

APPENDIX I

GLOSSARY

The entries listed in this appendix are terms as they are used in this training manual.

ACCOUNTABILITY—The obligation, which is imposed upon any person who is authorized to have custody or possession of public property, to produce the property or the evidence of its authorized disposition when directed by proper authority or upon proper occasion.

APPROPRIATIONS PURCHASE ACCOUNT—The material that is purchased by a bureau or a command and is already charged to appropriated funds. The material is available for issue to end users.

BACKORDER—A requisition that cannot be filled by the supply activity from current stock and is being held until additional stock is received.

CANCELLATION—A total or partial discontinuance of a supply action requested by the requisitioner and confirmed by the supplier.

COGNIZANCE SYMBOL—A two-character symbol that designates the stores account in which the material is carried and the responsible inventory control point.

CONSUMABLE SUPPLIES—All administrative and housekeeping items, routine maintenance tools, and general-purpose hardware.

CONTROLLED EQUIPAGE—Any selected items of equipage that require increased management control due to high cost, vulnerability to pilferage, or essentiality to the command's mission.

CUSTODY—The responsibility for proper care, stowage, use, and records of Navy material.

DIRECTIVE—An instruction (order), a notice (bulletin), or a change transmittal. It prescribes or establishes policy, organization, conduct, methods, or procedures; requires actions or sets forth information essential to the effective administration or operation of activities concerned; or contains authority or information that must be promulgated formally.

DIRECTIVES ISSUANCE SYSTEM—The standard procedures and formats used to promulgate policy, procedures, and informational releases within the Department of the Navy.

DISTRIBUTION LIST—A list of action and information addressees of a directive or a multiple-address document. These addressees are selected on a need-to-act or need-to-know basis.

EQUIPAGE—Any items of a durable nature that are not consumed in use and are essential to the command's mission. An allowed quantity is usually determined on an individual command basis and is contained in an allowance parts list, an allowance equipage list, or a similar list. It does not include installed equipment.

FUND CODE—A two-character code used to cite the appropriate accounting data on requisitions.

INSTRUCTION—A directive containing authority or information having continuing reference value or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or by higher authority.

INVENTORY CONTROL POINT—The inventory manager that has cognizance or control of material for specifications, procurement, and stocking. It may be either a Navy or Defense activity.

ISSUE—The expenditure of material from the supply officer's custody to command use.

ISSUING AUTHORITY—The chief official of an established, independent component by whose authority and under whose title a directive is promulgated.

JOINT DIRECTIVE—A directive issued jointly by one authority in conjunction with one or more other authorities.

LETTER-TYPE DIRECTIVE—An instruction or a notice that is prepared in the format similar to that of a naval letter.

MESSAGE-TYPE DIRECTIVE—A directive that is transmitted via the Naval Communications System.

NOTICE—A directive of a one-time or brief nature. It has a self-canceling provision and the same force and effect as an instruction. It usually remains in effect for less than 6 months, but it is not permitted to remain in effect for longer than 1 year.

OPERATING TARGET—The obligational authority, which is granted by a type commander to ships and commands under his control, to cite his allotment in procuring materials and services. Instructions and limitations are provided by each type commander.

PRIORITY—A numerical designation assigned to a requisition by the requisitioner. It is used to establish the processing time for the requisition and the anticipated delivery time for the material.

PROJECT CODE—A three-character code used on requisitions to identify the purpose for which the material is ordered.

REVISION—A reissuance of an existing instruction in a completely rewritten form.

STANDARD NAVY DISTRIBUTION LIST—The list that provides official addressing and distribution information for the Naval Establishment.

SURVEY—The procedure used to expend material from stock records and accounts when it is deteriorated, damaged, lost, missing, or otherwise unavailable for its intended use.

APPENDIX II

ABBREVIATIONS AND ACRONYMS

The entries listed in this appendix are abbreviations and acronyms as they are used in this training manual.

A

ACN—advance change notice
ADP—automated/automatic data processing
AEL—allowance equipage list
AIG—address indicating group
ALCOM—all commands
ALMILACT—all military activities
APA—appropriation purchase account
APL—allowance parts list
ATR—ammunition transaction report

B

BATS—Battery Data Base Management System

C

C—Confidential
CAIMS—Conventional Ammunition Integrated Management System
CASREP—Casualty report
CEIL—controlled-equipage item list
CID—component identification number
CLF—combat logistics force
CNO—Chief of Naval Operations
COMINEWARCOM—Commander, Mine Warfare Command
COMOMAG—Commander, Mobile Mine Assembly Group
CONUS—Continental United States
COSAL—coordinated shipboard allowance list
CPU—computer processing unit

D

DAAS—Defense Automatic Addressing System

DLA—Defense Logistics Agency
DLSC—Defense Logistics Services Center
DOD—Department of Defense
DTG—date-time-group
DTS—Defense Transportation System

E

ET—exercise and training

F

F/AD—force/activity designator
FBM—fleet ballistic missile
FCS—Federal Catalog System
FMSO—fleet material support office
FOUO—For Official Use Only
FSC—federal supply classification
FSDS—Federal Supply Distribution System

G

GBI—gain by inventory
GENADIM—general administrative
GSA—General Services Administration

I

ICP—inventory control point

J

JCS—Joint Chiefs of Staff

L

LBI—loss by inventory
LOU—Limited Use Only

M

M&S—media and status
 MBOM—mine bill of material
 MCC—material control code
 MILSTAMP—Military Standard Transportation and Movement Procedures
 MIL-STD—Military standard
 MILSTRIP—Military Standard Requisitioning and Issue Procedures
 M-L-S-R—missing, lost, stolen, or recovered
 MOMAG—mobile mine assembly group
 MOV—material obligation validation
 MTR—mandatory turn-in repairable

N

NALC—Navy ammunition logistics code
 NAR—notice of ammunition reclassification
 NATO—North Atlantic Treaty Organization
 NAVMINWARENGACT—Naval Mine Warfare Engineering Activity
 NAVMTO—naval material transportation office
 NAVOP—naval operating commands
 NAVSEASYSKOM (NAVSEA)—Naval Sea Systems Command
 NCB—national codification bureau
 NCC—numerical control code
 NICN—Navy item control number
 NIIN—national item identification number
 NSA—Navy stock account
 NSC—naval supply center
 NSN—national stock number
 NSS—Navy Supply System

O

OPLAN—operational plan
 OPO—operational order

OPTAR—operating target

P

PD—priority designator

R

RDD—required delivery date
 REPSHIP—report of shipment
 RFI—ready for issue
 ROD—report of discrepancy

S

S—Secret
 SECDEF—Secretary of Defense
 SERVMART—service market
 SNDL—Standard Navy Distribution List
 SOS—speed of service
 SPCC—Ships Parts Control Center
 SSIC—standard subject identification code

T

TAC—transportation account code
 TCMD—transportation control and movement document
 TCN—transportation control number
 TM—technical manual
 TMIN—technical manual identification number
 TMINS—Technical Manual Identification Numbering System
 TS—Top Secret

U

U—Unclassified
 UMMIPS—Uniform Material Movement and Issue Priority System
 UND—urgency of need

APPENDIX III

REFERENCES USED TO DEVELOP THIS TRAMAN

The references listed in this appendix were used to develop this training manual.

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