

## CHAPTER 17

# AMMUNITION ADMINISTRATION ASHORE AND AFLOAT

Ammunition is vital to naval operations. Because of its high cost and logistical characteristics, the status of ammunition is carefully and continuously studied at the highest echelons of the defense establishment. Ammunition is a high-priority consideration by operational and logistics commanders. It is essential for logistics planning that current and accurate information concerning Navy ammunition stock status be available at the appropriate time. This information must be available to commanders of naval forces when planning their training and operational expenditures. For these reasons, accurate and prompt reporting of individual ammunition transactions directly affects the Navy's ability to sustain a high degree of readiness.

### RETAIL ORDNANCE LOGISTICS MANAGEMENT SYSTEM

**LEARNING OBJECTIVE:** *State capabilities of the Retail Ordnance Logistics Management System (ROLMS)*

The Retail Ordnance Logistics Management System (ROLMS) is an integrated system of applications software designed to manage non-nuclear expendable ordnance. It provides for the automation of the receipt, issue, inventory record keeping, and reporting of ammunition assets and movements with the ultimate objective being the enhancement of Fleet readiness and stock point ordnance management. ROLMS replaced four legacy systems, Ordnance Management System (OMS), Fleet Optical Scanning Ammunition Marking System (FOSAMS), the Standardized Conventional Ammunition Automated Inventory Record (SCAAIR) and the Ammunition Logistics System (AMMOLOGS).

ROLMS was designed to operate as either a stand alone system residing on a personal computer or in a client/server network environment.

#### **ROLMS Capabilities**

ROLMS supports all ship and shore activity asset management and reporting requirements. ROLMS

automates many ammunition logistics management and reporting functions performed by the stock points and end users, specifically:

- a. Inventory – to the specific grid location
- b. Requisitioning
- c. Issue/Receipt Reporting
- d. Expenditure Reporting
- e. Asset Maintenance
- f. NAR processing
- g. Transaction reporting (either Ammunition Transaction Reporting (ATR) or Transaction Item Reporting (TIR))
- h. Space Management – including Net Explosive Weight (NEW) Management for Explosive Arc and Compatibility Management
- i. Load Plan management
- j. Excess/Disposal Processing
- k. DD 1348-1's and shipping labels
- l. Bar Code processing

#### **ROLMS System Interfaces**

ROLMS interfaces with various systems to exchange data and information. Specifically:

- a. CAIMS for Navy and Marine aviation ordnance inventory data.
- b. MAARS-II for Marine Corps ground ordnance inventory data.
- c. ADIMS for ordnance held for disposal and demilitarization.
- d. Total Ammunition Movement Management System (TAMMS) for internal activity transportation.
- e. Defense Transportation Tracking System (DTTS) for ordnance transportation satellite tracking.

- f. Marine Air Ground Task Force (MAGTF) Deployment Support System II (MADSS-II) for ground ammunition movement tracking.

For further information on the ROLMS system, refer to NAVSUP P-724, Chap 9.

### **CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM**

**LEARNING OBJECTIVE:** *Describe the functions and state the purpose of the Conventional Ammunition Integrated Management System (CAIMS).*

The Conventional Ammunition Integrated Management System (CAIMS) is a management tool for all echelons of the Navy that relate assets to requirements and to inventory managers for item decision-making purposes. The Naval Ammunition Logistics Center (NAVAMMOLOGCEN) in Mechanicsburg, Pennsylvania maintains the CAIMS ammunition stock status file. Pertinent data is extracted from this file for distribution to interested fleet and area commanders. The CAIMS ammunition stock status file is not automatically distributed to commands. It is available and may be requested by individual commands through normal chain-of-command procedures. The CAIMS ammunition stock status file provides the following data:

1. Date of the last transaction report
2. Monthly and cumulative (to date this fiscal year) expenditures by ammunition type, as listed below:
  - a. Combat
  - b. Training
  - c. Test/evaluation
  - d. Non-combat operations
  - e. Disposal
  - f. Loss by inventory
  - g. Out of system transfers
3. Quantity on hand
  - a. Serviceable
  - b. Unserviceable/suspended
4. Allowance
5. Percent of allowance on board

The foregoing data is provided by Navy Ammunition Logistics Code (NALC), Department of Defense Identification Code (DODIC), or by activity (listing the NALCs/DODICs carried by each activity).

The accuracy of CAIMS relates to the ammunition actually on hand at your command. Therefore, you must accurately report all receipts, issues, Condition code changes, and inventory adjustments. Currently, Navy activities report to CAIMS by two methods—transaction item reports (TIRs) and ammunition transaction reports (ATRs). TIRs are transceived daily by activities that use automated information systems. ATRs are submitted by fleet activities via naval messages.

For further information on the CAIMS system, refer to NAVSUP P-724, Chap 9.

### **AMMUNITION REQUISITIONING AND TURN-IN PROCEDURES**

**LEARNING OBJECTIVE:** *Use the terms and definitions associated with ammunition requisitioning and turn-in; describe the procedures to be followed when preparing requisition documents; identify the variables that affect requisitioning by fleet units; and describe file maintenance procedures, turn-in procedures, and temporary custody of ordnance ashore.*

The military standard requisitioning and issue procedures (MILSTRIP) are used for ordering all ordnance. *MILSTRIP/MILSTRAP Manual*, NAVSUP P-437, and *Afloat Supply Procedures Manual*, NAVSUP P-485, provide complete MILSTRIP procedures. Each fleet commander (CINCLANTFLT and CINCPACFLT) issues instructions that provide detailed guidance for requisition and turn-in of ammunition within their jurisdiction. The information and procedures in both instructions are basically the same. For simplicity, the information in this chapter pertains to units within the Atlantic Fleet and European areas.

### **TERMS AND DEFINITIONS**

Because you work with ordnance, you need to be familiar with ammunition terms and definitions. Some terms are discussed in more detail later in this chapter. The following terms and definitions are used throughout this chapter:

*All-Up-Round (AUR).* An AUR is a weapon that is issued as a complete assembly (less wings and fins).

*Ammunition.* Ammunition is conventional expendable ordnance material, which includes gun-type ammunition, bombs, rockets, ASW weapons, guided missiles, mines, torpedoes, demolition, and pyrotechnic materials. For the purpose of this discussion, ammunition includes all items assigned a four-digit NALC as listed in the publication *Navy Ammunition Logistics Codes*, NAVAIR 11-1-116B/TW010-AA-ORD-030. This also includes OT-cognizance material (Marine Corps expendable ordnance).

*Ammunition allowances.* Ammunition allowances are established to maintain operational units in a mission-ready posture. The different types and quantities of ammunition a unit is allowed to carry depend upon the unit's mission assignment. Also, a unit's ammunition allowance reflects allowances for training, peacetime missions, and wartime missions.

The Chief of Naval Operations approves ammunition allowance lists. Ammunition stocking level lists identifies the type and quantity of combat ordnance authorized to be carried on board. Separate cargo and/or mission load ammunition allowance lists are provided for combat landing force (CLF) ships, amphibious force ships, tenders and aircraft carriers, which are developed by the fleet and type commanders. These lists identify the ordnance authorized to support the mission assignment. A few of the ammunition allowances are described in the following statements.

Approved basic stock level of ammunition (ABSLA) is the quantity of non-nuclear ordnance at a shore facility to support all aspects of that activity's mission until resupply can be effected.

Cargo load allowance is the allowance of ammunition carried by AE, AOE, AOR, and AO class ships. This ammunition is issued to other fleet units in support of their assigned mission.

Mission load allowance is the allowance of ammunition carried by CV, LPH, AD, and AS class ships in support of their assigned mission, exclusive of the ship's own armament.

Shipfill allowance (formerly ship's service allowance) is the allowance of ammunition for the ships permanently installed armament. Shipfill ammunition does not include ammunition held for issue to other activities.

Changes to the shipfill allowance list require prior approval of the Chief of Naval Operations. A proposed change should be submitted by letter from the ship concerned through the normal chain of command. Changes to the cargo or mission load allowance lists require prior approval of CINCLANTFLT. Proposed changes to the cargo or mission load allowance lists should be submitted to CINCLANTFLT through the normal chain of command.

*Check-sum-digit.* The check-sum-digit is the last digit in a sum of numbers. It is entered after a slant mark (/) immediately following the number being checked. For example, in the entry E487 (4+8+7=19), 9 are the check-sum-digit. The entry is written as E487/9. The check-sum-digit provides Naval Ammunition Logistics Center with a check and balance to ensure that the proper NALC is entered on DD Form 1345, register four.

*Cognizance symbol (COG).* The cognizance symbol is a two-digit NSN prefix that identifies the systems command, office, agency, or inventory control point exercising supply management for a specific category of ammunition. For example, in NSN 2E1425-00-940-1347-E075, the two-digit symbol 2E is the COG. (Refer to fig. 17-1.) COG symbols are listed in NAVAIR 11-1-116B/TW010-AA-ORD-030.

*Complete round.* A complete round is one that is or can be assembled from any acceptable combination of components. It is capable of being used operationally without the performance of work on the round other than normal assembly operations.

*Department of Defense Ammunition Code (DODAC).* The Department of Defense Ammunition Code (DODAC) is made up of the federal supply class (FSC) plus the DODIC or NALC. For example, in NSN 2E1425-00-940-1347-E075, the DODAC is 1425E075. (See fig. 17-1.)

<b><u>National Stock Number</u></b>			
2E1425-00-940-1347-E075			
<b><u>BREAKDOWN</u></b>			
2E	1425	00-940-1347	E075
COG	FSC	NIIN	DODIC OR NALC

Figure 17-1.—National stock number (NSN) breakdown.

*Department of Defense Identification Code (DODIC).* The Department of Defense Identification Code (DODIC), is a four-digit code assigned by the Defense Logistics Services Center (DLSC) and it identifies ammunition and explosive items. The acronyms DODIC and NALC, or their respective meanings are used interchangeably in the remainder of this chapter.

*Expenditure.* An expenditure occurs when an item is permanently removed from the Navy inventory. A round that is detonated, burned, fired, exploded, surveyed or lost by inventory, deepwater dumped, or transferred to other services or another country is posted and reported as an expenditure. Transfers of ammunition to other Navy/Marine Corps activities are NOT expenditures. The various types of expenditures include combat, training, test and evaluation, operational, disposal, loss by inventory, and transfers out of the Navy reporting system.

*Gain by inventory (GBI).* A GBI is an increase in the asset position based upon physical inventory of an ammunition item.

*Issue.* An issue is the transfer of an item, regardless of its serviceability condition, to another activity. This includes off-loads to shore activities and transfers to other ships.

*Lead time.* Lead time is the time difference between the Julian date of the requisition and the required delivery date (RDD). It consists of submission time, or the time to transmit the requisition from the requisitioner to the stock point, plus processing and delivery time at the stock point.

*Loss by inventory (LBI).* An LBI is a decrease in the asset position based upon a physical inventory of an ammunition item.

*Maintenance due date (MDD).* The maintenance due date of a weapon is predicated on the component of the weapon that next requires intermediate- or depot-level maintenance or testing. MDDs vary from weapon to weapon and within configurations of weapons. They are used to determine serviceability. Weapons with an expired MDD are not serviceable.

*National stock number (NSN).* An NSN is a 13-digit number used to identify an item of material in the supply distribution system of the United States. It consists of a four-digit federal supply class (FSC) and a nine-digit national item identification number (NIIN). (See fig. 17-1.)

*Navy ammunition reclassification (NAR) system.* NARs provide information pertaining to the degree of serviceability of non-nuclear explosive ordnance or explosive material used by the Navy, Marine Corps, and Coast Guard. Reclassification refers to the change of an item's material condition code. NARs are issued by message and often contain information directly related to the safety of personnel and/or equipment. NARs are numbered consecutively within each calendar year and serve as supplements to the *Ammunition—Unserviceable, Suspended, and Limited Use*, TW024-AA-ORD-010, until incorporated by a change or revision.

*Receipt.* A receipt is any transaction that increases the on-hand inventory of an item, regardless of its serviceability condition. Receipts from another ship, activity, service, and GBIs are included.

*Reconciliation.* Reconciliation is the process of reporting on-hand assets of items that have had no transactions since the previous reconciliation. Naval Ammunition Logistics Center Mechanicsburg uses reconciliation reports to identify and correct errors in individual ship or activity's data files and in the CAIMS database.

*Serial/lot item tracking (SLIT).* Serial/lot item tracking is a subsystem of CAIMS that accounts for certain items of ordnance by individual serial, lot, or register number.

*Temporary custody ashore.* Temporary custody ashore refers to ammunition temporarily stored ashore by a ship that intends to reload the ammunition aboard at a later date. It does not include ammunition held temporarily for further transfer (FFT).

*Transaction.* For reporting purposes, a transaction is any change in the reported asset posture of an ammunition item. Examples of transactions are receipt; reclassification from suspended to serviceable; expenditure, and issue.

*Transfer.* Transfer is the movement of assets from a Navy activity to an activity outside the Navy accounting system such as the Army, Air Force, Coast Guard, or a foreign government.

*Type Maintenance Due Code (TMDC).* A Type Maintenance Due code is a code that indicates what type of maintenance action is due next for an individual item.

*Unserviceable/suspended ammunition.* Unserviceable/suspended ammunition are components that are not ready for use and cannot be made serviceable using

immediately available maintenance and repair capability. This includes both unserviceable items and items suspended pending quality evaluation, test, renovation, or ammunition reclassification. Torpedoes and missiles that are not ready for unrestricted use or are overdue for maintenance are considered unserviceable. Unserviceable ammunition includes Condition codes ECHO, FOXTROT, GOLF, HOTEL, JULIET, KILO, LIMA, MIKE, and NOVEMBER.

## REQUISITION DOCUMENT PREPARATION

MILSTRIP requisitioning is based upon the use of the coded, single-line, item document, DD Form 1348. MILSTRIP relies upon automatic data processing equipment and coded data for processing requisitions. Therefore, the requisitioner must take extreme care in selecting and assigning coded data elements.

MILSTRIP documents consist of requisitions, follow-ups, and cancellations. There are two different methods for submitting ammunition MILSTRIP documents into the ammunition supply system. The choice and method are determined by the following criteria:

1. Submission by the Defense Automatic Addressing System (DAAS). Submission of MILSTRIP documents by the DAAS is the preferred method for submitting MILSTRIP documents, unless they are specifically excluded.
2. Submission by naval message. A naval message is used only for those MILSTRIP

documents specifically excluded from submission by DAAS.

## Requisition System Document (DD Form 1348)

Preparation of a DD Form 1348 requisition system document is described in detail in the following paragraphs. Refer to the sample DD Form 1348, shown in figure 17-2, as you read this section.

**NOTE:** A complete list of MILSTRIP codes are contained in NAVSUP Publication 437 or NAVSUP Publication 485. However, you can quickly locate commonly used codes and definitions by referring to the *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP Publication 409.

**DATA BLOCK A (SEND TO:).** Enter the Service Designator code, Unit Identification Code (UIC), and the name of the activity to which the requisition is submitted. Identification of the supply source is a mandatory entry. In this case, the service designator is, indicated by the letter N and the UIC are indicated by the number 00109. This UIC identifies Naval Weapons Station, Yorktown, Virginia, as the supply source.

**DATA BLOCK B (REQUISITION IS FROM:).** Enter the Service Designator code, UIC, and name of the requisitioning activity.

**DATA BLOCK C.** You may enter the noun name of the item requested in this block. This is an optional entry, and completion of block C depends upon local policy.

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Figure 17-2.—DD Form 1348.

DATA BLOCKS D, E, and F. Leave these blocks blank.

CARD COLUMNS 1 THROUGH 3 (DOCUMENT IDENTIFIER). The Document Identifier code is a mandatory entry. It identifies the purpose of the document (requisition, follow-up, modifier, or cancellation). Supply actions, such as follow-ups, modifiers, and cancellations are discussed later in this chapter. To requisition, enter the applicable document identifier as follows:

1. For material for delivery within the Continental United States (CONUS) or from an overseas activity to a Navy activity in the same geographic location, use one of the following document identifiers:
  - a. AOA when requisitioning with an NSN
  - b. AOD when requisitioning with a DODAC
  - c. AOE when the requisition contains data in the remarks block
2. For material to be delivered from CONUS to an overseas site, use one of the following document identifiers:
  - a. A01 when requisitioning with an NSN
  - b. A04 when requisitioning with a DODAC
  - c. A05 when the requisition contains data in the remarks block

Thus, the document identifier AOD informs you that using the item DODAC is requisitioning the item. It also informs you that both the supply source and the requisitioner are in CONUS; or, that both the supply

source and requisitioner are in the same geographic location overseas.

CARD COLUMNS 4 THROUGH 6 (ROUTING IDENTIFIER). The routing identifier identifies the activity that is to receive the requisition. The routing identifier is a mandatory entry. In this case, the routing identifier P72 identifies Naval Weapons Station, Yorktown, Virginia, as the activity that is to receive the requisition.

CARD COLUMN 7 (MEDIA AND STATUS CODE). The Media and Status (M&S) code is a mandatory entry. It is used to indicate the type of MILSTRIP status required who is to receive the status, and by what communications media the status is to be furnished. The following three status types are available:

1. Exception status. This status provides information relative to any action taken by the supply source, other than issuing of the material requisitioned. For example, the requisition is rejected, or the requisition is referred to another activity for action.
2. 100 percent supply status. This status provides information relative to any action taken by the supply source, except shipping data.
3. Shipping status. This status provides positive advice concerning shipping. This includes date of shipment, mode, bill of lading, or airway bill.

Table 17-1 lists applicable M&S codes. Ships or squadrons within 60 days of deployment and deployed units use M&S code for all ammunition requisitions

**Table 17-1.—Media and Status (M&S) Codes**

M & S CODE	MEANING
3	Exception status to requisitioner by mail.
6	Exception status to requisitioner by message.
C (Note 1)	100% supply status to requisitioner by mail.
F (Note 1)	100% supply status to requisitioner by message.
L	Exception supply status plus shipment status to requisitioner by mail.
R	Exception supply status plus shipment status to requisitioner by message.
T (Note 1)	100% supply status plus shipment status to requisitioner by mail.
W (Note 1)	100% supply status plus shipment status to requisitioner by message.
Note 1: Authorized for use only with priority 01 through 08 requisitions.	

with priorities 1 through 8. Other afloat units and deployed units with requisition priorities 9 through 15 use one of the other M&S codes listed in table 17-1. As appropriate, shore activities may use any of the media and status codes listed in NAVSUP P-437. A copy of all status requested by requisitioners is automatically provided by the supply source to CINCLANTFLT, as well as the UIC in the supplementary address.

**CARD COLUMNS 8 THROUGH 22 (STOCK NUMBER).** These card columns are used to enter the DODAC (four-digit FSC plus the four-digit NALC) or NSN of the item being requisitioned. Either one or the other must be used. Make the entry beginning at the left, and leave any unfilled spaces blank. DODACs and NSNs are listed in the *Navy Ammunition Logistic Codes*, NAVAIR 11-1-116B/TW010-AA-ORD-030, and *Stock List of Navy Ammunition*, NAVAIR 11-1-116A/TW010-AA-ORD-010.

**CARD COLUMNS 23 and 24 (UNIT OF ISSUE).** Enter the appropriate two-digit abbreviation for the unit of issue of the requested item. Unit of issue abbreviations are found in NAVAIR 11-1-116B/TW010-AA-ORD-030.

**CARD COLUMNS 25 THROUGH 29 (QUANTITY).** Enter the quantity required. Enter zeros in the unused columns that precede the quantity required.

**CARD COLUMNS 30 THROUGH 43 (DOCUMENT NUMBER).** The document number is a 14-digit non-duplicative number constructed to identify the service, requisitioner, Julian date, and serial number.

1. Card column 30 (service code). Enter one of the following service codes:
  - V — Atlantic fleet operating units
  - N — Navy activities other than fleet operating units, including pre-commissioned ships
  - M — Marine Corps activities
  - Z — Coast Guard activities

2. Card columns 31 through 35 (requisitioner). Enter the five-digit UIC of the requisitioning activity.
3. Card columns 36 through 39 (date). Enter the four digits that represent the Julian date on which the requisition is transmitted to the supply source. The Julian date consists of two elements—the last digit of the calendar year and the numeric consecutive day of the calendar year. For example, 8181 represents 30 June 1988. The numeric consecutive days of the year can be found on government-issue calendar pads.
4. Card columns 40 through 43 (serial). Enter a four-position serial number. Automated ships should use 5000 (series) serial numbers; non-automated ships should use 8000 (series) serial numbers. Never duplicate the same serial number on the same Julian date.

**CARD COLUMN 44 (DEMAND).** The demand code shows whether the demand is recurring or nonrecurring. Use demand code R (recurring) when the item requisitioned is for shipfill, mission load, cargo load, or ABSLA allowance. Use N (nonrecurring) when the item requisitioned is clearly a onetime request.

**CARD COLUMNS 45 THROUGH 50 (SUPPLEMENTARY ADDRESS).** The supplementary address field is a mandatory entry and a multi use field. Fleet units use this field to indicate where the requisitioned material is to be received and loaded by entering the service code and UIC of the loading activity. Shore activities use this block for local information (such as storage location) by first entering the letter Y in block 14.

**CARD COLUMN 51 (SIGNAL).** The signal code identifies the activity to which the material is shipped and/or billed. Table 17-2 provides a list of signal codes and they're meaning. Enter the appropriate signal code.

**Table 17-2.—Signal Codes**

SIGNAL CODE	MEANING
A	Ship and bill to requisitioner "For use by shore facilities only" (block 10)
B	Ship to requisitioner (Block 10) and bill to supplementary address (Block 15)
J (See note)	Ship to supplementary address (Block 15) and bill to requisitioner (Block 10)
K	Ship and bill to supplementary address (Block 15)
Note: Use Signal codes J when the supplementary address is used to indicate the loadout activity.	

**Table 17-3.—Cognizance Symbols**

COG	MATERIAL
OT	Expendable Marine Corps ground ordnance
2E	Conventional air ordnance
2T	Conventional surface ordnance
4T	Torpedoes/ASROC and components
6T	Underwater mines and components
8E	Air-launch missile material
8S	SUBROC and components
8T	Surface-launch missile material

CARD COLUMNS 52 THROUGH 53 (FUND). The Fund code is a two-character code that cites accounting data on Navy requisitions. Fleet units should enter Fund code Y6 and shore activities should enter Fund code 26.

CARD COLUMNS 54 THROUGH 56 (DISTRIBUTION). Distribution field entries serve a

dual purpose and are mandatory entries. The first position indicates the monitoring activity, and the other two positions indicate the cognizance symbol of the material being ordered. CINCLANTFLT is the monitoring activity for all ammunition requisitions. Fleet units enter code R and shore activities enter code 8 in card column 54. With this code, CINCLANTFLT receives 100-percent supply and shipment status on the requisition. In card columns 55 and 56, enter the applicable cognizance symbol of the material being ordered. Table 17-3 lists the material and COG symbols.

CARD COLUMNS 57 THROUGH 59 (PROJECT). The Project code is a mandatory entry for identifying the purpose of the requisitioned item. There are several Project codes for requisitioning ammunition. They are all within the 800 series. A few of the more frequently used 800-series Project codes are listed in table 17-4.

CARD COLUMNS 60 and 61 (PRIORITY). The priority designator is a mandatory entry. It expresses the relationship between the requisitioners assigned

**Table 17-4.—Project Codes**

APPLICABLE ALLOWANCE	PURPOSE	PROJECT CODE
Shipfill	Ammunition requisitioned for replacement of service ammunition.	835
Training	Ammunition requisitioned for a turn-in for annual training or fleet exercise.	876
Shipfill	Ship deployment: Ammunition requisitioned for ship deployment.	877
Shipfill	Emergency download of ammunition due to ship CASREP and subsequent onload following restoration of CASREP.	879
Mission	ANORS: Requisition of expendable ordnance such as CADS without which aircraft becomes not operationally ready.	821
Mission	Ships Overhaul: Download (turn-in) of ammunition prior to entering yard for overhaul and onload (requisitioning) of such ammunition upon leaving overhaul yard.	891
Mission	CV Post-Deployment Download: The off-load (turn-in) of CV mission load ammunition when off-loaded at a pier or anchorage.	897
Mission	CV Post-Deployment Download by AE: The off-load (turn-in) of CV mission load ammunition when back loaded to MLSF ships.	898
Mission	Ships Restricted Availability (SRA): Ammunition off-load (turn-in) required by entering a restricted availability period and the subsequent onload (requisitioning) of ammunition upon completion of restricted availability.	892

**Table 17-5.—UND Equated to Priority Designators**

<b>URGENCY OF NEED DESIGNATOR</b>	<b>PRIORITY DESIGNATOR</b>				
A (UNABLE TO PERFORM)	01	02	03	07	08
B (PERFORMANCE IMPAIRED)	04	05	06	09	10
C (ROUTINE)	11	12	13	14	15

force/activity designator (F/AD) and the selected urgency of need designator (UND). F/AD assignment and the UND criteria are defined in OPNAVINST 4614.1 (series) and NAVSUP P-485. The UNDs applicable to the priority requirements are listed in table 17-5.

CARD COLUMNS 62 THROUGH 64 (REQUIRED DELIVERY DATE). The required delivery date (RDD) is a mandatory entry. Enter the specific three-digit Julian date that the material is required by the requisitioner.

CARD COLUMNS 65 AND 66 (ADVICE). An Advice code is an optional code. It provides the supply source with special instructions applicable to the requisitioned item. When these card columns are not used, they should be left blank. The optional Advice codes are listed in table 17-6.

DATA BLOCKS L THROUGH V (REMARKS). Normally, requisitions should not contain remarks. Enter remarks only when absolutely necessary to identify acceptable substitutes, clarify delivery, or to indicate the planned firing month of training missiles. Avoid including superfluous data that can be coded within the MILSTRIP format. For example, by placing the UIC of the activity where the material is to be delivered in the supplementary address, by using Signal code J, and by providing an RDD, the requisitioner can encode where and when delivery should be made and

eliminate any remarks. If remarks are used, you should ensure that a document identifier of AOE or AO5 is used.

**Message Requisitioning by DAAS**

Ammunition MILSTRIP requisitions are prepared by fleet units in a specially coded standard format and transmitted by message directly to DAAS, Dayton, Ohio. DAAS redirects each requisition on the message to the activity indicated by the routing identifier. DAAS redirects the message by way of the automatic digital network (AUTODIN) system. The activity receiving the message takes the necessary action to fill or refer the requisition, as appropriate. Referrals and retransmittals are done by AUTODIN. The AUTODIN system provides the addresses with a punched card for each document in the originator's message. This process alleviates the need for message handling or keypunching by the addressee.

Unclassified MILSTRIP requisitions without remarks are the only ammunition requisitions that qualify for DAAS transmission. As mentioned earlier, remarks can normally be avoided by careful coding of the requisition. When necessary, remarks can be transmitted in a separate (non-DAAS) message. The following types of requisitions are NOT submitted by DAAS:

**Table 17-6.—Advice Codes**

<b>ADVICE CODES</b>	<b>MEANING</b>
2B	Requested item only will suffice. Do not substitute or interchange.
2D	Furnish exact quantity requested. Do not adjust to unit pack quantity.
2T	Deliver to the ultimate consignee by the RDD or cancel requirement.
5C	Do not centrally back order or procure. Substitute acceptable. Reflect unfilled quantity not available for delivery. Fill or kill at inventory control point level.



COLUMN	ENTRY
1-3	Document Identifier: Enter A0A or A01 when requisitioning with an NSN. Enter A0D or A04 when requisitioning with a DODAC or an NALC.
4-6	Routing Identifier: Enter the routing identifier of the activity that is to receive the requisition for action. Routing identifiers are contained in the appropriate CINCLANTFLT or CINCPACFLT instruction. In this case, P72 identifies WPNSTA YORKTOWN VA as the activity to receive the requisition for action.
7	Media and Status Code: Enter 3, 6, C, F, L, R, T, or W, as appropriate.
8-22	You should enter the DODAC/NALC of the item being requisitioned in columns 8-15 and leave columns 16-22 blank (do NOT write BLANK in columns 16-22). When using an NSN, you should enter the 13-digit NSN in columns 8-20 and leave columns 21-22 blank.
23-24	Unit of Issue: Enter the appropriate two-digit abbreviation for the unit of issue.
25-29	Quantity Requisitioned: Enter the quantity required. Enter zeroes in the unused columns that precede the quantity required.
30-43	Requisitioned Document Number: Enter the requisition document number. This consists of the service code and the UIC of the activity where the requisitioned material is to be delivered or loaded.
44	Demand Code: Enter R for recurring demands; N for nonrecurring demands.
45-50	Supplementary Address: Enter the Service code and UIC of the activity where the requisitioned material is to be delivered or loaded.
51	Signal Code: Enter Signal code J.
52-53	Fund Code: Enter Fund code Y6 for fleet units; enter code 26 for shore activities.
54	Distribution Code: Fleet units enter Distribution code R. Shore activities enter Distribution code 8.
55-56	Cognizance Symbol: Enter the cognizance symbol of the item being requisitioned.
57-59	Project Code: Enter the appropriate Project code.
60-61	Priority: Enter the appropriate Priority code.
62-64	Required Delivery Date: Enter the three-digit Julian date on which the material is to be delivered or loaded.
65-66	Advice Code: The Advice code is an optional entry. Leave columns 65 and 66 blank when an entry is not needed.

Do NOT include paragraph numbers, slants between date elements, BLNK for blank data elements, remarks at the end of a line, or remarks at the bottom of a message.

MILSTRIP documents with different document identifiers, routing identifiers, or cognizance symbols may be included in the same message. DAAS will reroute each line item to the proper addressee.

**REJECTED DOCUMENTS.**—To preclude transmission of erroneous data, DAAS validates the following data fields in MILSTRIP documents:

1. Document Identifier code
2. Routing Identifier code
3. Quantity
4. Requisitioner

5. Supplementary address

6. Signal code

Omissions or invalid MILSTRIP codes in any of these fields cause DAAS to reject the document. DAAS sends a message back to the originator with a statement outlining the reason for rejection. Rejections are minimized by careful drafting and proof reading by personnel at the originating activity.

**PROCESSING.**—Requisitions coded in the above format and submitted to DAAS are automatically readdress to the activity in the routing identifier. When the requisition cannot be filled by that activity, it is passed to the inventory manager for action to fill it. Supply status is provided to the requisitioner, the supplementary address and to CINCLANTFLT according to the M&S code used. All status messages should come directly from the processing activity or from DAAS. These status messages should contain a subject line indicating that it concerns ammunition requisition status.

### **Exception Requisitioning by Naval Message**

Requisitions that are excluded from submission by DAAS (mentioned earlier) are the only ones that can be submitted by naval message. The requisition should be submitted by using the Joint Message form. The message should be sent for action to the supply source indicated in the routing identifier of the MILSTRIP. The message must be sent for information to CINCLANTFLT and the activity that the material is to be delivered.

A MILSTRIP requisition sent by naval message is normally unclassified. Since none of the MILSTRIP data elements contain classified information, the classifying of ammunition requisitions is unnecessary. If classified remarks are necessary, they must be provided by a separate message.

### **REQUISITIONING BY FLEET UNITS**

The units mission assignment and geographical location determine the requisitioning procedures followed by fleet units. Fleet units are composed of cargo ships (AE/AOE/AOJ/AS), mission load ships (CV/CVN/LPH/AD/AS), and aircraft squadrons. Since the majority of Aviation Ordnancemen are assigned to aircraft carriers or aircraft squadrons, the discussion that follows concerning requisitioning procedures for fleet units are limited to these two units.

### **Stock Levels**

Ships are required to maintain 100 percent of their shipfill ammunition allowance on board or on order. One exception is that stock levels can be reduced to 90 percent to permit expenditures for training, or to carry exercise ammunition. Individual waivers of this requirement must be requested from the ship's operational commander.

### **Requisitioning Channels**

The requisitioning channels for use by fleet activities are determined by the locality of the unit. Ships and units located in CONUS or CONUS operating areas should submit requisitions to DAAS. Requisitions for the following materials must be in the format previously discussed and submitted as follows:

- Requisitions for 2E COG cartridge-actuated devices should be submitted to Naval Ammunition Logistics Center, Mechanicsburg, Pennsylvania.
- Requisitions for 2E COG bombs and rockets should be submitted to the naval weapons station closest to the unit's homeport or to the weapons station designated for the loadout.
- Requisitions for 2T COG material should be submitted to the naval weapons station closest to the unit's homeport or to the weapons station designated for the loadout.
- Requisitions for 4T COG torpedo components and ASROC components should be submitted to Naval Ammunition Logistics Center, Mechanicsburg, Pennsylvania.
- Requisitions for 6T COG material that should be submitted to the Mine Warfare Engineering Activity (MINEWARENGACT), Yorktown, Virginia.
- Requisitions for the following material must be requisitioned by naval message in the format previously discussed and submitted as follows:
  - Requisitions for 2E COG aircrews escape propulsion system (AEPS) devices should be submitted to Naval Ammunition Logistics Center, Mechanicsburg, Pennsylvania.
  - Requisitions for all 8E COG air-launch missiles, Harpoon missiles, Seasparrow missiles, and 8T COG surface-launch missiles and complete-

round torpedoes require special requisitioning procedures, which are discussed later in this chapter.

When ships or units are deployed in the Atlantic Fleet or the Pacific Fleet, ammunition requisitions are submitted by naval message to the appropriate type commander or the applicable inventory manager. Instructions are available within each command to provide you with guidelines for properly submitting ammunition requisitions.

### **Requisition Lead Time**

A maximum and minimum lead-time has been established to provide sufficient time for submission and processing of ammunition requisitions. Lead-time allows for adequate processing time of requisitions so that mission requirement can be met on schedule. In addition, materials are not reserved too far in advance of requirements.

**ROUTINE REQUISITIONS.**—A maximum of 60 days and a minimum of 25 days should be allowed for routine requisitions incident to allowance replenishment, scheduled training, or deployment loadout.

**CADs AND AEPS DEVICES.**—All requisitions for CADs and AEPS devices should have a 90-day lead time.

**CV/CVN COMPLETE DEPLOYMENT LOADOUT.**—Because of the large quantity of ordnance involved, complete loadout requisitions for aircraft carriers must allow a maximum of 60 days and a minimum of 45 days lead time. When the ship is to be loaded pier-side, requisitions should be submitted by using a DODAC in card columns 8 through 15 of DD Form 1348. When an aircraft carrier is scheduled to receive a deployment loadout by an ammunition cargo ship, the following actions should be taken:

- Personnel aboard the assigned AE/AOE cargo ship send a message to personnel aboard the aircraft carrier advising them of the serviceable assets available in the cargo ship 65 to 55 days in advance of the cargo ship's scheduled onload date.
- The personnel aboard the aircraft carrier submit MILSTRIP requisitions by message for all items and quantities required but not available in the

assigned cargo ship 55 to 45 days in advance of the cargo ship's scheduled onload date. Information copies of MILSTRIP requisitions are provided to personnel aboard the cargo ship. The supplementary address of the requisitions is the UIC of the loading activity. The RDD is the date that the loadout of the cargo ship commences. The remarks section of the requisitions contain DLVR (deliver) TO USS (the name of the cargo ship) FFT (for further transfer) USS (CV/CVN to receive the material).

At the same time the requisitions are submitted, the CV/CVN advises the cargo ship of the items and quantities required from the serviceable assets available in the cargo ship. The cargo ship then reserves these assets for the CV/CVN.

### **Requisitioning Procedures for Aircraft Squadrons**

Aircraft squadrons ashore in CONUS submit requirements for all items to the supporting air station where the material will be loaded or expended. For example, a VF squadron located at NAS Oceana, Virginia that needs ordnance for local training should submit its requirements to the weapons department at NAS Oceana, Virginia. An aircraft squadron ashore outside CONUS submits all requirements to their supporting air station.

Aircraft squadrons or squadron detachments afloat submit requirements to the ship's weapons department according to current ship's instructions. Aircraft squadron support activities should first attempt to satisfy the squadron's requirements from on-hand assets (items already in stock). For those requirements that cannot be satisfied from on-hand assets, the support activity will requisition the requirement. Requisitions must contain the UIC of the support activity in the MILSTRIP document number. The supplementary address must contain the UIC of the user squadron and the Signal code B. Ordnance should **not** be ordered by using the squadron's UIC as the requisitioner.

Aircraft squadrons and squadron detachments should submit requirements well in advance. The squadron should also keep the ship or support facility weapons department fully informed of their requirements. This will permit timely requisitioning to prevent shortfalls and minimize expensive problems that arise from emergency requisitions.

## **Requisitioning by United States Shore Activities outside CONUS**

United State shore activities outside the continental United States must maintain 100 percent of the routine fleet support requirement of their approved basic stock level of ammunition (ABSLA) either on hand or on order. When advised in advance of specific fleet requirements, additional stock should be requisitioned to meet the demand.

Normally, stock that satisfies the prepositioned war reserve material requirements, as shown in the ABSLA, are pushed to shore activities outside CONUS as assets when transportation becomes available. However, shore activities are responsible for maintaining complete round assets. Replacements should be requisitioned by the shore activity when components become unserviceable, issued, or expended.

All requisitions should be prepared in the format previously discussed in this chapter and submitted to the applicable inventory manager. An information copy must be provided to CINCLANTFLT and Naval Ammunition Logistics Center.

## **Special Requisitioning Procedures for Missiles and Torpedoes**

Special requisitioning procedures are part of an intensified management program to control critical assets and improve fleet readiness. Therefore, all air-launch missiles (including 8E COG material), such as the Seasparrow and Harpoon, must be submitted to the inventory manager and Naval Ammunition Logistics Center Mechanicsburg, Pennsylvania.

Requisitions must be submitted by naval message not earlier than 90 days but not less than 60 days before the RDD. The Seasparrow and Harpoon, when used as point-defense missiles are classified as surface-launch missiles. They are managed by COMNAVAIR-SYSCOM and **not** by COMNAVSEASYSYSCOM.

Requisitions for lightweight torpedoes must be prepared in message or DAAS MILSTRIP format. **Do NOT use DD Form 1348, and do not submit requirements by mail.**

There is a 90-day maximum and 45-day minimum requirement lead time when requisitioning torpedoes for complete load outs and deployments. As a general rule, torpedoes are requisitioned in a torpedo-tube configuration, and air-launched accessories are requisitioned as individual items.

Warshot torpedo requisitions from afloat units are submitted directly to Naval Ammunition Logistics Center with information copies to CINCLANTFLT, the immediate operational commander, and the activity where the torpedoes are to be loaded (supplementary address).

## **Requisitioning Procedures for Mine Exercise Training Material and Associated Services**

A message request for mine exercise training (MET) material must be submitted to the appropriate mine assembly activity with the respective type commander as an information addressee. The respective type commander must approve the material request before the appropriate MOMAG unit can release the material. Type commander approval must be received by the mine assembly activity at least 30 working days before the RDD. CINCLANTFLT; Commanding Officer, Mine War Command (COMINEWARCOM); Commanding Officer, Mobile Mine Assembly Group (COMOMAG); and the appropriate chain of command must be included as information addresses on all mine requests.

## **REQUISITION FILE MAINTENANCE**

Thus far, you have learned about the procedures for requisitioning ammunition. However, you cannot merely submit requisitions and then sit back and expect all materials to be in place for loadout. Careful monitoring of actions taken on requisitions by the ammunition supply system and judicious expediting action is necessary to ensure the best possible loadout. The following paragraphs discuss actions required of the requisitioner to ensure that requisitions are processed expeditiously and are not lost.

### **Requisition Processing**

Although there are many variations for specific items, requisitions normally follow a particular path. For example, a person aboard a ship submits requisitions to an ammunition stock point, such as a weapons station. If the stock point has the material requisitioned, it is reserved for the ship and issued to meet the RDD. If the stock point does not have the material, the requisition is referred to the inventory manager. The inventory manager does one of the following four things:

1. Refers the requisition to another stock point that has the material available or due in the RDD.

2. Refers the requisition to the U.S. Army Armament Material Command (ARRCOM) for issue by the Army.
3. Rejects the requisition. The requisitioner is notified of the reason why it cannot be filled, and unless otherwise advised, the requisition is canceled.
4. Refers the requisition to CINCLANTFLT or the type commander for possible redistribution of assets within fleet units. As a final alternative, CINCLANTFLT will attempt to redistribute fleet assets to meet the requirement.

### **Requisition Status**

To keep units informed of action taken on their requisitions, MILSTRIP processing activities provide status follow-ups according to the Media and Status code selected in the requisition. Normally, status is provided to requisitioners by messages or punched and printed cards in MILSTRIP format.

MILSTRIP status documents contain a document identifier and a routing identifier. These identifiers denote the type of document and the sender of the status data. Supply status documents contain a Status code in card columns 65 and 66. For a current and complete description of MILSTRIP Status codes, refer to NAVSUP Publication 485.

Shipment status documents contain information regarding shipment. This includes date of shipment, mode of shipment, transportation control number, date available for shipment, and port of embarkation.

Requisitioners need not always accept the rejection/cancellation of a requisition as the final word. In some cases, requisitions are rejected/canceled because the RDD cannot be met. When a later RDD can be provided, the requisitioning unit should submit a MILSTRIP modifier with a request for reinstatement in the remark section. Occasionally, the quantity requisitioned is questioned by the processing activity. This may happen when the quantity requisitioned exceeds the allowance or is not on allowance. Questions of this nature should be evaluated promptly and a reply forwarded to the processing activity. When the requisition is justified, say so and why.

### **Expediting Requisitions**

Normally, ammunition requisitions are processed for delivery to the requisitioning activity by the

ammunition supply system without problems. However, requisitions do become lost or delayed. To minimize this situation, there are several methods that can be used to review and expedite requisitions. These methods include follow-up, priority increase, and special assistance.

Aggressive submission of a MILSTRIP follow-up on an outstanding requisition is the first and best method of ensuring the requisition is not lost. All requisitions have some type of status requirement. Stock points and inventory managers are responsible for providing this status, and requisitioners should expect it.

MILSTRIP follow-ups should be submitted to the last known Navy holder after 14 days have elapsed since submission of the requisition or the last follow-up. You should continue to do this until a status is received. A follow-up should also be submitted whenever notification of backorder status (Status codes BB, BC, BD, or BP) has been received and there is an indication that delivery will not meet the RDD. Follow-up every 14 days until more positive status or confirmation of the delay is received.

There are three types of follow-up; a specific document identifier distinguishes each one. When only the current status of a requisition is needed, you should use Document Identifier code AF1. A follow-up using a three-position document identifier in the code AT (series) is submitted when you are requesting the current status of a requisition. This follow-up serves as a replacement requisition when the supply source has no record of the previously submitted requisition. Activities located in CONUS should use Document Identifier code ATD and activities outside CONUS should use AT4. The AT (series) Document Identifier codes are used only when the requisitioner has not received status. An AFC Document Identifier code is used to improve the estimated shipping date (ESD) when an unsatisfactory ESD has been received from the supply source.

A second follow-up method is to personally contact the holder of the requisition. This method should be reserved for more serious problems. It should **NOT** be used in a routine manner because it usually involves an extraordinary amount of time and effort for all personnel concerned.

A third method of expediting requisitions is to raise the priority of the requisition. This can be done only when the F/AD is upgraded or when the urgency of the requirement increases (UND designator is raised).

Normally, ships and units not deployed are assigned F/AD III. However, F/AD II is assigned to ships and units 60 days before and during deployment. Accordingly, requisitions submitted more than 60 days in advance of deployment use priorities authorized for F/AD III. When deployment is less than 60 days away, requisitioners may raise the priority to one of those authorized for F/AD II. Usually, when the priority is raised, the requisition rates a different M&S code.

While the requisitioner has the principal responsibility to monitor, follow-up, and expedite requisitions, there may be instances where the requisitioner is unable to do this. In these instances, assistance can be requested from CINCLANTFLT (for fleet requisitions) or from Naval Ammunition Logistics Center (for requisitions of a shore activity outside CONUS).

### Requisition Changes

When the need arises to change some part of a requisition, there are certain procedures you should follow. These procedures are discussed in the following paragraphs.

**PRIORITY, MEDIA AND STATUS CODE, AND RDD CHANGES.**—MILSTRIP provides a procedure for changing the priority, Media and Status code, and/or RDD of a requisition when either the F/AD or UND is changed. To do this, a MILSTRIP modifier document is submitted as follows:

- For material to be delivered within CONUS. Use document identifier AMA when the requisition or the latest status contains an NSN. Use AMD when the requisition or latest status contains a DODAC. Use AME when the requisition or latest status contains either an NSN or a DODAC, and contains remarks.
- For material to be delivered outside CONUS. Use document identifier AM1 when the requisition or latest status contains an NSN. Use AM4 when the requisition or latest status contains a DODAC. Use AM5 when the requisition or latest status contains either an NSN or a DODAC, and contains remarks.
- Enter the new Media and Status code, priority and/or RDD. These are the only data elements of a requisition that can be modified by this procedure. Repeat all other MILSTRIP data as entered on the latest status document received or

on the original requisition when no status has been received.

- For a requisition held by a weapons station, air station, Naval Ammunition Logistics Center or NAVMINEGRFAC. Submit the MILSTRIP modifier by DAAS to the holder with an information copy to CINCLANTFLT.
- For a requisition held by ARRCOM or an Army ammunition activity. Submit a MILSTRIP modifier by DAAS to Naval Ammunition Logistics Center with an information copy to CINCLANTFLT. Use routing identifier NCB.
- For a requisition held by COMNAV-AIRSYSCOM or COMNAVSEASYSYSCOM. Submit a MILSTRIP modifier by naval message to the holder. Send an information copy to CINCLANTFLT, and use the subject line AMMO MILSTRIP MODIFIER.

**ITEM OR QUANTITY CHANGE.**—To change the item requisitioned, the requisitioner must **cancel** the old MILSTRIP requisition and **submit** a new MILSTRIP for the material desired. To increase the quantity requisitioned, the requisitioner must submit a new requisition for the additional quantity required. To decrease the quantity requisitioned, the requisitioner must submit a MILSTRIP cancellation request **only** for the quantity no longer required. By doing this, the uncanceled balance remains active and no lead-time is lost.

**REQUISITION CANCELLATION.**—A requisition can be canceled by the requisitioner, the supplementary addressee, or CINCLANTFLT (as monitoring activity) when the requirement for the material no longer exists. The requisition can also be canceled when the ship is scheduled to deploy before the material is to be received and shipment outside CONUS is not desired.

A MILSTRIP request for cancellation should be prepared by duplicating the latest status or, if no status has been received, the original requisition with the following exceptions:

- Use document identifier AC1.
- Use the routing identifier of the last known holder of the requisition.
- Enter the quantity to be canceled in the quantity field.

Ammunition supply activities that receive a requisition cancellation request are required by MILSTRIP to provide the requisitioner, supplementary addressee, and CINCLANTFLT with either a cancellation confirmation or shipment status (if the material has already been shipped) within 5 days after receipt of the AC1 document.

If confirmation of the cancellation or shipment status is not received within 10 days after submitting the cancellation request, you should take immediate follow-up action. The follow-up document must use document identifier AK1 and be prepared and submitted in the same format as the cancellation request.

Fleet units are required to cancel all outstanding requisitions upon departure for deployment. Shore activities review all outstanding requisitions annually and determine whether the material was received or is still required. Requisitions for material not received and no longer required are canceled. Requisitions must be resubmitted for materials that are still required.

## **AMMUNITION TURN-IN PROCEDURES**

Procedures for turn in of ammunition, ammunition details, and the procedures for temporary storage and custody ashore are discussed in this section. It is impractical to cover every procedure for every conceivable ammunition item. Therefore, the discussion is limited to the more routine procedures. Regardless of the particular type of ammunition or ammunition details you are turning in, NAVSEA OP 4 and NAVSEA OP 5, volume 1, requires that all inert components, details, and cartridge cases be inspected and certified that the containers are inert. It is extremely important that you strictly adhere to these regulations. It is imperative that all applicable personnel be thoroughly familiar with the procedures required for inspection, certification, and marking of empty or inert items.

### **Turn-in of Air-Launch Missile Material**

Ships must turn in air-launch missiles (ALMs) and ALM material (including wings and fins) before a regular overhaul. Upon return from deployment, CV/CVNs are normally directed to turn in or transfer all ALMs and ALM material to another ship or activity ashore. This does not include inert rounds used for training missile-handling crews.

Present ALM maintenance policy permits ships to retain all serviceable deep-stowed ALMs, including

ALMs on cargo load ships, until the maintenance due date (MDD) of the missile has been reached. Deep-stowed ALMs are missiles that have not been removed from their sealed shipping container. When a CV turns in missiles that have remained in deep-stowage and the MDD has not expired, the accompanying paperwork is normally marked ready for issue (RFI). When the shipping seals on the missile container are broken, or the missile is removed from the shipping container for any reason or the MDD has expired, the accompanying paperwork should be marked not ready for issue (non-RFI).

Serviceable assets from deep stowage that are turned in must be repackaged and tagged according to current directives. Unserviceable assets, including captive-flown missiles, missiles in ready-service stowage, and Seasparrow missiles carried on launchers must be segregated, packaged, and tagged according to current directives, and then routed to WPNSTA Yorktown, Virginia. Documentation is prepared on a DD Form 1348-1 according to the procedures discussed in the following paragraph.

### **Turn-in of Ammunition**

When it is necessary to turn in ammunition, two preliminary steps must be taken. First, when complete download is necessary, notify CINCLANTFLT, TYCOM, and weapons station or receiving ship by message of all the items to be off-loaded. In the message, identify all items by NALC, quantity, and the date of proposed download. Second, prepare a DOD Single-Line Item Release/Receipt Document, DD Form 1348-1, for each type of ammunition to be off-loaded.

### **Turn-In of Ammunition Details**

Ammunition details are devices designed to protect explosives and/or facilitate their handling. They include boxes, containers, pallets and accessories, protective caps, tanks, and brass and steel cartridge cases. Many of these items are expensive to procure. It is essential for ammunition users and support activities to cooperate by ensuring these ammunition details are returned for reuse.

Ships and shore activities outside CONUS that make ammunition expenditures must retain all serviceable or repairable details at the earliest opportunity. Ammunition details and cartridge cases that are unserviceable or unrepairable should be turned in to the nearest property disposal office as saleable scrap.

Each shipment of ammunition details must be accompanied by a DOD Single-Line Release/Receipt Document, DD Form 1348-1.

## **TEMPORARY STORAGE AND CUSTODY ASHORE**

Ships occasionally need to off-load ammunition for temporary storage and custody ashore. When this is necessary, the authority to off-load ammunition for temporary storage and custody ashore must be obtained from both the ship's type commander and from the activity where the material will be stored. The number of days of temporary storage must be stated, not to exceed a maximum of 45 days. If more than the maximum period is desired, an extension may be requested from the type commander.

For transaction reporting and inventory control purposes, ammunition in temporary custody ashore is considered aboard the ship and is carried on the ship's stock records. Therefore, personnel aboard ship do not submit an off-loading transaction report. Consequently, a receiving transaction report is not submitted when the ammunition is physically returned. In the recent past, confusion has resulted when personnel aboard ship forgot certain items were in temporary custody ashore. Personnel aboard ship must ensure stock record cards are carefully annotated to reflect items in temporary custody ashore.

The activity storing the material must keep all ammunition in temporary custody physically separate. This is necessary because the ammunition is not recorded on the activity's stock records as assets ashore. Rework or maintenance is not done on items temporarily stored ashore nor is unserviceable material replaced. The material is returned to the ship exactly as it was received for temporary custody ashore.

In summary, the primary advantage of temporary storage and custody ashore is that a ship retains its assets. Personnel aboard the ship do not have to reorder and run the risk of not getting everything ordered. The disadvantages are that items can be forgotten and subsequently lost, or items can become suspended/unserviceable and require last-minute replacement.

### **REVIEW NUMBER 1**

*Q1. Where is the Naval Ammunition Logistics Center located?*

*Q2. What classes of ships carry cargo load ammunition?*

*Q3. How are NARs numbered?*

*Q4. What is meant by the term "unserviceable ammunition"?*

*Q5. What is the purpose of requisition lead times?*

*Q6. Aircraft squadrons afloat submit their requisitions to what department?*

## **TRANSACTION REPORTING**

**LEARNING OBJECTIVE:** *Identify transaction reporting procedures and describe the various types of transaction reports, the procedures to be followed when preparing the ammunition master stock record card, and the ammunition lot/location card.*

Reports of ammunition transactions form the basis for maintenance of the CAIMS data file. This file, in turn, is the sole source of asset and expenditure information for ammunition logistics management. The high cost and limited availability of many munitions create a need at all command levels for continuous, intensive, and careful management of ammunition. This can only be done if the CAIMS data file is current and reliable. Therefore, it is very important for individual reports of ammunition transactions to be accurately prepared and forwarded in a timely manner. Ammunition reports are normally forwarded by routine message and NOT by speed letter or naval letter.

## **TRANSACTION REPORTING PROCEDURES**

The ammunition transaction report (ATR) is prepared in a message format and transmitted electrically. The message report consists of 7 paragraphs. Paragraphs 1 through 5 identify the number of transactions being reported, the serial number of the report, UIC of the reporting activity, the Action Class Code (ACC) of the reporting activity, and the date of the transaction respectively.

Paragraph 6 provides specific information on the type of transaction, type of material, quantity of material involved in the transactions, on-hand assets of the material, and other data pertinent to the transaction. This section may contain one or more lines. Each line corresponds to a single transaction involving one type of material. All reportable transactions should be

included in this paragraph, whether or not the items are included in paragraph 7 of the report.

Paragraph 7 is for remarks concerning weapon serial numbers and other explanatory data, as required.

### **Report Frequency**

Whenever an ammunition transaction occurs (transfer, receipt, expenditure, reclassification), an ATR should be submitted within 24 hours. Normally, reports are submitted daily at the end of the flying day. Occasionally, during certain tactical operations, the command restricts message transmissions to those that directly affect a particular operation. This restriction is called MINIMIZE. Transmission of ammunition transaction reports during MINIMIZE is authorized.

There are exceptions to submitting ammunition transactions within 24 hours. Ammunition unloaded or off-loaded by AE/AOE/AOR/AOJ/CV/CVN class ships in excess of 500 short tons is reportable within 2 days.

Ammunition received by a ship or shore activity for further transfer (FFT) to another ship or shore activity is not reportable, providing it is transferred to the ultimate consignee within 7 days. Ammunition received FFT and held for more than 7 days must be reported as being received. In the remarks paragraph indicate RCVD FM (issuing activity) FFT (consignee). When the subsequent issue is completed, an offsetting report of the issue must be made. Ammunition transferred to an activity FFT to another activity must be reported as an issue. In the remark paragraph show ISSUED TO (receiving activity) FFT (ultimate consignee).

### **Ammunition Transaction Report Format**

ROUTINE precedence is normally assigned to an ammunition transaction report. However, higher precedence can be assigned when authorized by proper authority. A transaction report is classified only when the data contained in paragraph 6 or 7 of the report is classified. Paragraphs 1 through 5 are always unclassified.

A report that contains data in paragraph 6 on complete-round missiles, rockets, or torpedoes is CONFIDENTIAL. These reports should be declassified 6 years after the date-time group of the ammunition transaction report. This should be typed on the ATR at the left-hand margin on the first line after the

last line of text as follows: DECL (enter day, month, and year for declassification).

When paragraph 6 contains data on mines or mine components, the ATR must be classified according to OPNAVINST S5513.7 (series). When data on complete onloads or off-loads is contained in paragraph 6, the ATR is CONFIDENTIAL and declassified (DECL) after 6 years.

ATRs are CONFIDENTIAL when paragraph 7 contains reports of expenditures of tactical missiles or remarks classified by other directives.

All ATRs should be submitted to Naval Ammunition Logistics Center Mechanicsburg, Pennsylvania, with an information copy to CINCLANTFLT. Reports submitted by deployed units must also include CINCUSNAVEUR and COMSERVFOR SIXTHFLT as information addressees. Reports that contain information relative to lightweight torpedoes must also include the activity's type commander as an information addressee. Reports that contain information relative to mine material must also include COMINEWARCOM and COMOMAG as information addressees. Activities afloat that receive ammunition from or issue ammunition to another afloat activity must ensure the issuing/receiving activity is an information addressee on the ATR.

The subject line of the ATR is SUBJ: AMMO TRANS RPT CINCLANTFLT 8010.4. The remainder of the ATR should be completed in the following format.

Paragraph 1. Enter the number of NALCs included in paragraph 6 of the report. Spell out the numbers. For example, when you are reporting 47 items in paragraph 6, you should make the entry ITEMS: FOUR SEVEN.

Paragraph 2. Enter the sequential serial number of the report. Spell out the digits. Initial ATR serial numbers begin with the number 1 (for a newly commissioned command) and subsequent reports are numbered through 999. At this point, only the sequence will recommence with the number 1. You do NOT revert to serial number 1 at the beginning of a new calendar/fiscal year. All ATRs released from one activity, regardless of ammunition type or activity classification, are numbered in the same sequence. These serial numbers are used by Naval Ammunition Logistics Center to detect missing reports. For example, you should enter the serial number 897 as SER: EIGHT NINE SEVEN.

Paragraph 3. Enter the UIC. This entry is made by using the check-sum-digit method. For example, assume the UIC is 36725. You should enter this as UIC: 36725/3.

Paragraph 4. Enter the activity classification letter code. Spell out the letter code. For example, ALFA, BRAVO, DELTA. When the day's transactions involve more than one activity classification, you must report each activity classification on separate reports by using the same date but different serial numbers. Refer to table 17-7 for a list of activity Classification codes.

Paragraph 5. Enter the Julian date on which the transaction actually occurred, NOT the date the message is prepared. The Julian date is entered by using the check-sum-digit method. For example, if the

transaction occurred on March 20, 2000, the date would be entered as DATE: 00080/4.

Paragraph 6. The data entered in this paragraph must be arranged in columnar format. Each column is lettered from A through N, and a letter must head each column. However, when a column or a number of columns have a *zero* quantity, it need not be listed. The data to be reported in each column is as follows:

### REVIEW NUMBER 1 ANSWERS

- A1. *The Naval Ammunition Logistics Center is located in Mechanicsburg, Pennsylvania.*
- A2. *The classes of ships that carry cargo load ammunition are AOE, AO, AOR, and AE.*

Table 17-7.—Activity Classifications

<u>LETTER CODE</u>	<u>CLASSIFICATION</u>
ALFA	Combatant ships and submarines reporting shipfill ammunition transactions. Destroyer-type ships should report ordnance carried for assigned helicopter detachments under this activity classification.
BRAVO	Auxiliary ships reporting shipfill ammunition transactions for their own use.
DELTA	Ships and NAVSUBSUPPFAC New London reporting fleet issue ammunition (cargo load or mission load) transactions, including aircraft squadron expenditures.
ECHO	Aviation Support Activity. Any shore activity holding fleet issue ammunition in support of aviation units. Report all of the ammunition to be held at the activity as ECHO, except that all Marine Corps Class V assets are to be reported under activity classification JULIET.
FOXTROT	Ammunition Support Shore Activities. Any shore activity holding fleet issue ammunition for units other than aviation units. Report all ammunition held at the activity under activity classification FOXTROT, except that all Marine Corps Class V assets are to be reported under activity classification JULIET.
GOLF	Other overseas activities and organizational unit commands holding expendable ordnance items for local support, local defense, or to carry out their primary mission.
HOTEL	Ships holding Marine Corps Class V (A) (LFORM) assets.
JULIET	Shore activities holding Marine Corps Class V (A and W) assets.
KILO	All activities holding nonservice mine assets. Service mine assets will be reported under activity class FOXTROT.
LIMA	Ships holding ordnance on board in support of an Underwater Demolition Team (UDT), Sea-Air-Land (SEAL) Team, Explosive Ordnance Disposal (EOD) Team, Amphibious Construction Unit (ACU), Amphibious Construction Battalion (ACB), or Naval Mobile Construction Battalion (NMCB).
NANCY	Ships holding Marine Corps Class V (W) L Form assets.

- A3. *NARs are numbered consecutively within each calendar year.*
- A4. *The term "unserviceable ammunition" refers to ammunition that is not ready for use and cannot be made serviceable.*
- A5. *The purpose of requisition lead times is to allow for adequate processing time of requisitions so that mission requirement can be met on time.*
- A6. *Aircraft squadrons afloat submit their requisitions to the ship's weapons department.*

COLUMN A. Enter the NALC of the item for the transaction being reported. Column A is a mandatory entry. When more than one NALC is being reported, they should be listed alphabetically.

COLUMN B. Enter the quantity on hand as of the last report concerning the item. This quantity is obtained from the sum of column L and column M of the previous report.

COLUMN C. Enter the total number of units received from all sources. This includes receipts moved from one activity classification to another classification, ammunition held more than 7 days for FFT to another activity, and gains by inventory (GBI).

COLUMN D. Enter the total number of units transferred (issued) for custody to another activity, or intra-activity transfers from one activity classification to another. With the exception of lightweight torpedoes, this column does not concern issues to aircraft squadrons. Assets transferred to a non-Navy activity are reported in column K.

COLUMN E. Enter expenditures in support of combat operations or against a hostile target. This includes ammunition jettisoned by an aircraft for the purpose of landing during a combat mission.

COLUMN F. Enter expenditures for training. This includes combat readiness assessment exercises and operational readiness inspections.

COLUMN G. Enter expenditure of material for test and evaluation purposes.

COLUMN H. Enter expenditure of material for non-combat operational purposes (an activity's assigned mission), such as search and rescue, contact evaluation, firepower demonstrations, and humanitarian or lifesaving missions. Firings for which no training allowance is established, such as test primers, pyrotechnics, markers, offensive hand

grenades, and saluting charges, are also entered in column H.

COLUMN I. Enter expenditure of material because of destruction, jettison, or deepwater dump. This column should be used only to report actual disposal. It should **NOT** be used to report transfer of material for disposal. The latter should be reported as an issue.

COLUMN J. Enter expenditure of material because of loss by inventory (LBI). LBIs must be accompanied by amplifying remarks in paragraph 7 of the ATR.

COLUMN K. Enter expenditure of material because of transfer/issue to the Army, Air Force, Coast Guard, or foreign governments.

COLUMN L. Enter the quantity of serviceable on-hand assets.

COLUMN M. Enter the quantity of unserviceable/suspended on-hand material.

COLUMN N. Enter the MILSTRIP document number. Naval Ammunition Logistics Center maintains an in-transit file of all issues from CONUS shore activities to fleet units. To clear or offset this file, receiving activities must show the MILSTRIP document number for each receipt from CONUS shore activity, including CV/CVN load outs by an AE/AOE class ship.

You should take care to ensure entries under each report column in paragraph 6 are aligned. When the number of characters in a line exceeds the communications capacity, the columns should be split between columns K and L. This split will place columns L, M, and N on a different line of the report.

When it becomes necessary to correct the quantity on hand as of the last report (column B), appropriate entries are entered in the receipts, issues, or expenditure columns of the current ATR to mathematically balance and adjust the on-hand totals to the correct totals. To ensure all entries are understandable, you can provide narrative remarks in paragraph 7 of the ATR.

You must ensure components reported as combat or training expenditures correctly reflect complete rounds. For example, when your unit expended 100 Mk 82 bombs with mechanical nose fuzes and conical fins, you have to expend each individual component under its respective NALC. You would expend 100 Mk 82 bombs, 100 mechanical nose fuzes, 100 conical fins, and 100 arming wires.

You should ensure transaction reports are submitted when assets are shifted from serviceable to

unserviceable. After filling in the appropriate columns, ensure each line in the report is mathematically balanced. For example, columns B+C-D-E-F-G-H-I-J-K = L+M. All entries are in the check-sum-digit format.

Paragraph 7. Enter narrative remarks, as appropriate. All GBIs are identified in this paragraph as well as column C of paragraph 6. All LBIs are identified by an entry in column J of paragraph 6 and a detailed explanation (including the date-time group) of the missing, lost, stolen, recovered (MLSR) report that was submitted. When ammunition is missing, lost, stolen, or recovered, *Missing, Lost, Stolen Government Property, Reporting of*, SECNAVINST 5500.4 (series), requires that a report be submitted. Paragraph 7 is used to identify activities that issued and/or received the materials. When materials are reclassified, you should give the NALC of the item and authorization for the reclassification. This paragraph is also used for reporting items accounted for by serial number, lot number, or registration number.

### Issues To Aircraft Squadrons

Aircraft squadrons are not CAIMS reporting activities (except for sonobuoys). Therefore, all issues to aircraft squadrons are converted by CAIMS to training expenditures. Ordnance normally loaded and retained aboard aircraft (CADs) or retained in custody of the squadron (inert training ordnance) is reported as expended at the time of issue. Ordnance of this nature that is subsequently turned in by an aircraft squadron is reported as a receipt.

For ordnance that is normally unloaded after a mission (bombs, rockets, missiles, or torpedoes), no report of issues or expenditures should be made unless the ordnance was actually expended. Squadrons are responsible for advising their support unit/activity of the ordnance actually expended (by expenditure category), returned, and/or retained. Upon notification of actual expenditures, the support unit/activity should submit the appropriate transaction report.

### Serial/Lot Item Tracking (SLIT)

SLIT is required for air- and surface-launch missiles and boosters. SLIT provides for the complete tracking of certain items from birth to death by their unique serial or lot number.

Fleet units must SLIT-report onloads from or off-loads to CONUS shore activities. They must also report inter-ship transfers (including FFT material

involving a shore activity), expenditures, and Condition code changes of all-up-rounds (AURs) and components. SLIT reporting is required of both the receiving and issuing ships when an inter-ship transfer is involved. The receiving/issuing ship must address each other for information on ATR message submissions. This requirement enables each ship to verify the transfers, correct discrepancies, and submit appropriate modified ATRs to Naval Ammunition Logistics Center.

All items that require SLIT reporting are contained in TW010-AA-ORD-010/NAVAIR 11-1-116A, and are identified by material control codes B, C, and E. A few of the most common SLIT-reported items are discussed in the following paragraphs.

**AIR-LAUNCH MISSILES.**—Air-launch missiles (ALMs) require SLIT tracking; consequently, whenever a reportable transaction occurs, appropriate entries must be made in paragraph 7 of the ATR.

The serial number of an ALM is determined by the serial number of the leading serialized component of the missile and should be reported, regardless of the ALM configuration. The tracking of these serial numbers should be reported from individual unassembled components up to an AUR.

In addition to the missile serial number, the maintenance due date (MDD) and the Type Maintenance Due code (TMDC) must be reported when a missile is removed from deep stowage to a ready-service locker, or when a missile has been captive-flown. To indicate either condition, a transaction report should be submitted initially for each removal or captive flight of a missile. The report should show the missile serial number, MDD, and TMDC. After the initial report, it is unnecessary to make subsequent reports of deep-stowage removals or captive flights on a specific missile.

**SURFACE MISSILES.**—The issuing, receiving, stowing, and reporting of surface missiles are the responsibility of the weapons department aboard aircraft carriers. Surface missiles aboard aircraft carriers are part of the ship's point defense system. Surface missiles are SLIT-reportable items, and are reported in the same manner as discussed for ALMs.

Other items that require SLIT reporting are warshot and exercise torpedoes and underwater mines. Additionally, Mk 75 DST modification kits and Mk 503 test sets require tracking. Therefore, the receiving and issuing activities must provide the Mk/Mod of each Mk 75 DST modification kit and the Mk/Mod and serial

number of each test set issued or received in paragraph 7 of the ATR.

### TRANSACTION REPORTS

You should now be familiar with the general procedures for submitting ammunition transaction reports. The following paragraphs provide you with a few typical reporting situations and illustrations of completed ATRs.

#### Receipt Transactions

An example of an ATR indicating receipt from a shore activity is shown in figure 17-4. The informational content of the ATR shown in figure 17-4 is explained in the following paragraphs:

**R 152332Z JUN 00.** This number represents the date-time group (DTG) of the message. The DTG is assigned by the local communications center. This number is very important because it provides the **only** means of tracking/referencing the message after it is transmitted. The message is designated as R (Routine)

precedence. The DTG provides you with the date (15), time (2332Z), month (JUN), and the year (00) of the message. The message DTG is assigned by the communications center only after the message has been properly drafted and released.

**FROM: USS NIMITZ.** ATRs are always from the ship/unit submitting the report.

**TO: NAVAMMOLOGCEN MECHANICSBURG PA.** All ATRs are addressed for action to Naval Ammunition Logistics Center.

**INFO: CINCLANTFLT NORFOLK VA.** The number of commands addressed for information on an ATR varies. This depends primarily upon the type of transaction being reported. In any case, CINCLANTFLT is always an information addressee.

**UNCLAS //N08010//.** ATRs are either unclassified or classified, depending upon the type of transaction being reported and/or by the information contained in paragraph 6 or 7 of the report. In this case, the ATR is unclassified. The Standard Subject Identification Code (SSIC) is the last element of the classification line, and

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R 152332Z JUN 88

FROM:  USS NIMITZ
TO:    NAVORDCEN MECHANICSBURG PA
INFO:  CINCLANTFLT NORFOLK VA

UNCLAS //N08010//
SUBJ:  AMMO TRANS RPT CINCLANTFLT 8010-4

1.  ITEMS TWO

2.  SER EIGHT FOUR

3.  UIC 03368/0

4.  ACT CLASS DELTA

5.  DATE 88166/5

6.  A      B      C      L      N
    H542/1  220/4  200/2  420/6  V03368/3280/8634/4
    J421/7   0/0    400/4  400/4  V03368/3280/8365/5

7.  REMARKS: RCVD FM WPNSTA YORKTOWN.
```

Figure 17-4.—ATR showing receipt from a shore activity.

it is required on most naval messages. The SSIC is derived from SECNAVINST 5210.11 (series). The SSIC consists of a six-character code preceded and followed by two slant signs. It is used as a message processing aid and by communication centers for internal message distribution. For ATRs the SSIC is always //N08010//.

**SUBJ:** (Subject) AMMO TRANS RPT CINCLANTFLT 8010-4. This is the subject line of the ATR. AMMO (ammunition) TRANS (transmittal) RPT (report) CINCLANTFLT 8010-4.

**1. ITEMS TWO.** Two indicates the total number of items reported in paragraph 6.

**2. SER EIGHT FOUR.** The serial number of the report is 84.

**3. UIC 03368/0.** The originator's Unit Identification Code. The check-sum-digit procedure was used as previously discussed.

**4. ACT CLASS DELTA.** This is the ACT (activity) CLASS (classification) line. For an explanation of activity classification DELTA, refer to the activity classifications listed in table 17-7.

**5. Date 00166/9.** The ATR was submitted on the 166th day of 2000 and the check-sum-digit is 9.

**6.** This paragraph reflects the NALCs for which the transactions are being reported, the on-hand quantity of items, quantity received, serviceable on-hand quantity, unserviceable/suspended quantity on hand, requisition document number, and narrative remarks.

**Column A.** This column shows the NALCs for which the transaction is reported. The NALC is listed directly beneath column A; subsequent NALCs are located directly under the preceding NALC. NALCs should be arranged in alphanumeric sequence. **Remember that the NALC is always a mandatory entry.**

**Column B.** This column shows the on-hand quantity of the item as of the last report. The last ATR serial number submitted for a particular NALC can be easily obtained by referring to the Ammunition Master Stock Record Card (discussed later in this chapter). After obtaining the last report for a particular NALC, add the digits in column L (serviceable on-hand) and column M (unserviceable/suspended on-hand) to obtain the sum. This sum provides the total quantity on hand and is entered in column B.

**Column C.** This column shows the quantity received. When all the items under an NALC are shipped from the same UIC, the total amount should be entered in column C. When some of the items under the NALC are received from more than one UIC, an entry must be made in paragraph 7 to show the shipping activities.

**Column L.** This column shows the new serviceable on-hand quantity. The sum of columns B and C provides you with the new serviceable on-hand quantity.

**Column M.** This column shows the unserviceable/suspended quantity on hand. When this quantity has not changed since the last report, no entry is required. When items reported under the NALC have become unserviceable or suspended since the last report, an entry reflecting the new balance must be made under column M. Remember, the quantity added to column M must be deducted from column L.

**Column N.** This column shows the requisition document number of the material shipped.

**7. REMARKS:** This paragraph contains the name(s) of the activity(ies) that shipped the material. When the material involved in the transaction requires SLIT, the appropriate information is entered in this paragraph. Remember that all numerical entries require check-sum-digit procedures.

### Gains and Losses by Inventory Reports

An example of an ATR with GBIs and LBIs is shown in figure 17-5. The reporting of GBIs is basically the same as previously discussed for reporting receipts. In figure 17-5, NALC A662 is reported as a GBI. Column A lists the NALC, column B lists the total quantity on hand as of the last report, column C lists the quantity gained by inventory, and column L lists the new total-on-hand balance. NALC A662 is entered in paragraph 7 of the report as a GBI with a brief explanation.

The ATR also shows NALCs A661 and M128 as LBIs. Note that column A lists the NALC, column B lists the total quantity on hand as of the last report, column C lists the quantity received as zero because no material was received, column J lists the quantity LBI, and column L lists the total quantity remaining. The column J quantity must be deducted from the quantity in column B. An entry is made in paragraph 7 of the report showing NALCs A661 and M128 as LBIs. The LBI involving NALC A661 was an error in reporting,

R 151810Z JUN 88

FROM: USS INDEPENDENCE  
TO: NAVORDCEN MECHANICSBURG PA  
INFO: CINCLANTFLT NORFOLK VA

UNCLAS //N08010//  
SUBJ: AMMO TRANS RPT CINCLANTFLT 8010-4

1. ITEMS THREE
2. SER ONE SIX TWO
3. UIC 03362/4
4. ACT CLASS DELTA
5. DATE 88166/5
6.

A	B	C	J	L
A661/3	16800/5	0/0	1200/3	15600/2
A662/4	12000/3	1200/3	0/0	13200/6
M128/1	200/2	0/0	100/1	100/1
7. REMARKS:  
  
NALC A661/3 LBI NALC A662/4 GBI DUE TO ONE PALLET (2400 RDS) MIXED HALF-HALF BOTH NALCS RCVD AS NALC A661/3. NALC M128/1 LBI. MSLR SUBMITTED. USS INDEPENDENCE 151800Z JUN 84 APPLIES.

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NOTE: Missing, lost, stolen, or recovered (MSLR) reports are required for gains/losses of sensitive ordnance IAW SECNAVINST 5500.4 (Series). Remarks (paragraph 7) should include date-time group of message for subject MSLR. A detailed explanation for losses other than sensitive ordnance items that do not require an MSLR submission is still required in the REMARKS section of the ATR.

Figure 17-5.—ATR showing gains and losses by inventory.

and no further action is required. Since the loss of NALC M128 cannot be determined, an MSLR report was submitted and the date-time group of that message is indicated.

**Receipts and Issues for Further Transfer Reports**

An example of the ATR showing receipts and issues FFT is shown in figure 17-6. Since the material involved is FFT to *USS George Washington* and *USS Enterprise*, these two ships are information addressees on the ATR.

Also, this particular ATR is classified CONFIDENTIAL. Notice that the subject line and paragraphs 1, 2, 3, 4, 5, and 7 include a (U) and

paragraph 6 includes a (C). When an ATR is classified, each paragraph must be identified as to the classification of its contents. This is indicated by a (U) for unclassified, or (C) for Confidential.

NALC PA68 (column A) shows the balance on hand as 9 (column B), 0 received (column C), 1 issued (column D), and the new balance on hand as 8 (column L). This NALC was issued to NWS YORKTOWN FFT to *USS Enterprise*, and is a SLIT-controlled item. Therefore, the intermediate activity, ultimate receiving activity, serial number, and MDD are entered in paragraph 7.

NALC 1611 (column A) shows an on-hand balance of 3 (column B), quantity received as 1 (column C), 0 issued (column D), a current on-hand balance of 4

R 221830Z JUN 88

FROM: USS SEATTLE  
TO: NAVORDCEN MECHANICSBURG PA  
INFO: CINCLANTFLT NORFOLK VA  
USS SARATOGA  
USS AMERICA

C O N F I D E N T I A L //N08010//

SUBJ: AMMO TRANS RPT CINCLANTFLT 8010-4 (U)

1. (U) ITEMS TWO

2. (U) SER ONE EIGHT FIVE

3. (U) UIC 05848/5

4. (U) ACT CLASS DELTA

5. (U) DATE 88173/3

6.	(C) A	B	C	D	L	N
	PA68/4	9/9	0/0	1/1	8/8	
	1611/9	3/3	1/1	0/0	4/4	N03366/3104/8321/0

7. (U) REMARKS:

<u>NALC</u>	<u>SERIAL</u>	<u>MDD</u>	<u>FM/TO</u>
1611/9	5108/4	0482/4	RCVD FM NWS YORKTOWN FFT USS AMERICA
PA68/4	R10048B4/7	0483/5	ISSUED TO NWS YORKTOWN FFT USS SARATOGA

DECL 22 JUNE 1994

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Figure 17-6.—ATR showing receipts and issues for further transfer.

(column L), and the requisition document number (column N). This NALC was received from NWS YORKTOWN FFT to *USS George Washington*, and is a SLIT-controlled item. Therefore, the activity from which the item was received, the ship to which the item is to be transferred, the serial number, and the MDD are entered in paragraph 7.

### Reconciliation Reports

When Naval Ammunition Logistics Center requests a reconciliation report to correct errors

between the ship's data files and the CAIMS data base, you should submit a response in the format shown in figure 17-7. When the on-hand balance of a NALC listed on the reconciliation request does not agree with your data files, an on-sight inventory must be conducted to verify the actual on-hand balance.

The reconciliation report shown in figure 17-7 shows no change in the ship's data files because the on-hand balance as of the last report (column B) and the current on-hand balance (column L) is the same. However, when the on-sight inventory results in GBIs

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R 082130Z FEB 88
FROM:  USS AINSWORTH
TO:    NAVORDCEN MECHANICSBURG PA
INFO:  CINCLANTFLT NORFOLK VA

UNCLAS //NO8010//
SUBJ:  AMMO TRANS RPT CINCLANTFLT 8010-4

1.  ITEMS THREE
2.  SER TWO ZERO ONE
3.  UIC 20068/6
4.  ACT CLASS ALFA
5.  DATE 88039/4
6.
   A           B           L
   A165/2      2400/6      2400/6
   D336/2      30/3        30/3
   L525/2      21/3        21/3
7.  REMARKS: RECONCILIATION REPORT IAW NOC, 051432Z FEB 84

```

Figure 17-7.—ATR showing reconciliation response.

or LBIs, columns C and J have to be completed, as appropriate. Paragraph 7 of the report should reference the date-time group of the reconciliation request received and provide amplifying remarks when GBIs or LBIs exist.

**Corrected Reports**

The request for a corrected report is always initiated by Naval Ammunition Logistics Center to the activity concerned. When an activity is advised by Naval Ammunition Logistics Center that a corrected report is required, it should be submitted in the format shown in figure 17-8.

Normally, Naval Ammunition Logistics Center requests a corrected report under the following circumstances: A report is not in mathematical balance; an erroneous NALC has been reported; the beginning on-hand balance does not equal the last ending on-hand balance.

Corrected reports should be submitted by message using the identical date and ATR serial number of the original report. Only those items that are corrected should be included in paragraph 6. Paragraph 7 of the report should contain the words CORRECTED REPORT IAW Naval Ammunition Logistics Center (use appropriate message date-time group). When the corrected entry in paragraph 6 alters the SLIT/registry data, enter these changes in paragraph 7.

**Modified Reports**

In contrast to corrected reports, modified reports (fig. 17-9) are initiated by the activity. An activity should submit a new report when it discovers an incorrect NALC has been reported; serial numbers of SLIT items were improperly reported; or an improper quantity was reported as a receipt, issue, expenditure, transfer, or LBI. The new report must be assigned a new ATR serial number, and you should use the present date.

R 151830Z JUN 88

FROM: USS MULLINNIX  
TO: NAVORDCEN MECHANICSBURG PA  
INFO: CINCLANTFLT NORFOLK VA

C O N F I D E N T I A L //N08010//  
SUBJ: AMMO TRANS RPT CINCLANTFLT 8010-4 (U)

1. (U) ITEM ONE
2. (U) SER FOUR ZERO (see note 1)
3. (U) UIC 52203/2
4. (U) ACT CLASS ALFA
5. (U) DATE 88166/5 (see note 2)
6. (C) A            B            F            L            (see notes 3 and 4)  
D316/0          750/2          86/4          664/6
7. (U) REMARKS: CORRECTED REPORT IAW NOC, 051425Z JUN 84

DECL 15 JUN 1994

- 
- NOTES: 1. Use the serial number of the report being corrected, NOT a new serial number.
2. Use the report date of the report being corrected, NOT the present date.
3. List only the NALC(s) that require correction. Do NOT include other or new transactions.
4. Ensure the entry is in mathematical balance.
5. When the corrected entry in paragraph 6 changes SLIT/registry data, enter these changes in paragraph 7.

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Figure 17-8.—ATR showing corrected report.

R 151830Z JUN 88

FROM: USS BLUEFISH  
TO: NAVORDCEN MECHANICSBURG PA  
INFO: USS L. Y. SPEAR

UNCLAS //NO8010//  
SUBJ: AMMO TRANS RPT CINCLANTFLT 8010-4

1. ITEMS TWO
2. SER FOUR ZERO
3. UIC 05723/7
4. ACT CLASS ALFA
5. DATE 88166/5

6.	A	B	C	J	L
	A475/6	3220/7	0/0	200/2	3020/5
	1569/1	1/1	0/0	0/0	1/1

7. REMARKS: MODIFICATIONS OF DATA SUBMITTED ON ATR 33 FOR NALCS A475/6 AND 1569/1.

<u>NALC</u>	<u>REMARKS</u>
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A475/6	LBI, ATR 33 REPORTED RECEIPT OF 50 CLIPS, 5 ROUNDS EACH, TOTAL OF 250 ROUNDS; ACTUAL RECEIPT WAS 1 BOX OF 50 ROUNDS, 200 ROUNDS REPORTED AS RECEIVED WERE NOT RECEIVED BECAUSE OF DIFFERENT UNIT PACK. AN MLSR SUBMITTED. USS MULLINNIX 151829Z JUN 84 APPLIES.
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1569/1	ATR 33 REPORTED INCORRECT SERIAL NUMBER OF 151729/5. CORRECT ENTRY IS:
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NALC	SERIAL	MDD	FM
1569/1	151792/5	0578/0	USS L. Y. SPEAR

Figure 17-9.—ATR showing modified report.

You should use whatever transactions (including GBIs or LBIs) are required to bring the reported on-hand balances submitted on the last ATR into agreement with the actual on-hand balance. Adjustments of receipts, issues, LBIs, and so forth, are done by using the beginning inventory entry in column B for the modified report. This entry can be obtained from the ending inventory on the last ATR for the NALCs involved.

Paragraph 7 should contain a statement similar to the following: MODIFICATION OF DATA SUBMITTED ON ATR XXX FOR NALCS XXXX, XXXX, AND XXXX. Column J entries must be explained in detail in paragraph 7, and reference the DTG of the MLSR report submitted.

### AMMUNITION MASTER STOCK RECORD CARD

The Ammunition Master Stock Record Card, NAVSUP Form 1296, is used to record all pertinent data for each NALC carried within an activity or ship. These cards are yellow in color and are designed for filing in a McMillan binder or KARDEX file. They should be filed in alphanumeric sequence by NALC. The Ammunition Master Stock Record Card is very important because it provides you with a complete history of each NALC from the day it was received. However, the information on these cards is only as accurate as the information entered on them. It is extremely important that you enter data on these cards accurately.



stowed in the same magazine, you still must initiate one Ammunition Master Stock Record Card for each of the three allowance categories. You must ensure expenditures are posted to the correct Ammunition Master Stock Record Card within the correct allowance category.

**BLOCK 10 (90% OF SHIPFILL ALLOWANCE).** Enter the quantity that represents 90 percent of the applicable shipfill allowance (this is for shipfill allowance only). For example, when the shipfill allowance permits an allowance of 20,000 rounds aboard, you are required to maintain an on-hand balance of 18,000 rounds.

**BLOCK 11 (ANNUAL TRAINING ALLOWANCE).** Enter the annual training allowance, as appropriate.

**BLOCK 12 (LOGISTICS CODE).** Enter the NALC as shown in the *Stock List of Navy Ammunition*, TW010-AA-ORD-010/NAVAIR 11-1-116A.

**BLOCK 13 (COG).** Enter the appropriate cognizance symbol.

**BLOCK 14 (NIIN/NOMENCLATURE).** Enter the nomenclature and other information, such as the NSN.

**BLOCK 15 (MATERIAL CONTROL CODE).** Enter the MCC if a SLIT reportable item (B, C, and E).

**BLOCK 16 (ACC).** Enter the appropriate activity Classification code, as discussed previously in this chapter.

**BLOCK 17 (DOT).** Enter the DOT hazard class as indicated in the *Navy Transportation Safety Handbook For Hazardous Materials*, NAVSEA OP 2165, volume 2.

**BLOCK 18 (NEW).** Enter the net explosive weight (NEW) in this block. NEWs can be found in the *Navy Transportation Safety Handbook for Hazardous Materials*, NAVSEA OP 2165 volume 2.

**BLOCK 19 (STOWAGE LOCATION).** Enter the appropriate building or magazine number where the materials are located.

**BLOCK 20 (CG HAZ CL).** Enter the Coast Guard hazard class as indicated in the *Navy Transportation Safety Handbook for Hazardous Materials*, NAVSEA OP 2165 volume 2.

Figure 17-11 is an example of an Ammunition Master Stock Record Card with several types of actions posted. A few of these entries are discussed in the

ENTRY DATE		DOCUMENT NUMBER			TRANSACTIONS		ON-HAND BALANCES					ATR SERIAL	QUANTITY DUE IN	UNEXP TRAINING ALLOC	
ACTIVITY	DATE	SERIAL	TYPE	QUANTITY	CODE "A"	CODE "J"	CODE "H"	CODE	CODE	CODE					
<b>BALANCE FORWARD</b>					746						-	0	150		
84312			F	63	683						034		87		
84312	Y03574	4312	8109		683						-	63			
84325			G	12	671						035		75		
84350	Y03574	4312	8109	C	63	734					036	0			
84353	NAR	472	76	X	21	713	21				037				
85003			F	32	681						038		43		
85016	NAR	18-77		X	21	681	0	21			040				
85037			E	119	562						042				
85038	Y03574	5038	8110		562						-	184			
85087			H	15	547						043		28		
85087			I	1	546						043				
85089	Y03574	5037	8111	D	21	546	0				044				
85116	Y03574	5038	8110	C	184	730					045	0			
85123			F	21	709						046		7		
85135			J	2	707						047	0			
85135	Y03574	5135	8112	D	707	0					047	0			
PACKAGING - REMARKS					Palletized with 48 rds					ALLOWANCE		90% OF SHIPFILL ALLOWANCE		ANNUAL TRAINING ALLOCATION	
										746		671		150	
LOGISTICS CODE	COG	NIIN/NOMENCLATURE			MCC	ACC	DOT	NEW	STOWAGE LOCATION		C.G. HAZ CL.				
D232	2T	00-039-2769 Proj 5"/38 VT-SD				A	A	7.9234	NALC MASTER		VII				
10		20		30		40		50		60		70	80		

Figure 17-11.—Example of an Ammunition Master Stock Record Card (NAVSUP Form 1296) with several types of actions posted.

following paragraphs. The actions discussed are identified in Block 1 (ENTRY DATE) as follows:

**BALANCE FORWARD.** The balance forward line indicates the beginning on-hand balance is 746. Of the 746, none are unserviceable, 150 are allotted for training, and none are on order.

**ENTRY DATE 84312.** This entry indicates that 63 rounds are expended under a type F (training) expenditure. You must deduct the 63 rounds expended from the serviceable on-hand total. This leaves a total of 683 rounds. Since this is a training expenditure, you must also deduct 63 rounds from the unexpended training allowance. This leaves a total of 87 rounds. Now, the ATR serial number on which the transaction was reported is entered. The second entry date of 88312 indicates that 63 rounds are on order (block 6).

**ENTRY DATE 84350.** This entry indicates that the 63 rounds ordered on 84312 have been received. You should enter the document number, the amount received, and add the amount received to the serviceable on-hand total (receipt) in the appropriate blocks. Also, you must enter the ATR serial number on which this transaction was reported.

**ENTRY DATE 84353.** This entry indicates that a notice of ammunition reclassification (NAR) was received. The NAR number is 472-76. This number should be entered in blocks 2a, 2b, and 2c. This particular NAR indicates that Lot BE-68-SJ-55 is suspended. You should refer to the ammunition lot/location card to verify that this particular lot number is aboard. Ammunition lot/location cards are discussed later in this chapter. In this case, there are 21 items aboard with this lot number. Therefore, you must add a total of 21 items to the unserviceable/suspended on-hand column and subtract a total of 21 items from the serviceable on-hand column. You must also enter the ATR serial number on which this transaction was reported.

**ENTRY DATE 85089.** This entry indicates the 21-unserviceable/suspended items that have been off-loaded. You should enter the document number on which the material was shipped in blocks 2a, 2b, and 2c. Enter the amount off-loaded in block 3b (QUANTITY). Then, deduct the amount issued (21) from the unserviceable/suspended on-hand balance (21). This leaves an unserviceable/suspended on-hand balance of zero. You must also enter the ATR serial number on which this transaction was reported.

**ENTRY DATE 85135.** This entry indicates that 707 rounds were off-loaded. You should enter the document

number on which the material was shipped in the appropriate blocks. Enter the quantity shipped in the issued column. Now, deduct this amount from the serviceable on-hand balance. This leaves a remaining balance of zero. The unexpended training on-hand balance is also zero because it was included in the serviceable on-hand balance.

You can see there is a close relationship between the ammunition stock record cards and the ATRs. ATRs are filed by serial number. Each transaction reported on an ATR is posted on the Ammunition Master Stock Record Card, along with the applicable ATR serial number. Therefore, any transaction regarding a particular NALC can be verified quickly and efficiently.

### **AMMUNITION LOT/LOCATION CARD**

The Ammunition Lot/Location Card, NAVSUP Form 1297 (green), is used to record lot numbers and stowage locations of items. This card is used with the Ammunition Master Stock Record Card and should be filed by NALC behind each Ammunition Master Stock Record Card.

Nearly all items of ordnance are assigned a lot number and are lot controlled. However, it is not always practical to place every item under lot control; for example, practice bombs or general-purpose bombs. These items are used in such large quantities that it is impractical to record the lot number for each item expended. However, when these items are received, the lot numbers should be recorded on an Ammunition Lot/Location Card for information purposes.

Cartridges, cartridge-actuated devices, rocket motors, and small arms ammunition require close lot control. The total number of each item should be recorded on an Ammunition Lot/Location Card by lot number and stowage location. When items are issued, expended, or reclassified, the entry on the Ammunition Lot/Location Card must reflect the quantity by lot number and from which stowage location they were removed.

The Ammunition Lot/Location Card, shown in figure 17-12, is very similar to the Ammunition Master Stock Record Card in format. Therefore, preparation of the Ammunition Lot/Location Card is not discussed in detail.

### **AMMUNITION SERIAL/LOCATION CARD**

The Ammunition Serial/Location Card (fig. 17-13) will be used for all items for which serial control is



required (Material Control code C-serial controlled E-serial and lot controlled). These cards will be filed by NSN with the corresponding Ammunition Master Stock Record Card. One Ammunition Serial/Location Card will be maintained for each torpedo; assembled air-launched missile (ALM), as well as selected components; and surface missile (SMS). The serial number of the leading serialized component will be reported regardless of the missile configuration.

#### **REVIEW NUMBER 2**

- Q1. Ammunition received FFT should be reported after how many days?*
- Q2. Issues to aircraft squadrons are converted by CAIMS to what type of expenditure?*

- Q3. Why is the date-time group of an ATR important?*

#### **REVIEW NUMBER 2 ANSWERS**

- A1. Ammunition received FFT should be reported after 7 days.*
- A2. Issues to aircraft squadrons are converted by CAIMS to training expenditures.*
- A3. The date-time group of an ATR is important because it provides the only means of tracking/referencing the message after it is transmitted.*