CHAPTER 7

SUPPLY PROCEDURES

When a piece of equipment becomes inoperative because of a broken part, you must replace the broken part. If you do not have a replacement or spare part, you must order one from supply.

What must you do to obtain materials from the supply department? What forms are used to requisition materials? As a petty officer, you should be able to answer those questions. Why is that so important? Because as a petty officer, you may be the work center supervisor responsible for maintaining the equipment within your center.

The purpose of this chapter is to help you become familiar with the workings of the supply department. By understanding how the supply department works, you can use the Navy supply system to help you carry out your duties more effectively. You will be provided information on material identification (that is, national stock number format, etc.), requisition documents, and material expenditures.

This chapter is not intended to make you an expert in the area of supply. Rather, it is designed to give you a basic understanding of supply matters to improve your supervisory abilities.

The following definitions of the basic supply terms should help you understand the material in this chapter:

CONTROLLED EQUIPAGE—Items requiring special management control because the material is essential to the protection of life or is relatively valuable and can be converted easily for personal use.

LOGISTICS—The science of planning and carrying out the movement and maintenance of military forces. In its most comprehensive sense, logistics involve those aspects of military operations that deal with the following areas:

1. Design, development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of material

2. Acquisition, construction, maintenance, operation, and disposition of facilities

3. Acquisition and furnishing of services

4. Movement, evacuation, and hospitalization of personnel

MATERIAL—All items necessary to equip, operate, maintain, and support an activity.

SUPPLIES—All items necessary to equip, maintain, and operate a military command, including food, clothing, equipment, arms, ammunition, fuel, materials, and machinery of all types.

SUPPLY—The procurement, distribution, maintenance (while in storage), and salvage of supplies, including the determination of the type and quality of supplies.

SUPPLY CONTROL—The process by which an item of supply is controlled within the supply system, including requisitioning, receipt, storage, stock control, shipment, disposition, identification, and accounting.

MATERIAL IDENTIFICATION

Learning Objectives: Recognize the different types of stock and control numbers. Recall the purpose of cognizance symbols. Recall the purpose of the special material identification code. Recognize sources of identifying material when a stock number is not available. Recognize the uses of the following supply publications: *ML-N*, *MCRL*, *MRIL*, *ASG*, and *COSAL*.

What is meant by material identification? Why is it necessary? What tools are available for you to use in identifying material? The problem of material identification is not peculiar to the Navy or the military. You probably have had occasion to purchase a part for your car or an appliance or to use a mail-order catalog. Those items were all identified by a catalog or part number as part of the manufacturer's or supplier's identification system. Companies use an identification system for the same reason the Navy does. It is a brief, accurate means of identifying one specific item of material. Each company develops a system to meet its own needs.

The Department of Defense (DoD) supply system stocks over 4 million items. The Navy supply system alone stocks over 1 million items. Because of that, the federal catalog system was developed. It ensures the proper requisitioning of items from either an activity ashore or from a unit of the mobile logistics support force.

The federal catalog system is responsible for naming, describing, classifying, and numbering all items carried under centralized inventory control by the DoD and the civil agencies of the federal government. In all supply functions from purchase to final disposal, only one identification may be used for each item.

This system also serves as an economy measure. Instead of the Army, Navy, Air Force, and civil agencies each purchasing and maintaining large stocks of materials, all agencies can make use of centralized stocks. North Atlantic Treaty Organization (NATO) countries also use the federal catalog system.

STOCK AND CONTROL NUMBERS

Stock and control numbers are used to identify and order material in the supply system. The identification numbers are known as

- national stock numbers (NSNs),
- NATO stock numbers (a variation of the NSN)
- Navy item control numbers, and
- local item control numbers.

A definition and description of the types of stock and control numbers are stated in the following paragraphs.

National Stock Numbers

The national stock numbers (NSNs) are the most common numbers used to identify material. An NSN is a 13-digit number consisting of a 4-digit federal supply classification (FSC) code number and a 9-digit national item identification number (NIIN). Figure 7-1 shows the typical NSN format.
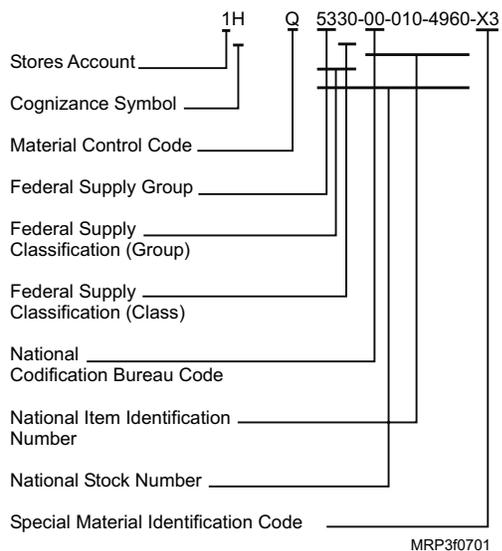

Figure 7-1. Typical NSN format.

The FSC number identifies an item by commodity or description. The first two digits of the FSC are called the FSC group, and the last two digits of the FSC are called the FSC class. Figure 7-2 is an example of the FSC system. The first two digits denote the group or major division of the commodities; for example, group 53 is hardware and abrasives. The last two digits (for example, 05) denote the class or subdivision within a group. In other words, screws are a class or subdivision in the hardware and abrasives group.

The NIIN identifies each item of supply used by the DoD and NATO. The NIIN relates to identification data that makes an item of supply different (as far as DoD is concerned) from every other item of supply. The amount and type of identification data depend on the item and its intended use. Although the NIIN is part of the NSN, it is used independently to identify an item. Except for identification lists, most federal supply catalogs are arranged in NIIN order.
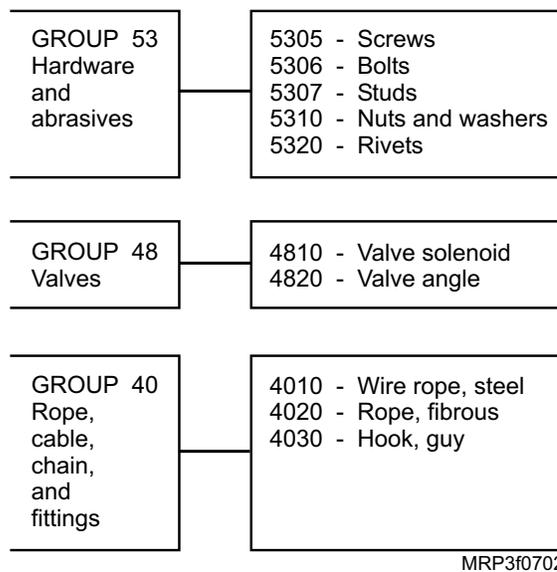

Figure 7-2. Classes of material within stock groups.

NATO Stock Numbers

A NATO agreement provided for the adoption of the United States NSN system as the basis for the NATO item identification system. A NATO stock number is identical to an NSN with the exception of the national codification bureau (NCB) code. The NCB code consists of the first two digits of the NIIN (see fig. 7-1). The NCB code either identifies the country that assigned the stock number or indicates that the stock number is used by two or more countries. For example, an NCB will be 00 or 01 to indicate the

United States. The NCB codes currently assigned to each NATO aligned country are found in the *Afloat Supply Procedures*, NAVSUP P-485.

Navy Item Control Numbers

Items of material not included in the federal catalog system but stocked or monitored in the Navy supply system are identified by Navy item control numbers (NICNs). NICNs are 13-character item identification numbers used for permanent or temporary control of selected non-NSN items. An NICN consists of four numerals in the first four positions. The next two positions consist of an alpha code (NICN code) that identifies the type of NICN. Finally there are seven digits or alphanumeric characters that, in conjunction with the NICN code, uniquely identify each NICN item in the Navy supply system. Some examples of NICNs and their codes are as follows. Other NICNs may be found in NAVSUP P-485.

NICN	NICN CODE	APPLICATION
0108-LF-504-2201	LF	Cog I stock number for forms
1234-LK-YA1-2345	LK	Aircraft change kit numbers
0530-LP-485-0000	LP	Cogs OI and OP stock numbers for publications

Local Item Control Numbers

Local item control numbers (formerly called local stock numbers) may be assigned by local supply activities for consumable items not identified by an NSN, a NATO stock number, or an NICN. A local item number also consists of 13 characters. The first four characters are numerals that correspond to the FSC of similar NSN items, the fifth and sixth (NCB code area) are LL, and the remaining seven are all numerals. For example:

7520-LL-0001230

Appropriate FSC _____

Designation for a locally assigned identification number _____

Serially assigned identification number _____
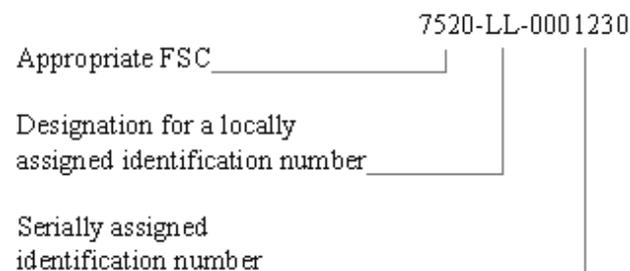
Locally assigned item control numbers are authorized for local use only (that is, for shipboard stock records, locator records, bin tags, issue documents, etc.). The numbers are not to be used in requisitions because they would be meaningless within the supply system.

REVIEW QUESTIONS

Q1. How many digits in the NSN designate the FSC?

   1.   2

   2.   4

   3.   9

   4.   13

Q2. What is the most common number used to identify material?

   1.   Navy item control number

   2.   Local item control number

   3.   National stock number

   4.   NATO stock number

COGNIZANCE SYMBOLS

A cognizance (cog) symbol is a two-character, alphanumeric code (for example, 1H, 2T, 6T, and 9Z). This symbol identifies and designates the cognizant inventory manager who exercises supply management over specific categories of material. Although not part of the stock number, the cognizance symbol may be prefixed to the stock number in some supply publications and allowance listings (for example, 2T 1350-00-123-4567). However, the cognizance symbol is not prefixed to the stock number on supply documents, forms, or records.

The first numeric character of the cognizance symbol denotes the stores account of the item. Briefly, the numerical characters indicate the following:

1, 3, 5, 7   Material is held in the Navy stock account (NSA). When this material is issued, it must be paid for by the requisitioner.

9   Material purchased by the defense stock fund and held in the NSA account. When this material is issued, it must be paid for by the requisitioner.

2, 4, 6, 8	Material held in the appropriations purchases account (APA) and issued without charge to the requisitioner.
0, 8A	Material is not in a stores account (nonstores) and is issued without charge to the requisitioner.

The second character (letter), in conjunction with the first numeric character, identifies the specific inventory control point, office, or inventory manager that has cognizance or controls the issuance of the material.

REVIEW QUESTION

Q3. Is the cognizance symbol a part of the national stock number?

1. Yes

2. No

SPECIAL MATERIAL IDENTIFICATION CODE

Special material identification codes (SMICs) are assigned to certain items to ensure their technical integrity. Because of the nature of these items, they have stricter requirements regarding procurement, issue and receipt, inspections, tests, storage, and handling. An example would be items specially designed, manufactured, and tested for use in nuclear reactor plants, which require special handling, machining, and so forth, before being installed and used.

A SMIC is a two-digit alpha or alphanumeric code (for example, 5330-00-010-04960-X3). NAVSUP P-485, appendix 9L, lists and explains the SMICs currently authorized.

NOMENCLATURE

As part of the federal catalog system, each item of supply is assigned an official government name. Personnel frequently refer to material by trade names or common terms, rather than the official name. Referring to an item by its common term is not wrong. However, only the official name of an item should be used when recording or requisitioning supplies.

OTHER SOURCES OF IDENTIFICATION DATA

Assume that you do not have a stock number for an item and cannot locate it in the allowance lists. You then have two primary sources of information for identifying the item: (1) other identification data relating to the item itself and (2) identification publications in which available data are recorded and used.

If you can find other identification data, such as reference numbers for the item, your supply department may be able to locate the correct NSN. A reference number may be a part, type, catalog, or drawing number; or it may be a specification or nomenclature designation that the manufacturer, contractor, or governmental agency has applied to the item. A superseded stock number is also a type of reference number. One of the most important sources of identification is the information on nameplates. The nameplate may include manufacturer's name, make, model number, size, voltage, and the like. Identification publications, such as a manufacturer's technical manual, may also help you in identifying an item.

Manufacturers' Part Numbers

Commercial catalogs and instruction booklets issued by manufacturers contain valuable information you should use in preparing procurement documents for nonstandard material. Use these catalogs and booklets as supplements to Navy publications to identify commercial equipment, repair parts, and accessories accurately.

Serial Numbers

Certain technical material may be serially numbered, either by direction of the responsible bureau or systems command or by the manufacturer. These serial numbers are used in maintaining records on the material. They appear on all vouchers, records, custody cards, and survey reports.

Nameplates

Material identification, particularly of portable and installed equipment, is made easier by referring to nameplates attached to the equipment. Nameplate data

includes the manufacturer's name and the equipment make or model number, serial number, size, voltage, and the like.

Drawing Numbers

Certain technical material may be identified only by a drawing or sketch number. These numbers may be assigned by the manufacturer, controlling bureau, or systems command. When you are requisitioning nonstandard items, be sure to include the drawing number, if available, to aid in positive identification.

Markings

Various items of electronic equipment are identified by joint electronics-type designations (JETDs) nomenclature (for example, AN/UYK-7[V]). They are also identified by Navy type or model number and manufacturer's model number, as well as stock number and serial number.

Contractors' Service Bulletins

Contractors' service bulletins include contractors' recommendations for modifying or repairing specific equipment. They cover a wide range of equipment and usually contain part numbers, nomenclature, and names of manufacturers.

REVIEW QUESTION

Q4. Which of the following items would require a SMIC?

   1.   Office supplies

   2.   Firefighting equipment parts

   3.   Parts designed for nuclear plants

   4.   Aircraft engine parts

SUPPLY PUBLICATIONS

When you turn in a requisition for supplies, you set in motion a long chain of events involving movement of materials, maintaining stock records, and procurement actions. Because of this chain of events, you (the requisitioner) must supply accurate information to ensure prompt results from the requisition.

The *Management List-Navy* (*ML-N*) and several related publications provide you with information for submitting accurate and error-free requisitions. The *Federal Logistics Data* (*FEDLOG*), NAVSUP P-2002, or the *Naval Logistics Library*, available on compact disk (CD), describes the format and use of these publications. The supply department is the primary user of these publications. However, as a division supply petty officer, you may have an occasional need for information contained in them. For that reason, the following short descriptions of these publications is provided.

Management List-Navy

The *ML-N* is the basic publication relating to NSN management data. It is published in NIIN sequence and includes only items for which Navy interest has been recorded. Although it includes ammunition items, you still must use the *Catalog of Navy Ammunition Stock*, NAVSEA OD 12067/NAVAIR 11-1-116, for ordering and reporting items of ammunition.

The *ML-N* omits subsistence items, such as food. The source for subsistence items is the book edition of the *Federal Catalog for Subsistence* compiled by the Defense Personnel Support Center. The *ML-N* also omits cryptographic, cryptologic, and defense nuclear items, which are listed in security classified catalogs produced by the respective DoD agencies.

The *ML-N* is a Navy-tailored publication; therefore, many NSNs may be located in the *Master Cross-Reference List* (*MCRL*) that will not be found in the *ML-N*. If the item being researched is not found in the *ML-N* (including deleted items) and a continuing requirement exists, the using activity must take the necessary action to establish Navy interest in procuring that item. Figure 7-3 shows the format of the *ML-N*. Table 7-1 lists the contents of the *ML-N*.

For definitions and explanations of the various codes used in the columns of the *ML-N*, refer to *FEDLOG*, NAVSUP P-2002.

Master Cross-Reference List

The *MCRL*, Part I (fig. 7-4), provides a cross-reference from a reference number (manufacturer's part number, drawing number, design control number, etc.) to its assigned NSN. The *MCRL*, Part II (fig. 7-5), provides a cross-reference from an NSN to a reference number.

Figure 7-3. Management List-Navy (ML-N).

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Table 7-1. ML-N Contents

COLUMN TITLE	DATA PRINTED
ACTION CODE	A one-position alpha code that designates the type of action required by the file maintenance computer to enter/update/delete data in various cyclic or master files
NATIONAL STOCK NUMBER	A 13-digit number that uniquely identifies an item of supply
SOURCE OF SUPPLY	The routing identifier of the managing activity, which is a potential source of supply
ACQUISITION ADVICE CODE	A code indicating how (as distinguished from where) and under what restrictions an item will be acquired
QUANTITY PER UNIT PACK	A code representing the number of units of issue included in the first tie, wrap, or container in which the NSN is prepared for shipment
UNIT OF ISSUE (LIMIT)	The abbreviations printed represent determinate amounts or quantities that have been established as standards of measurement for issue of materials or supplies
UNIT PRICE	The dollars and cents of the item per unit of issue (For material control code "A" and acquisition advice code "L," prices are estimated.)
SHELF LIFE CODE	A code indicative of the interval of shelf-life time (based on established technical factors) beyond which the item may not be satisfactory for use (See NAVSUPINST 4410.52 for further guidance.)
SECURITY CLASSIFICATION CODE	A code indicative of the degree of security assigned an item
REPAIRABILITY CODE	A one-position code that indicates whether or not an item is repairable (Repairability code for Navy-managed items is the material control code [MCC].)
COGNIZANCE CODE (SYMBOL)	A code designating a segment of material for management by a specific inventory manager and the funding involved; that is, odd digit for Navy stock fund (NSF), even digit for APA

Table 7-1. ML-N Contents (continued)

COLUMN TITLE	DATA PRINTED
MATERIAL CONTROL CODE (MANAGEMENT)	A code used to indicate a reporting segment, interchangeability grouping, specialized distribution channel, and so forth, as applied to the NSN for logistic management purposes (This code is the special material identification code [SMIC].)
ISSUE REPAIR AND/OR REQUISITION RESTRICTION CODE	A code that indicates restrictions on issuing or instructions for requisitioning, item repair/overhaul, turn-in, exchange, or disposal
SPECIAL MATERIAL CONTENT CODE	A code indicating that an item represents or contains peculiar material requiring special treatment, precautions, or management control
DEMILITARIZATION CODE	A code indicating the degree of demilitarization required and indicating when demilitarization is not required or when demilitarization requirement has been determined by the inventory control point (ICP)
ITEM NAME	The approved name of the item as established by the federal catalog system (The length of an item name has been restricted to its first 19 characters because of space limitations.)
PHRASE CODE	A code assigned to a phrase used in the management list to denote changes or relationships between NSNs and reference data; for example, technical document number and qualitative expressions
PHRASE STATEMENT	A series of phrases to denote changes or relationships between NSNs and information-type data

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                          MCRL  PART  I

        REF.  NO.          FSCM          RNVC           NSN

        55599             62983          2         4320-00-057-0782
        556               24161          2         3030-00-269-9669
        556-012-001       16665          2         5950-00-237-7237
        556-1137          46859          2         5841-00-323-0747
        556-1182          46859          2         5365-00-323-0749
        556-2332          46859          2         5305-00-433-9273
        556-35-1246FW160P
         2                01351          2         3020-00-967-4607
        556-3541          46859          2         5365-00-514-0363
        556-3541-1        46859          2         5365-00-200-5226

                                                             MRP3f0704
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Figure 7-4. Master Cross-Reference List (MCRL), Part I.

Master Repairable Item List

The Navy's *Master Repairable Item List (MRIL)* is provided to identify Navy-managed mandatory turn-in repairable items. It also provides shipping instructions for unserviceable repairables that must be turned in to a designated repair facility.

The *MRIL* consists of two basic parts: Part I—Listing of Items and Part II—Shipping Addresses. Part I (fig. 7-6) lists all repairables that are no longer serviceable and gives disposition instructions. Usually, unserviceable components are shipped to a designated repair facility or collection point. The repairables are listed in sequence by the last 9 characters of their 13-character NSN or NICN.

Part I also lists the shipping code of the activity to which an unserviceable repairable must be shipped. Part II (fig. 7-7) lists the shipping addresses of designated repair activities (military and civilian contractors) and collection points to which the repairables are to be sent.

As a work center supervisor or division supply petty officer, you must cooperate with the supply department by returning replaced parts. By doing that, you will help the fleet use assets more efficiently.

Afloat Shopping Guide

The *Afloat Shopping Guide* (*ASG*), NAVSUP P-4400, is another source used for identification purposes. It is designed to assist fleet and Navy supply support personnel in identifying an NSN for those items of supply which do not have a part/reference number. Descriptions and illustrations may be used to determine substitutions and applicable NSNs in the general hardware area.

The *ASG* consists of seven volumes containing descriptive data and illustrations accompanied by alphabetic and NIIN indexes of the groups/classes. The NIIN index also indicates the availability of an item from the mobile logistics support forces. The ASG is updated annually, and each volume is reissued in its entirety every fourth year. Figure 7-8 shows a page from the *ASG*.

Coordinated Shipboard Allowance List

The *Coordinated Shipboard Allowance List* (*COSAL*) is both a technical and a supply document. It is technical in that nomenclature, operating characteristics, technical manuals, and so forth, are described in *Allowance Parts Lists* (*APLs*) and *Allowance Equipage Lists* (*AELs*). It is a supply document in that the *COSAL* provides a complete list of all parts required to operate and maintain the equipment installed at all ship/shore activities.

The *COSAL* is prepared for individual ship/shore activities. It lists the following:

1. Equipment or components required for the ship/activity to perform its operational assignment

2. Repair parts and special tools required for the operation, overhaul, and repair of these equipments

3. Miscellaneous portable items needed for the care and upkeep of the ship/activity

The *COSAL* is based on equipment configuration data contained in the computerized weapons system file (WSF) at the Ships Parts Control Center (SPCC). The WSF includes the reported equipment configuration installed on each ship as well as the individual repair parts applicable to those equipments. Configuration information for the *COSAL* must be precise. Therefore, the initial establishment of a configuration database must be accurate. Thereafter, changes resulting from additions, deletions, or modifications of equipments must be reported promptly. The quality of the *COSAL* is only as good as the equipment configuration data available to the various activities involved in its development.

MCRL PART II			
NSN	REF. NO.	FSCM	RNVC
4320-00-057-0782	55599	62983	2
5365-00-200-5226	556-3541-1	46859	2
5950-00-237-7237	556-012-001	16665	2
3030-00-269-9669	556	24161	2
5841-00-323-0747	556-1137	46859	2
5841-00-323-0749	556-1182	46859	2
5305-00-433-9373	556-2332	46859	2
5365-00-514-0363	556-3541	46859	2
3020-00-967-4607	556-35-1246FW160P		
	2	01351	2

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Figure 7-5. Master Cross-Reference List (MCRL), Part II

PART I - LISTING OF ITEMS

LONG SUPPLY IND.	SCHED REMOVAL COMP CARD CODE	COG SYMBOL/ MAT'L CONTROL CODE		NATIONAL STOCK NUMBER/ NAVY ITEM CONTROL NUMBER	SPEC. MAT'L IDENT CODE	REPAIR LEVEL CODE	SECUR- ITY CLASS	SHIP- PING CODE	MOVEMENT PRIORITY DESIGNA- TOR	NOTES
L S I	S R C	C O G	M C C	NSN/NICN	SMIC	R L C	S E C	SHPG CODE	M P D	NOTES
*	Y	7E	H	1325-LL-HDZ-0925		D	U	N00163	13	
		2R	H	1560-00-076-4591	GT	I	U	W20203	13	WISSA
	Y	2R	H	1630-00-085-2625	LC	I	U	W20243	13	DMISA
		2R	H	6610-00-086-1632	FZ	I	U	N00207	13	HI-BURNER
		2R	E	5865-00-100-7298	FE	I	U	C20079	13	CLAMP
*		2R	H	5865-00-117-4136	BA	I	U	XX	13	
		7H	H	1010-00-381-0658		D	U	N00189	13	CTNR 7835002
		6A	Q	4935-00-412-5854		D	U	N00612	06	SEE SP4423.39 FIRM ITEM
	Y	7H	E	1440-00-421-4388		D	U	N00109 N60701	03	REDSTRIPE

MRP3f0706

Figure 7-6. Master Repairable Item List (MRIL), Part I.

PART II - SHIPPING ADDRESSES

SHIPPING CODE	SHIPPING INSTRUCTIONS	UNIT IDENTIFICATION CODE/FEDERAL SUP- PLY CODE FOR MANUFACT.
SHIPPING CODE	SHIPPING INSTRUCTIONS	UIC/FSCM
C44100	SHIP TO: CDR DCASR NEW YORK C/O TREADWELL CORPORATION RAILROAD STREET THOMASTON, CONN 06787 SPECIAL MARKINGS: FOR OVERHAUL AND REPAIR ON CONTRACT N00104-71A-0174	Q81412

MRP3f0707

Figure 7-7. Master Repairable Item List (MRIL), Part II.
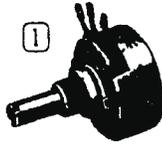
Specification Data—MIL-R-94

TYPE	TAPER	WATTS	BUSHING SIZE	SHAFT DIA.	BODY DIM.	FIG
RV2	A	1	3/8-32	1/4	.64 x .42	1
RV2	C	1/2	3/8-32	1/4	.64 x .42	1
RV4	A	2	3/8-32	1/4	.90 x .45	1
RV4	C, F	1	3/8-32	1/4	.90 x .45	1
RV5	A	1/2	1/4-32	1/8	.75 x .37	1
RV6	A	1/2	1/4-32	1/8	.50 x .37	2
RV6	C, F	1/4	1/4-32	1/8	.50 x .37	2

1 WATT
Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV2LAYSA
00-815-5498	10K	103A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV2N
00-835-8870	1.5K	AYSD152A
00-577-6803	10K	AYSD103A
00-964-6059*	10K	BYSD103A
00-853-0798	100K	AYSD104A

*With SPST switch.

2 WATT
Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-681-8688	50	500A
00-503-5984	100	101A
00-503-6218	250	251A
00-539-4897	500	501A
00-646-5958	1K	102A
00-539-2567	2.5K	252A
00-539-2479	5K	502A
00-518-5595	10K	103A
00-501-7314	25K	253A
00-501-5184	50K	503A
00-665-4992	100K	104A
00-552-2093	250K	254A
00-518-5593	500K	504A
00-518-5609	1MEG	105A
00-552-5487	5MEG	505A

Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSD
00-577-3717	2.5K	252A
00-577-3645	25K	253A
00-556-3042	100K	104A
00-023-7931	1MEG	105A

Standard bushing, 1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSB
00-542-8046	1K	102A
00-646-5957	10K	103A
00-646-5981	25K	253A
00-643-6284	50K	503A
00-542-8048	100K	104A
00-542-8051	1MEG	105A

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-556-3041	100	101A
00-552-2859	500	501A
00-552-5478	1K	102A
00-577-9976*	1K	
00-539-5013	2.5K	252A
00-643-5626	5K	502A
00-578-4471	7.5K	752A
00-556-3350	10K	103A
00-552-5479	15K	153A
00-539-1559	25K	253A
00-539-4900	50K	503A
00-644-6693	100K	104A
00-552-5476	250K	254A
00-893-9499	500K	504A
00-501-7307	1.5MEG	155A
00-655-3312	2MEG	205A

*With SPST switch, MIL Spec type RV4NBYSD102A.

Standard bushing, 1-1/4 in. lg shaft.

	Ohms	Mil Type RV4NAYSG
00-811-1750	2.5K	252A

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-539-4999	100	101A
00-539-2568	250	251A
00-557-4637	500	501A
00-500-7588	1K	102A
00-542-8724	2.5K	252A
00-666-1036	5K	502A
00-665-5095	10K	103A
00-581-2846*	10K	
00-500-7879	25K	253A
00-542-8744	50K	503A
00-339-4576	100K	104A
00-539-4578	250K	254A
00-539-4998	500K	504A
00-552-2254	1MEG	105A

*With SPST switch, MIL Spec type RV4NBYSK103A

C TAPER

1/4 WATT
Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV5NAYSD
00-802-7951	5K	502C

	Ohms	Mil Type RV6NAYSD
00-851-5648	5K	502C
00-954-4038	10K	103C

1 WATT
Locking bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-578-9051	1MEG	105C

Standard bushing, 7/8 in. lg shaft.

	Ohms	Mil Type RV4NAYSD
00-681-6172	500	501C
00-552-3480	10K	103C

Standard bushing, 7/8 in. lg. (Shaft and panel sealed.)

	Ohms	Mil Type RV4SAYSD
00-542-9406	500	501C

Standard bushing, 2-1/2 in. lg shaft.

	Ohms	Mil Type RV4NAYSK
00-553-9970	2.5K	252C
00-578-4134	50K	503C

F TAPER

1/4 WATT
Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV6LAYSA
00-752-3377	50K	503E

1 WATT
Locking bushing, 5/8 in. lg shaft.

	Ohms	Mil Type RV4LAYSA
00-683-5996	10K	103E

INDUSTRIAL TYPE. A taper. Fully inclosed body with 1/4 in. diameter slotted shaft and mounted by a 3/8 - 32 thread bushing.

Single section
2-1/4 Watt at 70 deg C, body dimension. 11/16 in. lg x 1-5/32 in. diameter, 1-7/16 in. lg shaft, panel sealed bushing, 3 solder lug terminals.

00-482-4992	350 OHMS	10% tol

3 Sections

2 Watt at 70 deg C, body dimension. 1-29/32 in. lg x 1-5/32 in. diameter, 5/8 in. lg shaft, 9 solder lug terminals.

00-264-7818	2.5 meg, 2.5 meg, 20%, 25K, 10%

MRP3f0708

Figure 7-8. Page from the Afloat Shopping Guide (ASG).

Q5. The *COSAL* is both a technical and supply document.

    1. True

    2. False

Q6. Cryptographic, or cryptologic items are listed in the *ML-N*.

    1. True

    2. False

MATERIAL PROCUREMENT

Learning Objectives: Recognize the procedures to requisition supplies and material through the Navy supply system. Recall the purpose of MILSTRIP. Recognize the documents used to order material. Recall the purpose of UMMIPS. Recall how the priority designator is determined. Recognize the purpose of the various types of CASREPs. Recall the purpose of MTR items.

Once you have determined that a replacement part is required and you have its NSN, you are ready to order the part. In the Navy, this process is called procurement.

Procurement is the process of obtaining materials and services to support the operation of an activity. The two basic methods of procurement in the Navy are by requisition and by purchase.

As a division supply petty officer or perhaps as a work center supervisor, you will play an important role in the procurement of materials and services. If you are in one of these positions, you will be required to decide the necessity of material requested by the work center supervisors in your division or by your own subordinates. You also must know if the material is authorized for use by your command, division, or work center. In addition, you must determine the importance of the material over other material and properly assign a priority designation. As a supply petty officer or work center supervisor, you will be the principal adviser to your division leading chief petty officer and division officer on all matters of procurement at the division level.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURE

A requisition is a request for materials or services. The most common method of requisitioning materials is through a DoD system known as the Military Standard Requisitioning and Issue Procedure (MILSTRIP).

As the name implies, MILSTRIP is used for the requisitioning and issuing of materials. Many transactions must take place between the time a requisition is submitted and the material is received. Some of these transactions include the furnishing of supply status information, follow-up requests, redistribution orders, referral orders, and cancellation requests. Such transactions are all an integral part of the MILSTRIP.

With the exception of certain classes of material, MILSTRIP is used for ordering material through the Navy supply system. These exemptions are listed in *Operating Procedures Manual for MILSTRIP/MILSTRAP*, NAVSUP P-437.

Requisition Documents

MILSTRIP requisitioning is based upon coded, single line item (one stock number) documents. Several types of documents are used to order material. The most commonly used documents are as follows:

1. NAVSUP Form 1250-1

2. DD Form 1348

3. DD Form 1348-6

4. DD Form 1149

Under certain circumstances, requisitions may be submitted either by message or by letter.

The following paragraphs describe the purpose and basic requirements for the forms just mentioned. Complete information concerning the preparation of these documents is contained in NAVSUP P-485.

NAVSUP Form 1250-1 (fig. 7-9) is used as a consumption document by all forces and as a MILSTRIP requisitioning/issuing document by nonautomated ships of the submarine forces. The form is used primarily for procuring materials or services. Submarine tenders or bases also use the form as an invoice for materials supplied to supported units of the fleet. NAVSUP Form 1250-1 was developed to meet two needs: (1) to improve

inventory control procedures and (2) to report consumption under the maintenance data system (MDS). Prepare NAVSUP Form 1250-1 according to the following general instructions:

1. Use a ballpoint pen or typewriter.

2. Annotate each entry in the proper data block.

3. To avoid confusion between the numeric 0 and the alphabetic O, use the communication Ø for zeroes.

For non-NSN requirements, the Non-NSN Requisition form (NAVSUP Form 1250-2) consolidates the information previously submitted on two forms (NAVSUP Form 1250-1 and DD Form 1348-6). Distribution and preparation procedures for this seven-part form (fig. 7-10) are identical to those for NAVSUP Form 1250-1. Additional information on this form can be found in NAVSUP P-485.

The Single Line Item Requisition System Document (Manual), DD Form 1348 (fig. 7-11), is used to requisition material from naval supply activities. The form also is used to follow up, modify, cancel, or trace previously submitted requisitions. The form is available as two-part, four-part, or six-part carbon interleaved forms for manual use or as a single-card form for mechanized use. All copies of the manual forms are identical except for data blocks T and U. These blocks are blank on the original, but the copies have a place printed on them to show the unit

and total price. The mechanized form is basically the same as the manual form, except that data blocks A and B are omitted.

Codes are used extensively in MILSTRIP requisitioning because only 80 alphanumeric characters can be placed on the card. (This does not include the activity names shown in data blocks A and B.) Selecting the correct code to convey the proper information to the supplier is essential. The correct codes are just as important on a requisition as the correct NSN. A "ready reference" code list that applies to your ship is a time-saver when selecting and interpreting such MILSTRIP codes as routing identifiers, project codes, advice codes, status codes, and fund codes. *MILSTRIP/MILSTRAP Desk Guide*, NAVSUP P-409, lists all of the supply system codes and is available through the supply system. Use the NAVSUP P-409 to find codes that apply to your situation when making your "ready reference" code list.

Use a typewriter or ballpoint pen to prepare the DD Form 1348. Do not use a pencil. Pencil marks can cause errors when the requisition is processed through mark-sensing equipment at shore activities. You do not have to space the entries within the tick marks printed on the form, but you must make the entries within the proper data blocks. Remember to use the communication Ø on MILSTRIP requisitions when zeroes must be used.

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Figure 7-9. Single Line Item Consumption/Requisition Document (Manual), NAVSUP Form 1250-1.

NON-NSN REQUISITION (4491)

A REQ. DATE	B DEPT NO	C URGY	D RDD	E LOCATION	F		G ISSUE DATE	H REQN QTY	I REQN NO
					SIM ☐	NON SIM ☐			

J NOUN NAME OR REF SYM	K FPR	L APL/AEL/CID		M INV QTY	N		O OBL AMT	P POSTED
	☐				NIS ☐	N/C ☐		S/R (REQN O/S)

JOB CONTROL NUMBER					U EQUIP COSAL SUPPT'D	V	OPTAR LOG
Q UIC	R WC	S JSN	T	LIC	YES ☐ NO ☐	URG ☐ MART ☐	S/R (ISSUE)

DOCUMENT IDENTIFIER	ROUTING IDENTIFIER	M&S	NAVY ITEM CONTROL NUMBER (NICN) OR P-NICN												UNIT OF ISSUE	QUANTITY	DOCUMENT NUMBER				SC
																	REQUISITIONER	DATE	SERIAL		
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		W

SUPPLEMENTARY ADDRESS		FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	ADV 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

AA MANUFACTURER'S CODE AND PART NO.

CC SHIP'S POC

NAME _____

BB MANUFACTURER'S NAME, ADDRESS AND POINT OF CONTACT (POC)

RATE _____

DIVISION _____

DD TECH MANUAL NO. / BLUEPRINT NO.

PHONE ( ) _____

EE END ITEM APPLICATION

FF MANUFACTURER'S CATALOG IDENTIFICATION

GG CATALOG DATE	HH TECHNICAL ORDER NO.

II NAME OF ITEM REQUESTED / CIRCUIT SYMBOL NO.

JJ DESCRIPTION OF ITEM REQUESTED / COMPLETE NAMEPLATE DATA FROM EXISTING UNIT	MAKE	MODEL NO.
	SERIES	SERIAL NO.
	COLOR	SIZE

KK SOURCE OF SUPPLY (incl phone and POC if avail)

LL ACCOUNTING DATA

MM REQUISITIONER (Clear text name and address)	NN APPROVED BY: (Supply/Contracting/Ordering Officer)
	NAME _____ RANK _____
	SIGNATURE _____

NAVSUP FORM 1250-2 (7 PT) (2-86)　　　　　　　　　　　　　　　　S/N 0108-LF-501-2520

FOLD LINE

MRP3f0710

Figure 7-10. Non-NSN Requisition, NAVSUP Form 1250-2.

Figure 7-11. DoD Single Line Item Requisition System Document (Manual), DD Form 1348.

Regardless of the form used, the NSN is the most important identification data for any item. Check the *ML-N* before listing the stock number on the 1250-1 or 1348-6 to ensure the stock number is up to date and accurate and the unit price and unit of issue are correct.

If the NSN is not available for repair parts, use the DD Form 1348-6 (fig. 7-12) to requisition the parts. The DD Form 1348-6 consists of two sections. The first, or top, section consists of 80 card columns of MILSTRIP data; the second, or bottom, section consists of nine data blocks of additional identification data. The bottom section permits the inclusion of all available technical or descriptive data. This data will assist the supply source in the identification and procurement of the requisitioned item.

Storekeepers requisition most material requirements on DD Form 1348. However, certain items excluded from MILSTRIP are ordered on DD Form 1149 (fig. 7-13). Examples of these items are bulk fuel, library books, communications security equipment, and materials controlled by the Naval Oceanographic Office.

NAVSUP P-409 is a handy desk guide to MILSTRIP that gives an excellent overview of MILSTRIP documents. However, for detailed guidance about the use of these forms, refer to NAVSUP P-485.

Message Requisitions

In certain situations, urgent material requirements demand the need for procurement by message, rather than by submission of standard requisition documents. Message requisitions are submitted in a specified format and must convey the same data that is required on DD Form 1348 or 1348-6.

Overseas activities use message requisitions for priority requisitions unless transmission by other means, such as mail or courier, is more expedient. Messages also may be used for routine priority requisitions when transmission by mail will not ensure delivery of the requisitioned material by the required time. When a message requisition is prepared, a DD Form 1348 or 1348-6 is also prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6 is discarded, and the remaining copies are distributed according to established procedures. A message requisition must not be longer than one page and is generally limited to a maximum of seven requisitions.

The Defense Automatic Addressing System (DAAS) is a "real time" random access digital computer system. This system uses the automatic digital network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages automatically to the proper addressees. An input message to DAAS may include multiple requisitions, follow-ups, requisition modifiers, and cancellation requests. All retransmittals are accomplished via AUTODIN. AUTODIN automatically provides the addressee with a punched card (or magnetic tape image) for each document included in the originator's message; therefore, no message handling or keypunch effort is required of the addressee.

Figure 7-12. Single Line Item Non-NSN Requisition (Manual), DD Form 1348-6

Figure 7-13. Requisition and Invoice/Shipping Document, DD Form 1149.

REVIEW QUESTIONS

Q7. MILSTRIP is used for which of the following transactions?

   1. Requisitioning material

   2. Issuing material

   3. Cancellation of material requests

   4. All of the above

Q8. Which of the following forms is/are used to order material?

   1. DD Form 1348

   2. DD Form 1348-6

   3. DD Form 1149

   4. All of the above

Q9. If the NSN is not available for a repair part, what form should you use to requisition the part?

   1. NAVSUP Form 1250-1

   2. DD Form 1348

   3. DD Form 1348-6

   4. DD Form 1149

UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM

Uniform Material Movement and Issue Priority System (UMMIPS) is a vital and integral part of the MILSTRIP system. MILSTRIP provides forms and procedures for requisitioning material. UMMIPS sets priorities for the issuance and movement of material. Each activity that requests resources for logistics systems, such as transportation, would like for its request to take top priority. However, requests must be processed according to the military importance of the activity and the urgency of the need. Each activity indicates this priority information by a force/activity designator (F/AD) and an urgency of need designator (UND). These designators determine the priority designator (PD) assigned to the requisition.

Force/Activity Designator

A F/AD is a Roman numeral (I-V) that identifies and categorizes a force or activity on the basis of its military importance (fig. 7-14). NAVSUP P-485 outlines the assignment of F/ADs.

TABLE RELATING F/AD AND UND TO PRIORITY DESIGNATORS					
	F/AD				
	I	II	III	IV	V
URGENCY OF NEED DESIGNATOR	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

MRP3f0714

Figure 7-14. Table for determining a priority designator.

Urgency of Need Designator

The UND is a letter (A, B, or C) that indicates the relative urgency of a force's or activity's need for a required item of material. The force or activity requiring the material assigns the UND.

The basic definitions for the urgency of need designator are as follows:

UND	DEFINITION
A	1. Requirement is immediate.
	2. Without the material needed, the activity is unable to perform one or more of its primary missions.
	3. The condition noted in definition 2 has been reported by established casualty reporting (CASREP) procedures (explained later).
B	1. Requirement is immediate or known to be required in the immediate future.
	2. The activity's ability to perform one or more of its primary missions will be impaired until the material is received.
C	1. Requirement is routine.

Priority Designator

The PD is a two-digit number (01, the highest, to 15, the lowest). The PD is determined by using the table of priority designators (fig. 7-14). 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 would be 12.

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

REVIEW QUESTIONS

Q10. The priority designator is determined by using the table of priority designators.

1. True

2. False

Q11. What is the lowest two-digit priority designator?

1. 01

2. 11

3. 13

4. 15

CASUALTY REPORTING

The casualty report (CASREP) is designed to support the Chief of Naval Operations (CNO) and fleet commanders in the management of assigned forces. The effective use and support of Navy forces requires an up-to-date, accurate operational status for each unit. An important part of operational status is casualty information. The CASREP system contains four types of reports: initial, update, correct, and cancel. These reports are described in general in the following paragraphs. CASREPs are not a substitute for, but are in addition to and complement, 3-M data. For more complete information on the preparation and submission of CASREPs, see *Operational Reports*, NWP 10-1-10.

Initial Casualty Report (INITIAL)

An INITIAL CASREP identifies the status of the casualty and any parts or assistance needed. Operational and staff authorities use this information to set priorities for the use of resources.

Update Casualty Report (UPDATE)

A unit uses an UPDATE CASREP to submit changes to previously submitted information.

Correction Casualty Report (CORRECT)

A unit submits a CORRECT CASREP when equipment that has been the subject of casualty reporting is repaired and is back in operational condition.

Cancellation Casualty Report (CANCEL)

A unit submits a CANCEL CASREP when equipment that has been the subject of casualty reporting is scheduled to be repaired during an overhaul or some other scheduled availability. Outstanding casualties that will not be repaired during such availability will not be canceled and will be subject to normal follow-up casualty reporting procedures as specified.

MANDATORY TURN-IN REPAIRABLES

You will, no doubt, encounter the terms *mandatory turn-ins* and *repairables* in the process of obtaining replacement parts from supply. Therefore, you need to understand your responsibilities in regard to mandatory turn-in repairable items (MTR).

When any of your equipment fails, your primary concern is to locate the trouble, correct it, and get the equipment back on the line. In most instances, you first trace the trouble to a defective part and then prepare a NAVSUP Form 1250-1 (or DD Form 1348) to obtain the replacement part from the supply storeroom. Next, you install the replacement part and throw away the defective part. However, when the defective part is expensive and repairable, it becomes a part of the repairables program.

A large number of parts can be economically repaired when they fail. This results in savings of dollars and time. Repairing an item is quicker and cheaper than contracting for and buying a new one—provided the old item is promptly returned in repairable condition.

For the program to work as intended, you and others have certain responsibilities. At the time you submit your request for a mandatory turn-in item, supply will tell you to return the defective item. Your responsibilities begin at this point. You must remove the defective part and give it adequate protection to prevent further damage before turning it in to supply. The most effective way to protect the defective part is to place it in the same container in which you received the replacement part. The defective part or equipment must be accompanied with a copy of the OPNAV 4790/2K, Work Request form describing the failure of

the part or equipment. Your protection of the part will help the designated overhaul point (DOP) diagnose and repair the defective component and return the part to service more quickly. Do not cannibalize components you might use sometime in the future.

When the required part is not in the storeroom, supply then must take appropriate action to obtain the replacement part. You still must return the failed part. Try to turn it in before you receive the replacement part. Entering the failed part into the repair cycle before receiving the replacement makes the repaired part available for reissue that much sooner.

REVIEW QUESTION

Q12. Cannibalizing inoperative equipment is an authorized practice to obtain replacement parts.

    1. True

    2. False

SUMMARY

The supply department at your command plays a vital role in the efficient operation of the entire command. It purchases all materials needed by the command—consumables, nonconsumables, and repair parts, as well as food items.

If you work in a nonsupply rating, you will be concerned primarily with the procurement of consumable supplies (for example, office supplies and cleaning materials) and repair parts. As a petty officer, you may be required to fill out the proper material requests or ensure the requests are forwarded to the supply department. This chapter has provided you with some of the information needed for ordering supplies.

The supply information in this chapter is not intended to make you an expert in supply matters. Rather, this section was written to give you a basic understanding of supply matters to help you develop a good working relationship with your supply department.

REFERENCES

Afloat Shopping Guide, NAVSUP P-4400, Navy Fleet Material Support Office, Mechanicsburg, PA, 1993.

Afloat Supply Procedures, NAVSUP P-485, Naval Supply Systems Command, Arlington, VA, 1993.

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MILSTRIP/MILSTRAP Desk Guide, NAVSUP P-409, Naval Supply Systems Command, Arlington, VA, 1993.

Naval Logistics Library, Compact Disk (CD-ROM), Naval Supply Systems Command, Arlington, VA, 1998.

Operating Procedures Manual for MILSTRIP/MILSTRAP, NAVSUP P-437, Naval Supply Systems Command, Arlington, VA, 1993.

Operational Reports, Naval Warfare Publication, NWP 10-1-10, Chief of Naval Operations, Washington, DC, 1987.

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32C, Chief of Naval Operations, Washington, DC, 1994.

Storekeeper 3 & 2, NAVEDTRA 14242, Naval Education and Training Program Management Support Activity, Pensacola, FL, 1996.

REVIEW ANSWERS

A1. **(2)** The first 4 digits of the NSN make up the FSC. In 5330 00 010 4960 the first 2 digits of the FSC are called the FSC group, and the last 2 digits are called the class.

A2. **(3)** All material purchased and maintained by the federal government is maintained by national stock number.

A3. **(No)** Although NOT part of the stock number, the cognizance symbol may be prefixed to the stock number in some supply publications. However, the cog symbol is not prefixed to the stock number on supply documents, forms, and records.

A4. **(3)** Items specially designed, manufactured, and tested for use in nuclear reactor plants, which require special handling, machining, and so forth before being installed and used require a SMIC.

A5. **(1)** Its technical nomenclature operating characteristics, technical manuals, and so forth are described. It is a supply document in that the *COSAL* provides a complete list of parts required to operate and maintain the equipment.

A6. **(2)** The *ML-N* omits cryptographic and cryptologic items which are listed in security classified catalogs produced by the respective DoD agencies.

A7. **(4)** As the name implies, MILSTRIP is used for all transactions from requisitioning of material to issuing the material.

A8. **(4)** All of the listed documents are MILSTRIP requisitioning documents used to order material.

A9. **(3)** The bottom section of the DD Form 1348-6 permits the inclusion of all available technical or descriptive data. This data will assist the supply source in the identification and procurement of the requisitioned item.

A10. **(2)** The priority designator is determined by using the table of priority designators.

A11. **(4)** The priority designator is based on a scale of 01 to 15 with 01 being the highest and 15 being the lowest priority.

A12. **(2)** Do not cannibalize components you might use sometime in the future.