aisles.

Main Aisles

The main aisles serve as the life line or arteries of a warehouse. Main aisles generally run the length of the building and should be kept clear at all times. They are located so that they give direct access to shipping and receiving platforms, doorways between sections, and in multistory buildings give access to elevators and conveyors. The width of main aisles is determined by the equipment used. The number of main aisles in a section or on a floor of a multistory building depends on the number of communicating doors and elevators required to move material in and out of the area. The number of main aisles is also determined somewhat by the size of the lots and the number of different commodities. In a section where one item fills the entire area, the section could be stacked to its capacity, leaving only enough space to "get at" it and permit access for fire prevention or firefighting purposes.

Cross Aisles

Cross aisles are passageways at right angles to main aisles. At least two cross aisles are needed in the standard warehouse section. Where possi-

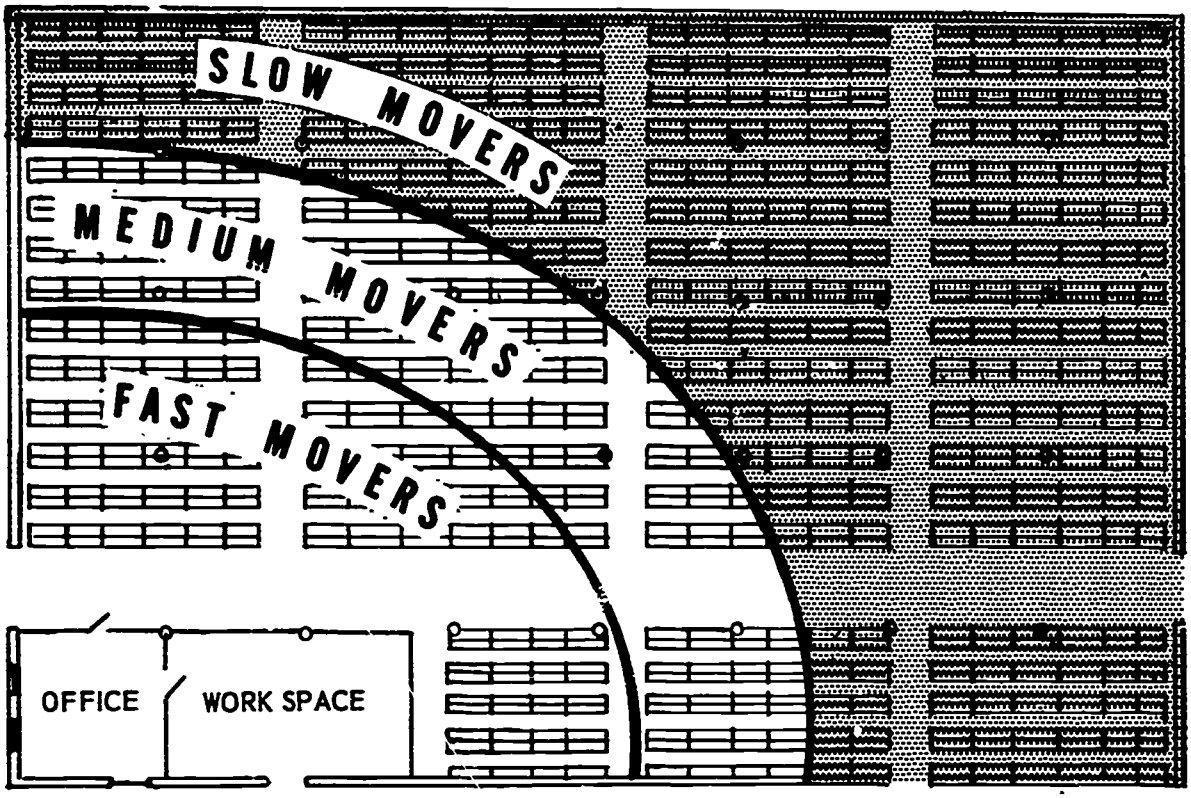

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Figure 9-6 --Popularity system of storage.

ble, cross aisles should be laid out so that they will lead directly to opposing doors of the warehouse. Most storage operations are carried on in the cross aisles.

Personnel Aisles

Personnel aisles are those used as pedestrian routes only. Personnel aisles should be held to a minimum. Too many deprive you of valuable storage space and at the same time encourage pilferage since they are usually secluded.

Fire Aisles

Fire aisles are necessary in every depot or storage activity, but should be kept to a minimum in number and width, since they waste valuable storage space. It is seldom necessary to have fire aisles wider than 24 inches. In many cases they can be eliminated by a simple change in the location of firefighting apparatus. Fire aisles must be adjacent to windows that can be used by firemen to gain entrance.

Service Aisles

Service aisles are normally used for only special commodities of material. They provide access to the interiors of stacks for protective processing, inventory, and inspection.

DIRECTION OF STORAGE

Use of the fork truck and pallet system makes direction of storage a significant factor in space utilization. Selection of the proper direction of storage can be invaluable in providing a variety of bay sizes without increasing the number of working aisles. At the same time, such planning

tends to spread the volume of traffic equally over all working aisles, relieving congestion. This concept is illustrated by the diagrams in figure 9-7 which develops layout in respect to direction of storage for a bay 80' square, a typical bay for large-lot storage in a standard warehouse. Using 48" x 48" pallets, about 17 pallets can be stored in each direction.

Single Item Stored Aisle to Aisle

The simplest but most inflexible disposition of storage space is storage of a single item aisle to aisle shown by diagram A of figure 9-7. With 4 pallet loads stacked in each space, there are faces for 17 different items, with each row containing 68 pallets, which is the equivalent of about 2 carloads of materials. This layout makes no provision for storage of small lot items, which practically every warehouse has.

Back-to-Back Storage

Diagram B of figure 9-7 shows one step toward increasing the number of rows and reducing the depth of each. The area has been bisected by an imaginary line perpendicular to the line of storage, and in each row different items are placed in opposite directions from this line. This practice is known as "back-to-back" storage, and is standard for all storage using the fork truck and pallet system. This method allows faces for 34 items instead of 17 and each row is only 40 feet deep, the equivalent of 1 carload. Although this layout is an improvement over that shown in diagram A, it still makes no provision for less-than-carload quantities.

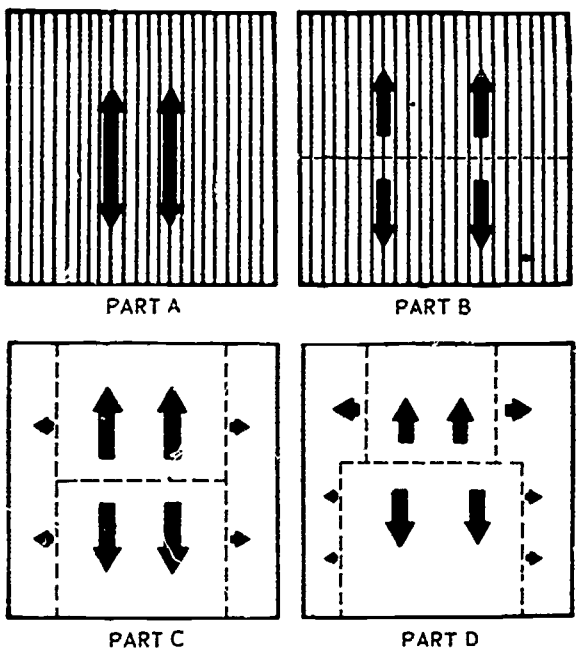

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Figure 9-7.—Principles of working aisle arrangements.

Side-to-Back Storage

Another method of storage which provides further flexibility is obtained by placing short rows of pallets along the sides of a large bay, as shown in diagram C. Stringers for these pallets are perpendicular to the predominant direction of storage. This is called "side-to-back" storage. An imaginary line is drawn, and small lots are placed from this line out to the aisles. Simply by using all aisles as faces of stacks, space has been provided for small lots without increasing the number of aisles and without sacrificing accessibility.

Offcenter Dividing Line

Diagram D shows how further variety in row sizes can be provided. The back-to-back line is set offcenter, providing one very large bay and one of intermediate depth. Such a layout is desirable only when there is assurance that a substantial number of items will be held in quantities of two carloads or more. The depth of side-to-back bays varies from one to four pallets to provide a variety of short rows. Pallet racks placed side-to-back in bays permit fuller space utilization.

These diagrams do not present a standard layout for any one class of materials, but are intended to point out what can be done with a fixed space and aisle arrangement to provide the maximum flexibility for storage operations.

HONEYCOMBING

Honeycombing refers to the practices of storing and withdrawing supplies in such a

manner that resulting empty space is not usable for the storage of additional supply items. Usually it results from incorrect storage or removal of material (see fig. 9-8). While honeycombing is not completely avoidable, it can be kept to a minimum by adhering to the following rules.

- Store in short rows. By storing in several rows rather than one long row, whole rows are cleared and made available for storage of other materials as stocks are depleted.

- Store from the back. Fill one row completely, storing from the back of the storage area to the aisle, before proceeding to adjacent rows. This seemingly obvious advice is often disregarded in order to "dress" aisles, leaving unused space hidden along the wall or between pallets. When the pallet stack does not exactly equal the row depth, unused space should be left on the aisles.

- Store to maximum height. Honeycombing can be vertical as well as lateral. To avoid loss of cube, material is stored to a maximum practical height considering the floor capacity of the storage area and the strength of the materials to resist crushing.

- Organize a regular rewarehousing program. The use of the pallet system makes rewarehousing a rapid and simple operation which can reclaim a great deal of valuable space through consolidation of the material in several partially depleted rows into one location, or removal of such small quantities to small lot areas. In this manner unusable space and honeycombing are reduced.

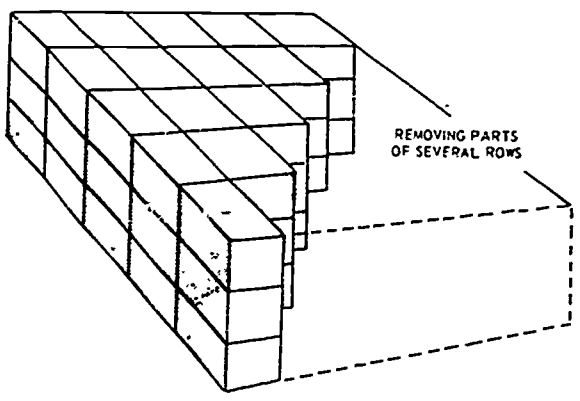

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Figure 9-8.–Honeycombing due to improper removal of stock.

- Store each pallet as compactly as possible. Honeycombing includes void spaces within the arrangement of materials on pallets, which results in space loss. Space loss between stacks may be due to excessive overhang, resulting from poor palletization of the stock item.

- Empty one row completely before proceeding to adjacent rows. This is the proper method of withdrawing stock. It eliminates honeycombing. Avoid the situation shown in figure 9-8.

MISCELLANEOUS COMMODITIES

Numerous articles are shipped in bales and consequently should be stored in the same manner. Some are baled even and solid; others are irregular and slack. The size of the bale varies with the commodity. Be careful not to break the strapping. One broken strap on tightly compressed bales will put extra strain on the other straps and may cause the bale to break open. Firm bales can be palletized and piled as safely as cases. Slack bales which cannot be palletized should be tiered and tied in with dunnage. (The use of dunnage was discussed in *Storekeeper 3&2.*)

Various commodities such as flour and sugar are shipped in burlap bags or waterproof paper containers. Nails, bolts, or sharp edges should be eliminated in areas where bagged goods are to be stored. If these hazards cannot be removed, the bags should be protected with dunnage. If a bag is broken, it should be plugged with a piece of paper and sewn.

Bags containing perishables or "subject to taint" commodities should be stored on clean, dry dunnage or pallets. Use separating paper with such commodities. Keep them away from odorous commodities–tarred rope, for example.

Barrels and drums may contain liquids such as gasoline, oil, or sirup, or solids such as asphalt, hardware, and resin. Rough handling or dropping may break in heads or staves. Striking with a hard object such as the bill of a hand truck, or bumping with a fork lift truck or tractor can puncture drums. A designated space, usually a special building, should be set aside for drums that contain flammable material.

Barrels and drums may be palletized, but weight should be evenly distributed. A 4- by 6-foot board takes six drums. If tiered end up (without the use of pallets), each tier should be separated by strips of dunnage.

Corrosive, poisonous, and flammable liquids are packed in glass carboys or cans. A separate building or warehouse is usually set aside for this type of cargo, because it requires special care in handling. The possibilities of damage or disaster arise when this type of material becomes mixed with other types.

Lumber is shipped and stored in all sizes and lengths. It is classed as dry or wet. Dry lumber must be kept dry, but wet lumber may be stored in the open. Hand hooks should not be used on the ends. When slinging, edges must not be gouged with slings, as this may ruin the pieces for the use for which they were intended. Manpower will be conserved if lumber stacks are first built to be handled by a lift or straddle truck. If this is not practical when stacking, build the stack so that it can be taken down by a fork truck. Some lumber, because of its small size, needs considerable stripping. Laths are good for this purpose. When the stack is built up to a fork truck load, place blocking so that it acts as stripping, and another load can be built on top.

Because piling is round, it is easily handled by rolling with a peavey or canthook. As the butts of piles are larger in diameter than the tops, they should be staggered when tiered. This maintains the same height at each end of the tier. Securely chock the bottom tier to prevent rolling; strip with 4" by 4" lumber. Nail chocks to this stripping, the front chock being nailed in place after the completion of the tier. Succeeding tiers are built in a like manner.

Some pipe is made of cast iron, which may break easily if struck a sharp blow. Other pipe must be protected from rust, which means that extra care must be taken to protect it from moisture. Some is coated with an asphalt preparation which becomes soft when exposed to heat, so it must be kept clear of other commodities. Most pipe is too long to store on pallets. It can usually be transported by fork trucks or rolling. Long pipe is tiered in the same manner as piling.

UNDERWAY REPLENISHMENT

Underway replenishment is the art and science of supplying ships at sea with fuel and stores. This maneuver, one of the major achievements of Navy supply and logistics, involves techniques developed within comparatively recent times and which are still undergoing refinement. The merits of underway replenishment are such that its use has become commonplace, and it is now difficult for supply personnel to conceive of conditions in which it was necessary for a ship to return to port to take on needed fuel and supplies.

The primary value of underway replenishment is realized during wartime, since it enables a combat ship to remain at sea for an indefinite period of time. It also has peace-time advantages, as do most maneuvers developed to enhance combat efficiency. It provides valuable training of personnel in the complex procedures of supplying several vessels simultaneously while they are proceeding at reasonable speed. Thus, in general, underway replenishment serves a dual purpose—provides ships with materials needed in any event, and trains the crews of discharging and receiving ships in the procedures essential in wartime in which fuels and stores are transferred at sea.

Senior Storekeepers play important parts in underway replenishment. They work closely with other senior petty officers and most of the officers of the supply department in planning the replenishment procedures and in supervising the work in progress. It is principally with regard to planning that the background and knowledge of the SK1 and SKC are essential; and in this respect, the function of the senior petty officer differs from that of the lower rated enlisted men involved, since the latter seldom participate in planning and rarely have an opportunity to take

a broad and comprehensive view of the operation as a whole.

This chapter focuses your attention on the essential elements in planning and executing replenishment on board a typical ship (an aircraft carrier) when receiving supplies at sea. No effort is made here to provide a complete outline or to list all the numerous steps in detailed form, since the procedures of receiving stores underway are not standardized to the point that an acceptable blueprint can be furnished from outside. Rather, in the following pages, emphasis is placed on the factors which must be considered in formulating local plans for efficient functioning under local conditions. These factors include the coordination of various departments, the stations to be manned, the amount of stores anticipated, the personnel, and equipment needed, and the special procedures and safety precautions normally employed during replenishment operations.

When all necessary factors have been considered and all essential planning has been executed skillfully, the underway replenishment operation is a splendid and impressive spectacle featuring teamwork, speed, and precision. On the other hand, when the operation goes wrong because of inadequate planning or from other causes, the situation can become a nightmare of confusion in a matter of minutes, and the resulting knots of disorder may require many hours of hard work to untangle.

METHODS

In a discussion of underway replenishment, two methods of transfer need to be considered—highline and vertical. From the standpoint of the receiving ship, each method presents similar receiving procedures.

The highline method of stores transfers is the conventional method which was developed and perfected in relatively recent times. In a typical case, a large vessel such as a carrier is replenished from one side of the discharging ship; while from the other side, several smaller craft such as destroyers are simultaneously refueled and restocked in one-two-three order. The most recent addition to the conventional underway replenishment system is the Fast Automatic Shuttle Transfer (FAST). This system enables a ship to come alongside a stores ship while steaming, effect a faster hookup, and transfer supplies from the delivering ship to the receiving ship at a rate of only 90 seconds per load per rig.

The technique of vertical replenishment is the latest innovation to improve material transfer at sea. During underway replenishment, the helicopter gives a vertical replenishment capability to supply ships which are themselves undergoing radical changes.

The new supply ships, such as the U.S.S. Mars, and some of the older ships are being outfitted with helicopter platforms. Operating from this platform, helicopters pick up supplies and deliver them to nearby ships. The installation of a landing platform on existing supply ships, however, is costly and often is complicated by structures such as guns and other obstructions. A new development which has been installed on some of the older ships is "HEAP" (Helicopter Extended Area Platform).

Basically, HEAP is a 4-ton portable structure extending about 26 feet over the starboard side of the supply ship. Riding on top of this platform is a 7-foot square dolly, operated by a self-contained winch, which moves supplies from an inboard position near the cargo hatch to the end of the platform. There it is picked up by helicopter and deposited on the deck of a nearby ship. When not in use, the structure is stowed upright against the kingpost, leaving the deck clear for working.

Present conventional underway replenishment methods for small ships, when compared to vertical replenishment, are slow, tedious, and hazardous. For example, a destroyer in a task force screen must leave its station for replenishment and travel at reduced speed alongside the supply ship. This leaves a gap in the protective screen, increases the chance of ship collision, and compromises the operational effectiveness of the task force. A few loads of supplies delivered by helicopter eliminate these hazards.

Evaluations of vertical replenishment have definitely established the feasibility of the idea and the vast potential. It is anticipated that many developments will take place in future years to perfect further this method of underway replenishment.

TYPES OF STORES ANTICIPATED

The number of stations which must be manned and used depends to a considerable degree upon the amount and kind of stores anticipated. A few days before replenishment, the transferring ships notify the recipients as to the nature and amount of stores to be transferred. The figures given are in most cases loose approximations and can be used as rough estimates for planning purposes. A safe rule of thumb is to plan for a one-third excess over the tonnage expected, and planners should assume that at least some of every category of material is to be received. A replenishment plan must be sufficiently flexible to insure that its usefulness is not destroyed by sudden, unexpected changes in quantities and types of stores received. Men must be on hand to handle all types of material at once.

Especially important is a knowledge of the quantity and type of dangerous and semisafe material to be received. Adequate flammable storage space must exist to accommodate all of such material to be received. Special procedures should be set up so that this material can be taken directly from the receiving station to the paint and flammable liquid storeroom and not allowed to accumulate on deck. An inspection should be made of the paint and flammable liquid storerooms, to insure that they are in readiness to receive the material without any great amount of time consumed in rearrangement of stock.

Each type of stores is handled in a slightly different manner, and is sent to different storage locations. Plans for the replenishment must take the peculiar characteristics of all types into consideration. Some of the most important aspects of handling each category are discussed in the following paragraphs.

GENERAL STORES

General stores received during replenishment normally included the so-called BIG TWENTY (Atlantic Fleet) or PACFLAP (Pacific Fleet) items. There are enormous amounts of bulky materials such as rags, toilet paper, brooms, swabs, and paint, all of which are difficult to handle. Many of the items are almost impossible to handle mechanically. Sorting and checking must be done under your supervision with junior SK's and strikers assisting and directing the actual movement into storerooms.

DRY PROVISIONS

Dry provisions represent a large portion of any replenishment, since ships' personnel complements consume food by the ton. This group of material is the easiest to handle and sort. Most of the items are shipped in sturdy fiberboard cartons and the material moves on conveyors easily; it stacks neatly on pallets, and the individual boxes are light enough to be handled by one man. Checking and sorting are done in all cases by senior Commissarymen, with such assistants as are necessary. Particular care must be exercised in handling items in bags such as flour and sugar.

FRESH PROVISIONS

Fresh provisions are somewhat difficult to handle and to move to the reefers. This is particularly true on those ships having reefers located in what appear to be the most inaccessible spots possible. The process of striking fresh provisions below can become bogged down in these ships and must be monitored carefully.

If potatoes are to be stowed on sponsons, they should be sent there directly. Manual handling of potatoes is the usual rule, and should be taken into account when the working party is assigned—men handling heavy bags of potatoes need to be relieved sooner than others in the working party.

Medical department personnel should be on hand to inspect fresh provisions for quality and recommend survey when appropriate. Commissarymen should be stationed in such places as necessary to detect spoiled produce before too much labor is wasted in moving it below.

Considerable waste may be encountered if the working party is not adequately supervised, through the breaking open of crates to get fruit to eat on the spot. However, the damage can be reduced to acceptable limits by opening a few crates for consumption by the working party. Thereafter, attempts of individuals to open

other crates should be dealt with sternly. Partially open crates not only waste the food which is spilled, but contribute the more serious danger of men slipping on the juicy pulp on the deck. Sand or other material should be on hand to sprinkle over wet decks to prevent slipping.

FROZEN PROVISIONS

The most important requirement when moving frozen provisions is speed. Particularly in hot climates where steel decks become very hot, frozen foods may be reaching the safe limits of out-of-refrigeration time when they are received and should be moved into the refrigerators with a minimum of wasted motion. Monetary loss on spoiled frozen foods is high, due to the greater processing cost. Checking and sorting should be accomplished by Commissarymen.

Working party units assigned to handle frozen foodstuff should be advised in advance to wear gloves, if they are to handle the boxes manually. The gloves should of course be reasonably clean, and it should be possible to have canvas work gloves issued for this purpose from supply.

ACCOUNTABLE STORES

Receipt of fairly large amounts of ship's store stock is routine on a replenishment. Clothing items are normally received in small lots. The bulk of the shipment consists of sea stores cigarettes. The Ship Service division should be represented by responsible men at each loading station to take charge of such accountable material as soon as it is received. Accountable items are sometimes found mixed in with general stores or commisary items, in spite of the care exercised by shipping and handling activities.

Virtually all items in this category are highly pilferable, and every man in the supply department should assist in preventing theft. While relatively few men attempt to steal, there are always a few who try to steal a case of candy. If the shipment is large, responsible petty officers from other supply divisions may be utilized as escorts for working party men carrying the material into storerooms, or for watching conveyor tracks or chutes. Every foot of the entire route followed by accountable stores must be in full view of a responsible petty officer at all times.

DEPARTMENTAL RESPONSIBILITIES

Replenishment at sea comes very close to living up to the hackneyed phrase "an all-hands evolution." With the possible exception of a major ammunition movement, it involves more men directly and physically than any other operation. Material is removed from holds in the delivering ship, loaded into cargo nets, and sent across to the receiving ship at rates of well over a hundred tons per hour. It must be removed from the landing area as fast as it arrives, and struck below at approximately the same rate. With all of this activity concentrated into a short time, the efforts of all these men must be coordinated carefully to avoid chaos.

Overall control and coordination are vested in the executive officer. He usually holds a meeting of department heads, at which time the responsibilities of each are outlined. The detailed planning and the day-to-day coordination with other departments are then normally turned over to the supply officer. Thereafter, the executive officer is kept informed of progress in planning and takes an active part only if difficulties arise which cannot be handled at the lower level. During the replenishment the executive officer remains on the bridge, and the supply officer is in charge of the movement of stores once they are received.

While several departments other than supply are actually concerned with replenishment, only weapons and air departments visibly take part. These departments are discussed separately. Operations is responsible for mail being transferred, and for transfer of personnel when required. Engineering personnel man elevator pumprooms, grant permission to open hatches as required, transfer movies, and insure that sound-powered telephones are available and working. The Aircraft Intermediate Maintenance Department is responsible for maintaining forklifts and other materials handling equipment. Although they have additional duties when transfer of fuel or gasoline is involved, these operations are not a direct concern of the SK.

WEAPONS

The weapons department normally has a representative attend at least one of the later planning conferences discussing replenishment. This department is responsible for physically loading the material on board the receiving ship (except during vertical replenishment), for enforcing all safety precautions at replenishment stations, and for insuring that all nets, slings, pallets, and other handling material belonging to the delivering ship are returned. If weapons department elevators are used in striking stores below, weapons department personnel operate them. The weapons department representative is primarily concerned with the number of tons to be received and the rate at which the material comes aboard.

AIR

The air department representative to the planning conference is mainly interested in the amount of clear deck space required; and the elevators which must be manned or stowed. During vertical replenishment operations, air department personnel also provide direction to the helicopter in spotting each net load.

REPLENISHMENT PROCEDURES

Replenishment procedures encompass several areas that require a senior storekeeper's knowledge and attention. These areas of required knowledge include the different stations used during replenishment, the personnel required, the equipment to be used and the actual procedures employed for the receiving, strike-down, and transfer of accountability.

REPLENISHMENT STATIONS

A replenishment station is any location where some significant action is taken on the stores being received. The station can be divided into three general groups– receiving, sorting, and striking. Stations within a group cover the same function regardless of location.

Figure 9-9 shows the location of replenishment stations on a typical large carrier. Receiving stations one and two are on elevators one and three respectively, the elevators being at hanger deck level. The third receiving station normally used during vertical replenishment operations, is on or in the vicinity of the number two elevator.

Sorting stations are close to the receiving stations where net loads may be towed by tractor or delivered on roller conveyors. At this point, stores are sorted and palletized on the basis of strike area (station). Figure 9-9 shows major strike areas where mechanical equipment is available; however, strike areas are located anywhere in close proximity of the ultimate stowage area of significant amounts of materials.

Receiving Stations

The first group includes all the receiving stations, the sites where the material first lands when it is received on board. Most receiving stations are located on the hanger deck. Ship designs vary, even within a class, with consequent variations in number and locations of receiving stations.

Elevators one and three remain lowered to hanger deck level; helicopter receipts are received on elevator two at flight deck level. The use of elevators as receiving stations is advantageous in that adequate space is available for handling stores.

Material is under the control of the weapons department (air department in the case of vertical replenishment) until the nets are detached from the transfer rig at the receiving station. At that moment the stores become the problem of the supply department. They must be removed from the receiving station as quickly as possible. The time interval available is the time required for the hook to travel to the transferring ship, pick up a loaded net, and return–a matter of moments. Material received by helicopter must be moved into position on the elevator expeditiously and the elevator promptly lowered to the hanger deck, cleared of stores, and promptly raised to the flight deck for the next load.

Sorting Stations

The second group is composed of the sorting or segregation stations, where the material is separated by type and storage destination. These stations may be located at any point, depending upon local conditions. Sorting necessarily requires a fair amount of space, especially since there may be temporary delays while unit loads of one item are assembled. The main consideration in assigning locations for sorting stations must be that no time or effort is wasted.

Some ships are designed so that commissary storerooms are accessible from the mess deck. On these ships, provisions may be shunted directly below to the mess deck before sorting. If the storerooms are located in other parts of the ship, sorting must be done on the hanger deck. Material received by helicopter on the flight deck is usually shunted promptly to a hanger deck sorting station.

Strike Stations

The strike stations, the third group, are the access hatches where the material is moved below decks. Included in this group are the ammunition elevators, hatches where pallets are

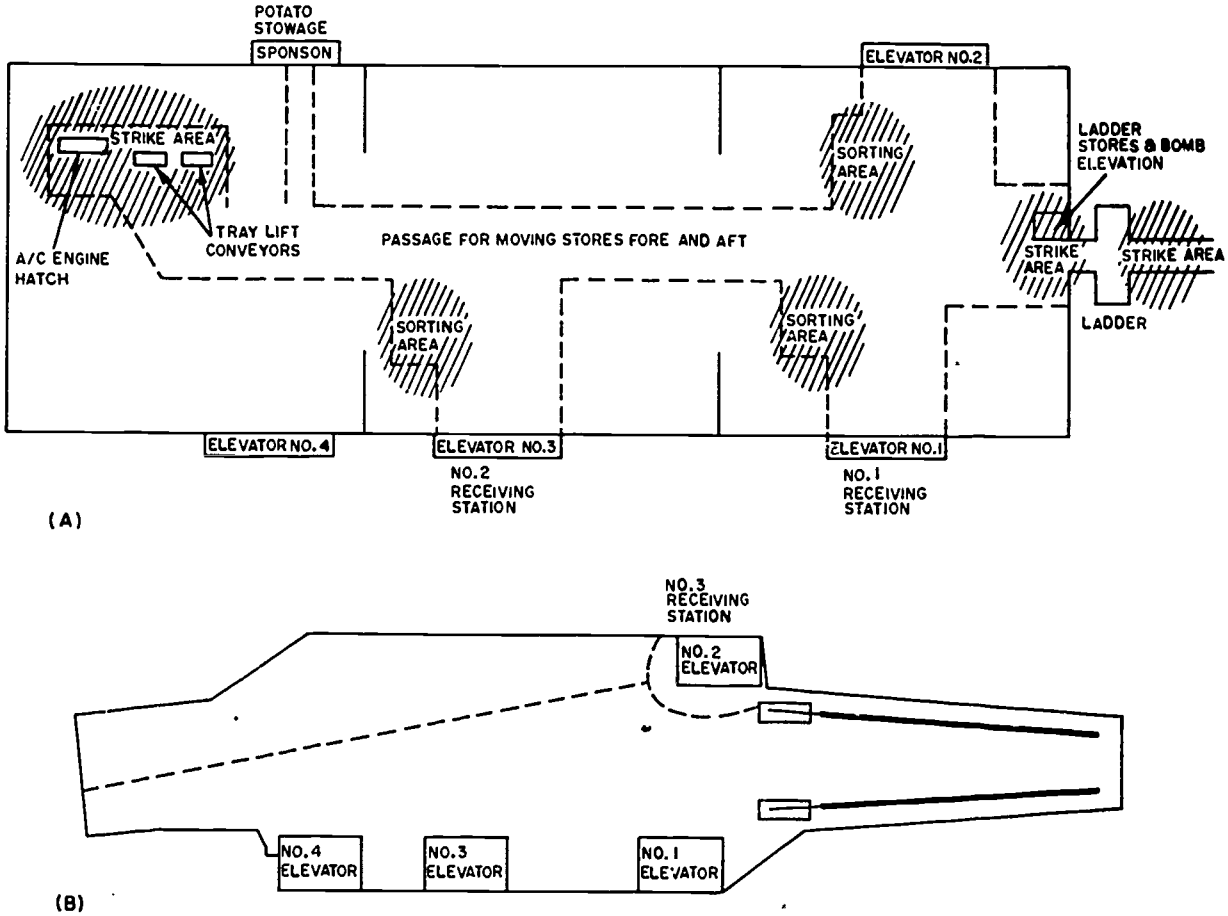

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Figure 9-9.–Carrier deck plans (A) Hanger deck; (B) flight deck.

lowered by electric hoists, and hatches where material is passed down by hand by sliding on board, or down metal chutes or belts.

This group is critically important. Access hatches must, of course, remain open until the stores are struck below. A ship is in danger whenever she is unable to seal off all compartments within a very few minutes—impossible to do during a replenishment. Prolonging the striking phase, therefore, exposes the entire ship and crew to danger for an unnecessarily long time. This is unacceptable to any responsible command.

PERSONNEL REQUIREMENTS

The number of men required for a replenishment depends primarily upon three variables —the number of stations to be used, the kind and amount of stores to be received, and the equipment available which serves to reduce manual labor.

It is probable that the ship has a local instruction which lists the number of men and the type of equipment required at each station. The instruction should be studied carefully. If it appears to be inadequate or incorrect, the planning group should not hesitate to recommend changes based on careful analysis of each provision in the instruction.

A replenishment plan, published prior to the operation, should assign units to stations, with deck and frame numbers listed where the men are to assemble.

Petty Officers

Petty officers from the department furnishing men for the working party are the backbone of any good replenishment. Orders should be issued through them for their men. Petty officers are required at a ratio of one for each ten men in the working party. These ten men should be under his control as a team at all times and he should be responsible for seeing that they remain on station until dismissed. Ideally, he should be personally acquainted with each man so that he does not have to keep track of one or two strangers in a large group.

There is a tendency for departments to furnish the petty officers who can best be spared from their primary duties. This usually means that a large majority of them are new third class petty officers. Many of these men are excellent petty officers, but in the group there may be many who lack supervisory experience. The supply officer should be tactfully reminded early in the planning stages to bring up the subject with the other heads of department, and to insist that only qualified petty officers be furnished. It is to the advantage of the other departments to expedite the replenishment; and the better qualified the men they send, the better the chances for an early completion. Some ships specify in their replenishment plan that team petty officers be second class petty officers or above.

Working Party

The number of men required is fairly simple to compute. Each station which is to be used should be considered separately, taking into account the amount of stores to be handled at the station and the equipment which is to be used there. Heavy and awkward materials which must be handled at high speed (such as potatoes) require that men be relieved frequently. Relief should also be provided for any team or teams who are to be on station for an unusually long time. Tired men are apt to have accidents and materially slow the operation. Relief should be by rotation of units with, in the most cases, the relieved unit standing by to take over at the end of the rest period. Considerable team competition can sometimes be generated which speeds movement of the material and reduces the effect of fatigue.

If material is to be removed from receiving stations by towing the loaded cargo nets to the sorting stations, one team should be assigned to each receiving station to pick up items which spill out of the nets. This occurs frequently enough so that provisions should be made in advance to take care of it. These teams may be secured as soon as the last load of material is aboard, or may be shifted to another location as a relief party. The team petty officer should know in advance what is required.

Meeting of Unit Leaders

The day before the replenishment, the supply officer should call a meeting of all unit petty officers. The objective of the replenishment should be explained to them, with emphasis on the part they play in achieving those ends.

Each unit leader should then receive a briefing on what his team does, the materials they handle, and approximately how long they are to be on station. This briefing should stress the importance of being safety conscious. Unit leaders should be made aware of expected receipts of dangerous or semisafe material, how such material is to be handled, and what part their unit might play.

If his men are expected to provide relief for another unit, the unit leader should meet the other team leader and there should be a clear understanding of the length of work period. Relieving should then be left up to the unit leaders with supply personnel free to deal with other problems.

Any peculiarities of the equipment involved should be explained to the unit leaders who are to use it. They should know where and when to pick up and return all equipment used by them.

Briefing may be done by senior petty officers in supply or by junior officers in the department. The only important factor is that each unit leader should be thoroughly informed of what is to take place.

Assignment of Supply Personnel

As stated before, a substantial number of the officers and petty officers in the supply department must be used during a replenishment. Some supervise, some check and sort the various kinds of material received, and some are available to accept accountable stores.

SUPERVISORS.–In planning the assignments of supervisors for the replenishment, particular attention should be given to the possibility of causing confusion through oversupervision. Every competent officer and petty officer leaves his own personal mark upon whatever he does. This is done quite unconsciously in most cases, and consists of doing things in his particular way. Each of these men have stronger-than-average wills and sturdy qualities of leadership. Too many strong personalities operating in a given area, with each trying to do things his own way, result in conflicting orders. It is far better to break the functions down and give each supervisor clear responsibilities within a definite area. Holders of adjacent territory then tend to keep him within bounds.

Â special chain of command should be established for replenishments. At the top is the supply officer, who doubtless observes the operation from various spots on the hanger deck. He may need runners to keep him informed.

The next level is the junior officers of the department, each with responsibility in a particular area. If there are not enough areas to use the available junior officers, some of them may be designated by the supply officer as observers who are assigned to look for ways to improve future replenishment and be on the alert to spot any unsafe practices or potentially dangerous situations. If any unsafe conditions are observed, they should be called to the attention of the responsible supervisor at once, and brought up later at the critique (discussed later in this chapter). Rotation is usually practiced so that they may take part in the next replenishment. If there are not enough junior officers to fill the required posts, the most senior petty officers are assigned to fill in as necessary.

The third level consists of senior petty officers who are assigned to specific functions within the areas supervised by the junior officers. The functions assigned to each should be clearly defined in advance. Each should be responsible only to the officer in charge of that area.

Other levels may be established if local conditions warrant. Care should be exercised that each man in each level answers only to the man directly above him, and each should know who his immediate senior is.

CHECKERS.–Checkers are assigned to check and sort only. These tasks occupy so much of their time that they are unable to supervise any other activity effectively. They confine themselves to directing separation of different items, leaving the movement and storage of the items to the men assigned supervisory duties.

The fact that a man assigned to check or sort is senior to the man assigned to supervise general movement of material does not serve to negate the authority of the supervisor whose position is military rather than professional.

Each station where material is checked and/or sorted should be manned by qualified men to handle each type of material reasonably expected to be encountered there. If provisions are segregated on the mess decks, there is obviously no point in having AK's or SH's standing by to accept material which is never delivered.

To cite an example, refer to figure 9-9, which shows the location of all stations on a typical large carrier. During a replenishment, supply department personnel may be assigned as follows:

JUNIOR OFFICERS may be assigned on the basis of one to each of the three hanger bays and one to the flight deck, if that station is to be used. Usually an officer is also assigned to each of the forward and after mess decks if provisions are to be struck below from these points.

PETTY OFFICER SUPERVISORS should be assigned smaller areas. For instance, one man should have charge of movement of material from receiving station one and two to the sorting area. Another similar assignment should be made for the flight deck receiving station, if used, and a third man should be assigned to movement of material from the sorting station to strike stations. Each strike station should have a supervisor.

Checkers should be assigned to each sorting station to direct segregation of material. They must be thoroughly familiar with the material and storage locations. Movement of material out of the sorting station should be the province of the supervisor.

Movement of material from the flight deck should be the responsibility of the supervisors assigned to the flight deck. When material has been loaded onto elevator two and lowered to hanger deck level, it then becomes the responsibility of the hanger-bay-one supervisor to insure movement to the applicable strike stations.

Assignment of Standby Units

Men moving logs down a river know that some small obstacle can build up an overwhelming log jam if corrective action is not taken quickly. A replenishment can suddenly develop much the same symptoms and can require corrective action just as quickly. It is likely that every unit taking part has a fulltime job already and cannot be spared. The solution is to have one or two units, preferably made up of men within the department, who are assigned to stand by for emergency use wherever needed. Quick use of such a squad can sometimes save a replenishment from becoming hopelessly fouled. Men in charge of the units should be able to inspire their subordinates to maximum effect if necessary to break the jam.

Muster the Working Party

Otherwise sensible petty officers have been observed trying to muster 500 men during the last 30 minutes before stores start arriving on a major replenishment. It cannot be done and to attempt it is folly.

Unit leaders should muster all working party personnel and escort them to stations assigned. The unit leaders should then report to the petty officer supervisor on the station that his men are present.

At this time the unit leader should stress the importance of safety, inform the men of any expected receipt of dangerous materials, and instruct them on how these materials should be handled.

At a predetermined time, usually 30 minutes before commencement of the replenishment, the supervisors should report the muster to the officer in charge in each area. If any units have not reported, there is still time for the officer in charge to contact the applicable divisions and get the units on station. Muster lists showing only the unit leaders and divisions furnishing the men should be available to petty officers supervising stations.

EQUIPMENT

Efficient use of materials handling equipment eases the movement of cargo in holds and on decks during replenishment operations. On combatants, the kinds of equipment available and the space available at replenishment stations vary from ship to ship. Transporters, fork lift trucks, pallet type hand lift trucks (pallet jacks),

hand trucks, dollies, skate wheel and roller conveyors and other devices are provided to aid the cargo movement to minimize the time and effort required to complete the replenishment operation. Ships cannot properly perform their primary mission while supplies clutter their decks, bays and passageways. The replenishment operation itself will be delayed unless receiving areas are kept clear. The replenishment plans for each ship must be designed to make optimum use of the ship's equipment. As a matter of necessity much of the ship's material handling must still be performed by manpower, but may employ any of the following units of equipment to supplement this effort.

Pallets

The normal procedure is for supplies to be unitized on pallets when delivered aboard combatant ships. Mechanized movement aboard larger ships will generally be accomplished in full unit loads. During strikedown empty pallets not used for storage should be neatly stacked out of the way of the material flow in preparation for their return to the auxiliary. The stacking and return of the pallets may be an individual station responsibility or the responsibility of the entire replenishment evolution. When a station is no longer receiving cargo it is clear to return pallets to the auxiliary. The station should be used for this purpose at the discretion of the cargo officer on the combatant and with consent from the auxiliary to return empty pallets. A reasonable amount of care should be exercised in handling and returning the pallets to the auxiliary since their reuse will result in a considerable savings to the Navy.

Transporter

A transporter is a vehicle designed to receive, carry and off-load a multiple number of pallets per load. Standard transporters are available with capabilities of carrying 4 pallets. Transporters are available with various types of conveyor decks capable of loading from a fixed conveyor or from other external sources and capable of off loading to an external conveyor or other source. Transporters are employed for the horizontal movement of cargo on deck and have capabilities of negotiating ramps to accomplish transit of cargo between decks. Transporters may be either gasoline or diesel powered units. Transporters may also be provided with the capability of lifting loads in order to accomplish on-loading from a variety of levels.

Fork Lift Trucks

A fork lift truck is a vehicle designed to pick up, carry and stack palletized loads. Standard fork lift trucks are available with lifting capacities of from 2,000 to 15,000 pounds and lifting heights from 50 to 210 inches. However, units carried aboard ship are usually in the capacity range of 2,000 to 6,000 pounds. Fork lifts are available in gasoline, diesel or electric powered models and may be equipped with solid or pneumatic tires. Electric models with solid tires are more commonly used aboard ships. Their use eliminates the danger from carbon monoxide contamination in confined spaces. Fork lifts are employed for the horizontal movement of palletized loads on deck and may also be used to transport loads between decks where adequate ramps are provided.

Pallet Jacks

Pallet jacks are available in two designs: the hand operated, manually propelled model and the electric powered hand operated model. This type truck is commonly used where a fork lift truck may not be operated because of space limitations and where tiering of pallet loads is not required. The electric powered model is capable of negotiating slight inclines under load but generally this type equipment is limited to horizontal movement.

Tractors

A tractor may be employed for towing loaded trucks or dollies in the horizontal movement of cargo on deck. A tractor has only pulling capabilities so that loading and unloading of trucks or dollies must be accomplished by other means. Tractors may be either gasoline, diesel or electric powered and equipped with either solid

or pneumatic tires. Tractors are rated by their drawbar pull capacity.

Trucks and Dollies

Four wheel trucks and pallet dollies may be available aboard ship for short haul horizontal movement of cargo with manual means or with the aid of a tractor. Two wheel hand trucks are also available for manually handling material.

Conveyors

A conveyor is a means of transporting cargo from area to another either horizontally or vertically with the aid of wheels, rollers, chain, belt, or other means supported or connected by means of a metal framework. Horizontal movement on deck may be aided by the use of gravity type wheel or roller conveyors which may be assembled from a number of uniform length straight sections and curves to meet a number of different type situations. Standard sections of either wheel or roller conveyors are available in 5 or 10 foot lengths and curves with 45° to 90° turns with provisions for connections at the ends. Both types of conveyor are also available with the top of the rollers or wheels above the supporting frame (rollers high or wheels high) and with the top of the rollers or wheels below the top of the supporting frame (rollers low or wheels low). Standard widths are normally available ranging from 12 inches wide to a maximum of 48 inches. When only narrow widths are available it is practical to lay two parallel lines with sufficient spacing between to properly accommodate the width of a pallet load without danger of tipping. When used in this fashion, the "rollers high" type conveyor is necessary. It is more practical to make up temporary arrangements of narrow width units because of the ease in handling lighter weight sections. Standard sections are available in either aluminum or steel. A variety of arrangements of gravity wheel or roller conveyor may be utilized at the receiving station to quickly move cargo from this area to avoid congestion.

Tray Lift Conveyors

Vertical movement between decks may be accomplished by means of a vertical tray lift conveyor. This type conveyor employs an endless chain traversing in a vertical direction over sprockets or wheels at the top and bottom with horizontal bars or trays attached to convey the cargo. Where such conveyors are employed cargo is generally deposited on a conveyor ahead of the infeed station which loads the conveyor automatically at predetermined intervals and correspondingly unloads the cargo automatically at the various receiving deck levels. At the unload station there may also be means where the cargo is fed out on a section of conveyor from where it is taken for storage. Such conveyors may be employed for movement of palletized or packaged cargo. Where conveyors with pallet size capabilities are available such loads may be handled by fork lift trucks. Where smaller conveyors are available by necessity the pallets must be broken down at the upper deck level and the individual cartons fed over the conveyor to the storage level. Ladder chutes or feathering tread ladders may be provided as a means of movement from one deck level to another. Ships that do not have such equipment must devise make shift arrangements such as sliding boards for movement of material between decks. Such arrangements generally require additional manpower often with slow unsatisfactory results.

RECEIVING STORES

Careful planning on both the delivery and receiving ships is necessary to successfully transfer provisions and stores. Preparations should begin well in advance of rendezvous with all replenishment stations manned prior to the combatants approach along side the supply ship. As the first loads of supplies are landed the men at each station must of necessity tune their activity to the pace of the transfer to insure that a continuous smooth flow of supplies is maintained during the replenishment operation. A well organized replenishment operation will result in a significant reduction in alongside time and strikedown time. It is the responsibility of the station Captain to see that the landing area is clear prior to the receipt of the next load. Strikedown crews must insure that the staging area does not become so saturated with material that the clearing of the landing area is hampered.

If conveyors are used enough men should work the station to insure prompt movement of material.

Strikedown

The removal of supplies from the primary receiving area to the strikedown station should be planned and executed in an efficient manner to prevent interruptions in the replenishment operation. Where overflow in the primary receiving area is imminent an overflow area must be designated.

All chilled and frozen commodities must be assigned top priority for strikedown to prevent spoilage. Therefore plans for a by-pass routing must be included in the replenishment operation to expedite these commodities from the receiving station to final storage.

It is especially important to avoid disrupting the flow of dangerous and semisafe material to the proper storerooms, for as long as these storerooms are unsecured and flammables are on deck and in passageways, the ship is in a vulnerable condition.

Cargo nets must be returned to the transferring ship on a continuing basis, usually in groups of five or more, for reuse. As each is emptied, it is returned to the receiving station.It is best to have a man checking the cargo nets aboard and off again at each receiving station, since any left aboard are invoiced to the ship retaining them. A simple system of tallying should be followed, with five back canceling five over. This leaves only a few marks to be counted at any one time if the tally is kept corrected up to the minute.

Via Helicopter

The receiving procedures applicable to receiving material via helicopter are in most instances supplementary to those applicable to conventional highline replenishment, since underway replenishment is often accomplished both by highline and helicopter simultaneously.

Air department personnel are on hand at the receiving station to provide direction to the helicopter in spotting each net load. Communications are established with the helicopter by air department personnel and safety precautions are observed in accordance with current regulations. The actual hooking and unhooking of each net load on and off each helicopter delivery is performed by air personnel.

Supply personnel are responsible for insuring that each net load of stores is moved into position on the elevator expeditiously and that the elevator is promptly lowered to the hanger deck. The elevator is cleared of stores on the hanger deck and the empty elevator is then promptly raised to the flight deck to receive the next helicopter load.

Operation of the elevator is performed by air department personnel. Fast timing in shuttling stores to the hanger deck and returning the elevator to the flight deck is essential to keep up with helicopter deliveries without the accumulation of a backlog on the flight deck. The landing area must be kept clear at all times to be ready for the next load.

Empty nets are picked up by the helicopter. usually in groups of five or more. They should be assembled with all loose ends inside a net and ready for pickup as quickly as possible. Loose lines can be drawn into the after rotor, damaging the helicopter. Supply department personnel should send requisitions, messages, or related questions to the supply ship in the first returning empty net.

Material which requires a receipt, such as medical stores, mail, registered publications, movies, etc., are usually received as early as possible during transfer to allow time for signing recepts and returning them in subsequent nets. Appropriate personnel should be on the flight deck to receive such material early in the replenishment.

Transfer of Accountability

During replenishment underway, deliveries are considered complete when the stores have cleared the side of the issuing ship. However, if, during underway replenishments, stores are lost into the sea or other shortages exist, the supply officer of the receiving ship takes the following actions:

1. He documents the loss or shortage by preparing a survey. No further accounting is

required when a charge to the type commander's operating budget is not involved or when the material is not reported in a stores account.

2. In all cases when a survey is prepared, he forwards immediately to the issue ship a copy of each approved survey. For losses not requiring a survey, he notifies the issue ship so that corrective action may be taken.

3. If the material was to be taken up in NSA and reported in a stores return by or for the recipient ship, he forwards the original and copy of the approved survey immediately to the issue ship for preparation of a credit transfer (not applicable to a carrier).

4. If the value of the stores is $100 or over and a charge to the type commander's operating budget is involved, he forwards the original and a copy of the approved survey immediately to the issue ship for preparation of a credit invoice. If the value of the stores charged to the type commander's operating budget is less than $100, the loss or shortage is absorbed by the receiving ship.

SAFETY PRECAUTIONS

Throughout this chapter various safety precautions that should be taken during underway replenishment have been emphasized. The purpose of this section is to reemphasize some of these precautions and to point out other applicable safety precautions, regulations, or unsafe conditions that have not been previously mentioned.

Because a ship is extremely vulnerable during underway replenishment, speed in handling stores may be over emphasized, thereby creating an atmosphere of urgency that could cause some safety precautions to be overlooked. It is therefore imperative that safety be stressed even more than usual and also doubly necessary that designated supervisors be aware of all potential hazards.

For safety precautions to be effectively taken, the supervisor must be able to recognize unsafe conditions; he must implement a sound safety program creating an atmosphere of safety consciousness and he must have a workable system for inspecting all hazardous or potentially hazardous situations, equipment, and areas encountered during underway replenishment. It is recognized that not all of the precautions or regulations discussed in the following paragraphs will apply in every case and they should be used only as general guidelines. Each ship publishes its own safety regulations as part of the ship's regulations and the supervising SK should be familiar with them.

UNSAFE CONDITIONS

No stores loading evolution is entirely safe. Even when loading stores from the pier, safety must be stressed continually. During underway replenishment (especially at night with darkened ship conditions) the hazards involved in loading stores increase greatly. It will be up to designated supervisors to enforce safety regulations and to insure that safety precautions are taken during underway replenishment even though masters-at-arms will probably be stationed at known hazardous areas and several officers may be assigned to insure that safety is observed. To enforce these regulations or to insure that necessary precautions are taken the senior SK must be aware of them. SK 3 & 2, NavPers 10269-G, and other chapters of this training manual point out safety regulations for handling stores, stowage, and operation of material handling equipment. However, some regulations, precautions, or unsafe conditions apply only to underway replenishment or are considered to be important enough to be mentioned again.

1. Personnel working topside should wear an orange life vest. This is mandatory for those personnel assigned to receiving stations. During night operations this life vest must be equipped with a flashlight and plastic whistle.

2. All personnel engaged in the operation must wear safety helmets (supply personnel and checkers wear orange helmets; and officers, CPO's, and supervisors wear white helmets).

3. Those personnel engaged in operating material handling equipment, hoists, conveyors, or other mechanical equipment should be thoroughly familiar with the peculiar safety precautions concerned. It is the supervisor's function to quiz these personnel to check their knowledge of the applicable regulations.

4. The safe handling, expeditious striking below, and correct stowage procedures for dan-

gerous and semisafe material is extremely important. The mishandling of this material or the commingling with other stores could endanger the whole ship.

5. Open deck hatches are always a hazard. Safety lines should be installed immediately upon opening. During night replenishment guards should be posted to warn personnel nearing these hatches.

6. Spectators should be kept away from the replenishment operation. This will usually be accomplished jointly by the replenishment station supervisors, the master-at-arm force, and, if necessary, the supply officer. Also the executive officer will probably issue a prior warning to all hands to remain clear of replenishment stations and stores handling areas.

THE SAFETY PROGRAM

The major causes of accidents are carelessness, inexperience, and attitude. The goal of a good safety program should be the elimination of these causes. Whereas an effective training program can overcome the inexperience factor, carelessness and attitude can only be overcome by constant vigilance, stern enforcement of safety regulations, and most importantly the supervisor's enthusiasm in selling safety to his subordinates.

In addition, the critique is an important part of the safety program. It should be held a few days after replenishment and should be attended by as many of the men in the department as possible and each officer and petty officer taking part or observing should stand up and give his views. Any unsafe practices or potentially dangerous situations that were observed should be brought up at this time. Recommendations for improvement should be discussed on the spot and, if adopted, recorded for later use. A special file should be maintained in supply office to insure that valuable lessons learned the hard way are not lost.

Recommendations for correcting unsafe conditions that require action by shore activities (inventory managers, supply centers, supply depots, etc.) should be sent to the activity concerned and to the Naval Supply Systems Command via official channels. Prompt submission of such reports contributes to Navywide safety programs.

INSPECTING THE OPERATION

One means of insuring that all known hazards or potential hazards have been checked is to develop a checklist similar to the aviator's preflight checklist. Items brought up at the replenishment critique or that have been brought forth by subordinates or are a result of personal observation can easily be added to the checklist and included in the safety inspection of the next underway replenishment.

CHAPTER 10

AUTOMATED SUPPLY PROCEDURES

In your training manual for Storekeeper 3 and 2, you studied the basics of the use of automatic data processing (ADP) aboard Navy ships, with emphasis on the Shipboard Uniform Automatic Data Processing System (SUADPS) installed aboard carriers, tenders, AFS's and repair ships. Since that manual was written, the installation and usage of ADP afloat has been rapidly extended. The systems in use currently are of such complexity and variety that it would be impractical to attempt to describe them all. This chapter will concentrate on the tenders and repair ships. If you understand their systems clearly you will be able to relate your knowledge to the system installed in the ship to which you are assigned and to the supply procedures for which you are responsible.

AUTOMATED SUPPLY SYSTEM

Automated supply means that the posting of stock records, obligation of funds, inventory management, and other supply functions that have been accomplished manually are now being done by machines. With the arrival of machines, individual SKs may feel that they are on their last leg or take the attitude of "let the machine do it". Neither attitude is warranted. It is true that machines are now doing the bulk of the tedious and time consuming tasks that have long been associated with supply management aboard larger ships; however, as an SK1 or SKC you still must supply the various items of information required to make the machines used by an automated supply department produce the desired results. Basically you must be aware of the concepts used in automated supply, how to identify/code input documentation, and most important "HOW TO ANALYZE AND DISTRIBUTE OUTPUT". This may sound like a monumental task, but as you read this chapter you will see that it is really quite easy.

Before we discuss automated supply procedures, let us briefly review the types of equipment that compose the systems installed on Navy ships. Basically, the installations are of two types: electric accounting machines (EAM) and automated data processing (ADP) systems.

EAM SYSTEM

An EAM system is composed of a group of electric accounting machines which perform a group of functions such as sorting, collating, and key punching with each operation controlled by a wired board. The machines read input from punched cards, perform arithmetic computations much like a desk calculator, and produce output in the form of listings and/or punched cards. Some ships currently have only EAM, which produce documents that are used as input to automated supply systems such as those aboard tenders and repair ships.

ADP SYSTEM–SUADPS

The Shipboard Uniform Automatic Data Processing System performs common, routine functions in a uniform manner; using the UNIVAC 1500 computer system.

Primary Components

The following are the primary components:

- Computer Central Processing Unit (CPU)
- Magnetic tape unit
- Input/Output Teletypewriter
- Card Reader-punch-interpreter (CRPI)
- High speed printer

Peripheral Equipment

In addition to the primary U-1500 computer components, other equipments are necessary for system operation. These card processing equipments are designated as peripheral. Usual components and their functions are:

- Key puncher and verifier (used to punch and verify data punched in cards)

- Sorter (used to sort punched cards in any desired sequence)

- Collator (used to compare two files of cards simultaneously in order to match or combine the two into one file)

- Interpreter (used to read the holes punched in a card and print the data across the card)

SUADPS FUNCTIONS

The Shipboard Uniform Automatic Data Processing System (SUADPS) is a uniform system among the various ship types in that common routine functions are performed in a uniform manner, and the U-1500 computer system is used by all. However, the absence of or addition to data in system files may vary. This is primarily because the method of accounting for funds is different for an end-use ship than for a stock-funded ship.

SUADPS was designed to improve afloat supply management by utilizing automatic data processing equipment. Under the SUADPS concept, all inventory control and financial records are stored and managed on magnetic tape or drum files. To simplify shipboard data processing, each definable requirement (e.g. issue transaction) is programmed in a self-contained module. This programming technique permits locally generated transactions, as well as externally generated status and change notice actions, to be introduced into the system at a single point of entry. In order to guard against erroneous postings, a separate module validates all data at the point of entry, using extensive comparisons and validation tables. After each module completes its function, control is automatically returned to the executive component so that a single update can accept and validate all input, post to all applicable files, and create necessary output.

SYSTEM MAINTENANCE

The Navy Fleet Material Support Office (FMSO) is responsible for the maintenance of all afloat automated supply systems. Through its shipboard division (Fleet Assistance Groups, Atlantic and Pacific) it promulgates applicable support procedures governing system operation.

DOCUMENT IDENTIFIERS

Document identifiers (DI) are three position codes which identify a particular type of transaction, (e.g., a requisition, a receipt, or an issue). The computer is programmed to recognize DI's and to process transactions against proper stock and financial records. The DI is a mandatory entry on all input documents in SUADPS as all processing is controlled by the DI, and all reports and output are obtained through the use of a DI. Maximum interface with existing MILSTRIP document identifiers is provided since MILSTRIP DI's have the same meaning in SUADPS. For example, an AØA document identifier is recognized by both systems as a requisition.

TYPES OF DOCUMENT IDENTIFIERS

Four types of document identifiers are used in SUADPS.

- Type I (DOD and SUADPS DI's)—An "A" or "B" in the first position (CC-1) of each DI. They have the same meaning to SUADPS as they do to MILSTRIP.

- Type II (SUADPS Internal DI's)—An "X", "N", or "U" in the first position. They are unique to SUADPS for the purpose of maintaining inventory and financial records.

- Type III (SUADPS Control DI's)—A numeric digit in the first position. They are used to obtain reports and other output.

• Type IV (Computer generated DI's)—A "Z" in the first position. "Z" DI's are internally generated by the computer in order to accomplish internal processing requirements.

Figure 10-1 is a partial listing of type I and II document identifiers.

SYSTEM FILES

The three types of files maintained in the SUADPS system are tape/drum, manual, and output files.

TAPE/DRUM FILES

The major files in SUADPS are maintained on magnetic tape for all ships. The major files are the Master Record File (MRF), Requisition Record File (RQN), Number File (NBR), and the Financial Master File (FMF).

Master Record File

The MRF contains a record for each line item managed, both carried and not carried. A record is maintained for not carried items to record demands, frequency, dues, and backorders. Data in the MRF is kept current by the application of transactions during update processing and by the application of change notice transactions. Elements in the MRF are identified by mnemonics (pronounced nee-mahn-icks). A mnemonic is an abbreviation or code assigned and used to identify an element (e.g. DESC=description).

MRF SUB-RECORDS.—In addition to the basic record, each MRF record may contain up to five sub-records. These sub-records are an integral part of the basic records and are identified by an alpha character.

• "A" SUB-RECORDS (DEMAND HISTORY)—Contains the frequency and demand quantities for each month in which there has been demand for ship's use. Demand records are kept for a maximum of 24 separate months.

• "B" SUB-RECORDS (DUE)—Contains the document number, fund code, priority, and quantity due for each outstanding requisition against a stock number.

• "C" SUB-RECORDS (BACKORDER)—Contains the document number, fund code, priority, quantity, and department code (DPC) for each backorder outstanding against the stock number.

• "D" SUB-RECORDS (SUBSTITUTE)—Contains the Federal Stock Number (FSN) of any items which can substitute for the basic stock number, or the stock number for which the basic record can be substituted.

• "F" SUB-RECORDS (RETAIN)—Contains a document number, a receipt in processing (RIP) quantity or a retain quantity.

ESTABLISHING AN MRF RECORD.—An MRF record may be established through the use of document identifier (DI) XØ9, or by the input of a DTO NC AØ-requisition. DI XØ9/XØ8 may also be used to change certain data elements. Records established as a result of a DTO NC AØ-requisition are established as A/T code 8 (record established for demand recording only).

DELETING AN MRF RECORD.—If the quantity on hand is zero, and there are no due or backorder quantities outstanding, a complete MRF record may be deleted by the input of DI X9Ø. Also, during demand history processing if a record meets the deletion criteria, the record is automatically dropped.

MRF INQUIRY.—An inquiry (DI X9Ø) may be made on a single stock number on the MRF. When an inquiry is included in an update, a complete listing of the stock record is produced along with other output. The listing includes all information recorded on the item, and is the only listing which provides a complete image (including sub-records) for the item.

MASTER STOCK STATUS LOCATOR LISTING.—In addition to the individual stock number inquiry, a printout of certain essential data elements from each stock record in the MRF may be obtained by the input of DI ØBØ. This listing is called the Master Stock Status Locator

DOCUMENT IDENTIFIER	TYPE DI	DESCRIPTION
¢62	III	High Value Asset Control (HIVAC) and Quarterly Cyclic Asset Report
¢62	III	Uniform Material Movement and Issue Priority Systems (UMMIPS)
¢72	III	Automatic Follow-up
¢8¢	III	Master Stock Status and Locator Listing (Offline Processing)
¢81	III	Reorder Review
¢82	III	Cross Reference Listing
¢83	III	Offload Documents
¢84	III	Inventory Aids
¢95	III	Locator List in FIIN Sequence
¢97	III	General Selector (Requisition File)
¢98	III	General Selector (Master Record File)
¢99	III	General Selector (Numbers File)
1¢¢	III	Daily, Weekly, Monthly and Yearly Reports
NCH	II	Change Notice-Substitute Item
NCU	II	Change Notice-Unit of Issue
NCY	II	Change Notice-Source of Supply
NM¢	II	Change Notice-Cognizance Symbol
NM4	II	Change Notice-Cognizance Symbol
NRA	II	Change Notice-Stock Number Deletion
NRB	II	Change Notice-Federal Supply Class
NRD	II	Change Notice-Federal Item Identification Number
NRF	II	Change Notice-New Item/Exhaust Old Supply
NRL	II	Change Notice-Stock Number Superseded

DOCUMENT IDENTIFIER	TYPE DI	DESCRIPTION
NRP	II	Change Notice-Stock Number Replacement
X¢8	II	Changing, Adding or Deleting Fields with DI X¢8
X¢9	II	Establish MRF Record and/or Establish/Change Specified Fields
X1¢	II	Establish or Change Numbers (NBR) Record
X11	II	Spot Inventory
X31	II	Issue to Ship's Departments and Supported Units
X32	II	Material Turn-In to Supply Department by Ship's Departments and Supported Units
X33	II	Backorder Release
X34	II	Issues from 207 to End-Use Ships for Which Accounting is Not Performed
X35	II	Cash Sales
X37	II	Transfer of Special Accounting Class 207 Material From a Class 207 Ship to Another Class 207 or Class 224 Ship
X38	II	Transfer of Class 207 Material to End-Use Ashore
X43	II	Survey
X5¢	II	Fund Allocation/Withdrawal
X71	II	Receipt
X72	II	Pre-Post Receipt
X73	II	Money Value Only Receipts
X76	II	Adjust External OPTAR Funds
X77	II	Money Value Only (MVO) Receipt Adjustment
X78	II	Creating Additional Obligations for Outstanding DTO Requisitions
X84	II	Scheduled Inventory Process
X¥¢	II	File Inquiry with Capability to Delete MRF, RQN or NBR's Records

Figure 10-1.—Partial listing of SUADPS document identifiers.

Listing (MSSLL), and contains current data on all stock numbers in the MRF. A supplemental MSSLL (SSSLL) is produced automatically after each update, and contains current data on all stock numbers affected since the last complete MSSLL was produced. The SSSLL is cumulative, and only the latest listing should be retained. Figure 10-2 is an example of a SSSLL.

Requisition Record File

The Requisition Record File (RQN) is an active history file containing records of all outstanding and completed requisitions originated by or for the ship. Each requisition record consists of the basic requisition plus a series of sub-records which are the card images of all status, follow-up, and receipt transactions processed under a particular document number. Change notice actions which apply to the MRF also apply to the RQN. A requisition record is initially established at the time a requisition document identifier (DI) is processed in an update. In order to provide for maximum control over outstanding requisitions, duplicate document numbers can never be recorded in the RQN.

RQN INQUIRY.—An inquiry (DI X9Ø) may be made on a single document number. When an inquiry is included in an update, the basic record and all of the sub-records are printed. DI X9Ø can also be used to delete a completed requisition from the RQN file. In addition to an inquiry on an individual document number, when DI Ø85 is input, the RQN file can be printed out in almost any desired sequence.

Numbers File

The Numbers File (NBR) is a history file which contains supplementary MRF data elements and also a record of stock number changes and cross-reference data. Records are contained in the file cross-referencing:

- Old FSN to new FSN
- New FSN to old FSN
- Part number (exceeding 15 positions) to local stock number
- Local stock number to part number (exceeding 15 positions)
- Old part number to new part number
- New part number to old part number
- FSN to description
- Description to FSN
- Part number to description
- Description to part number
- Local stock number to description
- Description to local stock number

Stock number changes are automatically recorded in the NBR file at the time the change notice is processed. Information cross-referencing part number to local stock numbers, as well as information cross-referencing frequently used part numbers to federal stock numbers are put into the NBR file through the use of DI X1Ø. DI X9Ø may be used to inquire or delete records from the NBR file, and DI Ø82 may be used to print the NBR file in almost any sequence desired.

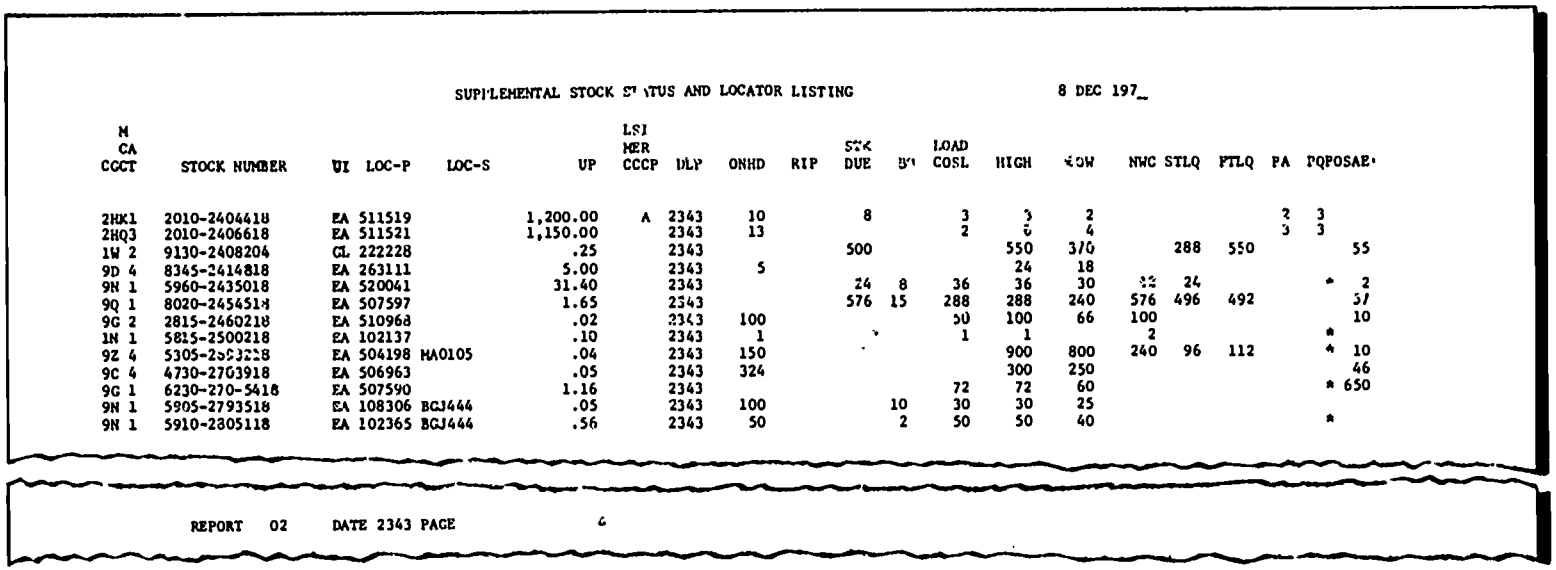
Financial Master File

The Financial Master File (FMF) consists of a series of tables and counters which generally correspond to the financial reports and records required of the ship. Financial transactions are automatically posted to the tables during update, and report processing.

MANUAL FILES

Manual files on an automated ship serve three important functions:

1. They are used to provide control over transactions which have not been completed and



SUPPLEMENTAL STOCK STATUS AND LOCATOR LISTING 8 DEC 197_

M CA CCCT	STOCK NUMBER	UI	LOC-P	LOC-S	UP	LSI MER CCCP	DLP	ONHD	RIP	STK DUE	BY	LOAD COSL	HIGH	LOW	NWC	STLQ	FTLQ	PA	PQPOSAE
2HK1	2010-2404418	EA	511519		1,200.00	A	2343	10		8		3	3	2				2 3	
2HQ3	2010-2406618	EA	511521		1,150.00		2343	13				2	5	4				3 3	
1W 2	9130-2408204	GL	222228		.25		2343			500			550	370		288	550		55
9D 4	8345-2414818	EA	263111		5.00		2343	5					24	18					
9N 1	5960-2435018	EA	520041		31.40		2343			24	8	36	36	30	32	24			* 2
9Q 1	8020-2454514	EA	507597		1.65		2343			576	15	288	288	240	576	496	492		37
9G 2	2815-2460218	EA	510968		.02		2343	100				50	100	66	100				10
1N 1	5815-2500218	EA	102137		.10		2343	1				1	1		2				*
9Z 4	5305-2503218	EA	504198	MA0105	.04		2343	150					900	800	240	96	112		* 10
9C 4	4730-2703918	EA	506963		.05		2343	324					300	250					46
9G 1	6230-270-5418	EA	507590		1.16		2343					72	72	60					* 650
9N 1	5905-2793518	EA	108306	BGJ444	.05		2343	100			10	30	30	25					
9N 1	5910-2805118	EA	102365	BGJ444	.56		2343	50			2	50	50	40					*

REPORT 02 DATE 2343 PAGE 6

Figure 10-2.--Supplemental Stock Status and Locator Listing.

which require monitoring to ensure that they are completed properly,

2. They provide a point of assembly for transactions which are to be processed,

3. They provide various sections with history or reference files on completed transactions.

The following files are generally maintained on ships operating under SUADPS.

Keypunch Assembly File

The keypunch assembly file consists of source documents which are to be sent for keypunching. Documents are assembled in document identifier batches before forwarding to keypunching.

Update File

The update file consists of all locally keypunched cards plus any system generated cards which are to be processed during the next scheduled update.

Stock Control History File

The stock control history file contains all source documents which have been used as a basis for key punching cards to update files. Included in this file are all transactions originating at the shipboard level such as issues, offline requisitions, changes to the MRF, and copies of receipt documents. This file is maintained by stock control in document identifier sequence within Julian date processed.

Data Processing History File

The data processing history file consists of all computer-generated or manually keypunched documents which have been used to update files. This file is maintained in data processing, and cards are placed in the file according to the Julian date processed.

Backorder Release Control File

The backorder release control file contains DI X33 backorder release cards which have been automatically prepared by the computer. This file is maintained by stock control to ensure that the backordered material is actually released. The control cards are matched with release cards returned from the storeroom after issues are made and are then placed in the update file to post the backorder release (issue).

Request for Data Processing Services File

For control purposes, the System coordinator must maintain an outstanding and completed request for data processing services file. The file is used to determine if all requested output is returned from data processing, as a guide for distributing output to the proper section, and to determine the contents of backlog.

Suspense Control File

The suspense control file contains retained copies of DD 1348 manual requisitions which have been prepared off-line and sent to SERVMART, or sent as bearer pickup (walk-through). The file, if used, is maintained in stock control in order to monitor the return of receipt documents. After receipt of the material, the control copies may be destroyed.

Receipt Take-Up Card File

At the time stock requisitions are prepared by the computer during automatic reorder or when DTO requisitions are included in an update, receipt take-up cards are generated. These cards should be filed in the receipt take-up file in document number sequence or in document number sequence separate for DTO and stock.

OUTPUT FILES

The purpose of output files is to provide the ship with a complete history of all transactions

which affect stock or financial records. The following outputs are produced automatically after each update.

Transaction Ledger

Transactions ledgers represent a history of all TRANSACTIONS PROCESSED SUCCESSFULLY through the computer. The listings provide an audit trail for reconstructing actions which take place in the event that other files are destroyed. During update processing each transaction which successfully processes against an RQN or MRF record or has financial significance will appear on the transaction ledger produced during that update. To identify the applicable files against which transactions are processed, the notation, "MRF", "RQN", or "FIN" appears as part of the heading on the ledger. The transaction ledger contains an entry for each stock record affected by the particular update. The ledger is printed in FIIN sequence within Record Type Code (RTC). The top line of each entry reflects the stock record as it was at the beginning of the update. Immediately under the introductory line are listed all of the transactions which were posted to the stock record during the update. Quantities are clearly shown adding or subtracting from the applicable stock record fields. The final line of each entry reflects the updated stock record after all transactions have been posted. The top line of each transaction ledger entry includes a "Date Last Processed" (DLP) field. The DLP is the date of the most recent previous update which affected the stock record, and is used as an audit trail. The DLP also appears in the MSSLL/SSSLL. In order to trace the shipboard history of an item, locate the DLP of the item in the LATEST MSSLL. The transaction ledger printed on that date will list the most recent transactions processed against the item and will give the previous date last processed, leading to an older transaction ledger, and so forth. The end of the audit trail (the earliest entry on the item) is recognized by the absence of an introductory line in the transaction ledger. See figure 10-3.

Transaction Error Listing

The transaction error listing contains transactions which could not process because of ERRORS IN THE INPUT TRANSACTION. Transactions appear on the listing in RTC, and FIIN within DI sequence as exact card images of the input documents. Each transaction on the listing is followed by a message key number (MKNR) or numbers to identify and explain the error. As a further aid, the erroneous field is underlined with asterisks. Figure 10-4 is an example of a transaction error listing.

TRANSACTION ERROR SUMMARY.—The Transaction Error (MKNR) Summary Report is put out each update and shows an accumulated total of errors by DI. Its purpose is to inform management of possible problem areas in the preparation and processing of documents on a given update. Figure 10-5 is an example of a standard transaction error MKNR summary report. In addition to the standard format, specific document identifiers can be obtained by the input of a keypunched card specifying the desired document identifiers.

Suspended Transaction Listing

In cases where the transaction appears to be correct, but complete processing is unsuccessful because of some condition in the MRF record, the computer suspends the transaction rather than rejecting it. Until corrective action is taken, the suspended transactions recycle automatically through a predetermined number of consecutive updates, and are listed in each update on the suspended transaction listing. On the printout of the listing the right hand column is labeled "UPDATES UNTIL ERR". Under this label is printed the two digit numeric sequence indicator of each item listed. This will change each time the item is printed on the listing (in regressive sequence e.g., 15, 14, 13, etc.). If no corrective action is taken after a specified number of updates, the suspended transactions are auto-

USS CASCADE AD-16 (V04636) MRF01 TRANSACTION LEDGER FOR PERIOD ENDING 17 NOV 1972

M CA CGCT	STOCK NUMBER	UI	LOC-P	LOC-S	UP	LSI MER CCCP	DLP	ONHD	RIP	STK DUE	BO	LOAD COSL	HIGH	LO	LQTY	NWC	PA	PQ	DESC
.9Z 3	3110-1980002	EA	111470		.62	FL	*2313	33		1		10	34	25	9				BEARING,BA
X31	131101980002		EA00006V0463623157413			Y20116	AH 9Z					0000062V							
9Z 3	3110-1980002	EA	111470		.62	FL	*2322	27		1		10	34	25	9				BEARING, BA
9G 6	6750-2006322	CN	040128		1.90	FL	2313	10		2									
AE1NNZ16750?006322			CN00002	2463620591927	Y		AKZ	9GGK12322BQ				Z	V						84
9G 6	6750-2006322	CN	040128		1.90	FL	2322	10											
1H 2	4240-2029473	EA			2.20	FL	*2319			23			23	17	7				FACESHIELD
X71	142402029473		EA00006V0463622710201				CZ 1H		20116AC			0000220V							
1H 2	4240-2029473	EA			2.20	FL	*2322	6		17			23	17	7				FACESHIELD
9Q 2	5110-2042685	SE	153232	150588	5.77	FLU	*2313	19					20	17	5				FILE SET,H
X31	151102042685		SE00001V0463623083638				AC 9Q					0000577V							
9Q 2	5110-2042685	SE	153232	150588	5.77	FLU	*2322	18					20	17	5				FILE SET,H
9GA4	5830-27082k6	CF	MNDECO		.02		*2313	4274?					3867	2943					ACETYLENE,
X71Q28168302708216			CF04950V0463622651997				MNDECO KZ	9G		S		0000002V							
9GA4	6830-2708216	CF	MNDECO		.02		*2322	47695					3867	2943					ACETYLENE,

REPORT 01 DATE 2322 PAGE 12

10.132

Figure 10-3.—Transaction Ledger.

```
                          SOT 023      TRANSACTION ERROR LISTING                    17 NOV 1972

A01NNZT47305425193    EA00010V0463622806490RY05837AAC      9C   12       1   0000474V    MKNR   34
                              **************
A01NCET59308858958    EA00001V0463622907401RY04636AAH      9NCK505       1   0000150V    MKNR  151
A01N0ZT58209811598    EA00001V0463622147614R       AY6     4GGK505       1   0037400V    MKNR  151  34
                              **************
A01NNZ35340L002468    EA00006V0463623068057R       AAC     9LGK505       3   0001400V    MKNR  125  19
                      **
A05     9330L002363   BX00001V0463622016907RY52180AUG      9QGK505       3   0000800V    MKNR   68  58  19
    ****              **
X08   153302481336    EA              //                   /                             MKNR   14
      ************

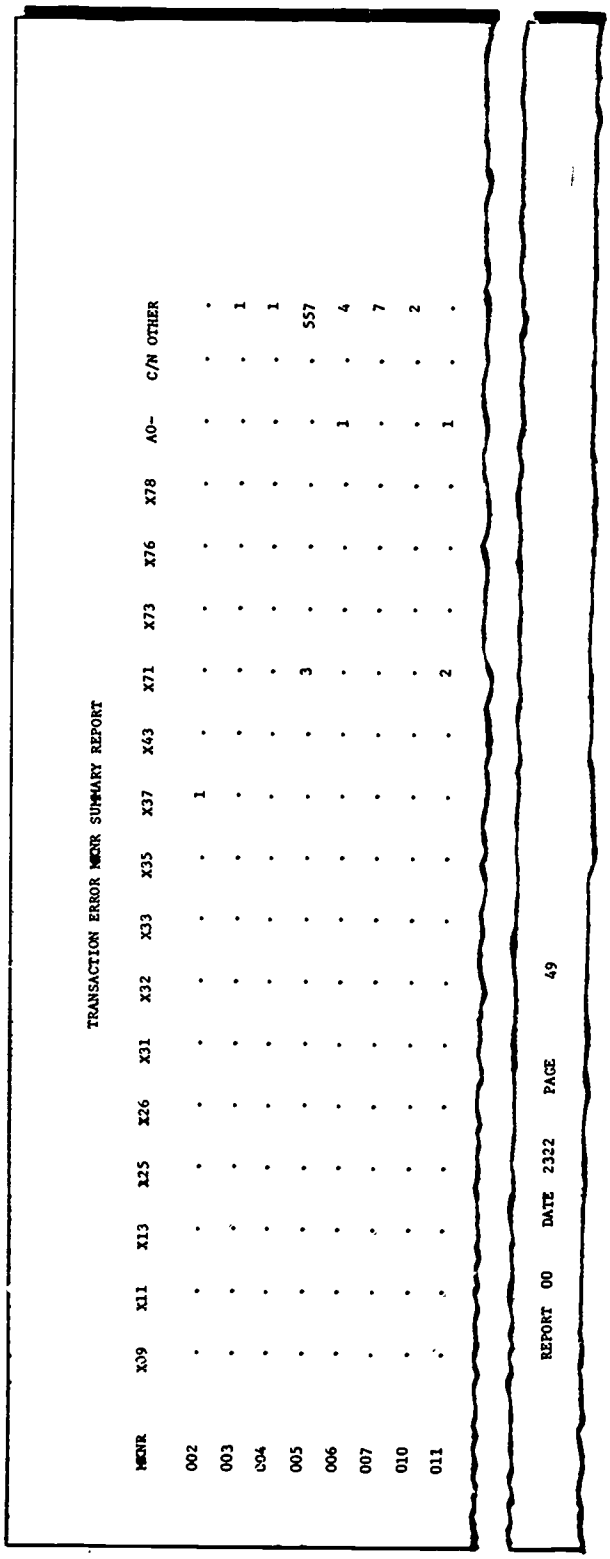
          REPORT   00      DATE 2322    PAGE       29
```

```
        Explanation of message key numbers shown

 14  STOCK NUMBER IS NOT IN MRF
 19  TRANS UI MUST MATCH MRF UI
 34  RQN ALRDY EXIST UNDER SAME DOC NR
 58  RI TO OR RI FROM IS WRONG
 68  REINPUT CORRECT MEDIA + STATUS
125  DI USED ERRONEOUSLY
151  FC AND BUIC INCOMPATIBLE
```

10.133

Figure 10-4.—Transaction Error Listing.



TRANSACTION ERROR MGNR SUMMARY REPORT

MGNR	X09	X11	X13	X25	X26	X31	X32	X33	X35	X37	X43	X71	X73	X76	X78	A0-	C/N	OTHER
002	.	.	.	.	.	.	.	.	.	1	.	.	.	.	.	.	.	.
003	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	1
004	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	1
005	.	.	.	.	.	.	.	.	.	.	.	3	.	.	.	.	.	557
006	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	1	.	4
007	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	7
010	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	2
011	.	.	.	.	.	.	.	.	.	.	.	2	.	.	.	1	.	.

REPORT 00 DATE 2322 PAGE 49

10.134

Figure 10-5.—Transaction Error (MKNR) Summary Report.

matically processed according to certain parameters, and deleted from the suspended listing, appearing on the transaction error listing one time only. Transactions on the listing appear in RTC and FIIN with DI sequence as exact card images of the input documents. Each transaction is followed by a Message Key Number (MKNR) to explain the reason for the suspended transaction. In addition, any transaction which is unable to process after three or more updates is flagged with three asterisks. See figure 10-6.

Information Transaction Listing

The information transaction listing informs stock control personnel of transactions which should be reviewed, because of action which may be required in certain situations. It is also used as a management aid in that transactions worthy of the supply officer's attention are flagged (e.g., inventory adjustment exceeds $500.00; location did not process). In addition, extraordinary conditions in a stock record occurring during an update are listed, even though no transaction was processed against the particular item during the update. In either event, the computer has COMPLETED ALL PROCESSING THROUGH APPLICABLE FILES. Transactions on the listing appear in RTC and FIIN within DI sequence as exact card images of the input documents, and each entry is followed by an MKNR to explain the signification of the transaction. See figure 10-7.

OTHER OUTPUT

In addition to the preceding output that is produced automatically after each update, based on input other than a report DI, other output may be generated.

Change Notice Listings

During any update in which change notice actions are processed, a change notice action listing, and a change notice decision listing are produced.

CHANGE NOTICE STOREROOM ACTION LISTING.–Provides storage personnel with information on action required to process change notice actions. The listing is composed of four parts with a separate part for stock number changes, unit of issue changes, security code changes, shelf life/shelf life action code changes. See figure 10-8.

CHANGE NOTICE DECISION LISTING.–Contains change notice actions which, due to the nature of the change involved, require review or action by stock control. Entries on the listing consist of the document identifier (DI), stock number, and message key number.

Special Material Control Cards

To ensure the turn-in of repairable items and transaction item reporting on serial number control items, special control cards are created whenever an issue or backorder release is processed against an MRF record with a material control code of "G", "H", "K", "Q" or with a serial number control indicator. Mandatory repairable cards are identified by document identifier "BC1" and are used to monitor the turn-in of mandatory repairable items. Serial number control item cards are identified by document identifiers "D6A" or "D7A" and are used to report the receipt and issue of items designated by the inventory manager as requiring transaction item reporting (TIR).

Material Obligation Validation Response Cards

When DI "AN1" or "AN2" (Material Obligation Validation Request) status cards are input, "AP1" or "AP2" (Material Obligation Validation Response) cards are generated. After appropriate research, the cards are transmitted to the applicable ashore supply activity.

Backorder Release Cards

The computer creates release and control cards when the on hand balance in a stock record increases sufficiently to cover an unfilled backorder. Each backorder release (DI X33)

SOT 023 SUSPENDED TRANSACTION LISTING 17 NOV 1972 UPDATES UNTIL ERR

X31	180105774735	CN00001V0463622943007R		AC 9Q	0001514V***	MKNR	24	17
X31	180105774735	CN00001V0463623073006		AC 9Q	0001514V***	MKNR	24	21
X31	153305859501	SH00005V0463623123604		AC 9Z	0000509V***	MKNR	24	21
X31	159616155550	EA00006V0463622907601	76	AC 9N	0000084V***	MKNR	24	19
X31	159616155550	EA00006V0463622907601		AC 9N	0000084V	MKNR	24	24
X31	159056178016	EA00004V0463622907602		AC 9N	0000080V	MKNR	24	24
X31	147306406836	EA00018V0463623068902	YC4636	AG 9C	0000574V	MKNR	24	23
X31	165056644814	TU00004V046362301C407		29 9L	0000014V	MKNR	24	23
X31	179206826710	EX00024V0463622785801R		AC 9Q	0000762V***	MKNR	24	17

REPORT 00 DATE 2322 PAGE 35

Explanation of message key number:

24(S)INSUFFICIENT QTY AVAIL IN MRF

10.136

Figure 10-6.—Suspended Transaction Listing.

```
                              SOT 023          INFORMATION TRANSACTION LISTING                    17 NOV 1972

AE1S9M100000006016      PG00025 046362047C401 YDT0C4A29 9LGK512322BQ                  Z    V      MKNR   84
AE1NNZ153050102130      HD00009 0463612350C02 Y      AKZ 9ZGJ 12322BQ                 Z    V      MKNR   84
AE1S9M165200199208      PG00002 046362055C309 YDT0C3A12 9LGK512322BQ                  Z    V      MKNR   84
AE1NNZ153050227060      GR00001 0463612350015 Y      AKZ 9ZGJ612322BQ                 Z    V      MKNR   84
AE1NNZ159200345995      EA00013 0463612350024 Y      AKZ 9NGJ 12322BQ                 Z    V      MKNR   84
AE1S9C148200360660      EA00001 0463621046810 Y02535AAH 9CGK505322BQ                   Z    V      MKNR   84
AE1NNZ148200361703      EA00001 0463612350033 Y      AKZ 9CGJ112322BQ                 Z    V      MKNR   84
AE1NNZ147300481788      EA00005 0463612350043 Y      AKZ 9CGJ412322BQ                 Z    V      MKNR   84
AE1NNZ159100545977      EA00001 0463612350053 Y      AKZ 9NGJ 12322BQ                 Z    V      MKNR   84

REPORT   00      DATE 2322    PAGE      37
```

Explanation of message key number:

84(I)DEAD RQN REORDER IF REQUIRED

10.136

Figure 10-7.—Information Transaction Listing.

STOREROOM ACTION LISTING STOCK NUMBER-CHANGE

LOC	OLD	NEW STOCK NUMBER
BGJ215	5905-258-6918	3434-222-5555
MA0105	5330-059-8763	5330-059-7863
101200	5905-258-6918	3434-222-5555
101880	5945-201-7218	4720-189-9718

REPORT 00 DATE 2343 PAGE 13

STOREROOM ACTION LISTING UNIT/ISSUE-CHANGE

LOC		OLD UNIT/ISSUE	NEW UNIT/ISSUE
111112	3433-026-3718	EA	PR
111113	2910-034-3918	EA	PR
456789	3433-026-4718	EA	PR

REPORT 00 DATE 2343 PAGE 14

STOREROOM ACTION LISTING SECURITY CODE-CHANGE

LOC		NEW
MA0103	5305-059-8678	A

REPORT 00 DATE 2343 PAGE 15

STOREROOM ACTION LISTING SLC/SLAC CODE-CHANGE

LOC		NEW SLC	SLAC
MA0102	5305-059-8598	W	C0
100000	5905-060-0918		C0
100000	5905-990-0018	0	00
111113	2910-034-3918		S5

REPORT 00 DATE 2343 PAGE 16

10.137

Figure 10-8.—Change Notice Storeroom Action Listing.

MVT 004 UI TABLE (UNIT OF ISSUE) VTC BLOCK
PAGE 24 P 02 CHARACTERS PER ELEMENT DATE 2227

AA	AM	AT	AV	AX	AY	BA	BC
BD	BE	BF	BG	BH	BI	BK	BL
BO	BR	BT	BU	BX	CA	CB	CC
CD	CE	CF	CG	CH	CI	CK	CL
CM	CN	CO	CP	CR	CS	CT	CX
CY	CZ	DC	DE	DG	DH	DI	DK
DL	DM	DR	DW	DZ	EA	EN	FL
FO	FT	GB	GG	GI	GL	GM	GN
GP	GR	GS	HD	HE	HF	HG	HH
HI	HK	HP	HS	HW	HY	IG	II

MVT 004 MCC TABLE (MATERIAL CONTROL) VTC BLOCK
PAGE 26 P 01 CHARACTERS PER ELEMENT DATE 2227

A	B	C	D	E	F	G	H	J
K	L	M	N	P	Q	R	S	T
U	V	X	Y	Z	0	W	*	*

10.138

Figure 10-9.—MVT (Unit of Issue and MCC tables).

consists of two cards identified in the upper left hand corner as MATMOV (Material Movement) and B/O REL (Backorder Release).

Pre-Post Issue Storeroom Information Listing

On ships equipped with the FASTRAND II drum, issues may be preposted to the MRF. Under this procedure, issue documents are keypunched and input, and if sufficient quantities are available; DI "X31", "MATMOV", and "PRE ISSUE" cards are output. In addition to the cards, an "F" sub-record is automatically generated internally. This sub-record is deleted when the matching DI X31 is input. However, if the DI X31 is not input within 4 days after the prepost issue documents are output, the "F" sub-records are deleted, and will appear on the storeroom information listing.

Pre-Post Receipt Storeroom/Stock Control Action Listing

The prepost receipt storeroom/stock control action listing contains prepost receipt documents more than 30 days old. This listing is applicable only to those ships that prepost receipts (DI X72), and is used to maintain control on receipts in process (RIP).

SYSTEM TABLES

SUADPS makes extensive use of tables which are maintained on tape or drum files, and are accessible to the computer during update processing. Some of the tables are used in connection with validation of input, while others such as the descriptive tables are used to add description information to output.

Purpose of Master Validation Tables

The Master Validation Tables (MVT) serve a dual purpose in the SUADPS framework. First, they are used by the computer to validate data elements on input documents to prevent erroneous data from entering the system. Secondly, they contain certain elements of information which are used in other file maintenance programs, particularly the financial programs, and when needed are passed to the proper program as a part of the record in the transaction tape. This permits updating and report preparation when required without forcing the data to be input for each update. Validation tables are either privileged or nonprivileged, and are further divided in the MVT into three broad categories for the purpose of control block identification. These categories are symbolized as VTC, VTD, and VTE. The VTC tables are used strictly for validation purposes, the VTD and VTE are used for descriptive and computer output purposes.

Data Elements

The data elements in the validation tables are symbols, abbreviations, or codes identifying particular items of information which appear in input transactions. For example, a requisition document contains many data elements, one of which is unit of issue. The validation table for unit of issue consists of the code for all units of issue which are valid in the naval supply system.

Privileged Validation Tables

The privileged validation tables (VTC) are used on all SUADPS ships. They are established and changed only by the appropriate Fleet Assistance Group (FAGLANT or FAGPAC). They are composed of data elements such as unit of issue, cognizance symbols, and MILSTRIP status codes, which are common and universal in the naval supply system. Figure 10-9 is an example of the U/I (unit of issue), and MCC (Material Control Code).

Non-Privileged Validation Tables

Non-privileged tables differ on every ship. Each ship is responsible for establishing and maintaining non-privileged tables. All three categories are included (VTC, VTD, and VTE). However, whereas the VTC privileged tables are used to validate universal supply data, the VTC non-privileged tables are used for local validation:

Included in the non-privileged description block (VTD) is a CRI (cognizance symbol to routing identifier) table. The CRI table contains all Navy cognizance symbols along with the Routing identifier of the supplying activity where requisitions are to be submitted if a reorder is required. During an automatic reorder, the computer places the Routing Identifier assigned to the applicable cog in the proper data block of the DD Form 1348M requisition.

Establishing Non-Privileged Tables

Non-privileged validation tables are established by the input of a keypunched card containing the following:

Card Column	Data Element/s Remarks
1-3	Block identification "VTC", "VTD", or "VTE", as applicable
4-6	Table identifier (e.g., "UCA", "FCZ", etc)
9	"E" for establish
10-12	Number of positions in the data element. The field must be right-justified and zero-filled. For example, an appropriation data element with 25 positions would appear as "Ø25".
13-33	Name of the table to be established (e.g. appropriation, etc.)

Changing Non-Privileged Tables

After a validation table is established, keypunched cards must be input to change data elements. All changes are considered as either "A" (add) or "R" (remove). To change non-privileged tables, the following elements must be included in a keypunched card.

Card Column	Data Elements/Remarks
1-3	Block identification "VTC", "VTD", or "VTE", as applicable
4-6	Three position code identifying table to be changed. (e.g., LMC, ARR, etc.)
9	"A" for adding new data elements or "R" for removing data from table.
10-74	As many elements as can be completely written in the field can be made on one card; however, a comma must separate individual data elements, and if more space is required, an additional card must be prepared.

OBTAINING TABLE LISTING.–When changes to any of the tables contained in the MVT are included in an update the entire MVT is automatically printed. A listing may be obtained at other times by the input of a keypunched card with three asterisks in card column 1-3.

SYSTEM OPERATION

So far we have discussed SUADPS files, tables, and output listings. These elements are the means by which SUADPS performs basic supply functions–material reorder, processing issues, financial accounting, and maintaining files.

DEMAND HISTORY PROCESSING

Demand history processing is the automated review of the demand, frequency, and allowance information accumulated against records in the MRF. DI Ø73 is used to request the review. Briefly, DI Ø73 by considering demands, allowance, ordering, and shipping time computes average monthly demands and sets "action points" (Requisitioning objective (RO)–high

limit), and reorder point (RP)—low limit. DI Ø73 also changes allowance type (A/T) codes as necessary, and deletes entire MRF records when they no longer meet the requirement for retention. Although demand history processing accomplishes a thorough review and update of each MRF record, it should be remembered that the primary purpose for running DI Ø73 is to prepare the MRF for automatic reorder.

PROCUREMENT

The source, forms used, and other procedural aspects of procuring material are the same on ADP ships as they are on non-automated ships. The actual computation of requirements and action required to record the transaction is performed on an automatic or offline basis.

Automatic Reorder

An automatic reorder occurs when an item of stock meets the criteria established for reordering and a requisition is prepared by the computer. DI Ø81 is used. Prior to requesting an automatic reorder, the Cognizance Symbol (COG) to Routing Identifier (CRI), and the Reorder COG to Fund Code (RFC) validation tables must be updated. An improper entry in these tables will cause an improper entry on the requisitions. Various options are available for selecting specific types of MRF items for reorder, and for computation of the reorder quantity. The reorder can be accomplished on a dummy or a real basis. In either case, a reorder review listing is generated. When a real reorder is requested, the stock requisitions generated for deficient items are in AØ___or AY___series format. The AØ___series requisitions are ready for submission to the supplying activity. The AY___series requires additional action as they represent MRF items in a reorder condition but which contain an automatic reorder restriction code. These codes are normally assigned to items without valid FSN's (i.e. part numbers or local stock numbers) and are not identifiable by the supply activity. They may also be used for FSN items requiring manual review prior to reorder. After taking necessary action on AY___requisitions they are input in order to obtain an AØ___series requisition or referred for purchase action.

Reorder Review Listing

All items which are in a reorder condition and meet the reorder criteria indicated in the input document (DI Ø81) are itemized on a reorder review listing. Figure 10-10 is an example of the listing. Ample information is given for each item in case a decision is required prior to submitting the computer generated requisitions to the supplying activity. An explanation of some of the nonstandard column headings used on the listing as well as general information on the data is as follows:

- ARRC—Automatic Reorder Restriction Code. This code is assigned by the ship to indicate the reason the item is restricted from a regular automatic reorder.

- LMT—Limit Flag. The presence of an "L" in this column indicates the high limit has been manually set for a particular reason and will not be adjusted by demand processing.

- AC—Advice Code. The advice code assigned by the computer.

- Stock/Part Number—Items appearing on the listing are printed in FIIN sequence by RTC.

- ONHD—On Hand. The on hand quantity includes both storeroom quantity, and the rotatable pool quantity.

- DUE—This quantity represents stock dues only. Dues against DTO requisitions are not included.

- BO—Backordered. This quantity represents the total quantity backordered.

- RQMNT—Requirement. This quantity represents the net (recurring and nonrecurring) requirement which was computed as being required for reorder. If substitutes are available, the quantity which can be satisfied by substitutes is printed directly below the required quantity with the notation "requirement satisfied by Substitute".

REORDER REVIEW LEDGER 3047

LM RRTAC	M AC TC	CG	RTC	STK/PT NUMBER	UI	ONHD	STK DUE	BO	HIGH	LOW	RQMNT	DMD	AMD	LOCI	DESCRIPTION	LC	DLP	EMV	SER
RF 2J	1	9N	1	5905-0803218	EA				32	9	2	R	2.83	101187			3047	.46	30470001
RF 2J	1	9N	1	5905-0803218	EA				32	9	30	N	2.83	101187			3047	6.90	30470002
FC 5K	1K	9G	1	4720-0999012LI	FT				30	22	30	R		HE1006			3047	30,000.00	30470003
BC 2J	3	9G	1	6145-9999001	FT				1000	750	1000	R		BU1001	WIRE		3039	150.00	30470004
BC 2J	3	1H	1	4710-9999003LI	FT				100	75	100	R		ADD007	PIPE		3041	1,000.00	30470005
															TOTAL NSA REQUIREMENT			31,157.36	
															TOTAL APA REQUIREMENT			.00	

REPORT 81 DATE 3047 PAGE 1

Figure 10-10.—Reorder Review Ledger.

- DMD–Recurring or Non-recurring Demand. An "R" in this column indicates the requirement is a recurring demand while an "N" indicates the requirement is a non-recurring demand because of an increase in range or depth.

- AMD–Average Monthly Demand. The average monthly demand indicates the average quantity that has been used monthly in accordance with the number of months factor used in Demand History Processing (DI Ø73).

- EMV–Extended Money Value. Extended money value of quantity required.

- SER–Julian Date and Serial. The Julian date and serial number are specified in the DI Ø81 and assigned by the computer. Requisitions are not produced if a dummy reorder is requested. If a requisition should be generated but cannot be, because the cognizance symbol is not included in the CRI or RFC validation tables, two asterisks are in this column.

- Money Value Totals.–Separate cumulative money value totals are shown at the end of the listing for the net requirements of both NSA and APA items regardless of whether or not requisitions are produced.

Offline Procurement

Offline procurement occurs when requisitions are manually prepared for submission to a supply activity or to a commercial source. Offline procurement may be made for stock or DTO. After an offline procurement document has left the ship, a DI AØ__series input document must be prepared in order to update the shipboard records. Strict internal controls must be established to ensure duplicate requisition numbers are not assigned during offline procurement as the computer rejects any attempt to process a requisition when the same document number has previously been assigned to a requisition in the file. This rejection occurs regardless of whether the requisition is completed or outstanding.

RECEIPT

Upon receipt of material, the storage section must physically put the material away and forward receipt documentation to stock control. Stock control then must ensure that receipt take-up cards are properly coded prior to putting them in an update. Receipts from the Defense Supply Agency (DSA) are identified by code in lieu of Navy cognizance symbols. The DSA codes are automatically converted by the computer to Navy cognizance symbols. Also, override codes are assigned to certain receipt documents, which enable the computer to process transactions which have errored out.

Document Identifiers Used

Document identifiers used in receipt processing are DI X71, X72, and X73.

DOCUMENT IDENTIFIER X71–Used on receipt documents which must be posted to the MRF. This DI records the receipt of material in the MRF record, completes the outstanding requisition record, and performs all related financial functions.

DOCUMENT IDENTIFIER X73–Used on receipt documents (money value only) which are not posted to a MRF record. This DI completes the outstanding requisition record and performs all related financial functions.

DOCUMENT IDENTIFIER X72–Used for preposting stock receipts. This DI does not complete the outstanding requisition record, performs no financial function nor does it actually post any quantity to the applicable MRF record. However, DI X72 does create an "F" sub-record to the applicable MRF record, with the "F" sub-record, showing the U/I, quantity received, and document number. The "F" sub-record will remain a part of the basic MRF record until the matching DI X71 is input. The quantity which is posted to the "F" sub-record appears in the MSSLL under the column "receipt in process" (RIP).

EXPENDITURE

The expenditure of material is accomplished on approved forms, and in accordance with procedures in NAVSUP P-485. To update stock records and financial files, a DD Form 1348M is used to record the material expenditure. The type of expenditures and document identifiers used for each expenditure are explained below.

- DI X31–Used for issues to ships' departments and supported units for which the tender performs financial accounting.

- DI X32–Used to process the turn-in of ready for issue material. All material being turned in which is in an RFI condition will result in a credit to the type commander's OPTAR.

- DI X34–Used in the expenditure of special accounting class 2Ø7 material to end-use ships for which the 2Ø7 ship does not perform accounting.

- DI X35–Used to record the expenditure of material by cash sale.

- DI X37–Used to record the expenditure of special accounting class 2Ø7 material to another class 2Ø7 ship or class 224 ship, to property disposal or turn-in to store ashore in the 51ØØØ account.

- DI X38–Used to record the expenditure of class 2Ø7 material to end-use ashore.

- DI X43–Used to record the expenditure of material surveyed.

OFFLOAD PROCESSING

On SUADPS equipped ships, material may be manually selected for offload or may be selected through the use of the computer. There are two steps in the process of manually selecting items for offload. A DD Form 1348-1 must be prepared and sent to storage for pulling the material. After storage has completed action on the 1348-1, stock control must have a document keypunched (DI X37) in order to record the offload.

Mecnanized Offload

Document identifier Ø83 is used when computer generated offload documents are desired. When used, DI Ø83 screens each MRF record for excess quantities in accordance with the type of input selected and produces the necessary offload documents. The computer automatically assigns document serial numbers of "ØØØ1 through "Ø999". If the document serial numbers exceed "Ø999", the computer increments the julian date by one day and restarts the document serial number series over again. Before requesting a second offload, all documents prepared during the first offload must be processed. The type of output indicator used determines the type of documents produced in order for the selected items to be processed for offloading. Type output indicators are "1", and "2".

- TYPE OUTPUT INDICATOR "1"–Causes DD Form 1348-1, and DI X37s to be produced. The X37 is used as the input DI to update the MRF and financial records, DD Form 1348-1 is used as a picking ticket, and as the turn-in document to the receiving activity.

- TYPE OUTPUT INDICATOR "2"–Causes DI X37s, picking tickets, work cards, and a card image listing of the DI X37s to be produced. The DI X37 is used as the input DI to update the MRF/financial records, the picking ticket is attached to the offload material, and the work card is used in pulling the material. This card is subsequently returned to stock control where it is used as a control and verification document for the material offloaded. When the X37 is input into the computer for updating records, it also generates a DD Form 1348M (DI D6A) document which is forwarded to the activity receiving the material.

INVENTORY

Prior to an inventory, stock and storage supervisors must coordinate the scheduling of inventories so that they can be conducted at a

time when storeroom transactions can be frozen (except for emergency issues), and so that receipt and issue documents in process can be completed before the inventory is begun. This is important because when an inventory request DI is input, an inventory in process flag is set, and no transactions can be processed against an MRF record when this flag is set.

Inventory Cards

Document identifier Ø84 is used to request cards to assist in carrying out a storeroom inventory. The cards produced are forwarded to storage by stock control, and include all items to be inventoried, based on options selected at the time the request was input. The cards are in location sequence, and are of two types.

- INV COUNT CARD–Indicates that a physical inventory is required for the item and the location indicated on the card. After the count has been completed and recorded on the cards, they must be returned to stock control for keypunching. When the cards are processed by the computer, the count quantity is compared to the MRF quantity. If no difference exists, the inventory in process flag is cleared, and the inventory is considered complete. However, if a difference exists, inventory recount cards are produced.

- INV RECOUNT CARD–Indicates there is a difference between the MRF record quantity and the storeroom quantity, and that a recount of the item is required. After the recount has been recorded on the card it must be input. The computer will accept and record the quantity count placed on the recount card as the new balance. Adjustments (gain/loss) are made to the MRF, related financial records, and the inventory in process flag is cleared.

FINANCIAL AND MANAGEMENT REPORTS

Accounting for funds and associated management reports on ships carrying material in special accounting class 2Ø7 is done through SUADPS. SUADPS has eliminated the requirement for manual record keeping and has also eliminated most of the need for manually preparing financial reports. No financial logs, ledgers or records need be maintained since all such records are maintained on magnetic tape. The complete validation of input data during processing ensures that reports produced require only signing and after supporting cards, tapes, or documents are included the reports are ready for submission. The whole process of accounting for funds and making various management reports on ships carrying material in special accounting class 2Ø7 is broken down into three categories: Reports the supply officer must make to account for material held in store (FINANCIAL RETURNS), OPTAR reports, and various effectiveness reports.

TYPES OF REPORTS

Real, negative, and dummy reports can be generated through the SUADPS systems.

- REAL REPORTS–A smooth report with supporting documentation ready for submission.

- NEGATIVE REPORTS–Generated in many cases as a positive means of informing store control personnel that the computer has updated all files and has attempted to produce a report but there are no applicable transactions on file. If there are no requirements that a negative report be submitted, they may be destroyed.

- DUMMY REPORTS–The system provides for the production of certain dummy reports. These reports are in the same format as the real reports, but are for internal use only and may not be submitted as official reports. Dummy reports can be requested as often as desired; however, they may not be requested at the same time that any real financial report is requested.

REQUESTING REPORTS

The various financial reports are generated by the computer through the input of document identifier 1ØØ. Document identifiers Ø61 and Ø62 are input to obtain the two management reports 2Ø7 ships are required to render.

DI 1ØØ DATA ELEMENTS

When reports which are produced by DI 1ØØ are required, a keypunched card with the following elements must be input:

Card Column	Data Element Description
1-3	Always 1ØØ
9-12	Control date (cut-off). This date is the report cut-off date. All transactions processed on any date up to and including the control date are included on the reports produced. This date consists of the calendar year (last digit) and Julian date for cut-off of the report; e.g., for 7/31/73 enter "3212".
18	Dummy Report Indicator. Enter "D" if dummy reports are required. Leave blank when real reports are required.
19	Daily (D), Weekly (W), Monthly (M) or Yearly (Y) Report indicator. When used, the "D" produces daily reports, the "W" produces weekly reports along with daily reports, the "M" produces monthly reports along with weekly reports, and the "Y" produces yearly reports along with monthly reports.
2Ø-21	Month of report (equals Ø1 for January through 12 for December).

DI 1ØØ REPORT NUMBERS

The various reports generated by DI 1ØØ are outlined below.

Report Number	Title	Frequency
Ø3	NSA Financial Report	M&Y
Ø3	APA Financial Report	M&Y
Ø4	NSA Receipt Report	M&Y
Ø5	Transfer Report–OSO under $100.00	M&Y
Ø5	Transfer Report–OSO over $100.00	M&Y
Ø6	2Ø74 Monthly Report for Charges	M&Y
Ø6	2Ø74 Monthly Report for Credits	M&Y
Ø6	NSA Expenditures Report Listing for Charges and Credits	M&Y
Ø7	ROV "A" Summary	M&Y
Ø8	ROV "B" Summary	
1Ø	Supply Effectiveness Report	M&Y
2Ø	S&E Obligation (End Use Listing)	M&Y
21	C.O. Dept. and Div Budget Report	D,W,M&Y
22	Listing of End Use Differences Between Obligated and Expended Amt.	D,W,M&Y
24	Message Report of Credits (AS(FBM)	D,W,M&Y
41	Budget OPTAR Reports (NAVCOMPT Form 2157) Supported Units	M&Y
42	Budget OPTAR Report (NAVCOMPT Form 2157) Reimbursement OPTARs	M&Y
43	Budget OPTAR Report (NAVCOMPT Form 2157) Medical and Dental–Own Ship, and Supported Units	M&Y
46	Squadron Refit Rov and Refit S&E Report	D,W,M&Y
47	Budget OPTAR Report (NAVCOMPT Form 2157)–Own Ship	M&Y
48	NSA Financial Summary	M&Y
57	FMSO Demand Report	M&Y

2Ø7 FINANCIAL REPORTS

Vessels carrying materials in special accounting class 2Ø7 are required to render Financial Inventory reports monthly or upon the relief of the supply officer. These reports are required to document transactions that have occurred during the accounting period, and to substantiate the supply officer's accountability for material held in store. The reports are rendered to reach the applicable NAVREGFINCEN by the tenth of the month following the reporting period, and are composed of listings, and card images on tape which substantiate the reports involved.

NSA FIR Report

The NSA Financial Inventory Report (FIR) (Report Ø3) is the balance sheet for the financial inventory reports. It deletes the requirements for the manual preparation of the NAVCOMPT Form 2Ø99 balance sheet. Transactions on the FIR are listed by FIR Code within cognizance symbol with the applicable value. Also, a summary by FIR code and Value is shown at the bottom of the listing. Figure 10-11 is an example of the entries for cognizance symbol 1A. Figure 10-12 shows the ending totals for all NSA cognizance symbols.

APA FIR Reports

The APA FIR report is generated monthly in the same format as the NSA Financial report; however, this report is not submitted to the applicable NAVREGFINCEN. The report is maintained on file as part of the ship's financial records in order to meet the current requirements of annually adjusting the APA Inventory Values, and submitting an annual report.

REPORT Ø4.–The NSA monthly receipt report (Report Ø4) is a detailed listing of material receipts from OSO, commercial purchases, or other DOD, and non-DOD activities. Figure 10-13 is an example of report Ø4. Each transaction on the listing indicates the applicable 2Ø7 fund code; cognizance symbol, stock number, account from and to, document number, receiving and issuing activities, management/transaction code, FIR code, quantity and amount. A summary of all transactions by FIR code and dollar value is shown at the end of the listing. A card image (NAVSUP Form 1162) detail card on tape is produced to substantiate each line entry on the listing. The listing and supporting tape are submitted as part of the NSA FIR returns to substantiate the receipt FIR codes as shown on the FIR report.

REPORT Ø6.–The monthly 2Ø74 report for charges (Report Ø6) is a summary listing of all "issues" made during the reporting period by the tender or repair ship. Summary dollar values are shown by chargeable appropriation, BCN, chargeable activity, and applicable fund code. A summary card (NAVCOMPT Form 632) is produced to substantiate each line entry on the listings. A new page is started each time the BCN and/or appropriation changes. The total dollar value of the monthly 2Ø74 report for charges should agree with the J1 (issue with reimbursement-to-use) FIR Code shown on the NSA Financial Inventory Report. See figure 10-14.

2Ø74 REPORT FOR CREDIT.–Formatting, sequencing, and substantiation of the 2Ø74 credit report is the same as the Monthly Report for Charges. Entries on the Credit 2Ø74 Report summarize TURN-INS received from "end-use" ships or own ship's departments that are to be credited to the applicable TYCOM. The value of the Monthly 2Ø74 Report for Credits should agree with the J2 Credit FIR Code total shown on the NSA Financial Inventory Report.

NSA EXPENDITURES LISTING.–The monthly NSA expenditures report listing is prepared as a detailed listing of the transactions appearing on the 2Ø74 report. A card image (NAVSUP Form 1162) detail card on tape is produced as supporting documentation. Detailed line entries are accumulated by appropriation within BCN, within chargeable activity and within fund code. Own ship's use (OSU), and supported unit issues are not detailed on the listing but are accumulated within the applicable fund code chargeable. Expenditure document numbers are internally generated and assigned to the line entry. The grand total printed on the last page of the expenditure listing must agree

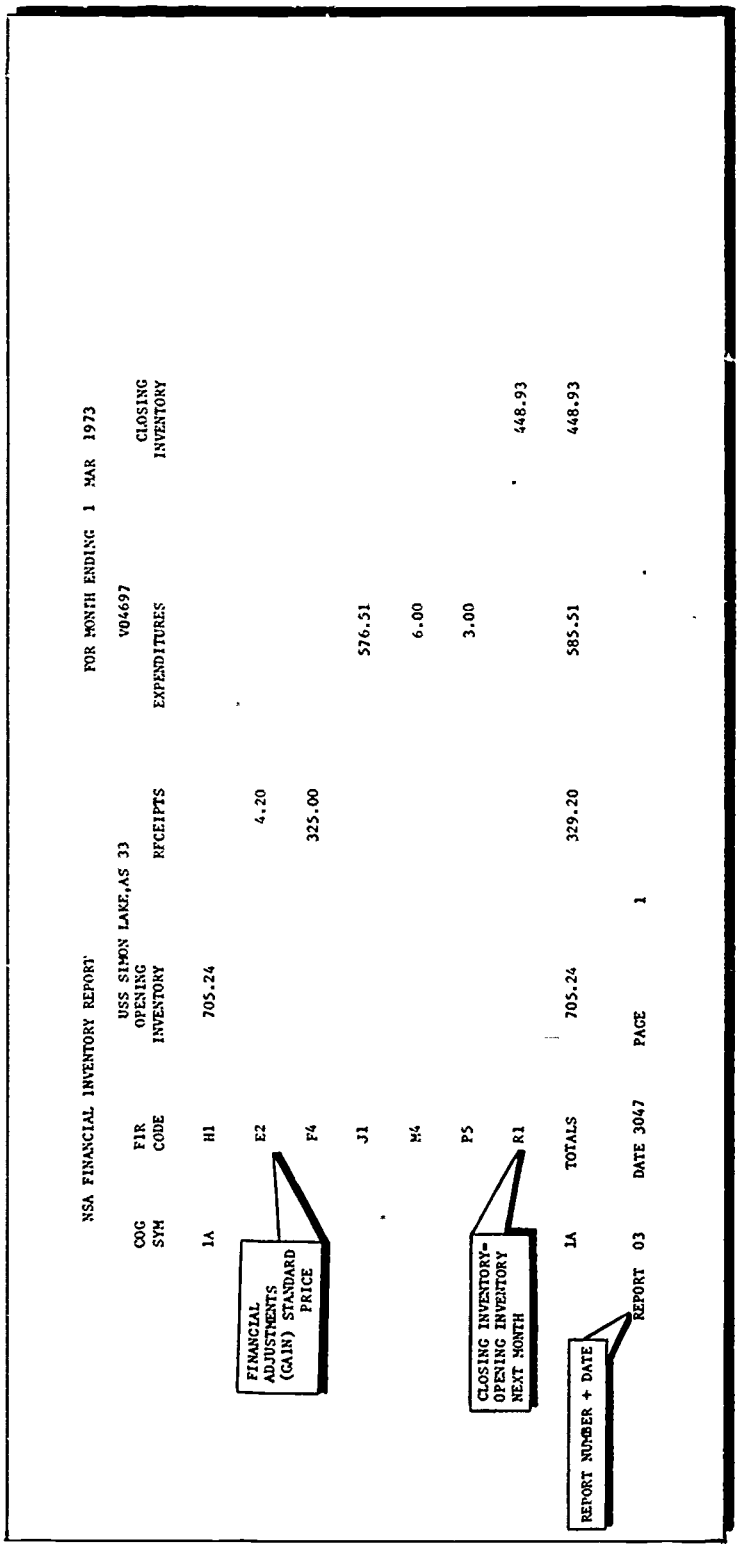


Figure 10-11.—NSA Financial Inventory Report (by cognizance symbol).

NSA FINANCIAL INVENTORY REPORT — FOR MONTH ENDING 1 MAR 1973

USS SIMON LAKE, AS 33 — VO4697

COG CYM	FIR CODE	OPENING INVENTORY	RECEIPTS	EXPENDITURES	CLOSING INVENTORY
TOTALS BY FIR CODE					
	H1	32,348.30			
	A1		5,105.68		
	A3		48.64CR		
	A5		36,969.00		
	B2		10,469.83CR		
	B4		91.78		
	D2		345.80		
	D4		13,351.47		
	E2		188.19		
	F4		158,965.90		
TOTALS OF ALL FIR CODES	F5		7,322.50		
	J1			210,920.12	
	J2			8,649.18CR	
	J3			40.62	
	J4			299.50CR	
	K3			10,469.83CR	
	K5			409.75	
	L1			809.58CR	
	MA			345.80	
	M4			220.84CR	
	M6			3,275.53	
	M9			584.20CR	
	N2			3,818.11	
	P4			3,276.09	
	P5			667.77	
	R1				42,459.49
GRAND TOTALS		32,348.30	211,831.85	201,720.66	42,459.49

Receipt financial adjustment FIR codes:

B2	10,469.83CR
B4	91.78
D2	345.80
D4	13,351.47
E2	188.19
	3,507.41
Total Report #4	208,324.44
Total receipts	211,831.85

EQUALS FIR CODE H1-OPENING INVENTORY FOR ALL NSA COGS NEXT MONTH

I CERTIFY THAT THE AMOUNTS REPORTED ON THIS FORM ARE BASED ON PRESCRIBED ACCOUNTING RECORDS MAINTAINED UNDER MY DIRECTION.

S.H. NORRELL, CDR, USN

BY DIRECTION

REPORT 03 DATE 3047 PAGE 28

10.141

Figure 10-12.—NSA Financial Inventory Report (totals for all FIR codes).

MONTHLY RECEIPT REPORT FOR PERIOD ENDING 1 MAR 1973

USS SIMON LAKE, AS 33

FC	COG	STOCK NUMBER	DOCUMENT NUMBER	ISSUING ACTIVITY	V04697 FIR CODE	QTY	AMOUNT
KZ	9A	JMOORE104	V04697 2319 2168	1F	A1	15	600.00
FZ	1N	7510-222-3352	V04697 2319 2169	NRZ	F4	16	625.00CR
RZ	1R	5555ABC15	V04697 2319 2170	GAO	A5	17	650.00
KZ	9Q	7510L001011	V04697 2319 2173	BPA	A1	9	275.00
EZ	9M	7510-222-3353	V04697 2319 2201	NRZ	F4	20	10.00
EZ	9M	7510-222-3354	V04697 2319 2202	NRI	A3	21	15.00CR
EZ	9M	7510-222-3355	V04697 2319 2203	BPA	A1	22	20.00
KZ	9G	JMOORE1	V04697 2322 2008	NRI	A3	15	30.00
KZ	9G	JMOORE3	V04697 2322 2009	NRZ	F4	24	9,000.00
KZ	9G	JMOORE5	V04697 2322 2010	BPA	A1	24	1.20
KZ	9G	JMOORE7	V04697 2322 2011	1F	A1	14	21.00
KZ	9G	JMOORE7	V04697 2322 2011	1F	A1	16	24.00
FZ	1N	JMOORE2	V04697 2322 2108	04629	F4	20	700.00
FZ	1N	JMOORE4	V04697 2322 2109	NRZ	F4	14	70,000.00
FZ	1N	JMOORE4	V04697 2322 2109	04629	F4	12	60,000.00
FZ	1N	JMOORE6	V04697 2322 2110	BPA	A1	32	3.20
FZ	1N	JMOORE8	V04697 2322 2111	1F	A1	36	648.00
KZ	9G	260	V04697 2323 2012	NRZ	F5	1	150.00
KZ	9G	260	V04697 2323 2013	NRZ	F5	4	10.00
KZ	9G	260	V04697 2323 2013	NRZ	F5	1	2.50
KZ	9G	260	V04697 2323 2014	NRZ	F5	2	1,200.00
KZ	9G	260	V04697 2323 2113	NRZ	F5	2	6.00
KZ	9G	260	V04697 2323 2113	NRZ	F5	4	12.00
KZ	9G	260	V04697 2323 2113	NRZ	F5	3	9.00
KZ	9L	JMOORE19	V04697 2325 3601	NRZ	F4	4	1.00
FZ	1N	JMOORE14	V05107 2322 3509	BPA	A1	24	2.40
FZ	1N	JMOORE14	V05107 2322 3509	1F	A1	36	2.88
FZ	1N	JMOORE14	V05108 2322 3509	NRZ	F4	4	.12
FZ	1N	JMOORE14	V05108 2322 3509	04629	F4	48	2.40
KZ	9C	5510-099-9036	V05718 3002 0130	NRZ	F4	48	120.00

CARD COUNT 149 TOTAL 208,324.44

FIR CODE	AMOUNT
F4	158,965.90
A1	5,105.68
A5	36,969.00
A3	48.64CR
F5	7,332.50
TOTAL	208,324.44

REPORT 04 DATE 3047 PAGE 4

Figure 10-13.—NSA monthly receipt report (Report 04).

MONTHLY 2074 REPORT FOR CHARGES FOR PERIOD ENDING 1 MAR 1973

USS SIMON LAKE,AS 33 V04697

APPROP'N	BUREAU CTRL NO	CHG'BLE ACTIVITY	FUND CODE	AUTH ACCTG ACTIVITY	AMOUNT
21804601A	00060M	V04697	28	N60951	10.77CR
		SUBHEAD SUBTOTAL			10.77CR
		UIC TOTAL			10.77CR
		BCN TOTAL			10.77CR
218046018	57016W	V04697	YA	N60951	22.20
		SUBHEAD SUBTOTAL			22.20
		UIC TOTAL			22.20
		BCN TOTAL			22.20
218046018	57016	V04697	YC	N60951	9,206.05
218046018	57016	V04697	YE	N60951	.72
218046018	57016	V04697	YG	N60951	18.42
218046018	57016	V04697	YH	N60951	178.88
218046018	57016	V04697	YR	N60951	109.60
		SUBHEAD SUBTOTAL			9,513.67
		UIC TOTAL			9,513.67
218046018	57016	V05720	YC	N60951	.79
218046018	57016	V05720	YR	N60951	8.45
		SUBHEAD SUBTOTAL			9.24
		UIC TOTAL			9.24
218046018	57016	V07149	YC	N60951	3.25CR
		SUBHEAD SUBTOTAL			3.25CR
		UIC SUBTOTAL			3.25CR
218046018	57016	V12597	YR	N60951	18.00
		SUBHEAD SUBTOTAL			18.00
		UIC TOTAL			18.00
218046018	57016	V12600	YR	N60951	11.40CR
		SUBHEAD SUBTOTAL			11.40CR
		UIC TOTAL			11.40CR
		BCN TOTAL			9,526.26
		GRAND TOTAL			[illegible]

REPORT 06 DATE 3047 PAGE 11

10.143

Figure 10-14.--Monthly 2074 report for charges.

with the total of the Monthly 2Ø74 Report for Charges/Credits. See figure 10-15.

ROV "A" SUMMARIES.–ROV "A" Summaries are prepared to transfer the material costs of ROV to a ship which is assigned to a different fleet (service code differs) and/or different Five Year Defense Program (FYDP). A card image (NAVSUP Form 1162) detail card and a card image (NAVCOMPT Form 632) summary on tape are produced to substantiate each line entry on the listing. Validation of the totals may be accomplished by adding the NSA total shown on NSA ROV "B" summary to the total of the NSA ROV "A" summaries which should then equal the__G and__H fund code totals shown under the tender or repair ship's UIC on the 2Ø74 report. The ROV "A" summary credit is prepared to indicate the appropriation, and BCN of the issuing activity in order that a credit may be generated. Formatting and substantiation is the same as the "A" summary report. Figure 10-16 is an example of report Ø7. The charges and credits are shown. In addition to the "A" summaries discussed, ROV "A" summaries end-use (charges/credits) are produced. They are in the same format and serve the same purpose as the ROV "A" summaries, the only difference being that the ROV "A" summary end-use list contains only end-use cognizance symbol 99 charges/credits.

ROV "B" SUMMARIES.–Statistical charges and credits by recipient activity of Repair Other Vessels (ROV) issues are reported on the ROV "B" summaries. Formatting and substantiation are the same as the "A" summaries.

OSO Transfers

Transfers to Other Supply Officers (OSO) are documented on report Ø5. Such transfers are listed as OSO transfer under S100 and OSO transfer over S100.

UNDER S100.00.–The Monthly Transfer Report–OSO Under S100 lists NSA (less COGS 1Q, 9U and 9M) material transfers that are made to other 2Ø7 vessels, or to activities that are rendering NSA stores returns. Formatting and substantiation of the listing are the same as the NSA receipt report. The value of this listing when combined with the value of the Monthly Transfer Report–OSO over S100.00 substantiate FIR codes P4 and P5 on the NSA FIR Report.

OVER S100.00.–This report includes all NSA Cogs (see figure 10-17). Substantiation and formatting is the same as the OSO Transfer Report–Under S100.00.

BUDGET AND OPTAR REPORTS

The reports produced on a daily, weekly or monthly basis provide current information as to the financial status of: SE (own ship and supported units), ROV (Primary Program including ROVI and TAV), ROV (Secondary Program), Medical/Dental (own ship and supported units), and any reimbursable OPTAR funds held by the ship. The message report of credits apply to AS(FBM) tenders only, and are automatically included in the reports when applicable.

Budget Reports

Budget reports generated are for the current fiscal year only, and provide levels of totals for three levels: (1) commanding officer's, (2) departmental, and (3) divisional. Copies of the reports are distributed to the appropriate level in accordance with local policy.

CO's BUDGET REPORT.–The commanding officer's budget report (Report 21) is a summary of the Departmental budget reports for the particular type of funds. Also, it reports the financial condition of each department/supported unit as follows:

- A separate entry reporting the condition of each ship's department S and E, Reimbursable OPTAR, ROV, and Medical/Dental funds.

- A separate entry reporting the condition of each supported UIC's S and E, and Medical/Dental funds.

MONTHLY LISTING OF NSA EXPENDITURES FOR PERIOD ENDING 1 MAR 1973

USS SIMON LAKE,AS 33 V04697

APPROP'N	BUREAU CTRL NO	DOC. NO./ CHG. ACT.	FUND CODE	AUTH ACCTG ACTIVITY	ISSUING ACTIVITY	AMOUNT
31804601A	00050M	V04697 3060 9001	11	060951	V04697	24.60
31804601A	00060M	V04697 3060 9002	28	060951	V04697	16.70CR
		SUBHEAD SUBTOTAL				7.90
		UIC TOTAL				7.90
31804601A	00060M	V12597 3060 9003	28	060951	V04697	9.50
		SUBHEAD SUBTOTAL				9.50
		UIC TOTAL				9.50
		BCN TOTAL				17.40
31804601B	57016	V04483 2313 0246	YC	060951	V04697	19.80CR
		SUBHEAD SUBTOTAL				19.80CR
		UIC TOTAL				19.80CR
31804701B	57020	R04697 3060 9045	AH	060957	V04697	3.40
		SUBHEAD SUBTOTAL				3.40
		UIC TOTAL				3.40
		BCN TOTAL				3.40
		FY TOTAL				201,470.68
		GRAND TOTAL				210,920.12

REPORT 06 DATE 3047 PAGE 12

10.144

Figure 10-15.—Monthly NSA expenditure report.

SUMMARY OF MATERIAL RECEIPTS/EXPENDITURES

DETAIL LISTING
TO: COMMANDING OFFICER, NAVY REGIONAL FINANCE CENTER, NORFOLK, VA.
FROM: COMMANDING OFFICER, USS SIMON LAKE,AS 33 V04697

MONTH ENDING: 1 MAR 1973
NSA ROV A SUMMARY

APPN + SH	BCN	FC DOCUMENT NUMBER	AAA	AMOUNT	TOTALS
		CHARGE			
31805 601B	57016	YH V1260030609050	N60951	3.40	
SUBHEAD SUBTOTAL					3.40
UIC TOTAL					3.40
BCN TOTAL					3.40
31804 701B	57020	ZG R0571430609051	N60957	24.00	
31804 701B	57020	ZH R0571430609052	N60957	3.72	
SUBHEAD SUBTOTAL					27.72
UIC TOTAL					27.72
BCN TOTAL					27.72
FY TOTAL					31.12
REPORT TOTAL					31.12
		CREDIT			
31804 601B	57016	YG V0469730609053	N60951	24.00CR	
31804 601B	57016	YH V0469730609054	N60951	3.72CR	
SUBHEAD SUBTOTAL					27.72CR
UIC TOTAL					27.72CR
BCN TOTAL					27.72CR
31804 701B	57020	ZH R0469730609055	N60957	3.40CR	
SUBHEAD SUBTOTAL					3.40CR
UIC TOTAL					3.40CR
BCN TOTAL					3.40CR
FY TOTAL					31.12CR
REPORT TOTAL					31.12CR

REPORT 07 DATE 3047 AGE 4

Figure 10-16.—ROV "A" Summary.

MONTHLY TRANSFER REPORT - OSO $100.00 AND OVER - FOR PERIOD ENDING 1 MAR 1973

USS SIMON LAKE,AS 33 V04697

FC	COG SYM	STOCK NUMBER	DOCUMENT NUMBER	RECEIVING ACTIVITY	ISSUING ACTIVITY	M/T C	FIR CODE	QTY	AMOUNT
26	9U	8405-270-9018	V04483 3020 3302	N00129	V04697	R	P5	48	444.96
CZ	1H	0099-HDD-5918	V04697 2042 0001	N00129	V04697	R	P4	10	120.00
			CARD COUNT			2	TOTAL		564.96
			FIR CODE						AMOUNT
			P4						120.00
			P5						444.96
							TOTAL		564.96
1M	1N	5915-311-3318	V04697 2007 0014	N00171	V04697	R	P4	2	472.00CR
	1N	5915-311-3218	V04697 2154 '950	N00171	V04697	R	P4	1	236.00
	1N	5515-311-3218	V04697 3007 0014	N00171	V04697	R	P4	2	472.00CR
			CARD COUNT			3	TOTAL		708.00CR
			FIR CODE						AMOUNT
			P4						708.00CR
							TOTAL		708.00CR
27	9U	8405-270-9018	V04642 3020 3335	N00612	V04697	R	P5	37	342.99
FZ	1N	5915-311-3318	V04697 2154 0002	N00612	V04697	R	P4	1	236.00
EZ	9D	8345-241-4818	V04697 2009 0017	N00612	V04697	R	P4	100	500.00
EZ	9U	8405-270-9018	V04697 3009 0018	N00612	V04697	R	P4	100	927.00
CZ	1H	5930-25)-8118	V04697 3024 0002	N00612	V04697	R	P4	2	104.00CR
F.	1Q	4810-2y9-9304	V04697 3034 0004	N00612	V04697	R	P4	10	100.00CR
"Z	9U	8405-270-9018	V04697 3039 0018	N00612	V04697	R	P4	100	927.0"
CZ	1H	4940-270-0718	V04697 3044 0003	N00612	V04697	R	P4	2	172.00CR
.Z	9N	5915-375-8918	V52192 2154 1213	N00612	V04697	R	L1	10	810.00CR
			CARD COUNT			9	TOTAL		1,746.99
			FIR CODE						AMOUNT
			L1						810.00CR
			P4						2,214.00
			P5						342.99
							TOTAL		1,746.99
NZ	1Q	8010-999-9021	V04697 2300 0006	V04629	V04697	R	P4	1	7.00
			CARD COUNT			1	TOTAL		7.00
			FIR CODE						AMOUNT
			P4						7.00

REPORT 05 DATE 3047 PAGE 1

Figure 10-17.—Monthly Transfer Report—OSO $100.00 and over.

Figure 10-18 is an example of report 21. The opening and closing financial balance is shown for each of the captions.

DEPARTMENT REPORTS.—With the exception of APA transactions which are not included in the departmental budget reports, each departmental report is a summary of the applicable division's budget reports which are under the management control of a particular department. Separate entries are provided for each type of OPTAR/fund. The entry for S and E funds is shown in figure 10-19.

DIVISIONAL REPORTS.—Divisional budget reports contain an itemized listing of the documents (allocations, adjustments, obligations, expenditures, etc.) which affect a particular type of funds. APA and non-stores account transactions are listed; however, these transactions are not included in any totals. A separate divisional budget report is produced for each two-digit series number code used by the ship except those used for stock replenishment. Also, a budget report is produced for each supported UIC, with separate reports generated for S and E, and Medical/Dental funds. Figure 10-20 is an example of a weekly division budget report. Your attention is called to the fact that the report shown is a weekly report, because when a monthly report is produced, a cumulative listing of all transactions which have occurred during the month are listed on the report under the caption: CUMULATIVE MONTHLY TRANSACTIONS.

Squadron Refit ROV and Refit S&E OPTAR Report

The Squadron Refit ROV and Refit S & E OPTAR report is designed to show the tender and squadron how ROV and S & E funds are being spent by refit. By definition "refit" is the period a vessel spends alongside or is available to a tender/repair ship so that necessary repair work may be accomplished. The refit report, figure 10-21, shows outstanding obligations, cumulative expenditures, and total obligations/expenditures by refit numbers, hull number, and UIC.

Budget/OPTAR Report

A Budget/OPTAR Report (NAVCOMPT Form 2157) is generated monthly for each OPTAR held by the ship, and for each supported unit. For the tender S & E, ROV tender, and supported units S & E, the reports are generated for the current and first prior fiscal year unless the appropriation has lapsed or a "final" report has been submitted. For the tender, and supported units Medical/Dental funds the reports are generated for the current fiscal year only (see figure 10-22).

End Use Obligation Listing

The end use obligation listing, with supporting cards, consists of all end use chargeable orders generated for the reporting month and any confirmed cancellation of such orders received from a supply activity. The transactions are identified on the listing, and in the cards by a "Z" as the first position of the DI for chargeable orders, and an "X" as the first position of the DI for a confirmed cancellation of a chargeable order.

MISCELLANEOUS MANAGEMENT REPORTS

If you are stationed aboard an automated ship there are other miscellaneous management reports, such as the FMSO/NRSO Demand Report, the Supply Effectiveness Report, and the Uniform Military Movement and Issue Priority Systems (UMMIPS) performance report. The first two are generated by DI 1ØØ and the UMMIPS by DIØ62. If you have need to prepare these reports, consult Shipboard Uniform Automated Data Processing System—207 (SUADPS-207) Support Procedures, section 7300.

USS CASCADE AD-16 V04636

COMMANDING OFFICER'S BUDGET REPORT FOR PERIOD ENDING 19 NOV 1972

DEPT/UNIT		ALLOCATION	OBLIGATIONS	YEAR TO DATE EXP	GROSS ADJ OBL	AVAILABLE BAL
	OP. BAL.	.00	.00	.00	.00	.00
	CL. BAL.	.00	.00	.00	.00	.00
ADMIN S+E	OP. BAL.	6,000.00	1,064.27	2,601.84	3,666.11	2,333.89
	CL. BAL.	6,000.00	994.77	2,827.51	3,822.28	2,177.72
CHAPLAIN S+E	OP. BAL.	4,220.00	756.00	1,782.30	2,538.30	1,681.70
	CL. BAL.	4,220.00	654.17	1,963.30	2,617.47	1,602.63
CO FUND S+E	OP. BAL.	2,050.00	328.00	1,085.03	1,413.03	636.97
	CL. BAL.	2,050.00	354.00	1,085.03	1,439.03	610.97
DENTAL S+E	OP. BAL.	700.00	252.74	269.20	521.94	178.06
	CL. BAL.	700.00	252.74	269.20	521.94	178.06
ENGINEERS S+E	OP. BAL.	26,500.00	6,739.86	17,412.98	24,152.84	2,347.16
	CL. BAL.	26,500.00	7,716.31	19,862.77	27,579.08	1,079.08CR
DECK S+E	OP. BAL.	9,500.00	775.12	6,650.46	7,625.08	1,874.42
	CL. BAL.	9,500.00	895.20	7,353.70	8,248.90	1,251.10
TENDER S+E TOTAL	OP. BAL.	89,470.00	28,834.40	53,106.74	81,941.14	7,526.86
	CL. BAL.	89,470.00	24,275.75	59,099.91	83,375.06	6,094.34
TENDER ROV TOTAL (P)	OP. BAL.	281.400.00	57,563.89	61,641.88	119,205.77	162,194.23
	CL. BAL.	281.400.00	85,219.84	68,287.33	153,507.17	127,892.83
TENDER TOTAL OWN PROG	OP. BAL.	370.870.00	86,398.29	114,748.62	201,146.91	169,723.09
	CL. BAL.	370.870.00	109,495.59	127,387.24	236,882,83	133,987.17

REPORT 21 DATE 2324 PAGE 147

Figure 10-18.—Commanding Officer's Budget Report.

USS CASCADE AD-16 V04636

FY 1973 DECK DEPARTMENT BUDGET REPORT FOR PERIOD ENDING 19 NOV 1972 TYPE OPTAR S+E

DIV. CODE & NAME		ALLOCATION	OBLIGATIONS	YEAR TO DATE EXP	GROSS ADJ OBL	AVAILABLE BAL
29 GUNNRY	OP. BAL.	9,500.00	100.00	5,759.81	5,859.81	3,640.19
	CL. BAL.	9,500.00	100.00	5,759.81	5,859.81	3,640.19
30 1ST LT	OP. BAL.	.00	675.12	1,090.65	1,765.77	1,765.77CR
	CL. BAL.	.00	795.20	1,593.89	2,389.09	2,389.09CR
DEPARTMENT TOTAL	OP. BAL.	9,500.00	775.12	6,850.46	7,625.38	1,874.42
	CL. BAL.	9,500.00	895.20	7,353.70	8,248.90	1,251.10

REPORT 21 DATE 2324 PAGE 24

10.148

Figure 10-19.—Department Budget Report.

USS CASCADE AD-16 V04636

DIVISION BUDGET REPORT FOR PERIOD ENDING 19 NOV 1972 TYPE OPTAR S+E
DIVISION NAME 30 1ST LT

	ALLOCATION	OBLIGATIONS	YEAR TO DATE EXP	GROSS ADJ OBL	AVAILABLE BAL
OP. BAL.	.00	675.12	1,090.65	1,765.77	1,765.77CR
CL. BAL.	.00	795.20	1,593.89	2,389.09	2,389.09CR

D/I	DOCUMENT NO.	STOCK/PART NO.	UI	FC	CG	PRI	BUIC REF	QTY	UNIT PRICE	TOTAL PRICE	ADJUSTMENT
X71	V0463622763002	51202238921	EA	AC	9Q		99	4	1.03	4.12	.00
A01	V0463622702008	42400523776	EA	AC	9Q	05	99	10	.42	4.20	
X31	V0463622903007	01060638631	PD	AC	1I		99	6	.50	3.00	
X31	V0463623113005	85402627178	BX	AC	9Q		99	3	6.80	20.40	
X31	V0463623113010	53302915684	EA	AC	9Z		99	1	.12	.12	
X31	V0463623123002	80305508017	CN	AC	9Q		99	5	5.00	25.00	
X31	V0463623133001	53451961698	EA	AC	9Q		99	25	.13	3.25	

REPORT 21 DATE 2324 PAGE 23

10.149

Figure 10-20.—Division Budget Report.

USS SIMON LAKE,AS 33 V04697 FOR PERIOD ENDING 28 JAN 1973

SQUADRON REFIT ROV AND REFIT S+E OPTAR REPORT FOR PROGRAM 1 AND 2 FUNDS FY 1973

REF/HULL/UIC	ROV OBLIGATIONS	ROV EXPENDITURES	ROV TOTAL OBL/EXP	S+E OBLIGATIONS	S+E EXPENDITURES	S+E TOTAL OBL/EXP
AA 591 05054	42.72	.00	42.72	.00	.00	.00
AB 25 04875	.00	750.00	750.00	.00	.00	.00
BB 643 05714	24.32	3.40	27.72	.00	.00	.00
10 33 04697	165.10	121.20	286.30	183,478.80	.45	183,479.25
17 622 05074	18,872.32	.00	18,872.32	46.12	183.52	229.64
31 624 05076	6,700.00	.00	6,700.00	.00	.00	.00
34 623 05075	10.00	.00	10.00	.00	245.45	245.45
36 602 05110	45,772.00	.00	45,772.00	39,330.00	.00	39,330.00
38 598 05106	1,242.00	.00	1,242.00	1,282.00	.00	1,282.00
40 760 12600	.00	3.40	3.40	48.80	.00	48.80
41 780 12597	262.80	.00	262.80	142.30	726.00	868.30
46 149 07149	.00	.00	.00	69.00	24.00	93.00
64 601 05109	.00	.00	.00	24.00	.00	24.00
66 625 05077	5,351.64	.00	5,351.64	19,172.20	.00	19,172.20
69 609 05117	.00	3,750.00	3,750.00	.00	.00	.00
70	74.00	.00	74.00	640.74	2.88	643.62
90 655 05718	7,237.60	.00	7,237.60	3,313.00	452.84	3,765.84
94 618 05125	.00	.00	.00	8.50	69.00	77.50
95 657 05720	.00	.00	.00	11.00	67.75	78.75
98 7 05007	.00	.00	.00	19.00	21.60	40.60
TOTAL	85,754.50	4,628.00	90,382.50	247,585.46	1,793.49	249,378.95

REPORT 46 DATE 3039 PAGE 2

Figure 10-21.—Squadron Refit ROV and Refit S&E OPTAR Report.

MECHANIZED BUDGET/OPTAR REPORT
NAVCOMPT 2157 SIMULATED

MONTH ENDING: 1 MAR 1973

FROM: COMMANDING OFFICER, USS SIMON LAKE, AS 33
TO: COMMANDING OFFICER, U.S. NAVY REGIONAL FINANCE CENTER, NORFOLK, VA.

V04697 EL 601B OB 57016 OH V05007

FY 1973

PART I CONSUMPTION + DEFICIENCY

PART II OPTAR DATA

FUND CODE	CUMULATIVE CHARGEABLE MATERIAL CONSUMED	CHARGEABLE MATERIAL DEFICIENT	CHARGEABLE OBLIGATIONS FY TO DATE	CUMULATIVE DIFFERENCES	CUMULATIVE GROSS ADJUSTED OBLIGATIONS
YB	6.60		6.60	.00	6.60
YC CONSUMABLES	7.20		7.20	.00	7.20
YD	7.80		7.80	.00	7.80
YE CONTROLLED EQUIPAGE	8.40		8.40	87.70	96.10
YR REPAIR PARTS	1.00CR		19.00	.00	19.00
TOTAL	29.00		49.00	87.70	136.70

PART III TRANSMITTAL RECAP

TL NUMBER /3
TL AMOUNT .00

OTHER DATA:

OPTAR GRANT FYTD: 17,000.00
FYTD VALUE OF TL'S TRANS: .00
LAST DIFFERENCE LISTING RECD:
LAST DIFFERENCE LISTING PROC: 1365

I HEREBY CERTIFY THAT DOCUMENTARY EVIDENCE IS AVAILABLE AS OF THE DATE OF THIS REPORT COVERING OBLIGATIONS LEGALLY INCURRED UNDER THE FUNDS IDENTIFIED, IN THE AMOUNT SHOWN AS THE 'TOTAL' OF 'CUMULATIVE GROSS ADJUSTED OBLIGATIONS' IN PART II OF THIS REPORT.

S.H.NORRELL CDR, USN
BY DIRECTION

Figure 10-22.—Budget/OPTAR Report.

CHAPTER 11

IT COULD HAPPEN TO YOU

Up to now we have discussed procedures for "routine" supply operations. In this chapter we will discuss some supply problems which you should know about but which are far from routine.

RECEIPTS

Receipts come from many places, direct from the supply center, the manufacturer, and other supply officers. All receipts from these sources are familiar to you. Now let's talk about some other types of receipts.

RECEIPTS FROM OTHER GOVERNMENT DEPARTMENTS

Receipts from other government departments (Air Force, Army, etc.) are inspected for both quantity and quality. As soon as the material is received at your ship or unit, the inspection for quality is performed by the receiving storekeeper or, if the material is of a highly technical nature, the department head of the receiving department will provide a technically qualified person to perform the quality inspection.

In most cases, receipts from other government departments are made on a reimbursement basis. That is, Navy department funds are transferred to the credit of the department from which the material is received. Exceptions to this practice are noted in *NAVSUP P-485*, Chapter 4.

The document substantiating the receipt is priced, extended, and totaled. The document also must show the authority for the transfer.

PRESENTATION SILVER

As described in *NAVSUP P-485*, chapter 6, gifts from civilians generally consist of silver presented to United States ships in the form of trays, bowls, tea service, and so forth. These gifts have been presented by many sources such as states, cities and organizations as well as individuals. Since these gifts have a high value, both intrinsic worth and historic, special receipt and control procedures have been adopted.

Immediately upon receipt of a new gift of presentation silver your commanding officer must provide Naval Supply Systems Command (Deputy Commander, Supply Operations) with a complete inventory report which includes the name of the donor, the date of the presentation, a complete description of the silver including engraving, and the quantity of each item. Additionally, at least three photographs of the presentation are taken. One is forwarded to NAVSUP with the initial inventory report. Two or more photographs of the presentation then are retained by the ship and become part of the custody records for the silver.

Presentation silver received from another ship that has been inactivated or otherwise disposed of is usually accompanied by an itemized DD 1149 or 1348-1 with an itemized inventory attached, plus a photograph of the items. A copy of the receipt, with inventory attached, is forwarded to NAVSUP (Deputy Commander, Supply Operations). It is not necessary to forward a photograph of the silver to NAVSUP when it is received from another ship.

Presentation silver is taken up on the custody records of your ship in the same manner as controlled equipage. However, presentation silver is not classified as controlled equipage and is not reported as such on equipage reports made to your type commander.

Presentation silver is inventoried at least semi-annually in March and September and additionally:

- upon relief of the custodian
- upon change of command (if desired by relieving commanding officer)
- upon inactivation of the ship
- at any other time the commanding officer considers an inventory necessary.

Reports of the semi-annual inventory are made to NAVSUP (Deputy Commander—Supply Operations and Fleet Support) by letter, identified by NAVSUP report symbol 40001-1, in accordance with *NAVSUP P-485*, Chapter 6.

EXPENDITURES

From time to time you may be required to make expenditures of material under unusual circumstances.

TRANSFERS TO MARINE CORPS

Transfers of material to Marine Corps organizations ashore, other than those rendering stores returns, are covered by a priced 1348-1. Credit is made to the applicable appropriation, subhead, OB, and functional account which would be charged with the value of such material on issue. The invoice shows that an appropriation adjustment is required and gives the applicable accounting data. This type of transfer is included in the transferring ship's "A" summary (see fig. 11-1).

TRANSFERS TO OTHER GOVERNMENT DEPARTMENTS

Transfers of material may be made to the Army, Air Force, to ships controlled by and operated under the Maritime Administration, and to other Government departments, when approved by the commanding officer. Before you make such a transfer, however, be sure the requesting activity has presented an official order or requisition signed by the proper authority and citing the appropriation of the department which will bear the cost, and the fiscal office from which reimbursement is to be obtained.

The Coast Guard may be issued the material they request on a reimbursable basis, except for cognizance symbols F and S material. Requisitions for cognizance symbols F and S material must be forwarded to the Naval Ship Systems Command.

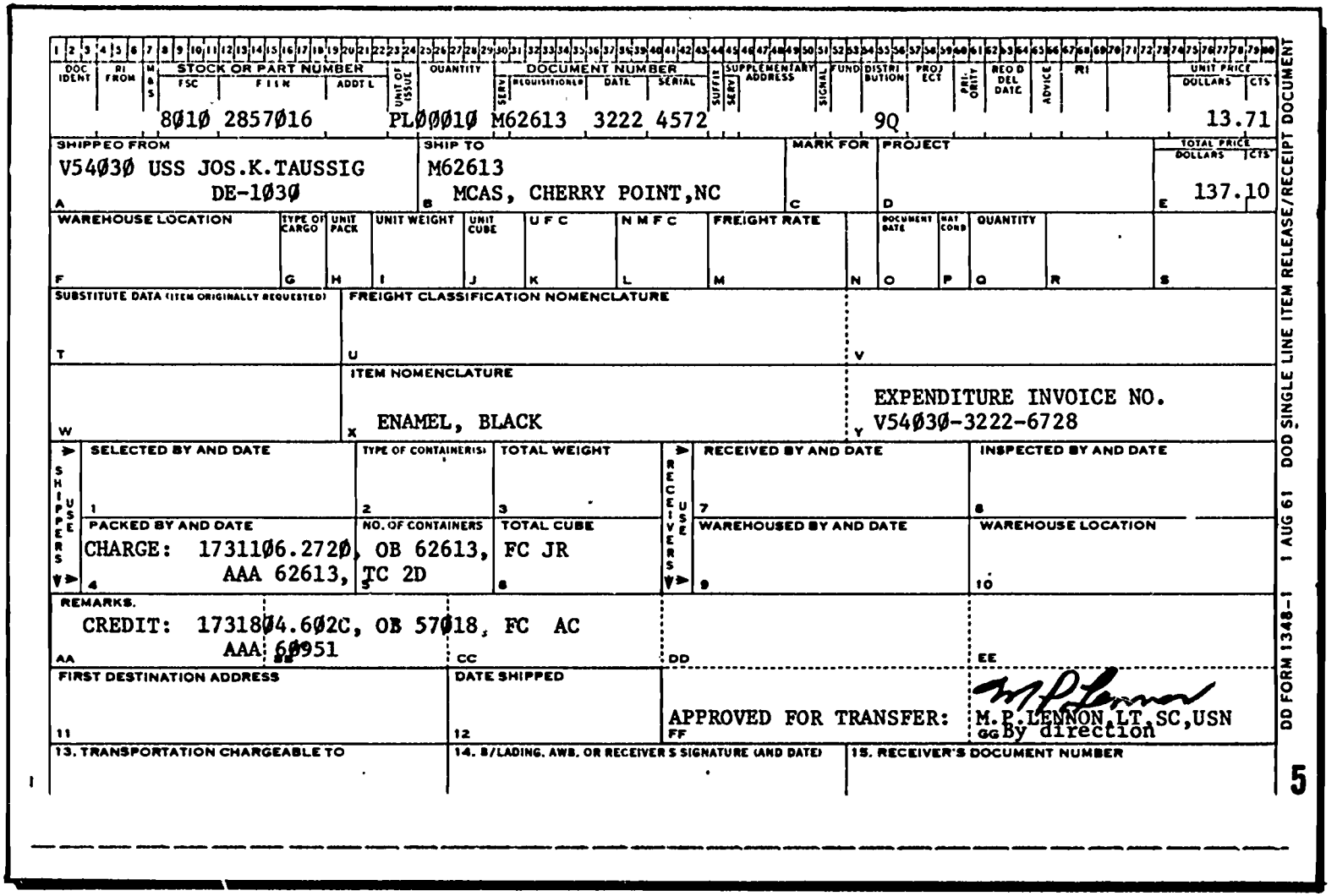
Whenever practicable, handle the transaction as a cash sale. If this cannot be done, the transfer invoice, with the exception of invoices covering sales of medical and dental material, is listed separately on a letter of transmittal, showing the invoice number and the amount and is forwarded to the Navy Regional Finance Center, (NRFC), Washington, D.C. The original and three copies of each transfer invoice, with the original and one copy receipted, are forwarded the same day the transaction occurs.

Figure 11-2 gives an example of a transfer to another Government department, when cash is not collected locally.

TRANSFER TO MERCHANT SHIPS

Transfers to merchant ships are made only when the merchant is in distress and then only with the approval of your commanding officer. The expenditure invoice for the transfer must contain a description of the circumstances that required the transfer and be signed by the commanding officer on the face of the invoice. Additionally, the expenditure invoice must show the name and address of the firm owning and operating the ship and the accounting data required for credit purposes.

Receipt for the goods is obtained in duplicate from the master or purser of the ship receiving the material. Whenever possible transfers to merchant ships should be made for cash, and the cash handled in accordance with procedures outlined in NAVSUP P-485, Chapter 5. If it is not possible to collect cash, the invoice is forwarded to NRFC, Washington, D.C. in accordance with NAVSUP P-485, Chapter 5.



DOC IDENT: 8Ø1Ø | FROM: 2857Ø16 | M&S: PL | STOCK OR PART NUMBER: FSC ØØ1Ø | FIIN M62613 | ADDTL 3222 | UNIT OF ISSUE: 4572 | QUANTITY: 9Q | SERV | DOCUMENT NUMBER: REQUISITION NO. | DATE | SERIAL | SUFFIX | SERV | SUPPLEMENTARY ADDRESS | SIGNAL | FUND | DISTRIBUTION | PROJECT | PRIORITY | REQD DEL DATE | ADVICE | RI | UNIT PRICE DOLLARS 13.71 | CTS

SHIPPED FROM (A): V54Ø3Ø USS JOS.K.TAUSSIG DE-1Ø3Ø

SHIP TO (B): M62613 MCAS, CHERRY POINT,NC

MARK FOR (C) | PROJECT (D)

TOTAL PRICE DOLLARS 137.10 CTS (E)

WAREHOUSE LOCATION (F)	TYPE OF CARGO (G)	UNIT PACK (H)	UNIT WEIGHT (I)	UNIT CUBE (J)	U F C (K)	N M F C (L)	FREIGHT RATE (M)	(N)	DOCUMENT DATE (O)	HAZ CONG (P)	QUANTITY (Q)	(R)	(S)

SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED) (T) | FREIGHT CLASSIFICATION NOMENCLATURE (U) | (V)

(W) | ITEM NOMENCLATURE (X): ENAMEL, BLACK | (Y): EXPENDITURE INVOICE NO. V54Ø3Ø-3222-6728

SHIPPER'S USE

1 SELECTED BY AND DATE	2 TYPE OF CONTAINER(S)	3 TOTAL WEIGHT
4 PACKED BY AND DATE: CHARGE: 1731106.272Ø, AAA 62613,	5 NO. OF CONTAINERS: OB 62613, TC 2D	6 TOTAL CUBE: FC JR

RECEIVER'S USE

7 RECEIVED BY AND DATE	8 INSPECTED BY AND DATE
9 WAREHOUSED BY AND DATE	10 WAREHOUSE LOCATION

REMARKS. (AA): CREDIT: 1731804.602C, OB 57Ø18, FC AC AAA 6Ø951

11 FIRST DESTINATION ADDRESS	12 DATE SHIPPED	DD	EE
		FF APPROVED FOR TRANSFER:	GG M.P.LENNON,LT,SC,USN By direction

13. TRANSPORTATION CHARGEABLE TO	14. B/LADING, AWB, OR RECEIVER S SIGNATURE (AND DATE)	15. RECEIVER'S DOCUMENT NUMBER

DD FORM 1348-1 1 AUG 61 DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT

5

43.24-1

Figure 11-1.—DD 1348-1 for transfer to Marine Corps.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

SHEET NO. / NO. OF SHEETS	5. REQUISITION DATE
6. REQUISITION NUMBER	Ø159Ø-1131
1. FROM: V54Ø3Ø USS JOSEPH K. TAUSSIG DE-1Ø3Ø	7. DATE MATERIAL REQUIRED: 10 AUG 1973
8. PRIORITY	
2. TO: Ø159Ø USNS BLUE JACKET (T-AF 51)	9. AUTHORITY OR PURPOSE: NAVSUP P-485, Par. 5102
10. SIGNATURE	11a. VOUCHER NUMBER AND DATE: V54Ø3Ø/3222/6729
3. SHIP TO - MARK FOR: NAVY REGIONAL FINANCE CENTER (PROPERTY ACCTG DEPT) WASHINGTON, D.C. 20371	12. DATE SHIPPED / b.
13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER
15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.	

4. APPROPRIATION AND SUBHEAD	OBJ. CL.	SUB. CONT. NO.	SUBAL-LOT	AUTHORIZATION ACCT'G ACTIVITY	TRANS TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT
17X4912.3302	ØØØ	62361	Ø	ØØ179	2F	Ø159Ø		ØØ3222672900	

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	9G 6850-255-Ø429 COMPOUND, BOILER	DR	Ø4	Ø4			$5.6Ø	22.4Ø
	REIMBURSEMENT TO BE OBTAINED FROM COMSTSLANTAREA						TOTAL PRICE	$22.4Ø
	CREDIT:							
	APPN& SUBH: 1731804.602C AAA: 60951 OB: 57018 COST CODE: ØØ32226729AC							
	APPROVED FOR TRANSFER:							
	M. P. LENNON, LT, SC, USN						D. R. EGGLESTON, MASTER	

16. TRANSPORTATION VIA MATS OR MSTS CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT — ISSUED BY / CHECKED BY / PACKED BY

TOTAL CONTAINER	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
		TOTAL →		

19. RECEIPT — CONTAINERS RECEIVED EXCEPT AS NOTED / QUANTITIES RECEIVED EXCEPT AS NOTED / POSTED

DATE	BY	SHEET TOTAL
		GRAND TOTAL
		20. RECEIVER'S VOUCHER NO.

DD FORM 1 MAR 68 1149 (8-PT) REPLACES EDITION OF 1 MAY 66 WHICH MAY BE USED S/N 0102-011-1801 6

31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

43.3

Figure 11-2.—Transfer to other government department without cash receipt.

Figure 11-3 illustrates a DD 1149 for transfer of an item to a merchant in distress.

TRANSFERS TO FRIENDLY FORCES

NAVSUP P-485, Chapter 5 specifies the type of material and the conditions under which United States naval ships and activities may furnish supplies and services to friendly foreign naval vessels and military vessels.

Transfers of supplies are generally made on DD 1149. Whenever possible, cash reimbursement for the supplies should be effected locally. When local collection of cash is not feasible, the invoice is forwarded to NRFC, Washington, D.C. for collection.

Accessorial Charges

Issues to foreign vessels or aircraft are subject to accessorial charges for transportation and handling, and administrative costs. The method for determining accessorial charges for different classes of material is found in NAVSUP P-3013, Chapter 6.

Accessorial charges are shown separately on the invoice but are not included in the invoice total.

Figure 11-4 shows a transfer of material to a foreign ship.

MATERIAL REMOVED INCIDENT TO INACTIVATION

During inactivation of ships transferred to the reserve fleets, all perishable, hazardous, excess, and surveyed material is transferred from the ships to designated shore activities on a priced DD Form 1348-1. Credits for material removed during inactivation are, for the most part, made to the appropriation, Operation and Maintenance, Navy, or the Navy Industrial Fund, as appropriate. The invoices are posted to stock records, and if maintained, inventory control ledgers.

Prior to such transfers, the approval of both the ship's commanding officer and the type commander to whom the ship is being assigned must be obtained on the original of each invoice (the type commander may delegate in writing his authority to grant approval to the type supply officer). Before such transfers are approved, the following facts must be verified:

- The authority for transfer is correct.
- Accounting data are in order.
- The material is being transferred to the proper activity ashore.
- The shore activity has been advised, and delivery has been scheduled.
- Copies of approved surveys are attached, when applicable.

SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT.

1. FROM: V54030 USS JOSEPH K. TAUSIG DE-1030	5. DOCUMENT NUMBER
2. TO: MASTER, STEAMSHIP "GEORGE BARNES" (CASH SALES)	7. DATE MATERIAL REQUIRED; 8. PRIORITY
3. SHIP TO - MARK FOR	9. AUTHORITY OR PURPOSE: NAVSUP P-485 Par. 5102
	10. SIGNATURE; 11a. VOUCHER NUMBER AND DATE
	12. DATE SHIPPED; b.
	13. MODE OF SHIPMENT; 14. BILL OF LADING NUMBER
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATION AND SUBHEAD	OBJ. CL.	SUB. CONT. NO.	GLOBAL LOT.	AUTHORIZATION ACCT'G ACTIVITY	TRANS. TYPE	PROPERTY ACCT'G ACTIVITY	COUNTRY	COST CODE	AMOUNT

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER QUAL. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	9G 6830-290-4370 GAS, ACETYLENE, TECHNICAL	CF		200			$ .05	$ 10.00
2.	9G 8120-663-3019 CYLINDER, ACETYLENE GAS	EA		5			22.60	113.00

CASH SALE TO MERCHANT SHIP IN DISTRESS. STEAMSHIP "GEORGE BARNES" URGENTLY REQUIRES ACETYLENE TO REPAIR UNDERWATER DAMAGE CAUSED BY COLLISION WITH FLOATING WRECHAGE. UNABLE TO PROCEED IN PRESENT CONDITION SALE APPROVED AT CURRENT ISSUE PRICE. SUPPLY OFFICER DIRECTED TO MAKE TRANSFER AND COLLECT CASH.

J.C. SUTHERLAND, CDR, USN COMMANDING

CREDIT:

APPN & SUBH	AAA -	OB	COST CODE
1731804.602C	60951	57018	0032226730AC

SHIP OWNED BY WALKE STEAMSHIP CORP.
2390 FLORIDA AVENUE, NEW YORK, N.Y.

I CERTIFY THAT I HAVE RECEIVED CASH IN AMOUNT OF $123.00 WHICH WILL APPEAR IN MY DISBURSING RETURNS FOR THE MONTH OF AUGUST, 1973.

M.F. LEMON, LT, SC, USN SYM: 05245

16. TRANSPORTATION VIA MATO SEE NOTE CHARGEABLE TO

17. SPECIAL HANDLING

RECAPITULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
	CHECKED BY					
	PACKED BY					
				TOTAL →		

RECEIPT				
	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL $123.00
	QUANTITIES RECEIVED EXCEPT AS NOTED	8/10/73	SIGNED FOR T.H. ECHOLS, MASTER	
	POSTED	DATE	BY	18. RECEIVER'S VOUCHER NO.

DD FORM 1 MAR 69 1149 (8-PT) REPLACES EDITION OF 1 MAY 68 WHICH MAY BE USED S/N 0102-011-1801 5

Figure 11-3.—Transfer to merchant in distress with cash received.

SHIPPING CONTAINER TALLY → 1–50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

Field	Entry
1. From	V54Ø3Ø USS JOSEPH K. TAUSSIG DE-1Ø3Ø
2. To	COMMANDING OFFICER, SMG ALFREDO CAPELLI (SO 7)
3. Ship to – Mark for	NAVY REGIONAL FINANCE CENTER WASHINGTON, D.C. 20371
9. Authority or purpose	NAVSUP P-485 Par. 5107
10. Signature	J.C. SUTHERLAND, CDR, USN
11. Voucher number and date	V54Ø3Ø/3222/6731

Item No. (a)	Federal stock number, description, and coding of material and/or services (b)	Unit of issue (c)	Quantity requested (d)	Supply action (e)	Type container (f)	Container nos. (g)	Unit price (h)	Total cost (i)
1.	9G 685Ø-255-Ø429 BOILER COMPOUND	DR	Ø4				$5.6Ø	$22.4Ø
2.	9G 793Ø-266-7136 POLISH, METAL	EA	1Ø				.15	1.5Ø
	ACCESSORIAL CHARGES: 15% OF TOTAL PRICE OF MATERIAL (TO COVER TRANSPORTATION & HANDLING)							3.59
	2% OF TOTAL PRICE OF MATERIAL PLUS TRANSPORTATION & HANDLING CHARGE							.55

TRANSFER TO FOREIGN NAVAL VESSEL
CREDIT:

APPN & SUBH	AAA	OB	COST CODE
17318Ø4.6Ø2C	6Ø951	57Ø18	ØØ32226731AC

ACCESSORIAL CHARGES CREDIT:

APPN & SUBH	AAA
17318Ø4.6Ø2A	6Ø951

RECEIPT ACKNOWLEDGED:
ANTONIO P. DIMARIO, I.N.
COMMANDING OFFICER

Sheet total: $23.9Ø
Grand total: $27.99

DD FORM 1 MAR 59 1149 (8-PT) — REPLACES EDITION OF 1 MAY 58 WHICH MAY BE USED — S/N 0102-011-1801

43.3

Figure 11-4.—Transfer to foreign naval vessel without cash receipt.

INDEX

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M

N

S

T

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