

## CHAPTER 2

# SUPPLY PROCEDURES

### LEARNING OBJECTIVES

Upon completing this chapter, you should be able to do the following:

1. Explain the procedures for material identification used within the Mine Force.
2. Identify the material identification terminology used within the Mine Force.
3. Describe the procurement procedures used within the Mine Force.
4. Describe the procedures for the receipt, custody, and stowage of mine material.
5. Describe the procedures for issue, transfer, survey, and disposition of mine material.
6. Describe the mine inventory management.

As a Mineman, in addition to simply forwarding material requests to the supply department, you are required to screen all material requests to ensure that the material is

- necessary and supports the command's function,
- within the command's allowance requirements, and
- within the command's budget limitations.

You may also be required to assist supply personnel in preparing specific reports, conducting inventories, and determining priorities for requisitions.

Supply personnel cannot do the whole job of requisitioning material. They must first know your requirements and then whether the material is authorized for use. You, as a member of the supply department, should have a good understanding of the procedures required for the procurement of material through Navy supply channels. It is quite possible that, at sometime in the future, you will be in charge of the supply department. Therefore, understanding the procedures, forms, and proper record-keeping techniques is beneficial to both you and your command.

This chapter is not intended to make you an expert in supply matters. Rather, it is designed to give a basic understanding of supply matters and to provide a better understanding of, and relationship with, the supply department. To do that, this chapter discusses material identification; supply terminology; procurement responsibility; receipt, custody, and stowage of mine material; material disposition; and inventory management.

### MATERIAL IDENTIFICATION

Before you can order and receive material, it must be properly identified. The problem of material identification is not peculiar to the Navy or to any specific military branch. You have probably had experiences of purchasing parts for your car at a store or through a mail order catalog; such items are identified by a catalog or part number. That catalog or part number is the material identification system used by the manufacturer or the supplier, and it is used for the same reason the Navy uses one: to provide a brief and accurate means of identifying specific items of material.

There are over four million items in the Department of Defense (DOD) Supply System. The Navy Supply System (NSS) alone stocks over one million items. Your unit or detachment stocks

hundreds, maybe thousands, of items. A common method and a common language have been developed for properly requisitioning a specific item and for ensuring expedient delivery of item requests. Proper item identification and classification are essential to the receipt of the correct material.

This section discusses the Federal Catalog System and the Technical Manual Identification Numbering System.

### FEDERAL CATALOG SYSTEM

The Defense Logistics Agency (DLA) administers the Federal Catalog System (FCS) under the direction of the Assistant Secretary of Defense (Installations and Logistics). The FCS encompasses the naming, description, classification, and numbering of all items carried under centralized inventory control by the DOD and the civilian agencies of the Federal

Government, as well as the publication of related identification data.

Only one identification may be used for each item for all supply functions from purchase to final disposal. The FCS is also used by North Atlantic Treaty Organization (NATO) countries.

### Federal Supply Classification System

The Federal Supply Classification (FSC) System is designed to permit the classification of all items of supply used by the Federal Government. Each item is classified in one, and only one, four-digit class. The first two digits denote the group or major category of commodities. The last two digits denote the class or the subdivision within a group. The groups cover a broad range of categories and are further broken down by classes. There are approximately 600 classes assigned. The groups are shown in table 2-1.

Table 2-1.-FSC Groups

Group	Title
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground-handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
21	Unassigned
22	Railway equipment
23	Ground effect vehicles, motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes
27	Unassigned

**Table 2-1.-FSC Group-Continued**

<b>Group</b>	<b>Title</b>
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
33	Deleted
34	Metalworking machinery
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Material-handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning, and air circulating equipment
42	Fire fighting, rescue, and safety equipment
43	Pumps and compressors
44	Furnace, steam plant, and drying equipment; and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection, and coherent radiation equipment
59	Electrical and electronic equipment components

**Table 2-1.-FSC Groups-Continued**

<b>Group</b>	<b>Title</b>
60	Fiber optics materials and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General-purpose automatic data-processing equipment (including firmware, software, supplies, and support equipment)
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data-processing equipment, and visible record equipment
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel and shoe findings, tents, and flags
84	Clothing, individual equipment, and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned

Table 2-1.-FSC Groups—Continued

Group	Title
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous

The number of classes in each group varies. Each class covers a particular area of commodities, depending on the physical or performance characteristics of the commodities or whether the items in the class are usually requisitioned or issued together. Examples of how the classes are used to divide types of material within a stock group are shown in figure 2-1. The stock group and the class together are known as the federal supply classification (FSC).

### National Stock Number

A national stock number (NSN) is a 13-digit number assigned by the Defense Logistics Services Center (DLSC) to identify an item of material in the supply distribution system of the United States. It consists of a four-digit FSC and a nine-digit national item identification number (NIIN). The NIIN consists of a two-digit national codification bureau (NCB) code and seven digits which, when used together,

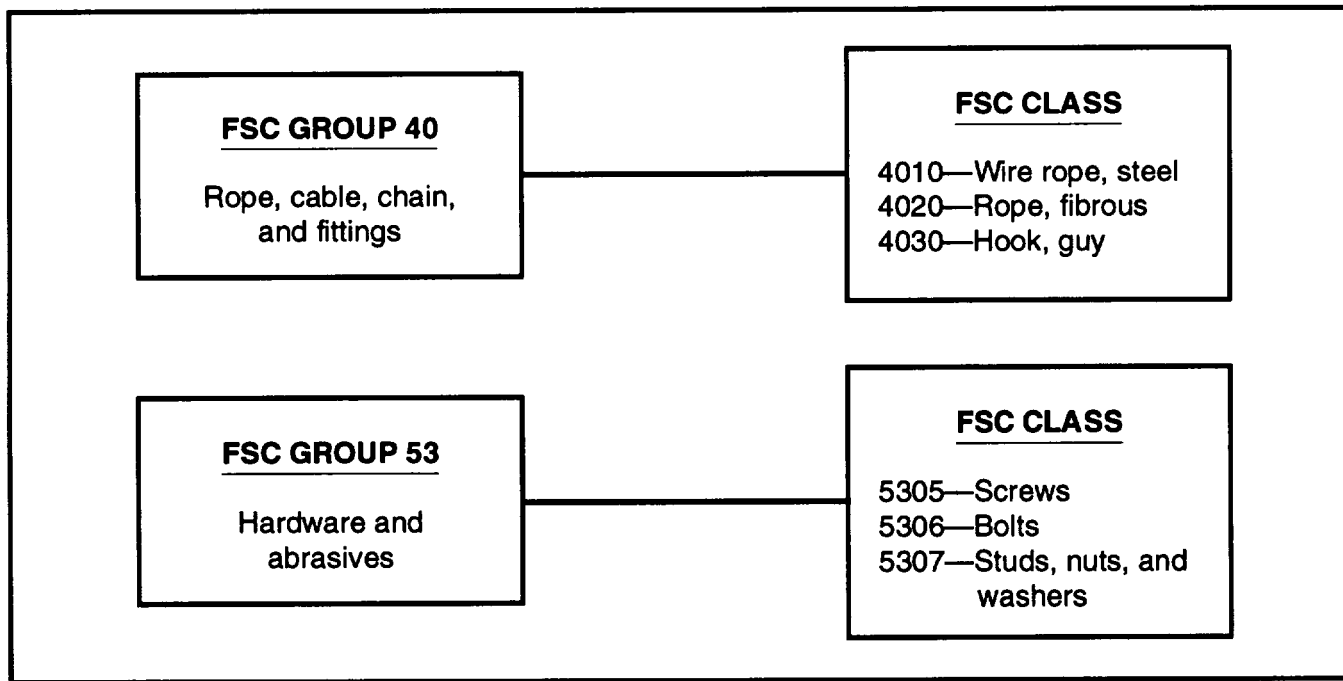


Figure 2-1.-Example of FSC groups and classes.

uniquely identify each NSN item in the Federal Supply Distribution System (FSDS). See figure 2-2.

### Cognizance Symbol

A cognizance (control) symbol is a two-position alphanumeric code that is prefixed to an NSN to identify and designate the cognizant inventory manager who exercises supply management over specified categories of material. The first character of the cognizance symbol identifies the stems account (NSA, APA, or none) as follows:

- 0 denotes material not carried in a stores account.
- Even numbers 2, 4, 6, and 8 denote material earned in an appropriation purchase account (APA). (This material is issued without charge to the requisitioner.)
- Odd numbers 1, 3, 5, and 7 denote material carried in a Navy stock account (NSA). (The requisitioner must pay for this material.)
- 9 denotes Navy-owned material carried in an NSA and managed by the Navy Fleet Material Support Office (FMSO). (The requisitioner must pay for this material.)

The second part of the cognizance symbol is a single-letter code that designates the inventory manager or the inventory control point (ICP) that has

cognizance of the material. The most commonly used cognizance symbols within the Mine Force are 2E, 2T, 4E, 6T, 7H, and 7Z. For a complete list of cognizance symbol assignments by the inventory manager, refer to appendix 18 of *Afloat Supply Procedures*, NAVSUP P-485.

### Material Control Code

A material control code (MCC) is a single alphabetic character assigned by the inventory manager to segregate items into more manageable groupings (fast, medium, or slow movers) or to relate to field activities special reporting requirements.

### National Codification Bureau Code

A national codification bureau (NCB) code is a two-digit code included as the fifth and sixth digits of an NSN or a NATO stock number. It either identifies the country that assigned the stock number or it indicates that the stock number is used by two or more countries. The most commonly used NCB codes within the Mine Force are 00 (United States) and 01 (United States).

### National Item Identification Number

A national item identification number (NIIN) is a nine-digit number that identifies each supply item used by the DOD. Although the NIIN is part of the NSN, it is used independently to identify an item,

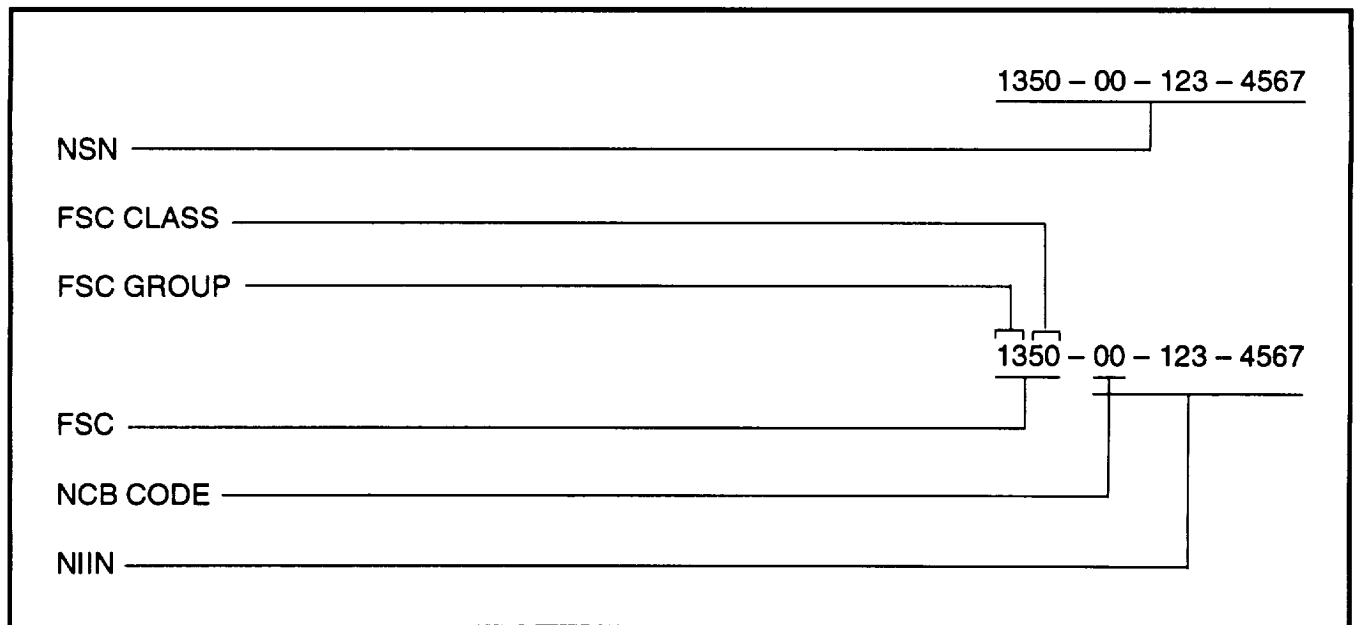


Figure 2-2.-Elements of an NSN.

Except for identification lists, most federal supply catalogs are arranged in NIIN order. Stock records are also maintained in NIIN order, as are mine bill of material (MBOM) lists.

### TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM

The Technical Manual Identification Numbering System (TMINS) is a method of classifying, indexing, and numbering Navy technical manuals. This system was developed to encourage standardization and modernization. The 13-character alphanumeric system is patterned after the 13-digit NSN and serves both as a technical manual identification number (TMIN) and as a number used to requisition technical manuals.

The 13 characters are the publication identifier, which is divided into two sections. These two sections are the hardware/subject identifier (which contains seven alphanumeric characters) and the technical

manual identifier (which contains six alphanumeric characters). These two sections are further divided as shown in figure 2-3.

### Hardware/Subject Identifier

The hardware/subject identifier is divided into blocks 1 through 7, described as follows:

- **Block 1, cognizant command (COG COM):** Indicates the system command that has control of the publication (NAVSEA, NAVAIR, NAVELEX, etc.).
- **Blocks 2 through 5, standard subject classification code (SSIC):** Identify the general classification of the subject matter or the commodity.
- **Blocks 6 and 7, subject serial:** Identify the subject. (Assigned by the cognizant command during the early stages of development or procurement.)

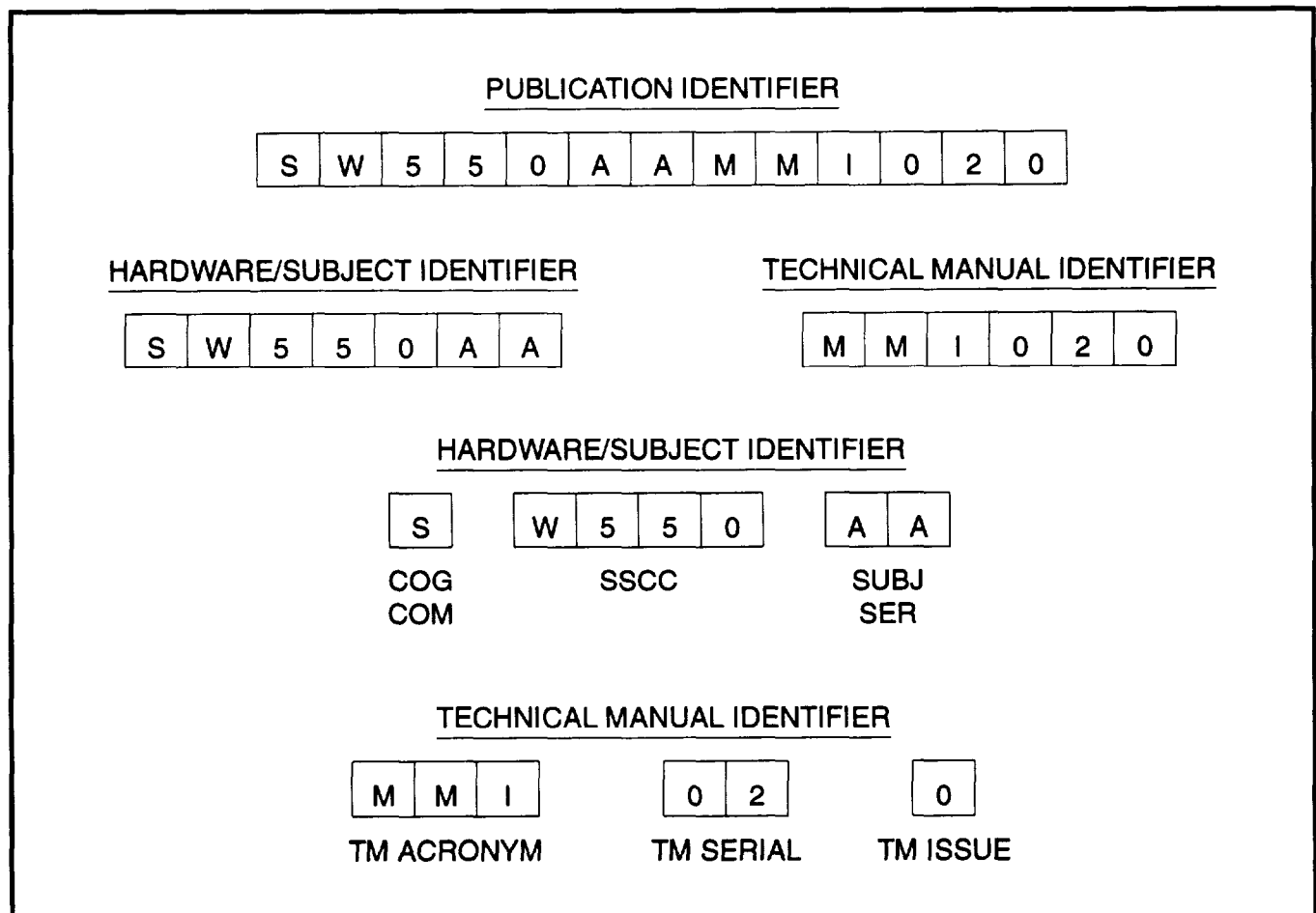


Figure 2-3. Elements of a TMINS.

## Technical Manual Identifier

The technical manual (TM) identifier is divided into blocks 8 through 13, described as follows:

- **Blocks 8 through 10, TM acronym:** Identify the type of manual (MMI maintenance manual, intermediate level; MMM maintenance manual, organizational and intermediate level; etc.).

- **Blocks 11 and 12, TM serial number:** Identify a specific manual or a separately bound part of the manual.

- **Block 13, TM issue:** Identifies the basic TM or a change.

For further clarification on TM identifiers, see the example in figure 2-3. This example shows that a particular manual is under the cognizance of NAVSEA (S), and is generally related to weapons (W), and is related to underwater mines in particular (550). The subject serial assigned by NAVSEA (AA) shows that it is a maintenance manual for use at the intermediate level (MMI), and that it is the second volume (02) of the basic issue (0). For additional information pertaining to TMINS, refer to *Navy Standard Technical Manual Identification Numbering System*, N0000-00-IDX-000/TMINS.

## SUPPLY TERMINOLOGY

As a Mineman, it is important for you to have a clear understanding of the terminology used in material identification. The following terms are used to designate types of material and information about material.

- **Material:** Supplies, repair parts, equipment, and equipage used in the Navy.

- **Equipment:** Any functional unit of hull, mechanical, electrical, ordnance, or electronic material that is operated singly or as a component of a system or a subsystem and is identified by a component identification number (CID), a numerical control code (NCC), an allowance parts list (APL), or a similar designation.

- **Support equipment:** Equipment (such as test equipment, fixtures, hand tools, etc.) required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.

- **Equipment division:** Breakdown of electrical, electronic, mechanical, pneumatic, and hydraulic military equipment.

1. **Part:** One piece or two or more pieces joined together that are not normally subject to

disassembly without destruction of the designed use (such as electron tube, composition resistor, screw, capacitor, etc.).

2. **Subassembly:** Two or more parts that form a portion of an assembly or a unit that is replaceable as a whole, but have a part or parts that are individually replaceable (such as arming device, instrument rack, parapack, anchor, etc.).

3. **Assembly:** A number of parts or subassemblies or any combination thereof joined together to perform a specific function. In the Mine Force, this is a mine.

4. **Unit:** An assembly or any combination of parts or subassemblies, mounted together, that is normally capable of independent operation in a variety of situations (such as hydraulic jack, electric motor, electronic power supply, electric generator, etc.). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit; it is not normally subject to disassembly.

5. **Group:** A collection of units, assemblies, or subassemblies that is a subdivision of a set or a system, but is not capable of performing a complete operational function.

- **Equipage:** Non-installed and relatively durable items that are located in operating spaces or other designed areas to support recurring operational, maintenance, or administrative functions, or to provide for the health, comfort, or safety of the crew. (Equipage does not include installed mechanical, electrical, ordnance, or electronic equipments, components, or systems.) Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code. See *Financial Management of Resources*, NAVSOP-3013-2. **Controlled equipage** refers to those items of equipage that require special management control because the material is (a) essential for the protection of life or (b) relatively valuable and easily convertible to personal use. Generally, controlled equipage is carried on board in allowance quantities only. It requires special inventory control in accordance with chapter 6 of NAVSUP P-485. Items classified as controlled equipage are listed in appendix 11 of NAVSUP P-485.

- **Repair part:** Any item (including modules and consumable materials) that has an application and appears in an APL, a stock number sequence list (SNSL), an integrated stock list (ISL), or a manufacturer's handbook.



● **Consumables:** Administrative and house-keeping items, common tools, paints (not associated with the maintenance of mines), cognizance symbol 11 forms, or any other items not specifically defined as equipage or repair parts.

● **End item:** A combination of products, component parts, or materials that is ready for its final intended use.

● **Replacement item:** A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.

● **Equivalent item:** An item that is similar to another item to the extent that its characteristics are in strict compliance with drawings, specifications, standards, performance qualification tests, within limits, or tolerances and compounds specified therein. Repairable assemblies are equivalent only if their “purchased repairable parts” and performance are also equivalent.

● **Interchangeable item:** A non-equivalent item that is used in place of another item in all applications.

● **Substitute item:** An item authorized for a one-time use in place of another item, based on a specific application and request. (Equivalent and interchangeable items are not included in this category.) No substitute will be used that might adversely affect any one of the following factors: (1) safety of flight; (2) efficient functioning of performance of any aircraft, engine, accessory, or equipment; (3) manufacturer’s guarantee or warranty; (4) delicate, sensitive, or critical assemblies; or (5) assemblies subject to environmental conditions, high speed, or high loads.

## PROCUREMENT RESPONSIBILITY

Procurement is the act of obtaining materials or services, using appropriate funds, by requisition or open purchase. The most frequently used of these methods is the requisition. The open purchase is used for procurement of non-standard material and for emergency requirements.

Each activity is responsible for spending the money made available to it in the most effective way. Although the money is not actual cash, it is available through specific allocated funds or accounts. A careful

review of each obligation must be made to ensure that all funds are applied correctly.

As a supervisor, you must ensure that financial obligations made by your command are necessary and are not wasted or misappropriated. The ultimate use of an item must be considered since this generally determines which funds must be used. For example, paint requisitioned for painting office spaces must come from operating target (OPTAR) funds, while paint for mines must be obligated against mine maintenance funds.

This section discusses funds, requirements determination, requisitioning procedures, material obligation validations, and transmittal reports of transaction.

## FUND TYPES

The Commander, Mobile Mine Assembly Group (COMOMAG) receives administrative funds from the Commander, Mine Warfare Command (COMINE-WARCOM) and provides each mine assembly group (MOMAG) activity with funds each quarter. MOMAG activities are normally authorized two separate funds: OPTAR and mine maintenance. On occasion, a site may be granted a separate fund allocation; when this occurs, the COMOMAG provides specific instructions concerning the use and obligation of the special fund.

Fleet commanders are responsible for funding operational costs associated with MOMAG activities. This includes mine material movement/handling support and travel associated with fleet exercises. Operational funding support from the fleet commanders is passed to the MOMAG in various ways—often by way of reimbursable orders, sometimes through the host activity, and, in the case of travel, direct allocation.

## OPTAR Funds

OPTAR funds are allocated for general site support. This support includes items necessary for the day-to-day support of the activity, but not for the direct support of mines, mine components, or mine maintenance. Examples of OPTAR expenditures include

- cleaning gear,
- office supplies,
- electrical power,

- copier rental fees,
- telephone services,
- water,
- steam/heat, and
- foul weather gear.

### **Mine Maintenance Funds**

Mine maintenance funds are provided for procurement of chargeable mines, mine components, and mine-related material. The funds must be obligated for material in direct support of mine material or maintenance. Examples of mine maintenance expenditures include

- paint and associated equipment,
- hand tools,
- sandpaper and disks, and
- protective clothing.

### **REQUIREMENTS DETERMINATION**

With the rapid changes in the world defense situation, there has been a lot of talk about reducing the defense budget. Every year, funds get tighter and they will continue to be progressively harder to obtain. As a Mineman, you will be expected to maintain the current level of readiness that we now have. Therefore, it is critical to budget accurately and wisely, with justification for all of the funds requested.

Budget considerations rest on all personnel at the command. Each area in the budget must be closely reviewed, and accurate estimates must be developed. Allowances must be examined to ensure that mine maintenance funds are not spent for weapons that are no longer required. Costs associated with upcoming inspections must be included in the budget. Basically, everything that costs money must be considered.

Routine requirements can be handled on a daily basis by your supply department. Special requirements, on the other hand, may need an additional augmentation of funds to fill requirements. When allocated funds are determined to be insufficient to meet known requirements, a special request for funds augmentation is forwarded to the COMOMAG by letter or message in accordance with instructions in Mobile

### **REQUISITIONING PROCEDURES**

Requisitioning procedures include the use of requisition forms, requisition submission, the Uniform Material Movement and Issue Priority System, open purchase, service market (SERVMART) purchases, requisition logs and files, outstanding requisitions, completed requisitions, and requisition status. This section discusses each of these procedures.

#### **Requisition Forms**

There are several methods to requisition material. They include Military Standard Requisitioning and Issue Procedures (MILSTRIP) forms, forms for printing services, forms for work and other services, and letter requisitions.

**MILSTRIP FORMS.**—MILSTRIP forms are used to order material from the Navy Supply System, other military installations, the Defense Logistics Agency (DLA), and the General Services Administration (GSA). MILSTRIP requisitioning is based on the use of a coded, single-line item document for each supply transaction. For detailed information on MILSTRIP requisitioning, refer to COMOMAG/MOMAGINST 4000.1 and NAVSUP P-485.

The following MILSTRIP forms are the most commonly used in the Mine Force:

- **DD Form 1348 (4- or 6-Part):** The DOD Single-Line Item Requisition System Document (DD Form 1348) (4-or 6-PT) is used for requisitioning standard stock items (items with NSNs or NICNs) that are chargeable to OPTAR, mine maintenance, APA material, or publications funds. See figure 2-4.

- **DD Form 1348-6.** The NON-NSN Requisition (DD Form 1348-6) is used for requisitioning non-standard items (NON-NSNs), whether chargeable or non-chargeable. Be sure to provide all the data that is required. See figure 2-5.

- **NAVSUP Form 1250-1.** The Single-Line Consumption/Requisition Document (NAVSUP Form 1250- 1) is used for requisitioning standard stock items (Navy stock numbers [NSNs or NICNs) that are chargeable to OPTAR funds or to mine maintenance APA

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<table border="1"> <tr> <th colspan="1">DOC IDENT</th> <th colspan="1">ROUT IDENT</th> <th colspan="1">FSC</th> <th colspan="1">STOCK NUMBER</th> <th colspan="1">QUANTITY</th> <th colspan="1">REQUISITION DATE</th> <th colspan="1">SIGNAL</th> <th colspan="1">SUPPLEMENTARY ADDRESS</th> <th colspan="1">FUND</th> <th colspan="1">DISTRIB CODE</th> <th colspan="1">PROJECT</th> <th colspan="1">POST OFF</th> <th colspan="1">REQ DTL</th> <th colspan="1">STAT</th> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>32</td><td>33</td><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td>39</td><td>40</td><td>41</td><td>42</td><td>43</td> </tr> </table>													DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	QUANTITY	REQUISITION DATE	SIGNAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB CODE	PROJECT	POST OFF	REQ DTL	STAT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
DOC IDENT	ROUT IDENT	FSC	STOCK NUMBER	QUANTITY	REQUISITION DATE	SIGNAL	SUPPLEMENTARY ADDRESS	FUND	DISTRIB CODE	PROJECT	POST OFF	REQ DTL	STAT																																																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43																											

Figure 2-4.-DOD Single-Line Item Requisition System Document (DD Form 1348 [6-PT]).

DOC IDENTIFIER	ROUTING IDENTIFIER	M & S	MANUFACTURER'S CODE AND PART NUMBER	UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER																																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
DEMAND	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	ADVISE CODE	BLANK	REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)																																
44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	65	66				
IDENTIFICATION DATA																																										
* 1. MANUFACTURER'S CODE & PART NO. (When they exceed Card Columns 8 thru 22)																																										
2. MANUFACTURER'S NAME																																										
3. MANUFACTURER'S CATALOG IDENTIFICATION AND DATE																																										
4. TECHNICAL ORDER NUMBER																																										
5. TECHNICAL MANUAL NUMBER																																										
6. NAME OF ITEM REQUESTED																																										
7. DESCRIPTION OF ITEM REQUESTED																																										
7a. COLOR																																										
7b. SIZE																																										
8. END ITEM APPLICATION AND SOURCE OF SUPPLY																																										
8a. MAKE																																										
8b. MODEL NUMBER																																										
8c. SERIES																																										
8d. SERIAL NUMBER																																										
9. REQUISITIONER (Clear Text Name and Address)																																										
10. REMARKS																																										

DD FORM 1348-6 EDITION OF 1 MAR 74 MAY BE USED UNTIL EXHAUSTED NON-NSN REQUISITION (MANUAL)

Figure 2-5.—NON-NSN Requisition (DD Form 1348-6).



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

REQUISITION AND INVOICE/SHIPPING DOCUMENT											
1. FROM:					7. DATE MATERIEL REQUIRED		8. REQUISITION DATE		9. REQUISITION NUMBER		
2. TO:					8. AUTHORITY OR PURPOSE						
3. SHIP TO - MAKE FOR					10. SIGNATURE			11A. VOUCHER NUMBER AND DATE			
					12. DATE SHIPPED			b.			
					13. MODE OF SHIPMENT			14. BILL OF LADING NUMBER			
					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.						
4. APPROPRIATION SYMBOL AND SUBHEAD				OBJECT CLASS	EXPENDITURE ACCOUNT (From) (To)		CHARGEABLE ACTIVITY	BUREAU CONTROL ACTIVITY NO.	BUREAU CONTROL NO.	AMOUNT	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)				UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
16. TRANSPORTATION VIA WAYS OR NETS CHARGEABLE TO					17. SPECIAL HANDLING						
RECALCULATION OF SHIPMENT	ISSUED BY	TOTAL CONTAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE	BY	20. RECEIVER'S VOUCHER NO.
				← TOTAL →							

FORM DD, MAR 55 1149 (11 PT) 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 REPLACES EDITION OF 1 MAY 55 WHICH MAY BE USED  
 1

Figure 2-7.—Requisition and Invoice/Shipping Document (DD Form 1149).

Anytime a message or the DAAS is used, a DD Form 1348 must be typed with the date-time-group (DTG) in the message's remarks section. The original of each DD Form 1348 is discarded and the remaining copies are filed in accordance with COMOMAG/MOMAGINST 4000.1.

**Uniform Material Movement and Issue Priority System**

An essential part of MILSTRIP is the requirement to assign priorities in accordance with set standards of the Uniform Material Movement and Issue Priority System (UMMIPS). When material is requisitioned, moved, or issued, it is necessary to set a common basis of determining the importance of competing demands for resources in the logistics systems. Such

resources include material assets, requisition processing, transportation priorities, and storage.

The method used for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). It is assigned to a requisition to determine the time that the requirement will be processed by the supply system. The PD is determined by the requisitioner's assigned force/activity designator and the proper urgency of need designator.

**FORCE/ACTIVITY DESIGNATOR.**— The force/activity designator (F/AD) is a Roman numeral (I through V) assigned by the Secretary of Defense (SECDEF), the Joint Chiefs of Staff (JCS), or a DOD component to indicate the mission essentiality of a unit, an organization, an installation, a project, or a program to meet national objectives. The F/AD is

**Table 2-2.—Urgency of Need Definitions**

UND	Definition
A	<ol style="list-style-type: none"> <li>1. The requirement is immediate.</li> <li>2. Without the material needed, the activity will be unable to perform one or more of its primary missions.</li> <li>3. The condition noted in definition 2 has been reported by established NORS/CASREP procedures.</li> </ol>
B	<ol style="list-style-type: none"> <li>1. The requirement is immediate, or it is known that such requirement will occur in the immediate future.</li> <li>2. The activity's ability to perform one or more of its primary missions will be impaired until the material is received.</li> <li>3. This denotes immediate stock replenishment requirements of customer mission-essential material in FBM submarine tenders when the on-hand quantity is below the safety level and is expected to reach a zero balance before the receipt of stock is due in.</li> <li>4. This denotes outfitting and replenishment requisitions for Q COSAL allowed reactor plan components, equipments, repair parts, special tools, and other material required to support reactor plant systems.</li> </ol>
C	<ol style="list-style-type: none"> <li>1. The requirement is routine.</li> <li>2. Material is required for stock replenishment of overseas forward-area supply activities, including CLF ships (other than FBM submarine tenders, which qualify for UND B under definition 3 above).</li> </ol>

based on a DOD determination of an activity's mission or essentiality.

F/AD assignments are based on the lowest F/AD required to indicate the activity's relative importance to national objectives. Mission priority ranges from combat, combat ready, and declared emergencies (F/AD I) to all other forces and activities (F/ADs II, III, IV, and V). Currently, F/AD II is assigned to MOMAG activities outside the Continental United States (CONUS), while F/AD III is assigned to CONUS MOMAG activities.

**URGENCY OF NEED DESIGNATOR.**— The urgency of need designator (UND) is a letter (A, B, or C) that indicates the relative urgency of need for a requirement of a force or an activity. The activity's assigned F/AD, with the appropriate UND, determines the correct priority designator to be assigned to a requisition.

The basic definitions for UNDs are in table 2-2.

Table 2-3 shows the priority designators. The table is easy to use. For example, if your activity is assigned an F/AD of II and your requirement is of a routine nature, the priority to be assigned is 12.

In addition to providing standardized criteria for assigning priorities, UMMIPS provides acceptable maximum processing times for use by supply activities in furnishing material. Processing time standards and additional codes used in MILSTRIP and UMMIPS are included in NAVSUP P-485.

**Open Purchase**

Open purchase refers to the purchase of items outside the normal supply system. Unit and detachment

commanding officers and officers-in-charge are not designated as contracting or ordering officers and are not authorized to purchase these items. Any requirement for non-standard material must be submitted to the supporting supply activity.

When an open purchase is necessary, you are required to find the availability of the item and the estimated cost of that item through commercial vendors. Extreme care must be taken to ensure that you will not make a commitment of government funds without approval from the supporting supply activity. A commitment of funds without prior approval can result in your personal acceptance of the financial obligation.

**SERVMART Purchases**

A SERVMART is a self-service store that is operated by an ashore supply activity to provide a ready supply of relatively low-cost items that are frequently required by area commands. The self-service feature and the simplified requisitioning procedure allow supply activities a substantial cost savings, while permitting their customers to obtain material quickly and without having to prepare and submit a separate requisition for each item ordered.

SERVMARTs issue a shopping guide that lists cognizance symbols, NSNs, names, units of issue, unit prices, and storage locations of the items stocked. The guide is a quick reference to eliminate the need for looking up each individual item in separate publications.

When you use the SERVMART, you must prepare a SERVMART Shopping List (NAVSUP Form 1314),

**Table 2-3. Table Relating F/ADs and UNDs to Priority Designators**

Urgency of Need Designator	FAD				
	I	II	III	IV	V
	Priority Designator				
A Unable to perform	01	02	03	07	08
B Performance impaired	04	05	06	09	10
C Routine	11	12	13	14	15

shown in figure 2-8, and a DD Form 1348 (4-PT). This procedure is mandatory for all procurements from the SERVMART. A separate SERVMART shopping list will accompany each requisition according to the job order number; for example, categories of funds such as custodial, building maintenance supplies, or items of a general nature.

### **Requisition Logs**

The requisition log is the principal financial control device for a command and is maintained by fiscal year. It is divided into three sections: OPTAR, mine maintenance, and APA, with tabs clearly indicating each section.

Each unit and detachment must establish a requisition log in which all requisitioning documents are recorded. Most of the columns in the log are self-explanatory, but you should observe the following general rules:

- Make corrections with a single line drawn through the entry and initial the error.
- Clew out the OPTAR and mine maintenance logs on the 8th, 18th, and 28th of each month (26th for February) and the last day of the fiscal year.
- Write all entries legibly in ink.
- Enter all cancellations and adjustments reducing an obligation in red ink.
- Number each page sequentially.
- Enter the fiscal year on each page.

When you close out the log each month and at the end of the fiscal year, ensure that the proper entries have been made, the columns are totaled, and the transmittal number is posted at the end of the period cover.

### **Requisition Files**

Requisition files are established according to the types of accounting funds involved. MOMAG activities maintain files for OPTAR, mine maintenance, and APA. Each requisition file is maintained on a fiscal year basis by document number sequence (Julian date and serial number).

### **Outstanding Requisitions**

The outstanding requisitions file is actually three files broken down by the types of funds you use (OPTAR, mine maintenance, APA). The purpose of this file is to have receipt documents immediately available for processing when the material is received. In addition, the file provides a central location for use

as a reference for follow-up action. It also acts as a depository for all receipt documents from the time the request is initiated until the proof of receipt is obtained. The file may also be used for all other actions that have been taken on a particular document.

The term *outstanding* denotes material that has been requisitioned, but has not yet been received or canceled by the activity. When a procurement document is submitted, a copy of the document is placed in the outstanding files.

### **Completed Requisitions**

When requisitioned material is received or canceled, all related documents are placed in a material completion file. Like the outstanding files, three similar types of completion files must be kept (OPTAR, mine maintenance, APA). A requisition that has been only partially filled is retained in the outstanding file until action is either completed or canceled.

### **Requisition Status**

The amount and type of status information an activity receives is determined by the media and status (M&S) code assigned to a requisition. The supply status keeps an activity informed as to the action being taken by supply activities furnishing the requested material.

Supply status is usually received on a DD Form 1348m (mechanical). This form is almost identical to a DD Form 1348 (manual), except that the DD Form 1348m is a computer punch card and all pertinent information is printed across the top of the card.

For high-priority requisitions, supply-status information may also be received by message. The information is similar to the message requisition.

When status information is received, it should be reviewed immediately to determine the purpose of the document and whether any action is required by the receiving activity. Status documents may cancel an existing requisition, provide backorder information or shipping status, represent passing actions, or modify an order. The status document may also challenge an order. A challenge requires the requisitioner to justify the requested material. Under certain circumstances, if an activity fails to respond to a status document within a specified period of time, the requisition is canceled automatically.

Too many status codes exist to identify them all in this training manual. As a member of the supply department, you must be aware of the various codes your activity may encounter. NAVSUP P-485 provides a complete listing of status codes.



**SERVMART SHOPPING LIST (4491)**  
**NAVSUP FORM 1314 (REV. 4-84)**  
 BN 0108-LF-501-3142

MATERIAL CATEGORY	PAGE	OF	JULIAN DATE
-------------------	------	----	-------------

SHIP/ACTIVITY		REQUISITION NO.					FUND CODE
ITEM NO.	COG BYM AND NSN	DESCRIPTION	U/I	QTY	UNIT PRICE	EXTENSION	REQUIRING DEPT.
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							

TYPED OR PRINTED NAME AND RANK OR GRADE OF AUTHORIZED SHOPPER \_\_\_\_\_

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

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

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Supply Officer's Signature*

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

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

UNIT MAILING ADDRESS

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

Figure 2-8.-SERVMART Shopping List (NAVSUP Form 1314).

*MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409; and *Fleet Use of MILSTRIP*, NAVSUPINST 4235.3; are also handy references. They provide general information concerning MILSTRIP procedures and contain the most common codes used.

## **MATERIAL OBLIGATION VALIDATIONS**

A material obligation validation (MOV) is a request submitted to a requisitioner for verification of the requirement on an unfilled requisition. The purposes of MOV requests are to

1. ensure that overaged material obligations reflected in the inventory manager's records agree with the requisitioning activity's outstanding records;
2. determine if requirements for the material still exist and, if so, if the total quantity requested is still required; and
3. determine if the priorities assigned in the requisition are still valid.

When an MOV request is received, the activity must verify the requisition and prepare a report. There are two types of MOVs: external and internal.

### **External MOVs**

External MOVs are validated by the inventory control point (ICP). Supply activities must review all requisitions held on backorder (material not available) or those considered overage.

The ICP prepares a material obligation validation on the outstanding requisitions that meet the following criteria:

- Priority 01-08: Outstanding for more than 30 days past the requisition date.
- Priority 09-15: Outstanding for more than 75 days past the requisition date.

An MOV must be processed in a timely manner. Your failure to respond to an MOV in the time allowed can result in the cancellation of requisitions and the loss of funds that have been obligated for the purchase of those items.

### **Internal MOVs**

Internal MOVs are conducted by the COMOMAG, who maintains a duplicate file of all requisitions from units and detachments. During the last week of February, May, August, and November, the COMOMAG forwards a listing of all outstanding requisitions to each site. The status listed is the last status the COMOMAG received on the requisition.

Each site reviews the list and updates it, as necessary. Proper maintenance of the outstanding requisition file makes the internal MOV verification much easier.

## **TRANSMITTAL REPORT OF TRANSACTION**

A transmittal report of transaction is designed to ensure that the COMOMAG is updated on a regular basis on the proper expenditure of funds. This report is forwarded to the COMOMAG three times a month: on the 8th, the 18th, and the 28th. When these dates fall on a weekend or a holiday, the report is submitted on the last working day before the weekend or the holiday. You must retain copies of all transmittal reports in your files. Copies of all DD Forms 1348 are stapled to the report, along with adding machine tape to help preclude errors.

In addition to the regular transmittal report, a message transmittal must also be submitted. The message transmittal is not as detailed as the regular transmittal, but it is sent at the same time the regular transmittal is mailed. For further instructions in the preparation of this report, refer to COMOMAG/MOMAGINST 4000.1

The financial obligations your command incurs and the proper use of your budgeted funds are very important. To ensure that your funds are being used to the maximum extent and to ensure that you are properly accounting for your funds, the COMOMAG retains duplicate records of each unit and detachment. It is extremely important that these records be accurate and up-to-date at all times.

## **MINE MATERIAL RECEIPT, CUSTODY, AND STOWAGE**

Effective inventory control begins with proper material receipt, custody, and stowage procedures. Many supply problems in the Mine Force can be attributed to errors in these procedures. With common sense, basic supply discipline, and strict adherence to provided guidance, these problems can be overcome. Attention to detail is the key to success.

A receipt action follows every procurement action taken by your command. Preparing a requisition is only the first of several functions required to complete a transaction. The material must be received, identified, inspected, and distributed to the warehouse or the department that ordered the material.

This section discusses stock material receipt, material custody, and material stowage.

## STOCK MATERIAL RECEIPT

Stock material is a collection of like items in an FSC class. These items are maintained in the supply department and are used on a frequent basis. They may be anything from nuts and bolts to individual mine components. Processing the receipt of this material is a very basic procedure, but if it is not handled properly, it can have a serious effect on the validity of your stock records. The key to processing these items is to complete the job as soon as possible, preferably the same day, and post the material to the OPTAR log and the stock record card, with the stowage location properly annotated.

### Quality-Deficient Material

There will be times when you receive material that does not meet required standards. This may be incorrect material, shortages in shipment, or defective equipment. If this happens, it is your responsibility to ensure that the material is reported through the proper channels. By reporting deficient material, you are providing feedback for determining the cause of the deficiency, providing information to effect preventive action, and/or adopting alternate courses of action.

Upon receipt or discovery of quality-deficient material, it should be suspended from issue and properly identified. At this time, the material must be placed in one of two categories:

- Category I: Quality-deficiency material that may (1) cause death, injury, or severe occupational illness; (2) cause loss or major damage to a weapons system; (3) directly restrict the combat readiness capabilities of the using organization; or (4) result in a production stoppage.

- Category II: Quality-deficiency material that does not meet the criteria in category I.

If the material falls under the definition of category I, the initial report must be submitted by PRIORITY message and followed with the submission of the Quality Deficiency Report (Standard Form 368). See figure 2-9.

All items in category II must be submitted on Standard Form 368. Chapter 4 of NAVSUP P-485 gives the proper procedures to report quality deficient material.

### Material Lost in Shipment

With the large volume of material in the Navy Supply System, the numerous supply centers, and the various modes of transportation used, it is understandable that occasionally a whole or partial

shipment may be lost in transit to your command. If loss in transit occurs, a current status of your outstanding requisitions will enable you to track or identify what material was shipped.

If the material does not arrive in a reasonable time after the required delivery date, the requisition must be completed. This is accomplished by surveying the lost material, if necessary, and submitting a report of discrepancy (ROD). If the material is still required, you must reorder it.

### Report of Discrepancy

Shipping or packaging discrepancies that are the responsibility of the shipper, the contractor, the manufacturer, or the vendor should be reported on Report of Discrepancy (Standard Form 364), shown in figure 2-10. The ROD is used to determine the cause of such discrepancies, to initiate corrective action, and to prevent the problem from reoccurring. Detailed instructions for and the types of discrepancies reported on this form are found in chapter 4 of NAVSUP P-485.

### Completed Requisition Processing

The requisition files that you maintain in your supply department actually consist of six files: both outstanding and completed files for OPTAR, mine maintenance, and APA. These files are maintained in order of fiscal year, Julian date, and serial number.

When material is received, it is accompanied by a variety of paperwork, depending on how the material was shipped, the type of material requested, and the issuing. You must remember to accomplish the following three steps when the initial receipt of items is determined to be a complete shipment:

1. Date the document upon receipt.
2. Circle the quantity accepted.
3. Sign the document to indicate the receipt.

Once the material is received, it is vital that all paperwork be completed. Take the following steps to accomplish this task:

1. Ensure that the material is posted in the requisition log and on the Stock Record Card (NAVSUP 1296/1297).
2. Annotate the paperwork with the word *posted*, sign it, and date the document as of the date it was posted.
3. Annotate the correct stowage location.

QUALITY DEFICIENCY REPORT (Category II)			
<b>SECTION I</b>			
1a. From (Originating point)		2a. To (Screening point)	
1b. Typed Name, Duty Phone and Signature		2b. Typed Name, Duty Phone and Signature	
3. Report Control No.	4. Date Deficiency Discovered	5. National Stock No. (NSN)	6. Nomenclature
7. Manufacturer/Mfg. Code/Shipper		8. Mfg. Part No.	9. Serial/Lot/Batch No.
10. Contract/PO/Document No.			
11. Item <input type="checkbox"/> New <input type="checkbox"/> Repaired/Overhauled	12. Date Manufactured/Repaired/Overhauled	13. Operating Time at Failure	
14. Government Furnished Material <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. Quantity	a. Received	b. Inspected	c. Deficient
d. In Stock			
16. Deficient Item Works On/With	a. End Item (Aircraft, tank, ship, howitzer, etc.)	(1) Type/Model/Serial	
	b. Next Higher Assembly	(1) National Stock No. (NSN)	(2) Serial No.
		(2) Nomenclature	(3) Part No.
		(4) Serial No./Lot No.	
17. Dollar Value	18. Est. Correction Cost	19. Item Under Warranty <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
20. Work Unit Code/EIC (Navy and Air Force only)			
21. Action/Disposition <input type="checkbox"/> Holding Exhibit for _____ days <input type="checkbox"/> Released for Investigation <input type="checkbox"/> Returned to Stock/Disposed of <input type="checkbox"/> Repaired <input type="checkbox"/> Other (Explain in Item 22)			
22. Details (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition, recommendations. Identify with related item number. Include and list supporting documents. Continue on separate sheet if necessary.)			
<b>SECTION II</b>			
23a. To (Action Point)		24a. To (Support Point) (Use Items 25 and 26 if more than one)	
23b. Typed Name, Duty Phone and Signature		24b. Typed Name, Duty Phone and Signature	
25a. To (Support Point)		26a. To (Support Point)	
25b. Typed Name, Duty Phone and Signature		26b. Typed Name, Duty Phone and Signature	
368-101		STANDARD FORM 368, April 1974 General Services Administration (FPMR 101-26-7)	

Figure 2-9.—Quality Deficiency Report (Standard Form 368).

REPORT OF DISCREPANCY (ROD)				1. DATE OF PREPARATION	2. REPORT NUMBER			
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include ZIP Code)			4. FROM (Name and address, include ZIP Code)					
5a. SHIPPER'S NAME			5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (G.M., Waybill, TCN, etc.)			
7a. SHIPPER'S NUMBER (Purchase Order/Shipments, Contract, etc.)		7b. OFFICE ADMINISTERING CONTRACT		8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)				
9. SHIPMENT, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11. ACTION CODE
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/BILLED (c)	QUANTITY RECEIVED (d)	QUANTITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE <sup>1</sup> (d)	
12. REMARKS (Continue on separate sheet of paper if necessary)								
<sup>1</sup> DISCREPANCY CODES					<sup>2</sup> ACTION CODES			
<b>CONDITION OF MATERIAL</b> C1 - In condition other than that indicated on release/receipt document C2 - Expired shelf life C3 - Damaged parcel post shipment <b>SUPPLY DOCUMENTATION</b> D1 - Not received D2 - Illegible or mutilated D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed) <b>MISDIRECTED MATERIAL</b> M1 - Addressed to wrong activity <b>OVERAGE/DUPLICATE SHIPMENTS</b> O1 - Quantity in excess of that on receipt document O2 - Quantity in excess of that requested (Other than unit of issue pack) O3 - Quantity duplicates shipment <b>PACKING DISCREPANCY</b> P1 - Improper preservation P2 - Improper packing P3 - Improper marking P4 - Improper unitization		<b>PRODUCT QUALITY DEFICIENCIES</b> Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only) <b>SHORTAGE OF MATERIAL</b> S1 - Quantity less than that on receipt document S2 - Quantity less than that requested (Other than unit of issue pack) S3 - Non-receipt of parcel post shipments <b>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</b> T1 - Missing T2 - Illegible or mutilated T3 - Precautionary operational markings missing T4 - Inspection data missing or incomplete T5 - Serviceability operating data missing or incomplete T6 - Warranty data missing <b>WRONG ITEM (Identify requested item as a separate copy in Item 9 above)</b> W1 - Incorrect item received W2 - Unacceptable substitute <b>OTHER DISCREPANCIES</b> Z1 - See remarks			1A - Disposition instructions requested (Reply on reverse) 1B - Material being retained (See remarks) 1C - Supporting supply documentation requested 1D - Material still required expedite shipment (Not applicable to FMS) 1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days (Reply on reverse) (Not applicable to FMS) 1F - Replacement shipment requested (Not applicable to FMS) 1G - Reshipment not required. Item to be re-requisitioned. 1H - No action required. Information only 1Z - Other action requested (See remarks)			
13. FUNDING AND ACCOUNTING DATA								
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL					14b. SIGNATURE			
15. DISTRIBUTION ADDRESSEES FOR COPIES								
364-103		7540-00-159-4442		(Previous edition is obsolete.)		STANDARD FORM 364 (REV. 2-80) Prescribed by GSA FPMR 101-26.8		

Figure 2-10.—Report of Discrepancy (Standard Form 364).

4. Attach a completed copy of the shipping document to the outstanding requisition and file it in the completed requisition file.

5. Send a copy to the COMOMAG in the next transmittal report.

There may be times when you receive only a partial shipment of the material you ordered. If this happens, you should follow the above steps upon the receipt of the material, but you should maintain the signed receipt in the outstanding requisition file until you receive the rest of the shipment.

## **MATERIAL CUSTODY**

The Navy maintains in its inventory many items that could easily be converted to personal use. Because of this, you must ensure that all items at your command are properly accounted for and properly safeguarded. Two key words that you must always keep in mind are *responsibility* and *accountability*. This section discusses some of the items and areas of material custody.

### **Plant Property Classes**

For managerial, financial, and technical control purposes, plant property items used by the Navy are divided into the following four classes:

1. Land Plant Property, Class 1
2. Buildings, Structure, and Utilities Plant Property, Class 2
3. Equipment (other than industrial plant equipment) Plant Property, Class 3
4. Industrial Plant Equipment Plant Property, Class 4

Normally, you will encounter only class-3 plant property at any MOMAG unit or detachment. To decide if an item is classified as plant property, apply the following standards:

- The item has an expected normal useful life of 2 years or more.
- The item maybe used in the furtherance of the assigned mission of an activity, including the functions of all subordinate subdivisions.
- The item cannot be altered beyond further use as an equipment item in performance of work within its designed capabilities.
- The item is NOT TO BE consumed in performance of its work.

- The item is NOT TO BE in an inventory account of the supply system.

- The item has an individual item cost of \$10,000 or more.

### **Host-Activity-Owned Plant Property**

One of the categories of property that you will encounter at a MOMAG unit or detachment is host-activity-owned plant property. Any plant property that is provided to the unit or the detachment by the host activity and that is reported by the host activity is not accounted for by the COMOMAG. It is reported under local procedures.

### **COMOMAG-Owned Plant Property**

Another category of property that you will encounter at a MOMAG unit or detachment is COMOMAG-owned plant property. Any plant property provided to the unit or the detachment by the COMOMAG is reported to the COMOMAG. Plant property is inventoried on a 3-year cyclical inventory, as directed by the naval supply center (NSC). The COMOMAG forwards the forms for conducting this inventory. Reporting procedures, as well as requisitions, inventories, and surveys of COMOMAG-owned plant property, are contained in COMOMAG/MOMAGINST 4000.1.

## **MINOR PROPERTY AND CONTROLLED-EQUIPAGE ITEMS**

Minor property and controlled-equipage items are property that is acquired for immediate use and has a unit cost of less than the investment/expense funding threshold used by Congress for appropriating funds. Also, it has a useful life of less than 2 years.

Minor property and controlled-equipage items can easily be converted to personal use; therefore, they must be accounted for by proper internal control. The controlled-equipage item list (CEIL) is an item listing that the fleet commanders-in-chief developed jointly to control special inventory control items. The items selected to be managed as controlled equipage are categorized and are listed as signature and non-signature controlled items. This list is available in NAVSUP P-485.

If the CEIL is determined to be insufficient, the commanding officer or the officer-in-charge may designate additional equipage items that are believed to require control.

The Controlled-Equipage Custody Record (NAVSUP Form 306), shown in figure 2-11, is the proper



form to use as a custody record and inventory control document. A complete description of the item must be shown, and, when required, any serial numbers.

Even though the control of items is ultimately the responsibility of the commanding officer or the officer-in-charge, physical custody of these items may be given to different departments, as required. For the record, the subcustody annotation should also be documented on a duplicate NAVSUP Form 306 and signed by the subcustodian. The original custody documents should be held by the commanding officer or the officer-in-charge and kept under lock and key.

Inventory of all minor property and controlled-equipment items is accomplished from 15 February to 15 March of each year. Upon completion of the inventory, a letter report indicating the findings is sent to the COMOMAG within 30 days. Inventories are also required upon the relief of the commanding officer or the officer-in-charge or any department head with subcustody. In addition, all items must be sighted upon relief of the unit or detachment's Storekeeper.

## **MATERIAL STOWAGE**

Material that is maintained in the warehouse, in magazines, or in other stowage areas should be arranged to ensure compliance of the following actions:

- Maximize the use of available space.
- Provide orderly stowage and ready accessibility.
- Reduce the possibility of material loss or damage.
- Minimize the possibility of personnel harm or equipment damage.
- Ensure that the first-in-first-out (FIFO) method is used to ensure that the oldest material is issued first.
- Make inventories easier.

Through the proper use of current instructions, good judgement, proper planning, and common sense, you will be able to achieve the best stowage from your spaces.

## **Material Protection**

Material that is received by your command should have some type of preservation packaging and

packing applied to it. These protection levels are designed to protect the material from deterioration and damage during shipment, handling, and stowage.

Since most materials are adequately packed before shipment, your responsibilities for ensuring that the material is protected is limited to the following factors:

- Retaining repair parts in their original packaging until issued.
- Repackaging items that were not properly protected when received or that had their packaging removed or damaged while in stowage.
- Reporting material received in an unsatisfactory condition due to inadequate or improper preservation, packaging, or marking.
- Repackaging excess items returned from other departments.
- Packing or repackaging material for shipment to other commands or for turn-in.

Providing adequate protection of stock items is essential to ensuring that all material is ready for issue (RFI). Levels of protection are degrees of protection given or required for packaging and packing to guard against anticipated shipping conditions.

The levels (classified A, B, and C) are marked on the exterior containers. Appropriate combinations are used to inform the receiving activities of the levels of packaging and packing applied to a given shipment of material. Table 2-4 gives a brief description of each level.

The six basic packaging methods are shown in table 2-5.

Most retrograde repairable are packaged by method III, which is the process of taping, wrapping, cushioning, baling, blocking, bracing, palletizing, or containerizing. Special equipment is required to apply the other packaging methods, which are usually not available on board ships or stations.

## **Material Security**

The security of material in your supply spaces is essential. You must ensure that all classified and pilferable materials are stowed according to the following general security rules:



**Table 2-4-Levels of Material Protection**

<b>Level</b>	<b>Protection Required</b>
A	The degree of protection required to guard against <u>the most severe</u> conditions known or anticipated during shipment, handling, or storage.
B	The degree of protection required to guard against conditions known to be <u>less severe</u> than those requiring level-A protection <u>but more severe</u> than those requiring level-C protection.
C	The degree of protection required under known <u>favorable</u> conditions during shipment, handling, and limited storage. Repairable must be given level-C protection since guarded handling is mandatory and the designated overhaul point is known.

**Table 2-5.—Material Packaging Methods**

<b>Method</b>	<b>Materials</b>
I	Preservative coating with greaseproof wrap.
IA	Waterproof or vaporproof bag, heat sealed.
IB	Strippable coatings (not used by the Navy).
IC	Greaseproof or waterproof bag, heat sealed.
II	Waterproof or vaporproof enclosure with desiccant added.
III	Physical protection only.

- Materials are always kept under lock and key, unless the bulk of the material makes this impractical.

- All supply spaces are locked when not attended by authorized personnel.

- All supply keys are kept under strict control.

Remember—the responsibility for the supply spaces rests with all personnel within the department.

**MATERIAL EXPENDITURES**

Expenditure is any act that results in a decrease of Navy assets (materials and funds). Material expenditure is the reduction of material held in stock by an activity. The three ways of expending material are issue, transfer and survey; they are defined in the following paragraphs:

1. An *issue* is the physical release of material by the supply department or the division to a user of the material. The term *issue* includes the term *loss by*

*inventory* (LBI). However, *issue* should not be used interchangeably with the term *transfer*.

2. A *transfer* is the movement (including turn-in) of material from the custody and records of one activity to the custody and records of another activity.

3. A *survey* is used to expend material from stock and/or custody records in one of the following situations:

- a. The material is condemned as a result of damage, obsolescence, or deterioration.

- b. The material is appraised as damaged or is destroyed as a result of a loss of utility, not due to misconduct.

- c. The material is acknowledged as nonexistent as a result of loss due to theft.

Further information concerning the expenditure of material is contained in NAVSUP P-485 and COMOMAG/MOMAGINST 4000.1.

This section briefly discusses the issue, transfer, and survey of material; disposition of excess material; missing, lost, stolen, or recovered government property; and material shipment procedures.

## **MATERIAL ISSUE**

When a division or a department requests material from the supply department, such requests should be submitted on a NAVSUP Form 1250 and logged in the requestor's requisition log. Once the material is received, the receipt date is logged in the requestor's requisition log. If the material ordered is not in stock, the supply department assigns a requisition number and returns a copy of the DD Form 1250 to the requestor, who then logs the assigned number in the requestor's requisition log.

Supply personnel indicate on the DD Form 1250 whether the material was issued or ordered. That information is then recorded on the appropriate stock record cards.

During quarterly maintenance or buildup evolutions, your division or department orders from the supply department the material required to replace rejects and/or to assemble mines to a higher configuration. These actions are considered internal requests, and all material accumulated in excess must be turned in to the supply department as soon as possible to avoid backlogs and to keep the supply department from ordering more of the same material when it is not required. Once the material is turned in, it is the responsibility of the supply department supervisor to ensure that the material is returned to stock or that it is disposed of as directed.

## **MATERIAL TRANSFER**

Material is transferred for a variety of reasons. When a supply depot forwards requisitioned material, a transfer of material is involved. When an intermediate-maintenance activity returns excess or unserviceable material to a supply depot, a transfer of material is involved. Thus, MOMAG activities can be on both the receiving and sending ends of material transfers.

The transfer of material from an activity may be made only when authorized by proper authority. Depending on the material, such authorizations may be automatically granted by a directive. Some requests for such an authorization may be required to be submitted in writing.

Material to be transferred must be forwarded with proper documents. The DOD Single-Line Item Release/Receipt Document (DD Form 1348-1) is the most commonly used document for transferring material. Like other supply documents, a copy of all DD Forms 1348-1 issued from or received by an activity must be retained.

## **MATERIAL SURVEY**

The purpose of a survey is to determine the reason and/or the responsibility for the loss, damage, or destruction of government material and to determine the actual loss to the U.S. Government. Immediately upon the discovery of the loss, damage, or destruction of government material, a preliminary investigation is conducted to determine if there is evidence of negligence, willful misconduct, or deliberate unauthorized use.

This preliminary investigation is conducted by the department head or the division officer (or equivalent) responsible for the material. When circumstances warrant, such as an indication of criminal action or gross negligence, the commanding officer or the officer-in-charge may appoint a surveying officer or a survey board to further investigate the situation.

**(NOTE:** An individual who is accountable or responsible for the material in question may NOT be appointed as a surveying officer.)

An investigation or a review must determine what caused the loss, damage, or destruction of the material being surveyed. To make a determination for cause, the facts surrounding the incident must be thoroughly and quickly investigated. However, the investigation or the review should not be limited to the verification of statements from individuals. It should be broad enough to ensure that the interests of the government, as well as the rights of the individuals and the naval activity, are fully protected. A review is required to prove or to refute statements from individuals and to place the responsibility where it belongs. The form used for survey procedures is Report of Survey (DD Form 200), shown in figure 2-12.

Research action is not usually required in the following situations:

1. When it is the opinion of the commanding officer or the officer-in-charge that negligence was not involved in the loss, damage, or destruction of the government property under investigation.

## REPORT OF SURVEY

<b>PRIVACY ACT STATEMENT</b>					<b>1 TYPE REPORT (X one)</b>	
Personal information from the individual is solicited. As required by the Privacy Act of 1974, we advise: <b>AUTHORITY:</b> 16 U.S.C. 136; 10 U.S.C. 1071; DoD Instruction 7200.10 <b>PRINCIPAL PURPOSE:</b> To officially report the facts and circumstances supporting the assessment of pecuniary charges for the loss, damage, or destruction of DoD-controlled property. <b>ROUTINE USES:</b> To initiate investigations of losses/gains of DoD-controlled property and record the findings and actions taken. <b>DISCLOSURE IS VOLUNTARY:</b> Refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held pecuniarily liable.					a REPORT OF SURVEY b GOVERNMENT PROPERTY LOSS/DESTROYED	
					<b>2 SURVEY NUMBER</b>	
					<b>3 DATE LOSS/GAIN DISCOVERED (YYMMDD)</b>	
<b>4 NATIONAL STOCK NO</b>	<b>5 ITEM DESCRIPTION</b>	<b>6 QUANTITY</b>	<b>7 UNIT COST</b>	<b>8 TOTAL COST</b>		
<b>9 CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one)</b> <input type="checkbox"/> LOST <input type="checkbox"/> GAINED <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED (Attach additional pages, as necessary)						
<b>10 ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES</b> (Attach additional pages, as necessary)						
<b>11 INDIVIDUAL COMPLETING BLOCKS 9 AND 10</b>						
<b>a TYPED NAME (Last, First, Middle Initial)</b>		<b>b SIGNATURE</b>		<b>c DATE SIGNED</b>	<b>d AUTOVON NUMBER</b>	
<b>12 RESPONSIBLE OFFICER</b>						
<b>a ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)</b>			<b>b TYPED NAME (Last, First, Middle Initial)</b>		<b>c AUTOVON NUMBER</b>	
			<b>d SIGNATURE</b>		<b>e DATE SIGNED</b>	
<b>13 ACCOUNTABLE OFFICER</b>						
<b>a NUMBER OF DOCUMENTS USED TO ADJUST PROPERTY RECORD</b>						
<b>b ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State, Zip Code)</b>			<b>c TYPED NAME (Last, First, Middle Initial)</b>		<b>d. AUTOVON NUMBER</b>	
			<b>e SIGNATURE</b>		<b>f. DATE SIGNED</b>	

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

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

**Figure 2-12.-Report of Survey (DD Form 200).**

2. When, for reasons known to the commanding officer or the officer-in-charge, negligence or responsibility cannot be determined and research under those conditions will constitute an unnecessary administrative burden.

3. When an individual accepts responsibility for the loss, damage, or destruction of government property and voluntarily offers to reimburse the government for the material.

## **EXCESS MATERIAL DISPOSITION**

The disposition (transfer or survey) of mine material may require special authorization or may be automatically authorized. Disposition procedures for mine material depend on many factors, such as the

- geographical location of the activity with the material,
- procedures of the inventory control manager,
- type of material involved,
- serviceability or unserviceability of the material, and
- type of account involved (APA, NSA, etc.).

You will be dealing with two types of material dispositions: serviceable and unserviceable. The following sections explain some of the procedures required for disposition of these materials.

### **Serviceable Material Disposition**

Disposition of excess serviceable material, both service and exercise and training (ET), is required for two reasons: (1) to ensure that you are at your allowance levels, and (2) to make excess material available to other sites having trouble obtaining needed materials.

Inventory control managers issue disposition instructions for service and ET mine materials. Some of the items receive automatic disposition, while others require that requests be submitted. COMOMAG/MOMAGINST 4000.1 provides detailed guidance and references for the disposition of excess mine material.

An Ammunition Disposition Request and Authorization (NAVSEA Form 8012/2), shown in figure 2-13, must be submitted for disposition of excess mine material identified as APA (nonchargeable) items. Instructions for the

preparation of this form are in *Supply Management of Ammunition*, SPCCINST 8010.12, and COMOMAG/MOMAGINST 4000.1.

Excess mine material identified as NSA (chargeable) or mandatory turn-in repairable (MTR) and not covered by other instructions should be offered to all units and detachments by letter, with an information copy to the COMOMAG. Material not required for immediate use by MOMAG activities is processed under normal disposition procedures.

### **Unserviceable Material Disposition**

Assembly-level items reported as reject material on supplement-B and supplement-E sheets normally do not require disposition requests. Disposition instructions are provided automatically by NAVMINWARENGACT when certain function codes are used on the supplement sheets, unless a reporting activity indicates otherwise. Disposition instructions are forwarded on computer printout sheets and include sufficient data for an activity to prepare the shipping documents. If disposition instructions for reject items reported on supplement sheets are not received within 3 months, a follow-up tracer letter should be submitted to the NAVMINWARENGACT.

### **Reclassification of Materials**

Ammunition is designed and produced with as high a degree of safety and reliability as possible. However, during quality evaluation or surveillance testing, it is sometimes determined that an item will no longer function following design specifications. Therefore, its use must be limited, suspended, or permanently curtailed.

Malfunctions and discrepancies reported by using units also prompt inputs to the reclassification program, as does the declaration of material as obsolete/disposable. Information on reclassification actions is promulgated by the SPCC via notices of ammunition reclassification (NARs) or changes to *Ammunition Unserviceable, Suspended, and Limited Use*, TWO24-AA-ORD-010.

NARs supplement the TWO24-AA-ORD-010. Each NAR contains a separate reclassification action. A NAR may also be used to transmit technical or precautionary data pending its inclusion into the appropriate technical manual. NARs are distributed in message format to Address Indicating Group 181

NAVSEA 8012/2 (Rev. 2-81) (Front) AMMUNITION DISPOSITION REQUEST AND AUTHORIZATION (ADRA) S/N 8116-LF-888-1210 (Read the special instructions before completing this form) (NAVSEAINST 4570.1)

TO: (Appropriate Inventory Manager)	FROM (Requesting Activity)	ACTIVITY ADRA NUMBER	AMMUNITION CLASS CODE	DATE
		COGNIZANCE SYMBOL	SIGNATURE (Requesting Activity Official)	CODE

PART I - AMMUNITION DISPOSITION REQUEST - APPLICABLE ONLY TO CATALOGED ITEMS (To be completed by requesting activity)

ITEM NO.	NSN	DODAC	C/C	QUANTITY	NOMENCLATURE	DC	SEC	REASON FOR ADRA	PACKAGING DATA	NOTES
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

REMARKS

COPY TO:

Figure 2-13.—Ammunition Disposition Request and Authorization (NAVSEA Form 8012/2).

(AIG 181). Each NAR message normally contains more than one NAR.

Since NARs are numbered sequentially through each calendar year, check the NAR numbers against the previously received NARs whenever you receive a NAR message. If any void is noted in the sequence of NAR numbers, request retransmission of the missing NARs from the SPCC.

Each activity with reclassified ammunition on hand must report it as soon as possible in accordance with the TW024-AA-ORD-010, unless otherwise directed in the NAR message. Material reported in response to a NAR should not be reported again when reclassification information is incorporated in the TW024-AA-ORD-010. Individual holding activities should dispose of ammunition reclassified as suspended or unserviceable in accordance with the TW024-AA-ORD-010 or by a NAR through normal supply channels.

### **MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY**

Certain categories of material are so sensitive that they must be made immediately visible to investigating agencies at the time of loss or recovery. In light of this, the Navy has instituted reporting procedures to help recognize physical security needs and to reduce property losses. *Report of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property*, SEC-NAVINST 5500.4, and COMOMAG/MOMAGINST 4000.1 give complete instructions on reporting M-L-S-R material. Material in the following categories must be reported:

- All serialized or unserialized firearms, weapons, ammunition, explosives, and other destructive devices, regardless of value.
- Precious metals (valued over \$ 100).
- Classified material.
- Navy property requiring the completion of a Report of Survey (DD Form 200).

Proper management of naval material is a matter of top priority for all personnel, and all personnel are responsible for safeguarding all government property under their jurisdiction, whether or not they have signed a receipt.

### **MATERIAL SHIPMENT PROCEDURES**

Material movement is an essential link in the chain of supply support. Vast quantities of material move daily in support of naval operations and they represent a substantial en route dollar value. Many of the en route items affect, to some degree, the operational capabilities of naval activities.

When, as a result of improper documentation and marking, shipments are delayed, misrouted, or lost, man-hours are lost in tracing the delinquent shipments. More importantly, the lack of critically needed parts reduces the operational capabilities of the intended recipient.

The Military Standard Transportation and Movement Procedures (MILSTAMP) System provides a means for better control of transportation performance to users. It also provides more efficient usage of available Defense Transportation System (DTS) capabilities. In addition, it permits greater efficiency in shipment planning. Documents used are uniform, and the system is compatible with MILSTRIP. A standard transportation priority system is based on the UMMIPS.

MILSTAMP is mandatory for all military services and other agencies using the DTS. However, MILSTAMP does not apply to the following factors:

- Internal shipments within military installation or local-area shipments in support of satellite activities.
- Shipments completed within the mail system.
- Shipments moving on commercial bills of lading from, to, or between contractor plants.
- Movement of passengers.

Complete information concerning MILSTAMP is contained in *Military Standard Transportation and Movement Procedures*, DOD Regulation 4500-32-R.

### **Transportation Control and Movement Document**

In any material transportation system, there is a requirement for certain basic information and data. This is accomplished by using a single, comprehensive, control document, the Transportation Control and Movement Document (DD Form 1384), shown in figure 2-14. The shipper is responsible for the preparation of this document in its various forms and formats, including message format.



The transportation control and movement document (TCMD) is a multipurpose document or format that is designed for the following purposes:

- To identify the material in a shipment and to indicate the necessary transportation data. It takes the place of airbills, Navy cargo documents, and material-routing sheets.

- To obtain clearance and to provide advance notice to intermediate transshipment points that a shipment is to be expected.

- To provide the information required to trace a shipment.

When an activity uses DD Form 1348, one copy of each DD Form 1348-1 associated with the shipment (in addition to the DD Form 1348-1 expenditure file) should be filed with the TCMD. All forms associated with a shipment should be placed in a folder and filed numerically in TCMD-document-number sequence.

### **Transportation Control Number**

The transportation control number (TCN) is the basic element in the MILSTAMP system. A number is assigned to each shipment unit for the shipment control from origin to destination. To avoid duplicate number assignment, construct TCNs as follows:

- If the shipment is a fulfillment of the MILSTRIP requisition, the MILSTRIP requisition number and the three alphabetic characters assigned by the command become the TCN. The alphabetic characters identify complete, partial, or split shipments. Complete shipments are indicated by "XXX."

- If the shipment is non-MILSTRIP, the shipping activity assigns the TCN. The TCN can be derived by referring to appendix C of DODINST 4500.32-R.

### **INVENTORY MANAGEMENT**

The primary function of any supply organization is to ensure the availability of materials in the proper amount, at the proper place, and at the proper time. To accomplish this, continuous and judicious management of materials must be exercised.

Inventory requires the control of, and agreement between, stock and stock records, accurate allowance lists, evaluation of material usage, and anticipation of future requirements. In addition, reports must reflect accurate information so that Navy inventory managers can provide for future requirements.

This section discusses allowance lists, records and files, inventory and stock validity, inventory procedures, conventional ammunition integrated management system, and ammunition transaction reporting.

### **ALLOWANCE LISTS**

Allowance lists itemize the material requirements of an activity. They are used extensively to identify and procure repair parts, equipage, and consumable materials necessary to maintain and support an activity's mission. You, as the supervisor, will be dealing with allowances for service mines and mine components and ET mines and their components. As a person assigned to the supply department, it is your responsibility to inform your supervisor at the time of issue of any item that falls below the minimum required allowance.

#### **Service Mines and Components**

The allowance for service mines and their components is established by *Service Mines Distribution and Support Guidance*, COMINWARCOMINST C8550.5. Component spares and repair parts must be stocked to the levels set by the mine bill of material (MBOM). Requisitions are submitted promptly for any issue of expenditure of material that may reduce your stock below the allowance quantity. If you are in excess of allowance, the material is either reported and turned in to the appropriate inventory manager or is made available for redistribution in accordance with the proper directives.

#### **ET Mines and Components**

The allowance for ET mines and their components is established by *Information Concerning Mine Warfare Exercise and Training (ET) Material Allowances and Reporting Criteria*, COMOMAG/MOMAGINST 8550.9. Any unit or detachment that maintains ET mines must maintain stocks to the levels established in the MBOM. As with service mines and components, if your allowance falls below the MBOM allowance, you must promptly submit a requisition to order up to your established allowance.

At times, you may become in excess of allowance in ET material because training exercises are canceled. If this occurs, you may obtain permission from the COMOMAG to retain the excess material on board. The request must be fully justified, and the projected









ensuring that there are sufficient quantities of material to build up your command's weapons.

**MONTHLY ONE-TWELFTH INVENTORY.**— The monthly one-twelfth inventory is accomplished by preparing inventory cards and dividing them by 12 equal sections. One of these sections is used to complete the inventory each month. You must remember to update the inventory cards as items are added to or deleted from your command's allowance.

### **Inventory Records**

Once the inventory has been completed, all efforts must be made to correct any discrepancies before recording the results of the inventory. The results are posted to the stock record cards in red ink, and all records are maintained.

### **Material Lost or Gained by Inventory**

When a physical count of material shows a quantity difference between the stock record card and the actual count, it is called either a loss by inventory (LBI) or a gain by inventory (GBI). A loss or a gain must be reviewed carefully to ensure that the suspected loss or gain is valid and that later inventories will not show the count difference to be the same as the loss or the gain made in a previous inventory.

Once the loss or the gain has been verified and has been considered a minor difference, an adjustment NAVSUP Form 1250 is prepared in accordance with NAVSUP P-485, and the quantity difference is then posted to the stock record card. If it is decided that there is a major difference, it must be determined if the material is to be reported on an M-L-S-R government property report or is to be surveyed.

## **INVENTORY PROCEDURES**

All updated and receipt documents must be collected and posted to the stock record cards before the start of the inventory. A quality assurance inspector and a member from the supply department review all discrepancies from the previous month to ensure that they have been corrected. These discrepancies should be resolved, if possible. If they cannot be resolved, the discrepancies are recorded on a separate sheet of the inventory report and the reasons are given as to why they were not corrected.

Since inventories are conducted to ensure that the stock and the stock record cards agree, it is extremely

important that all inventories be conducted systematically and responsibly. Keep in mind the importance of a complete and accurate inventory to reduce errors. For each item to be inventoried, personnel involved must

- identify each item legibly by stock number, part number, MMC, or NALC;
- check each item for proper packaging or condition;
- count each item carefully and record it accurately on the inventory document;
- record correctly the units of issue (es, pr, bx, etc.);
- attach the proper MIL-STD tag to each item with the correct identifying information; and
- record the actual location of the item on the inventory document.

This section does not cover all aspects of inventories. The use of NAVSUP P-485 and COMOMAG/MOMAGINST 4000.1 is essential in properly conducting your inventories.

### **Material Identification**

Care must be taken to ensure that each item in stowage is legibly marked, tagged, or labeled with the appropriate nomenclature and identification numbers (NSN, NICN). Material that is not properly identified can cause delays in issues and inventories.

### **Material Location**

The location of each item in stock is maintained in the supply department card file. Each item is assigned a row, an aisle, or a bin number. This item location number is maintained on the master stock record card and is used for locating the material for issues and inventories, and for stowing new material when received.

If, for any reason, it is deemed necessary to relocate material, you need to ensure that the following actions are taken:

- Protect the material from loss or damage during movement.

- Stow the material properly in the new location.

- Record the new location promptly and accurately on the master stock record card.

You must always remember that the accuracy of your stowage reflects on your inventories and that the accuracy of your inventories reflects on the condition of your supply department.

## **CONVENTIONAL AMMUNITION INTEGRATED MANAGEMENT SYSTEM**

The Conventional Ammunition Integrated Management System (CAIMS) is an information system designed to provide a comprehensive and timely response to the readiness needs of the Navy. The system is based on the use of large-scale, automated data-processing equipment to provide immediate retrieval and daily updating of the conventional ammunition database.

The primary goal of the supply system for conventional naval ammunition is to provide rapid and efficient response to the operational requirements of the users of naval ammunition. This goal can only be achieved when you, the requisitioner, and the stocking points follow the standard procedures for the preparation and transmission of requisitions and the proper reporting procedures.

## **AMMUNITION TRANSACTION REPORTING**

Any action that affects the on-hand quantity of your command's reportable assets (such as issues, receipts, expenditures, or inventory losses or gains) are reported on the ammunition transaction report (ATR). The method of processing ATR information into the CAIMS requires that all pertinent instructions be followed exactly.

The CAIMS is the only authorized sole source of asset and expenditure information used by the Chief of Naval Operations (CNO) and the fleet commanders-in-chief for the logistical management of ammunition. If the ATR information is not accurate, the information received by higher-echelon commands will not be accurate, and procurement and maintenance funding may be jeopardized. It is also the sole source of information used for the execution of

operational plans (OPLANs) and operational orders (OPORDs).

Without accurate and prompt reporting by individual operating units and shore activities, procurement and maintenance funding will be severely hampered. The high cost and limited availability of ammunition requires all commands to provide continuous, intensive, and careful management of assets.

All transaction reporting must follow the procedures in SPCCINST 8010.12; and *Conventional Ordnance Management Manual*, CINCPACFLT/CINCLANTFLTINST 8010.12. The COMOMAG; the COMINWARCOM; and the Officer-in-Charge, NAVMINWARENGACT should be addressed for information purposes on all transaction reports.

## **RECOMMENDED READING LIST**

**NOTE:** Although the following references were current when this TRAMAN was published, their continued currency cannot be assured. Therefore, you need to ensure that you are studying the latest revision.

*Afloat Supply Procedures*, NAVSUP P-485, Naval Supply Systems Command, Washington, D.C., 1984.

*Conventional Ordnance Management Manual*, CINCPACFLT/CINCLANTFLT 8010.12, Commander-in-Chief, U.S. Pacific Fleet, Pearl Harbor, Hi., and Commander-in-Chief, U.S. Atlantic Fleet, Norfolk, Va., 1993.

*Financial Management of Resources*, NAVSO P-3013-2, Naval Supply Systems Command, Washington, D.C., 1990.

*Information Concerning Mine Warfare Exercise and Training (ET) Material Allowance and Reporting Criteria*, COMOMAG/MOMAGINST 8550.9T, Mobile Mine Assembly Group, Charleston, S.C., 1992.

*MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, Naval Supply Systems Command, Washington, D.C., 1990.

*Mine Components A through C, Description and Class-B Criteria*, SW550-AA-MMI-010/(C), Naval Mine Warfare Engineering Activity, Yorktown, Va., 1993.

*Mobile Mine Assembly Group Supply Procedures*,  
COMOMAG/MOMAGINST 4000.1K, Mobile  
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*Navy Standard Technical Manual Identification Num-  
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Chief of Naval Operations, Washington, D.C.,  
1988.

*Report of Missing, Lost, Stolen, or Recovered  
(M-L-S-R) Government Property*, SECNAVINST  
5500.4F, Secretary of the Navy, Washington,  
D.C., 1990.

*Supply Management of Ammunition*, SPCCINST  
8010.12D, Navy Ships Parts Control Center,  
Mechanicsburg, Pa., 1984.