

# **SEABEE SUPPLY MANUAL**

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**COMFIRSTNCDINST 4400.3A**



**DEPARTMENT OF THE NAVY**  
COMMANDER  
FIRST NAVAL CONSTRUCTION DIVISION  
1310 8TH STREET, SUITE 100  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
NORFOLK, VIRGINIA 23521-2435

COMFIRSTNCDINST 4400.3A  
N41  
4 Dec 2007

COMFIRSTNCD INSTRUCTION 4400.3A

From: Commander, FIRST Naval Construction Division

Subj: SEABEE SUPPLY MANUAL

Encl: (1) Seabee Supply Manual

1. Purpose. To set forth Supply/Logistics policies and clarify procedures for all Naval Construction Force Command (NCFC) units assigned to FIRST Naval Construction Division (1NCD), both reserve and active. The intent of this manual is to provide a reference document for "Seabee-specific" policies and procedures, and to supplement Naval Supply, Naval Expeditionary Combat Command (NECC) and other external publications and instructions referred herein. Financial management procedures are contained in separate NECC instructions.

2. Cancellation. COMSECONDNCBINST/COMTHIRDNCBINST 4400.3.

3. Action. Implement the policies and procedures contained in enclosure (1). COMFIRSTNCD must approve any deviations from these policies and procedures. Recommendations and input were taken from subordinates in completing this manual. Continued recommendations for improvement are encouraged, and should be submitted to 1NCD (N41).

A handwritten signature in black ink, appearing to read "D. G. Morton", is positioned above the printed name and title.

D. G. MORTON  
Chief of Staff

Distribution:

Electronic only via Fleet Forces Operation Portal  
<https://www.fleetforces.navy.mil/necc/1ncd/default.aspx>

## RECOMMENDATION FOR CHANGE

All users of the First Naval Construction Division Supply Instruction (COMFIRSTNCDINST 4400.3A) are encouraged to submit recommended changes for improving the publication to the Commander, 1NCD, via the appropriate chain of command. The following format, modified as necessary, may be used in submitting recommendations:

Date: \_\_\_\_\_

From: Command originating the recommendation  
To: Commander, First Naval Construction Division, N41  
Via: Commander, \_\_\_\_\_ Naval Construction Regiment, R4

Subj: Recommendation for Change to the COMFIRSTNCDINST 4400.3A

1. The following recommendation for improvement to the 1NCDINST 4400.3A, Chapter \_\_\_\_\_, Paragraph \_\_\_\_\_ is submitted.

\_\_\_\_\_  
Signature

### FIRST ENDORSEMENT:

From: Commander, \_\_\_\_\_ Naval Construction Regiment, R4  
To: Commander, First Naval Construction Division, N41

1. Forwarded for consideration.
2. (Enter comment or recommendation, as desired)

\_\_\_\_\_  
Signature

### SECOND ENDORSEMENT:

From: Commander, First Naval Construction Division, N41  
To: Commander, First Naval Construction Division, N02

1. Forwarded for consideration.
2. (Enter comment or recommendation, as desired)

\_\_\_\_\_  
Signature

Copy To:  
(As appropriate)

# SEABEE SUPPLY MANUAL

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# **CHAPTER 1**

## **ORGANIZATION AND ADMINISTRATION**

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### **Section I: GENERAL**

#### **1000 INTRODUCTION**

The SEABEE Supply Manual is issued to provide policy and guidance for personnel engaged in Naval Construction Force (NCF) Logistics operations. It supplements the NAVSUP P-485 Naval Supply procedures and amplifies financial management and inventory control guidance found in separate NCF instructions. Procedures for Food Service, Disbursing, and Postal services are delineated in other DOD, NAVSUP, and Fleet publications and are not repeated within this manual. Refer any apparent conflict between this instruction and other directives to the COMFIRSTNCD Assistant Chief of Staff for Logistics (1NCD Code N41) for interpretation or resolution.

#### **1100 ACTION AND AUTHORITY**

The procedures in this manual are mandatory. This instruction does not replace instructions issued by higher authority, but rather sets policy not stated elsewhere and clarifies procedures when the Type Commander (TYCOM) is afforded an option. Use it as an amplifying directive to NAVSUP P-485, NAVSO P-3013, MicroSNAP Desk Top Guides, and other publications referenced throughout this instruction.

#### **1200 ASSISTANCE**

The offices of the COMFIRSTNCD Assistant Chief of Staff for Logistics (1NCD Code N41) are located at NAB Little Creek, Virginia. In addition, logistics leadership is located at the 22nd Naval Construction Regiment (NCR), 25th NCR, 30th NCR, 1st NCR, 3rd NCR, 7th NCR and 9th NCR. Requests for assistance when questions or problems arise in any functional area of logistics are encouraged. Prior to reporting to a NCF unit, it is recommended that Supply Officers visit 1NCD headquarters for a familiarization briefing before relieving the outgoing Supply Officer.

#### **1300 RELIEVING PROCEDURES**

Relief of the Battalion Supply Officer (S4) in homeport, while deployed, or between two Supply Officers during a Camp turnover will be accomplished in accordance with Appendix B, as applicable.

**1400 SUPPLY OFFICER'S MONTHLY REPORT TO COMMANDING OFFICER**

The Supply Officer will submit a monthly report (by the 10th of the following month) to the Commanding Officer on the status of the Supply Department utilizing the format in Appendix E. Routinely providing the Commanding Officer with information on the “pulse points” of the Supply department serves a dual purpose: for the Commanding Officer, it assists in evaluating the status and readiness of a key department and for the Supply Officer, the information gathered serves as a tool for assessing the health of the Supply Department. This information will be utilized in generating reportable metrics throughout the NCF chain of command.

**1500 SECURITY**

Strict adherence to the security measures for supply spaces contained in NAVSUP P-485 Chapter 4 Section V is essential.

## **Section II: NAVAL CONSTRUCTION FORCE COMMAND RELATIONSHIPS**

### **1600 GENERAL**

The missions and policies of the NCF units are contained in the OPNAVINST 5450.46 (series), and the latest NWP series. The Naval Construction Force Manual covers the functions and responsibilities of the units. The following Commands exercise command and/or provide support to the NCF. The NCF organizational chart is shown in Figure 1-1. Please consult 1NCD or the respective regiment for further guidance.

### **1601 NAVAL EXPEDITIONARY COMBAT COMMAND (NECC)**

NECC was established to serve as the single functional command to centrally manage the readiness, resources and manning of expeditionary forces.

### **1602 NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)**

NAVFAC is responsible to provide the initial outfitting and technical support to the NCF units. The Naval Facilities Engineering Logistics Command (NFELC) is NAVFAC's agent for providing acquisition and life cycle management of equipment for the NCF. It also provides mobile equipment rotation, repair parts, consumables, and individual protective equipment for forward deployed forces.

### **1603 COMMANDER, FIRST NAVAL CONSTRUCTION DIVISION (1NCD)**

1NCD exercises command, operational and administrative control over seven Naval Construction Regiments (NCRs) and two Seabee Readiness Groups (SRGs). 1NCD Code N41 encompasses control over the logistics functions of all NCF forces.

### **1604 NAVAL CONSTRUCTION REGIMENTS (NCR)**

NCRs exercise operational and administrative control over assigned Naval Construction Forces (NCFs) components. During mobilization, the NCRs coordinate the movement of both active and reserve units assigned to them. There are three active duty and four reserve NCRs.

### **1605 SEABEE READINESS GROUP (SRG)**

SRGs exercise administrative and tactical control over homeported Naval Mobile Construction Battalions (NMCBs). They provide military and technical training for active and reserve units, ensuring the maximum effectiveness and operational readiness of NMCB units in the Naval Construction Force. There are two SRGs. The 20th SRG is

responsible for the NMCBs preparing to deploy to the Atlantic Fleet and the 31st SRG is responsible for the NMCBs preparing to deploy to the Pacific Fleet.

#### **1606 NAVAL MOBILE CONSTRUCTION BATTALION (NMCB)**

The NMCB is organizationally structured for the dual purpose of construction and military support operations to achieve its assigned mission. They provide supply points in support of forward operating bases and ammunition supply centers. They also construct bunkers, bridges, airfields, and roads and perform well water drilling, underwater assessments and repair of facilities. They conduct disaster recovery and humanitarian operations. NMCB personnel have the ability to protect their projects and themselves in a combat environment. There are eight active duty and twelve reserve NMCB units. The NMCB 3-M Organization and Work Centers are defined in COMFIRSTNCDINST 4790.1.

#### **1607 CONSTRUCTION BATTALION MAINTENANCE UNIT (CBMU)**

CMBUs provide follow-on operations, maintenance and repair at advanced bases constructed by the NMCB units. They also provide the initial construction and continuous support to the Navy's forward deployed expeditionary fleet hospitals.

#### **1608 UNDERWATER CONSTRUCTION TEAMS (UCT)**

UCTs perform underwater engineering, construction, repair and inspections. They have the ability to perform underwater surveys, damage repair, and obstacle removal through the use of demolition.

#### **1609 NAVAL CONSTRUCTION FORCE SUPPORT UNIT (NCFSU)**

NCFSUs provide logistics-oriented and specialized construction support for the NCR units in the operation, maintenance and repair of transportation equipment. They also maintain custody, inventory control and issuance of Seabee support equipment as well as manage the requisitioning, expediting, receiving, storing, and delivery of construction material.



**Section III: NMCB SUPPLY/LOGISTICS DEPARTMENT ORGANIZATION****1700 GENERAL**

A typical NMCB Supply/Logistics Department organizational chart is shown in Figure 1-2. All Supply Departments will display an organizational chart displaying the personnel assigned to the various positions within each division.

**1701 SUPPLY OFFICER (S4)**

The Supply Officer for a NMCB unit is a Supply Corps Officer responsible for all functions of the Supply Department. Chief Storekeepers (E-7) are normally assigned as the Supply Officers for CBMUs and UCTs. Specific duties and responsibilities are outlined by the Standard Organization and Regulations of the Navy (SORN) OPNAVINST 3120.32(series), NAVSUP P-485 and various command instructions. Officers and enlisted personnel assigned to the Supply Department are subject to the Supply Officer's orders. During an absence of the Supply Officer, the Assistant Supply Officer assumes the duties and responsibilities of the Supply Officer.

**1702 ASSISTANT SUPPLY OFFICER (S4A)**

The Assistant Supply Officer is assigned such duties as the Supply Officer directs and normally serves as the Services Division Officer. In the absence of the Supply Officer, the S4A assumes full responsibility for the proper operation of the Supply Department. The duties and responsibilities are outlined in the SORN OPNAVINST 3120.32(series), NAVSUP P485 and various command instructions.

**1703 COLLATERAL DUTIES**

1. General. Command collateral duties are generally promulgated by separate unit instructions and notices. The Supply/Logistics Department is normally required to assign personnel to the following collateral duties:

- a. Air Detachment Representatives - One SK and one alternate
- b. Embark Representative - One PO and one alternate (The S4A may be assigned as the Embark officer)
- c. Command Training Team/Human Resources Committee (HRC) Representative - One PO and one alternate.
- d. Headquarters Company - Reserve Force Defensive Operations (One PO)
- e. Safety Petty Officer – One PO

2. Supply Department Military Leadership (S4A). Normally, an officer or senior enlisted member of a Supply rating will be assigned the collateral duty of managing Supply Department military personnel issues. They will be responsible for the administrative duties of the military personnel assigned to the Supply Department. Duties and responsibilities related to this function are as follows:

- a. Coordinating and providing overall military supervision for personnel assigned to the Supply Department
- b. Maintaining liaison with other Department and Company Commanders regarding military matters
- c. Ensuring that military organization established by the "H" Company Commander is followed
- d. Conducting inspections of personnel and berthing spaces assigned to the Supply Department
- e. Monitoring the departmental training program ensuring it is effective in supporting professional growth and operational readiness
- f. Reviewing and ensuring timely submission of all enlisted personnel evaluations submitted by Supply Department Supervisors prior to submission to the Supply Officer.

3. Supply Department Leading Chief Petty Officer (S4C). Normally, the senior enlisted person in the Supply Department will be assigned the collateral duty as the Supply Department Leading Chief Petty Officer. Their primary function is to assist the Supply Department Personnel Officers in the accomplishment of their duties.

#### **1704. ENLISTED MANNING**

1. The assignment of enlisted personnel (including OF-13 ratings) to specific duties within the Supply Department is at the discretion of the Supply Officer. The current Navy Manning Plan (NMP) may be obtained from the Personnel Office to determine the regimental manpower allowance.

- a. Recommended OF-13 Augment Personnel

- (1) Central Tool Room

- (a) POIC - BU1/SW1 (Tool Tech NEC)

- (b) Kit Custodian - PO2

- (c) Counter Clerk - P03/BU Striker
- (d) Power Tool PM - CE2/3
- (e) Small Gas Engine PM - CM3/CMCN

(2) Automotive Repair Parts Storeroom

- (a) Warehouse Personnel - Two EOs and/or CMs
- (b) Technical Publications Librarian - CM3/2

(3) Material Liaison Office

- (a) POIC - BUC/BU1
- (b) Warehouse POIC - PO2
- (c) Yard POIC - PO1
- (d) Crew (technician) - UT, CE, SW, EO
- (e) Expediter and Delivery - At least one PO

(4) Laundry

- (a) As required, but at least four for one shift or six for two shifts.

(5) Food Service

- (a) Food Service Attendant (FSA) manning. The number of FSA support billets is based on a minimum of 5% of the battalion's muster report and should be divided evenly across the battalion.
- (b) The size of the FSA pool may also depend on:
  - 1. Whether contracted FSAs are being utilized
  - 2. The size of off-site and field messing operations
  - 3. Detachment sites and whether or not they are subsisting from a camp mess or another shore facility

## **1705 SERVICES ORGANIZATION**

1. Introduction. The Services Division is responsible for the disbursing, food service, and personal services operations (i.e., Laundry, Barbershop, and Post Office).

2. Services Officer will normally be the Assistant Supply Officer. The Services Officer handles the administrative functions of the Services Division and is responsible for the management, procurement, receipt, storage, accountability, and disposition of all material, equipment, subsistence items, and financial assets under the cognizance of the unit. The Supply Officer exercises supervisory control over the Services Officer.

3. Food Officer (FSO) is responsible for all Food Service functions as outlined in the NAVSUP P-486. When established, the food service functional area performs all functions of a Naval galley. Chapter 8 provides Seabee-specific guidance for the operation of field/main-body deployment site messes.

4. Disbursing Officer is a Supply Corps Officer that will be ordered in as the Disbursing Officer but will also be assigned the responsibilities and duties of the Services Officer and the Food Service Officer. The Pay and Personnel Ashore Detachment (PAPA DET) will manage the pay and personnel administration requirements for attached personnel. The unit's Personnel Specialists will work at the PAPA DET site located at a central facility ashore. Personnel will use the DFAS WEB site "MY PAY" to perform their own disbursing functions. If problems or questions arise that the member cannot resolve, PAPA DET personnel or their representative can be contacted for assistance.

## 5. Laundry

a. If laundry services must be provided, the assigned laundry personnel are responsible for washing and pressing battalion personnel Camouflage Utility Uniforms (CUUs) and other laundry items as directed by the Supply Officer and Service Officer.

(1) Training. Prior to deploying, the Supply Officer will ensure all services personnel receive the Regimental Skid Mounted Laundry Unit (SMLU) briefing or a briefing for the current laundry equipment being utilized.

(2) Site Selection and Layout. The most important aspect of a successful field laundry operation is the site selection and layout. The field laundry site should be near a built-up area with as many of the following characteristics as possible: good natural cover, accessible roads, and high dry ground with sandy loam for proper drainage, adequate operating space and location near a source of potable water.

(3) Water Supply. All water in the field should be regarded as contaminated and unsafe until approved by a medical representative. The NAVMED P-5010 Chapter 1 discusses sources of water supply and water

treatment methods. Whenever possible, follow the guidance set forth in the prescribed instruction.

(4) Laundry Operations and Safety. Follow the procedures and requirements outlined in NAVSUP P-487, Chapter 2 for the proper laundry operating procedures, record keeping, accountability, and the NAVMED 5010 for safety practices.

6. Barbershop. The barbershop is responsible for providing basic haircutting for unit personnel on a no-cost basis. Barbershop procedures are discussed in detail in NAVSUP P-487, paragraphs 2400 thru 2505 and sanitation procedures are delineated in NAVMED P-5010.

## **1706 POSTAL OPERATIONS**

If Postal operations must be preformed, the Postal Officer must be designated in writing by the Commanding Officer. To perform their duties, Postal Officers will utilize OPNAVINST 5112.6 (series), "DON Postal Instruction," DOD 4525.6-M "DOD Postal Manual," and the "Postal Finance Officers Handbook". Units deployed to LANTFLT sites will also utilize COMLANTFLT Postal Instructions, and units deployed to PACFLT sites will also utilize COMPACFLT Postal instructions.

1. The leading Postal Clerk will be assigned in writing as the accountable Custodian of Postal Effects (COPE) and will be responsible for the daily operation of the United States Postal Office. They are responsible for the internal controls delineated in the DOD/DON postal manuals and the instructions discussed above.

2. The Administrative Department is responsible for the internal control of official mail, including the custody and affixing stamps to official mail. Further information can be found at [www.NAVSUP.navy.mil](http://www.NAVSUP.navy.mil).

3. The Postal section of the Operational Readiness Inspection (ORI) Checklist in Appendix A provides an excellent tool to follow to ensure that all functional requirements and internal controls of the postal operation are in place.

## **1707 STORES OFFICER (S4C)**

The Stores Officer will normally be the Senior Storekeeper. The Stores Officer assists the Supply Officer in the administration of the department, and is responsible for the management of the Supply Office and all related functional areas.

1. Personnel Assignments. Most Storekeepers are assigned to the Stores Division. A variety of other tasks are assigned to Supply Department personnel in order to augment

the division in areas where technical expertise in construction is needed. Upon request of the Supply Officer, assignments are reviewed and approved by the Battalion Operations Officer. Some of the tasks assigned are as follows:

- a. Automotive Repair Parts Storeroom (ARP). The Automotive/ Construction Equipment Repair Parts Storeroom custodian is responsible for the receipt, storage, issue, and inventory control of all Civil Engineering Support Equipment (CESE) repair parts and technical manuals.
- b. Central Tool Room (CTR). The CTR custodian is responsible for the receipt, stowage, issue, inventory control, and preventive maintenance of all tools, including kits, power, special and augment tools.
- c. Organizational Gear and Clothing Issue. The Gear Issue Section is responsible for the receipt, stowage, issue, and inventory control of individual combat equipment (782 gear), Camouflage Utility Uniforms (CUUs), Extended Cold Weather System (ECWS) (if maintained on site), and other organizational clothing. Radiac gear and CBR gear will also be maintained by this section.

#### **1708 MATERIAL LIAISON OFFICE (MLO)**

The MLO is responsible for procuring, receiving, storing, issuing, shipping, transferring, and accounting for all construction project material. The MLO is also responsible for maintaining and preparing the related inventory, financial records, correspondence and reports related to the construction material.

1. MLO Officer. The MLO Officer is an officer assigned to the Supply Department. In addition to their duties, the MLO serves as the liaison between the Supply Officer, the line companies and the Operations Officer (S3). The MLO will keep abreast of material conditions, requirements, excesses, and overruns. They are responsible for initiating surveys of damaged equipment and replacing or repairing them as appropriate. Their conduct in dealings with contractors will be strictly governed by DODINST 5500 series. The S4 may assign the MLO Officer other duties as appropriate.
2. Personnel Assignments. The Operations Officer assigns enlisted personnel (from OF-13 ratings) to MLO. The Supply Officer is responsible for reviewing the experience of assigned personnel and ensuring that assignments are equivalent to the capability required by the battalion.
3. Permanent MLO Personnel. Permanent military personnel and/or civilians may be assigned to MLO in order to maintain the stability of routine functions. Civilian personnel

are currently employed at Camp Shields, Okinawa, Japan. They assist in the procurement of project material and the maintenance of MLO financial records and files.

4. Material Functional Area. The Material Functional Area is responsible for the receipt, stowage, issue, and inventory control of all construction project material. It is also responsible for the inventory control and proper utilization or disposal of excess project construction material.

5. Administrative Functional Area. The Administrative Functional Area is responsible for local procurement actions, timely preparation of required reports and related correspondence, and the maintenance of records and files.

### **1709 MOUNT-OUT ORGANIZATION**

The Supply Officer will assign personnel to a mount-out organization as required to carry out an efficient and expeditious embark operation. The mount-out organization coordinates the movement of all personnel, supplies, and equipment to the embarkation staging area. Various OPLAN's and local instructions noted in Chapter 5 delineate the Supply Officers responsibilities in carrying out the department's mission in support of the mount-out.

### **1710 SUPPLY PETTY OFFICER (REPAIR PARTS PETTY OFFICER)**

All NCF activities and units shall implement and maximize the use of the Supply/Repair Parts Petty Officer (RPPO) Program. Each Work Center will assign personnel to serve as SPO/RPPO. All Supply requirements will be processed through the applicable SPO/RPPO. Each RPPO will require basic knowledge of supply procedures and the appropriate supply systems to properly function in assigned tasks. As stated in COMNAVCONFORCOMINST 1500.1 under Naval Construction Force Training Requirements (enclosure (3)), skill # 2017.1 requires all SK personnel, as well as E5 and above personnel from each code, to qualify on 302 - 3M - Repair Parts/Supply Petty Officer PQS. Each unit will ensure appropriate personnel are assigned in accordance with COMNECCINST 4790.3 (series), to include necessary training and PQS completion. Other references include; OPNAVINST 4790.4D, NAVSEAINST 4790.8 (series), and COMFLTFORCOM 4790.3 (series). This is a Supply Management Inspection interest item.

Naval Construction Forces (NCF) Unit Alignment

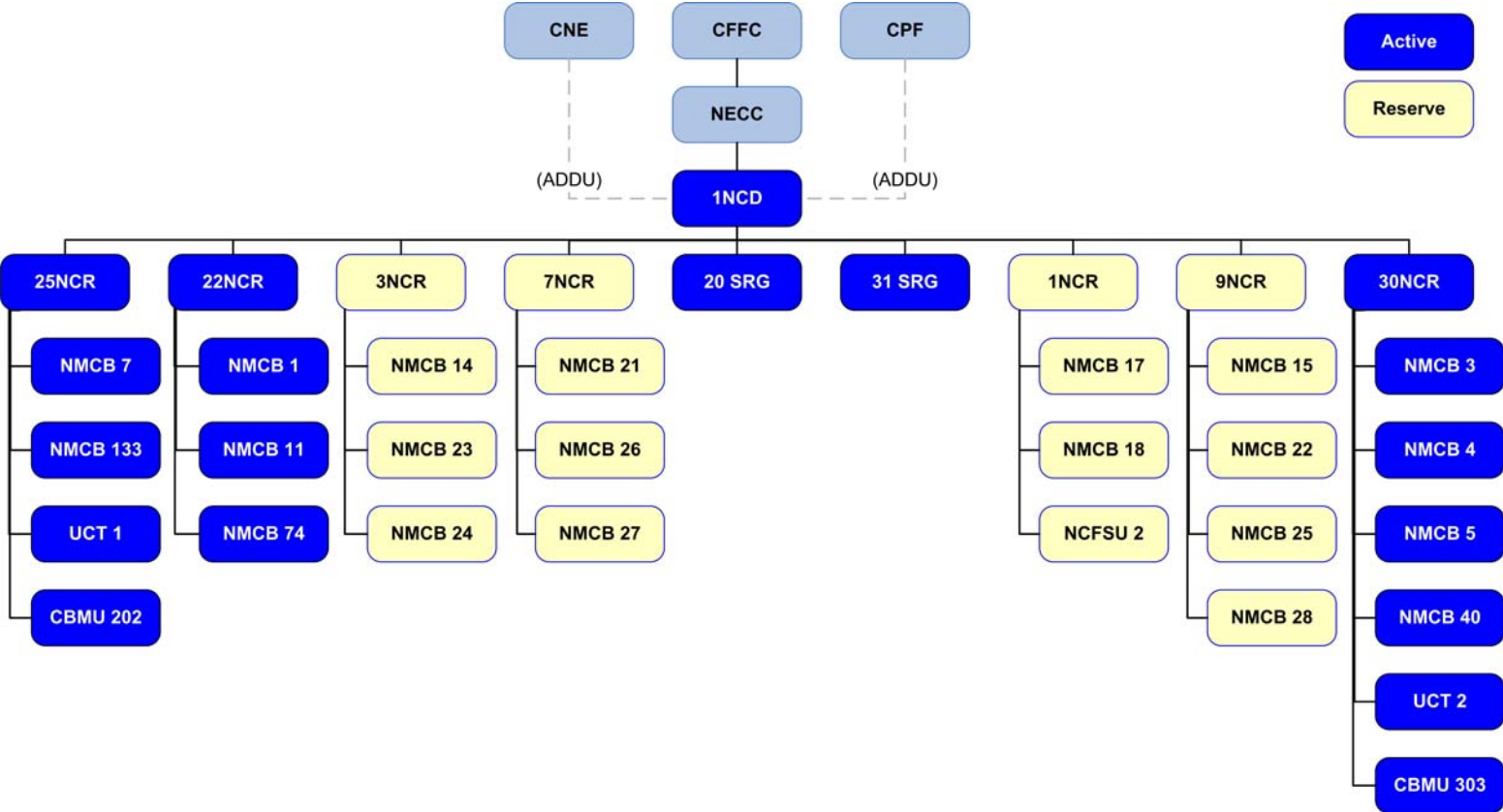


Figure 1-1



## NCF Supply /Logistic Department

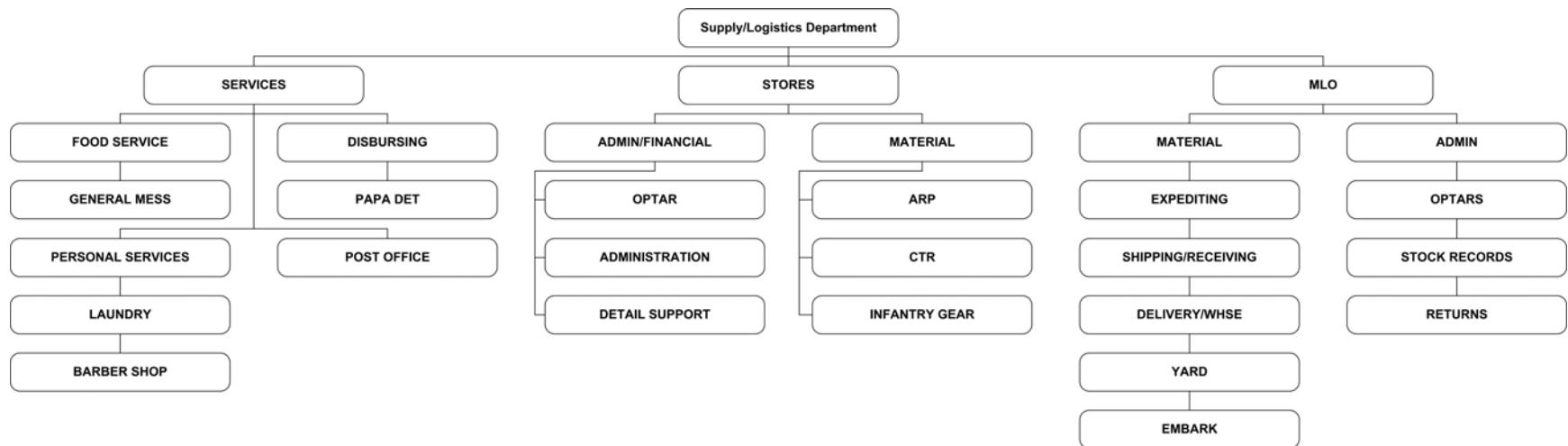


Figure 1-2

## CHAPTER 2

### MATERIAL IDENTIFICATION

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#### 2000 SEABEE MATERIAL IDENTIFICATION

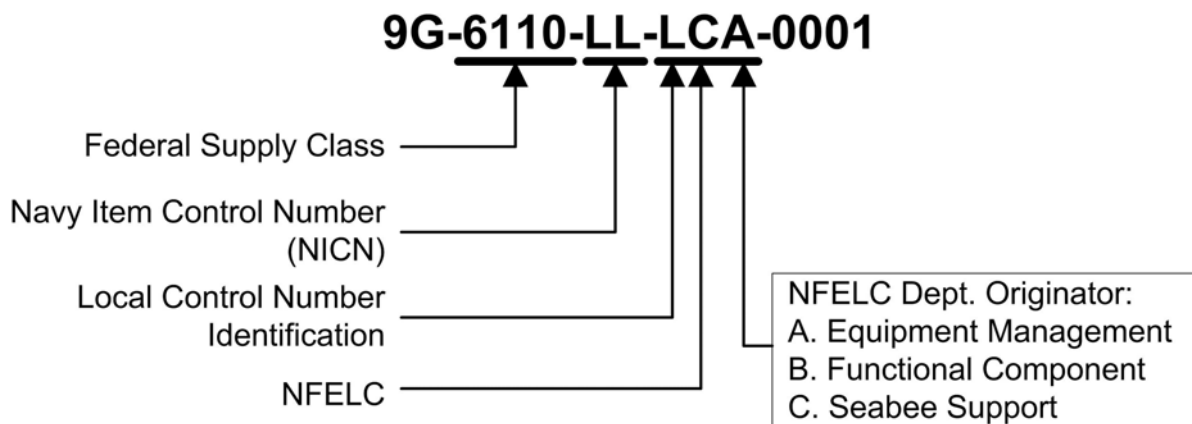
This chapter provides information regarding material identification and sources of information for Seabee-unique material. Allowance list descriptions and a definition of terms are included.

#### 2001 NAVY ITEM MANAGER (2C COG)

The Naval Facilities Expeditionary Logistics Center (NFELC), Port Hueneme, is the Navy Item Manager for Seabee-unique 2C COG material. They are responsible for procuring, stocking, reviewing, researching, and cataloging new items of supply.

#### 2002 NCF-UNIQUE STOCK NUMBERS

1. General. New NCF-unique items are assigned a Local Temporary Control Number (LTCN), a Local Permanent Control Number (LPCN), or a Technical Manual Identification Number as applicable.
2. Local Temporary Control Number (LTCN). A LTCN is an interim number to permit item entry into the NFELC systems pending the assignment of a National Stock Number (NSN).



3. Local Permanent Control Number (LPCN). A LPCN is assigned to items that will not be given an NSN. LPCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 6110LLLCA0001). The ninth digit identifies the originating department within the NFELC.

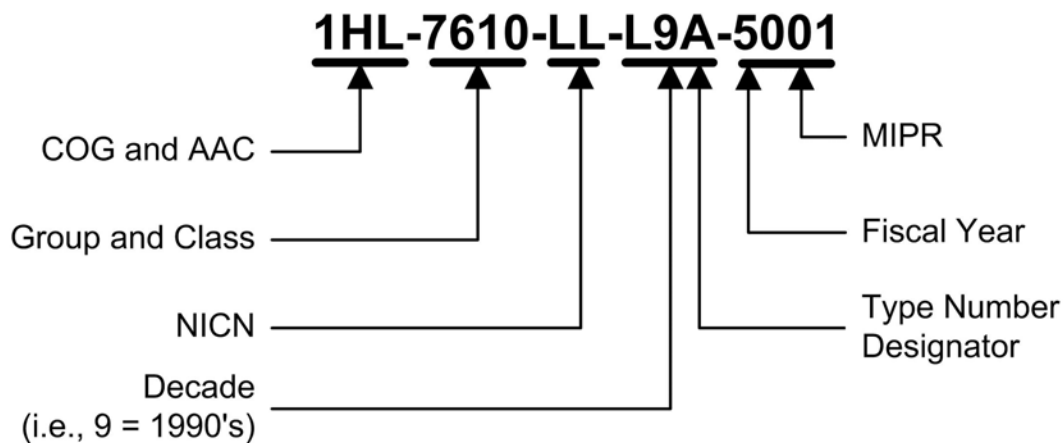
- a. Equipment Management

- b. Functional Component
- c. Seabee Support

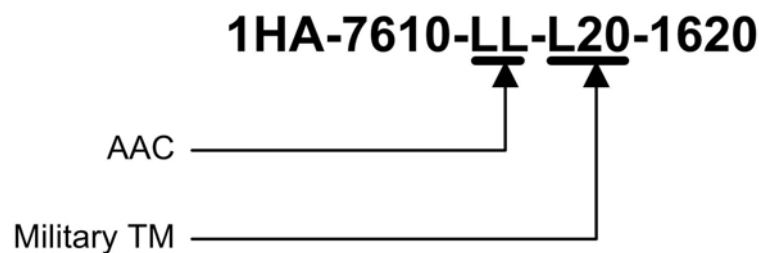
## 2003 CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE) TECHNICAL MANUAL IDENTIFICATION NUMBER SYSTEM

1. General. The NFELC assigns stock numbers to commercial and military equipment technical manuals.

- a. Commercial Equipment Technical Manual Number



- b. Military Equipment Technical Manual Number



## 2100 ALLOWANCE PARTS LIST (APL)

1. The initial outfitting of repair parts is designed so that each Civil Engineering Support Equipment (CESE) item has a list of allowed parts required to support the repair and upkeep of it.
2. The Consolidated Seabee Allowance List (COSAL) is prepared utilizing the data contained in the APL.

3. Naval Inventory Control Point Mechanicsburg, PA (NAVICP-M) procures and ships the initial outfitting repair parts peculiar (Modifier Code 98 kit), and repair parts common (Modifier Code 96 kit and Modifier Code 97 kit) to the unit.
4. Stock replenishment is the users' responsibility.
5. The NFELC has the sole responsibility for the development, publication and biennial update of the NCF Table of Allowance (TOA).

## **2101 DEFINITIONS**

1. Organic CESE - The Civil Engineer Support Equipment in a unit's Table of Allowance.
2. Augment CESE - Special mobile and construction equipment not on the Table of Allowance that is on site to supplement allowed equipment and/or to satisfy special equipment requirements.
3. Repair Parts Common - Repair parts, normally consumable in nature, that may be used in different makes, models, and types of vehicles with different manufacturers, (i.e. rubber hoses, nuts, and bolts).
4. Repair Parts Peculiar - Repair parts with applications limited to a specific model, type, or manufacturer's equipment (i.e., carburetors and fuel pumps).
5. Maintenance Code - Alpha code assigned to each repair part in the COSAL to identify the level of maintenance authorized to repair, replace, and dispose of the item. These codes are used in the COSAL range and depth determination process and are listed and defined in Appendix C of the CESE COSAL Introduction.
6. NAVSUP Modifier - Identifies the repair parts support of equipment listed in Advanced Base Functional Component SMART P25 (ABFC SMART P25). The term "modifier" is another word to describe repair parts "assemblies" in the TOA.
7. Unit Load (UL) Number - A number assigned to each COSAL to identify the respective camp, the update series, the NAVSUP modifier, and the activity/unit.
8. USN Registration Number - A unique number assigned to each piece of CESE and Material Handling Equipment (MHE) as defined in the "Management of Equipment Manual" (NAVFAC P300).
9. Equipment Code - Identifies type of equipment, its accessories and attachments (NAVFAC P300 and NAVFAC P404).

10. Allowance Parts List (APL) - CESE COSAL APLs are identified with "95" as the first two digits of the APL number. The third, fourth, and fifth digits identify the group number of the assemblies or subassemblies and the last four are arbitrary sequential numbers. The group number identification is listed in Appendix C of the COSAL Introduction.

## **2102 ADVANCED BASE FUNCTIONAL COMPONENT (ABFC)**

1. The ABFC system is a grouping of personnel, facilities, equipment and material designed to perform a specific function or to accomplish a mission of an advance or forward deployed base.
2. The ABFC database contains information on bills of material, facility design characteristics, manpower, and equipment requirements.
3. Complete ABFCs are not preassembled and are held in stock for contingency issue.
4. The SMART P25 is a Naval Mobile Construction Battalion component; these components, and their associated facilities and assemblies, are complete entries which are detailed to the NSN level.
5. An itemization of the material in each ABFC is presented in its respective Advanced Base Initial Outfitting List (ABIOL).
6. OPNAV 41P3C Table of Advanced Based Components with Abridged Initial Outfitting List, and NAVFAC P437, Facilities Planning Guide, Volume I and II are two general purpose publications used by facilities, logistics, and construction planners.

## **2200 TABLE OF ALLOWANCE (TOA)**

1. The TOA System. The CNO/NAVFAC program is used to develop and maintain all NCF, CNO, and Special Operating Unit (SOU) allowances.
  - a. TOAs are standardized listings used to establish and maintain all required equipment, material, and personnel to support a unit's mission, and perform assigned mobilization missions in contingency, wartime, or disaster recovery operations.
  - b. The NMCB TOA system is designed to sustain construction operations in a temperate climate for 60 days without resupply.
  - c. Fuel is limited to three days supply.
  - d. Subsistence is limited to fifteen days supply, Meals Ready to Eat (MREs) for 5 days and Ultimate Group Rations (UGRs) for 10 days.

- e. Ammunition is limited to fifteen days supply.
2. Each type of NCF unit has a CNO approved TOA, a consolidation of all SYSCOM's ABIOLs, tailored to meet that unit's mission requirements.
- a. The TOA enables NCF units to carry out the operational requirements contained in OPNAVINST 5450.46 (series).
  - b. When assigned projects require tools or equipment in excess of the unit's allowance, the TOA is augmented by the cognizant sponsor of the assigned project.
3. The following are common Tables of Allowance, each with a corresponding Advanced Base Functional Component (ABFC):

<b>ABFC</b>	<b>DESCRIPTION</b>
<b>SMART P25</b>	<b>NAVAL MOBILE CONSTRUCTION BATTALION (NMCB)</b>
<b>P29</b>	<b>NAVAL CONSTRUCTION REGIMENT (NCR)</b>
<b>P30</b>	<b>FIRST NAVAL CONSTRUCTION DIVISION</b>
<b>P31</b>	<b>NAVAL CONSTRUCTION FORCE SUPPORT UNIT (NCFSU)</b>
<b>P32</b>	<b>CONSTRUCTION CAPABILITY AUGMENT</b>
<b>P05</b>	<b>CONSTRUCTION BATTALION, MAINTENANCE UNIT (CBMU)</b>
<b>P35</b>	<b>UNDERWATER CONSTRUCTION TEAM (UCT)</b>
<b>P47</b>	<b>MOBILIZATION AND TRAINING</b>

## **2201 ORGANIZATION**

1. Equipment and supplies listed in the SMART P25 are segregated by type of material or functional category.
2. Grouped by MODs into a major configuration (subcomponent) of personnel, material and equipment to support a general level of operations.
3. A detailed illustration of the MOD configuration, Smart P25 capabilities, Air DET Mod, Basic Mod and Fly In Mod (FIE) may be found in Figures 2-1 through 2-5 respectively, of this chapter.

## **2202 TOA STRUCTURE**

1. Section

- a. A section is a major category (subdivision) of material identified by a 3 digit number.
  - b. Each section number identifies a category of personnel, material, or equipment in the TOA.
  - c. 28 sections of material ranging from personnel to CESE in the NMCB TOA.
  - d. Complete list of sections may be found at <https://abfcview.navfac.navy.mil/Desk1000.cfm> .
2. Groups/Facilities. Groups and Facilities are on the same material management level in the TOA Hierarchy, but are configured differently. See Figure 2-6.
- a. A group is a functional subdivision of a section consisting of material, equipment and facility items used for a similar purpose such as Alfa Company tools or communications equipment.
  - b. A facility is a pre-engineered functional design. It is not equipment and supplies used together, but items that fit together as a specialized system. Troop emergency housing and shower bath units are examples of a facility. Facilities are always numbered 1 through 9.
3. Assembly and Equipment Codes. These two categories of material function at the same material management level, relative to each other.
- a. Assemblies contain a list of individual stock numbered items tailored to support a specific task, type of crew, or equipment. Assemblies are subdivisions of Groups/Facilities and are identified by a five-digit number; a 16' x 32' general purpose tent (10023) is an example of an assembly.
  - b. Equipment Classification Codes (ECC) identify equipment, their accessories and attachments.
    - (1) An ECC is assigned to CESE that have a six (6) digit number. The seventh digit is the ECC Suffix.

<b>If the seventh digit is an Alpha character it is an item related to an ECC</b>		
<b>EXAMPLE:</b>	<b>372002</b>	<b>Water Rig</b>
	<b>372002<u>A</u></b>	<b>EQUIPMENT CODE SUFFIX</b>

**2203 TOA CONTENT****1. The TOA contains four divisions:**

- a. The Group/Facility cross-reference is numerically sequenced and cross-referenced to the description (title), quantity (number of Group/Facility applications), and the Section locations.
- b. The Assembly/Equipment Code cross-reference is in assembly number/ECC number sequence, cross-referenced to the description, quantity of Assembly/ECC per group, and the Group number.
- c. The abridged portion of the TOA is provided for management and contains a summary of management data for assemblies without individual line items within groups/facilities within a section. The document provides the computed total weight, cube, and dollar value of each section in each Mod, while the abridged portion does not contain individual stock numbers but is arranged in numerical sequence by Section, Group/Facility, and Assembly/ECC number.
- d. The unabridged portion of the TOA is a summary of management data for assemblies containing a list of sequential, individual stock numbers and contains the required quantities of Group/Facility "A" in the allowance while showing the required quantity for one Assembly "B". The Assembly section lists the NSN quantities contained in one assembly. A total is given for the weight, cube, and cost of one assembly, and the quantity is extended to include the total quantity required. The unabridged portion of the TOA is arranged in numerical sequence by Section, Group/Facility, Assembly/ECC and stock number.

**2204 TOA RELATED PUBLICATIONS**

Publications used in conjunction with the TOA are the NCF Substitute Item List and the NCF Assembly List and are distributed by NFELC upon request. The following comprise the TOA distribution package:

1. Consolidated Cross-reference/Material Take Off (MTO) Alpha Sequence and NIIN Sequence. The Consolidated Cross-reference/MTO is a list of all TOA allowed items that provides total allowance quantities for each item found in the TOA. Applicable Assemblies, Groups, and supply management data are provided and published in Alphabetic Sequence (Alpha) and Numerical Sequence (NIIN). The Alpha sequence is in nomenclature/description alphabetic sequence and is used when only the name or description is known while the NIIN sequence is used when only the stock number is known.



2. Record of Change (ROC). The ROC is a summary of the TOA changes that occur during the update period.

- a. Item addition, replacement, and deletion changes are a result of operating unit recommendations, health and welfare considerations, and state-of-the-art improvements.
- b. Stock number, substitute item, cognizance symbol, unit price, and unit of issue changes are "system" generated.
- c. A change is published biennially in conjunction with publication of the revised TOA
- d. Changes in the ROC are entered into the TOA of the same publication year.
- e. The following are the various types of changes to the TOA:

(1) True Adds: An "Add" is a new item.

(2) Quantity Changes: The quantity change may be an increase or decrease to the previous allowance.

(3) Replacements: Items are normally replaced because of state-of-the-art changes, unavailability of the original item, safety issues, or other considerations. Items being replaced should be retained on board and used as substitutes until the supply is exhausted while items being replaced due to potential hazards should be disposed of immediately and the replacement items ordered.

(4) Deletion: Deleted items not listed in the current TOA NIIN MTO should be disposed of in accordance with existing procedures unless otherwise directed by higher authority.

(5) NSN/NICN Changes: A previously listed item with a new stock number.

(6) Unit of Issue: Cognizance Symbol, Federal Supply Classification (FSC) revisions.

(7) New Group or Assembly: Newly assigned Group or Assembly, or a transfer of an Assembly to a new Group.

3. National Stock Number Breakdown of Sets, Kits, and Outfits (SKO) Assembly 07295. Stock numbered items with a unit of issue of set, kit, or outfit are made up of smaller pieces or an assortment of items that are alike but in different sizes. The SKO provides

information and an illustration of the parts and pieces that make up the sets, kits, or outfits.

- a. Format. The SKO contains an alphabetical listing of abbreviations and manufacturers of items appearing in the publication. The NSN breakdown section is in NSN sequence and the components are in NSN/NICN/PN sequence. In addition, the NSN section shows an illustration (when appropriate), the manufacturer, the applicable assemblies, and pertinent notes.
- b. Method of Use. SKOs are identified by NSN/NICN in the TOA. To find an item, locate the stock number in the NSN section, then the piece/pieces required; for part-numbered items, the manufacturer is listed in the "Reference" block. The Commercial and Government Entity Code (CAGE) will be found in the alphabetical list of manufacturers.
- c. Publication and Distribution. NFELC updates, publishes, and distributes the SKO every two years. Additional copies may be requested under PCN 0525LLLCC0751. The SKO assembly is an invaluable asset to the logistics representative at NCF units and may be accessed via the SEABEE PORTAL.

#### 4. NCF Substitute Item List

- a. The Substitute Item List is an aid to determine if a stock numbered item is an acceptable NCF substitute. The Prime NSNs are listed in the current TOA while the substitute NSNs include "replaced" items that may be on board and should be used until exhausted.
- b. Publication and Distribution. The NCF Substitute Item List is updated biennially and is part of the TOA update package. This list is published in two NSN-sequence formats: Prime NSN to Substitute NSN numerical sequence, and Substitute NSN to Prime NSN.

#### 5. NCF Assembly List

- a. Lists all assemblies currently used in the NCF, their description, and TOA Group application and is a reference source to help identify requirements that may not be listed in a specific TOA, but may be in use or stocked by other types of NCF units. See Chapter 3 for augment equipment information.
- b. Publication and Distribution. The Assembly List is updated annually and must be requested from NFELC.

**2205 TOA ENTRY METHODS**

Entry into the TOA may be made via any one of the following data elements:

1. Nomenclature: Use ALPHA Sequence MTO.
2. Stock Number: Use NIIN Sequence MTO.
3. Assembly: Use Assembly/ECC X-Ref.
4. Group: Use Group/Facility X-Ref.

**2300 CONSOLIDATED SEABEE ALLOWANCE LIST (COSAL)**

The COSAL is a technical and supply document through which all maintenance and repair efforts are supported. It is provided by the Navy Inventory Control Point (NAVICP) Mechanicsburg, PA.

1. The COSAL identifies repair part requirements (allowances) to support specific equipment based on historical demand, engineering judgment, and mathematical models. Allowances are continuously updated for the life of the equipment by documented usage, failure, and repair data.

2. The COSAL considers NMCB predefined maintenance and repair capability, military essentiality of supported equipment, the order and shipping time for resupply actions and incorporates the level of endurance for the unit established by the Chief of Naval Operations.

a. Civil Engineering Support Equipment (CESE) COSALs are categorized as either Organic or Augment, depending on whether or not the equipment is part of the NMCBs TOA. During a contingency mount out, the repair parts in the Organic COSAL deploy with the NMCB.

(1) CESE COSAL allowances are computed to allow the NMCB to be self-sufficient for 60 days or 1200 construction hours.

(2) Unique for each main body camp.

(3) NMCB CESE COSALs contain two categories of repair parts: "Common" and "Peculiar".

(a) "Repair Parts Common" refers to repair parts that are normally consumable in nature and may be used in different makes, models, and types of vehicles from different manufacturers (i.e. rubber hoses, nuts and bolts).

(b) “Repair Parts Peculiar” refers to repair parts with application limited to a specific model, type, and/or manufacture of equipment.

(4) MOD 96 contains repair parts common (small) and consists of about 500 line items of commonly used repair parts with applicability to multiple pieces of equipment. It is a listing produced by NFELC and reproduced as a COSAL by NAVICP. In the TOA the MOD 96 is listed as a single line item and there are three MOD 96s in the TOA, one in each Air DET.

(5) MOD 97 contains repair parts common (large) and consists of about 1,000 line items of commonly used repair parts with applicability to multiple pieces of equipment. It is a listing produced by NFELC and reproduced as a COSAL by NAVICP.

(6) MOD 98 Repair Parts Peculiar consists of 12,000 to 15,000 line items of repair parts with applications limited to a specific type, model, and/or manufacturer's equipment (i.e., carburetors and fuel pumps). The allowances of the MOD 98 are listed in the Stock Number Sequence List (SNSL) of the COSAL and allowances are based on actual pieces of equipment in the TOA. Approximately 90% of the entire Automotive Repair Parts (ARP) allowance is in the MOD 98.

b. The weapons/small arms and communications equipment COSALs provide repair parts support for those types of equipment contained in the TOA.

## **2301 COSAL IDENTIFICATION**

A unique UL number and NAVSUP modifier (i.e., ULM20 MOD 98 Augment) identify each COSAL.

## **2302 FORMAT**

The first page of each COSAL identifies the UL, NAVSUP modifier, whether it is augment or organic, and the level of maintenance.

### **1. Part I, Equipment Indices**

- a. Section A, USN Number Sequence
- b. Section B, Equipment Code Sequence
- c. Section C, APL Number Sequence

### **2. Part II, Allowance Parts Lists**

- a. Section A, Parts Peculiar Allowance Parts Lists (APL's) (Mod 98 COSALs Only).
- b. Section B, Parts Common Allowance Parts Lists (APLs) Mod 96 and Mod 97 COSALs Only)

### 3. Part III, Stock Number Sequence Listing (SNSL)

- a. Section A, Parts Peculiar Items (Mod 98 Only)
- b. Section B, Parts Common Items (Mod 96 and Mod 97 Only)
- c. Section C, Part Number Cross Reference to Stock Number
- d. Section D, Stock Number Cross Reference to Part Number

## **2303 COSAL PROCESSING AIDS**

The NMCB CESE COSAL package includes the following supply aids to facilitate implementation:

1. Add Item Listing: A NIIN sequence list which consolidates new and increased-depth items required to update the existing allowance.
2. Stock Number Change Listing: A two-part list (Old-to-New NSN and New-to-Old NSN) which consolidates all items that have had a stock number change.
3. Delete Item Listing: A list of all items no longer required by the new COSAL configuration.
4. Transfer Item Listing: A NIIN sequence list (by old unit load), showing all items that may be transferred from the old Organic UL to the new Augment UL, and from the old Augment UL to the new Organic UL.

## **2304 COSAL ALLOWANCE AND CONFIGURATION CHANGES**

1. General. The battalion is responsible for promptly requesting necessary allowance and /or configuration changes if the APL in the COSAL does not satisfactorily support the equipment or the mission. The battalion S4 is normally responsible for preparing an ACR; each department head is responsible for submitting recommended changes to the Supply Officer.

- a. Allowance Change Request (ACR) (NAVSUP Form 1220-2): An ACR is the prescribed document for requesting item additions/deletions or quantity increases/decreases to all published allowance lists. A copy of all completed

ACRs must be retained in the respective camp files. Required distribution may be found in the NAVSUP P-485 Para 2105 (See Figure 2-7 for an example).

b. Configuration Change Form (CCF) (OPNAV 4790/CK): A CCF is the form used to report a camp's configuration change resulting from the installation, removal, or modification of equipment between COSAL validations. A copy of the OPNAV 4790/CK must be retained in the camp files. Required distribution may be found in the NAVSUP P-485, Para 2104 (See Figure 2-8 for an example).

### **2305 COORDINATED SHORE BASED ALLOWANCE LIST (COSBAL)**

1. The COSBAL is a consolidated list of the consumable and repair parts required to support organizational level maintenance, repair and overhaul of equipment authorized for shore activities. COSBALs for Seabee Camps support the Camp's galley equipment and any additional APL supported equipment added by the division and deployed battalions.

2. A COSBAL is both a technical and supply document: technical to the extent that the equipment, nomenclature, operating characteristics and technical manuals are described in Allowance Parts Lists (APL) and supply as it lists the allowed items required to continue the maximum self-supporting operations for extended periods of time.

#### **3. Organization/Distribution/Validity**

a. The COSBAL is produced in three parts:

(1) Part I Contains indices and installed equipment.

(2) Part II Contains associated APLs.

(3) Part III Contains repair parts allowance and cross-referenced data.

b. Three copies of the published COSBAL are retained at the camp. One copy in the Supply Department, one copy by the Camp OIC (i.e. the Camp Czar) and the remaining copy by the BRAVO Company camp maintenance PM/COSBAL Coordinator.

c. The initial COSBAL is based on the equipment configuration data submitted to NAVICP-M. This information is maintained in a computerized Weapons System File (WSF) at NAVICP-M. The validity of the COSBAL depends on initially establishing an accurate configuration and properly updating configuration changes.

4. COSBAL Maintenance. Accurate maintenance of the camp COSBAL is vital.
- a. Based on input from the PM/COSBAL coordinator, the battalion's S4 must ensure that any subsequent installations, removals, or modifications are reported to NAVICP-M, and the division.
  - b. Once equipment has been validated, reported and reflected in an update, the camp COSBAL will be revised accordingly.

5. COSBAL Change Reporting

a. Configuration Change Form (CCF). Changes that result from equipment additions, deletions, modifications or COSBAL errors will be reported utilizing a CCF (OPNAV 4790/CK).

(1) The PM/COSBAL coordinator prepares a CCF and routes it to the Supply Department. The S4 will ensure that the CCF is complete and accurate (Figure 2-4).

(2) The S4 distributes the CCF as follows:

(a) Original to NAVICP-M via the cognizant NCR and 1NCD.

(b) Copy to the permanent camp files maintained by the PM/COSBAL coordinator.

(c) Copy retained by the Supply Department.

(d) Copy for the Division Camp OIC.

b. Allowance Change Request (ACR). The ACR is utilized to initiate a request for a repair part allowance change. Additions and deletions or quantity increases or decreases to any published allowance list are documented on a NAVSUP Form 1220-2. The Camp Maintenance Storeroom Custodian, with assistance from the S4, prepare ACRs for any repair part stock level changes recommended by the camp maintenance organization. NAVSUP Form 1220-2 is prepared per the instructions on the reverse side of the form.

(1) ACRs will be distributed as follows:

(a) Original to NAVICP via the cognizant NCR and 1NCD.

(b) Copy to permanent camp files maintained by the PM/COSBAL coordinator.

(c) Copy retained by the Supply Department.

## **2306 EXPANDED CONSOLIDATED SEABEE ALLOWANCE LIST (COSAL)**

1. Expanded COSAL. The purpose of the Expanded COSAL is to establish policy and delineate responsibility for maintenance of Naval Construction Force (NCF) Non-Civil Engineer Support Equipment (Non-CESE) Consolidated Seabee Allowance Lists (COSALs), (AKA, Expanded COSALs). This policy is applicable to both the Active and Reserve Component Naval Construction Force (NCF) units when activated and outfitted with their Table of Allowance (TOA).

2. General. The Expanded COSAL provides repair part support for the weapons and communication equipment contained in the Naval Mobile Construction Battalion (NMCB) TOA (SMART P25).

a. Repair parts support of Non-CESE is established by the specific configuration and population of equipment held by a unit, factored by the level of repair and maintenance the unit is authorized to perform.

b. Weapons and Communication Equipment COSALs are implemented and in use at 22<sup>ND</sup> NCR, 25<sup>th</sup> NCR and 30<sup>TH</sup> NCR sites for all NCF Weapons and Communications Equipment that warrant repair parts support.

c. TOA repair parts support assemblies for weapons (assemblies 02150, 02152, 02154, 02156, 02157, 02158) and communication equipment are now replaced by the COSAL.

d. All TOA weapons and communication assemblies identifying repair parts in the TOA are for PWRMS planning only and not for use by active NCF units.

3. Established Configurations, all Active Units Allowance Configurations

a. Deployment site

b. Home port battalion contingency allowances

c. 20TH SRG and 31ST SRG training allowances have been established and submitted to Navy Inventory Control Point (NAVICP). The NAVICP Weapons System File (WSF) contains records that are loaded under the PSEUDO Unit Identification Codes (UICs) and Unit Identification Codes (UICs) for Weapons and Communications Equipment COSAL support.

d. The following SMART P25 allowances apply:

(1) Active NMCB SMART P25 Allowance Deployment Site Locations



<b><u>PSEUDO UICs</u></b>	<b><u>LOCATION</u></b>	<b><u>AUTHORIZED MAINT. LEVEL</u></b>
NX6068 TCP-3	SEABEE CAMP COVINGTON	"O"
NX6069 TCP-4	SEABEE CAMP OKINAWA JAPAN	"O"
NX6074 TCP-9	SEABEE CAMP MITCHELL	"O"

## (2) Active NMCBs Contingency SMART P25 Allowance Locations

<b><u>PSEUDO UICs</u></b>	<b><u>LOCATION</u></b>	<b><u>AUTHORIZED MAINT. LEVEL</u></b>
NX6057 TCP-1	NCBC PORT HUENEME	"O"
NX6058 TCP-2	NCBC PORT HUENEME	"O"
NX6070 TCP-5	NCBC GULFPORT	"O"
NX6071 TCP-6	NCBC GULFPORT	"O"

## (3) Active NCRs Training Location

<b><u>UIC</u></b>	<b><u>LOCATION</u></b>	<b><u>AUTHORIZED MAINT. LEVEL</u></b>
N55752 SRG 31	NCBC PORT HUENEME	"H"
N55460 SRG 20	NCBC GULFPORT	"H"

## 4. Maintenance

a. Navy Inventory Control Point Instruction (NAVICPINST) 4441.170A (COSAL Use and Maintenance Manual) provides procedural information on maintaining the COSAL. It contains separate sections for automated and manual COSAL processing.

b. Naval Supply Publication P-485 delineates the basic Navy policy governing the range and depth of stock material that each activity is required to carry for self-support.

- c. The range and depth of non-demand based items will be limited to COSAL line items and quantities, and the range and depth of demand based items will be determined from usage and prescribed endurance levels.

## 5. Operating Procedures

The Naval Facilities Engineering Logistics Center (NFELC) is the weapons and communication Equipment Configuration Manager (ECM) for deployed NCF units, SMART P25 TOA and active battalion contingency SMART P25 allowances that are managed by 20<sup>th</sup> SRG or 31<sup>st</sup> SRG.

- a. COSAL equipment configurations must be maintained and reviewed annually and upon battalion rotation, turnover, and the receipt or deletion of any weapons and communication equipment.
- b. Transactions affecting the allowance configuration are reported to NAVICP-M for Weapons System File update and submitted to NFELC, via the appropriate NCR, for ECM coordination.
- c. The NFELC is on NAVICP's distribution list for the Automated Monthly COSAL Maintenance Action Report (AUTOMCMAR) and receive and distribute reports to all affected allowance locations.

## **2400 CAMP OIC/CZAR (LOGISTIC REPRESENTATIVE (LOGREP))**

The camp CZAR is the direct representative of First Naval Construction Division TOA Manager, and is responsible for monitoring the TOA at the camp.

### 1. The camp CZAR is responsible for the following functions:

#### a. Table of Allowance (TOA) Packed Material

- (1) Maintain physical custody of all packed TOA material within the TOA warehouses.
- (2) Maintain TOA deficiency listings and track the status of all TOA shortage requisitions submitted by the resident NMCB (OPTAR funded items under \$300.00 per line item), 20<sup>th</sup> SRG (E3 account funded items) and NFELC pushed 2C Cog items. Resident NMCBs are responsible for aggressively expediting and obtaining requisition status for TOA replenishment in order to maintain readiness.
- (3) Initiate sub custody records for any TOA material authorized for issue/loan by the cognizant NCR to the resident NMCB.
- (4) Certify that receipt of material returned to the warehouse after completion of testing, exercises, DFT, or other uses, is properly cleaned, repacked, and stowed by the resident NMCB in accordance with the warehouse packing plan.

(5) Maintain master copies of container history records for Convention of Safe Container (CSC) recertification inspections for all International Shipping Organization (ISO) containers.

(6) Maintain copies of TOA inventory lists and Mobilization Allowance Lists (MAL) for all containers and pack-up material including those under battalion custody.

(7) Check container humidity indicators and coordinate with the resident NMCB to replace desiccant as required.

(8) Maintain keys for all locked containers.

b. Military Liaison Officer (MLO) Recordskeeper

(1) The MLO Recordskeeper will maintain MLO project financial records for all projects and will assign document numbers to all project material requirements, review expenditure listings received from the local comptroller and ensure all price variances are challenged and reconciled. The resident battalion has the responsibility for the submission of requisitions via the recordskeeper.

(2) Assist the resident battalion's MLO Division Officer to prepare the Estimate at Completion (EAC) and Recapture of Funds Reports prior to submission.

c. Plant and Minor Property

(1) At the discretion of the Supply Officer, BOQ/BEQ Personnel Support Equipment may be managed in a separate data base by the resident battalion.

d. Camp COSBALs

(1) Ensure all COSBALs are onboard and updated for all camp galley equipment.

e. Assist Visits

(1) The Camp OIC (CZAR) may accompany a battalion supply representative to audit/review supply operations.

(2) Areas to be audited/reviewed will be determined by the battalion S4.

(3) Assistance will be rendered to correct deficiencies as required.

(4) Upon completion of the review, a written report of conditions, deficiencies and assistance/training provided will be submitted to the battalion S4 and Executive Officer.

## f. Organizational Readiness Inspection (ORI)

(1) LOGREPs assist the 22<sup>ND</sup> NCR, 25<sup>th</sup> NCR, and the 30<sup>TH</sup> NCR Logistics Staff (R41) in conducting ORIs on camp supply operations. The Camp OIC (CZAR) will not normally be used to assist in performing ORIs on their assigned main body camp.

## g. Camp Closure

(1) In the event of a camp closure, Appendix B of this instruction stipulates the responsibilities and duties which will revert to the LOGREP.

**2500 RETROGRADE OF TOA**

## 1. Contingency Operations

a. The scope of items and equipment to be retrograded at the conclusion of a deployment or contingency operation will be determined by the regiment based upon the duration of the deployment, wear and damage to the TOA, and other constraints.

(1) HAZMAT and expired shelf-life material will not be retrograded if proper disposal of these items is available at the deployed site.

## 2. Integrated Logistics Overhaul (ILO)

a. The following items are not replaced as part of the ILO process, DO NOT RETROGRADE. They must be retained to prevent shortages during rotation of the TOA.

(1) Communications/electronics, weapons equipment and the associated COSAL repair parts

(2) Hazardous material

(3) Subsistence

(4) CESE repair parts

(5) Packaged POL

(6) ADP equipment

(7) Technical publications for any equipment not retrograded

(8) Other categories of material as directed by the respective NCR

b. All material repacked for retrograde must be clean, in usable condition, and properly packed. It is critical that each container have an accurate packing list that includes:

- (1) The Assembly Name
- (2) The Assembly Number
- (3) The Facility Number
- (4) The Container Number
- (5) The Sequence Box Number

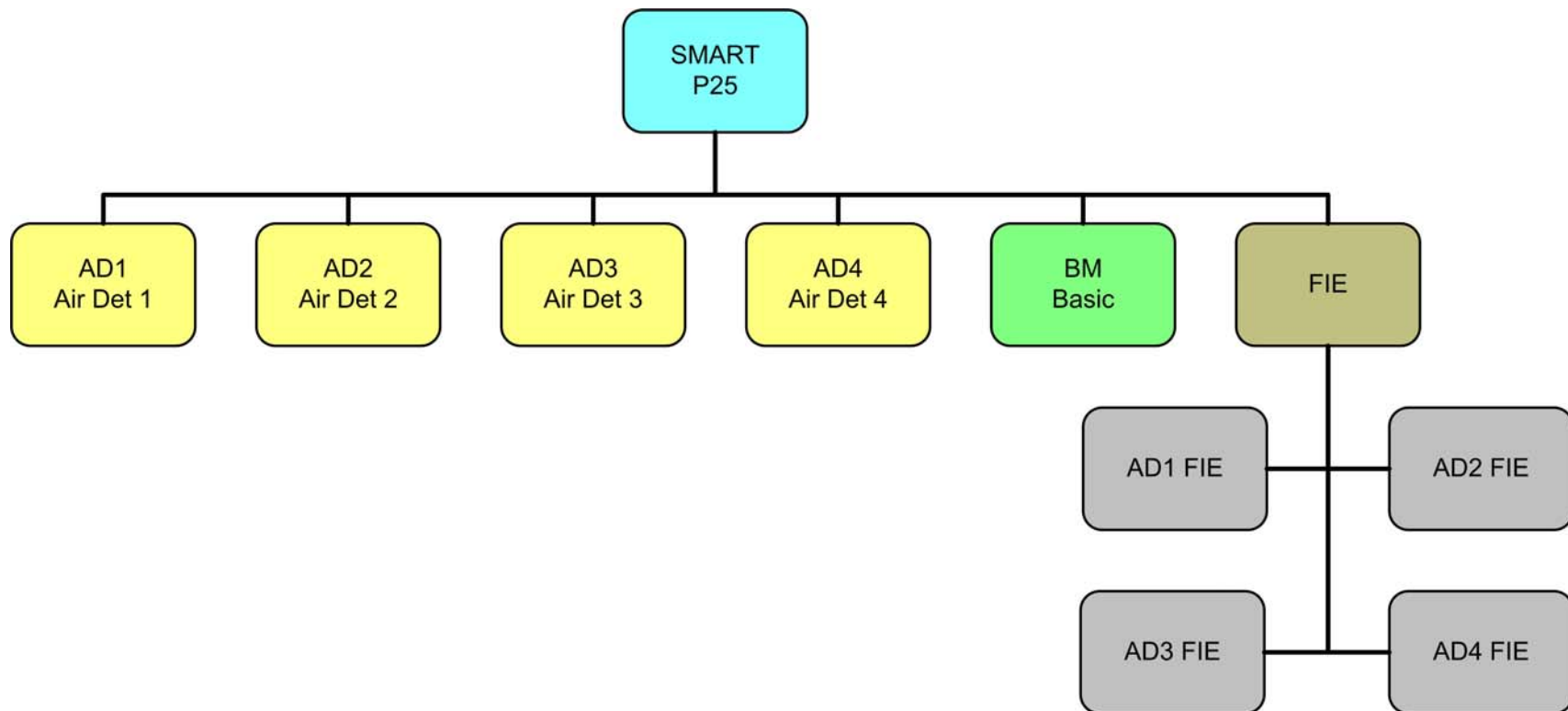
**THE SMART P25 TOA MODULES AND FIE**

Figure 2-1

**SMART P25 MODULE CAPABILITIES**

	<b>SMART P-25</b>				<b>CCAs</b>
	MCAs (x 4)	MB	FIE		
Purpose	Principal construction asset Expeditionary Focus	NMCB C2/ HQ, Add'l construction capacity	Individual equipment Minimum other items that must fly.	←	Expanded construction capabilities. QOL upgrades.
When deployed	Always	With/after MCAs	With troop movement	←	As needed/task tailored
Troop strength	125 each	80	NA		None
Sustainment	Limited O level for 30-60 days.	Austere: TCOP shelters, 4- head shower, head facility, UGR, BAS. ROWPU	Sleeping system, TCOP, weapons, most medical, HAZMAT,	←	Fuel farms. MGPTS tent camps. Laundry units. ECUs.
C2	Company level radio and CP.	NMCB COC and TDN.	All Comm. gear		None
Mobility	Move with 2 convoys. Organic CSE. Air mobile. All TRICON.	Cannot move itself - Uses MCA (3 convoys). All TRICON.	Limited. MPF SLRP, AP, MP only.	←	Heavy and medium line hauls. CSEs, WHE, MHE.
Construction	Expeditionary*: roads, trail- blazing, clearing/leveling, berms, revetments, barriers, bridging, RRR, camps (EPW, refugee), bunkers, BDR.	Expanded horizontal capacity (heavier pieces).	None	←	Expanded heavy horizontal/ earthmoving, asphalt, concrete, crusher, well drilling, utility poles, steel structures.
Maintenance	Limited O level for 30-60 days.	O-level w/expanded ARP. Additional shop capacity.	None.	←	Machinery Repair trailers. TFS shop shelters.

Figure 2-2

**SMART P25 AIR DET MODULE**

<b>Construction CESE</b>	<b>Construction Tools</b>	<b>Self-Sustainment</b>
2 Road Grader 2 Front-End Loaders 2 Loader/backhoes 2 Vibratory Roller 2 Bulldozers (D5) 2 Skid Steer Loader 4 MTRV Dump Trucks 1 MTRV Water Distributor	2 Concrete Mixer 2 Arc Welders & Cutting Rigs 1 33000 GPH Pumps 1 Reciprocating Pump 100 GPM 2 Radial Saw 1 Air Compressor 4 TRICON Tool kits	2 Flood Lights 2 Generators 1 ECU (for CP) 1 TRICON <i>Shower, UGR, MEPDIS</i> 1 TRICON Head facility 1 TRICON <i>CP, Admin, Aid Station</i> 1 TRICON Supplies 2 TRICON Concertina Wire 2 M17 Decon Units
<b>Mobility CESE</b>	<b>Equipment Maintenance</b>	<b>Fuel / Water</b>
4 HMMWV Armament Carrier 3 HMMWV 2 Seat 4 MTRV Cargo 7T 5 MTRV Tractors 1 MTRV Fuel Tanker 2 Forklift RT 711k (MMV) 4 Trailers Low Bed 2 Trailers Stake 2 Trailers Cargo 2 wheel	1 HMMWV Eq Maintenance 1 TRICON Eq Maint kits 2 TRICON O Level ARP 1 TRICON Set Air DET POL	2 Fuel pumps 6 Fuel tanks 1 ROWPU 2 Water pumps 3 Water tanks 2 Water Buffaloes 2 Water Chillers

Figure 2-3



**SMART P25 BASIC MODULE (BM)**

<b>Construction CESE</b>	<b>Construction Tools</b>	<b>Self-Sustainment</b>
2 Excavators 4 Tracked Loaders 1 Bulldozers (D7) w/winch 1 Bulldozers (D7) w/ripper 2 Cranes (40T) 2 Sweepers (magnetic) 2 Scrapers (11 CY)	1 Pump 70k GPH 2 TRICON Tool kits	X Generators (TBD) 2 Floodlights 1 TRICON Shower, MEPDIS, UGR 1 TRICON Head facility 1 TRICON VMS messing/MWR 2 TRICON Concertina Wire
<b>Mobility</b>	<b>Equipment Maintenance</b>	<b>Fuel/Water</b>
1 Forklift (MMV) 4 HMMWV 4seat	2 MTVR Servicing Truck 2 MTVR Wrecker 2 TRICON Eq Maint kits 2 TRICON O Level ARP 6 TRICON VMS shelters 1 TRICON NMCB POL	1 ROWPU 2 Water Buffaloes 2 Water Chillers 3 Water Tanks 3 1000 Gal Water Tanks
	<b>COC/HQ Admin</b>	
	3 TRICON COC/HQ 2 TRICON Medical, AMAL / ADAL 2 ECUs 2 HMMWV Ambulance	

Figure 2-4

**SMART P25 FLY-IN MODULE (FIE)**

<b>COMM</b>	<b>Self Defense</b>	<b>Individual</b>
30 Remote AN/GRA39 7 HF Manpack AN/PRC150 15 Vehicle SINCGARS AN/VRC90 11 Base SINCGARS AN/VRC92 52 Manpack AN/PRC119 6 Satcom AN/PRC117 7 STE Secure Phone 5 Vehicular HF System 10 Base Station HF System 9 Blue Force Tracker	12 M2 50cal MG 8 MK19 40mm MG 24 7.62mm MG 420 M16A3 Rifle 160 M4A1 Carbine 175 Pistol M9 48 Grenade Launcher M203 12 Shotgun 12 GA 200 Rifle Scope 4x32 Power 120 NVG AN/PVS7C 120 ATPIAL Laser Designator 8 Range Finder (Viper) 4 TRICON Armory	580 Individual Infantry Equipment 580 Sleeping Bag and Pad 580 Combat Helmet 650 Outer Tactical Vests 580 First Aid Kit, Individual 630 CBR IPE w/ACPG Suits  <b>•Other</b> 1 Nuclear Densometer Soils Kit 15 Various Embarkation tools 98 MRE 12 Meal Box
<b>ADP</b>	<b>Medical / CBR</b>	
34 Laptop Computer Hardened 6 Color Printer 5 Printer/Copier/Scanner 4 Laser Printer 1 File Server 1 Switch 100 Base FX 1 Patch Panel Fiber Optic 1 TDN Test Equipment	5 NCF IDC AMMAL 0309 1 Medical Officer AMMAL 0306 80 CBR Meds AMAL 0319 80 M295 Decon Kits 1 Monitoring and Detection Equipment 1 Radiac Equipment	

Figure 2-5

## GROUP CODE DEFINITION

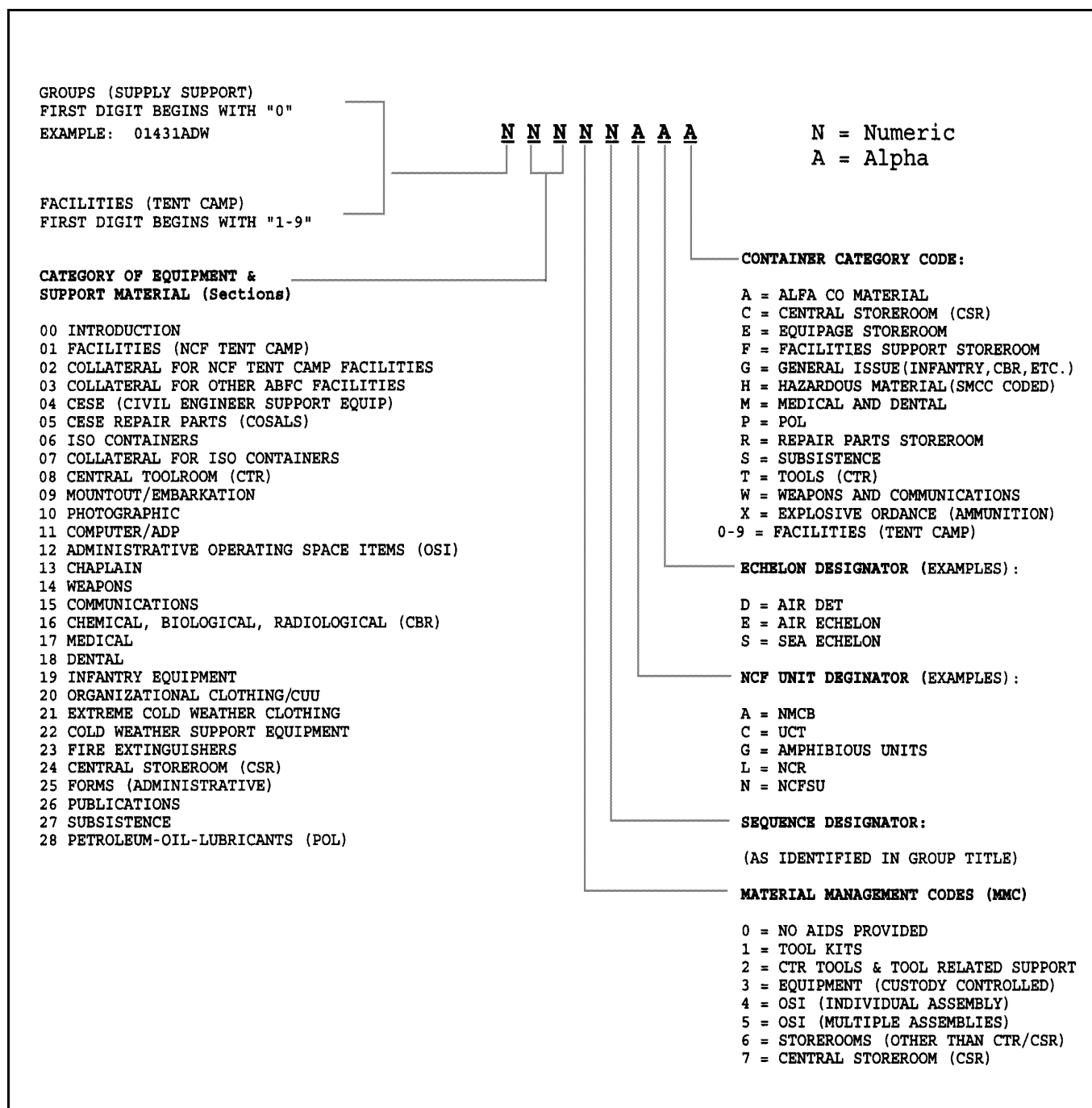


Figure 2-6

## ALLOWANCE CHANGE REQUEST (ACR) PAGE 1

<b>Allowance Change Request</b> NAVSUP 1220-2 (12-78) 3/N 0108-LF-601-2208		Instructions on Reverse		Please Type or Print			
1. From: Commander, FIRST Naval Construction Division (N43) 1310 8th Street, Suite 100 Norfolk, Virginia 23521-2435		2. Date/Serial Number  3. TOA Number					
To: Commander, Naval Facilities Engineering Command (SRL) Washington Navy Yard 1322 Patterson Avenue SE, Suite 1000 Washington, D.C. 20374-5065		4. Status of Requested/Allowed Item  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Item Addition or   <input type="checkbox"/> Item Deletion   <input type="checkbox"/> Item Change         </div> <div> <input type="checkbox"/> Item on Board or   <input type="checkbox"/> Item Not on Board         </div> </div>					
Via: Commanding Officer, Naval Facilities Expeditionary Logistics Center 1000 23RD Avenue Port Hueneme, CA 93043-4301							
6. National Stock Number (N8N) or FSCM & Part Number	8. Equipment/Component (E/C) or Item Nomenclature	7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	Quantity on Hand	10. New Total Qty	11. Extended Value of Change
12. Justification (Mandatory)  <div style="height: 60px;"></div>							
13. Copy To:		14. Signature:  <div style="text-align: right;">P. J. Gibbons, Captain, CEC, U.S. Navy</div>					
16. First Endorsement:  <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> Approved         <input type="checkbox"/> Disapproved         <input type="checkbox"/> Other       </div> <div style="height: 100px;"></div>							

Figure 2-7, Page 1

**ALLOWANCE CHANGE REQUEST (ACR) PAGE 2****Instructions for Preparing an Allowance Change Request (ACR)**

- Block 1. **Addressee.** Complete in the same manner as other official correspondence.
- Block 2. **Date and Serial Number.** The serial number will include the organization and number of the person submitting the ACR as well a sequential number.
- Block 3. **TOA, Facility/Group, and Assembly Number.**  
Put which TOA/s the item/s being submitted applies to.
- Block 4. **Status of Requested/Allowed Item.** Place an "X" in the appropriate box(es) to show the status of the requested/allowed item(s).
- Block 5. **National Stock Number (NSN) or FSCN and Part Number** Enter the NSN or the Federal Supply Classification Number (FSCM) and manufacturer's part number of the item/s.
- Block 6. **Equipment/Component (E/C) or Item Nomenclature.** Enter the nomenclature for each stock number or part number listed in Block 5. Provide nameplate data, including all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or, as a minimum the manufacturer's name, item name, drawing or reference number, applicable technical manual and the service application, system or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 12 or separate page.)
- Block 7. **UNIT OF ISSUE (U/I).** Enter the approved abbreviation for each standard item as listed in the Navy Management Data List (NMDL). For non-standard items, use the manufacturer's parts list for U/I data. If the U/I is unknown, LEAVE THIS BLANK.
- Block 8. **UNIT PRICE.** Enter the unit price for each item listed.
- Block 9. **PRESENT QUANTITY ALLOWED.** Enter the present quantity allowed (authorized). Cite source and date of allowance document in Block 12.
- Block 10. **NEW TOTAL QUANTITY.** Enter the total of the present quantity allowed and the additional quantity requested.
- Block 11. **EXTENDED VALUE OF CHANGE.** New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)
- Block 12. **JUSTIFICATION.** Indicate authority for present quantity allowed (Block 9) and reason for requesting change. Completion of this block is mandatory.
- Block 13. **COPY TO.** Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.
- Block 14. **SIGNATURE.** Sign in the same manner as other official correspondence.
- Block 15. **FIRST ENDORSEMENT.** The first endorsement should include applicability to other units and and such other information which will assist in further consideration of the request.

NAVSUP 1220-2 (12-76)  
S/N 0108-LF-501-2206

Figure 2-7, page 2

## SHIP'S CONFIGURATION CHANGE FORM

SHIP'S CONFIGURATION CHANGE FORM OPNAV 4790/CK (5-84) (REV 5-84) S/N 0107 LF 047-9010										CONFIG FILE CORR	COMP HIA NO DEFL	COMP DEFL
<b>SECTION I - JOB IDENTIFICATION</b>												
JOB CONTROL NUMBER										ALTERATION IDENTIFICATION		
1. SHIP'S IIC		2. WORK CENTER		3. JOB SEQ. NR		4. ALTERATIONS (SHIP ALT., P.L.D., CHG., ETC.)						
A. SHIP'S NAME					B. HULL NUMBER			C. EIC			D. ACT Tm	
7. EQUIPMENT NOUN NAME					8. SHP MHRS EXP		9. ACT MAINT TIME		10. COMP DATE			
<b>SECTION II - JOB DESCRIPTION/REMARKS</b>												
12. JOB DESCRIPTION (REMARKS)												
<b>SECTION III - COMPONENT CONFIGURATION CHANGE IDENTIFICATION</b>												
11. COMPONENT NOUN NAME										14. QUANTITY		15. DA
16. COMPONENT IDENTIFICATION										12. COMPONENT SERIAL NUMBER		
18. COMPONENT APL/DEL										19. LOCATION (DECK FRAME/SIDE)		20. EIC
21. NEXT HIGHER ASSEMBLY										22. SDC		23. WORK CENTER
24. NAME PLATE DATA												
25. MIP												
26. EOSS												
27. TM												
<b>SECTION IV - SPECIAL PURPOSE</b>												
28. RIN				29. AISIR				30. SECAS OFFICE USE				
<b>- INSTRUCTIONS -</b>												
ITEM NUMBER	SECTION I & II DESCRIPTION	PAGE 1	CONT PAGE	LEGEND								
1 - 3	JOB CONTROL NUMBER	M	M	IA - IF AVAILABLE IP - IF APPLICABLE M - MANDATORY O - OPTIONAL NR - NOT REQUIRED								
4	ALTERATION IDENTIFICATION	IP	IP									
5	EQUIPMENT IDENTIFICATION CODE	M	NR									
6	ACTION TAKER	M	NR	SECTION I BLOCK 8 ACTION TAKER								
7	EQUIPMENT NOUN NAME	M	NR									
8	SHIP'S FORCE MANHOURS EXPENDED	M	NR	SECTION I BLOCK 15 COMPONENT ACTION								
9	ACTIVE MAINTENANCE TIME	M	NR									
10	COMPLETION DATE	M	NR	MAINTENANCE ACTIONS R - REMOVED EQUIPMENT I - INSTALLED EQUIPMENT M - MODIFIED EQUIPMENT								
11	METER READING	IP	NR									
12	JOB DESCRIPTION (REMARKS)	O	NR	CORP FILE CORR NO MAINTENANCE ACTION A - ADDITION OF RECORD D - DELETION OF RECORD C - CORRECT/CHANGE EXISTING RECORD								
13	ITEM NUMBER	SECTION III DESCRIPTION	REMOVE (RD)									
14	QUANTITY	M	M	M	M	1A - PARTIALLY COMPLETED ALTERATION	1 - MAINTENANCE ACTION COMPLETED PARTS DRAWN FOR SUPPLY 2 - MAINTENANCE ACTION COMPLETED PARTS NOT DRAWN FROM SUPPLY (LOCAL MANUFACTURE PRE-EXPENDED BINS) 3 - MAINTENANCE ACTION COMPLETED, NO PARTS REQUIRED					
15	COMPONENT ACTION	M	M	M	M	2B - FULLY COMPLETED ALTERATION						
16	COMPONENT IDENTIFICATION	IP	IP	IP	IP	3C - FULLY COMPLETED EQUIVALENT TO ALTERATIONS						
17	COMPONENT SERIAL NUMBER	IA	IA	IA	IA	4D - ALTERATION DIRECTIVE NOT APPLICABLE	SHIP SEQUENCE NUMBER					
18	COMPONENT APL/DEL	M	IA	IA	IA	1						
19	LOCATION	M	M	M	M	2						
20	EQUIPMENT IDENTIFICATION CODE	NR	IA	IA	NR	3	PAGE _____ OF _____					
21	NEXT HIGHER ASSEMBLY	IP	IP	IP	IP							
22	SERVICE APPLICATION CODE	IA	IA	IA	IA							
23	WORK CENTER	NR	M	NR	NR							
24	NAME PLATE DATA	NR	M	NR	NR							
25	MAINTENANCE INDEX PAGE	IA	IA	IA	IA							
26	EOSS	IP	IP	IP	IP							
27	TECH MANUAL NUMBER	IA	IA	IA	IA							
WORK CENTER SUPERVISOR		DIVISION OFF		SUPPLY DEPT		3M COORDINATOR						

FC02504

Figure 2-8

## **CHAPTER 3**

### **MATERIAL PROCUREMENT**

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#### **3000 INTRODUCTION**

Guidance in this chapter is intended to support and amplify existing procedures in the NAVSUP P-485, NAVSUPINST 4200.85 (series), DOD FMR, and NAVSO-3013-2.

#### **3001 FINANCIAL OPERATING TARGET (OPTAR)**

**1. Requisition OPTAR LOG/OPTAR Document Transmittal Letter (TL).**

- a. NCF units that do not have access to MicroSNAP maintain a requisition OPTAR log.
- b. Units that are utilizing MicroSNAP maintain the OPTAR Document Transmittal Letter (TL).
- c. TLs are the units' memorandum accounting ledgers and should parallel the official accounting ledgers maintained at the Defense Finance and Accounting Service (DFAS).
- d. All requisitions (chargeable and non-chargeable), and purchase orders must be recorded in the units memorandum accounting records.

#### **3002 MATERIAL OBLIGATION VALIDATION (MOV) PROGRAM**

MOV processing is accomplished in accordance with NAVSUP P-485, Chapter 3.

#### **3003 SOURCES OF SUPPLY**

- 1. The CONUS requisition Point of Entry (POE) is FISC Jacksonville Det Gulfport (P95), formerly CBC Gulfport Supply, for all deployed East Coast NCF units and FISC San Diego DET Port Hueneme (P96) for West Coast units. Material requirements not satisfied from local sources are submitted to P95 or P96.
- 2. Deployed or OCONUS units should submit their requisitions to the nearest Fleet Industrial Supply Center (FISC) or Source of Supply (SOS).
- 3. Units should use the local supply department or the DOD supply system to obtain material.
  - a. If required material is not available, NCF units are authorized to obtain supplies from local vendors, or services supply store utilizing the Government Purchase Card (GPC).

4. Camouflage Utility Uniforms/Desert Utility Uniforms (CUUS/DUUS) are ordered in accordance with the NCF KYLOC instruction, unit level SOPs, NAVSUP P-485 and Chapter 7 of this instruction.

### 3004 REQUISITIONING

Requisitions are prepared in accordance with NAVSUP P-485, Chapter 3. The following serial numbers are utilized for approved supply transactions:

CATEGORY OF MATERIAL	SERIES
Consumable	0001 – 3999
No Cost Publication	6000 – 6999
Expenditure Record Log	7000 – 7499
MTRs/DLRs	7500 – 7999
Repair Part (EMRM)	A001 - C999
ANORS	D001 - D999
NORS	W001 - W999

#### 1. Amplification of the procedures contained in the NAVSUP P-485, Chapter 3:

- a. Non-Chargeable Material Requisitions for Appropriations Purchase Account (APA) and other non-chargeable material, including Defense Reutilization and Marketing Office (DRMO) items, are assigned a dummy serial number and prepared off-line.
- b. Work and Procurement Requests. Fleet Commanders, Type Commanders and Operating Budget (OB) holders are the only commands authorized to issue Work Requests (NAVCOMPT Form 2275), Requests for Procurement (NAVCOMPT 2276), and Military Interdepartmental Purchase Requests (MIPR) (DD Form 448).
- c. Operating forces are authorized to use a DD1149 to requisition services within the DOD in lieu of the NAVCOMPT Forms 2275, 2276 or DD Form 448.
- d. For shipment of unaccompanied baggage by NCF units the following Transportation Account Codes (TAC) apply:



LANT NCF UNITS		PAC NCF UNITS	
Europe Deployed	N75H	NMCB 3	N38S
Guam Deployed	N76H	NMCB 4	N39S
Okinawa Deployed	N77H	NMCB 5	N40S
		NMCB 40	N45S
		CBMU 303	N78S
		UCT 2/30th NCR	N26S

Units are required to submit a TAC authorization request to the 1NCD Comptroller/Financial Management Officer prior to use. This data is for information purposes only.

### **3005 UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)**

To determine the correct prioritization of requisitions, UMMIPS designated Force/Activity Designators (FADs) and Urgency of Need Designators (UNDs) listed in the NAVSUP P-485, Chapter 3 are utilized.

1. NMCBs deployed to Camp Mitchell, Camp Covington, Camp Shields and all overseas DET sites will use FAD II.

a. Commanding Officers or a designated representative will review requisitions that are assigned UND "A" (Priority 02 or 03) and Media and Status Code (cc7) "S".

### **3006 NOT OPERATIONALLY READY SUPPLY (NORS) REQUISITIONS**

1. NORS requisitions are only submitted for requirements that are the direct cause of TOA equipment being deadlined. Assign the appropriate requisition priority using UND "A"; assign Project Code "QKO".

2. Required Delivery Date (RDD) of "999" expedited handling, is only assigned to NORS requisitions for deadlined equipment. RDD field entries are covered in NAVSUP P-485, Chapter 3.

3. The USN registration number and APL number of deadlined CESE must be included on all NORS/ANORS requisitions.

4. NORS requisitions for augment equipment are authorized if the equipment is deadlined and completion of a project is delayed.

### **3007 ANTICIPATED NOT OPERATIONALLY READY SUPPLY (ANORS) REQUISITIONS**

1. ANORS requisitions should be submitted for requirements with parts expected to fail that would result in equipment being deadlined.

a. ANORS requisitions for augment equipment should be used if completion of a project may be delayed due to lack of parts.

b. Requisitions are assigned the appropriate requisition priority using UND "B" project code "QK5" and RDD "777".

c. DO NOT use Project Code "QKO" or RDD "999"

d. Refer to NAVSUP P-485 Chapter 3, for additional guidance.

2. When supply status indicates that an ANORS requirement will not be received prior to the time a piece of equipment will be deadlined, a NORS requisition will be submitted and the ANORS document will be cancelled.

### **3008 NORS/ANORS MANAGEMENT**

NORS/ANORS will be managed by recording each piece of deadlined equipment on a status sheet/board.

1. The status sheet/board will contain, at a minimum, the following columns: NSN/P/N, Equipment, Nomenclature, Quantity, Requisition Number, Job Sequence Number (JSN), and current status. It serves as a management tool for monitoring and expediting NORS and ANORS requisitions.

### **3009 MATERIAL PROCUREMENT FROM COMMERCIAL SOURCES**

The procurement of material from commercial sources is a viable option to be exercised prudently.

1. The primary commercial procurement method available to NCF Supply Officers is the Government Wide Commercial Purchase Card program.

2. A Government Purchase Card Log must be maintained.

3. Every transaction involving use of the card MUST be logged (See Figure 3-1).
4. Care must be exercised when using the card to make a purchase.
5. Items purchased must meet safety requirements, automotive and construction standards, and be in compliance with the NAVSUPINST 4200.85 (series) and NAVSUPINST 4200.99 (series).

### **3100 AUTHORITY**

1. Contracting authority for NCF units is established by the cognizant Procurement Management Review (PMR) office.
2. Authority to award contracts is obtained from the cognizant regimental R41 prior to initiating any contract.
3. Supply Officers shall ensure that they have contracting authority prior to deployment.

### **3101 CONTRACTING OFFICERS**

Commanding Officers are designated as Contracting Officers under the decentralized NAVSUP contracting concept and may designate the Supply Officer as a Contracting Officer. All prerequisite qualifications must be met before an individual can be appointed, including successful completion of a NAVSUP Authorized Small Purchase Course and they must be familiar with the NAVSUP 4200.99 (series).

1. When contracting is authorized by 1NCD, a copy of the letter of appointment for each individual will be forwarded to the cognizant PMR activity for review. All contracting documentation must be retained for each contracting or ordering officer.
2. Card holders must complete mandatory DON GCPC training and have a letter of designation specifying the threshold to their purchase authority prior to utilizing the purchase card as a payment method.
3. COMFIRSTNCD and subordinate units have Level 1 purchase authority which authorizes them to:
  - a. Establish a purchase card program and make transactions not to exceed \$3000 for supplies, \$2,500 for services that are subject to the Service Contract Act, and \$2,000 for construction subject to the Davis-Bacon Act.
  - b. Use the purchase card as a payment method up to \$100,000 to pay for fixed price contracts or orders issued by a contracting officer on behalf of the S4 when so authorized in the contractor order.

c. Use the purchase card to pay for training requirements up to \$25,000 when using the DD Form 1556.

d. Use the purchase card to pay for printing up to \$100,000 when using the DD Form 282 through the Defense Automated Printing Service (DAPS).

e. Place electronic firm fixed price orders against Indefinite Delivery Type Contracts located on the DoD Email (<http://www.dlis.dla.mil/email.aspl>) using the purchase card as a payment method.

**Note: Activities in the Hampton Roads and Jacksonville areas may place orders with SERVMART up to \$100, 000**

4. 1NCD authority is not required when necessitated by bona fide national emergencies (i.e. natural disasters or hostilities) if approved contracting methods are used. This does not apply to use of NAVCOMPT FORM 2275/2276.

5. Requests for waivers, deviations or increases in established procurement authority are to be submitted in accordance with NAVSUPINST 4200.85 (series); they will then be forwarded to NAVSUP via the NCR and cognizant PMR command for verification.

6. All requested material and services are documented using the NAVSUP 1250-1, NAVSUP 1250-2, or DD 1149 as appropriate. If an activity will not accept a DD 1149 for services, notify the regimental R41 who will notify 1NCD N8 for issuance of the required NAVCOMPT 2275 (Order for Work or Services) or NAVCOMPT 2276 (Request for Contractual Procurement). Issuance of a NAVCOMPT 2275/2276 by units IS NOT AUTHORIZED.

7. All NCF units will establish procedures to ensure prompt and accurate payment of commercial vouchers. Files and controls established by NAVSUPINST 4200.85 (series), NAVSUP 4200.99 (series) and any other NCF subordinate purchase card instructions will be strictly adhered to.

### **3200 TABLE OF ALLOWANCE (TOA)**

TOA custodians for deployed camps are normally the battalion S4 and the SRG Supply Officer is the TOA custodian for homeport.

1. All maintenance costs are chargeable to the unit or camp's Operation and Maintenance, Navy (O&M, N) OPTAR with the exception of Civil Engineering End Items (CEEI), Appropriated Purchase Account (APA) items, initial issue of complete kits, and assemblies when the Component Shipping Program is available at FISC.

2. Kits will be requested through the cognizant NCR. The maintenance for CESE equipment will be charged to the camp's OPTAR, not the units. This does not apply to the SRGs.

### **3300 SPECIFIC MATERIALS**

DoD Classes of material are described in the Joint Publication 4-09. Refer to Figure 3-2 of this chapter for a complete list of material classes.

#### **3301 CLASS IV (CONSTRUCTION MATERIALS)**

Units are allowed to requisition class IV material, but they are not authorized to generate contracts; if a contract is required, they must contact the cognizant NCR.

#### **3302 CLASS V (WEAPONS)**

1. NFELC coordinates with Naval Surface Warfare Center Division (NSWCD) Crane, Indiana for the delivery of the initial allowance of weapons and supporting repair parts.

2. Replenishment of ordnance supplies, and repair parts are to be ordered through normal supply channels.

#### **3303 CLASS V (AMMUNITION)**

The basic supply management policy and requisitioning procedures are contained in the NCF training Series for Ammunition, and the NCF Training Series for Mount-Out Ammunition (Contact the SRG R7 for further guidance).

#### **3304 CLASS VI (COPYING AND AUDIOVISUAL (AV) REQUIREMENTS)**

OPNAVINST 5600.20 (series) and OPNAVINST 5290.1 (series) contain direction for obtaining copier and AV equipment.

1. All requests for this type of equipment should be submitted to the appropriate NCR R6 with justification. Upon receipt of a request, the R6 will provide further guidance for the acquisition of equipment.

#### **3305 CLASS VII (CIVIL ENGINEERING END ITEM (CEEI))**

A CEEI is any functional unit of equipment which is operated singularly or as a component of a system or subsystem.

1. Identified in the NCF TOA as a non-USN numbered 2C COG item, or an investment item with a unit cost of \$25,000 or more.

2. Requests for replacement or additional CEEI equipment must be submitted by message or email to 1NCD N43 via the cognizant NCR. The request must contain a complete justification.

### **3306 CLASS VII (CIVIL ENGINEERING SUPPORT EQUIPMENT (CESE))**

Acquisition and disposition policy for CESE is contained in NAVFAC P-404, NAVFAC P-300, and COMFIRSTNCDINST 11200.2 (series).

1. CESE procedures are coordinated by unit personnel with the appropriate NCR Equipment Officer (R43).

### **3307 CLASS VII (NIGHT VISION DEVICES (NVD))**

1NCD Code N43 has complete cognizance over NVDs, but they are controlled and issued by the SRG Armory Chiefs in homeport and by the NCR Ordnance Officer when deployed.

1. Funding for the initial issue and repair of NVDs comes from 1NCD. Field activities can try to repair them, but if it is beyond their capability, they are to be shipped to NSWCD Crane Indiana for repair or replacement.

### **3308 CLASS VIII (MEDICAL/DENTAL)**

The Bureau of Medicine (BUMED) establishes the Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) for medical/dental equipment and supplies.

1. Medical supplies required for Field Exercises (FEX) will be ordered by the cognizant SRG.

2. Upon returning from FEX the returning and departing battalion IDCs/S4s will meet with the SRG R41 or designated representative, and inventory the AMAL/ADAL.

3. The shortage list will be turned over to the SRG R41 who will order all required supplies.

4. Specific guidance can be obtained by contacting 1NCD's senior medical officer.

### **3309 CLASS IX (CESE REPAIR PARTS INITIAL ISSUE)**

The initial allowance of repair parts is provided by NAVICP-M upon the request of NFELC.

**3310 PLANT PROPERTY**

The requirements of plant property accounting do not apply to plant property type items listed in the TOA or equipment that is permanently installed in a structure; at deployment sites, the latter is under the cognizance of the host activity. Detailed guidance regarding plant property accounting is contained in Chapter 6 of this instruction, DoD FMR 700014-R, COMFIRSTNCDINST 7320.1 (series), and the NAVSUP P-485.

**3311 OMBUDSMAN SUPPLIES**

All NCF units will fund the Command's Ombudsman. Refer to OPNAVINST 1750.1 (series) for guidance.

**3312 CLOTHING**

Units ARE NOT authorized to purchase articles of clothing utilizing OPTAR funds, other than those specified in Chapter 7. The funding for tee-shirts, caps, jerseys, etc. will be provided by the individual, MWR or applicable mess NOT OPTAR funds.

**3313 TECHNICAL MECHANICAL AND FIELD MANUALS**

NFELC is responsible for managing the Technical Manual Support Program and the initial issue of all supported CESE equipment; requisitions for additional or replacement technical manuals will be submitted to NFELC, or requests will be sent to DAPS for reproduction of existing manuals.

**3314 MEDALS, TROPHIES, BADGES AND PLAQUES**

Refer to SECNAVINST 3590.4 (series), NAVSUP P-485, Chapter 3, and the NAVCOMPT Manual for guidance.

**3315 TABLE OF ALLOWANCE (TOA)/AUGMENT TOOL REPLENISHMENT**

Tools and equipment shall be maintained at 100% of the authorized TOA. Augment allowances will be identified as allowance type code 5 (AT5).

**3316 TOOL RENTAL**

When equipment is not available, or it is being utilized for a project with a higher priority, rental equipment is authorized; however, prudence is required to ensure rental equipment is the most cost effective alternative. Equipment rental will be charged to the cognizant project, not to 1NCD. 1NCD or the cognizant NCR will have a reimbursable project account that will be used.

**3317 DETACHMENT (DET) SUPPORT**

1. Battalions deployed to Seabee camps are responsible for providing logistic support to their DET sites. Civil Engineer Support Equipment (CESE) repair parts, tools, and materials required by the DETs not available at the DET site must be provided by, or requisitioned via the parent unit.

a. Common items, such as POL and general usage consumables, are normally obtained from the host activity depending on the Inter-Service Support Agreement (ISSA) or Memorandum of Understanding (MOU) between the supporting and supported unit. DET personnel utilize the procedures established by the host activity for obtaining supplies.

2. All requisitions from OCONUS DET sites to the main body must be submitted in accordance with this instruction or the OPORD.

a. Automated Det sites will order requirements via Web based MicroSNAP and NON-Automated DET sites will submit requirements to the main body via email message. All material requisitions are to contain the required 3M data. They must maintain a requisition OPTAR Log.

3. When Non-automated DET sites submit requisitions, the following information must be included on all correspondence allowing for preparation of the NAVSUP 1250-1/1250-2 or DD Form 1348/1348-6 or input into MicroSNAP by the battalion S4 (DET sites will follow 3M procedures):

a. DET Requisition Numbers: The next sequential number from the DET Memorandum OPTAR Log will be assigned

b. National Stock Number/Part Number and Commercial and Government Entity (CAGE)

c. Item nomenclature (add tool kit assembly number when ordering for tool replenishment)

d. Quantity

e. Unit cost

f. 3-M data (JSN, etc.)

g. USN Number, if CESE Repair Part

h. Allowance Parts List Number, if CESE Repair Part

i. Equipment Repair Order Number, if CESE Repair Part



- j. Preventive Maintenance Group, if CESE Repair Part
- k. Navy Item Control Number (NICN) for tool kits
- l. CESE Model Number\*
- m. CESE Serial Number\*
- n. Technical (Parts) Naval Stock Number\*
- o. Page and Item Number from Parts Manual\*

\*Only required for items ordered by Part Number

4. Items that are not in stock (NIS), or not carried (NC) are to be ordered using Signal Code J, Media/Status Code T, and the ordering DET's UIC cited as the supplementary address.

5. Receipt Procedures for DETs:

- a. DET sites will report to the battalion Main Body, all requisitions received on a weekly basis. It is to cite the assigned battalion Main Body requisition numbers.
- b. A report for the receipt of NOR/ANORS requirements must be sent to the battalion Main Body on the day the material is received.
- c. A signed and dated copy of requisitions received from the Main Body will be mailed to the battalion Supply Department on a weekly basis.

6. Requisition Response Follow-up by the DET:

- a. When DETs have not received a supply status response from the Main Body Supply within two work days for UND "A" and "B" requisitions, or five workdays for UND "C" requisitions, the DET will initiate an inquiry to the Main Body camp.

### **3318 RECORDS/FILES**

Each DET will maintain at a minimum the following:

1. Procurement Action Tickler File (PATF) file

- a. The file will be maintained in two sections:
  - (1) "PATF-Pending" and "PATF-Shipped"

- (2) Both sections of the PATF will each be maintained by fiscal year in ascending DET requisition number order.
- (3) The NAVSUP Form 1250-1 or 1250-2 is to be filed initially in the PATF-Pending until the Main Body either notifies the DET that the requirement is being filled from their camp stock or assigns a Main Body requisition number to the DET's requirement.
- (4) Upon receipt of the Main Body's requisition disposition message, the DET will take the following action:
  - (a) For requirements filled from Main Body stock assets, annotate the DET's NAVSUP Forms 1250-1/1250-2 in the PATF-Pending with the shipping status (status message, TCN, actual/estimated shipping date, etc) and place it in the PATF-Shipped until the material is received. Upon receipt of the material, the DET requisition will be annotated with the date received and placed in the MCF with the receipt document.
  - (b) DET requirements that cannot be filled from Main Body stock assets will be assigned a Main Body "J" coded requisition number and the DET's NAVSUP Forms 1250-1/1250-2 will be annotated with the Main Body's requisition number and placed in the Material Outstanding File (MOF).
  - (c) DET requisitions remaining in the PATF-Pending after five working days will be researched with the Main Body to determine the status. Written requests, e-mail message or fax will be used to document follow-up action taken. Reference the original DET support messages.

### **3400 REQUISITION FILE MAINTENANCE**

Requisition files are maintained in accordance with the NAVSUP P-485, Chapter 4.

#### **3401 MATERIAL OUTSTANDING FILE (MOF) MAINTENANCE**

Supply Officers will initiate and pursue an aggressive follow-up program on outstanding material requisitions in the MOFs for camp, unit, and MLO construction material requisitions. NAVSUP P-485, Chapter 3 outlines the procedures for processing follow-ups and MILSTRIP requisitions relative to follow-up submission.

#### **3402 PROCUREMENT ACTION TICKLER FILE (PATF)**

Maintain in accordance with the NAVSUP P-485.

**3500 MICROSAP**

MicroSNAP guidance is provided in Appendix F of this instruction.

**3501 OPTAR ACCOUNTING**

The financial module in MicroSNAP will be used. Refer to Appendix F of this instruction for further guidance.

Government Purchase Card Order Log							
Requisition Number	Vendor	Contract Number	ESD	Est. Total Price	Actual Total Price	Date Material Received	Date Statement Forwarded to OPLOC For Payment

Figure 3-1

CLASSES AND SUBCLASSES OF SUPPLY			
	Symbols		Subclasses
<b>CLASS I</b> Subsistence			A - Nonperishable C - Combat Rations R - Refrigerated S - Nonrefrigerated W - Water
<b>CLASS II</b> Clothing individual equip., tools, admin, supplies			A - Air B - Ground Support Materiel E - General Supplies F - Clothing G - Electronics M - Weapons T - Industrial Supplies
<b>CLASS III</b> Petroleum, oils, lubricants			A - POL for Aircraft W - POL for Surface Vehicles P - Packaged POL
<b>CLASS IV</b> Construction materiel			A - Construction B - Barrier
<b>CLASS V</b> Ammunition			A - Air Delivery W - Ground
<b>CLASS VI</b> Personal demand items			A - Personal Demand Items M - Personal and Official Mail P - Ration Supplemental Sundry Pack
<b>CLASS VII</b> Major end items: racks, pylons, tracked vehicles, etc.			A - Air B - Ground Support Materiel D - Admin. Vehicles J - Tanks, Racks, Adapters, and Pylons (USAF only) L - Missiles M - Weapons N - Special Weapons T - Industrial Materiel X - Aircraft Engines
<b>CLASS VIII</b> Medical materials			A - Medical Materiel B - Blood/Fluids
<b>CLASS IX</b> Repairs parts			A - Air B - Ground Support Materiel D - Admin. Vehicles G - Electronics K - Tactical Vehicles L - Missiles M - Weapons N - Special Weapons T - Industrial Materiel
<b>CLASS X</b> Materiel for nonmilitary programs			

Figure 3-2

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## CHAPTER 4

### MATERIAL RECEIPT, CUSTODY, AND STOWAGE

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#### 4000 INTRODUCTION

Effective inventory control begins with proper material receipt, custody, and stowage procedures. Inadequate receipt processing areas, stowage constraints, and rotation of custodians at Seabee camps are not acceptable excuses for poor procedures; attention to detail and strict adherence to the basic receipt management procedures in the NAVSUP P-485 are mandatory for all NCF units.

#### 4001 RESPONSIBILITIES

The Supply Officer is responsible for the receipt, identification, inspection, custody, and stowage of all material as well as associated documentation.

1. The Supply Officer will delegate the responsibilities of processing the receipt of all material, except construction project materials and subsistence items, to the Stores Officer (S4C).
2. The Material Liaison Officer is delegated responsibility for construction supplies and materials, and the Food Service Officer is delegated responsibility for subsistence items.
3. Shipping and Receiving serves as the central section for the camp where all materials and personal effects are received and segregated for pickup or delivery to the various units and/or companies, with the exception of project material and subsistence items.
4. Material Liaison Office (MLO). The MLO serves as the receiving section for all construction materials and project tools.
  - a. Materials are delivered directly to the MLO.
  - b. Project tools are immediately released to the Central Tool Room (CTR) for control and issue in accordance with standard operating procedures.
  - c. MLO stock records are properly annotated to reflect transfers to the CTR.

#### 4002 RECEIPT PROCESSING

To facilitate timely processing of receipts and proper planning of assigned work, delivery and pick-up schedules for materials from the supply support activity and commercial

vendors must be coordinated with the central receiving area. Receipt processing procedures for Stock Material and Direct Turn-Over (DTO) Material are described in the NAVSUP P-485, Chapter 4.

1. Tool Kits The CTR custodian or designated representative will acknowledge receipt of Tool Kits by returning signed copies of receipt documents to the cognizant Regimental TOA manager.

2. Receipt Procedures for DETS:

a. DET sites will report all requisitions received on a weekly basis to the Main Body.

(1) The report will cite assigned Main Body requisition numbers for all material received on board through normal supply channels during the week.

(2) A report for the receipt of NOR/ANORS requirements must be sent to the Main Body on the day the material is received.

(3) A signed and dated copy of requisition received from the Main Body will be mailed to the battalion Supply Department on a weekly basis.

3. Documentation:

a. A Material Receipt File must be kept for the current and two prior fiscal years.

b. Receipts are filed in document number sequence after they are posted into MicroSnap.

c. Documentation that is properly maintained assists in researching frustrated material shipments, overdue bills, and balancing financial records.

#### **4003 CUSTODY AND SECURITY**

Personnel in charge of supply spaces are accountable for equipage and special materials in their spaces and must ensure that the appropriate security measures are implemented to prevent damage, deterioration or loss of government assets.

1. Procedures for the management of tools, Camouflage Utility Uniforms (CUU), Organizational Gear and Clothing are contained in Chapter 7 of this instruction.

2. Further guidance may be found in the NAVSUP P-485, Chapter 4.

#### 4004 MATERIAL DISCREPANCIES

Reporting and resolving shipping discrepancies and product quality deficiencies are covered in NAVSUP-P 485, Chapters 3 and 4, while additional guidance may be found in NAVSUPINST 4610.33E (series), and NAVSUPINST 4600.70 (DTMR).

1. Material discrepancies are divided into two categories:

a. Overages, shortages, damages, incorrect material received - or -

b. Non-receipt of material

(1) When one of these instances occurs, complete a Supply Discrepancy Report (SDR) and submit it to the applicable activities.

2. Product quality discrepancies involve material received which cannot be used for its' intended purpose due to faulty manufacturing, design, repair, materials utilized, or any other type of structural deficiency.

a. When one of these instances occurs, submit a Product Quality Deficiency Report (PQDR) to the designated PQDR screening point.

**Note:** The NAVSUP P-485 contains complete details on the procedures for completing and submitting a SDR and PQDR; additional guidance may also be found in SECNAVINST 4855.3 (series) and 4855.5 (series).

#### 4005 STOWAGE

General stowage practices are described in the NAVSUP P-485, Chapter 4. Storage space, especially covered storage, is limited at the deployment sites, so proper planning is essential.

1. Shelf-Life Item Management Program:

a. A management tool intended to devote intensive management control over material deterioration.

b. Every unit must maintain a shelf-life program. Also, this program applies to all Supply Outlets (including DET sites) and the tent camp pickups.

c. Stock Records should reflect appropriate Shelf Life Action Codes and material expiration dates.



d. Specific guidelines for shelf-life management are contained in the NAVSUP P-485, Chapter 4.

e. Shelf-life codes for particular National Stock Numbers (NSNs) may be found in the Federal Logistic Data (FEDLOG) database.

(1) A listing of all shelf life codes and shelf life action codes is also contained in the NAVSUP P-485, Appendix 9.

2. Hazardous Material/Hazardous Waste Management Program. The unit's overall Hazardous Material Control Program Manager must coordinate with 1NCD, 22nd NCR, 25th NCR or 30th NCR.

a. All requirements of the NAVSUP P-485, OPNAVINST 4110.2 (series) and OPNAV 5100.23 (series) apply to pack-up, outlet and operating space items that qualify as hazardous.

b. Specific handling and storage requirements for Calcium Hypochlorite may be found in the NAVSUP P-485.

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## **CHAPTER 5**

### **MATERIAL EXPENDITURE AND SHIPMENT**

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#### **5000 INTRODUCTION**

NAVSUP P-485, Chapter 5 provides detailed instructions on survey, transfer and shipment of material, supplies, equipment, and personal property. Chapter 5 of this publication highlights and amplifies established NCF policies and procedures where necessary.

#### **5001 SURVEY CRITERIA**

Survey procedures (Financial Liability Investigation of Property Loss (FLIPL DD Form 200)) apply to the following categories of material in addition to the categories listed in the NAVSUP P485, Chapter 5.

1. All power tools (electric, pneumatic, gas engine driven, etc.), individual tools, and sets of tools if there is evidence of neglect, intentional misuse or the individual line item exceeds \$750.00.
2. Camouflage Utility Uniforms/Desert Utility Uniforms (CUUs/DUUs). Refer to Chapter 7 of this instruction.
3. Individual Infantry Equipment (782 Gear). Infantry equipment is maintained in accordance with TOA Assembly 02000. The Infantry Equipment Outlet Custodian will replace lost or damaged items on a one-for-one basis using the same procedures and criteria that apply to the CUUs/DUUs. Refer to Chapter 7 of this instruction.
4. Lost, Stolen, Destroyed Items. Special clothing, bedding, and individual infantry equipment in the custody of individuals which is lost, stolen, destroyed, or damaged through other than normal wear will be surveyed by the custodian. The findings in the approved survey must clearly indicate whether culpability is indicated and if reimbursement to the U.S. government is required. If the lost, stolen, destroyed equipment does not exceed \$500.00 only a copy of the Military Pay-Adjustment Authorization DD Form 139 is required. Further guidance on the policy can be found in the NAVSUP P-485, Chapter 5.
5. When pay adjustments are involved for articles in excess of \$500.00, a copy of the completed Military Pay-Adjustment Authorization (DD Form 139) will be attached to the approved survey.

**5002 REIMBURSEMENT TO THE GOVERNMENT**

When an individual accepts responsibility and reimburses the government for the loss, damage, or destruction of government property under \$500, only a copy of the Military Pay-Adjustment Authorization (DD Form 139) is required to support adjustments to financial and property records. A DD Form 200 will be prepared to substantiate reimbursements over \$500. A copy of the completed DD Form 139 will be filed with the completed FLIPL in the expenditure file. Whatever the circumstances, it must be documented on the DD Form 139 that the service member was advised of their rights. When research indicates evidence of negligence or abuse and the alleged responsible individual does not admit responsibility, a Survey Officer will be appointed and will work with Accountable and Responsible Officers to obtain and document the facts and circumstances of the loss. Units shall ensure that the proper line of accounting (LOA) is referenced on DD Form 139s to ensure OM&N funds are properly reimbursed. Failure to include a LOA will result in funds being returned to the U.S. Treasury and not the units OPTAR.

**5003 MISSING, LOST, STOLEN, AND RECOVERED (MSLR) PROGRAM**

In accordance with NAVOP MSG DTG 211534Z Jan 00, reports previously required under the Missing, Lost, Stolen and Recovery program (MLSR) are eliminated for everything other than high risk Arms, Ammunition, Explosives (AA&E), and classified material. These materials also require the completion of a Situational Report/Operations Report (SITREP/OPREP). Refer to the NAVSUP P-485, Chapter 5, and the OPNAVINST 3100.6 (series) for guidance.

**5004 DEPOT LEVEL REPAIRABLES (DLRS)**

NCF units generally deal with two separate programs related to DLR items: DoD DLRs and NCF specific DLRs. Both types of DLRs will be processed in accordance with the NAVSUP P-485 and NAVSUP P-545, unless specified by the NCR R4 or NFELC.

**5005 NIGHT VISION DEVICES (NVDS)**

Specific authority from NAVSEASYS COM must be given prior to the disposal of NVDs. Disposition instructions will be provided by, NSWCD Crane, IN or NAVICP Mechanicsburg (NAVSEAINST 8215.1(series) applies).

**5006 SHIPMENT OF SENSITIVE, CONTROLLED, AND PILFERABLE ITEMS**

The following materials require the controls set forth in the OPNAVINST 5510.I (series), NAVSUP 4600.88 (series) and MIL-STD-129: Sensitive, controlled, pilferable items, registered mail, narcotics, controlled drugs, precious metals, high value items, highly technical items, material hazardous in nature, small arms, ammunition, explosives, and demolition material. They require a high degree of protection and control due to statutory requirements and regulations.

**5007 SHIPMENT OF PERSONAL PROPERTY**

Transportation of Navy Personal Property guidance is included in the NAVSUP P-490 and NAVSUP P-485. NAVSUP P-490 supplements the entitlement provisions of the Joint Federal Travel Regulations (JFTR) Volume 1, Joint Travel Regulations (JTR) Volume 2, and provides guidance on the movement and storage of personal property.

**5008 PERSONAL PROPERTY TRANSPORTATION OFFICER (PPTO)**

The Commanding Officer will designate a battalion PPTO who will coordinate and effect the collection, packing, and crating of personal baggage (Figure 5-1). The PPTO, normally the S4, will conduct their duties in accordance with the NAVSUP P-490 and related publications/ instructions.

**1. PPTO Responsibilities:**

- a. Establish liaison with the local Personal Property Branch to determine updated policy and procedures, and the most economical means of transportation.
- b. Submit required documentation per the NAVSUP P-490 at least six weeks prior to battalion movement.
- c. Ensure battalion personnel are informed of their baggage entitlements, restrictions, and weight limitations.
- d. Collect the baggage from members using a Receipt for Unaccompanied Baggage. Collecting, packing, crating, and shipping should all occur within one week.
- e. Submit a copy of the letter authorizing shipment of unaccompanied baggage to the Personal Property Branch Office. The letter should include the names of the individuals in the group with information about their unaccompanied baggage shipment.

**5009 DOCUMENTATION REQUIRED**

A Requisition Invoice/Shipping Document (DD Form 1149) is required for the shipment of unaccompanied baggage. Units will ensure that the following information is properly annotated on the form (Figure 5-2) to ensure timely and accurate shipments.

1. An expenditure number in conjunction with citing a Transportation Accounting Code (TAC) for transportation charges. TACs determine who will be charged (billed) for moving a shipment in the DTS. TACs consist of a four position alpha/numeric code. All Navy funded shipments have an "N" in the first position of the TAC, i.e. N---.
2. Authority (block 9) 1NCD or NCR deployment order letter.
3. TACs will be issued annually by message from the 1NCD Comptrollers.
4. Accounting Data (block 4 "Appropriation and Subhead"). PAC NMCBs may use abbreviated accounting data citing TAC Number and amount.
5. The service member requesting shipment shall furnish all required information. The required blocks and information are self-explanatory.
6. Personnel receiving the items for shipment shall acknowledge receipt and complete the baggage shipment data (bottom) section of the form.
7. The form shall be prepared in triplicate (additional copies for each additional piece of baggage). The original is retained for the S4 file, one copy is provided to the member, and one copy is attached to the outside of the baggage (use plastic document protector envelope).
8. The service member shall save his copy as proof of turn in for shipment and to claim their baggage at the destination. They will also complete the form in Figure 5-3.
9. Letter authorizing the shipment of unaccompanied baggage (Figure 5-4).

**5010 UNACCOMPANIED PERSONAL PROPERTY UPON INDIVIDUAL TRAVEL**

Service members in receipt of TAD orders are entitled to shipment(s) of unaccompanied personal property, with certain restrictions, such as household goods. The shipment of unaccompanied baggage will normally be made through the local supply activity's Personal Property Branch Office. Members are required to have their TAD orders annotated in the remarks section with the authorization for the shipment and the applicable Transportation Account Code (TAC). In remote areas, the battalion S4 may be responsible for such shipments that include the preparation, recording, and retention of required documents in accordance with the NAVSUP P-485 and NAVSUP P-490.

## **5011 CLAIMS**

Claims for any loss or damage in shipment of personal property shall be submitted and adjudicated by the Legal Office in accordance with the Judge Advocate General Manual. Claims shall not be paid until a thorough investigation has been conducted. Claims against the government shall be paid citing the appropriate OPTAR Line of Accounting (LOA).

## **5012 BATTALION CARGO**

The following procedures will be utilized to ship the unit's cargo:

1. Air Shipment. Battalion equipment and records required to support daily operations cannot be shipped in advance. These will be air-shipped, if possible, using the assigned Special Assignment Airlift Mission (SAAM). Directions for using SAAMS can be found at; <https://www.ois.disa.mil/nolsc/navtrans/>.
2. Inspection. Commanding Officers or their designated representatives will conduct appropriate inspections when NCF equipment/supplies are assembled, crated, containerized, or otherwise prepared for shipment as prescribed in COMFIRSTNCDINST 4600.1 (series). Upon deployment the max amount of cargo the battalion can ship is 18,000 pounds. If weight authorization is exceeded, a complete justification and request for a waiver must be submitted to the shipping activity via the NCR. Additional shipping and palletizing guidance can be found in the NAVSUP P-485, the NAVSUP P-490 and <https://www.ois.disa.mil/nolsc/navtrans/>.
3. Unauthorized Items. Shipping personal goods as Navy cargo is illegal. If searches reveal contraband or undeclared articles are being shipped in this manner, Commanding Officers are subject to a civil penalty in addition to the penalty imposed on the owner of the property.
4. Procedure. The following guidelines apply to battalion cargo shipped in conjunction with battalion rotations. Refer to NAVSUP P-485, Chap 5, for other shipments.
  - a. The Embark Officer will coordinate the shipment with the Supply Officer.
  - b. The Embark Officer will inspect and collect the battalion cargo and ensure that it is properly packed, crated, and secured.
  - c. The Supply Officer will prepare a DD Form 1149 and ensure the following are properly annotated on the form:
    - (1) Requisition number (block 6) from expenditure number series.
    - (2) Authority (block 9) 1NCD or NCR deployment order letter.
    - (3) NCF asset TAC (block 4).

5. Funding. The shipment of NCF assets is centrally funded from the 1NCD N8, as appropriate, and identified by the TAC.

a. Transportation Account Codes (TACs). Specific TACs for the shipment of unaccompanied personnel property can be found in Chapter 1 of this instruction.

b. Shipment of NCF Table of Allowance (TOA) Material. Shipment of TOA material belonging to NCF units will be charged against the following TACs:

CATEGORY	LANT NCF	PAC NCF
NCF allowance-material shipments incident to deployment and rotation of units and support of detachments (excludes ammunition and explosives).	N162	N163
NCF equipment-retrograde equipment for repair or replacement (including repair parts returned to "L3" stock).	N562	N563
Note: These TACs are NOT to be used for shipment of new equipment from vendor to end-user, construction project material, subsistence, personal property/ unaccompanied baggage, supply repair parts, and consumables.		

c. The following COMFIRSTNCD Special Purpose TACs require COMFIRSTNCD Comptroller approval prior to citing them on shipping documentation:

TAC	DEFINITION
N004	Organic V57034 1NCD LCREEK
N029	Organic V57034 1NCD LCREEK
N030	Organic SPEC PROJ 1NCD LCREEK DFT
N691	LANTNCF Reserve Unit Owned Material/Equipment (TOA and non-TOA), including cargo

d. Transportation charges for the movement of project materials are the responsibility of the customer activity. TYCOM funds will not be obligated for this purpose without prior written TYCOM approval.



**5013 MOUNT-OUT**

1. The Embarkation Officer and his staff have the primary responsibility for mount-out. Department Heads and Company Commanders provide the support. The ALFA Company is responsible for providing the transportation for equipment and battalion material movement to the staging area. The Supply Officer (S4) is responsible for ensuring that the materials, organic, and tailored requirements, are ready for shipment from ports of embarkation within the prescribed time frames.
2. Deployed NMCBs must be capable of redeploying with their organic TOA within six days notice via an OORDER to provide construction support for contingency operations. The unit shall be capable of deploying an Air DET of 89 personnel, with organic supplies and equipment within 48 hours notice.
3. NMCBs in homeport must be capable of organizationally redeploying within 10 days notice, and an Air DET and UCT must be deployable within 48 hours notice. These time frames represent minimum requirements.
4. The resident battalion at a Seabee camp must always maintain material readiness. An accurate camp turnover, TOA maintenance, and continuing review and evaluation of the camp logistics situation are essential to the successful support of a contingency operation. The following procedures are recommended:
  - a. Plan and conduct a systematic camp turnover with accurate inventories. Detailed knowledge of the TOA is a prerequisite.
  - b. Review the camps embark plans and coordinates with the Embark Officer.
  - c. Prepare requisitions for deferred material including ammunition, subsistence, fuel, POL, medical, and health and comfort items prior to commencing contingency operations.
  - d. Prepare a source information database for the above items (i.e., location, POC, telephone numbers during and after working hours, etc.)
  - e. Provide copies of the prepared requisitions and information cards to the Embark Officer for his files.
5. Review the troop movement procedure and policy with the Operation Officer. The 22nd NCR, 25th NCR and, 30th NCR coordinate the transportation arrangements for COMFIRSTNCD OPCON sites as appropriate.

6. Review Material Handling Equipment (MHE) requirements with ALFA Company. Coordinate additional MHE support with the local shore activity Supply Officer/PWO if necessary.

7. Organize the Supply Department. See Chapter 1 for the S4 responsibilities in the mount-out organization.

8. Homeport. NMCBs in homeport do not have custody of their TOA material. The applicable SRG Supply Officer maintains the allowance items. In the event of a contingency:

a. NMCBs in homeport will submit their material requirements to the respective SRG (R41), TOA material requirements for FEX to the applicable SRG R43 and for contingency mount out to the applicable NCR.

b. COMFIRSTNCD (N43) will coordinate the packing and crating for shipment of the SMART P25 material.

c. The SRG R7 will arrange for the issue of ammunition, and the SRG R4 will arrange for the issue of POL, fuel, subsistence items, and medical supplies.

d. Coordinate their fuel requirements with the SRG R4, who will provide Fleet Fuel Cards for the battalion's use at the beginning of their Homeport period. Fleet Fuel cards are to be utilized for non-GSA Vehicle Fuel requirements outside of military installations.

e. Non-GSA vehicle fuel requirements on base will be satisfied by the respective installations refueling point.

f. Ammunition requirements shall be coordinated with the SRG Ammunition Coordinator (R7).

g. Subsistence requirements are the responsibility of each unit to coordinate and order as appropriately following the procedures outlined in the NAVSUP P-486.

h. The SRG will maintain and replenish the Authorized Medical Allowance List/Authorized Dental Allowance List (AMAL/ADAL) ensuring the inventory is maintained at 100%.

9. Weapon requirements for homeport training will be coordinated with the SRG Armory Officer (R43).

10. CESE TOA requirements for homeport training will be coordinated with the SRG Equipment Officer (R43).

11. Care must be exercised to minimize damage, losses, and material misplacement. The cost of shortages or material damaged beyond economical repair will be borne by the unit.

## **TRANSPORTATION**

### **5014 TRANSPORTATION PUBLICATIONS**

1. NAVSUP P-485, Chapter 7, and the DOD 4500.32R, Military Standard Transportation and Movement Procedures (MILSTAMP) contain valuable general transportation guidance that will assist with most transportation matters confronted in the Seabee battalion supply environment. The Transportation Control & Movement Document (TCMD) Preparation Decision Table is of particular value.

### **5015 PRE-DEPLOYMENT PLANNING**

#### **1. Cargo Routing**

- a. Upon deployment or troop movement, contact the nearest military shipping activity to coordinate the transportation of equipment and personnel. For the shipment of unaccompanied personal property, contact the nearest Personal Property Office. COMFIRSTNCD will provide the TAC codes required for the shipping documents.
- b. Thirty days prior to deployment, provide the shipping activity a prospective schedule of the deployment, including the last day to receive cargo at your homeport.
- c. Not Ready For Issue (NRFI) Depot Level Repairables (DLRs). DLRs are to be delivered to the closest servicing ATAC Hub/Node or as directed by the cognizant NCR or NFELC. Use a DD Form 1348-1 to turn in material.

### **5016 DEPLOYMENT NOTES**

1. Routing Cargo: When cargo routing changes occur, ensure the appropriate activities are updated immediately.

2. Tracing from CONUS: After a shipper has provided issue information, and the material has entered the Defense Transportation System, unit supply personnel may track the shipment utilizing the Global Transportation Network (GTN). Refer to NAVSUP P-485, Chapter 7 for surface shipment tracing procedures. Access and further guidance can be found at <https://www.ois.disa.mil/nolsc/navtrans/>

3. Depot Level Repairable: While overseas, DLRs are to be forwarded to the closest servicing ATAC Hub or Node.

## 5017 CARGO ROUTING

Naval Operations Logistic Support Center (NOLSC) and Surface Deployment and Distribution Command (SDDC) route cargo from shippers to fleet activities worldwide by maintaining and distributing surface and air freight routing instructions for Navy mobile units and ships. This data is collected by the NOLSC or SDDC Fleet Locator. Since the primary and best source of information is from the battalion itself, it is extremely important that the unit keep the appropriate shipping activity informed of its location when deployed through appropriately classified Naval messages.

Thirty days prior to deployment, the appropriate shipping activity should be provided with a prospective schedule including the last day you want to receive cargo in homeport.

1. While deployed, schedule changes that affect cargo routing should be incorporated, as received, into an updated routing message and submitted to the shipping activity. Cargo routing messages should identify the location/port where the battalion will be receiving cargo, the inclusive dates and the transportation priority for cargo they desire to accept at each location/port. When cargo is to be routed to a Carrier Onboard Delivery (COD) or Vertical Onboard Delivery (VOD) aircraft Airhead, routing messages must identify the maximum size of cargo that can be accepted.

**Note:** For units deploying to the Mediterranean, Naples, Italy should always be an INFO ADDRESSEE on all initial routing messages. Upon arrival in the Mediterranean area, notify the appropriate shipping activity, as necessary, where cargo should be routed.

2. Surface freight is normally consolidated in CONUS at Norfolk, Virginia or Long Beach, California and transshipped to the appropriate deployment water port. Surface cargo will not normally be routed to the unit when deployments are for less than 90 days.

## **5018 AIR CLEARANCE**

1. NOLSC is the Air Clearance Authority (ACA) for all Navy and Coast Guard sponsored air shipments originating in CONUS. They approve the movement of air eligible shipments moving from CONUS to overseas destinations via organic Air Mobility Command (AMC) or commercial air; and for shipments meeting air clearance criteria within CONUS via commercial air. Shipments originating overseas must be cleared and routed by an overseas ACA. The overseas ACAs are listed in NAVSUP P-485, Appendix 22.

2. Shippers wishing clearance and routing from NOLSC or any other ACA, must submit their request by telephone, email or Naval message complete with the (TCMD) information as identified in Department of Defense (DoD) Regulation 4500.32R (MILSTAMP) prior to shipping. TCMD data can be constructed by using the Decision Table in the NAVSUP P-485, Chapter 7. If the shipment does not fall under challenge criteria, the shipper will be instructed to release it by the hour and day indicated in Block 15 of the TCMD (cc 10-12).

## **5019 SERVICE-WIDE TRANSPORTATION (SWT)**

1. SWT is a NAVSUP program which provides funding for the majority of the Navy's worldwide cargo movements. There are two major categories of SWT; first and second destination. First Destination Transportation is transportation required for delivering material from a procurement source (any supplier outside the DoD supply system or any DoD industrial activity which fabricates new material) to the first point of use or storage within DoD. Second Destination Transportation is any transportation other than first destination, i.e., transportation required to deliver material from the initial storage point to the end user. Additional information on SWT can be found at:  
<https://www.ois.disa.mil/nolsc/navtrans/>

**Note:** Shipments of an administrative nature (letters, documents, service records, etc.) originating from mobile units are chargeable to OPTAR and not SWT.

## **5020 AIR CHALLENGE PROGRAM**

The Air Challenge Program is a NAVSUP cost-saving measure designed to conserve transportation funds by challenging the validity for air transportation of requisitions that fall under certain criteria identified below. The air challenge process enables units to reflect changes in the Urgency of Need which may have occurred between the time a requisition was submitted and the time it is ready for shipment. Shipments which can be diverted to a surface mode translate directly into significant cost avoidances for the Navy. Additional information and guidance on the Air Challenge Program can be found at: <https://www.ois.disa.mil/nolsc/navtrans/>

## **5021 USE OF COMMERCIAL AIR**

1. Out-Continental United States (OCONUS) commercial air is very expensive and delays often result from customs clearance problems and the fact that most commercial airports are not suitable as COD or VOD airheads. Shippers of Navy-funded material must obtain clearance/routing from the appropriate shipping activity for all shipments, regardless of weight, to be moved by OCONUS commercial air, including courier or escort movements.

2. In-Continental United States (CONUS) commercial air is authorized for NORS/ANORS shipments when surface transit time exceeds 24 hours and for work stoppage requisitions citing an authorized work stoppage project code. Direction on the use of project codes is found in the NAVSUP P-485, Appendix 6. The shipper must obtain a Navy Air Route Order (NARO) number from the shipping activity for all commercial air shipments of 100 pounds or more. Shipments weighing less than 100 pounds do not require a NARO number, but are still subject to the restriction limiting the use of commercial air to NORS shipments and shipments that will alleviate a work stoppage

## **5022 TRACING/EXPEDITING SHIPMENTS**

NAVSUP has online sites that units can utilize to trace the shipments of all cargo and materials. The sites listed below are very useful tools for managing shipping transactions: The link can be found at <https://www.ois.disa.mil/nolsc/navtrans/>

1. ATAC - Advance Traceability and Control (Depot Level Repairable).
2. NECP - Navy Expediting and Consolidation Program.
3. GTN – Global Transportation Network

**5023 INCONUS NAVY TRANSPORTATION**

NAVSUP administers several programs to move Navy material between AMC aerial ports, overhaul and repair sites, major shipyards, stock points, homeports, and other support facilities throughout CONUS.

**5024 COMMERCIAL SHIPPING SYSTEM**

Local supply activities will contract a commercial shipper to provide the transportation of freight within CONUS. This will be executed by the local shipping/ transportation authority which will also process freight for tracing and expediting from its terminal operation.

**5025 NAVAL EXPEDITING AND CONSOLIDATION PROGRAM (NECP)**

NECP is a part of the NOLSC Vendor Receipt and Expediting Program (V-REP) operation. Vendor receipt material goes to the V-REP contractor who consolidates vendor shipments destined for overseas shore activities and deployed ships/mobile units. Refer to the NAVSUP P-485, Chapter 3 for further information.

**5026 LOCAL DRAYAGE/DELIVERY SERVICE**

NAVSUP has implemented local area truck delivery systems in major CONUS ports at Norfolk, Virginia; Charleston, South Carolina; Puget Sound, Washington; and Jacksonville, Florida. The purpose of these systems is to use one carrier to provide delivery service to points within a radius of approximately 50 miles at reduced rates.

**5027 SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAMS)**

SAAMs are the chartering of AMC aircraft and crew to carry cargo or people that cannot be handled by regularly scheduled AMC channel flights because of cargo size/configuration or urgency of need. NOLSC is only responsible for validating AMC/SAAM cargo flights. AMC/SAAM passenger flights are managed through the Bureau of Naval Personnel (BUPERS) and are coordinated by the SRG and NCR Embark Officers. NOLSC receives SAAM requests and arranges the mission with AMC. Further guidance can be found at <https://www.ois.disa.mil/nolsc/navtrans/>

**5028 OPPORTUNE LIFT (OPLIFT)**

The OPLIFT program was initiated to conserve transportation funds by moving Navy material on naval vessels (USS or USNS) during scheduled deployments. High cube,

high density, low priority shipments that have no specified RDD are excellent candidates for the program. OPLIFT capability is coordinated directly through the cognizant NCR Embark Officer.

## **5029 SURFACE SUPPORT**

Surface Support is a system designed to divert air eligible material to reliable surface transportation from CONUS to overseas consignees. This program is specifically aimed at heavy/high cube air eligible shipments that would otherwise be air shipped at significantly higher costs. A valuable feature of this program for the requisitioner/consignee is visibility of the shipment, in that the shipment is intensively monitored after it arrives at the water port. While all of these air eligible shipments should be identified during the air clearance process, the key to success for a Surface Support shipment is early identification. With advance planning and intensive coordination with the shipping activity, the shipment can move smoothly through the surface processing procedures. Contract administration services personnel and transportation officers are urged to advise the appropriate shipping activity of a Surface Support shipment as far in advance as possible.



**SAMPLE DESIGNATION LETTER FOR A PPTO**

Ser 4050  
21 August 2007

From: Commanding Officer, U.S. Naval Mobile Construction  
Battalion ONE

To: SKCS Antonio V. Grey, USN, 123-45-6789

Subj: DESIGNATION OF PERSONAL PROPERTY TRANSPORTATION OFFICER

Ref: (a) COMFIRSTNCDINST 4400.3A  
(b)NAVSUP P-490 (Transportation of Personal Property)  
(c)Joint Travel Regulations  
(d)NAVSUP P-485 (Afloat Supply Procedures)

1. In accordance with reference (a), you are hereby designated as this command's Personal Property Transportation Officer (PPTO).
2. You shall be responsible for coordinating the shipment of personal effects and unaccompanied baggage of battalion personnel.
3. You will familiarize yourself with the contents of reference (a) through (c) and paragraphs 1255-1306 of reference (d) in the performance of your duties.

/s/

Copy to:  
Service Record  
Admin Officer

Figure 5-1

SAMPLE DD FORM 1149

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

Form Approved  
OMB No. 0704-0246  
Expires Oct 31, 1991

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.

1. FROM: (Include ZIP Code)  
V55101 COMMANDING OFFICER, NMCB ONE

2. TO: (Include ZIP Code)  
V66450 COMMANDING OFFICER  
NAVAL CONSTRUCTION BATTALION CENTER  
GULFPORT, MS.

3. SHIP TO-MARK FOR  
V66450 RECEIVING OFFICER  
NMCB CAMP MOSCRIP  
ROOSEVELT ROADS, PR  
M/F NMCB ONE

4. APPROPRIATIONS SYMBOL AND SUBHEAD  
1741804.60CA

5. OBL CL  
C00

6. BUR CONT NO  
57034

7. SERIAL LOT  
0

8. AUTHORIZATION ACTG ACTIVITY  
062583

9. TRANS TYPE  
2D

10. PROPERTY ACTG ACTIVITY  
V57034

11. COST CODE  
N72H4G8129NP

12. AMOUNT  
\$10,000

13. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES  
(a) SHIPMENT OF UNACCOMPANIED PERSONAL EFFECTS, PER ATTACHED LIST, IN CONJUNCTION WITH UNIT DEPLOYMENT.  
MILVAN SEAVAN OTHER:  
ESTIMATED WT: 40,000 LBS ESTIMATED CU: 1,400  
DATE AVAILABLE FOR SHIPMENT: 15 JUL 94  
UNIT POINT OF CONTACT: SKCM(SW) PEARSON EXT: 7263

(b) I CERTIFY THAT ITEMS INCLUDED IN THIS SHIPMENT ARE IN ACCORDANCE WITH THE REQUIREMENTS OF THE INSTRUCTIONS TO THE DD FORM 1149, MAR 89.

14. ISSUED BY  
R E C  
A P  
S  
P  
H  
I  
T  
I  
P  
L  
E  
N  
T  
I  
O  
N

15. CHECKED BY

16. PACKED BY

17. SPECIAL HANDLING

18. CONTAINERS RECEIVED  
EXCEPTS NOTED

19. QUANTITIES RECEIVED  
EXCEPTS NOTED

20. POSTED

21. TOTAL CUBE

22. TOTAL WEIGHT

23. DESCRIPTION

24. TOTAL

25. SHEET TOTAL

26. DATE (YYMMDD)

27. BY

28. GRAND TOTAL

29. DATE (YYMMDD)

30. BY

31. DATE (YYMMDD)

32. BY

33. 20. RECEIVER'S VOUCHER NO.

DD Form 1149, MAR 89  
S/N 0902-LF-007-2300

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

Previous editions are obsolete.

Figure 5-2

<b>SAMPLE RECEIPT FOR UNACCOMPANIED BAGGAGE</b>						
DEPLOYMENT DATE _____			ACTIVITY ADDRESS/COMPANY _____			
DESTINATION TO: SUPPLY OFFICER, _____						
RECEIVED FROM: (LAST NAME, FIRST, M.I.) _____			RANK/RATE _____	SSN _____	SERVICE BRANCH _____	
I certify that the items listed below are owned by me on this date and they are required for my personal use, comfort, and well being.						
SIGNATURE _____			DATE _____			
ITEM	DESCRIPTION	MAKE/MODEL	QTY	COND (NEW/USED)	PURCHASE DATE	VALUE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
BREAKBULK ABBREVIATION FOR QUANTITY <div style="display: flex; justify-content: space-between;"> <div>             BD-BUNDLE              BX-BOX              CA-CABINET              CR-CRATE           </div> <div>             CS-CASE              CT-CARTON              FK-FOOTLOCKER              MX-MIXED (MORE THAN ONE TYPE)           </div> <div>             PC-PIECE              SB-SEABAG              SW-SUITCASE              TK-TRUNK           </div> </div>						
CONDITION CODES: <div style="display: flex; justify-content: space-between;"> <div>N-NEW</div> <div>U-USED</div> </div>						
Receipt of the above article is acknowledged						
SIGNATURE _____			DATE _____			
NUMBER OF PIECES	WEIGHT	CUBE		REMARKS		
COMFIRSTNCD 4400/1 (08/07)						

Figure 5-3

**SAMPLE AUTHORIZATION LETTER TO SHIP UNACCOMPANIED BAGGAGE**

4050

Ser

From: Commanding Officer, U.S. Naval Mobile Construction  
Battalion ONE

To: LCDR I. M. SUPPO, SC, USN, 123-45-6789 and 140 Others

Subj: SHIPMENT OF UNACCOMPANIED BAGGAGE IN CONNECTION WITH  
TEMPORARY ADDITIONAL DUTY ORDERS

Ref: (a) Joint Travel Regulations, Chapter 8  
(b)COMFIRSTNCDINST 4400.3A, Chapter 5

1. In accordance with references (a) and (b), you are hereby authorized to ship unaccompanied baggage from Gulfport, Mississippi to Puerto Rico in connection with the deployment of NMCB ONE.

2. The cost for this authorization is chargeable to the following appropriation:

17\_1804.60CC/000/4582A/C/068688/2D/V57034/N72H4G8129NP

Estimated Cost: \$10,000

Job Order Number: 4G8129

Expenditure Number: V55101-4091-7043

TAC: NMF-4-N72H

3. No further cost is authorized in connection with this authorization.

I. M. THE CAPTAIN

Figure 5-4

**SAMPLE CARGO ROUTING MESSAGE**

P R 141700Z JAN 94 ZYB

FM NMCB ONE

TO NOLSC NORFOLK VA//031//

INFO CHAIN OF COMMAND AS PERTINENT REGULATIONS

COMFAIRMED NAPLES IT (FOR MED, MEF OR I.O. DEPLOYMENTS)

COMFAIRWESTPAC ATSUGI JA (FOR WESTPAC/I.O. DEPLOYMENTS)

DOWN LINE SUPPLY POINTS AND AIR TERMINALS

BT

MSGID/GENADMIN/NMCB ONE/0001

SUBJ/FLEET FREIGHT ROUTING INSTRUCTION MOD NO. 1 (U)//

REF/A/RMG/NMCB ONE/121212ZDEC93/NOTAL//

POC/JOHN DOE/LT/PRIPHN: 123-4567/-/-/SECPHN: 123-4567/-//

RMKS/1. (C) THE FOLLOWING CARGO ROUTING INSTRUCTIONS UPDATE AND SUPERCEDE REF A FOR UIC V55101 AND ARE EFFECTIVE IMMEDIATELY. READ IN THREE COLUMNS:

PORT	PERIOD INPORT	TRANS PRI
CBC GULFPORT MS	PRESENT - 15 MAR 94	1/2/3
NAVSTA ROTA SP	16 MAR 94 - 30 SEP 94	1

2. (U) ROUTING INSTRUCTION UPDATE WILL BE SUBMITTED AS REQUIRED BY SKED CHANGES.//

BT

Figure 5-5

## **CHAPTER 6**

### **INVENTORY MANAGEMENT**

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#### **Section I: GENERAL**

#### **6000 INTRODUCTION**

NAVSUP P-485, Chapter 6, provides detailed instructions and guidance for proper inventory management. This chapter delineates Naval Construction Force (NCF) policies and amplifies established procedures that are NCF specific. Frequent audits and constant monitoring by the Supply Officer are vital to the success of these procedures.

#### **6001 RECORDS AND FILES**

Proper maintenance of the following files is essential to achieve efficient and effective inventory management. NAVSUP P-485, Chapter 6 contains detailed instructions regarding the use and maintenance of these files.

##### **1. Stock Record Card Files**

a. A Stock Record Card (SRC), NAVSUP Form 1114 is maintained for each item stocked at all DET, Central Tool Room (CTR), Repair Part, and S4 locations.

(1) SRCs are filed in numerical sequence by Part Number/Navy Item Control Number/National Item Identification Number PN/NICN/NIIN.

(2) SRCs are segregated into organic, augment, project special tool, and MOD 96, MOD 97, and MOD 98 files.

(a) Separate files are maintained for Selected Item Management (SIM) and non-SIM materials.

2. Procurement Action Tickler File (PATF). A PATF will be maintained by NCF units if the stock record maintenance and requisitioning functions are performed in different locations. It is not required for units when the stock record maintenance and requisitioning functions are performed in the same physical location.

3. Supply Office Document Files. The following files will be maintained in the Supply Office. MicroSNAP automatically maintains the following files; however, at sites that are not automated, these files will be maintained manually.

a. Material Outstanding File (MOF)

- b. Material Completed File (MCF)
- c. Consumption File
- d. Expenditure File
- e. DLR Suspense File
- f. Miscellaneous Receipt File
- g. Historical Demand File

**Note:** With MicroSNAP installed throughout the units, companies have the ability to enter requirements, check stock, and monitor requisition status from the MicroSNAP capable terminals located in work spaces. Manual NAVSUP 1250-1s will apply to units without MicroSNAP, CTR Outlets, or when directed by the applicable regiment.

## **6002 ISSUE CONTROL**

All requests for stock material issues/loans, Direct Turn-Over (DTO) material procurement, and chargeable services are recorded using MicroSNAP or manually where MicroSNAP is not available.

1. Manual Preparation of NAVSUP Form 1250-1. For guidance preparing a NAVSUP Form 1250-1, refer to the NAVSUP P-485, Chapter 3.

### **2. Issue Document Distribution**

- a. Refer to NAVSUP P485, Chapter 3 for document distribution and retention of the manual NAVSUP Form 1250-1.
- b. MicroSNAP units are required to retain only the original NAVSUP Form 1250-1 for Budget OPTAR Report (BOR) and Transmittal Letter (TL) processing.
- c. After processing the BOR, the NAVSUP Form 1250-1 is no longer required to be retained.

## **6003 STOCK REPLENISHMENT**

Material availability at all units must support the endurance levels prescribed by higher authority directives, e.g. 60 days for Naval Mobile Construction Battalions (NMCBs). The respective Table of Allowance /Consolidate Seabee Allowance List (TOA)/COSAL establish the material quantities required to support these levels.

### **1. Scope**

- a. Efficient material support may only be provided by proper inventory management.
- b. The material support provided in the COSAL is designed to give the battalion the capability to be self-sustaining for 60 days (1,200 construction hours) without resupply.
  - (1) Ammunition is limited to fifteen (15) days, subsistence items to five (5) days and petroleum, oils and lubricants (POLs) to three (3) days, as is drummed gasoline and diesel fuel.
- c. The area commander is responsible for providing logistics support to the units once the initial allowances are depleted.

## 2. SRG Responsibility

- a. The SRG is responsible for replenishing all shortages in the Authorized Medical Allowance List/Authorized Dental Allowance List (AMAL/ADAL).
- b. When material is received, SRG personnel will incorporate it in the kit, update the inventory and reseal the container. If the container is in the custody of the battalion, they will forward the material to the battalion's Senior Medical Officer (SMO). The 1NCD Comptroller provides replenishment funding.

## 6004 PHYSICAL INVENTORY

The inventory procedures contained in the NAVSUP P-485, Chapter 6 are mandatory. The inventory validity goal is 95%, except for C.O. designated items and Depot Level Repairables (DLRs) which have an inventory validity goal of 100%.

1. Inventory Schedule: At least one month prior to deployment, the Supply Officer will prepare a physical inventory schedule for the upcoming deployment. The first inventory will be scheduled during camp turnover.
2. Frequency: The schedule will conform to the inventory frequency criteria contained in the NAVSUP P-485, Chapter 6. It may be adjusted as necessary to accommodate camp turnover inventories and as further delineated in this chapter.
3. AMAL/ADAL: Upon returning from a Field Exercise (FEX), the returning battalions S4/IDC (Independent Duty Corpsman), the S4/IDC of the battalion preparing to commence FEX, and the SRG will conduct a complete inventory of the Authorized Medical Allowance List/Authorized Dental Allowance List (AMAL/ADAL).
  - a. The inventory will be conducted within ten working days of the battalions return from FEX.



- b. All shortages will be documented and the shortage list will be attached to the turnover/acceptance letter (Figure 6-1) which will be signed by the Senior Medical Officer of the battalion.
- c. When the inventory is complete, the containers will be sealed and a signed copy of the inventory and the shortage list will be attached to the container.
- d. A copy of the shortage list will be turned over to the SRG Supply Officer.
- e. The SRG will be responsible for reordering all shortages. The containers will be stored by the SRG until the next battalion leaves for FEX.
- f. The SRG is responsible to reorder all materials and equipment for the AMAL/ADAL; however, it is the responsibility of the battalion Senior Medical Officer or designated representative to identify shortages, deficiencies and expired shelf-life items and to notify the SRG of such.

#### **6005 EQUIPAGE AND C.O. DESIGNATED ITEMS**

1. TOA Equipage. Equipage items which are in the TOA and are not excess to the allowance quantity.
2. Augment Equipage. Equipage items in the TOA in excess of the allowance quantity.
3. Camp Plant and Minor Property. Class 3 and Class 4 Plant Property and Minor Property are used in the day-to-day operations of a Seabee camp but are not TOA, TOA augment, or permanently installed.
  - a. Items are designated for management purposes as camp assets.
  - b. These items will be maintained on hand/on order in the quantities authorized by the camp allowance or, where no allowance has been developed, as necessity dictates.
  - c. Replacement items may be procured on a one-for-one basis, but may not exceed the authorized camp allowance.
4. TOA Equipage Allowances. Authorized TOA equipage is maintained on hand or on order in the authorized allowance quantities. Requests for equipage in excess of the established TOA allowance, (considered augment equipment) will be submitted to the appropriate regimental R4 for approval. Complete justification concerning the need and the duration of the need must be provided.

- a. To request changes to the current TOA allowances, submit an Allowance Change Request (ACR). Procedures can be found in the NAVSUP P-485 Chapter 2 and are discussed in Chapter 2 of this instruction.

## **6006 CONTROLLED EQUIPAGE**

Per the Chief of Naval Operations message 112209Z MAY 99, NAVOP 004/99, Inter-Deployment Training Cycle (IDTC) Workload Reduction Update, Paragraph 1D, the Controlled Equipage Program is cancelled.

1. Owing to the impact on readiness and/or the financial implications of replacing material formally designated Controlled Equipage, it remains incumbent upon all hands to maintain positive control of such items.
2. The identification and security of material requiring such control rests with the Commanding Officer.
3. Surveys (DD Form 200) for types of material formerly designated as Controlled Equipage will be submitted only when the material meets other survey criteria described in paragraphs 5125-5134 of the NAVSUP P-485.
4. NAVSUP remains the technical authority for the development and implementation of methods to maintain accountability of government property. Questions may be addressed to NAVSUP Code 4B2E, at 717 605-6136, DSN 430-6136.
5. It is recommended that issues of Palm Pilots and personal assistant computers be documented with the completion of a "Page 13" entry in the individual's service record.
  - a. Palm Pilots remain government property and should be retained by the government upon an individual's termination of Naval Service.

## **6007 PLANT AND MINOR PROPERTY**

Management and inventory control will be in accordance with the NAVCOMPT Manual, Volume 3.

## **6008 STOCK MATERIAL IN OTHER DEPARTMENTAL SPACES**

When TOA items, repair parts, and stores material are held in spaces, or divisions other than the Supply Department spaces (i.e. electronic, ordnance, Civil Engineering Support Equipment (CESE), camp maintenance equipment etc), the Supply Officer will have complete inventory control of these items. Refer to the NAVSUP P-485, Chapter 6.

**6009 PRE-EXPENDED BIN (PEB)**

Supply Officers are authorized to establish a PEB; however, they must comply with the provisions in the NAVSUP P-485, Chapter 6.

**6010 DEMAND AND EFFECTIVENESS REPORT**

With the implementation of MicroSNAP, NCF units have the capability of generating a monthly Demand Effectiveness Goals Report for internal use.

1. As part of the end of month reports, Supply Officers will generate and retain a monthly Demand Effectiveness Goals Report that will become a part of the camp turnover file to be reviewed during Operational Readiness Inspections (ORIs).
  - a. Demand Effectiveness Report data will be forwarded to the Commanding Officer monthly.
  - b. The process for generating the report is available in Appendix F of this instruction.
2. Goals:
  - a. Minimum net effectiveness goal is 85% for both non-SIM and SIM Items.
  - b. Gross effectiveness goal is 65% for non-SIM (by definition SIM has no gross effectiveness).
  - c. Effectiveness trends should be monitored monthly to determine if action is required. If effectiveness values are low or indicate a declining trend, consult the NAVSUP P-485 for possible causes of the problem.

**6011 NOT-IN-STOCK / NOT CARRIED**

1. Not-In-Stock (NIS) transactions are an indicator of the unit's inability to manage part allowances and SIM inventory levels.
2. Not Carried (NC) Allowance Parts List (APL) demands represent an error in the maintenance plan, inaccuracy of the Construction Automotive and Support Equipment Management Information System (CASEMIS) database (USN numbers assigned do not match those in the COSAL) or a failure in the COSAL provisioning process to identify the items as maintenance significant and worthy of being stocked.

## **Section II: ALLOWANCE**

### **6101 REPAIR PART ALLOWANCES**

#### **1. CESE**

a. TOA Section 4 lists the basic organic CESE allowance.

(1) The Organic/Augment CESE Tab Listing is an up-to-date list of equipment held on-site and is maintained by ALFA Company personnel.

(2) This section should be used to validate COSAL accuracy.

b. Section 5 of the unit's TOA contains the Automotive Repair Parts (ARP) listing.

#### **2. Technical Publications**

a. Allowances for technical publications and manufacturers' manuals are listed in the COSAL.

(1) Stock numbers are assigned and the publications may be requisitioned from Naval Facilities Engineering Logistics Center (NFELC), Port Hueneme.

#### **3. Repair Parts**

a. Repair part allowances are listed in the COSAL tailored to the equipment allowed for each unit.

(1) See Section 5 of the TOA for CESE repair parts.

### **6102 CTR Allowance**

Battalion tools are stocked in accordance with the following authorizations:

#### **1. Organic Tools**

a. The TOA is the primary allowance list for authorized tools.

(1) Group numbers with material management codes (4th character of the group number) of 1 or 2 are CTR items. A special group Material Take Off (MTO) list for CTR items is retained in CTR and the Alpha sequence made available to the unit.

b. TOA allowances must be maintained at 100% range and depth at all times.

(1) Equipment, tools, and tool kits listed in the TOA are known as “organic”.

(a) Organic tools are located in the packed containers located in the TOA warehouse.

(i) Packed containers in Okinawa, Japan, and Guam should be shipped back to NFELC Port Hueneme to be refreshed every five years.

(ii) When an ILO takes place and the new TOA arrives, the old TOA will be sent back to Port Hueneme. The on-site battalion will not manage these items.

## 2. Augment Tools (non-organic)

a. Definition: Individual tools and tool kits not defined in the TOA or over the TOA authorized allowance, items with a high extended value or with unusual quantities used (e.g. concrete forms, scaffolding) or designated by the NCR as “non-organic” or “augment”

b. SRG TOA managers will centrally manage these items to ensure optimal use and to minimize redundant procurement.

c. The on-site battalion has both accountability and control of all augment tools and kits at the main body and DET sites and will maintain an Augment Tool Inventory Control Listing.

(1) Procedures are promulgated separately.

(2) Bills of Material (BM), letters, or emails from the NCR may also authorize other Non-TOA tools.

## 3. Tool Rental

a. Rentals are authorized when equipment is not available due to a deadline status, the equipment is being used on a higher priority project, or it is peculiar to a certain project.

b. Prudence is required to ensure that rental is the most cost-effective alternative for the Navy.

c. Equipment rental will be charged to the project, not to the unit’s OPTAR.

## 4. Shelf tools

a. There is no allowance, currently, for shelf type tools in the CTR.

(1) Rule of thumb dictates that fast-moving hand tools will be stocked on the shelf.

(2) Some fast-moving back-up tools for kits may be stocked as shelf tools.

## 5. Tradesman Tool Kits

a. Use of Tradesman Tool Kits is unique to Seabees and the CTR.

(1) Tradesman Tool Kits contain all tools needed by a team of particular Seabee ratings to perform the work of its particular trade.

(2) These tool kits are assigned 80000 series TOA Assembly Numbers (e.g. Kit 13, Mechanics Kit, is Assembly 80013 in the NCF TOA).

(3) Care should be taken to ensure that the numerous items within each kit are maintained.

(4) When kits are returned to CTR, both the customer and CTR will conduct a joint inventory of kit contents.

(5) Shortages will be handled in accordance with the NAVSUP P-485, Chapter 5.

## 6103 BILL OF MATERIALS (BM)

All items on a BM will be inventoried and stocked by the respective project team leader and Material Liaison Office (MLO) officer.

1. If Project Material Planning and Tracking Program (PMPTP) is available and mandated for the units to use, all BMs will be input and tracked utilizing the PMPTP.

## 6104 CLOTHING ALLOWANCES

Refer to chapter 7 of this instruction for guidance.

# Section III: INVENTORY MANAGEMENT

## 6201 REPAIR PART INVENTORY MANAGEMENT

1. Excess or Deleted Repair Parts

a. Excess/deleted repair parts that no longer have an Authorized Allowance (AA) must be redistributed to other units or turned in.

- (1) NFELC or 1NCD will provide disposition instructions depending on the type of material.
- (2) Items for return must be identifiable by a National Stock Number or Part Number and in a Ready-For-Issue (RFI) condition.
- (3) The material will have a DD Form 1348-1A attached and be packed to prevent damage in shipment.
- (4) The Supply Officer must be sure to obtain a copy of the turn-in/transfer document and to update all inventory records.

## 2. Consolidated Seabee Allowance List (COSAL)

- a. The COSAL is both a technical and a supply publication.
- b. Receipt of a new COSAL does not result in shipment of additional repair parts nor does it update the COSAL allowances in the MicroSnap database.
- c. COSAL repair part deficiencies should be identified during ASI processing or during the reorder review.
- d. The ASI process updates COSAL allowances and the Supply Officer will ensure ASIs are properly run into MicroSnap by the 3M coordinator.
- e. The COSAL update is identified by a new UL number which also relates to the respective resident battalion on site.
- f. The following procedures apply to DETS:
  - (1) COSAL Processing Procedure
    - (a) Distribute at least one copy of the COSAL to the technical library, supply office, and the repair parts outlet.
    - (b) Verify the equipment listed in Part I of the COSAL against actual on-site equipment.
    - (c) Use the current Equipment List and TAB A for this purpose.
    - (d) Report any discrepancies to the appropriate regimental R43 using an Allowance Change Request (ACR), NAVSUP Form 1220-2 or a Configuration Change Form (CCF) OPNAV Form 4790/CK as appropriate.

### 3. Stock Record Battery (NAVSUP Form 1114)

a. For units not receiving the Automated Unit Loads (AUL), a new deck of Stock Record Cards is provided with each new UL package. It is not necessary to replace the old deck completely with the new set of cards, but units are not restricted from doing so.

(1) Care must be taken to ensure usage information is transferred from the old to the new stock record cards whenever they are changed.

b. When not using the automated update system, the following actions must be taken by the resident battalion to establish the Stock Record Card (SRC) battery for the new COSAL.

(1) Using the new National Stock Number (NSN) to old NSN list of stock number changes in the COSAL:

(a) Remove all NAVSUP Form 1114s (from the new deck) for the new NSNs listed.

(b) Remove the corresponding NAVSUP Form 1114s for the superseded NSNs.

(c) Transfer management and usage data from the old NSN card to the new NSN card.

(d) Enter on the bottom of the old NSN card in the "Requisition Outstanding" Column: "Superseded by NSN \_\_\_\_".

(e) Using the updated cards, locate the material and mark it with the new NSN and finally, return new and old SRCs to the deck.

4. Using the requisition due cards (DD 1348M green copy) and the stock record battery, post the requisition number and the quantity ordered on the corresponding NAVSUP Form 1114s.

a. For new items:

(1) Locate the NAVSUP Form 1114 from the new deck, post the information, and file it with the deck to be used.

(2) Forward the DD 1348M to the Supply Office for filing in the MOF and normal follow-up and requisitioning procedures.

5. Using the Stock Number Sequence List (SNSL) of the new COSAL, compare each NAVSUP Form 1114 from the updated stock record battery with the line entries.



a. Make necessary changes to the stock record card, while paying particular attention to the allowance quantity and APL number.

(1) If NSNs are listed on the SNSL and a NAVSUP Form 1114 does not exist, prepare a new stock record card using the management information from the SNSL.

(2) NAVSUP Form 1114s for NSNs not listed in the SNSL may be discarded after the NSN has been verified for accuracy and found to be no longer required and equipment supported is no longer on board.

b. Turn in any items not authorized or required to the nearest supply activity.

c. Submit a CCF (OPNAV 4790/CK) for items not listed but required to support on-site equipment.

d. Retain these parts until resolution of the ACR, or removal of the equipment from the site.

e. The remaining new NAVSUP Form 1114s may be used as future replacement cards or may be discarded.

6. Turn in Document (DD 1348-1A).

a. A DD 1348-1A is provided in the COSAL package for items that no longer have an AA or for which AA quantity has decreased.

b. For other items determined to be unauthorized or not required, prepare a DD 1348-1A and turn in, in accordance with 1NCD or NFELCs' disposition instruction.

(1) Annotate the item location on the DD 1348-1A.

(2) Remove items from their locations.

(3) For allowance decreases, the maintenance branch of ALFA Company may recommend retaining excess quantities; this should be done only when the usage data or other written justification provided by ALFA Company supports a temporary increase in depth for those item(s).

(a) The substantiating justification will be retained on file for the ORI.

c. Attach the DD 1348-1A to the item and turn in excess items in accordance with disposition instructions received from NFELC or 1NCD.

(1) Retain a copy of each DD1348-1A in the camp for a minimum of one year.

d. Update inventory records.

7. To ensure efficient stock management, the following procedures are recommended:

a. Documentation: Material issues and RFI Material Turned Into Stores (MTIS) will be documented and processed on NAVSUP Form 1250-1. Refer to NAVSUP P-485, Chapter 6.

b. Stowage

(1) Automotive repair parts (ARP) are stowed separately as MOD 98 organic, MOD 98 augment (when carried), and MOD 97.

(2) Deployed NMCB's MOD 96 repair parts are prepackaged.

(a) One is with the Air DET pack up.

(b) One is kept sealed in the ARP outlet.

## 6202 CTR PHYSICAL INVENTORIES

1. Schedule and Frequency: the S4 will promulgate an inventory schedule to commence with the camp turnover and cover the entire deployment to satisfy the criteria shown below. A written report of each inventory shall be submitted to the S4.

a. Tool kits will be inventoried bi-weekly except for the following kits that will be inventoried monthly:

Kit Number	Description
80002	Kit, Plumbers, Ship
80005	Kit, Service, Refrigeration
80008	Kit, Electronics Maintenance Tools
80011	Kit, Draftsmen, F/8 men
80012	Kit, Tire Service Tools/Equipment
80013	Kit, Mechanic Hand Tools F/2 men
80014	Kit, Equipment Shop Maintenance

80015 Kit, Battery Service Tools
80016 Kit, Automotive Tune-up Tools
80017 Kit, Automotive Body Tools
80021 Kit, Sheet Metal Tools
80026 Kit, Materials Testing

(1) Kits in the custody of the CTR will be inventoried at the time of issue and return.

(2) Spot inventory CTR shelf items weekly

(a) Weekly spot inventories of 10 NAVSUP 1114 Stock Record Cards (SRC) to the material in the CTR and 10 locations in the CTR against the SRC (Referred to as card-to-bin and bin-to-card inventories) will be conducted by the CTR Petty Officer in Charge (POIC) and a report made to the S4.

(3) All inventories will be recorded on applicable stock record cards NAVSUP Form 1114s. Units have the option of recording inventories in the Navy's Operating Space Item Management System (OSIMS) SEABEE Tool Identification and Labeling Enhancement (STILE) program.

## 2. Tool Kit Inventory Procedures

a. Issued Kits: To ensure that tool kits are maintained in the proper state of readiness, kits issued to users will be inspected and inventoried by the custodian and verified by the Company Commander/ Company Chief. A CTR representative may, at the discretion of the Supply Officer, be required to conduct spot inventories of kits in the field.

(1) Kit Inventory List (KIL), Facility Systems Office (FACSO) Report 04440/B3561R010 (Figure 6-2) will be used for the inventory and will be properly annotated.

(2) Company Commanders will submit a report of inventory completion to the Supply Officer in Figure 6-3 format.

b. CTR (In-House) Kits: Augment and organic tool kits located in the CTR may, after the inventory of their contents, be secured with boxcar seals (NSN 5340-00-081-3381).

(1) A CTR “in-house” kit log will be maintained listing the tool kit number, boxcar seal serial number, date of inventory and the inspector’s name/signature. Several blank blocks are provided for recording bi-weekly boxcar seal serial number verifications, all shortages with requisition numbers, and the name of the person who conducted the inventory.

(2) Upon receipt of a due-in tool, the boxcar seal will be broken and the tool placed in the kit without re-inventory.

(3) The tool kit may also be opened to perform PM on power tools. In both instances, a new boxcar seal will be placed on the tool kit and another entry placed in the log listing the original inventory date, the date the new boxcar seal was placed on the tool kit, and the other information as listed above.

(a) If a tool kit is opened for any other reason, a complete inventory must be performed before resealing the tool kit.

(b) Inventories will be held in accordance with this instruction if the tool kit is left unsealed.

(c) During camp turnover, tool kits in the CTR will be inventoried as required by Appendix B of this instruction.

## **6203 CENTRAL TOOLROOM (CTR) MANAGEMENT AND RESPONSIBILITIES**

### **1. Introduction:**

a. The CTR manages all hand tools, power tools, tradesmen tool kits, augment tools, and special tools. The CTR was established because history has shown that tools and kits are highly susceptible to theft and loss; without strict control, losses and thefts may seriously jeopardize project completion.

b. The CTR was established and should be manned in accordance with this instruction; personnel should not be assigned to CTR without first completing the applicable training and On-The-Job-Training (OJT) while in homeport prior to deployment.

2. Responsibilities within the CTR outlet should be fully defined and understood. The basic responsibilities are being amplified here due to the significance of the CTR and

the high costs incurred by Naval Construction Force (NCF) in maintaining required tools.

a. Petty Officer in Charge (POICs) overall responsibility is to ensure smooth day-to-day CTR operations.

(1) POIC Duties include, but are not limited to:

- (a) Conducting weekly spot checks of CTR shelf items (at least 10 Card-to-Bin and 10 Bin-to-Card)
- (b) Forwarding a copy of the results to the Supply Officer
- (c) Ensuring that a history file is established for every gas, electric, and pneumatic tool in the CTR
- (d) Ensuring that all Preventive Maintenance (PM) schedules are strictly adhered to as promulgated by the Supply Officer
- (e) Ensuring that all repair parts are on order and logged into the history file of the appropriate tool
- (f) Ensuring that bi-weekly inventories are turned into the CTR and all shortages documented on NAVSUP Form 1250-1
- (g) Ensuring that all in-house kits are sealed and a Boxcar Seal Program is implemented
- (h) Maintaining an Augment Tool Inventory Control Listing

b. Stock Battery Recordskeeper's primary responsibility is to maintain all records and files.

(1) Duties include but are not limited to:

- (a) Posting loans and returns of CTR tools and tool kits
- (b) Posting all issues of consumables and tools issued from shelf stock to CTR kits as replacements for lost and/or broken tools
- (c) Procuring all consumables and tools for shelf stock maintenance
- (d) Receiving and shipping material

c. Counterman/Warehouseman's overall responsibility is CTR-shelf-item-inventory management.

(1) Duties include, but are not limited to:

- (a) Conducting physical inventories of CTR shelf items
- (b) Performing issue and return of tools
- (c) Verifying serviceability and safety of all non-electrical diesel/gas powered tools
- (d) Verifying approving signatures against the Signature Card File

d. Kit Custodian's overall responsibility is to ensure that all tool kit assemblies are maintained properly.

(1) Duties include, but are not limited to:

- (a) Issuing and receiving tool kits
- (b) Maintaining master and field folders for individual kits
- (c) Posting and filing bi-weekly inventories and receipt of tools requisitioned for kits to the master and field folders
- (d) Maintaining a Box Car Seal Log for all in-house kits
- (e) Maintaining the NAVSUP Form 1250-1 procurement file for tools requisitioned for kits
- (f) Maintaining the kit status board

e. Preventive Maintenance (PM) Shop's overall responsibility is to ensure all gas, diesel, electrical, and pneumatic tools are in good, safe working order.

(1) Duties include, but are not limited to:

- (a) Maintaining history files for each gas, diesel, electrical, and, pneumatic tools in the CTR and tool kits
- (b) Maintaining the tool status board
- (c) Performing monthly PMs as directed by the Supply Officer
- (d) Maintaining a procurement log for parts on order

f. Crew Leaders will be held responsible for the tools used by their crews

(1) The appropriate Company Commander will authorize each Crew Leader to draw tools required by a crew.

(2) At the discretion of the Commanding Officer, one alternate individual per crew may also be assigned authority to draw tools. The Crew Leader will remain responsible for the tools issued for use by their crew and will be held responsible for maintenance of complete tool kits at all times.

(3) Duties include, but are not limited to:

(a) Submitting NAVSUP Form 1250-1s signed by a designated officer, for tools and consumables needed to replace broken, lost, or missing items in kits and attaching them to the bi-weekly inventory sheet

(b) Investigating lost and broken tools and initiating surveys (DD Form 200) when required.

(c) Assigning tools to crew personnel and ensuring they use proper care and security with tools held in their custody

(d) Maintaining overall security of assigned tools

#### **6204 RECORDS AND FILES REQUIRED TO BE MAINTAINED BY THE CTR**

1. NAVSUP Form 1114 will be maintained by CTR personnel for tools and kits described below. They have the option of recording inventories in the OSIMS STILE program.

a. All issues are to be posted on a NAVSUP Form 1250-1.

b. The original NAVSUP Form 1250-1 is filed in Alpha Sequence by the last name of the person signing for the tool or tool kit.

c. A copy of the NAVSUP Form 1250-1 will be filed in NIIN sequence to assist in the inventory process.

d. When tools are returned the original NAVSUP Form 1250-1 will be discarded and a copy moved to a history file to record demand. History files are to be discarded at the completion of camp turnover.

2. NAVSUP Forms 1114 (SRC) are maintained for all kits, each individual hand and power tool, and all augment and project tools. A NAVSUP Form 1114 is not required for individual items in the various kits.

a. The NAVSUP Form 1114 will contain the assembly number, LICN (NSN), noun name, unit of issue, location, allowance quantity, and high and low limit for SIM items.

b. The reverse side of the form should be stamped with the following columns: "Date Out," "Date In," "Name," "Ser Nr" and "Qty".

### 3. Augment Tools/Equipment Lists

a. There is no allowance for augment tool kits. Augment tool kit requirements are generated based on past/present/future project tasking Kit Inventory List.

b. FACSO Report 04440/B3561R01 (dated Jun/2000) (Figure 6-2) is used for the inventory of tool kits (assembly 80XXX series).

c. Two copies of Kit Inventory Lists should be maintained for each augment kit on board (e.g. for 25 Kit "19s", 50 kit lists should be prepared).

d. The following are required files:

(1) One folder containing the most recent inventory of each kit is maintained by the CTR kit custodian for all organic and augment kits on hand.

(2) Duplicate Kit Inventory Lists. A copy of the inventory list is provided inside each kit box. This list will be maintained by the custodian CTR, Crew Leader, or person to whom the kit is issued.

4. Signature Authorization Card: This record identifies those individuals authorized to draw tools from the CTR.

5. Custody File (NAVSUP 1250-1): This file contains the loan/issue NAVSUP Form 1250-1. They are filed in alphabetical sequence by the individual's name within their unit or company. Individual custody files can be further segregated by NIIN to ease document retrieval.

## **6205 ISSUE AND RETURN PROCEDURES**

1. Issue: A properly prepared and approved NAVSUP 1250-1 documents all issues of tools and tool kits. The requester will complete blocks 1, 2, 8, 14, 21, 22, 24, 25, and 30 of the NAVSUP 1250-1.

a. Hand Tools:

(1) The tool counter manager will verify the approving signatures against the Signature Card File, make the issue, complete blocks 5 and 7 of the NAVSUP 1250-1, and obtain a legible receipt signature (block 31).

(2) If augment or project tools are involved, indicate in the "Remarks" block.



(3) The yellow copy of the 1250-1 is given to the requester and the remaining copies are forwarded to the Stock Battery Storekeeper for posting the loan/issue to the reverse side of the appropriate stock record card.

(4) The NAVSUP Form 1250-1, minus the yellow copy, is then returned to the tool counter manager and placed in the custody files under the name of the requester.

b. Tool Kits:

(1) The requester will submit a properly prepared and approved NAVSUP Form 1250-1 to the CTR kit custodian, who will:

(a) Make the issue

(b) Obtain a legible receipt signature (BLOCK 31)

(c) File the green copy of the NAVSUP Form 1250-1 in the appropriate Master Kit inventory folder

(d) Provide the yellow copy to the requester

(e) Forward the remaining copies of the NAVSUP Form 1250-1 to the Tool Counter Manager for filing in the custody file under the name of the requester

2. Return:

a. Hand Tools:

(1) The Tool Counter Manager will inspect the returned tool for cleanliness and serviceability. If the Tool Counter Manager determines the tool being returned has not been properly cleaned, they will not accept it until the tool has been properly cleaned.

(2) The Tool Counter Manager will remove the NAVSUP 1250-1 from the Custody File, and annotate block 29 with the date of return.

(3) The pink copy is forwarded to the Stock Battery Storekeeper and the green copy is attached to the tool. The remaining copies will be given to the customer.

(a) Power tools will be delivered to the PM shop for a safety check prior to returning them to the storeroom location.

(4) The green copy of NAVSUP 1250-1 is removed and discarded after the tool is returned to its location.

(5) Upon receipt of the pink copy, the recordskeeper will post the date of return on the reverse side of the appropriate NAVSUP Form 1114, line out the loan-issue entry, and discard the pink copy.

b. Tool Kits:

(1) The custodian (crew leader or designated representative) and Kit Custodian will conduct an inventory of the kit.

(2) If it is returned with no discrepancies, the kit custodian will remove the green copy from the master kit inventory folder and forward it to the tool counter manager.

(3) The counter person will remove the NAVSUP 1250-1 from the custody file and discard it.

(4) If shortages exist when the kit is returned, refer to paragraph C below.

(5) The kit will be accepted by the CTR when documentation of all deficiencies is complete and all tools have been properly cleaned.

(6) The kit custodian then becomes responsible for filling the kit with the missing/broken items as they are received.

c. Lost or Broken Tools:

(1) Upon receipt of notification that a custodian lost or broke a tool, remove the NAVSUP 1250-1 from the custody file, annotate block 29 as "broken" or "lost" as appropriate and forward it to the records keeper.

(2) A survey may be required as prescribed in Chapter 5 of this instruction.

(3) The recordskeeper will post the issue to the front side of the NAVSUP Form 1114 and line out the corresponding loan-issue entry on the reverse side.

(4) Process the NAVSUP 1250-1 for stock replenishment.

(5) Common sense should prevail when determining whether to replenish a broken/lost augment hand tool; since there is no established allowance for augment tools, a lost/broken tool should not always be replenished.

(a) Example: On the shelves are 20 hand shovels and one is broken. Do not process stock replenishment unless logic/known demand dictates item should be replenished. Forward the survey to the Supply Officer.

### 3. Receipts:

(1) Receipts for tools requisitioned for tool kits will be posted to both the Master Kit Inventory List by the CTR Custodian and the duplicate Individual Kit Inventory List by the CTR or Crew Leader/Custodian (as appropriate), and documented on the NAVSUP 1114.

**Note:** Receipts of augment or project tools will be processed as required in paragraph 6205 of this instruction.

4. Tool Kit Boxes: Each battalion will manufacture appropriate replacement boxes for each type of tool kit as required. Follow guidance provided by the regiment.

## **6206 PROCEDURES FOR CONTROL OF AUGMENT/PROJECT TOOLS**

### 1. NCR TOA Manager (Code R43)

a. The NCR TOA Manager is responsible for providing and managing assets, and for issuing disposition instructions for all augment tools required by and located at NCF deployment sites.

(1) Assigned augment tools must be managed to ensure optimum use and to minimize redundant procurement.

(2) All DET sites are outfitted with augment tools vice TOA assets

(3) In recognition of the prohibitively high administrative cost of exerting central control over all tools, the following specific criteria will be used to determine tools which will be centrally managed:

(a) All non-organic assemblies as defined in the TOA (augment kits)

(b) Tools not included above but, because of short supply, long procurement lead time, extended value or unusual quantities used (e.g. concrete forms, scaffolding), or other considerations are designated by the NCR TOA Manager for central management

### 2. Control System:

a. Accountability and Control

(1) The on-site battalion will have both accountability and control for all augment tool kits/assemblies. Records of inventories, receipts, and expenditures will be maintained for the entire OCONUS Theater at the main body.

b. Inventory Control Listings

(1) The deployed battalion S4 will maintain a continually updated Augment Tool Inventory Control Listing by site for the main body and the DET sites.

(a) The deployed battalion will send this listing to the relieving battalion and a copy to the NCR TOA manager, approximately 90 days prior to turnover.

(b) Two weeks prior to the deployment of the advance party, the deployed battalion will provide the relieving battalion with an updated list which will be used during camp and DET turnover inventory.

c. Control Identification

(1) Complete TOA assemblies assigned as augment assets will be reported by assembly number only.

d. Transfer of On-Site Assets

(1) Transfer of augment assets from one site to another, within theater, may be made without additional approval.

(a) Main bodies are tasked with maintaining an up-to-date augment tool inventory listing of all augment assets by site.

(b) The NCR TOA manager must authorize movement of tools between CONUS and deployed sites prior to transfer.

(c) Organic assets will not be transferred between sites without prior approval of the NCR TOA manager. In cases of significant construction delays, Commanding Officers will evaluate the need for a transfer of organic assets and request approval from their cognizant NCR, as applicable.

- i. Approval for such a transfer will be provided only when the justification warrants such an exception, and TOA readiness degradation is manageable.
- ii. The NCR TOA manager will be informed of the transfer to ensure appropriate documentation actions are taken.

#### e. Project Tools

(1) The unit tasked with planning and estimating a project will prepare a BM, listing the tools required (including attachments, consumables, etc.).

(a) Copies of the vendors' standard operating maintenance and parts manuals will be included in procurement requests.

(b) Sufficient copies will be ordered for distribution to the CTR, BRAVO or ALFA company shop, project supervisor and to the NCR TOA manager.

### 3. Maintenance/Repair

a. The maintenance and repair requirements for augment/project tools are the same as for those in the organic allowance.

b. The tools remain under the control of the deployed battalion S4/CTR regardless of where maintenance or repair is effected (i.e. CTR PM Shop, ALFA, BRAVO company shops).

c. All power tools will receive routine PM and repairs.

d. Funds are provided in the camp OPTAR for procurement of shortages and required repair parts.

e. For ease of control and added visibility, augment/project tools should be stored separately and distinctly identified as augment/project tools.

### 4. Disposition

a. When augment/project tools procured with project funds are no longer required for use on active projects, the following actions will be taken:

(1) Customers will be given the first opportunity by the resident NMCB to capitalize them into their assets.

(2) If the customer does not desire capitalization, the on-site battalion will forward recommended disposition actions to the NCR TOA manager.

## 5. Quarterly Augment Tool Inventory Reports

a. Quarterly Augment Tool Inventory Reports are mandatory and must be received by the NCR TOA manager prior to the 15th of the month following the end of the quarter. These reports will be submitted by the battalion S4 and must show specific tools and kits by main body and all detachments. A complete list of kits is located in Figure 6-5 of this instruction.

## 6. Tool Kit Shortages

a. All shortages will be documented on a NAVSUP 1250-1 prepared in accordance with the NAVSUP P485, Chapter 3.

### (1) Crew Leader/Custodian

(a) Prepare the NAVSUP 1250-1 for all shortages indicated on the inventory list. A NAVSUP 1250-1 will not be prepared for shortages previously reported. Shortages reported in previous inventories will be identified by a dash (“-”) in the “Quantity” column. The “Quantity” column is blank when all allowed items are accounted for.

(b) Retain the yellow copy.

(c) Forward the remaining copies with the inventory report to the CTR kit custodian or outlet supervisor.

(d) When the pink copy of the NAVSUP 1250-1 is returned from CTR, enter the Julian date and serial number of the requisition (block B) under the “DEPT NR” column of the inventory list and discard the yellow copy, retaining the pink copy in the kit inventory file.

(e) When the material is received, line out the quantity short and requisition number and discard the pink copy.

### b. CTR Kit Custodian

(1) Upon receipt of the NAVSUP 1250-1s for shortages from field custodians:

(a) Annotate the Master Kit Inventory List with a dash (“-”) in the “Quantity” column for all shortages previously reported and indicate quantity short in the “Quantity” column for all new shortages supported by a NAVSUP 1250-1. Only the Julian date of the

inventory needs to be noted in the “Julian Date” block when all allowed items are accounted for.

(b) Total the cost of the shortages to determine their dollar value.

(c) Provide the information of dollar value “short this period” and “cumulative shortages” to the S4 in writing after each inventory.

(d) Process the NAVSUP 1250-1 and issue the items from shelf stock, if available; then forward the NAVSUP 1250-1 to the records keeper for inclusion in the tool replenishment request that is forwarded to the NCR TOA manager.

(e) When the pink copy is received from the Supply Office, enter the Julian date and serial number of the requisition (block 8) under “DEPT NR” column of the Master Kit Inventory List, and then forward the pink copy to the crew leader/custodian for posting to field kit file. For the NCR, enter the date the requirement was forwarded to the 1NCD TOA manager.

(f) When the material is received, line out the quantity short and the requisition number, when appropriate, and place the item in the DTO box designated for the particular kit (if in the field) or in the kit box (if the kit is in CTR custody). Then verify the receipts with those reported by the Company Commander in his Memorandum Inventory Report when it is received (Figure 6- 2).

#### 7. Tool Kit Excesses:

a. Items in excess to the FACSO Kit Inventory list are not authorized for stock in kits and must be returned to CTR. These excesses will be documented on the Quarterly Augment Tool Report.

#### 8. Augment/Project Tools Inventories:

a. The lists provided to the relieving battalion two weeks prior to departure of its advance party will be used to conduct a 100% inventory of all augment/project tools and to verify they are all accounted for and in usable condition.

(1) All discrepancies will be resolved and appropriate action taken prior to completion of the turnover and the results of the inventory, including the dollar value of shortages, will be reported in the camp turnover letter.

(2) Within 30 days of the camp/DET turnover, the relieving battalion Supply Officer will submit a complete augment tool inventory to the NCR TOA Manager.

(3) Quantities of the augment tool kits, assemblies/NSNs listed in this report will be a consolidated total of all assets under the Supply Officer's accountability located at main body and DET sites.

(4) Example of report format:

Augment Tool Kits/Assemblies/NSNs over \$500				
Location: Camp Shields/Camp Covington (as applicable)				
KIT/ASSEMBLY/NSN	NOMENCLATURE	QTY	UNIT PRICE	TOTAL PRICE
80001	Plumber	8	\$ 2,060.13	\$16,481.04
80019	Carpenter	10	\$ 760.80	\$ 7,608.00
3895-00-009-3738	Block Saw	4	\$ 1,920.00	\$ 7,680.00
6115-LL-LCC-0666	Generator	7	\$ 806.00	\$ 5,642.00

**Note:** Quantities indicate totals at main body and all theater DETs

## 6207 CTR POWER TOOL MANAGEMENT

### 1. Schedule and Frequency

a. The Supply Officer will promulgate a monthly PM schedule for power tools to preclude lost time on construction projects. Scheduled maintenance may be performed at night so the item may be reissued the following morning.

(1) Replace the tool if it is not fit for reissue.

### 2. Power tools turned into the CTR:

a. Power tools turned into the CTR will be safety checked prior to return to their bin location.

b. Power tools and extension cords, while in stock, will be secured with a tie-down electrical strap ("zip tie") (NSN 5975-00-727-5153) inserted through the



holes on the plug prongs to prevent insertion into an electrical outlet. Prior to issue, all power tools and extension cords will be safety checked.

3. Power tools turned in for Preventative Maintenance (PM):

a. Power tools will be turned in to the PM Shop for preventive maintenance with an attached PM Tool Tag Form (4400/2) Figure 6-5.

b. The preparation and use of the form is explained below:

(1) This form will be prepared for power tools returned for PM by the individual custodian and will be attached to the tool.

(2) Obtain a receipt copy of the form from the PM shop personnel. This form will be used as proof of turn-in and to claim the tool after the scheduled PM is completed.

(3) If the tool requires repair and is deadlined due to the lack of part(s), the PM personnel will prepare an Equipment Repair Order (ERO) Worksheet (NAVFAC 11200/41 SN 0105-LF-012-0206 Figure 6-6) to document the repair, and annotate the following information on the reverse of the PM tool tag:

(a) Date

(b) Reason for deadline

(c) ERO number

(d) If applicable, note "Awaiting Survey"

**Note:** The tag will remain attached to the tool until final disposition (e.g. repair and return to custodian, to the shelf, or for survey)

4. Preventive Maintenance Cards

a. A Preventive Maintenance Card (1NCD-10290/2) will be established and maintained for each power tool (Figure 6-7).

5. Procurement File

a. Maintain a NAVSUP Form 1250-1 Procurement File for repair parts on order.

**6208 SHIPPING AND RECEIVING**

Shipping and receiving is the initial point for all the units' material except project and subsistence items which are delivered to the MLO and the galley respectively.

1. Shipping procedures are described in Chapter 5 of this instruction, and the receiving procedures are described in Chapter 4 of this instruction.

**6209 CAMOUFLAGE UTILITY UNIFORM (CUU) INVENTORY MANAGEMENT**

Refer to Chapter 7 of this instruction.

**6210 MAINTENANCE INVENTORY MANAGEMENT**

1. Maintenance Storeroom:

- a. Camp facilities and installed equipment such as plumbing, heating, air conditioning, and galley equipment require scheduled maintenance.
- b. BRAVO Company is tasked with the maintenance and repair of this equipment.
- c. Funding sources and procurement channels for this equipment will depend on the category (i.e. plant property, minor property, etc) Maintenance repair parts and supply costs will be borne by the resident battalion using camp OPTAR funds.
- d. Seabee camps in the Pacific operate as tenants of larger host activities (e.g. Naval Stations, etc) and as such, the primary source of camp maintenance and repair funds is the host activity.

2. Stock Record Cards (SRCs) will be established and maintained for all stocked items. Units have the option of recording inventories in the Navy's Operating Space Item Management System (OSIMS) SEABEE Tool Identification and Labeling Enhancement (STILE) Program.

3. Issue/Turn-in Processing:

- a. Material issues will be posted to MicroSNAP and/or SRCs as appropriate.
- b. Material returned to stock from companies will be documented as Material Turned-Into Stock (MTIS). Never process company material returned to stock as a Gain by Inventory (GBI).

**6211 AUDIOVISUAL/PHOTOGRAPHIC EQUIPMENT**

Procedures for the inventory, control, and accountability of Audiovisual/ photographic equipment are prescribed in OPNAVINST 5290.1 (series) and SECNAVINST 5500.4 (series).

**6212 NIGHT VISION DEVICE (NVD)**

NVDs are considered Depot Level Repairables (DLRs) and are classified as "Sensitive Material" subject to stringent control policies and procedures. NVD control, inventory, and reporting procedures are prescribed in NAVSEAINST 8215.1 (series).

**6213 RADIAC EQUIPMENT MANAGEMENT****1. General:**

- a. The 20th SRG and 31st SRG control the distribution of radiac equipment in homeport to support NMCBs and disaster recovery training.
- b. The 22nd NCR and 30th NCR control the distribution of radiac equipment to support NMCBs that are deployed.
- c. Radiac equipment is for Seabee use ONLY.
- d. All Improved Chemical Agent Monitors (ICAMs) and M22 Automatic Chemical Agent Detection Alarms (ACADAs) must be reported by the SRGs and NCRs to 1NCD (N43) bi-annually.

**2. Maintenance/Calibration:**

- a. Routine maintenance and calibration will be performed in accordance with SPAWARINST 9673.5 (series) using the Metrology Automated System for Uniform Recall and Reporting (MEASURE) Program and associated individual equipment Meter Equipment Recall and Reporting (METER) cards.
  - (1) This instruction provides data regarding maintenance and calibration intervals/requirements and other pertinent data such as testing, shipping, labeling, disposal, and other procedures.
  - (2) Radiac equipment will be temporarily transferred for routine maintenance and calibration to the following Radiac Repair Facilities (RRF) as appropriate:

20th SRG , Gulfport MS	SPAWAR, NAVSTA Mayport, FL
Camp Arifjan, Iraq	20th SRG Gulfport, MS
31st SRG , Port Hueneme, CA	SPAWAR, San Diego, CA
Camp Covington, Guam	USS Frank Cable
Camp Shields, Okinawa	NAVSEEACTION, Japan

3. The 20th SRG and 31st SRG are responsible for the following:

- a. Maintaining the respective fleet radiac allowances at 100% range and depth. Strict serial number accountability is mandatory.
- b. Obtaining bi-annual inventory reports from the radiac sub-custodians by nomenclature, serial number (except quantity only for DT-60/PDs and IM-143/PDs) and material condition.
- c. Submitting bi-annual radiac inventory reports to 1NCD (N43) via the cognizant NCR. These reports are due by 30 October and 31 May of each year.
- d. Ensuring that all radiacs under control of the SRG R43 in homeport are maintained and calibrated.

4. The main body site resident battalions are responsible for the following:

- a. Submitting bi-annual radiac inventory reports to the cognizant regimental R43 prior to 30 October and 31 May by nomenclature, serial number (except quantity only for DT-60/PDs and IM-143/PDs) and material condition
- b. Ensuring that strict serial number accountability is maintained for all radiac equipment in custody
- c. Ensuring that all radiac equipment in their custody is maintained and calibrated in accordance with Paragraph 6213 above and SPAWARINST 9673.5 (series).

**Note:** The cognizant regiment is responsible for monitoring the sub-custody of the material and ensuring accurate inventories and material condition inspections are conducted during camp turnover. Additionally, they will ensure units submit reports and forward them to 1NCD N43.

**6214 DEPOT LEVEL REPAIRABLES (DLR)**

The DLR procedures in the NAVSUP P-485 apply to all NCF TOA and COSAL allowed DLR items.

1. For unique Non-USN numbered equipment that may be repairable but is beyond the capability of the deployed unit or other local sources to repair, the following NCF specific policies and procedures apply:

a. Scope of Equipment

(1) Usually items are equipage, including but not limited to Civil Engineering End Items (CEEI). Specific items could include electrical test and safety equipment (multimeters, multi-amp Pow-R-Safe electrical tool testers, ohmmeters, and ground fault interrupters), motion picture projectors, binoculars, etc.

b. Replacement

(1) Upon determining that a replacement is required for equipment which cannot be repaired locally, a message will be sent to the appropriate asset control organization (20th or 31st SRG TOA Manager).

(2) This request will identify the item by NSN, nomenclature, make, model, serial number, and TOA assembly number. Specify if the item is not from the TOA, (i.e. augment), and include a brief description for replacement (i.e. needs periodic calibration, sustained minor damage after being dropped, got wet, corroded, etc.). The estimated age of the equipment and the cost of repair should be included if known.

**6215 ASSET CONTROL**

The 20th and 31st SRG TOA managers are tasked with maintaining stock control of TOA items for their homeport battalion training evolutions.

1. When a replacement request is received from a deployed unit, the availability of the requested assets will be determined and the unit will be given disposition instructions for the item in question and advised to either requisition a replacement through normal supply channels citing appropriate funds, or the item will be provided at no cost, citing shipping data and Transportation Control Number (TCN) for "due-in" information.

a. Upon receipt of unserviceable repairable equipment, it will either be disposed of, or restored to condition code "A" if it is economically feasible and returned to stock or the equipment pool.

2. Packing and Shipping Activity: Care should be used in packing items to prevent damage in shipment. If available, the preformed packing utilized in the original shipment from the vendor should be used for transshipment.

3. Documentation: When shipping both the replacement item and the turn-in item, the requesting unit's original message with date-time-group (DTG) should be referenced in the remarks block of the shipping document.

- a. Turn-in documents should be prepared in accordance with the NAVSUP P-485, Chapter 5.

**SAMPLE AMAL/ADAL INVENTORY REPORT**

Date: _____	
MEMORANDUM	
From: _____ NMCB Senior Medical Officer	
TO: _____ SRG R4	
Subj: Inventory Completion Report for AMAL/ADAL #_____ Kit_____	
Ref: (a). COMFIRSTNCDINST 4400.3A	
1. An inventory was held on _____ and completed in accordance with reference (a). The below listed items were noted as missing, had an expired shelf life or were damaged beyond use:	
<u><b>NSN or Part Number</b></u>	<u><b>NOMEN</b></u>
<u><b>Qty Rcvd</b></u>	<u><b>Requisition Number</b></u>
Submitted by:	Accepted by:
_____	_____
Custodian	NMCB SR Medical Officer
Copy to: COMFIRSTNCD Senior Medical Officer	

Figure 6-1

## SAMPLE FACSO RPT KIT INVENTORY LIST

FACSO RPT SYM/NO. 04440/B50VBRO1		I N V E N T O R Y M A N A G E M E N T S Y S T E M										21 FEB 95	
PROJECT NO. SH034		ASSEMBLY/KIT INVENTORY LIST KIT ELECTRICIANS TOOLS F/2 MEN										PAGE 1	
SEQUENCE = KIT, SEQ. NO., ALPHA													
(JULIAN DATE OF INVENTORY/ NAVSUP FORM 1250 DEPT NO., AND QUANTITY SHORT)													
(J/D) (J/D) (J/D) (J/D) (J/D) (J/D)													
DEPT#(QTY) DEPT#(QTY) DEPT#(QTY) DEPT#(QTY) DEPT#(QTY) DEPT#(QTY)													
COG STOCK NUMBER QTY UI UNIT PRICE EXT. PRICE													
90 5120-00-221-1542 2 EA 2.25 4.50													
AWL SCRATCH 3-1/2N BLADE LENGTH													
80006													
90 5140-01-095-9284 2 EA 13.74 27.48													
BAG CARPENTER'S NAIL/TOOL LEATHER RIGHT HAND SIDE													
HAMMER LOOP													
90 6135-00-853-8670 8 EA .82 6.56													
BATTERY 1.5V FLAT SILVER OXIDE F/USE													
W/NSN 6625-01-028-1146													
90 8465-01-322-1966 2 EA 9.05 18.10													
BELT INDIVIDUAL EQUIPMENT ADJ NYLON SZ LARGE													
90 5133-01-144-5337 1 EA 16.81 16.81													
BIT ELECTRICIANS MULTI-SIZE .125N TO .5N IN													
.03125N INCREMENTS F/USE ON STEEL AND SHEET METAL													
TO .125N MAX THICKNESS (UNIBIT 1)													
90 5133-01-146-4578 1 EA 18.98 18.98													
BIT ELECTRICIANS MULTI-SIZE .25N TO .75N IN													
.0625N INCREMENTS F/USE ON STEEL AND SHEET METAL													
TO .125N MAX THICKNESS (UNIBIT 3)													
90 5133-01-144-5336 1 EA 11.17 11.17													
BIT ELECTRICIANS MULTI-SIZE .1875N TO .5N IN .0625N													
INCREMENTS F/USE ON STEEL AND SHEET METAL TO .375N													
MAX THICKNESS (UNIBIT II)													
90 5133-01-144-5335 1 EA 11.50 11.50													
BIT ELECTRICIANS STUBBY FOR DRILLING 1/2N HOLES IN													
STEEL AND SHEET METAL TO .375N MAX THICKNESS													
(UNIBIT X)													
90 5133-00-595-8202 1 SE 122.80 122.80													
BIT SET AUGER 1/4N - 1N W/ EXPANSIVE BIT 7/8N - 3N													
CAP (14 PC) (SEE SKO FOR COMPONENT BREAKDOWN)													
90 5133-01-014-7015 1 SE 20.14 20.14													
BIT SET CENTER WOOD BORING POWER 3/8N - 1N													
90 5110-00-277-4590 1 BD 8.28 8.28													
BLADE HACKSAW HAND 12N L X .025N THK 18 TEETH/N													
FLEXIBLE													
90 5110-00-277-4592 1 BD 8.24 8.24													
BLADE HACKSAW HAND 12N L X .025N THK 32 TEETH/N													
FLEXIBLE													

Figure 6-2



**SAMPLE ASSEMBLY INVENTORY REPORT**

Date: _____		
<b>MEMORANDUM</b>		
From: _____ Company Commander/Department Head		
To: S4		
Via: S3		
Subj: Inventory Completion Report for Assembly #_____ Kit_____		
Ref: (a). S4 memo of (memo or notice promulgating inventory schedules)		
Encl: (1) <u>(Quantity)</u> NAVSUP 1250-1 for Shortages		
(2) <u>(Quantity)</u> DD 200 for Surveys		
1. An inventory was held on _____ and completed in accordance with reference (a). Enclosures (1) and (2) are forwarded.		
2. The following were received during this period:		
<u><b>Requisition Number</b></u>	<u><b>NSN or Part Number</b></u>	<u><b>Qty Rcv'd</b></u>
Submitted by:		
Approved by:		
Custodian	Company Commander	

Figure 6-3

**KIT LIST**

COG	NSN	KIT NUMBER	NOMENCLATURE
0N	0081LLAA80001	80001	KIT PLUMBERS (F/4 MEN) KT
0N	0081LLAA80002	80002	KIT PLUMBERS SHOP KT
0N	0081LLAA80003	80003	KIT TANK ERECTION F/4 MEN KT
0N	0081LLAA80004	80004	KIT GAS CUTTING AND WELDING RIG KT
0N	0081LLAA80005	80005	KIT SERVICE REFRIGERATION KT
0N	0081LLAA80006	80006	KIT ELECTRICIANS TOOLS F/2 MEN KT
0N	0081LLAA80007	80007	KIT LINEMANS TOOLS F/2 MEN KT
0N	0081LLAA80008	80008	KIT ELECTRONIC MAINTENANCE TOOLS F/COMMUNICATIONS KT
0N	0081LLAA80009	80009	KIT WELDING GMA KT
0N	0081LLAA80010	80010	KIT SURVEYORS EQUIPMENT KT
0N	0081LLAA80011	80011	KIT DRAFTSMAN F/3 MEN KT
0N	0081LLAA80012	80012	KIT TIRE SERVICE TOOLS & EQUIPMENT KT
0N	0081LLAA80013	80013	KIT MECHANIC HAND TOOLS F/2 MEN KT
0N	0081LLAA80014	80014	KIT EQUIPMENT SHOP MAINTENANCE KT
0N	0081LLAA80015	80015	KIT BATTERY SERVICE TOOLS KT
0N	0081LLAA80016	80016	KIT AUTOMOTIVE TUNE UP TOOLS KT
0N	0081LLAA80017	80017	KIT AUTOMOTIVE BODY TOOLS KT
0N	0081LLAA80018	80018	KIT PLUMBERS SHOP CBU KT
0N	0081LLAA80019	80019	KIT CARPENTERS TOOLS F/4 MEN KT
0N	0081LLAA80020	80020	KIT MASON TOOLS F/4 MEN KT
0N	0081LLAA80021	80021	KIT SHEET METAL TOOLS KT
0N	0081LLAA80022	80022	KIT WIRE ROPE SPLICING TOOLS KT
0N	0081LLAA80023	80023	KIT RADIATOR TOOLS KT
0N	0081LLAA80024	80024	KIT ELECTRIC ARC WELDING ACCESSORIES 300 AMP KT
0N	0081LLAA80025	80025	KIT SAW FILING EQUIPMENT KT
0N	0081LLAA80026	80026	KIT SOILS KT
0N	0081LLAA80027	80027	KIT BRIDGE/WATERFRONT KT
0N	0081LLAA80028	80028	KIT QUARRYING AND DEMOLITION EQUIPMENT KT
0N	0081LLAA80029	80029	KIT 20X48 AND 40X100 RIGID FRAME ERECTION TOOLS KT
0N	0081LLAA80031	80031	KIT MECHANIC SHOP TOOLS METRIC KT
0N	0081LLAA80032	80032	KIT DRY WALL INSTALLATION TOOLS KT
0N	0081LLAA80033	80033	KIT, HOSE REPAIR ACETYLENE / OXYGEN KT
0N	0081LLAA80034	80034	KIT ARC-OXY CUTTING ACCESSORIES F/UNDERWATER KT

0N 0081LLAA80035 80035 SUPPORT MAT'L FOR LINE CONSTRUCTION/MAIN- KT
0N 0081LLAA80036 80036 KIT TOOL LEAD CABLE SPLICING F/2 MEN KT
0N 0081LLAA80037 80037 KIT, OVERHEAD POWER LINE CONDUCTOR INSTALLATION KT
0N 0081LLAA80040 80040 MISCELLANEOUS PIPE DIES AND ACCESSORIES KT
0N 0081LLAA80041 80041 KIT HEAVY TIMBER CONSTRUCTION TOOLS F/4 MEN KT
0N 0081LLAA80042 80042 KIT NO-SKIVE HOSE AND CRIMP FITTING, HIGH KT
0N 0081LLAA80043 80043 KIT MACHINIST TOOLS KT
0N 0081LLAA80044 80044 KIT FILES GENERAL ASSORTMENT KT
0N 0081LLAA80045 80045 KIT AUTO TOOLS SMALL KT
0N 0081LLAA80047 80047 LASERPLANE SURVEYING SYSTEM KT
0N 0081LLAA80048 80048 KIT,DIESEL ENGINE TEST KT
0N 0081LLAA80049 80049 KIT NO-SKIVE HOSE & KRIMP FITTING, HI-PRESSURE KT
0N 0081LLAA80050 80050 KIT BASIC OUTBOARD MOTOR MAINTENANCE TOOLS KT
0N 0081LLAA80051 80051 KIT PIONEER AND RIGGING TOOLS KT
0N 0081LLAA80052 80052 KIT CAUSEWAY TEAM KT
0N 0081LLAA80053 80053 KIT CONVEYOR BELT REPAIR TOOLS KT
0N 0081LLAA80054 80054 KIT CONCRETE TESTING KT
KIT LIST
0N 0081LLAA80055 80055 KIT CAST IRON PIPE INSTALLATION F/4 MEN KT
0N 0081LLAA80056 80056 KIT CONCRETE PLACEMENT KT
0N 0081LLAA80057 80057 KIT TIRE SERVICE (SMALL) KT
0N 0081LLAA80058 80058 FITTING KIT, METRIC FOR HYDRAULIC HOSE KT
0N 0081LLAA80059 80059 KIT, NO SKIVE AND CRIMP KIT, EXTREME HIGH KT
0N 0081LLAA80060 80060 KIT HYDRAULIC HOSE ASSEMBLING EQUIPMENT KT
0N 0081LLAA80061 80061 KIT, HYDRAULIC HOSE, POWER CRIMPER/EQUIP KT
0N 0081LLAA80062 80062 KIT ELECTRICIAN/ELECTRONIC MAINTENANCE MINI KT
0N 0081LLAA80063 80063 KIT CONSTRUCTION TOOLS MINI KT
0N 0081LLAA80064 80064 KIT ENGINEERING AID MINI KT
0N 0081LLAA80067 80067 KIT CRIMPING TOOL MANUAL/HYDRAULIC 8 AWG TO KT
0N 0081LLAA80068 80068 KIT, CRAFT PROPULSION UNIT OPERATOR KT
0N 0081LLAA80069 80069 KIT HYDRAULIC HOSE, POWER/EQUIPMENT KT
0N 0081LLAA80070 80070 KIT RESPIRATORS AND ACCESSORIES KT
0N 0081LLAA80071 80071 KIT,TOOL,ENGINE REPAIR F/SSK CUMMINS KT
0N 0081LLAA80072 80072 KIT PULLER SET MECHANICAL 13-TON CAPACITY KT
0N 0081LLAA80073 80073 KIT NONSPARKING TOOLS KT
0N 0081LLAA80074 80074 KIT PULLER SET HYD 30-TON CAPACITY KT
0N 0081LLAA80075 80075 KIT PULLER SET HYD 50-TON CAPACITY KT

0N 0081LLAA80076 80076 OUTBOARD MOTOR SHOP KT
0N 0081LLAA80077 80077 SOIL/MATERIAL TESTING EQUIP/NUCLEAR DENSOMETER KT
0N 0081LLAA80078 80078 KIT, HOT LINE TOOLS, ELECTRICAL KT
0N 0081LLAA80079 80079 KIT REPAIR FOR PILLOW/FABRIC TANKS KT
0N 0081LLAA80080 80080 KIT REPAIR FOR PILLOW/FABRIC TANKS KT
0N 0081LLAA80081 80081 KIT DIESEL ENGINE TEST KT
0N 0081LLAA80082 80082 KIT, TOOL, ENGINE REPAIR F/SSK CUMMINS KT
0N 0081LLAA80083 80083 CHB RSS MISC CTR TOOLS KT
0N 0081LLAA80085 80085 KIT, JACK 25 TON HYDRAULIC/ELECTRIC W/ACCESSORIES KT
0N 0081LLAA80087 80087 ELECTRONIC DISTANCE MEASURING SYSTEM W/THEODOLITE KT
0N 0081LLAA80088 80088 KIT POWER THREADING KT
0N 0081LLAA80089 80089 KIT HOSES & ACCESSORIES F/PUMP DIAPHRAM ECC KT
0N 0081LLAA80090 80090 KIT HOSE ACCESS F/125-250 CFM AIR COMPRESSORS KT
0N 0081LLAA80091 80091 KIT HOSE/ACCESS F/365-750 CFM AIR COMPRESSOR KT
0N 0081LLAA80092 80092 KIT HYDRAULIC SWAGING AND SPLICING F/3/8-5/8N KT
0N 0081LLAA80093 80093 KIT LOAD CELL, CRANE TESTING DYNOMETER KT
0N 0081LLAA80096 80096 KIT WELDING GAS TUNGSTEN ARC KT
0N 0081LLAA80098 80098 KIT LIFTING SLING TOOL SUPPORT KT
0N 0081LLAA80100 80100 U/W SPLIT-PIPE TOOL KIT FOR CABLE KT
0N 0081LLAA80101 80101 WATER FRONT FACILITIES INSPECTION KIT KT
0N 0081LLAA80102 80102 KIT LIFT, 60 TON, SPRDR BAR/SYNTH SLINGS/NETTING KT
0N 0081LLAA80103 80103 AUTOMOTIVE CONSTRUCTION SERVICE EQUIPMENT KT
0N 0081LLAA80104 80104 KIT LIFTING SLINGS/NETTING,(4T-30T) KT
0N 0081LLAA80105 80105 TOOL KIT F/RECOMPRESSION F/CHAMBER ONLY KT
0N 0081LLAA80106 80106 ELECTRONIC TOOLS,MINI KIT KT
0N 0081LLAA80107 80107 KIT LUBRICATION EQUIPMENT ACCESSORIES KT
0N 0081LLAA80109 80109 KIT MAXI LUBRICATION SYSTEM AIR OPERATED KT
0N 0081LLAA80110 80110 KIT PLANNING AND ESTIMATING (P&E) KT
0N 0081LLAA80111 80111 KIT ALFA CO YARD BOSS TOOLS & EQUIPMENT KT
0N 0081LLAA80114 80114 100 MAN DET-KIT EQUIP SHOP MAINTENANCE KT
0N 0081LLAA80115 80115 BATTERY SERVICE TOOLS,MINI-KIT KT

0N 0081LLAA80119 80119 KIT, INSTALLATION F/CONCERTINA FENCING KT
0N 0081LLAA80121 80121 ASBESTOS REMOVAL PROTECTIVE CLOTHING MATERIAL AND KT
KIT LIST
0N 0081LLAA80125 80125 KIT SAW FILING AND BLADE SHARPENING KT
0N 0081LLAA80127 80127 KIT CONCRETE TESTING (SUPPLEMENTS KIT 80026) KT
0N 0081LLAA80128 80128 KIT ASPHALT TESTING (SUPPLEMENTS KIT 80026) KT
0N 0081LLAA80131 80131 METRIC TOOLS,MINI-KIT KT
0N 0081LLAA80134 80134 SHOP HYDRAULIC TOOLS AND PARTS FOR UCT'S KT
0N 0081LLAA80135 80135 MISC HYDRAULIC TOOLS FOR UCT KT
0N 0081LLAA80136 80136 MISC CONSUMABLES FOR UCT KT
0N 0081LLAA80141 80141 KIT CONDUIT BENDING 5 TO 2N EMT / 5 TO 15 IMC, KT
0N 0081LLAA80142 80142 KIT CONDUIT CUTTING AND THREADING 25 TO 6N KT
0N 0081LLAA80143 80143 KIT CONDUIT BENDING 125 TO 4N EMT, IMC, RIGID KT
0N 0081LLAA80144 80144 KIT CONDUIT BENDING 125 TO 4N ONE-SHOT / 25 TO KT
0N 0081LLAA80145 80145 KIT PVC CONDUIT INSTALLATION 5 THRU 6N KT
0N 0081LLAA80146 80146 KIT KNOCKOUT FOR CONDUITS 5 THRU 5N KT
0N 0081LLAA80147 80147 KIT VACCUM FISHTAPE SYSTEM 5 TO 6N CONDUITS KT
0N 0081LLAA80148 80148 KIT WIRE INSTALLATION LIGHT DUTY KT
0N 0081LLAA80149 80149 KIT WIRE/CABLE PULLER HEAVY DUTY, EMD KT
0N 0081LLAA80150 80150 KIT, HATCH BOX TOOLS KT
0N 0081LLAA80151 80151 KIT, NCHB HATCH BOX / LIFTING SLINGS KT
0N 0081LLAA80152 80152 SAFETY SUPPORT EQUIP/MAT'L F/NCHB KT
0N 0081LLAA80154 80154 NRCHB HATCH BOX KIT KT
0N 0081LLAA80155 80155 KIT HATCHBOX CHB RSS KT
0N 0081LLAA80168 80168 31ST NCR R-41 SHELF TOOLS KT
0N 0081LLAA80200 80200 MASC KIT MECHANIC HAND TOOLS F/2 MEN KT
0N 0081LLAA80201 80201 MASC MECHANIC TOOLS METRIC /4 MAN KT
0N 0081LLAA80202 80202 MASC KIT TIRE SERVICE (SMALL) KT
0N 0081LLAA80203 80203 MASC KIT HYDRAULIC HOSE, POWER/EQUIPMENT KT
0N 0081LLAA80204 80204 MASC KIT WLEDING GAS KT
0N 0081LLAA80205 80205 MASC KIT GAS CUTTING AND WELDING RIG KT
0N 0081LLAA80206 80206 MASC KIT CARPENTERS TOOLS F/4 MEN KT
0N 0081LLAA80207 80207 MASC KIT ELEC ARC WELDING ACCES 300 AMP KT
0N 0081LLAA80208 80208 MASC KIT PIONEER AND RIGGING TOOLS KT
0N 0081LLAA80209 80209 MASC KIT, INSTALLATION F/CONCERTINA FENCING KT
0N 0081LLAA80210 80210 MASC KIT SURVEYORS EQUIPMENT KT
0N 0081LLAA80211 80211 MASC KIT DRAFTSMAN F/3 MEN KT
0N 0081LLAA80213 80213 MASC MISCELLANEOUS RIGGING GEAR KT

0N 0081LLAA80214 80214 MASC SUPPLEMENTAL TOOLS F/MOBILE MAINT TRUCK KT
0N 0081LLAA80215 80215 MASC PACKING TOOLS AND MATERIAL KT
0N 0081LLAA80216 80216 MASC PORT SCALES, EMBARK SUPPORT KT
0N 0081LLAA80217 80217 MASC LUBRICATION EQUIPMENT AND ACCESSORIES KT
0N 0081LLAA80413 80413 TIRE SHOP OPERATING SPACE ITEMS F/USE W/AY 80012 KT
0N 0081LLA80042B 80042B KIT NO-SKIVE HOSE & CRIMP FITTING (250 MODULE) KT
0N 0081LLA80098B 80098B KIT LIFTING SLING TOOL SUPPORT (250 MODULE) KT
0N 0081LLA80104B 80104B KIT LIFTING SLINGS/NETTING (250 MODULE) KT
0N 0082LLAA03154 03154 GROUND FAULT INTERRUPTERS KT
0N 0082LLAA03155 03155 FIRE SAFETY HEARING PROTECTION EQPMT KT
0N 0082LLAA03156 03156 ELECTRICAL SAFETY EQPT – GND FAULT INTERRUPTERS- KT
0N 0082LLAA03162 03162 BREATHING PUMP AMBIENT AIR KT
0N 0082LLAA06041 06041 CTR MISC POWER TOOLS F/NMCB'S KT
0N 0082LLAA06043 06043 GASES AND CYLINDERS KT
0N 0082LLAA06066 06066 GASES AND CYLINDERS KT
0N 0082LLAA06067 06067 WELDING ELECTRODES AND FLUX KT
0N 0082LLAA06077 06077 WELDING ELECTRODES AND FLUX F/DETS KT
KIT LIST
0N 0082LLAA82001 82001 SAW CHAIN GED 18N KT
0N 0082LLAA82002 82002 SET PAVING BREAKER, TAMPER, DRIVER AND DRILL KT
0N 0082LLAA82003 82003 AUGER EARTH GED PORT KT
0N 0082LLAA82011 82011 WRENCH SET IMP PNEU 1DR SCKTS ¾ TO 3 1/8 KT
0N 0082LLAA82012 82012 HAMMER SCALING PNEU KT
0N 0082LLAA82015 82015 DRILL ELECTRIC PORTABLE ¾ KT
0N 0082LLAA82016 82016 SAW CIRCULAR PORTABLE 7 ¼N ELECTRIC KT
0N 0082LLAA82019 82019 GRINDER/SANDER ELEC PORTABLE 7N KT
0N 0082LLAA82021 82021 BORER WOOD PNEUMATIC PORTABLE 1 ¼ KT
0N 0082LLAA82023 82023 SAW RECIPROCATING HORIZONTAL PORTABLE KT
0N 0082LLAA82025 82025 HAMMER PNEU PORTA NAIL DR 6D – 16D CAPACITY KT
0N 0082LLAA82031 82031 DRILL ELEC PORT ½ KT
0N 0082LLAA82033 82033 HAMMER PNEUMATIC PORTABLE RIVETING W/CHISELS KT
0N 0082LLAA82036 82036 PAVING BRKR SET PORT PNEU 80LB KT
0N 0082LLAA82038 82038 SAW CIRC STL-CONC 12N GED KT

0N 0082LLAA82039 82039 TAMPER PNEUMATIC 6N BUTT 48 LB KT
0N 0082LLAA82050 82050 TAMPER VIBRATING PORTRAMMER SET 42 HP GED KT
0N 0082LLAA82501 82501 MISCELLANEOUS ELECTRICAL TEST EQUIPMENT KT
0N 0082LLAA83001 83001 MISCELLANEOUS CONSTRUCTION TOOLS KT
0N 0082LLAA83002 83002 MISCELLANEOUS "B" COMPANY EQUIPMENT KT
0N 0082LLAA83069 83069 SECURITY FENCE INSTALLATION (TOOLS SUPPLEMENTAL) KT
0N 0082LLAA83070 83070 LINEMAN'S SUPPLEMENTAL TOOLS KT
0N 0082LLA03142B 03142B SAFETY CONSUMABLES F/250 PER KT
0N 0082LLA83002B 83002B "B" COMPANY EQUIP (250 MODULE) KT
0N 0086LLAA82073 82073 GENERATOR SET GED PORT 5KW 120V 60HZ 42AMPS KT
0N 0086LLAA84004 84004 LIFTING DEVICES (BOTTOM) F/STD 20'S 8X8X20 KT
0N 0086LLA83113B 83113B TIRE SHOP OPERATING SPACE ITEMS F/230 PER KT
0N 0086LLA83114B 83114B ALFA COMPANY TOOL ROOM (ATR) F/250 PER KT
0N 0086LLA83115B 83115B ALFA CO SHOPS SUPPORT F/ 250 PER KT
0N 0086LLA84000B 84000B MISCELLANEOUS RIGGING GEAR F/125 PER KT 6203

Figure 6-4

SAMPLE PM TOOL TAG

PM TOOL TAG		COMCBPAC/CBLANTINST 10290.2	
NAME			
COMPANY		DATE IN	
TOOL		NOMENCLATURE	
SERIAL NO.		RECEIVED BY (CTR—PM) SIGNATURE	
COMCBPAC/CBLANT 4400/2 (12-84)			
S. N 0970-LL-P44-0034			

\* US GOVERNMENT PRINTING OFFICE 1995 - 630-613

Figure 6-5



CMB10009

Figure 6-6

1-13

## SAMPLE POWER TOOL PMS RECORD

[illegible]

Figure 6-7 Side 1

[illegible]

Figure 6-7 Side 2

## CHAPTER 7

# ORGANIZATIONAL GEAR AND CLOTHING

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### 7000 INTRODUCTION

This chapter establishes policy and procedures for the management of organizational gear and clothing. This includes all equipment previously referred to as Chemical Biological Radioactive-Individual Protective Equipment (CBR-IPE), and 782-equipage/gear contained in the Naval Construction Force (NCF) Tables of Allowance (TOAs). The policy and procedures contained in this chapter supersede all previous direction. It also supplements the regulations in COMNAVRESFOR P 4000.1 (series) and is promulgated to provide Naval Construction Force (NCF) guidance for properly outfitting units with appropriate organizational gear and clothing required to perform their assigned mission. The guidance in this chapter is formalized and instituted in accordance with COMFIRSTNCD Little Creek, VA message 022149Z MAR 07, which provides the baseline for issuing organizational gear and clothing and promulgates actions required by the units to systematically update and refresh items issued to personnel assigned to their units. The policy and procedures in this chapter apply to both active duty and reserve personnel.

### 7001 POLICY

All personnel assigned to a NCF unit are outfitted with organizational gear and clothing required to perform their assigned duties. (See Figure 7-1) The items remain the property of the United States Government and the member is accountable for the gear and clothing that is issued to them. In order to ensure accountability, reporting, upgrading, and shelf life management of organizational gear and clothing, transactions will be recorded in the Chemical, Biological, and Radiological Operating Space Item Management System (CBR-OSIMS) data base. Individual NAVPERS 1070/613 (Page 13) will be generated from CBR-OSIMS data base and a copy of the page 13 will be maintained in the member's service record.

1. The CBR-OSIMS is a web-based program accessible to the Seabee Readiness Groups (SRGs), Naval Construction Regiment (NCRs), and NCF units to record and validate gear and clothing that a member is issued. NCF personnel will retain the gear and clothing until they depart the NCF due to release from active duty or return to a non-NCF activity. Upon departure from the NCF, CBR-OSIMS and/or page 13 entries will be reviewed and all non-consumable gear not returned will result in the member being held financially accountable for the replacement cost of the gear.

2. This process provides:

- a. Enhanced Readiness;
- b. Organizational Gear and Clothing oversight, visibility, and accountability;
- c. Standard management systems & procedures;
- d. Supportable Inventory Control Software and Training Program; and
- e. Cost Savings and Avoidances.

## **7002 DEFINITION**

Organizational clothing and equipment is defined as any clothing or equipment issued to an individual by a military activity, for which there is a requirement above and beyond authorized military uniforms. . NCF organizational clothing and equipment includes items such as 782 gear, Camouflage Utility Uniforms (CUU), Desert Utility Uniforms (DUU), foul weather gear, jackets, boots, hard hats, coveralls, etc.

## **7003 ORGANIZATIONAL GEAR/CLOTHING ISSUE**

The initial issue of organizational gear, clothing items, the required accoutrements (including nametags, collar and rank devices, force badges, breast insignia, and other authorized devices), and the sewing of the accoutrements on the uniform is done on a one-time initial issue basis upon reporting to the member's first NCF unit or "A" School. The proper wearing of the CUU/DUU uniform is dictated in the U. S. Navy Uniform Regulations. Authorized quantities of clothing issue and uniform items qualifying for initial issue (not replacement issue) are promulgated in Figure 7-2. The quantities of equipment authorized for issue are located at

<https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx>

organizational clothing is worn with working uniforms only while performing duties for which the garments are designed. The member will sign for custody and accountability of all items until properly returned to government control. DUUs are issued during assignment to special environments that warrant their use. New or like new CUUs/DUUs should not be treated as disposal items to be worn on destructive projects such as painting, asphalt paving, and concrete pours. Active units should retain and use a ready supply of previously issued CUUs/DUUs, or coveralls for this type of work. The issue of organizational clothing is an essential component of successfully integrating any new member into the NCF.

1. A member may elect to wear another earned warfare or qualification insignia in the secondary position at their own expense. Replacement of organizational clothing lost or rendered unserviceable due to negligence will be the assigned individual's responsibility.

2. Unless modified as a result of mission requirements, the priority of uniform issue is as follows:

- a. Initial issues
- b. CBVETS
- c. New affiliates
- d. Replacement Issues (surveyed boots & uniforms)
- e. Activation (Priority per mission requirements.)

3. Members transferring from reserve units in which CUUs were issued will not be issued an initial set of uniforms contingent upon page 13 entry. Issues to members re-affiliating after a break-in-service will be evaluated on a case-by-case basis.

4. Replacement Issues. Under normal circumstances, replacement issues will only be completed after all pending initial issues for new personnel.

#### **7004 RESPONSIBILITIES. (SEE FIGURE 7-3)**

1. 1NCD: Provide policy, oversight and contractor support. Additionally, the 1NCD Comptroller will provide funding to the NCRs' for the purchase of all organizational clothing and gear. They will also provide funding for the embroidery on CUUs/DUUs that are replaced as a result of normal wear and tear. Submit the annual report to Congress for CBR-IPE.

2. Contractor: Assist 1NCD and SRG in kitting organizational gear and establish CBR-OSIMS records on NCF members who receive initial issues of gear and clothing. Provide training on the proper use and maintenance of the CBR-OSIMS database. Obtain an ALPHA roster containing the information containing the full sizing information for all organizational gear and clothing. This may be accomplished by having the member provide the information or through actual fitting of personnel.

3. SRG: Make use of contractor support to issue and refresh gear for deploying and returning units; request contractor support at least six weeks in advance of issue events; and manage the initial issue of all organizational gear and clothing.

- a. Measure reporting personnel, issue them organizational items and train them in the proper use and maintenance. Record gear issued, size, serial number, lot number, contract number, shelf life and quantity information in the CBR-OSIMS database. Enter all updates into the database for changes of gear and clothing issued to NCF personnel submitted by the NCF units S4. Accomplish the initial

kitting of organizational items when NCF personnel go through the Seabee Refresher Training (SERT) process.

(1) Figure 7-4, Kitted Issue Process and Figure 7-5, Central Issue Facility Process are two different processes that the SRG may use to issue the gear. Supply Dept personnel track NCF personnel throughout their tour. If an individual is transferred within the NCF (e.g. From NMCB 4 to NMCB 74), the 31st or 20th SRGs will de-issue the individual's kitted gear from one UIC and reissue it to another UIC within the CBR-OSIMS database. The SRG will be responsible for maintaining the accuracy of the CBR OSIMS database. The NCR's and subordinate units will inform the SRG of any changes to an individual's organizational gear and clothing inventory.

b. SRG and Supply Department designated personnel will periodically review the CBR OSIMS database, paying particular attention to any CBR items that may be nearing their shelf-life expiration date. No later than three months prior to the expiration date of any item, the unit will contact 1NCD (N43) and provide a list of the CBR items that will be expiring, the quantity of each item, the manufacturing date, contract number, and the lot number of each item.

c. Ensure organizational gear and clothing that is returned is refurbished and readied for reissue to newly reporting members.

d. Archive departing personnel information in the CBR OSIMS database.

e. Maintain sufficient on hand stock of organizational gear and clothing to accommodate reporting personnel, replacement of expired gear and worn out or lost gear.

f. Order sufficient gear in time for issue to deploying units.

g. Coordinate contractor support with 1NCD.

h. Coordinate the submission of the annual report on Chemical, Biological, and Radiological Defense (CBR-D) to Congress.

4. Naval Construction Regiment (NCR): The Cognizant NCR will provide funding for the purchase of all organizational gear and clothing via the 1NCD Comptroller

a. Ensure the unit CBR Officer, S4, and SRG have a current Alpha roster of all personnel, by company, that lists individual sizes (e.g. helmet size, OTV size, M40A1 mask size, JSLIST trouser size, CUU, DUU sizing, etc).

- b. Require each individual who is transferring out of the NCF or is being discharged to turn in their organizational gear and clothing to the battalion S4 if deployed, or to their supporting SRG if in homeport, on a DD1149.
- c. Ensure NCF S4 personnel are properly trained in organizational checkout procedures. S4 personnel will verify the material transferring/departing personnel are turning in against the CBR OSIMS database that lists the organizational clothing and gear the individual received, or the Page 13 if the database is not accessible.
- d. Determine if any items are missing. If determined that the material was lost, stolen or damaged beyond further use due to the negligence of the member, the individual will be held financially liable for the replacement value of the gear per chapter 5, paragraph 5002, of this instruction.
- e. Ensure the CBR Officer, S4, and designated S4 personnel are trained in the operation and maintenance of CBR OSIMS.
- f. Ensure reporting personnel provide the S4 a copy of the CBR OSIMS generated Page 13 that was prepared when they completed SERT.
- g. Ensure all non-uniform organizational items consumed during contingency operations are reordered using unit OPTAR funds. Notify their respective NCR R43, with a copy to 1NCD (N43), of items expended as a "Cost of War."
- h. Ensure the battalion CBR officer periodically reviews the CBR OSIMS database paying particular attention to material that has not been properly documented.

5. NMCB/NCF Unit: The unit CO/OIC is responsible for overall administration of organizational clothing and gear, and must establish standard operating procedures (SOPs) to ensure fully serviceable uniforms are not worn on destructive projects. In accordance with the US Navy Uniform Regulations, CUUs have been designated as working uniforms by the Chief of Naval Operations and will be routinely repaired rather than replaced. Common wear and tear discrepancies including fading, loss of new appearance, and small rips and tears should not be accepted as justification for replacement. NCF units are responsible for ordering replacement uniform items using KYLOC, NEX, DLA or other authorized available sources. While on deployment, if NCF unit personnel expend the organizational gear and clothing they were issued, the unit will reorder the material using OPTAR funds, or a request for replacement will be sent to 1NCD N41 via the cognizant NCR.

a. The Supply Officer (S4) is responsible for carrying out the CO/OIC's procedures within the overall guidance of this instruction. The S4 or designated representative will determine the validity of utility uniform initial issue or replacement requests. Replacements will not be issued for the following:

(1) Weight gain or loss

(2) An item lost, damaged, or mutilated through improper use or negligence.

6. NCF Unit Personnel: When an individual checks out of the NCF, incidental to their transfer or discharge, the command checkout sheet will contain a line directing the return of their organizational gear and clothing to the battalion S4. Personnel are responsible for replacing organizational clothing lost, stolen, or damaged due to their own negligence. Pay Adjustment Authorization (PAA) DD Form 139 is required from personnel who are deemed financially liable for the misuse or neglect of organizational clothing. Each member will complete and sign a DD Form 139 upon receipt of organizational clothing. The form is kept on file until the member has returned all items, at which point the DD Form 139 will be returned to the member. If a pay adjustment is required, due to the circumstances described above, the form will be completed and turned into the servicing PSA for processing, and the member subsequently charged for the items.

a. NCF S4 personnel will verify the items turned in against the copy of the Page 13 that lists the organizational clothing and gear the individual received.

## **7005 REQUISITIONING/RECEIPT/ISSUE PROCEDURES**

1. KYLOC is the preferred source of CUU/DUU procurement and tailoring/accoutrement attachment for both initial and maintenance CUU/DUU uniforms. Each regimental R41 receives funding from 1NCD for uniform procurement and outfitting. The regiment distributes and manages funds for each unit under its cognizance.

2. The unit S4 will procure uniforms through the KYLOC uniform distribution center, DLA, NEX or other authorized available sources. All commands will be assigned a uniform procurement account and will appoint a unit order placer who will place all CUU/DUU orders in accordance with the KYLOC instruction. The appropriate approving (unit order approver) authority will electronically approve all requisitions in KYLOC. The RSS Supervisor will approve orders for reserve units. If a command depletes their funds they will request additional funds from their respective Regimental R41.



3. Issues will be recorded in CBR-OSIMS and a NAVPERS 1070/613 (page 13) will be generated. The page 13 will be maintained in the members' service record. CBR-OSIMS and the page 13 will be updated as the members return items or is issued replacement items.
4. Returned serviceable uniforms will be reissued to the maximum extent possible for "dirty work" to fully utilize limited OPTAR resources. Stocks of previously worn, but still serviceable, uniforms will be reissued before replacement new uniforms are issued whenever possible. New uniforms will not be ordered in bulk to create CUU storerooms. Shipping costs and restocking fees will be borne by the unit placing the order, for all new uniforms that must be returned. Reserve units will return uniforms to the unit they are assigned to. Additional guidance concerning procedures for reservists are delineated in COMNAVRESFOR P4000.1 (series).
5. The first part of the issue process is the fitting and measurement for sized items of the organizational gear and clothing (e.g. helmet, OTV, SAPI plates, etc.) by the SRG. Supply Department personnel will issue the entire suite of non-CBR IPE organizational gear and clothing and provide it to the contractor who will prepare it for issuing. When issued, each item, size, quantity, individual's name and Personal Identification Number (PID) are entered into the CBR-OSIMS database. Information for items with serial numbers (date of manufacture, date of expiration and lot numbers) are also recorded in the database. Currently CBR issues are being handled at the TYCOM level.
6. The CBR OSIMS database will be utilized to generate Page 13 entries for all gear the member receives. Copies of the Page 13 entries are to be made and retained in a battalion file by the SRG and in a file maintained by the battalion Supply Department. Members are accountable for the organizational items received. If the gear is lost or damaged due to the members' negligence, they will be financially liable for its replacement.
7. Report consumed and replacement organizational gear and clothing to the SRG in order to keep the CBR OSIMS database updated. New inventory sheets and updated Page 13 entries will be forwarded to the battalions if warranted.
8. Non-serviceable uniforms will be surveyed in accordance with NAVSUP P485 Chapter 5.

## **7006 CLOTHING ALLOWANCE**

Monetary credits or payments are not provided to service members for obtaining or replacing organizational clothing, since these items are furnished under the issue-in-kind system. The NAVSUP P-485, Chapter 3, paragraph 3110, provides guidance for

organizational clothing and gear damaged due to extraordinary circumstances in the line of duty.

1. In accordance with the U.S. Navy Uniform Regulations, personnel required to wear desert brown undergarments are authorized to substitute up to one-half of the minimum sea bag white undergarment requirement with desert brown undergarments.
2. A pool of coveralls may be established at each Seabee Main Body camp and at CBMU units. The Commanding Officers and OICs will establish pool guidelines and authorized wear of coveralls while working within the camp/unit workspaces.

### **7007 MATERNITY ISSUES**

Pregnant service members are authorized a special maternity clothing allowance for uniforms. Pregnant service members will be authorized to wear alternate uniforms as appropriate in lieu of utility uniforms. All costs to properly prepare those uniforms (affixing name tapes, collar devices, etc.) will be borne by the member. Further guidance can be found in the U.S. Navy Uniform Regulations.

### **7008 CLEANING/MAINTENANCE**

Individuals are responsible for properly maintaining uniforms appropriate to assigned duties, including laundering and repair of small rips or tears to extend the serviceable life of CUUs/DUUs.

### **7009 EMBROIDERY/ATTACHMENT OF ACCOUTREMENTS**

All Navy members are required to have the following embroidery on their CUU/DUUs: Name, U.S. Navy, Seabee logo, rank/staff corps insignia device, and warfare qualification. The rank/staff corps insignia device will be the "regular" size in accordance with the U.S. Navy Uniform Regulations. The Seabee logo will be embroidered into the left breast pocket. A sewn on logo is no longer authorized. Slight tailoring is allowed to ensure a proper fit. However, any such modifications to issued uniforms will be done at the member's expense. The following accoutrements are authorized for funding under this paragraph:

1. Rank/Rate attachment – Field Jacket (E-7 and above only)
2. Rank/Rate attachment – Cover (8-point)
3. Collar devices – Blouse
4. USN Fabric Strip – Blouse
5. USN Fabric Strip – Field Jacket

6. Name Fabric Strip – Blouse
7. Name Fabric Strip – Trousers
8. Name Fabric Strip – Field Jacket
9. Seabee Emblem Embroidered, - Blouse
10. Seabee Emblem, Embroidered – Field Jacket
11. Warfare Designation Device (Primary only)
12. Miscellaneous insignia as approved for wear with the COMFIRSTNCD (Command Master Chief, Career Councilor devices).

## **7010 ADVANCEMENT**

Collar device embroidery required due to advancement in rate grade is also paid for by 1NCD. Embroidery required due to advancement notification should be accomplished locally in a timely manner to preclude a member from being out of the proper uniform. 1NCD will not pay for the embroidery for personnel reduced in rate.

## **7011 1NCD SPECIAL INTEREST ITEMS**

Organizational clothing and gear management will be included in all logistics assessments, inspections and assist visits as a special interest item. Additionally, the following areas will be evaluated;

1. The utilization of cold weather clothing is authorized only on a case-by-case basis for units in special need geographic and climate areas. Requests for utilization of it must be submitted to the respective regimental R41 for validation and forwarded to 1NCD Headquarters for final approval.
2. Organizational diving gear for commands with diving billets will receive the diving equipment and clothing in accordance with published TOA allowances. The 1NCD Diving Officer must approve deviations from allowances in writing and copies of the approval letter must be retained in command records. Standard “Navy Issue” items will be routinely utilized and any substitutions must be approved in writing by the 1NCD Diving Officer and copies will be retained in command records. Replacement issues must be accompanied by appropriate survey documentation. Under no circumstances will diving gear be procured with reimbursable funds unless the requirements are specifically documented on customer command sponsored and approved Project Bills of Material. Individual dive suit procurement guidelines will be established by the 1NCD Diving Officer.

3. "Rain Gear" Parkas & Trousers are pre-positioned at the Deployed Main Body Camps. Rain gear utilized for training and FEX is maintained by the SRGs. It is available for active and reserve battalions' to check out on a temporary basis in accordance with local procedures. Members checking out raingear will be accountable and responsible to insure the rain gear is returned in a clean and a ready for issue condition.

DRAFT

DISTRIBUTION AND RETENTION SEQUENCING

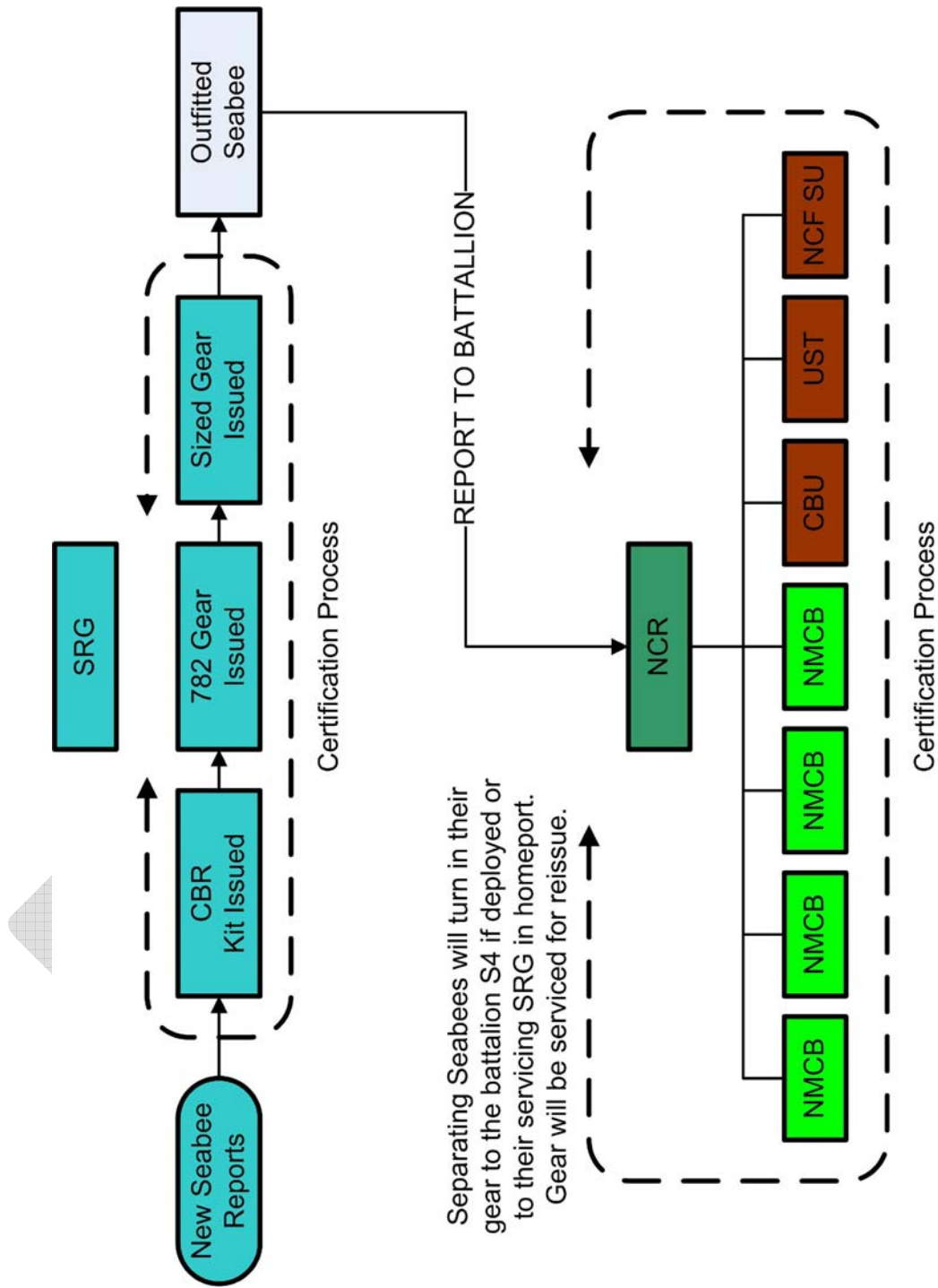


Figure 7-1

**AUTHORIZED ISSUE QUANTITIES**

NOMEN	CUU ISSUE QTY	DUU ISSUE QTY (SITE/\$ DETERMINE)
BELT	1	
BUCKLE	1	
SHIRT(BLOUSE)	3	2 for DFT/DET or 3 for a Contingency
TROUSER	3	2 or 3
BOOTS	2 PR*	1 or 2**
CAP	2	1
FIELD COAT	1	1
COAT LINER	1	
HELMET	1	
BLOUSING STRAPS	2 PR	
SOCKS	6	
BROWN T-SHIRT	4	
POLY PRO	2 PR	1 PR
RANK DECAL	1 (For Helmet)	
SAFETY DECAL	1 (For Helmet)	

\* One pair Steel Toed Hot Weather/One pair Steel Toed All Leather

\*\* Steel toed will be issued when available.

Embroidery is provided for the following:

- Collar Devices (E-4 and above only, non-rated personnel do not wear any devices including HM's and RP's)
- Senior Breast Badge (if member has 2 breast badges then the member bears the cost of the second badge)
- Name Tapes
- U.S. Navy Tapes
- Command Ashore
- CMDMC
- Command Career Counselor Badge (not Company or Detachment Counselors)
- Dive Pins for UCT
- Master At Arms Badge

Figure 7-2

## Responsibilities for Gear Process, Kitting, Issue and Sustainment

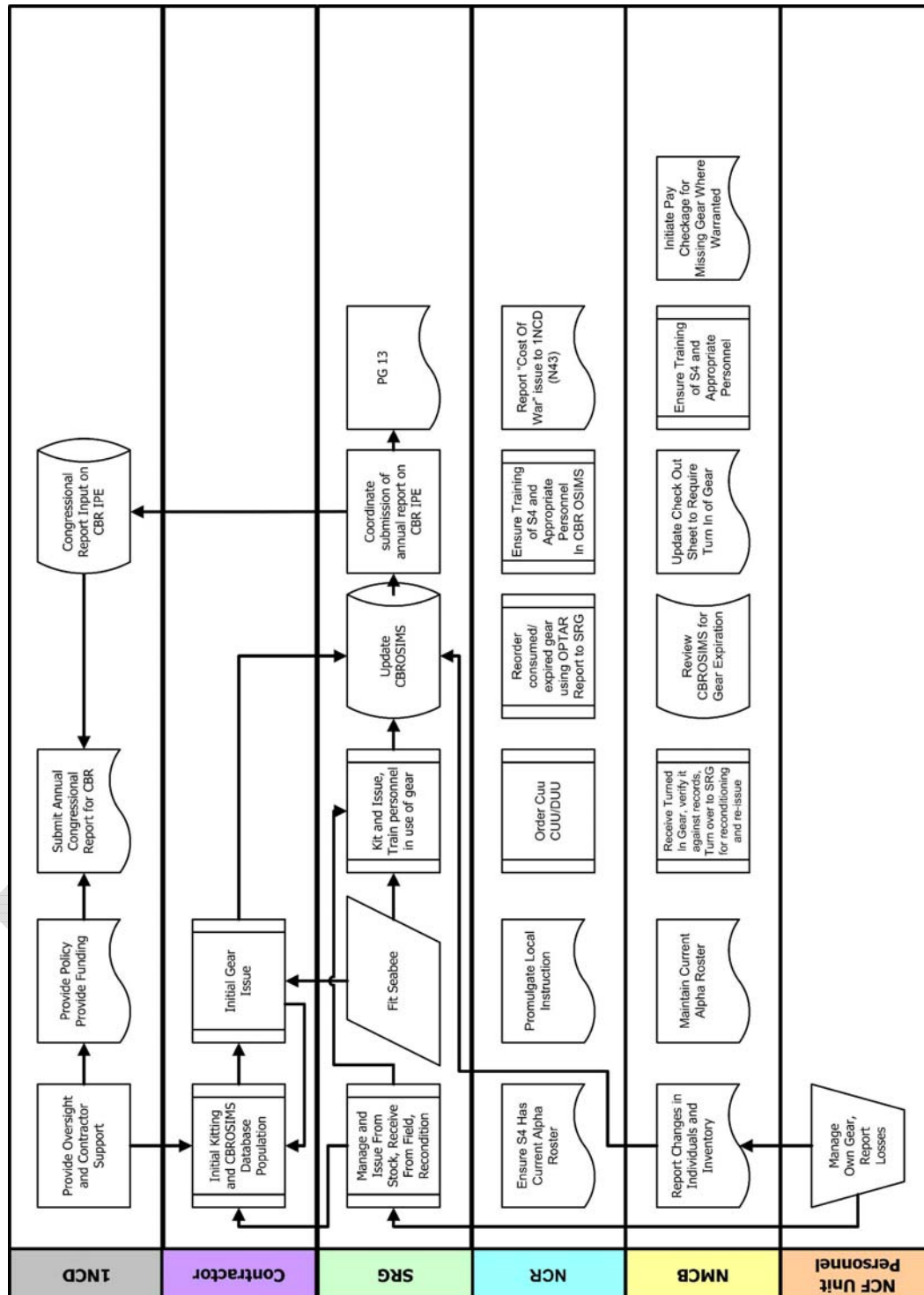


Figure 7-3

Kitted Issue Process

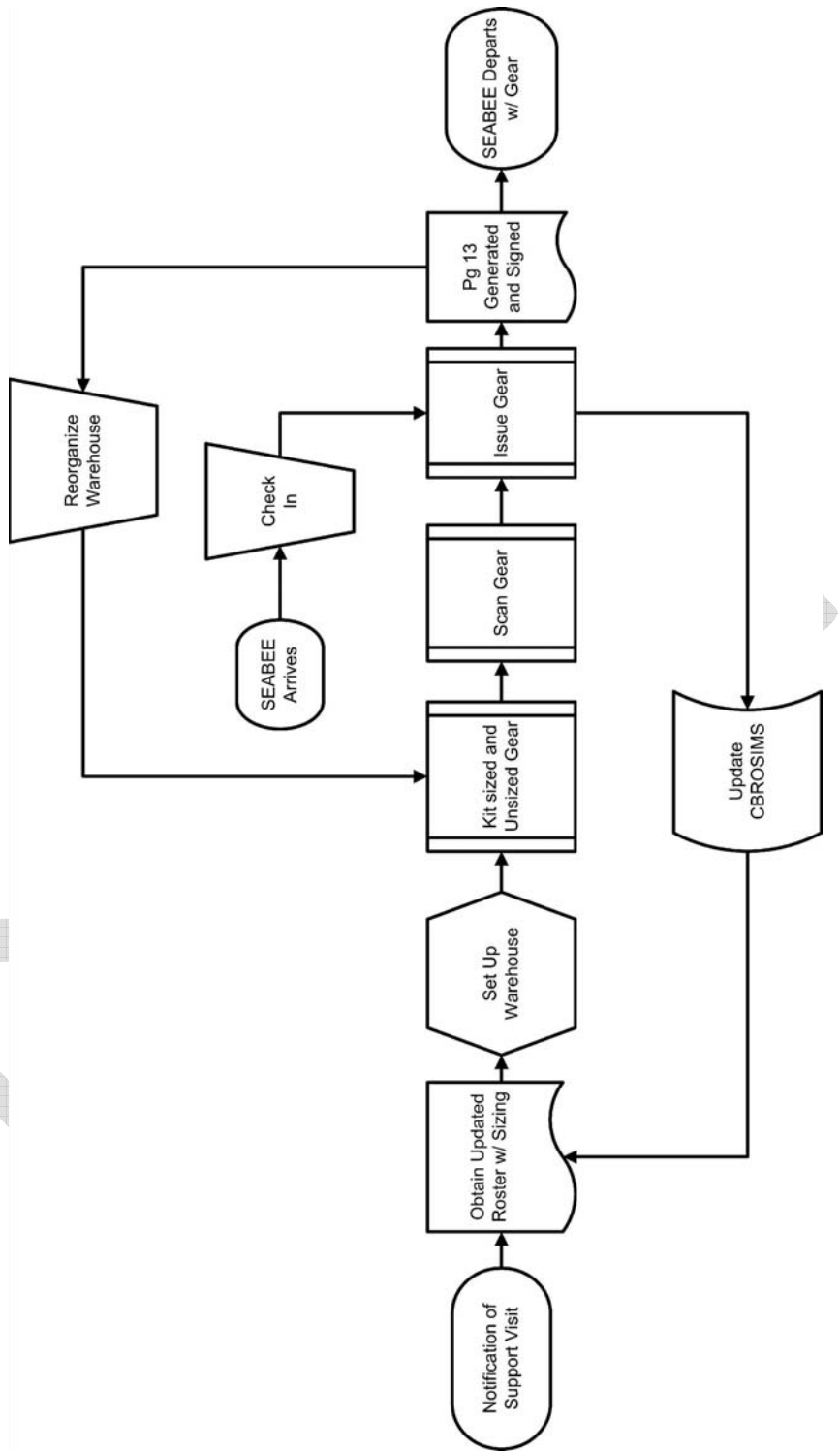


Figure 7-4



## Central Issue Facility Process

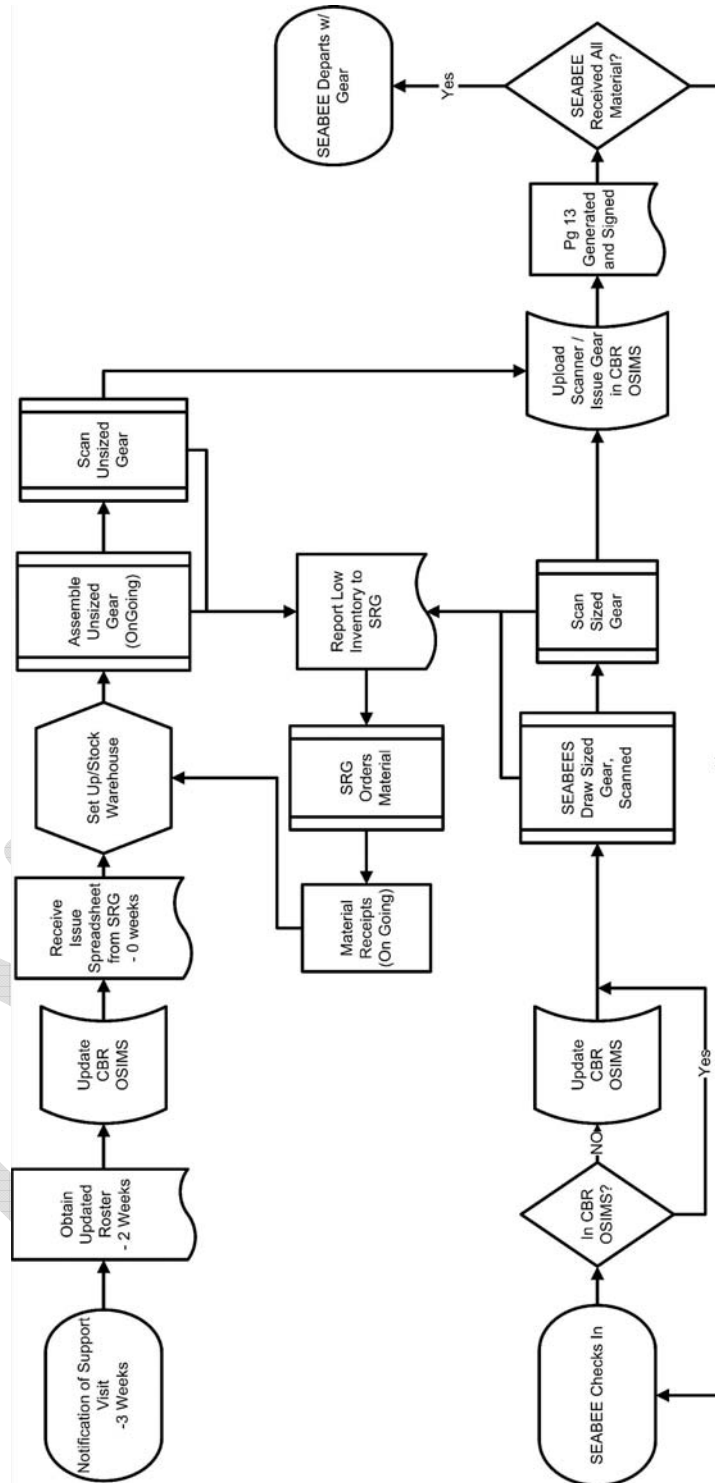


Figure 7-5

## **CHAPTER 8**

### **FOOD SERVICE OPERATIONS AND MANAGEMENT**

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#### **Section I: GENERAL**

#### **8000 INTRODUCTION**

The guidance in this chapter is intended to support and amplify existing procedures in the NAVSUPINST 4061.11 (series), NAVSUP P-486, NAVSUP P-421, NAVMED P-5010-1, COMNECCINST 4060.1 (series) and all other applicable instructions.

#### **8100 AUTHORIZATION AND ESTABLISHMENT OF MESSES**

1. Authorized Messes. The following types of general messes are authorized to operate in support of Naval Construction Force (NCF) units:

- a. Overseas ashore dining facilities in support of main camp operations.
- b. Field mess units operating in support of Field Exercises (FEX).
- c. Field mess units operating in support of Deployment for Training (DFT) exercises.
- d. Satellite messes operating with NAVSUP (Code 51) approval.

2. Manning. Due to the technical nature of operating any type of general mess, requests to establish a general mess should only be submitted when Culinary Specialists (CS) are permanently assigned to the requesting unit's command.

- a. Construction Battalion Mobile Units/Construction Battalion Unit (CBMU/CBU DETS), Under Water Construction Teams (UCTs) or other units that do not have CSs permanently assigned must coordinate food services through the supporting commands' general mess.
- b. Reserve NCF units while on Active Duty for Training/Individual Duty for Temporary Training (ADT/IDTT), etc. must coordinate subsistence requirements through their respective reserve center in accordance with COMMNAVRESFORINST P-4000 (series).

3. Qualification Requirements.

- a. All CSs and Food Service Attendants (FSAs) will have a current Food Handler's Card (NAVMED 4161/1) prior to going to the field/deployment. Upon initial assignment, an absence for 30 days or more, an extended illness or

hospitalization all personnel assigned to the messing operation will be screened by medical personnel to ensure they are medically qualified for food service duty and free of communicable diseases. Refer to the Seabee Logistics Training Guide, Module 7 at: <https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx>.

### **8101 OPENING AND OPERATING A FIELD MESS UNIT IN SUPPORT OF A FEX:**

1. Authorization. Prior to opening a field messing unit in support of FEX, units must forward a requested to BUPERS (Code N101E3) and NAVSUP (Code 51) via the cognizant NCR, 1NCD and NECC. The Commanding Officer (CO) of the requesting unit is responsible for initiating the request utilizing the battalion's UIC to establish a field mess as directed by the corresponding operations order. A sample letter is provided in Figure 8-1. Requests must contain the following details:

- a. Length of the (FEX) to be supported.
- b. Request for a subsistence account and any additional instructions.
- c. Type of operational rations to be used and the estimated number of personnel to be fed.
- d. The name of the Food Service Officer (FSO). The FSO must be designated in writing by the Commanding Officer.
- e. Forwarding information follows:

Commander, Naval Personnel	Naval Supply Systems Command
2 Navy Annex, RM 1630	5450 Carlisle Pike
Washington, DC 20370	PO Box 2050, BLDG 9
ATTN: Code N1013E	Mechanicsburg, PA 17025
	ATTN: Code 51A1

2. Complete food service financial records (manual) must be maintained during FEX and submitted to 1NCD N41, via the cognizant regiment, at the conclusion of the exercise. Units will submit records to NAVSUP (Code 51) after 1NCD/NCR review. A copy of the records must be forwarded to the Type Commander (TYCOM), Force Food Service Program Manager.

### **8102 OPENING AND OPERATING A FIELD MESS IN SUPPORT OF DEPLOYMENT FOR TRAINING (DFT) EXERCISES**

1. Definition: A field mess in support of a Deployment for Training (DFT) exercise is defined as a mess operated away from the main/camp galley. All supplies and operating costs of the operation will be absorbed by the main/camp galley. Opening and

operating a branch mess must be authorized by the cognizant NCR responsible for Operational Control (OPCON).

2. Records: A complete set of manual food service financial records must be maintained at each DFT site and reviewed periodically by the Battalion FSO (S4A) and the cognizant DFT Officer in Charge (OIC) to ensure food service financial and inventory controls are correctly utilized and enforced.

a. Accurate maintenance of manual food service records at each DFT site is mandatory. Monthly and quarterly reports will NOT be submitted separately to NAVSUP (Code 51). DFT records will be incorporated as part of the main body's food service returns at the conclusion of each exercise.

b. DFT food service records will be maintained at the camp for a period of two years and will be assembled in accordance with NAVSUP P-486, Volume 1.

3. Menu: A three-week cycle menu will be developed and priced out to determine the financial impact prior to the commencement of the DFT or FEX. Identify subsistence requirements and quantities (A and B rations, Meals Ready-to-Eat (MREs), Unitized Group Rations (UGRs), etc.).

4. NAVSUP 1090: The modified version of the Food Preparation Worksheet (NAVSUP 1090) is authorized for use at DFT sites. Prepare all Food Preparation Worksheets (NAVSUP Form 1090) prior to the commencement of the DFT.

5. Obtaining Subsistence: A Requisition and Invoice Shipping Document (DD Form 1149) will be used to obtain subsistence for DFT sites from the camp galley. The FSO will perform a "Transfer Out" to them using the camp's UIC to expend subsistence items from the Camp's Subsistence Ledgers (NAVSUP 335) to the DFT account. Field galleys are considered ashore general messes when drawing ration credit not afloat ration credit during FEX/DFT.

a. All items received from the camp galley must be posted to the DFT Requisition Log (NAVSUP Form 1336) and DFT Subsistence Ledgers (NAVSUP Form 335).

b. Ensure the proper fixed price is obtained from the camp galley for all subsistence items.

6. Open purchase requirements:

a. Step one: Purchase card procedures will be followed for all open purchase subsistence requirements.

(1) If purchase card usage is not practicable at the DFT location, follow open purchase procedures in accordance with NAVSUP P-486 chapter 4, utilizing a DD Form 1155, Order for Supplies and Services.

b. Step two: The DFT CS will identify all open purchase requirements and pass them to the Battalion FSO for review and approval via the fastest communication means possible (i.e.: FAX, e-mail, overnight mail delivery).

c. Step three: The Battalion FSO will review DFT open purchase requests for proper monetary and metric conversion rates. All subsistence items must cross to food items listed in the NAVSUPNOTE 7330. The Battalion FSO will then pass approved requisitions to the DFT CS who will submit their requirements to U.S. Veterinary/USN Medical approved vendors.

d. Step four: The DFT CS will receive all open purchase items. After receipt, the DFT CS will pass all receipts to the Battalion FSO for posting to the camp's Food Service Management (FSM) account.

e. Step five: The camp food service records keeper will post all DFT receipts to FSM. Immediately after all items have been posted to FSM, the records keeper will perform a "transfer out" to the Battalions FSO. The camp food service records keeper will also verify/audit the Government Purchase Card (GPC) payment vouchers for DFT subsistence received monthly.

(1) Expend locally purchased items to the DFT sites at fixed prices if subsistence items cross to items listed in the NAVSUPNOTE 7330.

(2) If items cannot be obtained that cross over to items listed in the NAVSUPNOTE 7330, a local Food Identification Code (FIC) must be created using an X or a Z followed by two digits starting with 01 (i.e.: X01, X02 etc.). The last receipt price will then be used to expend items to the general mess. Every effort must be made to purchase only items that cross to the NAVSUPNOTE 7330.

7. Posting: Post all locally purchased items on the DFT Subsistence Ledgers (NAVSUP Form 335) and Requisition Log (NAVSUP Form 1336). Ensure both fixed prices and last receipt prices are properly posted to each document.

8. Conversion: Ensure the proper metric and monetary conversion rates are used for open purchase items.

9. Ration allowance computation:

a. Separate all personnel into applicable categories, foreign, USN, USMC, USA, USAF, etc. and post to NAVSUP Form 1292 daily. The Battalion FSO will certify rations provided to foreign personnel from the DFT field mess site. Required accounting data will be obtained from the DFT OIC or representative and transferred to the Battalion FSO for administrative action.

b. Monetary allowances will be calculated daily on the NAVSUP Form 338.

c. Full ration credit is authorized when field messing during DFT exercises.

d. The Sale of Enlisted Dining Facility (EDF) Meals (NAVSUP form 1046) will be utilized to account for the sales of meals sold on a credit basis to Officers. Mess bills will be paid by check at the conclusion of the DFT or prior to the member transferring from the DFT site.

10. Subsistence issuing procedures:

a. Receipt/Issue Documents (NAVSUP Form 1282) must be utilized for each day's issues to monitor food cost and inventory. Food cost will be calculated daily on the NAVSUP 338.

b. NAVSUP 335. Items listed on the Receipt/Issue Document, NAVSUP Form 1282, will be posted to NAVSUP 335 daily.

11. General Mess financial controls:

a. The General Mess Control Record (NAVSUP Form 338) is the single most important control document in the prevention of an over issue of the allotted monetary allowance at each DFT site. The over-under issue status will affect the over-under issue status at the main/camp galley at the conclusion of the DFTs.

b. The General Mess Control Record (NAVSUP Form 338) will be computed by the DFT CS and reviewed by the DFT OIC daily. The Battalion FSO or, in their absence the leading CS, will review the record weekly. NAVSUP Form 338 data can be submitted to the main camp via email or voice if the form cannot be faxed or mailed.

c. Every effort must be made to prevent an over issue at the DFT sites. A lack of inventory, portion, preparation and sanitation controls could all contribute to an excessive over issue status.

NOTE: The supplemental food or special food allowances for rations fed per day will not be claimed due to bulk posting at the conclusion of the DFTs.
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12. Records provided by the DFT CS: The DFT CS will route the following documents to the Battalion FSO for review via the fastest means possible (i.e.: FAX, email, courier, etc.):

- a. General Mess Control Record (NAVSUP Form 338) (weekly).
- b. Completed Receipt/Issue Documents (NAVSUP Form 1282) (weekly).
- c. Vendor receipts / DD Form 1155s (weekly).
- d. Completed inventory spot check documents (weekly).
- e. Completed Food Preparation Worksheets (NAVSUP Form 1090) (monthly).
- f. Requisition Document (NAVSUP Form 1336) (monthly).

13. Expenditure Log: All items that legitimately spoil or are damaged should be placed on the Expenditure Log (NAVSUP Form 1334) as they occur. The DFT OIC will approve all losses without surveys as they occur. The Battalion FSO will approve all losses with out survey items after bulk posting of the DFT Expenditure Log (NAVSUP Form 1334).

14. DFT Inventory controls:

- a. Two spot checks weekly encompassing all subsistence items are mandatory. Inventory adjustments must be posted to the NAVSUP 338 as they are noted.

15. Final processing of DFT food service financial records:

- a. All food service documents will be bulk posted into the FSM system at the conclusion of each DFT. The following procedures have been developed to ensure ease and accuracy in posting:

(1) Create a Summary of Issues to the General Mess for each DFT site and post under the supplementary section of the camp's current day's NAVSUP Form 1282. Attach the Summary of Issues to the camp's current days NAVSUP Form 1282 with an attached memorandum of explanation.

(2) Recap all NAVSUP Form 1292's for each DFT site and post under the camp's current days head count. Attach the recapped NAVSUP Form 1292 for the DFT site on the camp's NAVSUP Form 1292 with a memorandum of explanation.

(3) "Transfer in" the remaining balance of all unused stores from each DFT site. Fresh fruits, vegetables and milk purchased at DFT sites cannot be returned to the General Mess and will be surveyed (NAVSUP Form 1334)

prior to return to the camp. Every effort must be made to consume all food prior to completion of the DFT to reduce survey cost.

(4) "Transfer in" all items listed on the expenditure Log for each DFT site, then bulk post and approve all survey items to the camp expenditure log. Attach the "transfer in" document with the DFT "expenditure log" and the camp "expenditure log" with a memorandum of explanation.

(5) Inventory adjustments must be totaled, then "transferred in" to the Camp and expended as inventory adjustments.

16. The Battalion FSO is overall responsible for the accurate posting of all DFT food service transactions into the camp FSM computer. All DFT food service records (manual) must be neatly filed and maintained in accordance with NAVSUP P-486 chapter 7, with the Main Camp quarterly returns affected. Label DFT returns with the period of exercise, name of exercise, Battalion numerical code and UIC.

### **8103 ESSENTIAL UNIT MESSING (EUM).**

1. Deployed Naval Mobile Construction Battalions (NMCBs) are designated for EUM per SECNAVINST 7220.66 (series). As determined by the Secretary of the Navy, EUM is authorized when government messing is necessary for the accomplishment of training and readiness. NMCB Dets are also designated for EUM and will be subsisted in kind whenever a government mess is available. Government mess is defined as any galley operated by Navy, Air Force, Army or Marine Corps personnel.

2. Private messes are not authorized per SECNAVINST 7220.66 (series).

3. Requests for unit waivers to the SECNAV EUM policy must be submitted in writing, with full justification, to BUPERS (PERS-20) via the cognizant NCR, 1NCD (N4) and Commander Fleet Forces Command (CFFC) N4 for consideration and determination prior to the authorization of Commuted Rations (COMRATS). Waiver requests that are not fully justified will be disapproved. SECNAVINST 7220.66 (series) applies.

### **8104 OPERATIONAL RATIONS**

Units will have a requirement to provide rations to personnel assigned to worldwide operational areas where setting up a field mess is not possible. There are 2 primary types of packaged rations provided for these circumstances:

1. Meals Ready-to-Eat (MREs). MREs are designed to sustain personnel engaged in heavy training activity or actual military operations when food service facilities are not available. Regular, religious and vegetarian MREs are available through the Navy Supply System. Periodic surveys of Battalion personnel should be taken to determine



the demand for special meals. Specific guidance for procuring MREs can be found in COMNECCINST 4061.1.

2. Unitized Group Ration (UGR). UGRs are designed to sustain personnel during worldwide operations that allow organized food service facilities. They contain both perishable and semi-perishable components. Guidance is provided at:

<http://www.dscpl.dla.mil/subs/rations/programs/ugr/uhsabt.asp>

3. Receipts (other than forced issues) will be recorded on the Subsistence Ledger (NAVSUP Form 335) and the Record of Receipts and Expenditures (NAVSUP Form 367) in the same manner as other food items.

4. Rations will be expended in the same manner as other subsistence items. Current fixed prices are listed in the NAVSUP (Code 51) NOTE 7330 which is updated quarterly.

5. TOA requirements for MREs and UGRs can be found at:

<https://abfcview.navfac.navy.mil/>

**Note:** Camps must have, at a minimum, 100 percent of the Air Detachment TOA allowance on hand or on order prior to being relieved.

## **8105 GENERAL MESS REPORTS AND FINANCIAL RETURNS**

1. Battalions, at homeport or deployed, who have submitted mess requests to support DFTs, FEXs and general exercises, will submit reports under the Battalion's UIC to NAVSUP (Code 51). Submission of reports for interim messes that cross over quarters will be determined subsequent to approval of the specific mess. Under no circumstances will reports cross fiscal years. All reports will be reviewed at the NCR and 1NCD prior to submission.

## **8106 CAMP TURNOVER**

1. The turnover of food service records between Battalions will be conducted using the same procedure required for a regular relieving Food Service Officer. The S4As from the incoming and outgoing battalions will conduct a joint 100% inventory. When completed a copy of the inventory will be submitted to NAVSUP (Code 51) via the cognizant NCR and 1NCD. Battalions using FSM will not close out records. The accountability and responsibility for the mess will be transferred from the outgoing Battalion to the relieving Battalion. All other records will be closed out in accordance with the NAVSUP P-486 and Appendix C. Returns will be forwarded to NAVSUP Code 51 via the cognizant NCR and 1NCD.

## Section II: FOOD SERVICE OPERATIONS IN THE FIELD

### 8200 REQUIREMENTS

1. Effective food service operations in the field require proper planning and organization. The following items will help in the proper and efficient planning of field food service.

#### 8201 SITE SELECTION AND LAYOUT

1. The most important aspect of a successful field mess operation is the site selection and layout. The field mess should be near a built-up area with as many good features as possible. Characteristics and reasons for a good field site include:

Characteristic	Importance
Good natural cover	Shields troops from the enemy, and protects them from sun, heat and wind.
Good access roads	Allows supply trucks to move freely.
High and dry ground near	Ensures good drainage, a protected slope protects from the wind.
Adequate operating space	Eliminates crowding of the troops and lets you spread out equipment to work more efficiently.
Near source of potable water	Used in preparation of foods and beverages.
Sandy loam or gravelly soil	Allows excess water to seep away and helps soakage pits and trenches drain.

#### 8202 WATER SUPPLY

1. All water in the field should be regarded as contaminated until it is proven to be potable by bacteriological analysis. It may also become contaminated during distribution and storage. All untreated water is considered unsafe until approved by a medical representative. The NAVSUP P-486 discusses the following: sources of supply, water treatment, quantity requirements, and testing requirements.

**8203 SANITARY PRACTICES**

1. The conditions under which food is transported, stored, prepared, and served can have a direct bearing on the success or failure of a military mission. Consumption of food contaminated with disease causing microorganisms can result in outbreaks of food borne illness and compromise the combat readiness of the unit. All personnel who handle food must maintain the highest standards of personnel hygiene and sanitary practices.

2. In the field, all the factors that normally contribute to outbreaks of food borne illness, including improper storage and holding temperatures, inadequate protection of food from contamination and poor food handler personnel hygiene, are intensified. Supervisory responsibilities and individual attention to sound sanitary practices become increasingly important. Sanitation instructions set forth in the NAVSUP P-486 must be followed.

**8204 TRANSPORTATION OF FOOD**

1. Vehicles used for transporting food must be clean, and should be completely enclosed. Clean tarpaulins, boxes, bags, etc., may be used to protect food from contamination by dust, dirt, and the elements.

2. Vehicles used for transporting garbage, trash, chemicals, petroleum products, or similar materials will not be used for transporting food unless they have been properly cleaned and sanitized.

3. If bulk quantities of perishable provisions are to be transported over considerable distances, refrigerated containers must be used.

4. Perishable food products will be stocked at a level commensurate with the capacity of the food service storage facilities of the unit.

**8205 PREPARATION AND SERVING**

1. Food will be handled in accordance with the NAVMED P-5010 and the following:

a. Potentially hazardous foods (i.e.: egg salad, potato salad etc.) should be avoided in the field. The lack of clean preparation areas, inadequate space for refrigeration, unreliable electrical supplies and the potential for contamination, dramatically increases the potential for a food borne illness. Improperly handled potentially hazardous food items must be discarded as garbage.

b. Chopping and grinding of meat in the field is prohibited. When meats need to be pre-sliced, they will be carefully protected and refrigerated or cooked immediately.

c. Frozen foods will be thawed under refrigeration. Foods may be thawed at room temperature only when no refrigeration is available. Once thawed, the product must be cooked as soon as possible. Frozen foods that have thawed will never be refrozen. The following conditions must be met in managing frozen items:

- (1) Meat, poultry and fish remain in their original, sealed wrappers or containers.
- (2) Proper precautions are taken to ensure potentially hazardous food items are not allowed to remain at room temperature once thawed.
- (3) The medical department representative is notified.

d. Serving lines in field messes usually are unable to maintain proper holding temperatures and refrigerated space is at a premium. Therefore, due to the increased potential for food contamination in the field mess, the saving of leftovers is strictly prohibited. All leftovers shall be disposed of as garbage.

e. Ice machines at field messes are to be scrupulously maintained. The units will not be operated as self-service equipment. Use an ice scoop made of impervious material. Mount the bracket inside the container at a level that will not be covered with ice when the bin is full. The scoops are to be properly washed and sanitized at least daily. The use of ice chests by individuals or groups will be discouraged. Proper bacteriological tests are required as discussed in the NAVSUP P-486.

f. Sandwiches, when offered, will be prepared as close as possible to serving time. Condiments such as salad dressing, mustard, etc., will be provided in individual packets only and applied by the patron. Salad-type fillings, such as egg, tuna and poultry, are prohibited.

g. Care must be exercised with fruits and vegetables obtained from the local economy, particularly in areas where "manure" is used as a fertilizer. These products will be soaked in 100 Parts Per Million (ppm) Free Available Chlorine (FAC) solution for 15 minutes or a 50 ppm FAC solution for 30 minutes and thoroughly rinsed with potable water before serving.

h. Self-service areas are authorized for pre-packaged items such as individual cartons of milk, salt, pepper, syrup, catsup, mustard, and mayonnaise. Individual cartons of milk will be displayed in drainable trays containing ice. Ensure the top portion of the carton is not submersed in the ice.

i. All food, except self-service items, will be served by a physically qualified and properly trained cook or FSA.

- j. When items requiring refrigeration are placed on the line they will be placed on the line in small quantities and replenished as needed.
  - k. De-hydrated foods, such as powdered eggs, will be handled as fresh food items once they are re-hydrated.
2. The "Four Hour Rule" must be strictly adhered to in the field. Potentially hazardous foods, which have been held at temperatures between 40° F and 140° F for four or more hour's cumulative time, must be disposed of as garbage. Hot foods should be kept hot (above 140° F) and cold foods should be kept cold (40° F or below).
3. All food service personnel will receive required food service refresher/certification training prior to deploying to a field mess site.

## **8206 MESS FACILITIES AND EQUIPMENT**

The complete TOAs for mess facilities and equipment can be found at:

<https://abfcview.navfac.navy.mil/>

1. Regardless of the type of structure, cleanliness of facilities and equipment is the key to the prevention of food borne illness outbreaks. The following provides general guidance and should be used in conjunction with NAVSUP P-486:
- a. Insulated food containers, ovens, stoves, grills, and other food preparation and serving equipment will be thoroughly cleaned and sanitized after each meal period.
  - b. All needed repairs will be made as soon as practicable.
  - c. All food contact surfaces will be cleaned and sanitized as described in NAVSUP P-486.
  - d. All food service equipment will be installed off the ground, and protected from contamination by dust and vermin.
  - e. Wooden surfaces will be covered with clean, heavy wrapping paper or waxed paper. Discard the paper after each meal period. If paper is not available, surfaces must be wiped down and scrubbed with an approved sanitizing solution and air-dried after each meal period.
  - f. When pesticides are used, the directions on the label are to be strictly adhered to. Use caution when applying pesticides in the food service areas. All food and food contact surfaces are to be properly protected during spraying and dusting operations. Pesticides are not to be stored in a food service area at any time.

Pesticides are to be applied only by certified personnel. Follow guidance on pesticide application and pest control programs provided in NAVSUP P-486.

2. Insulated food containers ("VAT" cans) may be used to transport, store, and serve hot or cold foods. Each container has three aluminum inserts and a tight fitting cover. Inserts must always be used and are to be filled to capacity (5 1/3 liters/5 2/3 quarts). Inserts of hot food and inserts of cold food must be placed in separate containers.

a. Preparation, filling, pre-heating and pre-chilling of the container should be accomplished prior to placing inserts with food into the container. This is accomplished by filling the can with boiling water, ice water, or crushed ice, covering the container, and letting it stand for 30 minutes before use. After filling, each container must be labeled across the top of the container lid with the item, date and time of preparation, and number of servings. Foods held for over four hours must be discarded as garbage.

b. Cleaning of insulated food containers is critical and should be performed before and after every use. Insulated food containers should not be immersed in water. Inserts and rubber gaskets must be removed and washed with soap and water then rinsed in boiling water. After gaskets have been washed and rinsed, they should be placed flat side down on the container to dry and prevent warping.

c. Insulated food containers will not be used without the inserts and lids.

3. A field dishwashing unit can be set up by using five metal GI cans (approximately 32-gallon size) and four immersion heaters. A long-handled brush will be attached to wash cans numbered two and three. To avoid burns, hooks made from coat hangers can be used for dipping metal trays in the fourth and fifth cans. Appropriate personal safety gear should be worn including rubber gloves, face shields and rubber apron.

a. The dishwashing battery is set up in the following manner:

(1) First GI can is for collecting garbage.

(2) Second GI can with immersion heater is for pre-wash and will contain a hot (120° - 150°) detergent solution and a brush.

(3) Third GI can with immersion heater is for washing and will contain clear detergent solution, boiling water and a long handled brush.

(4) Fourth GI can with immersion heater is for first rinse and will contain clear, boiling water which will be used to dip dishes for at least 10 seconds.

(5) Fifth GI can with immersion heater is for sanitizing and will contain clear, boiling water that will be used to dip dishes for at least 10 seconds.

(6) Mess gear will be air dried only. No dishcloths are permitted.

(7) The water in the cans will be changed as often as necessary to ensure proper cleaning. At a minimum, the water will be changed twice per meal period. All GI cans containing water will be dumped and thoroughly sanitized at the end of each meal.

(8) Each can will be permanently marked as to its use (e.g., garbage, pre-wash). These cans will only be used for that purpose.

(9) A similar unit can be set up for pots and pans using one can for wash, one can for rinse and one can for sanitizing rinse. Dip and drain racks or a suitable alternative must be devised to prevent hands from contacting boiling water.

b. The field dishwashing area must be away from the food preparation and serving area so that carbon monoxide, smoke, and soot do not blow back into the food service areas. Immersion heaters also present an explosion hazard; therefore, operating procedures should be strictly adhered to.

c. In emergency situations where hot water is not available, messing utensils can be sanitized by immersion in a 50 ppm FAC solution for 60 seconds.

<p><b>Note:</b> This process will be followed until a new system or equipment is introduced as a replacement. All replacements will be sanitized IAW P-486.</p>
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## 8207 GALLEY WASTE DISPOSAL

### 1. Soakage Pits:

a. Soakage pits will be constructed to contain wastewater from the food service area. Special attention is to be given to the separation of grease and scrap food particles from the wastewater. Grease must be contained and not allowed to enter drainage ditches, evaporating beds, leaching fields, or soakage pits as grease will clog the soil, preventing the absorption of the water. It will also attract vermin, provide a breeding site for flies, and give off offensive odors.

b. Determine the required soakage pit size (volume) by considering these factors:

(1) Duration of the operation/expected period of use

- (2) Number of personnel involved
- (3) Amount of drainage generated per day
- (4) Absorbent quality of the soil substrate.

2. Collect and properly dispose of solid wastes such as garbage, metal cans, plastic, and cardboard. Methods of disposal consist of compacting, burial or burning. In peacetime, local civilian health authorities must be consulted prior to selecting a disposal method. The method to be employed may vary from area to area depending on the environmental and tactical situation. Solid wastes are not to be buried or burned in close proximity to the galley, messing areas or berthing areas.

3. The proper disposal of liquid and solid wastes will greatly enhance pest control in any given area.

## **8208 FIELD EXERCISE (FEX) AND DEPLOYMENT FOR TRAINING (DFT) PREPARATION**

1. The following list is a guide to assist with the smooth transition of the 45-day countdown period prior to Field Exercise (FEX) or Deployment for Training (DFT):

<u>Day</u>	<u>Requirement</u>
45	Send request for Establishment of a Field Mess to NAVSUP (CODE 51) via 1NCD N41 as required for approval.
44	Write menu.
43	Complete Equipment/Accessories List.
40	Complete Food Provisions List.
39	Complete consumables list.
38	Determine MRE requirements.
38	Complete food service division FEX/DFT package.
37	Submit request to Battalion Supply to draw field equipment
33	Assemble blank records/forms for financial returns
32	Draw field ranges for inspection.
31	OJT training/field ranges/equipment.
30	Identify and draw accessory equipment.
29	Coordinate with BRAVO Co. for field reefers ((1) Military Van, (1) 150 CU FT, (2) 50 CU FT).
25	Turn consumable supply requisitions to supply.
24	OJT training/field ranges/equipment.
22	Request reefer truck from ALPHA Co.
19	Field equipment/accessories staged.
18	Have equipment shelter delivered to warehouse for consumables and other supplies.
16	Assemble "Field Office Box" (pens, paper, scissors, etc.).
15	Plan FEX BEQ manning requirements.



- 15 Obtain consumable supplies.
- 14 Order provisions via DLA website [https://www.stores.dla.mil/stores\\_web](https://www.stores.dla.mil/stores_web)
- 12 Load consumable supplies/accessories in equipment shelters.
- 11 Notify Galley for the recall of Battalion personnel three days prior to mount-out.
- 10 Delivery of dry goods from Prime Vendor. Store in warehouse.
- 8 Have MREs/UGRs delivered to warehouse, complete banding.
- 5 Field galley equipment/accessory staged in staging area.
- 4 Reefer truck delivery from ALPHA Co. Last CS workday in Galley.
- 3 Battalion CS personnel return from galley, etc.
- 2 Cross checks/final preps.
- 1 Provisions pick-up - advance party departs.
- 0 Mount-Out.

### **Section III: PROCUREMENT**

#### **8300 HIGH AND LOW LIMITS**

Due to the unique nature of the Naval Construction Forces operational commitments, every effort must be made to ensure subsistence levels are maintained at a high level of 45 days and low level of 30 days. High and low limits must be updated quarterly to reflect current usage.

#### **8301 FOREIGN PURCHASES**

Meat, fish, poultry, and dairy products of foreign origin will be purchased only in emergencies or when foreign sources are the regular supply sources. Purchases will be made only from approved sources established by the Army Veterinary Services or the Navy Medical Service. When foreign sources are not the normal suppliers, quantities procured will be strictly limited to immediate requirements necessary to relieve the emergency. Purchases of other food items of foreign origin are also restricted to only those food items and quantities necessary to sustain operations until the next scheduled replenishment from the normal source of supply.

### **Section IV: STOWAGE**

#### **8400 REQUIREMENT**

Inventories of Operational Rations (OPRATS) must be maintained at specified levels at all times. Rotation of stock is critical in ensuring quality products are stocked at all times for use in planned or unplanned contingencies.

**8401 RATIONS**

1. Routine inspection schedules (one per deployment) will be established to ensure adequate stock rotation and suitability for use of the product. Rations must be stored off the deck and not stacked more than three pallets high without the use of storage aids.
2. Each meal contains an entree/starch, crackers, a spread (cheese, peanut butter, or jelly), a dessert/snack, beverage, an accessory packet, a plastic spoon and a Flameless Ration Heater (FRH). The components are lightweight, compact, and easily opened. The shelf life is a minimum of 3 years at 80° F (27° C), 6 months at 100° F (38° C). There are 12 meals per shipping container, one of each menu.

**SAMPLE FIELD MESS AUTHORIZATION REQUEST**

4061  
Ser 00/160  
12 Sep 07

From: Commanding Officer, U.S. Naval Mobile Construction Battalion ONE

To: Commander, Naval Personnel Command (Code N101E3)

Via: (1) Commander, Naval Expeditionary Command (N41)  
(2) Commander, First Naval Construction Division (N41A)  
(3) Commander, Second Naval Construction Regiment (R41)

Subj: REQUEST TO ESTABLISH A FIELD MESS

Ref: (a) NAVSUP P 486, Vol. I, Para 1006

1. Request authorization for Naval Mobile Construction Battalion 1 to establish a General mess during field exercise currently scheduled for 19 October through 7 November 2007.

2. Per reference (a), the following information is submitted:

- a. NCBC Gulfport, MS
- b. 900
- c. General Mess: Colmer Galley, Gulfport, MS.
- d. NMCB 1 will be in field conditions away from Battalion Center, Gulfport, MS.
- e. Adequate Food Service personnel and equipment are available for efficient general mess operations.
- f. Telephone DSN: 123-4567, Fax DSN: 765-4321. Commercial: (124) 951-7536. Email: doctor.food@navy.mil
- g. Ltjg D. G. Food, 19 October 2007 for UIC 98765

I.D. Boss

Copy To:  
COMNAVSUPSYSCOM MECHANICSBURG PA (Code 51A1)

Figure 8-1

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## **CHAPTER 9**

### **MATERIAL LIAISON OFFICE (MLO) OPERATIONS**

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#### **9000 INTRODUCTION**

This chapter discusses the responsibilities, staffing, planning and execution required by the MLO to accomplish assigned projects on time and within budget. The efficient administration of the Seabee construction program requires adherence to the policies, procedures, and assignment of responsibilities throughout the NCF. Effective operation and administration of the MLO is vital to the entire system. Advance planning, organization, timely follow-up on procurements and proper inventory control and accountability of material are critical to the effectiveness of the MLO operation and cannot be overemphasized.

#### **9001 RESPONSIBILITIES**

The First Naval Construction Division (1NCD) and Naval Expeditionary Combat Command (NECC) set all policies and requirements for the NCF project material support processes. They are responsible for the following:

1. Managing the “Call for Work” and “Integrated Priority Lists” (IPL) process.
2. Coordinating with the Commander Fleet Forces Command, (COMFLTFORCOM) and Commander Pacific Fleet Command (COMPACFLT) for:
  - a. Project designs
  - b. Funding
  - c. Acquiring rough project estimates.
  - d. Establishing future project schedules for completion.
  - e. Tasking the Naval Construction Regiment (NCR) or Seabee Readiness Group (SRG), and managing the NCF workload.
3. Naval Construction Regiment (NCR) MLO: The NCR MLO is responsible for the following:
  - a. Directing project oversight.
  - b. Accepting and distributing project designs.
  - c. Developing Bills of Material (BM)s).

- d. Generating Material Take Offs (MTOs).
  - e. Developing Cost of Work Estimates (CWEs).
  - f. Assigning operational tasking to subordinate NCF units.
  - g. Procuring material from CONUS and shipping it to deployed units.
  - h. Conducting Operational Readiness Inspections (ORI).
  - i. Maintaining liaison with customer Regional/Resident Officer In Charge of Construction (ROICC).
4. The Reserve NCR coordinates with the base/customer ROICC or Active NCR to create all BMs/designs for projects.
5. Area Operation Officers (S3) may make a determination if the material is to be procured locally or in the Continental United States (CONUS).
6. The SRG will coordinate with the NCR for the procurement of homeport training project materials.
7. The Unit MLO is responsible for the following:
- a. Coordinating with the NCR to receive tasked project designs and BMs.
  - b. Generating BMs and MTOs as necessary.
  - c. Receiving CONUS materials.
  - d. Procuring local materials.
  - e. Accepting and accounting for project materials and funding.
  - f. Reporting on project status.
  - g. Customer/ROICC liaison
  - h. Completing task.
  - i. Recording maintenance and accounting transaction.
  - j. Submission of reports
  - k. Maintaining accountability of materials and equipment.
8. Daily management of the MLO remains a function under the battalion Supply Officer (S-4). A MLO organization comprised of battalion supply and Occupational Field-13 (OF-13) rating

personnel will operate and maintain accountability of project material in accordance with policies set forth in this instruction. Personnel will be assigned to MLO on a permanent basis for one complete deployment cycle. Some key personnel may be replaced before the end of deployment to ensure MLO consistency during the follow-on deployment. Close liaison between MLO and the Operations (S-3) department is essential.

9. S-3 controls project priorities and execution schedules and must be kept advised of material availability at all times. Company Commanders, Detachment Officers in Charge (DET OICs) and Department Heads will comply with the procedures outlined in this chapter.

10. DET OICs and MLO Petty Officers have responsibilities similar to the main body MLO. This does not relieve the unit Supply Officer from overall responsibility for project materials at both the camps and DET sites.

11. The MLO Officer is responsible for the following:

- a. Procuring, receiving, storing, issuing, shipping, transferring, and accounting for all construction project material.
- b. Maintaining related inventory and financial records and files.
- c. Preparing correspondence and reports relating to construction material.
- d. Serving as the liaison between the S4, line companies, and the S3.
- e. Initiating surveys on damaged items, and replacing or repairing them.
- f. Interacting with contractors following DOD Directive 5500.7 (series) Standards of Conduct.
- g. Compiling and Submitting the Estimate at Completion (EAC) report.
- h. Managing material conditions, requirements, excesses, overruns, project material funding

12. The MLO Chief is responsible for the following:

- a. The day-to-day operations of the MLO.
- b. Ensuring all tasks are completed safely and in accordance with regulations.
- c. Ensuring required documentation updates are incorporated into PMPTP.
- d. Solving inefficiencies in the existing MLO system.
- e. Ensuring line companies use the correct systems (i.e. MicroSNAP, PMPTP).

- f. Ensuring daily, wall-to-wall, and 10% weekly inventories are conducted.
- g. Coordinating the inventory schedule with the battalion Operations Chief and Line Company Chiefs.
- h. Monitoring the inventory of records, equipment, and material.
- i. Ensuring personnel receive training on the handling, storage and disposal of Hazardous Material (HAZMAT).

13. The Leading Petty Officer (LPO) is responsible for the following:

- a. All project materials and personal assigned.
- b. Excess materials and Maintenance Control.
- c. Maintenance Control Division (MCD) materials stored in MLO spaces.
- d. Staging and delivering materials as required.
- e. Ensuring all NAVSUP Form 1250-1s are correctly filled out and have the proper authorizing signatures.
- f. Ensuring all incoming material is properly tagged and placed in the correct location by project and physical characteristics.
- g. Ensuring receipt documents are correctly annotated.
- h. Researching all material discrepancies and initiating the appropriate reports.
- i. Ensuring Stock Record Cards (SRC) (NAVSUP Form 1114s) are organized in Bill of Material Line Item (BMLI) sequence by project.
- j. Ensuring that material location, quantity and nomenclature are correct on all stock records.
- k. Ensuring Bill of Materials (BMs) are correctly annotated and agree with the NAVSUP Form 1114, Project Material Status Report (PMSR), and Operating Targets (OPTARS) for locally funded / procured material.
- l. The administration of weekly spot inventories.
- m. Ensuring correct material handling methods are used to prevent personal injury and damage to material.
- n. Maintaining a regular cleaning schedule to keep the warehouse and yard areas organized and clean.



- o. Ensuring the Project Material Planning and Tracking Program (PMPTP) database is properly maintained.
- p. Carrying out the requirements of all Safety and Environmental Programs.
- q. Gathering EAC data.

14. The Yard Boss is responsible for the following:

- a. Project material stored in the MLO yard.
- b. Staging material for delivery or pick-up.
- c. Supervising the delivery crews.
- d. Ensuring all NAVSUP Form 1250-1s are correctly filled out and have the proper authorizing signature.
- e. Ensuring all incoming material is properly tagged and placed in the correct location by project.
- f. Ensuring receipt documents are properly annotated and forwarded to the Records Keeper for posting.
- g. Researching material discrepancies and reporting findings to the LPO
- h. Performing weekly spot inventories.
- i. Ensuring proper material handling techniques are used to prevent personal injury or damage to material.
- j. The cleaning schedule to keep MLO yard organized and clean.
- k. Ensuring project materials (lumber, soil, etc...) are secured from the elements
- l. Carrying out requirements of Safety and Environmental Programs.

15. The Warehouseman is responsible for the following:

- a. All material stored in the warehouse (project, excess, and MCD).
- b. Staging material required for delivery or pick-up.
- c. Ensuring material is not issued without a properly filled out NAVSUP Form 1250-1, and that authorizing and receiving signatures are valid.
- d. Tagging all incoming material and placing it in the correct location, sorted by project.

- e. Correctly annotating receipt documents and forwarding them to the LPO and Yard Boss.
- f. Notifying the LPO and Yard Boss of any material discrepancies.
- g. Supervising the delivery crew.
- h. Conducting weekly spot inventories.
- i. Ensuring proper material handling techniques are used to prevent personal injury or damage to material.
- j. Complying with the cleaning schedule and keeping the MLO warehouse organized and clean.
- k. Carrying out requirements of Safety and Environmental Programs.

16. The Expeditor is responsible for:

- a. Delivering material to project sites and ensuring proper materials are staged for line company pick-ups.
- b. Liaison with line company expeditors to coordinate deliveries of project materials.
- c. Coordinating with the Recordskeeper in processing DD Form 1348-1s (Issue Release/Receipt Document) and other procurement documents.
- d. Coordinating procurement and delivery of material from local vendors.
- e. Carrying out the requirements of the Safety and Environmental Program.
- f. Coordinating procurement and delivery of materials of CONUS material procured through the NCR MLO office.

17. The Project Material Planning and Tracking Program (PMPTP) Operator is responsible for:

- a. Obtaining a logon for the PMPTP from the cognizant NCR.
- b. Maintaining all PMPTP project files.
- c. Posting all transactions to the PMPTP prior to the close of business each day.
- d. Working with the Recordskeeper and researching any discrepancies between the PMPTP files, BM, and SRCs.

- e. Notifying the LPO of findings.
- f. Maintaining an excess material file and generating the Excess Material Report for the weekly Operation (OPS) meetings.
- g. Generating the monthly BMLI Report which indicates the percentages of material received on site.
- h. Maintaining the assigned area neat and orderly.
- i. Carrying out the requirements of Safety and Environmental Programs.

18. The MLO HAZMAT Coordinator is responsible for the following:

- a. Attending the Hazardous Material/Hazardous Waste Control and Management Course
- b. Ensuring appropriate Material Safety Data Sheets (MSDS) are received with all HAZMAT delivered to MLO in English, not the local language.
- c. Ensuring all HAZMAT is stored in accordance with Local, State, and Federal guidelines.
- d. Staging HAZMAT for pick-up or delivery.
- e. Ensuring all HAZMAT is issued with the appropriate MSDS.
- f. Notifying the LPO of any HAZMAT discrepancies.
- g. Ensuring proper material handling methods are used in order to prevent injury, leaks, spills, or damage to material and personnel.
- h. Maintaining a Spill Kit.
- i. Maintaining the work area, ensuring spaces are neat and orderly.
- j. Carrying out the requirements of Safety and Environmental Programs

19. The Recordskeeper's duties and responsibilities include:

- a. Receipt of Project Package: When a project package is received take the following steps:
  - (1) Ensure that each line item has a corresponding NAVSUP Form 1114 SRC.

(2) Enter information into PMPTP as necessary. If a BM is developed as a Comma Separation Value (CSV) file in Excel, it can be uploaded in PMPTP.

(3) Create a new project from the BM provided with a project name.

(4) Create a BM series code for that project (the BM series will be assigned by the NCR, unless it is a local BM).

(5) Under the given BM series, enter each individual line item number, description, NSN (if applicable), unit of issue, and the quantity required.

(6) If the item is on order, enter the requisition number and the quantity on order. All NAVSUP Form 1114 cards coming from the regiment will have a requisition number previously annotated on the NAVSUP Form 1114 and the BM. (Do not forget these)

b. Processing Requisition Orders:

(1) Assign requisition numbers.

(2) Record the requisition number and quantity covered by the requisition number on the NAVSUP Form 1114.

(3) Attach the copy of the NAVSUP Form 1250-1/1149 to the back of the NAVSUP Form 1114.

(4) Enter the requisition number, along with the quantity on order, in the computer under its corresponding project, section, and BML number. This will indicate the material as being on order on the PMSR.

(5) Make sure that the quantity and unit of issue correspond. If not, make the corrections immediately.

c. Receipt Processing:

(1) After the material location is determined by the warehouse manager/yard boss, the DD Form 1348 or other receipt document will be turned-in to the recordskeeper with the correct project number, BM line item number, and location annotated on the receipt document (make sure the requisition number, unit of issue, and the quantity received are circled).

(2) Enter the date received, quantity received, and the on hand quantity on the corresponding NAVSUP Form 1114.

**9002 STAFFING REQUIREMENTS & TRAINING**

1. To ensure timely and sufficient training for MLO Personnel, assignments should be identified early. The following assignments are recommended for the battalion's Main Body (MB) MLO:

a. MLO Officer	ENS/LTJG
b. MLO Chief	BUC
c. Leading Petty Officer (LPO)	BU1
d. Warehouse LPO	PO2
e. Yard POI	PO1
f. Crew	UT, CE, SW, BU
g. Files and Records / PMPTP	SK2/3
h. Expeditor and Delivery	At least one PO
i. CBMU - MLO	LPO E-6, 1-expeditor
j. NCFSU – MLO	LPO E-6, 1-expeditor

2. Additional personnel shall be assigned if major camp building projects are anticipated.

3. Recommend that all personnel be licensed to operate a forklift and, at a minimum, a 3/4 ton truck. In some cases, an International or U.S. Army license may be required.

4. Assigned personnel should also have training and access to MicroSNAP, PMPTP, Department of Defense Electronic Mall (DOD EMALL) One Touch, FEDLOG, or compatible WEB based supply sites.

5. MLO Personnel will need to obtain PMPTP logons from the cognizant NCR.

6. Personnel should obtain a copy of the prime vendor contract for each of the DET sites they will be working in.

**9003 PLANNING PROCESS**

All units must utilize the PMPTP software incorporated into the Seabee Operations Portal (SOP). <https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx>. The Project Material Planning and Tracking software is the only approved program for use in NCF Project Material Support. In general, the Project Planning Process occurs as follows:

1. 1NCD/NECC

- a. Execute the call for work process
- b. Develop the IPL.
- c. Liaison with customer for rough estimates, designs, and specifications from Engineering Field Divisions.

- d. Coordinate with COMFLTFORCOM for funding and approvals.
- e. Manage NCF workload.
- f. Task appropriate NCR/SRG

2. NCR-Active:

- a. Receive Plans and Specifications Via
  - (1) Download from NCF intranet website
  - (2) Mailed from customer
  - (3) Hand carried by NCR staff after site visit
  - (4) E-Mail attachments
- b. Distribute plans and specifications to Project Material Support Staff.
- c. Conduct technical/constructability review.
- d. Develop the MTO.
- e. Develop a BM as required. (The S3 will decide if the BM is to be developed by the NCR, battalion, or higher authority).
- f. Screen the excess material list in the PMPTP.
- g. Send a request for a quote for material that is to be purchased in CONUS to vendors.
- h. Develop Cost of Work Estimates (CWE) as required (If responsible for developing the BM).
- i. Request funding from 1NCD.
- j. Complete BM's in accordance with this instruction.
- k. Initiate the procurement process for materials to be purchased in CONUS.
- l. Operationally task the units. Inform customer and tasked units of any special requirements for safety, training, tools, equipment, subcontracts, certification required (i.e. welder certification, etc.), or if measurements will be standard or metric.

3. NCR-Reserve

- a. Coordinate project material, as required, through 1NCD.

4. NMCB-Active

- a. Receive Plans and Specifications from the appropriate NCR.
- b. Develop the project package.
- c. Identify special requirements for safety, training, tools, equipment, subcontracts, consumable needed, certifications required (i.e.: welder certification, etc.), or if measurements will be standard or metric.
- d. Perform the review of BM or MTO with NCR prior to planning completion.

5. NMCB-Reserve

- a. Conduct Technical/Constructability review.
- b. Develop the MTO.
- c. Develop the CWE.
- d. Complete BMs in accordance with this instruction.
- e. Coordinate with the customer to purchase materials as necessary.
- f. Contact the NCR for project support if necessary.

6. CBMU, NCFSU, UCT

- a. Conduct Technical/Constructability review.
- b. Develop the MTO.
- c. Develop the CWE.
- d. Complete BMs.
- e. Coordinate with the customer to purchase materials as necessary.
- f. Contact the NCR for project support if necessary.

**9004 PROJECT EXECUTION**

1. NCR-Active

- a. Review Operation Orders (OPORDERS) and issue Fragmented (FRAG) Orders to units as necessary.

- b. Monitor project progress.
- c. Review and process add-ons and reorder BMs as necessary.
- d. Submit all reports in accordance with Para. 9007 of this instruction.

2. NCR-Reserve

- a. Review OPORDERs and issue FRAG Orders to units as necessary.
- b. Monitor project progress.
- c. Submit reports in accordance with paragraph 9007 of this instruction.

3. NMCB-Active

- a. Receive, order (local procurement), and account for project materials and funding (MLO).
- b. Conduct the pre-construction conference.
- c. Coordinate and execute all customer changes and RFIs.
- d. Manage all subcontracts.
- e. Execute tasking per OPORDER.
- f. Submit reports in accordance with paragraph 9007 of this instruction.

4. NMCB-Reserve

- a. Receive, order (local procurement), and account for project materials, and funding (MLO).
- b. Conduct the pre-construction conference.
- c. Coordinate and execute all customer changes and RFIs.
- d. Coordinate all sub contract work.
- e. Execute tasking per OPORDER.
- f. Submit reports in accordance with paragraph 9007 of this instruction.

5. CBMU, NCFSU, UCT

- a. Receive, order (local procurement), and account for project materials and MLO funding.



- b. Conduct the pre-construction conference.
- c. Coordinate and execute all customer changes and RFIs.
- d. Coordinate all subcontract work.
- e. Execute tasking per OPORDER.
- f. Submit reports in accordance with paragraph 9007 of this instruction.

#### **9005 BILLS OF MATERIAL (BM)**

1. Depending on the project, the majority of BMs are generated by the battalion's or the NCR's Planning & Estimating staff. The crew leader will receive a BM after the MTO is complete. BMs must include everything needed to complete the project: construction materials, special tools, safety items and consumables, plus any technical assistance required, such as balancing a HVAC system or certifying a fire alarm system. It must also specify if the measurements of the material/equipment are Standard English units or metric. The crew leader has to ensure that the right tools and materials have been identified, and in the correct quantities.

2. BM Numbers: In combination with document numbers, BM numbers are the primary tools for tracking and receiving construction material. The numbering is completed in accordance with Figure 9-1.

#### **9006 MATERIAL TAKE-OFF (MTO) LIST**

The most important phase of project planning to help identify materials is the independent MTO list. The crew leader must generate a material list completely independent of the BM. This is a critical step because it is a check-and-balance against the regiment's or deployed battalion's planning and estimating staff. Once the MTO list is generated, materials are listed by material type and compared to the BM. If the material is not listed on the BM, or insufficient quantities are listed, a request to requisition additional material with justification for it must be submitted and approved. Once the request is approved, it can be requisitioned and added to the BM. If too much material is listed, submit a request to cancel the excess material.

#### **9007 REPORTS**

Reports are generated in accordance with the unit's OPORDERs. All projects tasked by 1NCD must be reported in accordance with this instruction. The PMPTP software must be utilized for reporting.

1. Required reports:

a. Estimate at Completion (EAC): Due on the 10<sup>th</sup> of each month, reflecting status as of the 5<sup>th</sup> of the previous month and is due from the units to 1NCD N8 via the NCR.

(1) The report includes an account of actual expenditures per project and ensures accurate financial tracking and reporting.

b. Supply Discrepancy Report (SDR): If material is received from the Supply System, report shipping or packing discrepancies to the appropriate NCR within 5 days of noting the discrepancy utilizing a Standard Form (SF) 364 or log onto: <http://www.dscr.dla.mil/userweb/dlaselfhelp/extlnk/lnkframe.htm?https%3A//www.daas.dla.mil/websdr/login.asp> The discrepancy should include incidents that are attributable to or the responsibility of the activity that shipped material. If material is received from a commercial vendor, contact the vendor for replacement material or reimbursement.

c. Quality Deficiency Report (QDR): If material is received from the Supply System, report deficiencies to the appropriate NCR within 5 days of noting the Deficiency utilizing a Standard Form (SF) 368. If material is received from a commercial vendor, contact the vendor for replacement material or reimbursement. The following are the criteria for submitting a QDR:

(1) Report of material received which cannot be used because it does not meet form, fit or function requirements.

(2) Discrepancies are attributable to manufacturing, repair or faulty specifications.

(3) There are two categories of QDR's :

(a) Category I – Product quality deficiencies which may cause death, injury or severe occupational illness, cause loss or major damage to a weapon system, directly restrict combat readiness capabilities of using organization or result in a production line stoppage.

(b) Category II – Product quality deficiency which does not meet criteria in Category I.

d. Project Material Status Report (PMSR): The PMSR is generated by the PMPTP. If all Project BMs are input into PMPTP an email from the unit is not required. If the unit is in an area where there is no internet, then reports will be submitted to the NCR R4 as required, reflecting the status as of the previous month. The NCR R4 shall then consolidate the PMSR inputs and publish it. This

report reflects the status of all materials, both CONUS procured and locally procured, for tasked projects and turnover projects. It shall be in the form of two separate documents. The unit will generate the PMSR for locally procured items and the cognizant NCR will generate the report for material procured in CONUS. Each week the NCR will forward their report to the unit.

e. Excess Material Report: Units will submit the Excess Material Report by the 20<sup>th</sup> of the month, reflecting the status as of the 15<sup>th</sup> of the previous month. This report will be consolidated into a single spreadsheet with tabs for each job site and forwarded to the cognizant NCR. The units will also forward the excess report to all DET sites in the Area of Responsibility (AOR). The intent is to maximize the use of the excess materials within the AOR. Material will be listed with description, BMLI, quantity, and the last project number used.

f. Receipt of Shipment (ROS): If the unit does not have access to PMPTP, they will report the receipt of material to the cognizant NCR within 5 days. This includes all partial deliveries.

## **9008 FILES AND RECORDS**

The primary source of project material status information will be the following individual files maintained in the MLO:

1. Active Project Material File: The Active Project Material Files are maintained in requisition number sequence, by project, and contain individual SRCs (NAVSUP Form 1114s) (Example 9-1) for each item on the BM. All related procurement documents will be included. Active Project Files are maintained manually and electronically.

a. Manual System - Files maintained manually are recorded on a NAVSUP Form 1114 and filed by individual project. The SRCs are maintained in the BMLI sequence. A copy of the approved/signed MTO or BM is also a part of this file. Status information will be verified with the applicable SRC. The manual system is required only if the automated system is not available.

### **(1) Posting a receipt to a NAVSUP Form 1114 (Example 9-1)**

(a) Fill in LOCATION (top) – Always use pencil.

(b) Fill in the DATE & SER / WCC block with Julian date received and serial number.

(c) Fill in the RECEIPTS block with quantity received.

(d) Fill in the ON HAND block with total of all material on hand.

(e) Draw a line through the annotations in the JUL DATE, SERIAL NO, and QUANTITY block if requisition quantity satisfied to signify requisition is complete.

(f) Staple annotated copy of the receipt document to the back of NAVSUP Form 1114.

**Note:** It is recommended that a manual backup system always be maintained, in case of loss of electronic connectivity

b. Automated System – Electronic SRCs are maintained the same way as in the manual system except that they are maintained in the PMPTP. The PMSR will contain all related information and transactions by project and BMLI. The SRC will be filed in BMLI sequence and all related documents (receipts/issues) will be stapled to the back of the applicable SRC. Main body sites will utilize the PMPTP for MLO operations.

2. MLO File: A copy of the MTO or BM (Example 9-2) is to be maintained and annotated by the MLO Officer. Upon receipt of project material, the quantity will be verified with the MTO or BM requirements and, if in agreement, the quantity circled on the MTO or BM. Partial receipts will be subject to vigorous follow-up action to ensure compliance with the required date of the Critical Path Method (CPM). Partial receipts will be annotated on the BM as such and posted to the NAVSUP Form 1114 (Example 9-1). A separate NAVSUP Form 1114 will be prepared for each line item on the MTO or BM for each project. Each project will have a separate SRC battery containing all applicable SRCs. These project files shall be further separated into CONUS or LOCAL files. The project SRC battery must contain the following information:

a. Material Outstanding – Material on order but not received - either from CONUS or Locally

b. Material Received - In stock to support construction – either from CONUS or locally

c. Material Issued or Cancelled - Research canceled items and reorder if required to support construction.

3. Aggregate Stock Record Control File: This file is established to control the bulk on-hand balances of the various aggregate type materials (i.e., concrete, sand, etc.) received and issued to the various projects. A separate NAVSUP Form 1114 battery will be established and maintained. It will consist of a Master NAVSUP Form 1114 maintained in nomenclature sequence and individual project NAVSUP Form 1114's

maintained in project number sequence. The individual project NAVSUP Form 1114 will be maintained directly behind its corresponding Master NAVSUP Form 1114.

4. Completed Project Material File: This file is to be maintained in line item sequence, by project, and is to contain a copy of each NAVSUP Form 1114 with a zero balance. The receipt copy of each DD Form 1348-1 Single Line Item Release/Receipt Document (Example 9-3) or other receipt document, as well as the original receipt of each NAVSUP Form 1250-1 will be stapled to the back of the applicable NAVSUP Form 1114.

5. Borrow Tickler File: Upon receipt of a borrow NAVSUP Form 1250-1 request with the approval of the Operations Officer, annotate the appropriate project NAVSUP Form 1114. A copy of each NAVSUP Form 1250-1 will then be placed in this file as a ready tickler. This tickler file is to be maintained in project number sequence for which the material is borrowed. As the borrowed material is returned, annotate the appropriate project NAVSUP Form 1114 and dispose of the corresponding tickler copy of the NAVSUP Form 1250-1.

6. Signature Authorization Card: This record identifies those individuals authorized to draw material from MLO.

### EXAMPLE NAVSUP FORM 1114 (SRC)

CDS. NO.		NATIONAL STOCK NO.		SWIC	DESCRIPTION	QTY	UNIT PRICE	APL/REL NO.		LOCATION		WL	LL	SL
N 62604		9070 77BL			FOAM FT 2.87	VIBL	154C-09	5-3						
Insulation, Pipe 3/8 x 6 ft														
REQ. DATE			SERIAL NO.		QUANTITY		DATE & DER/WCC		RECEIPTS		ISSUES		ON HAND	
9070			77BL		108		9170 77BL		54		Ø		54	
CDS. NO.		NATIONAL STOCK NO.		SWIC	DESCRIPTION	QTY	UNIT PRICE	APL/REL NO.		LOCATION		WL	LL	SL
								V16-815						

Example 9-1

## EXAMPLE of A BILL OF MATERIAL

BILL OF MATERIAL (Continuous)																		
PROJECT		PROJECT TITLE										AUTHORITY / ORIGINATOR			UMNO		SECTION	
VI6815		APPARATUS BAY ADDITION										20TH NCR PROJECT SUPPORT DEPT			VIBL-154C		MECHANICAL	
ACCOUNTING DATA																		
DO NOT EXCEED COST FOR ANY LINE ITEM BY MORE THAN \$10.00 OR 10% WITHOUT APPROVAL.																		
RID	Q	SERV & RECUR	Q	SERV & SUPP ADD	S	Q	PRJ	R	RDD	JON								
48	1	30-35	44	45-50	51	52-53	54	55-56	57-61	62-64	75-77							
P95	S	N66450	R	N62604	B	ZH	W	Z36	06	152	90R7BL							
DOC ID	COG	NSN			U/I	QTY	DOCUMENT NUMBER			A D V	L/I	DESCRIPTION / VENDOR SOURCE INTENDED USE			UNIT PRICE	TOTAL COST		
1	35	N62604			22-23	25-26	9070-77BL			0009		INSULATION, COOPER OD TUBING, PLASTIC FOAM, LIGHTWEIGHT, CLOSED CELL RUBBER, ASTM C534 TYPE I, 1/2" THICK, 6 FT LGTH, FOR 3/8" OD COPPER TUBING.			2.87	309.96		

Example 9-2

## EXAMPLE OF A DD FORM 1348-1 RECEIPT DOCUMENT

DD FORM 1348-1 (Rev. 10-1-79)														
RECEIPT DOCUMENT														
A05P95SFT00108N66450JZHW9CZ3606152														
N62604 9070 77BL														
P95 FT 00108 A 9C 0000287														
PRINT DT: 9075 18:35 RCD DL DATE: 152														
SERIALIZED RESTART NR: 000038														
AA 1791804-60FA 260 62604 0 068894 20 70778L 62604-01BLT 5-3														
PURCHASE ACTION 0030996														
MODE:														
TRAILER DATA:														
INSULATION, COOPER OD TUBING, PLASTIC FOAM, LIGHTWEIGHT, CLOSED CELL RUBBER, ASTM C534 TYPE I, 1/2" THICK, 6 FT LGTH, FOR 3/8" OD COPPER TUBING, NEW SCAS NO. 56-052600040 AVAIL: L/I'S 9 AND 10 SPOON AND FLEETMAN INSULATION CO MOBILE, AL 334-478-2297														
TOTAL PRICE \$30996														
SHIP TO N66450														
NCB ATL MOSCRIP														
9075														
UNIT PACK UNIT WEIGHT UNIT CU UFC SHELF LIFE														
FREIGHT CLASSIFICATION NOMENCLATURE														
ITEM NOMENCLATURE														
TYP CONT NO CONT TOT WGT TOT CU														
RECEIVED BY AND DATE														
Michael A Gill Bu 9170														
MARK FOR N66450														
DIMENSIONS														
ISSUED BY														
PACKED BY														
SHIPPED BY														
P-LOC														
NSN														
QTY 00108 U FT CCA														
S-														
SU/SCN														
REASON														

Example 9-3

**9009 ORDERING PROJECT MATERIAL**

The Project Crew Leader will be responsible for providing the MLO detailed material requirements. This will include the required delivery date (RDD), work schedule, a list of long lead time items and add-on material requirements. Project Supervisors should continually update 30, 60 and 90 day requirements. Plans, catalogue cuts, specifications and sketches must be provided to the MLO for other than common orders of off-the-shelf construction materials.

**9010 REQUISITIONING MATERIALS FROM MLO**

All material is requisitioned from MLO on a NAVSUP Form 1250-1. The companies will give MLO a list of people authorized to requisition and receive material. The crew leader's name must be on the list authorizing that person to requisition material. The only rule MLO has is that the same person cannot requisition AND receive the same material. The crew leader must give MLO the NAVSUP Form 1250-1s at least two weeks in advance so they can process the paperwork, pull the material out of storage and prepare it for pick-up or delivery to the job site. Proper planning is key due to the time frame required to obtain procured materials and equipment. A good time to do this is at the weekly Operations meetings.

**9011 PROJECT MATERIAL RECEIPTS**

Project material received will be inventoried and verified by line item with the MTO or BM requirements. Receipts will be posted to the NAVSUP Form 1114's and annotated on the MTO or BM. Signed and annotated receipt documents will be attached to the applicable NAVSUP Form 1114. If material is received for and there is not a NAVSUP Form 1114 on file and the material meets a valid MTO or BM requirement, a NAVSUP Form 1114 will be prepared and the receipt document attached. A copy of each signed and annotated receipt document for locally procured project material will be forwarded to the project Memorandum Financial Accounts Record keeper. Receipts of material delivered to a project site will be inventoried and verified at the site. All receipt documentation will then be forwarded to the MLO to be posted to the appropriate NAVSUP Form 1114 and simultaneously issued for use.

**9012 PROJECT MATERIAL STORAGE**

All material will be segregated by project. Each individual line item will be tagged with the project number and BMLI number so it can be readily identified. The MLO Officer shall make every effort to store, under covered storage, all deteriorative items upon receipt. Ensure hazardous and shelf-life material are segregated and properly marked, and break down "multi-packs" into individual items.

**9013 PROJECT MATERIAL ISSUES**

All issues of project material will be accomplished utilizing the NAVSUP Form 1250-1, properly signed by an authorized representative designated in writing by the S4 (Figure 9-2). Material borrowed from other projects must be approved by the Operations Officer or his designated representative. Project material will normally be requested from the BM in the following manner:

1. The Project Manager will prepare a NAVSUP Form 1250-1.
2. The Project Manager retains the yellow copy of the NAVSUP Form 1250-1 for his file and submits the original and remaining copies to the MLO Recordskeeper via the Company Expeditor.
3. The MLO Recordskeeper will timestamp each approved NAVSUP Form 1250-1 upon receipt, check for material availability, and annotate Block 18 (Source Code) of the NAVSUP Form 1250-1 as follows:
  - a. "F" - The full quantity requested is on hand.
  - b. "P" - Part of the quantity requested is on hand (note the partial quantity available directly below Block "18" and circle).
  - c. If the quantity requested exceeds the quantity on hand or on order for the project, the S3 will be advised and requested to verify the requirement and, if necessary, prepare a change or addition to the MTO or BM. Under no circumstances will material in excess of the quantities ordered be issued without proper approval.
4. After the stock check is completed, the MLO Recordskeeper will forward the NAVSUP Form 1250-1 to the warehouseman or yard boss who will physically verify the quantity indicated by the MLO Recordskeeper is on hand. This inventory is noted on the NAVSUP Form 1250-1 as follows:
  - a. Circling the quantity in Block "25" if the full quantity requested is on hand.
  - b. Annotating the actual quantity on hand directly below Block "25", if the total quantity requested is not available. This quantity will be circled when the material is issued.
  - c. If the total quantity requested is not in stock (NIS) or not carried, indicate so in Block "12" of the NAVSUP Form 1250-1.
5. The MLO warehouseman/yard boss and Delivery Crew will take the following actions:



- a. Stage and deliver the material (if it is available) to the job site specified in Block "2" of the NAVSUP Form 1250-1. Upon Delivery, a pre-designated Crew Leader or Project Supervisor will sign for receipt of the material.
  - b. Re-screen all spaces for material that was NIS. If material is not located, return the NAVSUP Form 1250-1 to the MLO Recordskeeper for further research and follow-up action as necessary.
6. It is the responsibility of the Crew Leader to ensure that a knowledgeable individual is designated to sign for all deliveries and they are present to accept the delivery. They must inform the warehouseman/yard boss of any special handling or considerations required for deliveries, such as exact placement, grade stakes special delivery item, etc.
7. The person designated to sign for material will ensure that the quantity and description shown on the NAVSUP Form 1250-1 agrees with the quantity and description of material actually received.

#### **9014 PROJECT MATERIAL BORROW/TRANSFER**

1. Project material on-hand may be loaned to another project having identical material currently requisitioned which will be used to repay or "payback" the borrowed material. Borrowing material between projects is not recommended; however, the form shown in Figure 9-3 will be used if transfers are required. Use the form in Figure 9-4 to track borrows and transfers.
2. Borrows approved by the S3 will be issued using a NAVSUP Form 1250-1 as a routine issue. The NAVSUP Form 1250-1 is filed in the MLOs "BORROWED MATERIAL TICKLER FILE" until the "payback" is complete. The NAVSUP Form 1250-1 will accompany a project material borrow requests, both require the S3 approval.
3. The MLO will maintain a Borrow/Transfer Log to track borrow and return of project material (Figure 9-3).
4. Procedures:
  - a. The borrowing project must ensure that its "payback" material is requisitioned prior to initiating the borrow request.
  - b. The point of contact regarding all borrows status requests is the MLO LPO.
  - c. Project Supervisors/Crew leaders will submit project material borrow requests and their status in their Two Week Plans.

**9015 AGGREGATE CONTROLS**

All receipts and issues for project aggregate material will be posted to both the individual project NAVSUP Form 1114 and the Master NAVSUP Form 1114.

1. Individual Project NAVSUP Form 1114. Receipts and issues will be posted to the appropriate project NAVSUP Form 1114 in the following manner:

- a. Aggregate Procurement: As material is procured, the requisition numbers and the quantities of the material ordered will be posted to the "Requisition Outstanding" column of the applicable project NAVSUP Form 1114.
- b. Aggregate Receipts: Upon receipt of the material, cross out the document numbers and quantities reflected in the "Requisition Outstanding" column of the appropriate project NAVSUP Form 1114 and enter the receipt date, document number, and quantity received in the transaction section, increasing the balances as necessary.
- c. Aggregate Issues: Upon issuing material to a specific project, enter the date of the issue, the Company the issue is made to, and the quantity issued in the transaction section, reducing the on-hand balances as necessary.

2. Master NAVSUP Form 1114: Receipts and issues, once posted to the individual project NAVSUP Form 1114, will be immediately posted to the corresponding Master NAVSUP Form 1114 in the following manner:

- a. Aggregate Procurement: All material procured for a particular type of Aggregate, regardless of the project, will be posted to the corresponding Master NAVSUP Form 1114. Although the "Requisition Outstanding" column of the specific project NAVSUP Form 1114 will contain the document number, the "Requisitions Outstanding" column of its corresponding Master NAVSUP Form 1114 will reflect the project number of the project the material was ordered for and the quantity ordered.
- b. Aggregate Receipts: Upon posting a receipt to a specific project NAVSUP Form 1114, the same data will be posted to its corresponding Master NAVSUP Form 1114. The data listed in the "Requisition Outstanding" column of the Master NAVSUP Form 1114 will be crossed out and the date the material is received, the project number, and the quantity received will be posted to the transaction section of the Master NAVSUP Form 1114.
- c. Aggregate Issues: Upon posting an issue to a project NAVSUP Form 1114, the issue will be posted to its corresponding Master NAVSUP Form 1114. The issue

on the Master NAVSUP Form 1114 will reflect the date the issue is made, the project number the issue was made to, and the quantity issued.

d. The total of all on hand balances, as reflected on the individual project NAVSUP Form 1114s, will always equal the total on-hand balances reflected on the corresponding Master NAVSUP Form 1114.

## **9016 EXCESS MATERIAL ACCOUNTABILITY**

All excess project material (material which is in MLO and not designated for any other customer project or site project) will be inventoried and consolidated at the completion of a project. A separate stock record battery will be established and maintained for this material. Issues of excess material will be documented on a NAVSUP Form 1250-1 and approved by the S3. The S3 and BRAVO Company Commander will be informed on a monthly basis of all excess material. The unit MLO will submit an excess material report to the appropriate NCR R4 by the 10<sup>th</sup> of every month. If the Regiment determines material should be set aside for a specific project, the battalion will prepare a NAVSUP Form 1250-1 and will physically relocate the material to that project and hold it pending receipt of an MTO or BM from the appropriate NCR. If the Regiment determines that the material should not be held for a specific project, the material will be retained for use in making site improvements, if appropriate, or disposed of through local disposal channels after approval to do so has been obtained from the NCR.

1. Returning Project Material to MLO: Project materials issued and not used or any specialty project tools or equipment are the property of the customer and will be returned to MLO. These materials/tools/equipment remain project materials until they are transferred to the customer or the customer submits in writing they do not want the items back. Materials are returned using a NAVSUP Form 1250-1, written in "RED INK".

2. Excess Material Issue: Excess material originates from completed or canceled projects at the deployment site after the customer has been offered and declines the leftover materials. If the customer does not want the materials and produces a written response declining the material, it becomes excess. Excess materials are held by the MLO for six (6) months prior to transfer to Defense Reutilization and Marketing Office (DRMO). Project Supervisors/Crew leaders are required to screen the excess material list in PMPTP at least monthly or when assigned a new project. Utilizing material from the excess material list results in cost and time savings for the EAC of the project.

3. Priorities for issuing excess materials:

- a. First priority – Camp Czar for Bravo Company to support camp maintenance and projects.
- b. Second priority – Battalion Projects.
- c. Third priority – Regiments for planning and estimating new Projects.

4. NAVSUP Form 1250-1 instructions to obtain excess material:

a. Submit a properly filled out NAVSUP Form 1250-1 to obtain excess material from MLO. The following directions are applicable for excess material issues only:

b. Block 10 = Excess Identification Number from the Excess List

c. Block 16 = Project number utilizing the excess material.

d. Block 30 = Excess Issue MUST BE approved by the S3.

e. Notes:

(1) Project Supervisors/Crew leaders will submit completed NAVSUP Form 1250-1s for excess material issue with their weekly Two-Week Plan.

(2) Excess material can be transferred to a project with a valid BM or L/I requirement for later use.

(3) NAVSUP Form 1250-1 Copies: (white) MLO, (yellow) Project Supervisor, (pink) person receiving material, and (hardcopy) Company Expediter.

## **9017 REORDER, ADD-ON, OR TRANSFER OF EXCESS MATERIALS**

1. Definitions: Using a single “REORDER, ADD ON, or TRANSFER” form, each of the following transactions defined below, may be accomplished.

a. Reorder (If used): Requisition for project material that has already been identified on the projects BM but material received could not be used because it was the incorrect type of material, material was lost, or unfit for use but still required.

b. Add-on: Requisition for project material that has not previously been identified on the project's BM (i.e. completely new items, more material required than on BM). The Project Supervisors or Crew leaders will NOT assign a BM or Line Item Number. The NCR MLO is responsible for assigning the BM or Line Item Number.

c. Transfer: Requests to transfer excess material to a particular project takes advantage of time and cost savings. Transferring permits the Project Supervisor's and Crew leader's to secure excess materials for upcoming activities. The Project Supervisor or Crew leader is responsible for canceling the original BM purchase order by memo to the MLO.

d. Documentation: Three documents comprise a reorder, add-on, or transfer:

(1) NAVSUP FORM1250-1: Approved by S3.

(2) Justification package; Memo with any related specs, figures, Field Adjustment Request (FAR) or Design Change Directive (DCD).

(3) BM; Typed and signed by authorized personnel blocks 1-4, and approved by the S3 on the bottom of the form.

2. Routing: Initiated by the Project Supervisor or Crew Leader, routing is listed on the memo.

3. Minimum Required Lead Time: Required lead times will be determined and approved by the regimental R4.

4. Add-on and Reorder BMs submitted must be printed, neat and legible.

5. The Crew-leader is responsible to determine if additional material is required to complete the project. They will take the following actions:

a. Determine if there is a legitimate need for additional material.

b. Prepare an add-on material reorder for material not previously ordered.

c. Conduct a quality control review of the excess material list and verify material and time requirements.

6. The MLO will verify if funding is available. They will also make the issue from excess materials if available or initiate procurement action and track the requisition until the material is received.

7. The S3 will sign Add-ons and Reorders.

#### **9018 HAZARDOUS MATERIAL (HAZMAT) INFORMATION:**

Detailed guidance on the handling, use and storage of HAZMAT can be found in the Naval Safety Center web page <http://www.safetycenter.navy.mil/training/default.htm>, NAVSUPINST 5100.11 (series) and OPNAV 5100.23 (series).

1. Hazardous materials drawn from MLO:

- a. All hazardous material requirements will be identified and submitted to the MLO at least eight (8) days prior to the RDD. This will allow the MLO to coordinate material delivery ensuring an MSDS, written in English, is accompanied with the material and is included on the Authorized Use List (AUL).
- b. HAZMAT will not be issued from the MLO without a copy of the MSDS.
- c. Crew Leaders will maintain the MSDS on the project site at all times and ensure that the safety measures listed on the MSDS are followed.
- d. Hazardous material turned back into MLO must have the MSDS returned with it. Material will not be accepted if it is not in the original container and in reusable condition.

2. How to use a MSDS:

- a. The MSDS informs you how to use, handle and store the material. MSDS' may look a little different from each other, but they all contain the same basic information. If you have specific questions after reading the MSDS, you must check with your Project HAZMAT Representative, Project Supervisor, Company HAZMAT Representative, Battalion HAZMAT Representative and/or Safety Chief or Safety Petty Officer.

3. MSDS information:

- a. Chemical identification: The first section of the MSDS helps you identify the chemical, trade names, and chemical manufacturers name and address. This section may also list emergency phone numbers.
- b. Hazardous ingredients: This section lists what is in the chemical that can harm you. Also listed, is the concentration of the chemical to which you can safely be exposed to, often listed as the permissible exposure limit (PEL) or the threshold limit value (TLV). Safe exposure limits are usually figured for average exposures over a typical work shift.
- c. Physical data: This section describes the chemical's appearance, odor and other characteristics. Percent volatile, for instance, is how much of the chemical evaporates at room temperature. For example: Sulfuric acid has a low percent volatile, but can be harmful if inhaled. Respiratory protection or extra ventilation may be needed.
- d. Fire and explosion data: This section contains information on the temperature at which the chemical ignites or "flash point" of the chemical. If a chemical is

flammable, it ignites below 100° F. A combustible material ignites at 100° F or above. This section also lists the recommended extinguishing media that will put out the fire safely, such as water spray, foam or a carbon dioxide fire extinguisher.

e. Health hazards: This section lists symptoms of exposure, such as a skin rash, burning, headache or dizziness. First Aid and emergency procedures in case of overexposure, such as flushing your exposed skin with running water for 15 minutes, are also listed. It may list any medical conditions that can be aggravated by exposure to the chemical.

f. Reactivity Data: This section provides information on how the chemical reacts with other materials or in certain conditions. Incompatible materials, such as water or another chemical, that, when mixed together will cause the chemical to burn, explode or release dangerous gases. Instability lists the environmental conditions, such as heat or direct sunlight, which may cause a dangerous reaction.

g. Spill or leak procedures: This section provides direction on how to clean up an accidental spill or leak. No matter what the chemical is, always notify your supervisor of a spill right away. Before cleaning up a chemical spill, check what safety equipment is required. This section may also include notes on how to dispose of the chemical safely.

h. Special protection: This section lists all required personal protective equipment (respirators, gloves, eye protection, etc.) when working with the chemical. This section may list the specific types that are recommended, such as full-face mask respirator, rubber gloves, and a chemical safety goggle.

i. Special precautions: This section lists any other special precautions to follow when handling the chemical. This may include what to have nearby to clean up a spill or put out a fire, and what safety signs to post near the chemical. This section also lists any other health and safety information not covered in other parts of the MSDS.

## **9019 REQUISITIONING PROCEDURES**

Project materials will be requested from the applicable BM by each crew leader in the following manner:

1. Company expeditors will prepare a NAVSUP 1250-1 in accordance with this chapter and submit it to the crew leader for approval.

2. The crew leader shall review requests to ensure that no more than the required amount of material is maintained on the job site. They shall sign and forward requisitions to the MLO via the respective expeditor.
3. Company expeditors shall retain the time stamped yellow copy of the completed NAVSUP Form 1250-1 for their records.
4. After delivery and completed processing of a requisition by MLO, the respective expeditor will receive the hard copy of the NAVSUP Form 1250-1 for completion of his files. It is required that the hard copy and the yellow copy be attached together to maintain project material file continuity and history.

## **9020 PROCEDURES FOR COMPLETING A NAVSUP FORM 1250-1**

1. Requestor will enter the following information.

- a. Block 1: Julian date of request.
- b. Block 2: Company or activity requesting material.
- c. Block 3: Urgency - in all cases, time involved in determining urgency is based on the date. The NAVSUP Form 1250-1 is submitted to the stock records card clerk with RDD in block 4. Enter appropriate urgency code as explained below.
  - (1) "A" - Material required within 24 hours. This code must only be used in an emergency that affects construction progress. The S3 must sign all priority "A" material requests. Justification will be provided to the S3 and S4 by the MLO.
  - (2) "B" - Material required within three working days. This code will also be used for walk-through requests. Walkthrough consists of items that are small and can be issued over the counter. The Company Commanders or Company Chiefs signature is required on all "B" priority cases.
  - (3) "C" - Material required after three working days. This code should be used for all normal requests. Authorized representatives, designated in writing and approved by the S4, may approve routine "C" requests.
- d. Block 4/5: RDD of material on job site and material location in MLO spaces.
- e. Block 8: Material description from BM.
- f. Block 10: Project number.
- g. Block 14, 15 and 16: To be used for transfer only. Include BM number and line number to which material is to be transferred.



- h. Block 22 and 23: BM number and line item number of material being requested.
- i. Block 24: Unit of Issue.
- j. Block 25: Quantity required.
- k. Block 29: Remarks, as required.
- l. Block 30: Authorized signature.
- m. Block A: Type transaction - issue (IS), turn-in (TI), transfer (TR), order (OR), reorder (RO), availability check (AC).
- n. Block B: Last eight digits of documents number from BM.

2. MLO office staff will enter the following information:

- a. Block 5: Location within MLO storage area if not known by requestor.
- b. Block 12: Enter as appropriate - NIS (not in stock) or NC (not carried).
- c. Block 18: Enter as appropriate - F (full) when amount on hand exceeds or equals amount requested or P (partial) when amount on hand is less than amount requested.
- d. Block 27: Amount shown as on hand by stock record card (NAVSUP Form 1114).
- e. Block D: Initials of MLO personnel processing the NAVSUP Form 1250-1.

3. MLO warehouse staff will enter the following information:

- a. Block 17: Julian date material accepted by company expeditor.
- b. Block 11: Quantity remaining for issue.
- c. Block 29: MLO warehouse will obtain signature of expeditor if material is refused and annotate reason for refusal.
- d. Block 29: Initials of MLO warehouseman making the issue.
- e. Block 31: Company expeditor will sign for receipt of material.

4. Borrows and excess NAVSUP Form 1250-1's will contain the same information as indicated above, with the exception of the following data blocks:

- a. Blocks 13, 14, 15: Enter the entire Project/BM Code which the borrowed material is for.
- b. Block 29: Enter the entire Project/BM Code which the borrowed material is from. In case of excess material issues, enter "Excess Material."
- c. Block 30: Signature of the Operations Officer or his designated agent, approving the transfer or issue.

5. Distribution of the NAVSUP Form 1250-1 will be as follows:

- a. Original (White) – Appropriately posted and stapled to the back of the applicable NAVSUP Form 1114. For issues of excess material to a project, submit this copy to the NCR on a quarterly basis.
- b. Green – MLO Coordinator's copy.
- c. Yellow – Project Manager's copy.
- d. Pink – For material borrows, post to the NAVSUP Form 1114 from which material was borrowed, and then staple to the back of the applicable NAVSUP Form 1114. For issues of excess material to a project, appropriately post and then staple to the back of the NAVSUP Form 1114.
- e. Hardback – Company Expeditor's copy.

## **9021 ISSUE AND DELIVERY PROCEDURES**

1. Upon receipt of project material, MLO staff will ensure proper receipt processing, and the staging and delivery of material as cited below.

- a. MLO staff will time stamp each NAVSUP Form 1250-1 when received and return the yellow copy to the company expeditor. The stock records clerk will check for the location and availability. They will then post this information in blocks 5 and 18. Block 12 is for items NIS or N/C. Post the quantity on hand reflected on the SRC in Block 27.
- b. The stock records clerk will then pass the NAVSUP Form 1250-1 to the warehouseman or yard workers for issue. This requires physical verification of quantity on hand. Confirmation of quantity on hand is made by circling Block 27.

## **9022 PROJECT COMPLETION REQUIREMENTS**

Units will obtain the following in order to complete tasked projects.

- 1. Units will conduct a final inspection with ROICC and customer.

2. Building Occupancy Date (BOD) letter shall be completed and forwarded to the NCR.
3. Punch list shall be generated and scheduled for accomplishment and completion.
4. Warranty period shall be a period of 1 year from date of BOD.
5. Excess materials and specialty tools purchased with project funds shall be offered to the customer/station. If the customer declines materials, these materials shall be returned to the MLO as excess.
6. Unused funding shall be returned to the funding source when the warranty period is expired via the appropriate chain of command.

### **9023 PROJECT BUDGET MANAGEMENT**

1. The crew leader must be aware of the projects' budget. Although MLO controls the project funds, it is the crew leader's responsibility to manage the project within cost. When a project comes on line, funding is provided by the customer to higher authority. They will only provide enough funds to complete the project as originally estimated. They will give funding to the NCR to purchase CONUS material and an allotment to the main body and detachments to purchase materials locally. The funding for local purchases is held by the station fiscal departments and tracked by MLO in PMPTP. Every month the MLO Officer completes an EAC report, tracks the money spent on locally procured materials and gives a projected final cost estimate of the project.

### **9024 LOCALLY PROCURED MATERIALS**

Materials bought locally require special attention and foresight on the crew leader's part. Countries using the metric system often provide materials not compatible with CONUS materials, especially with pipe thread and diameter. A good turnover will identify what the crew leader should be aware of.

1. Maintenance and Management of a Project OPTAR.
  - a. NCR maintains OPTAR for all CONUS procured material.
  - b. Battalion/detail maintains the OPTAR for locally procured material.
  - c. PAC sites:
    - (1) Locally procured materials are maintained on project OPTARS which are maintained by civilian employees.
    - (2) Details will work through station comptrollers. They must request a monthly expenditure report for their local material purchases to balance

their Detail OPTAR report to comptrollers report. This will be used to prepare the monthly EAC report for submission to the main body.

d. Memorandum accounting is not required for small CO/OIC discretionary customer furnished material.

e. Maintain a separate OPTAR for each project.

f. Procedures for filling out an OPTAR

(1) Julian date – enter date of transaction.

(2) Serial number – enter BM number/document number assigned by local supply organizations.

(3) Description of Material – enter the description of material purchased or description of types of transactions -date authorizing funds and source of funding.

(4) Amount Authorized – enter dollar amounts originally authorized and from any amendments.

(5) QTY/UI/REQN'd – enter quantity and unit of issue of material from "Total Cost" block of BM.

(6) Total Estimated Cost – enter total estimated cost of material.

(7) Cumulative Cost – enter the total cost of all material entered on the line "Entries From Total Estimated Cost" block.

(8) Date Material Received – enter date material was received into MLO.

(9) QTY/UI RCVD – enter the quantity and unit of issue of material received.

(10) Actual Receipt Cost – enter the dollar amount from the "TOTAL COST" block on the DD form 1348-1 receipt document or vendors voucher.

(11) Actual Expenditure Cost – enter the final billing cost provided by the base comptroller.

(12) Funds Balance – Enter funding remaining on the project and subtract it from the "Total Estimated Cost" block.

(13) Comptroller – enter information provided by the base comptroller that verifies OPTAR:

- (a) Unfilled Order (UO) – Comptroller verifies amount obligated.
- (b) Accounts Payable (AP) – Comptroller verifies material received.
- (c) Expenditures (EXP) – Comptroller verifies final payment.

g. Adjust Total Estimated Cost block if dollar amount on the receipt document is higher than estimate.

- (1) Julian Date – enter Julian date material was received.
- (2) Serial Number / Description – enter “ADJ” Julian date ordered and serial number.
- (3) Total Estimated Cost – enter the amount over estimate.
- (4) Cumulative Estimated Cost – add the amount over to bottom entry.
- (5) Funds Balance – subtract the amount over.

h. Dollar amount on receipt lower than estimate – adjust “Total Estimated Cost”.

- (1) Julian Date – enter the Julian date material was received.
- (2) Serial Number / Description – enter “ADJ” Julian date ordered and serial number.
- (3) Total Estimated Cost – enter the amount under estimated in parenthesis.
- (4) Cumulative Estimated Cost – subtract amount from bottom entry.
- (5) Funds Balance – add amount under estimate.

i. Actual Expenditure Cost received from base comptroller – for costs under or over estimate.

- (1) List in “Actual Expenditure Cost” block individually.
- (2) Can be adjusted in “Total Estimated Cost”, “Cumulative Estimated Cost” and “Funds Balance” blocks in a group.

j. Adjust cancelled requisitions.

- (1) Julian Date – enter Julian date of cancellation.

- (2) Serial Number – Write “CANC”
- (3) Description – list the Julian date ordered and serial number assigned.
- (4) Total Estimated Cost – enter dollar amount in parenthesis.
- (5) Cumulative Estimated Cost – subtract dollar amount from Total Estimated Cost.
- (6) Funds Balance – add dollar amount to last entry.
- (7) Go back to original entry for the item and annotate “CANC” – enter the Julian date of cancellation.

k. Adjust funds amendments.

- (1) Julian Date – enter the Julian date of the message.
- (2) Serial Number – enter the calendar month of the message.
- (3) Description – enter who the message is from, the message number and funds amendment – add or subtract amount from Funds Balance.

## **9100 TURNOVER**

### **1. MLO Turnover:**

- a. Both incoming and outgoing Battalions are responsible for ensuring proper procedures are followed during turn-over.
- b. Document discrepancies that cannot be resolved in turnover letter.
- c. Become familiarized with the camps’ current operation (incoming battalion).
  - (1) Locate key sites.
  - (2) Receive pass down from the outgoing battalion.
  - (3) Identify the outgoing battalions’ tasks, goals, and accomplishments.
- d. Review historical files for past projects to assist in the effective execution of funding and material procurement for present and future projects. Take the following action:
  - (1) Determine where the funding authorization messages/amendments originated from and their location.
  - (2) Review completed projects – close out and archive.

- (3) Determine what funding has been received and when material requirements for future projects must be satisfied.
- e. Review EAC reports – due dates – location and status of data.
- f. Pay close attention to Borrow Tickler file – ensure all material borrowed is on order. Material cannot be borrowed from a project unless the receiving project has the materials on order.
- g. Meet base supply contacts – get phone listing.
- h. Review SRC's and PMPTP database– conduct random sample to match records.
- i. Obtain a copy of the prime vendor contracts.
- j. Inventory schedules:
  - (1) MLO officer will prepare the schedule one month prior to deployment.
  - (2) Schedule frequency conforms to inventory criteria for each material category.
  - (3) First inventory scheduled during camp turnover (wall to wall).
  - (4) Equipage/Controlled Equipage inventories.
- k. Utilize proper inventory techniques.
  - (1) Conduct spot inventories and wall to wall inventories to increase accountability.
  - (2) Ensure all inventories are posted to the SRC on hand block.
- l. Inventory all controlled equipage – check to see if any equipment is out for repair.
- m. Check key box.
  - (1) Check for key locator card.
  - (2) Check all keys in locks – especially pad locks.
- n. Locate all office supplies and forms – They will be needed when turnover is complete.
- o. Review latest material status report of all battalions tasked projects.

p. Conduct wall to wall inventory:

- (1) Major task – must be planned in advance – time consuming.
- (2) Must be coordinated so as not to interfere with project support.
- (3) Ensure all receipts and issues are fully processed prior to starting inventory.
- (4) Do not receive or issue material during inventory except during posted hours.
- (5) Obtain enough blank cards to document line items inventoried.
- (6) Assign each person a section of the warehouse or yard to inventory.
- (7) Each person will open every box or bag in their area;
  - (a) Count everything.
  - (b) Measure everything.
  - (c) Verify quantity with project material tag.
  - (d) Verify all material inspected and annotate on a NAVSUP Form 1114 and the back of the project material tag.
  - (e) Verify unit of issue.
- (8) Unresolved discrepancies:
  - (a) Material missing - prepare LBI report – adjust, SRC and PMPTP to accurate quantity.
  - (b) Procured material:
    - Prepare re-order if material that is required is available locally.
    - Initiate message to appropriate NCR if CONUS procured material is required.
    - Prepare GBI report if appropriate.
    - Prepare losing or gaining surveys (DD Form 200) as appropriate.
    - Re-verify all figures before preparing LBI, GBI or surveys.



## 2. Additional actions to accomplish during turnover

- a. Meet vendors, get names and telephone numbers.
- b. Review and understand shipping channels.
- c. Obtain new database passwords from the cognizant NCR.
- d. Locate where the database back-up disks are and ensure they are current.
- e. Review Collateral Equipment Inventory/repair status.
- f. Ensure MLO SOP update/references are on file and current.
- g. Determine the status of Borrowed/Add On material orders.
- h. Ensure all receipts/issues/turn-ins are posted to records.
- i. Ensure MSDSs' are available for all line items that require them.
- j. Ensure there is a valid access list to obtain material for each project.
- k. Ensure that Authorization Letters to obtain tools and materials are promulgated.
- l. Ensure all MLO members have appropriate Vehicle Licenses.
- m. Obtain and maintain a copy of prime vendor contracts.

## **9200 PROJECT MATERIAL PLANNING AND TRACKING PROGRAM (PMPTP)**

The PMPTP was created to assist in the management of project materials for the NCF.

- 1. WEB based – all information will be available in real time.
- 2. Web address – <https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx> - System rights.
- 3. PMPTP is a module of the Seabee Operations Portal (SOP).
- 4. Automates many of the numerous accounting functions.

## **9201 FUNCTIONS OF PMPTP:**

- 1. Project records contain general project information.
  - a. Create a project
  - b. Update a project

- c. Delete a project
  - d. Add project funding
  - e. Update project funding
  - f. Delete project funding
  - g. Project record also serves as an umbrella under which multiple BM records and add-on BM's can be associated.
2. Bill of Materials – Contains header information for a BM.
- a. Create a BM
  - b. Update a BM
  - c. Delete a BM
3. Material screen – contains all information for a given material
- a. Create a material.
  - b. Update a material.
  - c. Delete a material.
  - d. Move material to excess.
  - e. Generate 1114 card.
  - f. Generate 1250 form.
  - g. Material transactions.
4. Material activities – Not Available
5. Administration:
- a. Import an estimate file.
  - b. Archive a project.
  - c. Maintain reference data.
6. Reports:
- a. BM report.

- b. PMSR report.
- c. Excess material report.
- d. Outstanding requirements report.
- e. LI validation report.
- f. Generate NAVSUP 1114 cards.
- g. Generate a NAVSUP 1250 forms.
- h. EAC report.
- i. LI summary report.
- j. Audit report

## **9202 REPORT PROCEDURES**

The MLO Trainee Guide (S-710-0166) and the PMPTP Users Manual provide detailed guidelines on how to use the various functions for the PMPTP program. The following is an example of some report procedures:

### **1. PMSR REPORT:**

- a. Move your cursor over the Projects link and a list of project reports will appear.
- b. Click PMSR link – the PMSR Report selection criteria screen will appear.
- c. Select a project by clicking the appropriate radio button.
- d. Scroll to the bottom of the project list select report type (project manager or material manager).
- e. Click Submit – PMSR report will appear.
- f. To print report click the print button on your browser – to return to report menu screen close browser.

### **2. Excess Material Report:**

- a. Move your cursor over the Material link and a list of material reports will appear.
- b. Click Excess Report link – the Excess Report selection criteria screen will appear.

- c. Select Geographical location by clicking the appropriate radio button
- d. Scroll to bottom of list and click the Submit button – the Excess report will appear.
- e. To return to report menu screen close browser.

3. EAC Report. In order to complete the Estimate at Completion (EAC) Report, use the procedures below. For specific due dates for the EAC, refer to your battalion OORDER.

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A4 Project Number

Project Number	Project Title	RCC	FY	Procurement By	Funded Amount	Original BM	Expenditures to Date	Pipeline Costs	Future Req's	Designate d Contingen	EAC	Funded Amount	Funds Remaining	Expiration Date of Funds	Comments
GM0-968	BEQ 133 F	CA	1	DLA	\$480,552		\$480,552			Guam	\$480,552	\$480,552	\$0	9/30/01	Procurement
		CA	1	PVC Guam	\$8,212		\$8,212				\$8,212	\$8,212	\$0	9/30/01	Scoping Fee Asbestos
		CA	1	MCC	\$20,000		\$20,000				\$20,000	\$20,000	\$0	9/30/01	Asbestos Contract
		CA	1	Covington	\$15,000		\$15,000				\$15,000	\$15,000	\$0	9/30/01	Trash Services
		CA	1	MCC	\$18,706		\$18,706				\$18,706	\$18,706	\$0	9/30/01	Tool Purchase
		CA	1	MCC	\$560,000		\$560,000				\$560,000	\$560,000	\$0	9/30/02	Contract HVAC, and FP
		CA	1	Covington	\$20,000		\$20,000				\$20,000	\$20,000	\$0	9/30/02	Scoping Fee HVAC, FP, Kegless L
		CA	1	DLA	\$4,400		\$4,400				\$4,400	\$4,400	\$0	9/30/02	Trash Services/Dumping Fees/Agg
		CA	1	DLA	\$253,059		\$253,059				\$253,059	\$253,059	\$0	9/30/02	80 line items to be priced
		CA	1	MCC	\$30,000		\$30,000				\$30,000	\$30,000	\$0	9/30/02	Contract Kegless Door Lock
		CA	1	MCC	\$30,000		\$30,000				\$30,000	\$30,000	\$0	9/30/02	2nd Set of Tool Purchases
		CA	1	MCC	\$10,430		\$10,430				\$10,430	\$10,430	\$0	9/30/02	Not active
		CA	1	MCC	\$1,428,339		\$1,428,339				\$1,428,339	\$1,428,339	\$0	9/30/02	Total Funds provided by PVC Guar
		CA	1	MCC	\$70,000		\$70,000				\$70,000	\$70,000	\$2,240	9/30/02	
		CA	1	MCC	\$40,000		\$40,000				\$40,000	\$40,000	\$0	9/30/02	
		CA	1	MCC	\$17,252		\$17,252				\$17,252	\$17,252	\$0	9/30/02	Procurement estimate of add-on BM
		CA	1	MCC	\$117,252		\$117,252				\$117,252	\$117,252	\$0	9/30/02	
		CA	1	MCC	\$169,614		\$169,614				\$169,614	\$169,614	\$0	9/30/02	
		CA	1	MCC	\$167,900		\$167,900				\$167,900	\$167,900	\$0	9/30/02	
		CA	1	MCC	\$200,000		\$200,000				\$200,000	\$200,000	\$10,686	9/30/02	Funds remaining to be collected by
		CA	1	MCC	\$10,000		\$10,000				\$10,000	\$10,000	\$10,000	9/30/02	
		CA	1	MCC	\$30,000		\$30,000				\$30,000	\$30,000	\$30,000	9/30/02	
		CA	1	MCC	\$140,000		\$140,000				\$140,000	\$140,000	\$0	9/30/02	
		CA	1	MCC	\$7,076		\$7,076				\$7,076	\$7,076	\$0	9/30/02	Need to move money ASAP
		CA	1	MCC	\$60,000		\$60,000				\$60,000	\$60,000	\$30,707	9/30/02	Light pole quotes are exorbitant. Lo
		CA	1	MCC	\$202,638		\$202,638				\$202,638	\$202,638	\$0	9/30/02	other options
		CA	1	MCC	\$150,707		\$150,707				\$150,707	\$150,707	\$30,707	9/30/02	170 out of 230 line items priced. Lig
		CA	1	MCC	\$44,854		\$44,854				\$44,854	\$44,854	\$0	9/30/02	will start purchasing this week.
		CA	1	MCC	\$50,000		\$50,000				\$50,000	\$50,000	\$50,000	9/30/02	
		CA	1	MCC	\$70,311		\$70,311				\$70,311	\$70,311	\$0	9/30/02	
		CA	1	MCC	\$10,096		\$10,096				\$10,096	\$10,096	\$0	9/30/02	
		CA	1	MCC	\$200,000		\$200,000				\$200,000	\$200,000	\$200,000	9/30/02	Cost is for M3-2/3 asphalt/concrete
		CA	1	MCC	\$220,713		\$220,713				\$220,713	\$220,713	\$75,058	9/30/02	
		CA	1	MCC	\$10,654		\$10,654				\$10,654	\$10,654	\$0	9/30/02	Overlap funded by Public Works
		CA	1	MCC	\$10,000		\$10,000				\$10,000	\$10,000	\$0	9/30/02	To reimburse quarry
		CA	1	MCC	\$28,654		\$28,654				\$28,654	\$28,654	\$2,497	9/30/02	
		CA	1	MCC	\$23,151		\$23,151				\$23,151	\$23,151	\$0	9/30/02	
		CA	1	MCC	\$2,822		\$2,822				\$2,822	\$2,822	\$0	9/30/02	CNM Funded. Validate funding am
		CA	1	MCC	\$28,822		\$28,822				\$28,822	\$28,822	\$0	9/30/02	
		CA	1	MCC	\$45,000		\$45,000				\$45,000	\$45,000	\$28,015	9/30/02	Need to move money ASAP
		CA	1	MCC	\$71,015		\$71,015				\$71,015	\$71,015	\$0	9/30/02	Ordering delayed due to funding
		CA	1	MCC	\$1,015		\$1,015				\$1,015	\$1,015	\$0	9/30/02	
		CA	1	MCC	\$53,574		\$53,574				\$53,574	\$53,574	\$18,426	9/30/02	Need to move money ASAP
		CA	1	MCC	\$71,574		\$71,574				\$71,574	\$71,574	\$0	9/30/02	Ordering delayed due to funding

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- a. Project Number: Number assigned by OORDER to project.
- b. Project Title: Title of project taken from OORDER.
- c. RCC: Regional Cost Center, this is a 2 letter code used by budget analysts at 1NCD/NCR to track where the money has been allocated. It represents a sum of money that has been designated to spend on a specific item. When bills are paid for the material purchase, the RCC tells the analyst from where to get the money. It should be unique between projects and may be unique from fiscal year to fiscal

year. For example, a project that is funded with money from separate fiscal years may have more than one cost code. No two projects should have funding with the same RCC.

d. FY: Fiscal Year, this is the fiscal year of the funds, not necessarily the same as the fiscal year in which the project is being constructed.

e. Procurement By: This is a description of the procuring agency assigned to the RCC. It tells in plain language who the end user of the money is, and where they need to go to return or request more money.

f. Funded Amount: The amount funded under each RCC. Funds from different RCCs are added together to determine the total funding for the project.

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A4 Project Number																
Project Number	Project Title	RCC	FY	Procurement By	Funded Amount	Original BM	Expenditures to Date	Pipeline Costs	Future Reqs	Designate d Contingency	EAC	Funded Amount	Funds Remaining	Expiration Date of Funds	Comments	
GM0-868	BEQ 133 Renovation	CA	1	DLA	\$480,552	\$480,552	\$480,552				\$480,552	\$480,552	\$0	9/30/01	Procurement	
		CA	1	PV/C Guam	\$5,252	\$5,252	\$5,252				\$5,252	\$5,252	\$0	9/30/01	Scoping Fee Asbestos	
		CA		OICC	\$30,000	\$30,000	\$30,000				\$30,000	\$30,000	\$0	9/30/01	Asbestos Contract	
		CA		Covington	\$13,000	\$13,000	\$13,000				\$13,000	\$13,000	\$0	9/30/01	Trash Services	
		CA		3NCB N43	\$18,706	\$18,706	\$18,706				\$18,706	\$18,706	\$0	9/30/01	Tool Purchase	
		B2		OICC	\$560,000	\$560,000	\$560,000				\$560,000	\$560,000	\$0	9/30/02	Co	
		B2		PV/C Guam	\$20,000		\$20,000				\$20,000	\$20,000	\$0	9/30/02	Sc	
		B2		Covington	\$4,400								\$0	9/30/02	Tras	
		B2		BV	\$332,131								\$0	9/30/02	801	
		BV		3NCB N43	\$10,400								\$0	9/30/02	Contract Request Door Lock	
GM0-862	Install 12inch Vaseline NAVHOSP	U5		3NCB N8	\$10,000	\$10,000	\$10,000			\$1			\$0	9/30/02	Total Funds provided by PV/C Guar	
		U5		Covington	\$70,000	\$70,000	\$70,000						\$240	9/30/02		
		U5		DLA	\$40,000	\$40,000	\$40,000					\$40,000	\$0	9/30/02		
				EN NCH												
GM3-864	Sumay Cove Cabanas	G3	02	3NCB N43						\$8,146	\$51,854					
		G3	02	Covington						\$10,146	\$163,614					
GM1-876	Const Turning Lane at DOD School	JY	02	Covington						\$32,100	\$186,602					
		JY	02	DLA							\$30,000	\$40,000				
GM0-857	Relocate Softball Field Polaris Point		02	Covington/Quarry		\$7,076	\$7,076				\$7,076			9/30/02	Need to move money ASAP	
					\$195,561	\$150,707	\$44,854	\$150,000	\$5,000	\$345,561	\$60,000	(\$90,707)	9/30/02	Light pole cables are exorbitant. Look for other options		
GM0-858	Repair Andree P4 Softball Field				\$202,638	\$150,707	\$44,854	\$150,000	\$5,000	\$352,638	\$60,000	(\$90,707)	9/30/02	170 out of 230 line items priced. Light pole cables are exorbitant. Look for other options		
					\$2,867	\$2,867	\$2,867				\$2,867			9/30/02	Will start purchasing this week	
GM1-801	Patent Parking Expansion				\$70,911	\$70,911	\$70,911				\$70,911	\$50,000	\$50,000	9/30/02		
					\$10,036	\$10,036	\$10,036				\$10,036			9/30/02		
GM2-855	Pave Road at Housing Satellite Office	KM	02	DLA	\$200,000	\$220,713	\$20,713	\$20,000	\$7,713	\$232,113	\$5,000	\$242,209	\$200,000	\$200,000	9/30/02	Cost is for 103-203 asphalt/concrete
				Public Works	\$10,854	\$10,854	\$10,854	\$0	\$0	\$10,854	\$10,854	\$0	9/30/02	\$75,058		
GM2-850	Construct Front Gate Sign NAVHOSP	02		Covington/Quarry	\$10,000	\$12,497	\$4,969	\$2,828	\$0	\$0	\$13,497	\$10,000		9/30/02	Overlay funded by Public Works	
					\$20,654	\$23,151	\$15,623	\$2,828	\$0	\$0	\$24,151	\$20,654	(\$2,497)	9/30/02	To reimburse quarry	
GM2-821	MOMAU 8 Fence	02		CNM Self Help	\$2,822	\$2,822	\$2,822				\$2,822	\$2,822	\$0	9/30/02	CNM Funded. Validate funding amount	
		02		Covington/Quarry	\$329	\$329	\$329				\$71,095	\$45,000	(\$26,015)	9/30/02	Need to move money ASAP	
GM1-816	Install Guard Houses (2)	JY	02	DLA	\$45,000	\$71,944	\$71,944	\$2,000	\$71,944	\$45,000		(\$26,015)	9/30/02	Ordering delayed due to funding		
		02		Covington/Quarry	\$1,016	\$1,016	\$1,016	\$1,591	\$1,591		\$1,591			9/30/02	Need to move money ASAP	
		JY	02	DLA	\$90,000	\$71,574	\$71,574	\$0	\$22,000		\$93,574	\$90,000	\$3,574	9/30/02	Ordering delayed due to funding	

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g. Original BM: Quote for original BM submitted prior to any add-on BMs.

h. Expenditure to Date: Amount obligated towards purchasing materials. This column represents material requisitions where the vendor has been paid.

i. Pipeline Costs: Outstanding debts to vender, where funds have been committed to purchase, but not obligated. This is money that we owe the vendor.

j. Future Reqmts: Future Requirements, this is forecasted spending. Items that do not have funds committed or obligated, but are needed for the project. These are items waiting funding.

k. Designated Contingency: This is an amount determined to be an adequate cushion for “whoops” items, e.g. the company needed 15 bolts and they only put 10 bolts onto their BM. This is an automatic calculation for Atlantic sites, but is not an automatically funded amount for Pacific sites.

l. EAC: Estimate at Completion, this is the purpose of your report. It gives an idea of what the project will cost upon its completion. This column is the sum of Expenditure to Date, Pipeline Costs, and Future Requirements.

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A4 Project Number

Project Number	Project Title	RCC	FY	Procurement By	Funded Amount	Original BM	Expenditures to Date	Pipeline Costs	Future Req'ts	Designate d Contingency	EAC	Funded Amount	Funds Remaining	Expiration Date of Funds	Comments	
6	CA 1	DLA			\$480,552		\$480,552				\$480,552	\$480,552	\$0	9/30/01	Procurement	
7	CA 1	PVC Guam			\$3,212		\$3,212				\$3,212	\$3,212	\$0	9/30/01	Scoping Fee Asbestos	
8	CA	DLA			\$30,000		\$30,000				\$30,000	\$30,000	\$0	9/30/01	Asbestos Contract	
9	CA	Covington			\$13,000		\$13,000				\$13,000	\$13,000	\$0	9/30/01	Trash Services	
10	CA	3N/CB N43			\$18,706		\$18,706				\$18,706	\$18,706	\$0	9/30/01	Tool Purchase	
11	B2	DLA			\$560,000		\$560,000				\$560,000	\$560,000	\$0	9/30/02	Contract HVAC, and FP	
12	GM0-06						\$20,000				\$20,000	\$20,000	\$0	9/30/02	Scoping Fee HVAC, FP, Keyless L	
13							\$4,400	\$459			\$4,400	\$4,400	\$0	9/30/02	Trash Services/Dumping Fees/Agg	
14							\$253,059		See note		\$253,059	\$332,131	\$79,072	9/30/02	80 like items to be priced	
15							\$30,000				\$30,000	\$30,000	\$0	9/30/02	Contract Keyless Door Lock	
16							\$30,410				\$30,410	\$30,410	\$0	9/30/02	2nd Set of Tool Purchase	
17															Not active	
18					\$1,507,411						\$1,428,339	\$1,507,411	\$79,072			
19							\$10,000			\$10,000	\$10,000	\$10,000	\$0	9/30/02	Total Funds provided by Pw/C Guar	
20	GM0-062	Install 12inch Vaseline					\$70,000	\$27,760			\$97,760	\$70,000	\$2,240	9/30/02		
21		NAVHOSP					\$27,760				\$27,760	\$27,760	\$0	9/30/02		
22							\$107,760				\$107,760	\$107,760	\$0		in BM	
23	GM0-064	Sumay Cove Cabanas										\$17,252	\$17,252			
24												\$152,600	\$152,600			
25												\$167,800	\$167,800			
26												\$200,000	\$200,000		ted bal	
27	GM1-076	Const Turning Line at					\$30,000				\$30,000	\$30,000	\$0	9/30/02		
28		DOD School					\$30,000				\$30,000	\$30,000	\$0	9/30/02		
29							\$40,000				\$40,000	\$40,000	\$0	9/30/02		
30							\$7,076				\$7,076	\$7,076	\$0	9/30/02	Need to move money ASAP	
31	GM0-057	Relocate Softball Field at					\$60,000	\$195,561	\$150,707	\$44,854	\$50,000	\$5,000	\$345,561	\$60,000	9/30/02	Light pole quotes are exorbitant. Lo
32		Polaris Point					\$60,000	\$202,638	\$150,707	\$44,854	\$50,000	\$5,000	\$352,638	\$60,000	9/30/02	170 out of 230 line items priced. Light
33							\$2,967				\$2,967	\$2,967	\$0	9/30/02	will start purchasing this week.	
34	GM0-058	Repair Andreen Park					\$50,000	\$97,944			\$5,000	\$97,944	\$50,000	9/30/02		
35		Softball Field					\$50,000	\$70,911			\$5,000	\$70,911	\$50,000	9/30/02		
36							\$10,096				\$10,096	\$10,096	\$0	9/30/02		
37	GM1-001	Patent Parking					\$200,000	\$210,616			\$232,113	\$5,000	\$232,113	\$200,000	9/30/02	Cost is for 1/3 -2/3 asphalt/concrete
38		Expansion					\$200,000	\$220,713			\$232,113	\$5,000	\$242,209	\$200,000	9/30/02	
39							\$10,654	\$10,654	\$10,654	\$0	\$0	\$10,654	\$0	9/30/02	Overlay funded by Public Works	
40	GM2-055	Pave Road at Housing					\$10,000	\$12,497	\$4,969	\$2,828	\$0	\$0	\$15,497	\$10,000	9/30/02	To reimburse quarry
41		Satellite Office					\$20,654	\$23,151	\$15,623	\$2,828	\$0	\$0	\$24,151	\$20,654	9/30/02	
42	GM2-050	Construct Front Gate					\$2,822	\$2,822	\$2,822			\$2,822	\$2,822	\$0	9/30/02	CNM Funded. Validate funding am
43		Sign NAVHOSP					\$329				\$329	\$329	\$0	9/30/02	Need to move money ASAP	
44	GM2-021	MOMAU 8 Fence					\$45,000	\$71,016	\$71,016		\$2,000	\$71,016	\$45,000	9/30/02	Ordering delayed due to funding	
45							\$45,000	\$71,944	\$71,915		\$2,000	\$71,944	\$45,000	9/30/02		
46							\$1,016				\$1,591	\$1,591	\$0	9/30/02	Need to move money ASAP	
47	GM1-016	Install Guard Houses (2)					\$30,000	\$71,574	\$71,574	\$0	\$22,000	\$53,574	\$30,000	9/30/02	Ordering delayed due to funding	

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m. Funded Amount: Same as Item 6

n. Funds Remaining: Funds remaining is equal to Funded Amount minus (Expenditures to Date plus Pipeline Costs). This is the amount of money available to spend).

o. Expiration Date of Funds: Put the dates that the funds expire in this column. Each RCC has its own expiration date of funds.

p. Comments: Any comments relevant to funding that will help 1NCD/NCR make funding decisions. This is where you can communicate issues that are not evident in the numerical columns.

#### 4. Updating the EAC report.

- a. NCD/NCR inputs all the data into columns C-G for Main Body (MB) and all DET Sites.
- b. NCR sends MB MLO the spreadsheet with all the current funding info.
- c. MB MLO forwards it to all the DET sites.
- d. MB MLO and DET OIC's update the information in columns H-K based on their own expense tracking. They also add comments in column P as necessary.
- e. DET OIC's forward their completed spreadsheets to MB MLO.
- f. The main body MLO compiles all the updated spreadsheets and sends it back to NCR S3, S4, and any other interested parties. In reality, however, you may end up updating the entire thing with no help from the regiment. This guide is designed to help you do just that, but will also help you understand where all the numbers come from.

#### 5. Items needed to update the EAC:

- a. Previous copy of the EAC.
- b. The RWO Log (or "Reimbursable Log") from the budget analyst at the NCR, which is typically sent out after the first of every month. This is a spreadsheet that shows the distribution of all funding that the NCR handles.
- c. The OPTAR Status Report. This is a monthly report that shows the expenses against all the funds that are channeled through MB, including those that ultimately end up at DET Sites.
- d. The Funds Distribution spreadsheet. This is a spreadsheet that shows the breakdown of where local funding for DET Sites went. For instance, the OPTAR Status Report only shows that \$10,000 was obligated for a project. The Funds Distribution spreadsheet shows that \$5,000 was sent to the comptroller at the DET site and that \$5,000 was sent to a PWC for vehicle rentals.
- e. The Military Interdepartmental Purchase Request (MIPR) log from General Services Administration (GSA). This is a spreadsheet that is occasionally sent from the GSA project manager to the NCR.

**9300 GUIDELINES FOR CONDUCTING THE WEEKLY 10% INVENTORIES**

1. The NCF policy is to inventory 10% of the line items of project material and 10% of the line items of excess material (issued and on hand) every week.

a. The primary focus of the inventory is to check items that are actually on hand at MLO in order to validate the PMSR, NAVSUP Form 1114's, and quantities "on the shelf."

b. Line items that have been completely issued (i.e. not on hand at MLO) should also be included in the inventory in order to check the validity of the PMSR and NAVSUP Form 1114's and to verify that there are actually no more items still on hand.

c. The purpose of doing the inventory is to identify any potential problems with our records keeping and to correct them as necessary. For instance, consistent "Loss by Inventory" discrepancies may indicate a problem with recording issuances of material.

d. A different 10% of the total line items should be inventoried each week.

(1) This can be achieved by inventorying different projects each week. Multiple projects may have to be inventoried in order to achieve the goal of 10% total line items.

(2) Theoretically, all of the project material and all of the excess material should be inventoried in 10 weeks' time.

e. A discrepancy counts as a disagreement between the PMSR, NAVSUP Form 1114, and Warehouse or Yard. For example, if the quantities for one line item are different between these three, then these count as a single discrepancy, regardless of the quantity involved.

f. Results of the inventory should be forwarded to the Records keeper so he can enter them in the Inventory Log. Required information is as follows:

(1) Date project material was inventoried.

(2) Total line items of project material inventoried.

(3) Total project material discrepancies noted.

(4) Remarks, including description of noted discrepancies.

(5) Date excess material was inventoried.



- (6) Total line items of excess material inventoried.
- (7) Total excess material discrepancies noted.
- (8) Remarks, including description of noted discrepancies.

## 9400 PROCEDURES FOR ORDERING CONCRETE

To maintain proper control of concrete orders and an accurate record of concrete placements the Operations Chief is directly responsible for coordinating the ordering and placement of concrete. Requests for concrete shall be submitted using Figure 9-5 and shall be forwarded to the Operations Chief no later than the Operations Meeting the week prior to the requirement. The Operations Chief will compile all requests and coordinate concrete placements. Figure 9-6 will be forwarded to the Quality Control Chief no later than 48 hours prior to the scheduled placement to allow sufficient time for concrete form work inspection. In the event the scheduled concrete placement must be canceled due to weather or unforeseen conditions, the Operations Chief will coordinate rescheduling efforts. Detail OICs will establish parallel procedures within their organizations to ensure strict accountability of concrete.

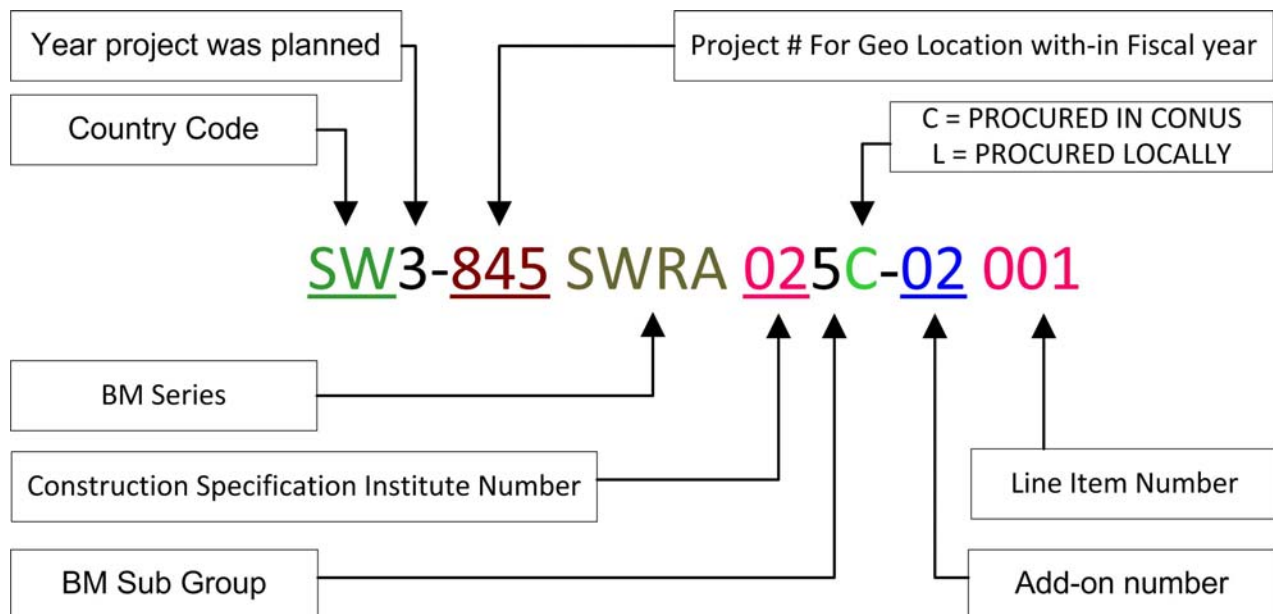


Figure 9-1

**SAMPLE MEMO FOR MATERIAL ISSUE AUTHORIZATON**

Date: _____		
From: Company Commander, Naval Mobile Construction Battalion FOUR		
To: Operations Officer, Naval Mobile Construction Battalion FOUR		
Via: Supply Officer, Naval Mobile Construction Battalion FOUR		
Subj: AUTHORIZATION TO APPROVE ISSUE OF PROJECT MATERIALS		
1. Request the following personnel be authorized to approve 1250's for issue of project materials from MLO:		
PROJECT # (Typed or Printed)	RATE/NAME	SIGNATURE
2. Request the following personnel be authorized to receive project materials from MLO:		
PROJECT # (Typed or Printed)	RATE/NAME	SIGNATURE
IM IN CHARGE CEC, USN Company Commander		
Copy to: Supply Officer (S4)		

Figure 9-2

**SAMPLE MATERIAL BORROW/TRANSFER REQUEST**

MATERIAL BORROW/TRANSFER REQUEST	
Date: _____	
From: Company Commander To: Material Liaison Office Via: (1) Quality Control (2) Planning and Estimating (3) S3	
1. Request authorization to transfer the following material between the indicated projects:	
From: (Project or Excess) Project: BMLI No.: Description: Qty on Hand/Required:     /	To: Project: BMLI No.: Description: Qty on Hand/ Required:
2. Reason for request:	
Ops Quality Control:	Signature: Approved/Disapproved: Date:
Planning and Estimating:	Signature: Approved/Disapproved: Date:
S3:	Signature: Approved/Disapproved: Date:
Comments:	
Material Liaison Office	
1. The approved transfer has been completed and the material is ready for issue. 2. The following action has been initiated to repay the loaning project: The material has been ordered. Awaiting requisition number The material was already on order under requisition number and upon receipt; it will be transferred to the loaning project as payback. 3. The material was reordered under requisition number and upon receipt; it will be transferred to the loaning project as payback.	
Material Liaison Officer	

Figure 9-3



**SAMPLE CONCRETE, ASPHALT, SAND AGGREGATE REQUEST**

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: Operations Chief

Via: Quality Control

Subj: CONCRETE, ASPHALT, SAND AGGREGATE

1. Materials: Concrete, Asphalt, Sand, Aggregate (circle one)

2. Date Required: \_\_\_\_\_

3. Time Required: \_\_\_\_\_

4. Hard Card Required: \_\_\_\_\_

5. Amount Required: \_\_\_\_\_

6. Sequence of Delivery: \_\_\_\_\_

7. Specifications/Comments: \_\_\_\_\_

8. Project Number: \_\_\_\_\_ Title: \_\_\_\_\_

Activity Number: \_\_\_\_\_

Signature of Requester \_\_\_\_\_

**OPERATIONS CHIEF ENDORSEMENT**

From: Operation Chief

To: MLO

1. Request is forwarded APPROVED/DISAPPROVED.

2. Comments:

(Ops Chief Signature/Date)

**MLO ENDORSEMENT**

From: MLO

To: \_\_\_\_\_

Via: Operations

1. Requisition Numbers \_\_\_\_\_

2. Any Changes affecting delivery of materials requires 24 hour's notification of all concerned.

(MLO Signature/Date) \_\_\_\_\_

Figure 9-5

**SAMPLE CONCRETE PLACEMENT CLEARANCE FORM**

## CONCRETE PLACEMENT CLEARANCE FORM

**PART I**

DATE: \_\_\_\_\_

Project Number \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_  
 Date/time Desired \_\_\_\_\_ QTY \_\_\_\_\_ Strength (PSI) \_\_\_\_\_  
 Slump (in.) \_\_\_\_\_ Max Aggregate Size \_\_\_\_\_ Admixtures \_\_\_\_\_  
 Type of Placement ( ) Roof ( ) Slab ( ) Wall ( ) Other \_\_\_\_\_  
 Finish Required (type): Tolerance ( ) +/-1/4in. ( ) Other \_\_\_\_\_

**PART II**

Conforms Requirements  
 N/A Crew- QC N/A Crew- QC  
 Item Leader Insp Items  
 Subgrade Prep Electrical  
 Elevation Conduct inst/stubbed up  
 Dimension Sleeves (foundations)  
 Compaction Pull Cords  
 Vapor Barrier Mechanical  
 Misc. (insec, Drain rack, etc) Sleeves (foundations)  
 Forms Sub slab piping  
 Elevation pressure tested  
 Dimensions Floor Drains (elevation  
 Alignment & location)  
 Bracing Floor Cleanouts  
 Condition (elevation & location)  
 Keyways Stubups (location, type)  
 Water Stop Placing/Finishing Equipment  
 Embedded Items Screed Board Set  
 Anchor Bolts Screed Boards Checked  
 Sleeves Placing Tools Set  
 Misc. Placing Tools Checked  
 Reinforcing Finishing Tools Set  
 Size Finishing Tool Checked  
 Location and Spacing Curing Materials  
 Chairs (meshups) Testing Materials (cylinders  
 Bracing Slump Cone, etc. arranged for or on site)

Submitted: \_\_\_\_\_

Crewleader date

Approved: \_\_\_\_\_

QC Inspector date

Scheduled For: \_\_\_\_\_

Figure 9-6

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## **CHAPTER 10**

### **MAINTENANCE AND MATERIAL MANAGEMENT (3-M)**

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#### **10000 INTRODUCTION**

The 3-M system is the fundamental process for maintaining material condition and readiness. The critical importance of the 3-M program must be clearly articulated throughout the Naval Construction Force (NCF) to ensure excellence in execution.

1. The intent of this program is to ensure that maintenance is being completed, documented and that equipment is properly maintained at the highest standard.
2. Maintenance, supply personnel and their supervisors must be intimately familiar with the organizational maintenance and support programs for all of their assigned equipment in order to properly execute assigned maintenance.
3. Supply personnel must ensure that all requirements for repair parts and material are properly entered into the MicroSNAP database with the 3M data.
4. Further guidance may be found in the OPNAVINST 4790.4 (series), COMNECCNOTE 4790.1 (series), COMNECCINST 4790.1 (series), COMNECCINST 4790.4 (series) and COMFIRSTNCDINST 4790.1 (series).

#### **10001 RESPONSIBILITIES**

1. The Naval Expeditionary Combat Command (NECC) 3M Manager exercises primary responsibility for the effective administration, operation and support of the 3-M program.
2. The Immediate Superior in Charge (ISIC) conducts training assist visits, the 3-M ISIC assessment and makes recommendations to the Force 3-M manager requiring the certification of units under their cognizance.
3. The Commanding Officer (C.O.) is responsible for the 3-M program in their unit and will ensure their 3-M program fully meets required standards.
  - a. Additional continuous self assessment will be performed, to include a vigorous spot check program.
  - b. Commanding Officers will take aggressive action to address any identified shortfalls or problem areas.



4. The Executive Officer (XO) reports directly to the Commanding Officer on all 3-M matters and is the command's 3-M Manager. The XO ensures that an effective 3-M training program is in place, encompassing all levels of the command and acts as the principal advisor to the Commanding Officer on 3-M issues.
5. The 3M Coordinator is responsible for maintaining and managing the 3-M program, and is responsible to the XO for the coordination and direct supervision of all administrative facets of the unit's 3-M system programs. The 3M Coordinator conducts quarterly command-wide 3-M program training and disseminates program updates to command personnel. The 3M Coordinator coordinates required training with the cognizant ISIC and Force 3-M Coordinator and conducts unit assessments of the 3-M program, and reports the results to the cognizant ISIC.
6. The Supply Officer ensures that Supply personnel are trained and qualified in required 3-M areas and ensures compliance to the 3-M program at all levels throughout the supply department. The Storekeeper is responsible for ensuring that all material requirements for repair parts are entered into MicroSNAP with the JSN, WUC, and TEC. This also pertains to all requirements purchased with the GPC. They must be entered into MicroSNAP in order to track demand and projected funding requirements.

#### **10002 ASSESSMENTS:**

The cognizant ISIC will conduct a 3-M assessment for each NCF Unit while in home port within 30 days of the conclusion of Field Exercises (FEX), and prior to the Battalion Equipment Evaluation Program (BEEP)/turnover of equipment and work centers.

1. The ISIC will conduct a command assessment, reporting results along with recommendation for certification or non-certification to the Units 3-M manager.
  - a. At a minimum, all units will conduct a command-wide self-assessment semi-annually with the results forwarded to the ISIC.
  - b. Both the ISIC and the unit will maintain a record of certification for a period of 36 months post certification.
2. Deployed units will conduct a self-assessment within the first 60 days of deployment.
3. A 3-M manning and training review will be conducted within 60 days of returning to homeport and the results will be forwarded to the cognizant ISIC.
4. Units will request that the ISIC conduct a 3-M assessment every 18 months and the ISIC will report the results to the Force 3-M manager with a recommendation for certification or non-certification.

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# CHAPTER 11

## TRAINING

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### 11000 INTRODUCTION

The objective of training is to provide individuals with professional and military knowledge to perform their jobs competently and prepare them for Navy-wide advancement examinations. Properly trained personnel are essential to provide qualitative and timely supply department support to the mission of the Naval Construction Force (NCF). Training can neither be left to chance nor to “on-the-job training”. To be effective, training must be the result of a formal plan tailored to the organizations’ needs and documented to ensure continuity during personnel changes.

### 11100 FORMAL TRAINING

Naval Construction Regiment (NCR), Unit and Seabee Readiness Group (SRG) Supply Officers will establish a formal supply training program that is responsive to the NCF’s needs. Assistance in establishing the formal training program may be obtained from COMFIRSTNCD or 22<sup>nd</sup>, 25<sup>th</sup> and 30<sup>th</sup> NCRs. The NAVSUP P-421, Chapter 8, contains guidance for the establishment and administration of a Culinary Specialist (CS) training program. NAVSUP (Code 51) has developed formal lesson plans (51 topics) for distribution and implementation into the CS training schedule that can be obtained from the Regiment or the Navy Food Management Team. To provide the basis for the unit’s formal training program, the following reference information and minimum required records, should be available and kept current:

1. Lesson Plans: Lesson Plans will be developed for all supply ratings. Lesson Plans should cover all aspects of supply operations including but certainly not limited to: MicroSNAP, Postal, Laundry, Barbershop, Food Service Management (FSM), Food Service, Uniform Material Movement and Issue Priority System (UMMIPS), Consolidated Seabee Allowance List (COSAL), Inventory Management, Survey Procedures, Financial Management, Technical Research, Table of Allowance (TOA) Management Aids, Material Liaison Office (MLO) management, Automotive Repair Part (ARP) Management, One Touch, WEBVLIPS, Global Transportation Network (GTN), and other web based supply curriculum. Lesson plans should also be developed for general (non-NCF) rate training, and General Military Training (GMT). The Chief of Naval Operation (CNO) requires at least 12 hours of GMT annually. Navy Knowledge On-Line (NKO) <https://wwwa.nko.navy.mil/portal/> has rating specific training and GMT for all rates.

2. Curriculum by Rating: A listing of training subjects should be developed for each person in each rating. The Lesson Plan table of contents serves as an excellent basis for the development of curriculums.

3. Division Officer's Notebook: A Division Officer's Notebook must be maintained for recording pertinent personal information about each crew member. Several different pre-printed forms are available for this purpose. Information should be entered in all applicable blocks of the form used, such as correspondence courses completed, schools attended, and performance evaluations.

4. Supply Rating Personnel Qualification Standard (PQS): Ensure a formal PQS is established for each rating. All skills (Military and Technical) required in the COMFIRSTNCDINST 1500.1 (series) must be attained prior to a unit deploying.

### **11101 TRAINING RECORDS**

Separate folders documenting individual training is no longer required. Final qualification, certification, license, and enlisted advancement prerequisites will continue to be documented. Completed professional, GMT, and On the Job (OJT) training will be tracked via attendance lists/OJT forms and maintained by the Training Petty Officer. Figure 11-1 outlines the training organization for the Supply Department. OPNAV 1500/300 can be used for recording training schedules and completed training. Sanitation training records must also be maintained.

### **11102 SERVICE SCHOOLS**

The 20th SRG and 31st SRG offer valuable NCF supply courses, OJT, and can obtain quotas for rate specific schools for NCF supply personnel. For quotas or additional information, contact the R4 at the respective NCR. The professional and military schools and correspondence courses listed in the Manual of Navy Enlisted Manpower and Classification and Occupation Standards (NAVPERS 18068) for supply ratings are highly recommended. Every available opportunity should be used to send supply personnel to service schools including package courses offered by naval training facilities. Training requests must be submitted through unit training officers to the SRG training department (R7).

### **11103 NEC REQUIREMENTS**

Each Unit should have personnel whom possess these NECs according to the Battalion Authorized Manning Document:

#### **1. Naval Enlisted Classification (NEC)**

- a. 2814      SNAP Supply Financial Management (SFM)

- b. 2820 SNAP Supervisor
- c. 3122 Barber (if required)
- d. 3526 Private Mess
- e. 3528 Food Preparation/Menu
- f. 3529 Galley Supervisor
- g. 3538 Bachelors Quarters (BQ)
- h. 9595 Hazardous Material (HAZMAT) Supervisor

#### **11104 VEHICLE LICENSES**

Each NCF unit Supply Department will have personnel who possess the following licenses. These may not apply to the Underwater Construction Teams (UCTs):

1. Vehicle Type:

- a. 4K RT FL
- b. 6K FL
- c. 12K FL
- d. 15K Stake
- e. Tractor Trailer

#### **11105 OTHER TRAINING**

The Supply Officer will ensure assigned personnel have access and passwords for Global Transportation Network (GTN), One-Touch, DOD EMALL, and Fedlog at a minimum. Supply Department personnel should also attend the following training courses:

- 1. SALTS
- 2. Government Purchase Card (GPC) Training
- 3. Small Purchase
- 4. Field Messing
- 5. Small Engine Repair Central Tool Room (CTR) CM
- 6. Financial Management

**11200 HOMEPORT TRAINING SCHEDULES**

Preparation for the Homeport training period begins very early in the deployment. Review of the next deployment manning level is required to ensure that training schools or classes are scheduled during homeport to cover shortfalls.

1. The units Training Officer will begin working on the training schedule and request inputs from the Supply Officer. Although each homeport schedule is slightly different, generally the following will occur:

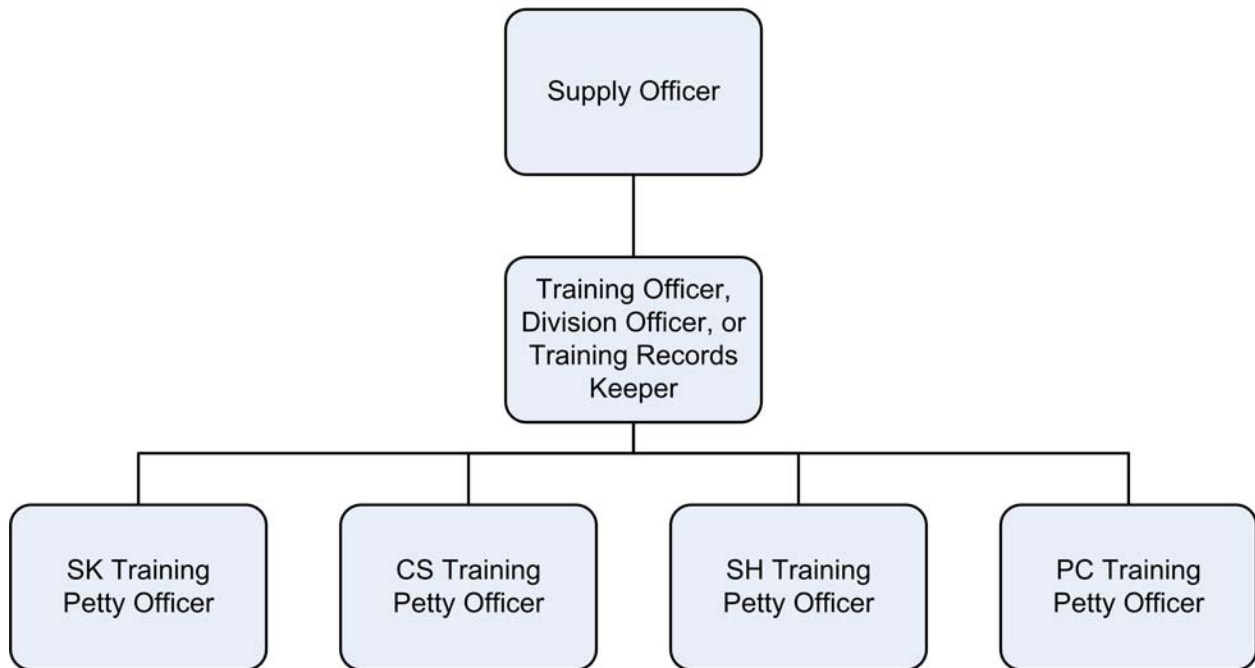
- a. Leave period
- b. Factory/Formal training (school/NECs)
- c. SCBT/Logistics Training (BLOCK)
- d. Command and Control/Exercise (Khaki)//Officer/Chief Petty Officer Mini-Field Exercise (FEX)
- e. Combat skills/weapons qualifications
- f. Communication/Crew weapons training
- g. Field Exercise/Mobilization Exercise
- h. Planning Exercise

**11201 HOMEPORT PREPARATIONS**

To ensure a smooth homeport period, and successful deployment, the establishment of a Plan of Action and Milestones (POA&M) is highly recommended. The Supply Officer should review the "passdown" folder and the items on the following checklist:

1. Provide list of schools required to the Training Officer
2. Establish deployment organization chart
3. Schedule leave periods
4. Identify advanced party, embark, deployed party, expeditor personnel
5. Enlisted Distribution Verification Report (EDVR) allowance review. Adjust Projected Rotation Dates/End of Active Obligated Service (PRDs/EAOS) as required
6. Prepare deployment letters of authority, passwords, and required instruction
7. Conduct annual training requirements (sanitation, standards of conduct, etc.)

8. Review deployment Operations Plan/Operations Order (OPLAN/OPORDER)
9. Prepare berthing plan for homeport
10. Training preparations
11. Field messing class
12. MicroSNAP training
13. MLO training
14. Government Purchase Card training
15. Obtain required NECs
16. Safety training
17. Arrange for required passport/security clearances

**SUPPLY DEPARTMENT TRAINING ORGANIZATION****FUNCTIONS:**

Supply Officer	Establish training program
Training Officer	Coordinate training program, submit schedules to Supply Officer/Unit Training Officer.
Division Officer	Maintain division officer notebook
Training Records Keeper	Maintain all training records
Training Petty Officer	Schedule training for the division, submit weekly and quarterly schedules to training officer.

Figure 11-1



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## APPENDIX A

### OPERATIONAL READINESS INSPECTION (ORI) CHECKLIST

OPERATIONAL READINES INSPECTION (ORI) CHECKLIST		SUPPLY - ADMINISTRATION
<b>FUNCTIONAL AREA</b>		UNIT POC'S
UNIT:		
LOCATION:		
DATE (YYYYMMDD):		
EVALUATOR:		
<b>SUB AREAS</b>		<b>RATING/REMARKS</b>
References (Ref):		Yes/No/N/A
(a) COMFIRSTNCDINST 4400.3A		In Progress/Complete
(b) NAVSUP PUB 485		SAT/UNSAT
(c) OORDER		Excellent/Good/Fair/Poor
<b>SUPPLY CHECKLIST FOR SUPPLY ADMINISTRATION</b>		Not Inspected
<b>Section 1: LOGISTICS PULSE POINT COMPLIANCE REVIEW</b>		
Does the unit have:		
(a) Department Organization Chart (1050)		
(b) Physical Inventory Schedule (6062) (4400.3A)		
(c) Authorization for Individuals to Hold Duplicate Keys (1118.2)		
(d) Annual Standards of Conduct Training (SECNAV 5370.2)		
(e) Proper Key Control System (1118)		
(f) CO Authorization for Department Head Urgency Need Designator (UND) A & B Priority Review (3048)		
(g) Monthly Report to the CO (4400.3A)		
<b>Section 2: REPORTING COMPLIANCE</b>		
Ref: Various 4400.3AA Paragraphs and OORDER:		
Are the following reports being accomplished:		
(a) Turnover		
(b) UMMIPS		
(c) Budget OPTAR (BOR)		
(d) OPTAR Status		
(e) DD 1081		
(f) (DJMS) TL's		
(g) Postal Activity		
(h) General Mess		
(i) MicroSNAP(Various)		
(j) Credit Card		
(k) Controlled Equipage		
(l) Radiac/NVD Inventory		
(m) Quarterly MOV's		

(n) NORS/ANORS	
(o) Effectiveness	
(p) Travel Advances	
(q) MicroSNAP Transaction Ledger (T/L) or as transactions occur (P485 and OORDER)	
<b>Section 2A: WERE THE FOLLOWING REPORTS COMPLETED IN A TIMELY MANNER:</b>	
(a) Supply Turnover Letter sent from NMCB S4 to NCR R41	
(b) Food Service Turnover Letter	
(c) Galley Relieving Inventory forwarded to NAVSUP/BUPERS	
(d) Complete the monthly Mess 1359 and forward to NCR R41	
(e) Ensure a complete set of retained returns remains in the Camp Controlled Equipage/Plant Property Turnover Database/Binder provided to Camp DET SK Monthly/Quarterly Metrics Monthly Report to the CO/copy to the NCR R41	
<b>Section 3: TRAINING PROGRAM</b>	
Ref: OPNAV 3120.32, Chap 8, 4400.3A Ch 11	
(a) Is there a Supply Department instruction covering the training program?(1186)	
(b) Is a long-range schedule developed and adhered to for training?	
(c) Is a record of training (group or individual) maintained for each E4-E8 assigned to supply? (1186)	
(d) Are Lesson Plans prepared and updated for each curriculum topic and individually approved/dated?	
<b>Section 3A: WAS THE REQUIRED TRAINING CONDUCTED:</b>	
(a) Government Purchase Card (GPC)	
(b) Standards of Conduct	
(c) Sanitation	
(d) Repair Part Petty Officer (RPPO)	
(e) Cash Verification Team (When Required)	
(f) Maintenance Material Management (3-M)	
<b>The following are recommended topics to be covered in the Training Program were any topics covered?</b>	
(a) Financial Management	
(b) Turnover Procedures	
(c) Requisition Channels	
(d) USMC Interoperability	
(e) MicroSNAP	
(f) Contingency Logistics Operations (MPF/ TOA)	
(h) PMPTP	
<b>Section 4: ACCOUNTABILITY PROCESSES IN PLACE</b>	
Ref: 4400.3A chapter 5, P485, chapters 1 and 5, OORDER, 1NCD 4410.1	
(a) Unless specifically exempted, are survey procedures applied to all required categories of material?	

(b) Are materials declared as excess properly identified, documented and transferred or turned in to a Naval supply activity vice being sent to Defense Reutilization and Marketing Office (DRMO) (i.e., UL deletes)?	
(c) Are Financial Liability Investigations of Property Loss (DD Form 200) properly prepared, in numerical sequence and used to document unresolved material discrepancies?	
(d) Is all accountable documentation applicable to each Financial Liability Investigations of Property Loss (DD-200) retained on file for 2 years?	
(e) Do authorized individuals sign the DD Form-200 as Responsible Officer, Accountable Officer, Reviewing Authority, Financial Liability Officer, Appointing Authority, and Approving Authority?	
(f) Was a pay checkage and/or Article 13 Hearings done when an individual is held liable for the loss?	
(g) Was a Missing, Lost, Stolen, Recovered (M-L-S-R) report submitted for stolen property for all controlled equipment, and all losses of Arms, Ammunition, and Explosives (AAE)? (SECNAVINST 5500.4 (series) and P485 chapter 5)	
(h) Does M-L-S-R reporting include the peculiarities of NCF deployment organization and assignments of assets accountability?	
(i) Are command coins and plaques controlled IAW SECNAV 3590.4 and 1NCD Policy Memorandum procedures?	
(j) Have Turnover Folders and Desktop Procedures been established and maintained by key personnel in each functional area?	
(k) For personnel transferring to a unit authorized to wear CUUs, does the Unit/Supply Officer have the accountability transferred to the gaining command?	
(l) For personnel transferring to a command that is not authorized to wear CUUs or other organizational gear does the Unit/Supply Office require the individual to turn in freshly laundered clothing and equipment?	
(m) Does the unit maintain a folder with DD 1149 documentation of all material/equipment/containers sent to a DET/Deployment for Training (DFT)? Is the Supply Officer's signature annotated on the transferring Document?	
(n) Does the Unit require the DET/DFT Officer in Charge (OIC) to complete a 100 % inventory and sign for all the material/equipment/containers under his/her cognizance?	
(o) In the event of DEF/DFT turnover of OICs, are procedures in place to transfer accountability to the relieving OIC?	
<b>Section 5: UNIT INSTRUCTIONS/LETTERS</b>	
Ref: P 485 Chapter 1, SECNAV P-5212.5, 4400.3A	
Are Supply Department instructions current and prepared covering the following required subjects:	
(a) Safety instructions for equipment from the Supply Officer	
(b) Safety precautions for hazardous material	
(c) Sanitation instructions	
(e) Record disposal instructions	
(d) Maintenance of a refrigerator log	
(e) Training Program	
(f) Physical Security	
(g) Pre-Expended Bin (PEB) Program	

(h) Organizational Issue Procedures	
<b>Section 5A: THE NECESSARY ASSIGNMENTS AND OPERATIONAL CONTINGENCIES IN THE EVENT OF BATTALION EMBARKATION:</b>	
Hours of operations for all outlets and service activities, Are the following command instructions current?	
(a) Hazardous Waste Control and Hazardous Material	
(b) Uniform Material Movement and Issue Priority System (UMMIPS)	
(c) Purchasing Procedures and Authority	
(d) Internal / External Material Obligation Validation (MOV)	
(e) Supply/3M Interface	
<b>Section 5B: ARE THE FOLLOWING ON FILE:</b>	
(a) Copies of Credit Card Holder Training Certificates	
(b) Credit Card Holder Designation letters by CO	
(c) CO letter Designating Authority to Sign Requisitions	
(d) Authorization signatures for requisitions by the Supply Officer	
(e) S-4 Training Program Instruction	
(f) Credit Card Internal Operating Procedures	
(g) Claims timeframes	
(h) RPPO Designations	
(i) Job Order Number (JON) Dictionary	
(j) Authorization to Draw material/equipment from the Outlets	
(k) Letters for the Disbursing Officer IAW DODFMR VOL 5 and Food Service Officer (FSO) per P-485 para1188. (If applicable)	
<b>Section 6: MANNING:</b>	
Ref: 4400.3A, OPODER:	
(a) Review...BA=___ NMP=___ COB=___	
(b) How many possess MicroSNAP/Barber/Food Service NECs?	
(c) How many have attended MicroSNAP training?	
(d) Do S-4/MLO Personnel possess the proper driver's licenses for Forklifts/Stake Trucks/Tractor Trailers?	
(e) Does S-4 have a Training Organization as depicted in 4400.3A, Chapter 11?	
(f) Does the unit have a designated Personal Property Transportation Officer?	
(g) How many personnel assigned are certified to inspect/repair containers?	
<b>Section 7: REQUIRED PUBS AND INSTRUCTIONS</b>	
Ref: P485, 1190: Unit 3-M	
Are the following publications and directives on hand and current?	
(a) OPNAVINST 4790.4(series) (3-M manual)	
(b) COMNECCINST 4790.1	
(c) COMNECCINST 4790.3	
(d) COMNECCINST 4790.4	

(e) COMFIRSTNCDINST 4790.1	
(f) DOD 4160.21M Defense Reutilization and Marketing Manual	
(g) NAVSUP PUB 600 Navy Logistics Library (NLL) and	
(h) FEDLOG on CD-ROM (P485 Para 2070)	
(i) Hazardous Material Information System (HMIS) on CD-ROM	
(j) NAVSUPINST 4200.99	
(k) COMFIRSTNCDINST 4400.3A	
(l) NAVSUP P-484, Supply Afloat Packaging Procedures	
(m) NAVSUP P 485, Afloat Supply Procedure	
(n) NAVSUP P-486, Food Service Management General Messes	
(o) NAVSUP P-487, Ships Store Afloat	
(p) NAVSUP P-279, Disbursing Toolkit	
(q) NAVSUP P-504, Preparation of Freight for Air Shipment	
(r) NAVSUP P-505, Preparing Hazardous Material for Military	
(s) NAVSUP P-409, MILSTRIP/MILSTRAP Desk Guide	
(t) NAVSEA 8215.1 NVD Procedures	
(u) NAVSUPINST 4440.179	
(v) NAVFACINST 3440.17	
(w) SE700-AA-MAN-100/RADIAC (RADIAC Policies and Procedures Manual)	
(x) DLA Logistics Operations Customer Assistance Handbook	
<b>Section 7A: ARE THE FOLLOWING FINANCIAL INSTRUCTIONS ON FILE?</b>	
(a) COMFIRSTNCDINST 7300.1	
(b) NAVCOMPT Manual Volume II	
(c) NAVSUP VOL. II Supply Ashore	
(d) NAVSUP VOL. V Transportation of Property	
(e) NAVSUP VOL. V, Appendix A	
(f) MicroSNAP/ATOS Plus/DTS Users Guide	
(g) Joint Federal Travel Regulations (JFTR) Vol. 1/2	
(h) DOD 7000.14-R Department of Defense Financial Management	
(i) Regulation (DODFMR) VOL 5, 7, and 9	
(j) OPLAN 800/Applicable OORDER/FRAGOs	
(k) SEABEE LOGISTIC HANDBOOKS	
(l) Supply Discrepancy Report (SDR) Manual	
(m) NAVSO P-3013-2, Financial Management of Resources/Operating Forces	
(o) DODINST 4145.19-R-1, Storage and Materials	
(p) 1NCD Travel Notices	
(q) DJMS Procedures Training Guide (PTG)/Users Manual	

<b>Section 8: CUSTOMER SERVICE:</b>		
Ref: OPNAV 4790.2 (series)		
(a) Are meetings held at least monthly between Supply and Maintenance personnel to resolve problems, establish local procedures, and promote material support effectiveness?		
(b) How often is Requisition Status provided to the customer?		
<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
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SUPPLY - ADMIN		

<b>FUNCTIONAL AREA</b>		<b>SUPPLY - STORES</b>
<b>UNIT:</b>		<b>UNIT POC'S</b>
<b>LOCATION:</b>		
<b>DATE (YYYYMMDD):</b>		
<b>EVALUATOR:</b>		
<b>SUB-AREAS</b>		<b>RATING</b>
References:		
(a) COMFIRSTNCDINST 4400.3A		
(b) NAVSUP PUB 485		
<b>SUPPLY CHECKLIST FOR STORES</b>		
<b>LOGISTICS PULSE POINT</b>		
<b>Section 1: DEMAND PROCESSING</b>		
Ref: P-485 Chap 6, 4400.3, 3601/6012/6410/6434		
(a) Are processing parameters (Ending YR/MO) in constant file properly set?		
(b) Were Global level setting ran and processed monthly?		
(c) Are constants file management/parameters set in accordance with 1NCD/NCR guidance correct?		
<b>Section 2: EXPENDITURES</b>		
(a) Are shipments of material and equipment to DETs, DFTs, and contingencies recorded in the expenditure file?		

<b>(b)</b> Is the Expenditure Record Log (RPT 163) maintained in MicroSNAP? Is the Expenditure Record Log complete and in numerical sequence? Are expenditure documents properly prepared and contain the original or a copy when the original is required elsewhere.	
<b>(c)</b> Does the DD 1149 include full description of the individual items that were shipped to DETs/DFTs/Contingencies?	
<b>Section 3: QUALITY ASSURANCE PROGRAM:</b>	
<b>Are processes in place to accomplish the following:</b>	
<b>(a)</b> Conduct Location Audit Program Samples (LAPS) on a continuous cycle basis? )	
<b>(b)</b> Conduct required random sample inventories?	
<b>(c)</b> Verify all Storeroom Refusals?	
<b>(d)</b> Spot check receipts for correct processing?	
<b>(e)</b> Review all Travel Claims (DOD FMR VOL 9)	
<b>(f)</b> Monitor the Outstanding Travel Advances and Settlement Reports?	
<b>(g)</b> Meal sample critique review?	
<b>(i)</b> Spot check Credit Card Statements (4200.99) (4200.85)	
<b>(j)</b> Backup procedures for Supply and Financial Management (SFM).	
<b>Section 4: 3-M/COSAL/MicroSNAP INTERFACE</b>	
<b>Ref: NECC 4790 (series), 1NCD 4790.1, P485, SFM User's manual</b>	
<b>(a)</b> Is an Automated Shore Interface (ASI) check-off list/cover sheet used for every ASI update and are they being retained?	
<b>(b)</b> Did the S4, S4C, and 3MC sign the check-off sheet?	
<b>(c)</b> Is the ASI being processed by both the 3MC and S4C?	
<b>(d)</b> Are credit transactions for repair parts being document in MicroSNAP with the 3M data?	



<b>Section 4A: PROCESSING OF ASI PRODUCTS WAS CORRECT IN THAT:</b>	
<b>(a)</b> No ASI products were available in RAD mailboxes over 30 days old.	
<b>(b)</b> A Pre and Post Reorder Review (Report 029) for each COSAL type was produced in conjunction with ASI tape processing.	
<b>(c)</b> RPT 91, Transaction Error Listing (4 parts) was processed, annotated and properly maintained.	
<b>(d)</b> The Transaction Ledger (T/L) (Report 095) was run before and after processing the ASI Tape.	
<b>(e)</b> ASI was processed IAW the current guidelines.	
<b>(f)</b> The ASI was downloaded from RAD weekly.	
<b>(g)</b> The documents for ASI processed were retained and filed in ASI number sequence.	
<b>(h)</b> How many Initial Outfitting Requisitions are on order? Is follow-up action initiated for over-aged items?	
<b>(i)</b> Are the Requisition Listings in Job Control Number (JCN) Sequence being run? (Two separate reports-one for open items/one for closed items)	
<b>(j)</b> Have all the requisitions on the closed listing, which is showing "JCN CLOSED" but parts still on order, been justified in writing or documents cancelled?	
<b>(k)</b> Have the requisitions on the OPEN listing been monitored and expedited as required?	
<b>(l)</b> Does the Supply Department meet the requirements of Appendix D, TABLE to 1NCDINST 4790.1? Work Centers established IAW Appendix E?	
<b>(m)</b> Has all material ordered against a JCN been "repair funded" vice "consumable funded"?	
<b>(n)</b> Any quantities ordered in excess of the Allowance Parts List (APL) quantities?	
<b>(o)</b> When was the last COSAL Update received?	
<b>(p)</b> How many Job Sequence Numbers (JSNs) on the Current Seabee Maintenance Project (CSMP)?	
<b>(q)</b> Number of JSNs opened against equipment without a valid APL?	
<b>(r)</b> How many Configuration Change Reports (CCRs) have been generated in the last 6 months?	
<b>(s)</b> How many 4790/CK for new/modified/deleted equipment? Does supply retain a copy?	
<b>(t)</b> Is Not Carried (N/C) material research completed on all N/C repair parts requests?	
<b>(u)</b> Have "Up line" reports been updated as required?	
<b>(v)</b> Are Configuration Change Reports (CCR-OPNAV Form 4790/CK)/Allowance Change Requests (ACR/NAVSUP 1220-2) submitted/processed properly? Has the Consolidated Seabee Allowance List (COSAL) been fully implemented and do all allowance quantities on the Stock Records match the COSAL?	

<b>(w)</b> Are sufficient copies of the latest UL equipment COSALs on hand?	
<b>(x)</b> Has the Equipment Listing (USN/ECC) of the UL been verified with actual on-Hand equipment and action taken to correct any deficiencies? Are excess or deleted repair parts identified through COSAL changes properly returned to the Supply system unless other wise directed?	
<b>Section 5: REQUISITION PROCESSING:</b>	
<b>Ref: P-485, 6167/3023/3025/3045/3047/3049/3050</b>	
<b>(a)</b> Is an adequate system established to control document flow from initial request to issue/receipt?	
<b>(b)</b> Are documents filled out properly?	
<b>(c)</b> Is the maximum response times for processing requisitions for material not on hand met? (PRI 01-08: 2 hours, PRI 09-15: 24 hours) Are Urgency of Need Designators (UND) and Priority Designators (PD) properly assigned with regard to Not Operationally Ready Supply (NORS)/Anticipated Not Operationally Ready Supply (ANORS)/unit's operational status and material requirements?	
<b>(d)</b> Are the Required Delivery Dates (RDD) "999", "777", "N01", etc., properly assigned to requisitions requiring special handling?	
<b>(e)</b> Are project codes correctly assigned to requisitions?	
<b>Section 6: RECEIVING PROCESS:</b>	
<b>Ref: P-485 4114-24, 6670/85,4705-19</b>	
<b>Are the following procedures in place?</b>	
<b>(a)</b> Legible signatures and dates are annotated on receipt paperwork.	
<b>(b)</b> Receipts properly filed and maintained for current and two prior Fiscal Years (FYs).	
<b>(c)</b> Dummy invoices using DD Form 1348-1As or proof of receipt (manifest/invoice) were on file for all material received without a receipt document.	
<b>(d)</b> Receipts are posted in MicroSNAP.	
<b>(e)</b> Delivery receipts are processed by S-4 personnel prior to material being turned over to the customer. Commercial delivery trucks do not go directly to A-4/6 CO.	
<b>(f)</b> Receipts are processed within 3 days.	
<b>Section 7: REORDER REVIEW:</b>	
<b>Ref: P-485</b>	
<b>(a)</b> Are reorder review listings reviewed and annotated with actions taken? The reorder review ledger is reviewed for possible errors, unusually high quantities, prices, etc.	
<b>(b)</b> Demand History/Level Setting being correctly executed?	
<b>(c)</b> Are reorders with Automatic Reorder Restriction Codes (ARRCs) properly processed?	

<b>Section 8: REQUISITION MONITORING:</b>	
<b>Ref: P-485, 4400.3A</b>	
<b>(a)</b> Are automatic follow-up actions requested at least monthly for outstanding requisitions?	
<b>(b)</b> Is Requisition History File processing properly run monthly and at the end of each fiscal year?	
<b>(c)</b> Have procedures been established to ensure Material Outstanding File (MOF) (RPT 073) is reviewed weekly and follow-up or cancellation action initiated when necessary?	
<b>Section 9: GOVERNMENT PURCHASE CARD PROGRAM:</b>	
<b>SEMI-ANNUAL REVIEW/PMR SPECIAL INTEREST ITEMS</b>	
<b>Ref: NAVSUPINST 4200.99 Chap. 1, NAVSUPINST 4200.85</b>	
<b>(a)</b> Are there less than 7 Card Holders per Approving Official (AO)?	
<b>(b)</b> Equitable distribution of business. Are Card holders rotating business and not just using one SOS?	
<b>(c)</b> Is the dispute process being performed proper?	
<b>(d)</b> Using "Pay and Confirm" procedures?	
<b>(e)</b> Are disputes done before or after certification?	
<b>(f)</b> Are there any unresolved disputes?	
<b>(g)</b> Are Tracking Logs maintained as a means to track progressive payments, receipts, disputed charges, and to follow-up on backordered items?	
<b>(h)</b> Do all purchases show documentation of being screened for their availability from the statutory sources of supply (e.g. JWOD, UNICOR, and FPI) and noted on the purchase request or Micro Purchase Worksheet?	
<b>(i)</b> When required, is material placed on Plant Property or Controlled Equipage records?	
<b>(j)</b> Did Purchase Cardholders exceed the micro-purchase threshold of \$3000 per purchase?	
<b>(k)</b> In instances where the purchase card is used as a payment vehicle against an existing contract, was a copy of the contract and DD Form 1155 retained as supporting documentation?	
<b>(l)</b> Were questionable purchases of prohibited items made? (e.g. Purchases that are not required to fill immediate need to support Department of Navy (DON) mission requirements, purchases that exceed authorized limits, any purchases that are prohibited by NAVSUP 4200.99 Unauthorized Listing, items not for government use?	
<b>(m)</b> Any split purchases? Split payments? (Purchases were not "split" to circumvent micro-purchases) Determine if the cardholder placed orders with the same vendor, on the same day or consecutive days where the aggregate amount of the transactions exceeds \$3000.	
<b>(n)</b> Special Items Acquisition: Verify proper approval process was utilized for items requiring special approval (e.g. Hazardous Material (HAZMAT) etc.)?	

<b>Section 9A: ADMINISTRATION:</b>	
<b>Ref: NAVSUPINST 4200.99, Chap 3, NAVSUPINST 4200.85</b>	
<b>(a)</b> Are certificates of Appointment/Designation and Training on file and current?	
<b>(b)</b> Are certificates of Training Completion for all GPC personnel listed above on hand?	
<b>(c)</b> Are the following on hand in the Supply Department Library: Unit GPC Internal Operating Procedures (IOP); 2) NAVSUP 4200.99; 3) NAVSUP 4200.85; 4) Purchase Card CDROM?	
<b>(d)</b> Is a completed Purchase Card Application signed by the AO on hand for each cardholder?	
<b>(e)</b> Is the unit using Credit Card Requisition Numbers provided by 1NCD?	
<b>Section 9B: TRAINING:</b>	
<b>Ref: NAVSUPINST 4200.99, Chap 3</b>	
<b>Have personnel completed the following training?</b>	
<b>(a)</b> Required DON eBusiness Office on line role based training initially and within the last two years. Per PCPN#FY05-10, all Purchase Card certification testing must be accomplished online effective 1 January 2005. Online course acceptable.	
<b>(b)</b> Cardholders appointed with an SF-1402 must have completed the DAU CON 237 Simplified Acquisition Procedures course.	
<b>(c)</b> Mandatory Standards of Conduct and Ethics training, DOD and DON Purchase Card Training documented in Service or Training Record?	
<b>(d)</b> Ethics training should be done prior to becoming a Cardholder and every 12 months thereafter, DOD training is a one-time event, and DON training is an initial and biannual requirement thereafter.	
<b>Section 9C: GPC DOCUMENTATION</b>	
<b>Ref: NAVSUPINST 4200.99 and eBusiness Purchase Card Desk Guide, Chap 2, OPORDER, 1NCD Training Manual 4200-85C, Encl 2.</b>	
Review the Cardholders files and check for the following:	
<b>(a)</b> Do receipt totals match the Billing Statement Amount?	
<b>(b)</b> Is there a separate folder for each item on the invoice statement?	
<b>(c)</b> Did the AO sign every purchase request?	
<b>(d)</b> Reqn/Micro Purchase Worksheet/Invoice/Receipt for every item? Outstanding/Completed segregated?	
<b>(e)</b> Properly identify the material required?	
<b>(f)</b> Filed in monthly order?	

(g) AO reviewing, signing, and certifying all Cardholder Billing Statements? Did the AO reconcile and review all cardholder Purchase Card Logs, Streamlined Automated Logistics Toolbox Set (SALTS) certifications and CITIBANK monthly statements?	
(h) Each Cardholder maintains a Purchase Log?	
(i) Balanced out every month?	
(j) Running balance reflected on the log? Reflect a positive balance? Receipts signed?	
(k) Point of Contact and Vendor quote information on file?	
(l) Utilizing proper Job Order Numbers (JONs)?	
(m) Credit Card JON obligated monthly /Expended monthly?	
(n) All receipts posted in MicroSNAP including partials?	
(o) Funding for the purchase card program was obligated correctly on the Budget OPTAR Report and Transmittal?	
(p) Bulk funding?	
(q) Sufficient obligation amount to support the purchase?	
(r) Any obligations occur prior to purchases?	
(s) Cardholders signing form prior to making purchase?	
(t) T/L #s annotated for bulk purchases-Reflect a positive balance?	
(u) Verify Saved Certification Files are in fact saved.	
(v) Maintaining a file of WinSALTS Certification for all Billing Statements?	
(w) Review MicroSNAP transaction dates by Credit Card Doc #. Have MicroSNAP Coordinator run a report for you. Are obligation increases occurring after receipt of billings?	
(x) Are bills processed for payment in accordance with the Prompt Payment Act?	
<b>Section 9D: UNIT REVIEW PROCEDURES:</b>	
<b>Ref: NAVSUPINST 4200.99, Chap 2/4/6, 4200.85C Encl 2 chap 2 Para 5</b>	
(a) Is the AO reviewing all Card Holder Billing Statements against supporting Cardholder 2035-1, Worksheets, and Receipts?	
(b) Certifications done within 10 days of Billing Statement Date?	
(c) Submitted within 5 days by Cardholders?	
(d) Reviewing Official (RO) conducting an independent monthly review?	
(e) Unit conducting Internal Management Control Review quarterly?	
(f) Level III/V Semi-Annual Review Report being conducted/on file?	
(g) Agency Program Coordinator (APC) utilizing CITIBANK reports to detect misuse or fraud?	
(h) Two-person separation rule in action? No two of the following functions were performed by the same person: 1) Initiate requisitions; 2) Award purchase actions; 3) Receive, inspect, and accept supplies and services.	
(i) Any unpaid bills? Check via STARS-FL.	

<b>(j)</b> Using DD FORM 282 for Printing (P485 Para 3450)?	
<b>(k)</b> Paying with Credit Card?	
<b>(l)</b> If fuel > 20000 gallons annually, 10000 in CONUS, payment by C/C not allowed! Verify annual amounts.	
<b>(m)</b> Free On Board (FOB) Destination? Cannot be FOB Origin.	
<b>(n)</b> AO and Cardholders have Internet access?	
<b>(o)</b> Does the 1NCD DET Camp SK retain all files?	
<b>(p)</b> How long are retained purchase card files maintained?	
<b>(q)</b> Are all Card Holder Files retained together?	
<b>(r)</b> Where are the Camp Expeditor retained files kept?	
<b>(s)</b> Filed in monthly order?	
<b>(t)</b> Are Blanket Purchase Agreement (BPA) files (where utilized) reviewed at least semi-annually by the Supply Officer or a designated representative, and a BPA call review report used to substantiate this review?	
<b>Section 9E: UNIT INTERNAL OPERATING (IOP) PROCEDURES:</b>	
<b>Ref: NAVSUPINST 4200.99 Chap 3</b>	
<b>(a)</b> Review the required unit IOP. Does it reference the new 4200.99?	
<b>(b)</b> Cardholders read and understand the IOP?	
<b>(c)</b> Is it documented and on file?	
<b>(d)</b> What are the Cardholder Limits?	
<b>(e)</b> Are they written in accordance with 1NCD guidance?	
<b>(f)</b> IOP contains agency policy information on delegation of contracting authority, lists of APC/AO duties and responsibilities, training requirements, account limits, uses of the card, criteria for establishing/disestablishing accounts, purchase request process, screening procedures for purchase requests?	
<b>Section 10: MOV PROCEDURES</b>	
<b>Ref: P-485, 3590-99,3747, 4400.3 3101/3501, 7300.1 Para 7101-7</b>	
<b>Section 10A: EXTERNAL MATERIAL OBLIGATION VALIDATION (MOV)</b>	
<b>(a)</b> Were responses properly processed and a monthly departmental report of MOV actions sent to the CO? External MOV procedures were properly followed in that:	
1. AN9/AN1 card images were properly processed?	
2. AP9/APX responses were promptly/properly transmitted as required?	
3. AP1's were submitted for requisitions requiring partial or complete cancelled	

<b>Section 10B: INTERNAL MATERIAL OBLIGATION VALIDATION (MOV):</b>	
<b>Ref: P485 3840</b>	
<b>(a)</b> An Internal MOV was being conducted monthly and results reported to the Commanding Officer?	
<b>(b)</b> MOVs for Direct Turn-Over (DTO) material were conducted and forwarded to all divisions on a monthly basis?	
<b>(c)</b> All Stock requisitions were reviewed and validated monthly?	
<b>(d)</b> DTO MOV listings were returned within 10 working days and processed during the current month?	
<b>Section 11: NORS/ANORS MANAGEMENT</b>	
<b>Ref: 4400.3, 3105, P-485 3028</b>	
<b>(a)</b> Are NORS/ANORS requisitions properly completed and are NORS requisitions only submitted for requirements causing organic equipment to be dead lined?	
<b>(b)</b> Are NORS requisitions canceled when CESE is removed from deadlined status and, if still required, resubmitted as a routine or ANORS?	
<b>(c)</b> Is positive control maintained over every NORS/ANORS requisition until the material is received?	
<b>Section 12: TRAVEL ADMINISTRATION:</b>	
<b>Ref: DODFMR Vol. 9 7300.1 Para 5403</b>	
<b>(a)</b> Has the AO completed the following: Self-Registration on the DTS Web site <a href="http://defensetravel.osd.mil/dts/site/index.jsp">http://defensetravel.osd.mil/dts/site/index.jsp</a> ? And COL online Training?	
<b>(b)</b> Is there a DD Form 577 and Designation Letter signed by the COS on file for the AO?	
<b>(c)</b> Have all DTS users completed the following: Self-Registration and User online Training/Test and Certificate at; <a href="http://www.defensetravel.osd.mil/dtsWBT/site/">http://www.defensetravel.osd.mil/dtsWBT/site/</a> Is the Training Certificate on file with the GTCC AO?	
<b>(d)</b> Authorizing Officials are responsible for validating, managing and approving departmental travel requirements and travel funds. Are they applying the proper business rules when approving travel and are they maintaining direct liaison with the Comptroller for funding?	
<b>(e)</b> Are copies of Travel Vouchers maintained on file? (ATOS Only)	
<b>(f)</b> Are travel vouchers filed by the member within 5 days?	
<b>(g)</b> If travel exceeds 30 days are members/AO selecting the Split Pay option?	
<b>(h)</b> Are claims processed within 10 days by unit Disbursing Office? (ATOS Only)	
<b>(i)</b> Are there any outstanding Travel Advances older than 30 days? (Not allowed for E5 and above without approval from N8 and per Fleet message).	
<b>(j)</b> Do dates of travel on travel claims match travel orders?	

(k) If not, did AO sign with remarks or an Amendment?	
(l) Do locations on travel claims match travel orders?	
(m) Is there a follow-up procedure in place to ensure claims are processed in a timely manner?	
(n) Does the LDTA generate an "Un-submitted Voucher" report so the AO can review travel orders that have not been liquidated?	
(o) Do the member and GOVTC AO balance the members GTC account against the DTS voucher? Are required adjustments made?	
(p) Is there a procedure set up for the member and FDTA/LDTA to monitor advance travel payments?	
(q) If a member is overpaid, do the Debit Management Monitor (DMM) and AO ensure the member repays the overpayment?	
(r) Is the Government Travel Card being used by all personnel?	
(s) Does the AO ensure GTCC VISA Slit Pay amounts are paid in full against all the members VISA GTCC transactions? (GTCC delinquencies have SECNAV visibility).	
(t) Are 1NCD directed LDTA Audit Procedures being utilized? (The Audit checklist can be located at; <a href="https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx">https://www.fleetforces.navy.mil/necc/1ncd/n41/default.aspx</a>	
<b>Section 13: FINANCIAL REPORTS</b>	
<b>Ref: P3013-2 7300.1 Para 5402</b>	
(a) Are T/Ls submitted in a timely manner? End of Month T/L prior to the OSR?	
(b) Does the OSR show a positive balance?	
(c) Are MFOEDLS processed within 10 days/Unfilled Order Listings (UOLs) within 20 days/Suspense within 5 days?	
(d) Prior month MFOEDL total amount matches BOR (Caption c)?	
<b>Section 14: TRAVEL BUDGET</b>	
<b>Ref: 7300.1 Para 5403, 1NCD notice</b>	
(a) Is the Battalion Travel OPTAR structured in accordance with 1NCD directives?	
(b) Are obligations for per diem and transportation posted to the OPTAR by individual travel order number (standard document number) under the appropriate JON?	
(c) Any split FY travel? If yes, were 2 sets of travel orders used?	
(d) Number of people on Pre-deployment trips/DET Swings IAW NCF policy?	
(e) Check number of trips taken under JON.	
(f) End of quarter balances reported to N8?	
(g) Compare OPTAR financial reports with the following info:	
CURRENT OPTAR GRANT: _____	
DATE OF OPTAR GRANT: _____	



ATOS/DTS GRANT AMOUNT: _____	
ATOS/DTS BALANCE: _____	
STARS-FL GRANT: _____	
EXPEND: _____	
O/S EXD: _____	
BALANCE: _____	
MFOEDL TOT: _____	
DATE: _____	
DATE OF LAST MFOEDL _____	
PROCESSED/Amount: _____	
<b>Section 15: ENTITLEMENTS</b>	
<b>Ref: JFTR DODFMR Vol 9 Vol 5</b>	
Are the following Travel Claim Entitlements or processes being utilized in accordance with the reference:	
(a) 4102...not auth Per Diem (P/D) when on Field Duty/First day of travel when traveling together on Group Orders (Crew Flights)	
(b) 4505/T4060-B5...Telephone communication/safe calls/connection fees...limit amounts must be on orders	
(c) 4520...if communication services authorized they must be on orders	
(d) 2555...conference fees	
(e) T4025...must use Commercial Transportation Office (CTO) for transportation arrangements	
(f) 4900...Travel Advance amounts on orders	
(g) T4030/3415...do not pay rental car insurance in US/Territories	
(h) 4030/4060...Compact Car (CCAR) is "Standard" for TDY travel	
(i) 4400...Use of government mess must be on order	
(j) 3430...Too large of tips...\$1 per bag ok per PACNCF Travel Policy	
(k) 4520...Laundry claims... \$2 A DAY IN CONUS/ZERO OCONUS when >7 days, OK for GS Employees	
(l) 2600...Privately Owned Vehicle (POV) RATE IS .405 AS OF 01JAN05	
(m) 2010...Must have Receipts for items over \$75 and all lodging	
(n) 4800...Joint Task Force Exercise P/D rate must be stated on orders	
(o) 3610/3015...Excess baggage not authorized for return trip only	
(p) 3410...Taxi tips >15% not allowed	
(q) 4102...Per Diem not payable for periods < 12 hours	
(r) 7206...Emergency Leave only authorized to Permanent Duty Station, or further if cost equal or less.	
<b>Section 15A: TRAVEL ORDER/GTC REQUIREMENTS</b>	
(a) 050801.A Travel orders should be annotated with either a berthing Certificate of Non-Availability (CNA) or a confirmation number	
(b) 030403 Excess Automated Teller Machine (ATM) fees not allowed/Amounts>80%	

(c) 020401 Authorizing Official must be designated in writing	
(d) 080402/3 Defines responsibilities for AO/Supervisor in reviewing claims	
(e) 020403 Must designate a Reviewing Official (RO) in writing	
(f) 030301 Must designate ATM cash amounts on orders	
(g) 050401 AO must approve Travel Claim by signing in Block 21	
(h) DODFMR Vol 5, Para 3308...Conducting Post-Payment reviews by RO?	
(i) 1NCD 7300.1,DODFMR 7000.14-R, Volume 9...IOP required	
(j) PACNCF Travel Policy:	
(k) Plane LAX to/from Port Hueneme not allowed. Itinerary changes must be authorized by AO, or ltr/mod on file.	
(l) PMR/GMR/DMR when using gov't berthing, CNA statement if berthed in town, hotels at places with BQ's not authorize without CNA.	
(m) Type of rental cars authorized	
<b>Section 16: FINANCIAL MANAGEMENT REPORTING:</b>	
<b>Ref: 7300.1 &amp; P-485 Chap 9, P3013-2, OPORDER</b>	
(a) Are Job Order Numbers (JONs) and fund codes in MicroSNAP validated against the annual JON/fund code list provided by 1NCD? (9101)	
(b) BORS submitted properly and on time?	
(c) Prior year BORS submitted?	
(d) Corrected BOR submitted when required?	
(e) RPT 25 Matches RPT 21? (9125-31/9303)	
(f) Are Transaction Ledgers (T/L) generated and submitted to 1NCD IAW 1NCD direction/OPORDER via SALTS?	
(g) Signed hard copy/corrected copy on file?	
(h) Are advance price adjustments taken when appropriate?	
(i) Are OPTAR grants, advances and augments properly posted?	
<b>Section 16A: MFOEDLs:</b>	
<b>Ref P3013-2, 4107/4508-9/9301/9201/9307, 7300.1 Para 3404/ APP3 P-485 Chap 9</b>	
(a) Is the MFOEDL report downloaded from the web every month?	
(b) Prior months MFOEDLs on file?	
(c) Maintaining a MFOEDL Log of charges, credits, challenges?	
(d) Correctly reflected on OPTAR Status Report (OSR)?	
(e) Any challenges over 3 months old?	

(f) Follow-up system in place to monitor?	
(g) Proper challenge codes being used?	
(h) Hard copy "Processed and Posted" with Supply Officer/Processing SK signature and date in file?	
(i) Are the cumulative differences as reported on the BOR in agreement with the net Fiscal Year to Date totals of the difference column of the MFOEDLs?	
(j) Retained for 3 years? (all FYs if reimbursable)	
(k) Reimbursable MFOEDLS worked?	
(l) Differences posted to MicroSNAP by document number vice JON?	
(m) Proper Rejection Codes being utilized?	
<b>Section 16B: UOLS/SUSPENSE</b>	
<b>Ref: OORDER 7300.1/3 Para 3404/7108/ App 3</b>	
(a) UOL downloaded from the Web every month?	
(b) Processed within 20 days?	
(c) UOLs bounced against Reports 063/071?	
(d) Prior Year UOL amounts?	
(e) Administrative Cancellations (ADCANCs) properly posted?	
<b>Section 16C: REQUISITIONS</b>	
<b>Ref: P-3013-2, 4502, OPNAV 5600.20</b>	
(a) Were unit prices for National Stock Numbers (NSN) requisitions verified against FEDLOG, DoD eMail or One Supply prior to submitting?	
(b) Are estimated prices realistic for non-standard materials?	
(c) Do all procurement documents for reprographic equipment indicate a Navy Publication and Printing number prior to acquisition?	
<b>Section 16D: SUPPLY DISCREPANCY REPORTS (SDRs)</b>	
<b>Ref: P-485 4269-4274</b>	
(a) Are Supply Discrepancy Report (SDR-SF 364), formally known as RODs, and a control log properly maintained?	
<b>Section 16E: EXPENDITURE</b>	
<b>Ref: P-485 5002/3</b>	
(a) Is the expenditure record log (RPT 163)/FILE maintained properly? Material transferred from the Camp with proper authorization?	
(b) Documented with DD 1149 and Expenditure # from MicroSNAP?	
(c) DD Form 1348-1A correct?	
<b>Section 16D: C9999 FILES</b>	
<b>1NCD Training Manual 7300.1 APP 4, P-485</b>	
(a) Are files maintained in accordance with the Standard Operating Procedures (SOP) found in the 1NCD Training Manual?	
(b) Are funds obligated monthly or quarterly/expended monthly?	

(c) Are requisitions for Continuing Services (C9999) were prepared properly?		
(d) Are continuing Service Folders were maintained with a log or other means to track progressive payments/receipts and balances?		
(e) Are billings up to date?		
(f) Are copies of contracts in file?		
(g) Is the Point of Contact (POC) info on file?		
(h) Is there enough funding available to pay bills for entire year/quarter?		
(i) Are any credit card purchases that should be C9999?		
(j) Are DD Form 1149s prepared and in file?		
(k) Is a copy in Supply for those held/worked by the 1NCD DET Camp SK?		
(l) What is the unit of issue on the funding documents?		
(m) Was the unit's commercial telephone bill for landlines and cellular phones researched and/or investigated on receipt to challenge unauthorized and/or unofficial toll services?		
(n) If total annual costs exceed \$3000 is there a copy of the Contract in file? If a Federal Supply Schedule or BPA is the FSS/BPA # annotated on the folder?		
<b>Section 17: DET SUPPORT</b>		
<b>Ref: 4400.3 APP D 3103</b>		
(a) Are detail requisitions 1250-1/2s on file and properly filled out?		
(b) Is requisition status provided to the DET?		
(c) Are material requirements handled in a timely manner?		
(d) Are all material requirements recorded into MicroSNAP?		
(e) Are all documents properly J coded?		
(f) How often is main-body provided material sent to the DET?		
(g) Are there any outstanding NORS or ANORS? How old?		
(h) Are DET emails answered within the prescribed time frames for Urgency of Need (UND)?		
<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		

FUNCTIONAL AREA		SUPPLY - FOOD SERVICE
UNIT:		UNIT POC'S
LOCATION:		
DATE (YYYYMMDD):		
EVALUATOR:		
SUB-AREAS		RATING
References:		
(a) COMFIRSTNCDINST 4400.3A		
(b) NAVSUP PUB 485		
SUPPLY CHECKLIST FOR FOOD SERVICE		
(Food service ORI-supply will normally be conducted by the NFMT assist visit team using the NEY checklist found in the NAVSUP P-486. The following can be used by the ORI-supply team, if required, or as a self assessment guide by the unit)		
FOOD SERVICE PULSE POINT		
Section 1: MENUS		
(a) Are Menus posted daily in the general mess to describe and merchandise meals?		
(b) Is a Menu Review/Planning Board established, and effectively used as a management tool to reflect the crew's preferences?		
(c) Does Menu planning use Armed Forces Recipe Service and/or locally approved recipes?		
(d) Is there a current and complete set of Armed Forces Recipe Cards with changes on-hand?		
(e) Have Cycle Menus been developed which save time and allows for an easier and more thorough analysis?		
(f) Are foods from each of the pyramid food groups represented in each day's menu?		
(g) Does each meal offer a healthy Navy entree', vegetable starch and dessert with available menu options?		
(h) Does the Salad Bar include a tossed green salad, when available? Are whole grain breads and fruits offered every meal, when available? Are theme meals/special meals/monotony breakers scheduled? Does the Menu provide reduced calorie/healthy food options:		
1. A low calorie salad dressing,		
2. Low fat milk (when practical),		
3. An entree that isn't fried,		
4. An entree without gravy,		
5. An acceptable low calorie vegetable choice,		
6. A lower calorie, healthy dessert (such as fruit)		
7. Smaller portions made available upon request		

<b>Section 2: NAVSUP 1090</b>	
(a) Are NAVSUP 1090's retained for a minimum of current and three previous monthly accounting periods? Are they being effectively used as a management tool? (Use NAVSUP 1090 Worksheet Appendix I Attachment A) and matrix (Appendix I Attachment B)	
<b>Section 3: QUALITY ASSURANCE</b>	
(a) Are appropriate food preparation thermometers on hand, accurate, and used effectively in food preparation? Is progressive/batch cooking principles being practiced? Are portion control programs in effect to eliminate food waste?	
<b>Section 4: PRESENTATION</b>	
(a) During meal service, are serving lines and salad bars promptly cleaned and replenished? Was all food placed on the serving line kept covered (as applicable) until served to prevent shriveling and drying? Are Food items attractively and properly displayed?	
<b>Section 5: DD 1155</b>	
(a) Is the DD 1155 which is used for definite delivery and indefinite delivery contracts properly prepared, approved, certified, and distributed? Upon completion of processing dealer's bill for payment, are copies of DD 1155's placed in the completed purchase file?	
<b>Section 6: NAVSUP FORM 335</b>	
(a) Are accurate nomenclature, stock numbers, unit of issues, high/low limit, fixed price and receipt price recorded on all NAVSUP 335 ledgers? Are receipts properly posted to all NAVSUP 335s? All inventory adjustments greater than 5% of total expenditures	
<b>Section 6: NAVSUP FORM 338</b>	
(a) Does the FSO log onto Food Service Management (FSM) and review the NAVSUP 338 weekly to ensure proper financial control of the mess and that the operation is within the established monetary allowance? Does the Leading CS post daily?	
<b>Section 7: NAVSUP FORM 367</b>	
(a) Is the money value of "Inventory Brought Forward" on the first day of the month correct and agrees with the "Inventory on Hand" on the last day of the previous month? Was Money value of receipts with/without charge properly posted to the NAVSUP 367?	
<b>Section 8: NAVSUP FORM 1059</b>	
(a) Did an inventory of 40 food items show a stock validity of 90% or better? Was a smooth NAVSUP 1059 accurately prepared, extended at last receipt price and totaled as of the last day of the accounting period? Does the FSO sign and date the bottom of the NAVSUP 1059	

<b>Section 9: NAVSUP FORM 1282</b>	
(a) Were all items on the issue document required on the menu? Does the FSO have procedures in place to control each issue document? Are all serial numbered originals accounted for (i.e.: manual 1282 are used to issue to private messes)?	
<b>Section 10: NAVSUP FORM 1292</b>	
(a) Is the NAVSUP 1292 properly filled out with all appropriate signatures and initials? Is a monthly audit (based on command procedures) conducted on the monthly records and supporting documents?	
<b>Section 11: NAVSUP FORM 1359</b>	
(a) Was the Monthly General Mess Summary electronically submitted to NAVSUP 51 at the end of the reporting period? FSO audit it? Are the following signatures entered on the NS 1359:	
XO/Personnel Officer certifying rations allowed figure	
Leading CS	
FSO	
<b>Section 12: FSM</b>	
(a) Is the most current system back-up maintained in the FSO's Accountability File? Do FSM users other than the FSO have access to the security module and hardware configuration function?	
<b>Section 13: CUSTOMER SERVICE</b>	
(a) Are efforts continuously made to improve the appearance and general working conditions of facilities and equipment? Is a current "Pledge of Service" signed and appropriately displayed? Have the FSO, Leading CS and Training Petty Officer read and signed the Pledge of Service?	
<b>Section 14: LETTERS OF AUTHORITY</b>	
(a) Is the FSO's letter of appointment on file? Is the Supply Officer Custodial authorization to hold Group II duplicate master key on file? Are FSO letters for Food Service Recordskeeper, Receipt Inspector, and Bulk Storeroom Custodian on file?	
<b>Section 15: SECURITY</b>	
(a) Is the Key/lock control process including required instruction, padlocks, grand master, master, duplicate master, and original keys properly maintained?	
<b>Section 16: FACILITIES, EQUIPMENT, AND UTENSILS</b>	
(a) Is the preventive maintenance program for food service equipment active, effective, and monitored by food service personnel? Are thermostats calibrated for fryers, ovens and grills? Is a phased replacement program in effect to replace aged food service equipment?	
<b>Section 17: SAFETY</b>	
(a) Are safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, and steam pipes in place?	

(b) Relief valves and machinery guards in place and in proper operating condition? Is Preventive maintenance on fire safety equipment (CO2/PKP bottles) up to date? Are all safety hazards such as slippery floors, hot pipes, live steam, etc., eliminated?	
<b>Section 18: TRAINING</b>	
(a) Is a long and short range training program established and promulgated? Is the Culinary Specialist training curriculum (Lesson Plans) being effectively utilized? Have all food service personnel received a minimum of 4 hours initial and 4 hours annual refresher training?	
(b) Record of physical exam.	
(c) Food handler's training certificate.	
(d) Job rotation log.	
(e) Record of training accomplished.	
(f) Profile sheets of exams completed.	
(g) All other information considered pertinent by the respective FSO.	
<b>Section 19: SANITATION</b>	
(a) Ensure that food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled.	
(b) Is the integrity of food products maintained? Are all milk and milk products stored at temperatures of 41° F or below until served?	
(c) Is the Temperature of milk dispenser cabinet between 32° F to 41° F?	
(d) Are food items which have been removed from their original containers and stored in refrigerated spaces covered with suitable non-absorbent material with labels indicating contents?	
(e) Are frozen foods correctly thawed and not refrozen?	
(f) Are semi-perishable foods adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation?	
(g) Is Food served cold or saved as leftovers placed in shallow pans (food depth not more than 3") and cooled to 41° F within 4 hours?	
(h) Are leftover foods being retained over 24 hours when properly chilled at 41° F. or below or 5 hours when maintained hot 140° F or higher?	
(i) Is the entire facility and surrounding premises used in connection with food service operations kept neat, clean, and free of litter, refuse, and garbage?	
(j) Are ventilation hoods and grease filters cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire?	
(k) Are Filters which cannot be adequately cleaned replaced?	
(l) Are the Food service facilities inspected once monthly by a Medical Department Representative and findings recorded on NAVMED 6204/1 and retained copies of completed forms maintained by food service management personnel?	



(m) Are cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) properly stored?	
(n) Date and results of last four medical department sanitation inspections (semimonthly):	
Date: _____ Score: _____	
Date: _____ Score: _____	
Date: _____ Score: _____	
Date: _____ Score: _____	
<b>Section 20: FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS:</b>	
(a) Are all surfaces of equipment or utensils which come in direct contact with food impervious, corrosion resistant, of smooth construction and kept clean and properly sanitized?	
(b) Are cracks/crevices and open seams sealed to prevent food particles and foreign matter from accumulating?	
(c) Are all serving lines and food/salad bars and soup pots (set up on a self-service basis) equipped with a functional sneeze-shield?	
(d) Do cutting boards have smooth surfaces and are free of crevices and nicks that impede cleaning and sanitizing?	
(e) Are food service equipment and utensils properly maintained, serviced, cleaned, and sanitized?	
(f) Are all sponges and cleaning cloths used for cleaning galley utensils and equipment washed and sanitized after each meal period?	
(g) Are equipment and utensils properly air dried, handled and stored after being washed?	
<b>Section 21: PERSONNEL:</b>	
(a) Are the personnel performing food service duties free from communicable diseases and open lesions on the exposed portions of their bodies?	
(b) Are food service personnel physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures?	
(c) Are caps, hairnets or other effective hair restraints worn to prevent hair from falling into food?	
(d) Are beards completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces?	
(e) Are physical examinations for food service personnel (military, civilian, and contractors) current?	
<b>Section 22: DINING AREA:</b>	
(a) Is the Dining area neat and clean (clean from dirt, dust and food residue)?	
(b) Are patron service areas organized and well stocked?	
(c) Are the flooring, ceiling and walls in good repair (no marks, chips or discoloration)?	

<b>Section 23: HEAD COUNT PROCEDURES:</b>		
(a) Do Head count procedures follow the required procedures?		
<b>Section 24: ADMINISTRATION:</b>		
(a) Does the Food Service division have written procedures in place when operating under temporary storage conditions; i.e., refrigerator trucks, to prevent the loss of food?		
(b) Has a NAVSUP dietitian reviewed the menu?		
(c) Are high/low limits adjusted periodically to reflect actual requirements?		
(d) Are 1046's signed by each officer at the end of each month?		
(e) Are Wardroom meal charges billed by the 5th of each month following the month the charges were incurred?		
(f) Are Contingencies established to facilitate meeting commitments during unique operational periods?		
(g) Are applicable current NAVSUP directives, publications, notices followed and retained for one year?		
(h) Provide the below data for the last 2 quarters:		
1. Total stores consumed:		
2. Price adjustments:		
3. Total quarterly food costs per NAVSUP 338:		
4. Value of inventory adjustments:		
5. Number of negative issues:		
6. Quarterly monetary allowance:		
<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		
<b>SUPPLY - ADMIN</b>		

FUNCTIONAL AREA		SUPPLY - SERVICES
UNIT:		UNIT POC'S
LOCATION:		
DATE (YYYYMMDD):		
EVALUATOR:		
SUB-AREAS		RATING
References:		
(a) COMFIRSTNCDINST 4400.3A		
(b) NAVSUP PUB 485		
<b>SUPPLY CHECKLIST FOR SUPPLY ADMINISTRATION</b>		
<b>BARBERSHOP</b>		
<b>BARBERSHOP PULSE POINT</b>		
<b>Section 1: SANITATION:</b>		
(a) Inspected quarterly by Medical?		
(b) Are sanitary regulations posted and adhered to?		
(c) Does each barber before have a physical examination from the medial officer prior to assuming duties and annually thereafter?		
(d) Are the barbers dressed in clean washable coats?		
(e) Is personal hygiene practiced by all barbers at all times? Do the barbers wash their hands and sterilize instruments before serving each customer?		
(f) Are deodorant and mouthwash made available and the use by the barbers encouraged?		
(g) Is each unit equipped with sponge or paper towels to wipe out the basin and back bar?		
(h) Are freshly laundered white towels or paper used for each customer? Haircloths kept clean at all times?		
(i) Are new neck strip used on each customer?		
(j) Are bottles and jars kept closed when not in use?		
(k) Are all instruments scrupulously cleaned immediately after use? Scissors, combs, clipper blades and other tools thoroughly washed with soap and hot water to remove film and debris, then dried with disposable tissues and sanitized?		
<b>Section 2: EQUIPMENT:</b>		
(a) Is a Formalin solution containing at least 3.7% formaldehyde (Barbicide) used to sterilize metallic instruments?		
(b) Is there sufficient barber equipment to allow a ready exchange with sterilized equipment for use on the next customer (minimum of three blades and six combs of each size)?		
(c) Are any shaving mugs, shaving brushes, and neck dusters (which are prohibited) in the barber shop?		
<b>Section 3: BARBERSHOP/FACILITY:</b>		
(a) Adequate ventilation, cooling, heating, lighting and hot and cold water provided?		

(b) "No Tipping" sign posted?	
(c) "Authorized Grooming Standards for United States Navy Personnel" sign prominently posted?	
(d) Barbers indoctrinated in customer courtesy, identification, and complaint procedures?	
(e) Shop attractive, clean, and tastefully decorated?	
(f) Equipment in good condition and supply?	
(g) If sign up sheet is used, is the schedule followed?	
(h) Or a book to schedule advance appointments?	
(i) Are hours of operation prominently posted and meet the minimum recommendation?	
(j) Magazine rack and current magazines available?	
(k) Reading material provided in good taste?	
<b>Section 4: HAIR CUTTING:</b>	
(a) Customers provided with the authorized type of haircut desired?	
(b) All haircuts completed by talc dust?	
(c) Barber does not smoke while cutting hair?	
(d) Following barbering instructions in Ship Serviceman 3?	
<b>Section 5: POSTAL:</b>	
The ORI-SUPPLY Team will use these checklist questions OR defer the assessment due to a Fleet Postal Assessment Visit (PAV) having been accomplished within the last 12 months. The ORI-SUPPLY review should not be considered an official PAV.	
<b>POSTAL PULSE POINT</b>	
<b>Section 5A: ADMINISTRATION:</b>	
Ensure that the following have been accomplished:	
(a) Personnel are properly designated and have completed required training.	
(b) Security measures are in place.	
(c) There is an adequate amount of supplies on hand.	
(d) Fixed credit has been increased.	
(e) Customs procedures are in place.	
(f) Postal Audits have been conducted at unscheduled and unannounced times on PS Form 2259, "Report of Audit of Postal Accounts".	
(g) Directory Service has been established.	
(h) SOPs are IAW latest directives/instructions.	
(i) Registered Mail procedures are in place.	
(j) Required inventory and turn over of controlled equipage.	
(k) Pubs required by the basic reference and Fleet are on hand and up to date.	
(l) The postal officer aware of his/her duties as outlined in DOD 4525.6-M and OPNAVINST 5112.6C, chap 4, Para 402?	

<b>CONTROLS</b>	
<b>Section 5B: MONEY ORDERS:</b>	
(a) Are money order forms requisitioned on PS Form 17 at least 45 days before they will be needed?	
(b) Does post office maintain a five-month supply of money order forms?	
(c) Is DD 885 maintained on all money orders on hand or transferred?	
(d) Are stamps available?	
(e) Is the command's fixed credit sufficient to sustain assigned crew and embarked units?	
(f) Fixed credit overages and shortages not within tolerance limits handled in accordance with DOD 4525.6M?	
(g) Are stamp requisitions (PS Form 17) mailed by registered mail to the servicing source of supply?	
<b>Section 5C: DIRECTORY SERVICE:</b>	
(a) Is a directory file maintained on OPNAV511 0/5 "Notice of Change of Address" or similar form?	
(b) Is postal directory service provided for all undeliverable mail?	
(c) Does every member of the command complete an OPNAV Form 5110/5 (Directory Service Card)?	
(d) Are they maintained for as long as that individual remains attached and when they transfer for one year from the date of transfer?	
<b>Section 5D: FORMS/PUBS:</b>	
(a) Are the forms required by OPNAV 5112.6C, Appendix B on hand in sufficient quantities?	
(b) Are current editions of the publications and instructions required by DOD 4525.6-M and OPNAV 5112.6C, chap 3, Para 301 and 302, on hand?	
<b>Section 5E: DESIGNATIONS:</b>	
(a) Is the Custodian of Postal Effects (COPE) designated on a separate DD-2257 in addition to Military Postal Clerk (MPC) designation?	
(b) Date of Designation:	
(c) Have personnel designated as Military Postal Clerks been issued a DD Form 285 by the Command?	
(d) Has an Officer or Chief Petty Officer been designated in writing to perform the following duties of Postal Officer, Custodian of Reserve Stamp Stock, Money Order Audit and Verification, Command Moneys Audit Board?	
(e) Have Mail Orderlies been designated on DD Form 285 and signed by validating official?	
(f) Have Mail Orderlies completed a mail service training course prior to being designated on DD Form 285?	
(g) Page 13 entries made as required?	

<b>Section 5F: STANDARD OPERATING PROCEDURES (SOP):</b>	
(a) Does the command have a SOP in the form of a postal directive/instruction, and does it contain the following information?	
(b) Complete and correct mailing address; Operating hours; Location of mail boxes; Mail collection and close-out times; Postal Officer; Command Moneys Audit Team; Reserve Custodian; Custodian of Postal Effects (COPE) responsibilities and Customs procedures?	
<b>Section 5G: SECURITY:</b>	
(a) Does the Post Office provide adequate security for the mail and postal effects?	
(b) Does the post office have a Government Supply Agency approved safe(s) and is it secured to prevent ready removal?	
(c) Is security enforcement maintained by Postal Clerks controlling access to Post Office for only authorized personnel?	
(d) Are Post Office keys strictly controlled at all times?	
(e) Are safe combinations properly maintained and changed annually or when a change of custodian occurs?	
<b>Section 5H: MAIL:</b>	
(a) Are customs forms completed and attached to parcels containing merchandise mailed outside CONUS?	
(b) Is registered mail processed and handled in accordance with DOD Postal Manual?	
(c) Is there a chain of custody on articles of registered mail at all times and under constant surveillance?	
<b>Section 5I: AUDITS AND INSPECTIONS:</b>	
(a) Does the Postal Officer inspect the Post Office weekly?	
(b) Are DD 2259s monthly/quarterly audits "Report of Audit of Postal Accounts" completed properly and being retained in the post office files?	
(c) Is a copy of the COPES and reserve custodian's monthly audit on DD 2259 for the months of December, March, June and September submitted to the appropriate FLTCINCS with required entries in the remarks section of the COPES audit?	
(d) Monthly audits conducted by two or more members of the Command Moneys Audit Board?	
<b>Section 5J: DO QUARTLY AUDITS LIST THE FOLLOWING INFORMATION IN THE REMARKS SECTION:</b>	
(a) Date of last Postal Assist Visit?	
(b) Date of last Command Inspection?	
(c) Name(s)/Rate(s) of Military Postal Clerks?	
(d) Name/Rank/Rate of Postal Officer and date of designation?	
(e) Monthly audits and results conducted during quarter?	

(f) Date safe combination changed?		
(g) Auditing officers recording audit results on PS Form 3368 "Stamped Credit Examination Record"?		
<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		

<b>FUNCTIONAL AREA</b>		<b>MATERIAL LIASON OFFICE</b>
<b>UNIT:</b>		<b>UNIT POC'S</b>
<b>LOCATION:</b>		
<b>DAT(E) (YYYYMMDD):</b>		
<b>(E)VALUATOR:</b>		
<b>SUB-AREAS</b>		<b>RATING</b>
OPERATIONS		
<b>Section 1: PROCEDURES AND REFERENCE PUBLICATIONS:</b>		
(a) Is there a Standard Operating Procedure (SOP) in place on day-to-day MLO management/operations?		
(b) Are the following publications and instructions available?		
(1) COMFIRSTNCDINST 4400.3A		
(2) NAVSUP P-485		
(3) Sets, Kits, Outfits (SKO)		
<b>Section 2: INVENTORY VALIDITY (ACTIVE PROJECTS, MCD AND EXCESS):</b>		
(a) The inventory validity rate based on 10 percent of the inventory is (goal is 95 percent):		
<b>Section 3: INVENTORY MANAGEMENT (ACTIVE PROJECTS)</b>		
(a) Are individuals authorized to sign documents or draw material designated in writing?		
(b) Is the NAVSUP 1250-1 used for issue and turn-in of all material?		
(c) Is the active project material file maintained in Material Take-off/Bill of Material (MTO/BM) line item sequence by project (provide hard copy of MTO/BM)?		
(d) Does the active project material file contain the Stock Record Cards (SRC) or line entry on PMSR for each item in the BM?		
(e) Is the completed project material file in BM line item sequence by project?		

(f) Does the completed project material file contain only SRC's with zero balances or completed line entry on PMSR?	
(g) Are all receipts and issues stapled behind the SRC's?	
(h) Are project material receipts inspected for quality, quantity and condition?	
(i) Are Report of Discrepancies (ROD) and Quality Deficiency Reports (QDR) prepared and submitted as warranted?	
(j) Are weekly spot inventories (10%) being conducted and results recorded?	
<b>Section 4: INVENTORY MANAGEMENT (EXCESS/MCD)</b>	
(a) Are excess project materials inventoried and consolidated at completion of the project?	
(b) Is the excess material list in PMPTP updated monthly?	
(c) Is a separate stock record battery maintained for excess material?	
(d) Is action taken to dispose of excess material that has been held in excess of six (6) months?	
(e) Is a NAVSUP 1250-1, approved by the Operations Officer or their designated representative used to document issues of excess materials?	
(f) Are all MCD Bills of Materials generated by Bravo Company and submitted to MLO with a completed 1250-1 for each line item?	
(g) Does a NAVSUP 1114 SRC and a PMPTP line item represent every line item on each BM?	
(h) Are all 1114 SRC's maintained in a MCD file?	
(i) Are weekly spot inventories (10%) being conducted and results recorded for MCD materials stored in MLO?	
(j) Is all remaining MCD material from completed or cancelled MCD projects offered to the Camp Czar before it is transferred to excess?	
<b>Section 5: WAREHOUSE/YARD STORAGE MANAGEMENT</b>	
(a) Is security of spaces adequate?	
(b) Are designated fire stations equipped with a fire extinguisher that is inspected and weighed monthly?	
(c) Is the space clean and avenues of egress accessible?	
(d) Is material segregated and stored by project?	
(e) Is material in storage individually labeled with project number, BM number, and line item number for ready identification?	
(f) Are storage locations clearly identified, and does the established location for each line item match the location noted on the SRC?	
(g) Are deteriorative items stowed under covered storage?	
<b>Section 6: PROJECT MATERIAL STATUS REPORT (PMSR)/BILL OF MATERIALS (BM)/SRC MANAGEMENT</b>	
(a) Is the project material file properly maintained?	
(b) Are original BM and Add-On BMs for each project maintained together?	



(c) Are NAVSUP 1114's separated by outstanding, received, and completed/issued status?		
(d) Is every line item on each BM represented by a NAVSUP 1114?		
(e) Are project material receipts, inventory adjustments, issues, borrows and outstanding requisitions accurately posted in PMPTP?		
(f) Are receipts posted to the NAVSUP 1114's supported by a completed 1348-1?		
(g) Are issues posted to the NAVSUP 1114 supported by a completed NAVSUP 1250-1?		
(h) Are issued replaced documents posted to the SRC's and the borrow tickler file maintained for each item on borrow?		
(i) Are completed archive files properly maintained?		
<b>Section 7: FINANCIAL MANAGEMENT/EAC REPORTS</b>		
(a) Are EAC (Estimate At Completion) reports complete and accurate for each active project?		
(b) Are EAC reports submitted to the 30th NCR monthly?		
(c) Is the MLO Staff conducting weekly meetings with SAIC?		
<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		

FUNCTIONAL AREA		NON-CESE TABLE OF ALLOWANCE
UNIT:		UNIT POC'S
LOCATION:		
DATE (YYYYMMDD):		
EVALUATOR:	CODE:	
<b>SUB-AREAS</b>		<b>RATING</b>
COMFIRSTNCDINST 4400.3A		
NAVFAC P-1051		
NAVSUP P-485		
SKO		
COMFIRSTNCDINST 4454.2		
COMFIRSTNCDINST 11200.1		
DOD 4145.19R-1		
<b>SUB-AREAS</b>		
<b>P25 CONTAINERIZED TOA PACK UP</b>		
<b>Section 1: TOA WAREHOUSE KEY CONTROL</b>		

(a) Does the custody of keys to TOA WHSE spaces and responsibility for security rest with the TOA Custodian?	
(b) Does the TOA Custodian check out operating keys to TOA spaces each morning	
<b>Section 2: TOA MANAGEMENT</b>	
(a) Is the P25 TOA custodian appointed in writing?	
<b>Section 3: TOA INVENTORY VALIDITY</b>	
(a) Does the TOA Custodian have a current list of containers located in the TOA Warehouse?	
(b) Does each container have a RFID Tag?	
<b>Section 4: TOA INVENTORY MANAGEMENT</b>	
(a) Does the TOA Custodian have a current "As Packed" inventory listing for each container and break bulk material?	
(b) Has the containers, containers seals and master packing plan number been verified against the master listing provided by NFEL(C)	
<b>Section 5: CONTAINERS.</b>	
(a) Has the annual Container Inventory been submitted in November?	
(b) Are all container certification stickers current?	
<b>Section 6: TOA WAREHOUSE MANAGEMENT</b>	
(a) Does security appear adequate?	
(b) Is the space clean and neatly stowed?	
<b>Section 7: FEX TOA PACK UP</b>	
(a) Is the custodian of FEX TOA PACKUP appointed in writing?	
<b>CENTRAL TOOL ROOM</b>	
<b>Section 8: KEY CONTROL</b>	
(a) Does the custody of keys to CTR spaces and responsibility for security rest with the CTR Custodian?	
(b) Does the CTR Custodian check out operating keys to CTR spaces each morning?	
<b>Section 9: CTR MANAGEMENT</b>	
(a) Is the CTR custodian appointed in writing?	
(b) Are proper procedures followed for issue and return of shelf tools and tool kits?	
(c) Are NAVSUP 1250-1's used to document all loans of shelf tools and tool kits?	
(d) Are issue and return procedures properly performed?	
(e) Are NAVSUP 1250-1s annotated correctly when tools are reported "broken" or "lost"?	
(f) Are surveys for lost/broken tools accomplished when required?	

<b>(g)</b> Has the MLO/CTR Officer Promulgated an inventory scheduled for CTR kits and shelf tools?	
<b>(1)</b> Tool kit biweekly.	
<b>(2)</b> Inventory of kits in CTR custody.	
<b>(3)</b> Inventory of CTR shelf tools.	
<b>(4)</b> Weekly spot inventories of CTR shelf life items.	
<b>(h)</b> Are prescribed procedures followed for inventory of issued and CTR "in house" kits?	
<b>(i)</b> Are tool kit shortages documented on NAVSUP 1250-1's and properly processed?	
<b>(j)</b> Are master and duplicate inventory assembly 80XXX Series) properly managed and used for each tool kit on board?	
<b>(k)</b> Is the Crew Leader held responsible for tools and tool kits used by his crew?	
<b>(1)</b> Assignment of tools within his crew?	
<b>(2)</b> Proper use and care of assigned tools by his crew?	
<b>(3)</b> Preservation of tools held in his custody but not by his crew?	
<b>(4)</b> Security of aligned tools?	
<b>(l)</b> Are tool kit replacement boxes manufactured for each type of tool kit in accordance with Chapter 11 of CBPAC/CBLANTINST 3120.1?	
<b>(m)</b> Are central tool control procedures followed for all tools meeting the following criteria?	
<b>(1)</b> All TOA assemblies as defined by the TOA?	
<b>(2)</b> Other tools with unit cost of \$300 or more?	
<b>(3)</b> Tools requiring special considerations?	
<b>(n)</b> Is the inventory control listing for project tools kept current by the resident battalion by reporting changes to the respective regiment for data base update?	
<b>(o)</b> Are all complete TOA assemblies for augment/project tools properly identified/recorded, and is the assembly/serial number stenciled on the outside of the assembly or box?	
<b>(p)</b> Are initial issues, replacements, transfer of on-site assets, and rental of augment/project tools properly managed and accounted?	
<b>(q)</b> Are receipts of augment/project tools acknowledged by returning signed receipt documents to the responsible regiment or by email?	
<b>(r)</b> Is maintenance/repair of project tools the same as for those in the camp CTR allowance?	
<b>(s)</b> Are proper actions taken in disposition of project tools no longer required for use in active projects?	
<b>(t)</b> Quarterly Augment Tool Inventory Reports sent to the NCR TOA Manager?	
<b>(u)</b> Spot, Bi-Weekly or Monthly inventories conducted IAW the SOP?	
<b>(v)</b> Is a copy of the inventory list provided inside each kit box?	
<b>(w)</b> Is a Kit Status Board Maintained in CTR Office?	
<b>(x)</b> Are the tool and tool kits on hand adequate to support camps current and future projects?	
<b>(y)</b> Are Tool Replenishment requests sent to the TOA Manager on a timely basis?	

(z) Are receipts of tools acknowledged by returning signed receipt documents to the responsible TOA Manager or by email?	
(aa) The inventory validity rate of the sample inventory taken was (goal 95%):	
(1) Shelf Tools:	
(2) Card to Bin:	
(3) Bin to Card:	
(4) Average:	
(5) Tool Kits:	
(bb) Does security appear adequate?	
(cc) Are receipts of augment/project tools acknowledged by returning signed receipt documents to the responsible TOA Manager or by email?	
(dd) Has a Stock Record Card (SRC) establish for all shelf tools, electrical and gasoline in CTR?	
(ee) Are Tool Kits inputted into Micro SNAP with the Kit LICN Stock number Assembly Number in the NSN field of the SR?	
(ff) Are NAVSUP 1250-1's used to document all loans of shelf tools and tool kits?	
(gg) All 1250-1's filed in Alpha Sequence by the last name of the person signing for the tool or tool kit?	
(hh) When Tradesman Tool Kits are returned to CTR are both the customer and CTR Custodian conducting a joint inventory of its contents?	
(ii) Is a list for CTR items in CTR and the Alpha sequence list of tools made available to users?	
<b>Section 10: TOOL MAINTENANCE/SAFETY</b>	
(a) Are appropriate safety precautions and equipment operating instructions posted in conspicuous places where they may be readily seen by personnel involved?	
(b) Has the MLO/CTR Officer promulgated a monthly PM scheduled for power tools checked out?	
(c) Are proper procedures followed for power tools turned into the PM shop for preventive maintenance?	
(d) Are preventative maintenance cards (31ST NCR 10290/2) established for each power tool?	
(e) Are repairs of Gasoline engine power tools documented on Equipment Repair Orders (ERO's) Worksheet, NAVFAC 11200/41B, and made a part of the permanent tool history file?	
(f) Are on-hand balances or allowances of shop repair parts based on demand, and are copies of the NAVSUP 1250-1 maintained for repair parts ordered?	
(g) Is repair of power tools done in a timely manner?	
(h) Has survey action been initiated for all power tools in the PM Shop which are beyond economical repair?	
(i) Is a signature authorization card on file for each individual authorized to draw tools?	

(j) Is the electrical safety program operational and are tools returned, inspected, and tagged per the electrical safety schedule?	
(k) Are all complete TOA assemblies for augment/project tools properly identified/recorded, and is the assembly/serial number stenciled on the outside of the assembly or box?	
<b>AUTOMOTIVE REPAIR PARTS (ARP)</b>	
<b>Section 11: ARP KEY CONTROL</b>	
(a) Does the custody of keys to ARP spaces and responsibility for security rest with the ARP Custodian?	
(b) Does the ARP Custodian check out operating keys to ARP spaces each morning?	
<b>Section 12: ARP MANAGEMENT</b>	
(a) Is the ARP custodian appointed in writing?	
<b>Section 13: INVENTORY VALIDITY (ALL GOALS 95%)</b>	
(a) The inventory validity rate of the MOD 98 Organic sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(b) The inventory validity rate of the MOD 98 Augment sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(c) The inventory validity rate of the MOD 97 sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(d) The inventory validity rate of the MOD 96 sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
<b>Section 14: INVENTORY MANAGEMENT</b>	
(a) Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate?	
(b) Are weekly spot inventories conducted and reports made to the Supply Officer?	
(c) Are requests for excessive quantities of repair parts challenged by storeroom personnel prior to issue or requisitioning?	
(d) Are "Not Carried" requests verified to ensure the equipment for which the part was requested is supported by the COSAL?	
(e) Are outstanding requisitions for NIS/DTO material filled when material for stock is received prior to the NIS/DTO material receipt?	

(f) Are remaining balances of Non-SIM items inventoried after each use?	
(g) Are proper procedures followed for turn in of certain CESE equipment components identified in the respective component overhaul program?	
<b>Section 15: NAVSUP FORM 1250 PROCESSING</b>	
(a) Are NAVSUP 1250-1s used as the originating document for all requisitions, turn-ins, and issues?	
(b) Are NCF standards for requisition response times met (UND A = one day, UND B = two days, UND C = five days) for material not on board?	
<b>Section 16: STOREROOM MANAGEMENT</b>	
(a) Is the space clean and neatly stowed?	
(b) Are repair parts stowed with attached stock number or part number for ready identification?	
(c) Are repair parts maintained in a mount-out posture?	
(d) Are flammable materials stored in approved locations only?	
(e) Are repair parts stowed separately as MOD 98 organic, MOD 98 augment, MOD 97, and MOD 96?	
(f) Are MOD 96 repair parts pre-packed, one with the Air Det package and one sealed in the Automotive Repair Parts outlet?	
(g) Does security appear adequate?	
(h) Are storage locations clearly identified, and does the location for each stock item match the location noted on the SRC?	
<b>Section 17: TECHNICAL MANUALS</b>	
(a) Are technical manuals (overhaul, maintenance, parts, etc) available for all equipment, maintained by the Tech Librarian, and issued on a custody basis?	
(b) Does the Tech Librarian maintain a check-in/check-out record for manuals issued on a custody basis?	
(c) Has the Tech Librarian taken appropriate action to request missing technical manuals and/or publications?	
(d) Are deleted and excess technical manuals returned to L3 stock at CBC Port Hueneme when new unit loads are processed and action taken to cancel outstanding requisitions for deleted technical manuals?	
<b>Section 18: SHELF LIFE PROGRAM</b>	
(a) Are sufficient copies of the latest Unit Load (UL) equipment COSALs on hand?	
(b) Has the Equipment Listing (USN/ECC) of the UL been verified with actual on-Hand equipment and action taken to correct any deficiencies?	
(c) Has the COSAL been fully implemented and do all allowance quantities on the Stock Record Cards match the allowance quantities in the new COSAL?	
(d) Are excess or deleted repair parts identified through COSAL changes properly returned to the Supply system unless otherwise directed?	
9. SRC Maintenance	

(a) Have SRCs been annotated with special management information (i.e., "shelf life," "hazardous or cross-reference information?	
<b>STORES ORGANIZATIONAL CLOTHING GEAR</b>	
<b>Section 19: INVENTORY VALIDITY (ALL GOALS 95%)</b>	
(a) Is the custodian of special clothing/infantry equipment/CBR/Radiac appointed in writing?	
(b) The inventory validity rate of the 782 Gear sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(c) The inventory validity rate of the Radiac Gear sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(d) The inventory validity rate of the CBR Gear sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(e) The inventory validity rate of the ECWCS sample inventory taken was:	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
(f) The inventory validity rate of the sample inventory taken on: WET WEATHER GEAR	
(1) Card to Bin:	
(2) Bin to Card:	
(3) Average:	
<b>Section 20: INVENTORY MANAGEMENT</b>	
(a) Is the annual physical inventory schedule annotated with total items inventoried and/or the inventory accuracy rate?	
(b) Is the custodian of special clothing/infantry equipment appointed in writing?	
(c) Are remaining balances of Non-SIM items inventoried after each issue?	
<b>Section 21: RADIAC</b>	
(a) Is 100% of the P25 Radiac Equipment on board?	
(b) Are all Radiac Equipment calibration dates current?	
(c) Has the quarterly/annual Radiac Inventories been forwarded to the TOA Manager?	
(d) Has the bi-annual ICAM/ACADA Equipment Inventory been forwarded to NWSC Crane, in November/May?	

<b>Section 22: CBR GEAR</b>	
(a) Has the annual Congressional CBR and Radiac Inventory been submitted to the TOA manager in November?	
<b>Section 23: NAVSUP FORM 1250-1 PROCESSING</b>	
(a) Are NAVSUP 1250-1s used as the originating document for all requisitions and issues?	
(b) Are NCF standards for requisition response times met (UND A = one day, UND B = two days, UND C = five days) for material not on board?	
<b>Section 24: ISSUE CONTROL/CHECK-OUT PROCEDURES</b>	
(a) Are initial, additional, and replacement issues of Organizational Clothing accomplished in accordance with Chapter 7?	
(b) Are proper procedures followed for initial, exercise and replacement issues of wet/cold weather clothing?	
(c) Are proper procedures followed for initial and replacement issues of individual infantry equipment?	
(d) Is the individual custody for initial and additional issues of Organization Clothing articles established through the use of CBRO-SIMS and Page 13 entries?	
(e) Are proper procedures followed regarding utility uniform items and organizational clothing for personnel separating from service or transferring to commands requiring/not requiring wear of these items?	
(f) Are the following items managed using applicable custody records?	
(1) Wet weather clothing	
(2) Individual infantry equipment	
(3) Extended Cold Weather Clothing System (ECWCS)	
<b>Section 25: STOREROOM MANAGEMENT</b>	
(a) Is the space clean and neatly stowed?	
(b) Are stock location and/or items stocked clearly identified with the applicable stock or part number?	
(c) Are Flammable materials stored in approved locations only?	
(d) Does security appear adequate?	
(e) Are storage locations clearly identified and do the established location for each stock item match the location noted on the SRC?	
<b>Section 27: SRC MAINTENANCE</b>	
(a) Have SRCs been annotated with special management information "shelf life," "hazardous" or cross-reference information?	
(b) Are all items maintained at the allowance quantity (either on hand or on order)?	
(c) Is the custodian ensuring initial issues of wet/cold weather clothing and 782 Gear are not posted to SRCs as issues and stock levels are not replenished for items issued on a temporary custody basis only?	



Section 28: SURVEYS/EXPENDITURE CONTROLS		
(a) Are surveys properly numbered?		
(b) Are appropriate turn-in or disposal documents attached to the survey?		
(c) Is a PAA and/or Article 13 hearing conducted when an individual is held liable for the loss? If PAA is involved, is a copy of the Military Pay-Adjustment Authorization (DD-139) attached to the approved survey?		
(d) For replacement items (except bedding), is the individual submitting a NAVSUP 1250-1, approved by cognizant authority, along with the worn articles or an approved copy of the survey request?		
(e) Are items in the custody of individuals that are lost, stolen, destroyed, or damaged by other than normal wear surveyed by the individual?		
(f) Does approved survey clearly indicate whether culpability or non-culpability is involved?		
(g) Are surveys of special clothing and individual infantry equipment conducted as required and at least monthly?		
(h) Upon final approval of surveys, are the NAVSUP 1250-1s used to prepare the survey re-filed in the Proof of Issue file?		
(i) Are copies of all approved surveys, with expenditure numbers assigned, retained in the Special Clothing Custodian's Survey file?		
(j) Are Officers in Charge of Details/Detachments submitting replacement utility uniform requirements to the main body utilizing NAVSUP 1250-1s for each individual, and if required, does an approved survey document accompany each group of NAVSUP 1250-1s?		
(k) Are clothing items not suitable for reissue, but usable on jobs particularly destructive to clothing, correctly marked and reused?		
FUNCTIONAL AREA	SUB-AREA	CORRECTIVE ACTION
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		
SUPPLY – ADMIN		

FUNCTIONAL AREA		MAINTENANCE AND MATERIAL MANAGEMENT (3M)
UNIT:		UNIT POC'S
LOCATION:		
DATE (YYYYMMDD):		
EVALUATOR:	CODE:	
<b>SUB-AREAS</b>		<b>RATING</b>
(a) NAVSEAINST 4790.8B		
(b) COMFIRSTNCD 4790.1		
<b>SUB-AREAS</b>		
<b>ORGANIZATION AND ADMINISTRATION</b>		
<b>Section 1: ARE ALL PERSONNEL PQS QUALIFIED FOR THE APPROPRIATE POSITION?</b>		
(a) Maintenance Person		
(b) Work Center Supervisor (WCS)		
(c) Division Officer		
(d) 3M Departmental Assistant designated in writing?		
(e) 3MC designated in writing and has a 9517 NEC?		
<b>Section 2: IS THE SPACE MANUAL COMPLETE AND CORRECT?</b>		
(a) Is the WCS designated in writing?		
(b) Is the change page current and up to date?		
(c) Is the LOEP current and up-to-date?		
(d) Are pen and ink changes on the LOEP annotated with a FBR serial number and initialed by the Department Head?		
(e) Are all MIPs current and superseded MIPs removed from the work-center manual?		
(f) Are all changes on the MIPs annotated in pen and initialed by the Department Head?		
(g) Are MRCs with a dual periodicity code resolved?		
(h) Is the Work Center 13-Week Accountability Log properly maintained?		
1. Is log maintained for 13 weeks?		
2. Personnel assigned by name?		
3. All required signatures and dates of accomplishment (MM, WCS, and Divo)?		
4. Reason for non-accomplishment listed?		
3. Are the required amount of weekly PMS spot checks being conducted?		
(a) Commanding Officer:		
(b) Executive Officer:		
(c) 3M Coordinator:		
(d) Department Head:		
(e) Division Officer:		

<b>PLANNED MAINTENANCE SYSTEM / SKED</b>	
<b>Section 3: CYCLE PMS SCHEDULE:</b>	
(a) Are SKED Cycle schedules reviewed and approved by the Department Head?	
(b) Has the Department Head approved the latest revision on SKED?	
(c) Is equipment in the component column separated by system, subsystem, or component?	
(d) Are all MIPs from the LOEP listed?	
(e) Are all annual, semi-annual, and multiple month checks scheduled properly?	
(f) Are all mandatory related MRs indicated by a # sign?	
(g) Are 2W, Monthly, multiple month, Quarterly and situational requirements entered in the each quarter column?	
<b>Section 4: QUARTERLY PMS SCHEDULE</b>	
(a) Is the SKED quarterly schedule updated reflecting the Cycle Schedule with all correct information?	
(b) Is the starting date the first Monday of the quarter?	
(c) Do Quarterly board MIP codes match the LOEP?	
(d) Are expected underway periods shaded?	
(e) Are not accomplished MRCs indicated by a circle and a "Flip Page" entry made?	
(f) Are applicable MRs from the MIPs properly scheduled and within periodicity?	
(g) Are all mandatory related maintenance requirements accomplished with their parent checks?	
(h) Are situational MRs accomplished and documented each time the situation arises?	
(i) Is the reschedule column used to indicate scheduling to the following quarter?	
(j) If in IEM, is the start of IEM indicated with the appropriate status code?	
(k) If in IEM, is the repair activity identified for IEM category II?	
(l) If in IEM, are Lay-up, Periodic Maintenance, Start-up (SU) and Operational Test (OT) requirements scheduled correctly?	
(m) After IEM, are MRCs still within periodicity scheduled?	
<b>3M COORDINATOR</b>	
<b>Section 5: EXECUTIVE LEVEL PMS ADMINISTRATION</b>	
(a) Does the MDS system have all updates installed?	
(b) Are all required back-ups being verified and kept (SKED and MDS)?	

(c) Is the SKED program up to date?	
(d) Does the 3MC maintain an updated record of MIP changes (ALID)	
(e) Does the 3MC maintain an updated MIP to W/C file?	
(f) Does the 3MC maintain an updated master LOEP?	
(g) Does the 3MC maintain an updated Change/TFBR Accountability Log?	
(h) Does the 3MC have an effective system for routing and explaining PMS documentation changes (PFRs, DITs, ACNs, and TFBRs) to all concerned?	
(i) Is the 2K approval chain correct (MM to WCS to LCPO to 3MC)?	
(j) Does the 3MC have a file of Master EGLs, confidential MRCs and the current PMS CD-ROM?	
(k) Are EGLs entered into SKED and IGLs prepared on SOMMS (if installed)?	
(l) Is the schedule verification report on SKED utilized to determine out of periodicity MRs?	
<b>Section 6: PQS AND TRAINING</b>	
(a) Does the 3MC monitor progress of 3M qualifications?	
(b) Does the 3MC conduct and maintain records of 3M training?	
<b>Section 7: EQUIPMENT VALIDATION PROGRAM</b>	
(a) Does the 3MC maintain a master file and assign and track validation completion?	
(b) Does the 3MC have 13 weeks of completed validation sheets on hand? (1 per 250 records per week per Workcenter)	
<b>Section 8: REPORTING AND AUTOMATED SHORE INTERFACE (ASI)</b>	
(a) Is SOEAPL worked to determine APLs with no parts and APSs awaiting logistic support?	
(b) Does the 3MC have monthly contact with the CDM on issues discovered comparing the SOEAPL?	
(c) Is the ship 2 or fewer tapes behind in ASI processing?	
(d) Is the average time between Up line Reports 7 days or less via RADWEB?	
(e) Is the ASI processing checklist signed and maintained?	
(f) Are ASI error reports being sent to the CDM via RADWEB after processing (ASI-CDM (OMMS)/Input, LSD, COS error (SNAP))?	
(g) Did the 3MC correct discrepancies in the ASI Input and Summary Report/MMM(OMMS-NG)	

<b>FUNCTIONAL AREA</b>	<b>SUB-AREA</b>	<b>CORRECTIVE ACTION</b>
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		
SUPPLY - ADMIN		

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## **APPENDIX B**

### **CAMP TURNOVER**

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#### **1. SCOPE**

The NAVSUP P-485, Chapter 1, contains guidance for relief of Supply Officers (S4). The relief of Supply Officers in the Naval Construction Force (NCF) normally consists of relieving one battalion's entire Supply Department at a particular deployment site with that of another. The supply function of a battalion directly impacts all aspects of the battalion's readiness and ability to perform its assigned missions. Turnover of the logistics/supply functions from battalion to battalion requires a coordinated effort to ensure all existing conditions adversely affecting the incoming battalion's ability to provide routine supply support are identified and thoroughly documented. To standardize turnover procedures and ensure all critical areas are reviewed, the procedures contained in this Appendix shall be followed while conducting supply turnovers. Relief of Supply Officers at times other than Camp turnover will remain as specified in NAVSUP P-485, Chapter 1, and as amplified by this instruction.

#### **2. RESPONSIBILITIES**

The incoming battalion Supply Officer (S4) will be responsible for implementing turnover procedures, ensuring their completion and documenting the turnover with a Turnover Letter. The outgoing Supply Officer retains responsibility for all Supply Department spaces and functions until actual turnover of these areas has been completed. The outgoing Supply Officer is responsible for ensuring the turnover is conducted in an orderly, professional manner, and management procedures in effect at the start of turnover remain intact until turnover has been completed. Both battalion S4s' are responsible for ensuring all turnover deficiencies are corrected and supply readiness remains constant.

#### **3. ACTION**

Turnover of the camp supply functions will be accomplished as specified in this instruction. Completion of reviews and the status of each functional area will be jointly documented by the personnel responsible for the area. Documentation of results will be included in the Supply Officers' Turnover Report and will be maintained in the camp turnover file until completion of the next turnover. All spaces under the jurisdiction of the Supply Department will be jointly inspected to ascertain the material condition and cleanliness of the spaces. The condition of all equipment and machinery will also be reviewed. Stowing personal gear in supply spaces is unauthorized.

## **Section I: GENERAL SUPPLY TURNOVER PROCEDURES**

### **1. PRE-TURNOVER PROCEDURES**

a. Naval Construction Regiments (NCR). The NCR will issue a Turnover Message approximately 30-45 days prior to turnover addressing pertinent turnover items.

b. Incoming Battalion. The key to a successful turnover is an aggressive Pre-deployment Turnover Plan. Both the incoming and outgoing battalions must properly prepare in order to achieve a successful turnover and deployment. The following turnover-planning actions should be accomplished during homeport prior to deployment:

- (1) Review OPLAN/OPORDER for the upcoming deployment.
- (2) If possible, conduct a pre-deployment visit to the main body camp.
- (3) Establish an inventory plan.
- (4) Ensure the outgoing Supply Officer accomplishes required pre-turnover action items.
- (5) Establish an Organizational Chart and Manning Plan for the deployment.
- (6) Establish Advance Party/Main Body personnel movement.
- (7) Review battalion turnover and deployment site "notebooks".
- (8) Coordinate timing of events with the outgoing Supply Officer.
- (9) Contact the NCR Logistics Officer and Comptroller for current financial status pertaining to the deployment site.
- (10) Review the last Operational Readiness Inspection (ORI).
- (11) Create a tentative berthing plan.
- (12) Generate the following as required by the NAVSUP P-485:
  - (a) Instructions
  - (b) Letters of Designation
  - (c) Letters of Authority



(13) Establish the following:

- (a) Annual Inventory Schedule
- (b) Internal Material Obligation Validation (MOV) Schedule
- (c) Updated Recall List
- (d) Supply/Material Liaison Office (MLO) Training Plan
- (e) Safety Training Plan

(14) Submit Postal Routing Message

(15) Ensure that personnel have an up-to date:

- (a) Passport or Visa
- (b) Training Certification Cards/Authorizations
- (c) Training for their assigned area
- (d) Applicable Licenses
- (e) Access and passwords to supply based WEB sites (PMPTP, MicroSnap, One Touch, DOD Email, SALTS, STARS-FL etc...)
- (f) Government Travel Card/Defense Travel System (DTS) account

(16) Submit Field Mess request (If required).

(17) Conduct DET OIC and Repair Parts Petty Officer (RPPO) supply training.

(18) Create cycle menu

(19) Submit applications for Government Purchase Cards (GPC) for cardholders to the applicable Activity Program Coordinator (APC) 60 days prior to deployment of the Advanced Party.

c. Outgoing Battalion. At least 30 days, but not earlier than 60 days, prior to turnover, the outgoing battalion shall implement the following minimum supply management actions and ensure their completion prior to the start of turnover.

- (1) Verify Operating Targets (OPTARs) and outstanding/completed requisition files are in agreement (Balance OPTARs).

(2) Conduct an internal MOV of all requisitions. Submit follow-ups or cancellations as required.

(3) Conduct a complete Selected Item Management (SIM) review to include the following:

- (a) Conduct a 100% inventory and reconcile all differences.
- (b) Replenish SIM items to high limit when the on-hand/on-order quantity is equal to or less than the low limit.
- (c) Verify validity of all outstanding requisitions.

(4) Conduct a complete Non-SIM review of all Supply storerooms to include the following:

- (a) Verify Table of Allowance/Consolidated Seabee Allowance List (TOA/COSAL) allowances are posted to stock records.
- (b) Identify all items with on-hand/on-order quantities below the high limit. Submit requisitions to bring all items up to the high limit.
- (c) Verify validity of all outstanding requisitions.

(5) Ensure allowance items not maintained under the Supply Departments' custody are reviewed for on-hand/on-order status and all deficiencies are corrected prior to the start of turnover. Special TOA aids (group Material Take Offs (MTOs) and assembly contents lists) are provided for this purpose. If funds are not available, identify existing shortages and total unfunded money value.

(6) Ensure required survey actions are initiated and completed.

(7) Ensure discrepancies from the last Operational Readiness Inspection (ORI) are corrected or will be corrected prior to the start of turnover. Discrepancies not corrected prior to turnover are to be included in the Supply Officers' Turnover Report.

(8) Segregate Camp records, files, and publications from those of the Battalions.

(9) Ensure all Supply Department equipment (particularly galley equipment) is operating satisfactorily and/or positive repair/replacement action has been initiated.

(10) Prepare for the upcoming turnover inventories; prepare inventory aids.

(11) Clean all supply spaces.

## **2. ARRIVAL AT THE CAMP**

Upon arrival at the camp the following action items for each outlet and functional area are recommended:

- a. Meet and greet counterparts
- b. Tour spaces
- c. Review material condition and cleanliness of spaces.
- d. Review spaces key control.
- e. Review files and records.
- f. Locate applicable reference documents and instructions.
- g. Review “outstanding and pending business”.
- h. Review unanswered correspondence.
- i. Review status of uncompleted deployment tasking.
- j. Review Kit and Tool inventory and locations.
- k. Discuss supply support channels; both internal and external to the functional area and battalion.
- l. Exchange Point of Contact (POC) information.
- m. Conduct inventories as required by this instruction.

(1) Record inventory results

(2) Order shortages

## **3. OUTSTANDING AND PENDING BUSINESS**

The outgoing S4 will inform the incoming S4 of the following:

- a. Number and status of outstanding Issue Priority Group One (IPG-1) requisitions and other outstanding requisitions which, in the opinion of the outgoing battalion Supply Officer, warrant special attention.

- b. Number and status of outstanding purchase orders.
- c. Status of unpaid dealers' invoices/credit card purchases.
- d. Status of survey requests awaiting action by the Commanding Officer.
- e. Unanswered correspondence.
- f. Financial status (over/under issue) of the galley.
- g. Status of camp OPTARs.
- h. Status of reimbursable project OPTARs.
- i. Status of all unsatisfactory conditions within the Supply Department (inoperative equipment, material, facility, or physical security deficiencies).
- j. Status of uncorrected discrepancies noted in the last ORI report.
- k. Status of significant evolutions started during deployment, but not completed (i.e., complete inventory of Air DET pack up, relocation of Tent Camp pack up, etc.).
- l. Significant camp/TOA related supply evolutions completed during deployment. All records, files, and documentation associated with these evolutions will be turned over to the incoming Supply Officer as camp files.

#### **4. JOINT INSPECTION**

a. Prior to detachment the S4s will conduct a joint inspection of the Supply Department. The joint inspection will include storerooms, operating spaces, office spaces, material, material handling equipment, automated supply systems, personnel, files, records, and organizational procedures. Should circumstances prevent the two officers from conducting a joint inspection; the relieving S4 will conduct the inspection and prepare the report required as soon as possible, but not later than 20 days after taking charge. During the inspection of spaces in which material carried on the Supply Officers records is stored (both Supply Department spaces and spaces under the control of other departments), attention will be paid to the arrangement, physical condition, markings of the materials being stored and the material locator system. Operating spaces will be inspected for operating methods and equipment utilization.

(1) The following is an outline of actions to be taken and the areas that will be inspected prior to turnover:

- (a) Close the Automotive Repair Parts Storeroom for all non-emergency issues in order to conduct inventories.
- (b) Inventory all Outlets and other special items in accordance with the Camp Turnover Message and the mandatory items identified in this appendix.
- (c) Review the compressed gases on hand.
- (d) Ensure radiac and other equipment requiring calibration are 100% current.
- (e) Promulgate the Turnover Inventory Schedule and have the outgoing battalion prepare the inventory aids.

(2) Conduct a 100% inventory of the following:

- (a) Camp Tool Kits
- (b) Augment Tool Kits and Equipment at DET Sites
- (c) Weapons repair parts
- (d) Communication (COMM) repair parts
- (e) MLO Materials
- (f) All Provisions, including Meals Ready to Eat (MREs), Unitized Group Rations (UGRs), and Bottled Water
- (g) Chemical Biological and Radiological (CBR) Equipment
- (h) Controlled Equipage/Equipment
- (i) 463L Pallets, Top Nets, Side Nets
- (j) 782 gear and equipment
- (k) Medical/Dental daily use items
- (l) MOD 96/97/98 SIM items
- (m) Tires
- (n) Blade Edges
- (o) Petroleum, Oils and Lubricants (POL)

- (p) Batteries
- (q) Central Tool Room (CTR) SIM items
- (r) Electrical Power Tools
- (s) Organizational clothing
- (t) Dunnage/shoring
- (u) Technical Manuals
- (v) Air DET (MCA1 and/or 3) is at 100% on hand/on order

(3) Using the Random Sample Technique inventory the following:

- (a) Camp Augment Tool Kits
- (b) MOD 96/97/98 Non-SIM
- (c) CTR

(4) Files, Records, Publications, and Other Documents. The Supply Department files and records will be reviewed jointly. The incoming battalion Supply Officer will ascertain if files and records are established and maintained in accordance with applicable supply procedural manuals and instructions. Particular attention should be directed toward the following:

- (a) Camp Turnover Files.
- (b) Records, files, and publications pertaining to the camp must be segregated from the outgoing battalion files.
- (c) Ensuring the Supply Departments' Technical library does not get shipped.
- (d) The location of the camp TOA system documents. Verify the publication date of on-hand copies coincides with the TOA materials on hand.
- (e) Camp equipment maintenance records and files. Verify camp maintenance COSAL.
- (f) Supply Department effectiveness reports.
- (g) Support agreements for the main body and DET sites.

- (h) Management of MicroSNAP Listings.
- (i) The ORI results for the outgoing battalion.
- (j) Current inventory of Air Det pallets, nets, straps, et cetera
- (k) Customer Services Guides from supporting activities.
- (l) Camp shut down procedures.
- (m) Site specific "Never Out" list.

(5) The accurate review and turnover of financial records and site specific procurement processes are vital to a successful deployment and completion of assigned tasks. The following procedures must be adhered to jointly by both the incoming and outgoing supply officers.

- (a) Review the Operations Order (OPORDER) for proper requisitioning channels.
- (b) Review the commercial long distance telephone charges of the outgoing battalion, ensuring they are paid to date.
- (c) Review C9999 files and obligation documents, ensuring they are paid to date.
- (d) Review expenditure file
- (e) Provide names, appointment letters and SSNs for credit card users to the applicable APC.
- (f) Submit STARS-FL users' information.
- (g) Review the following logs and files and ensure they are properly maintained and current;
  - NAVSUP Form DD 1149s for continuing services, Procurement Action Tickler Files (PATF)
  - Transmittal Letters (TLs), OPTAR Status Reports (OSRs), Budget OPTAR Reports (BORs)
  - Requisition/OPTAR logs
  - Monthly Filled Order/Expenditure Difference Listing (MFOEDL) control challenge log

- Outstanding travel advance report
- Travel OPTAR Tango Log (if applicable)
- Blanket Purchase Agreement (BPA) file
- Credit Card Files
- Inter-Service Support Agreements (ISSAs) and Memorandums of Understanding (MOUs) with the host activity.
- Financial report retention file
- Material Outstanding/Completed Files
- MOVs
- Annual Budget and Financial plan.
- GPC Log and purchase requests.
- Outstanding GPC transactions and Vouchers.

(6) The incoming and outgoing Supply Officers will review the MicroSNAP/Automatic Data Processing (ADP) files to verify accuracy and validity. They will pay particular attention to the following areas and review the following reports:

- (a) Ensure the latest MicroSNAP update is loaded.
- (b) Run the MicroSNAP Requisition File (RQF) Reconciliation program and validate outstanding requisitions against stock records.
- (c) Run a Trial Order Review to determine amount of stock deficiencies
- (d) Run Stock Validation program Gain By Inventory/Lost By Inventory (GBI/LBI) and Pending Material Survey Listings.
- (e) Run an Outstanding Requisition With Status Listing and validate.
- (f) Validate over aged AS1/BA status with DETs and Outlets.



(g) Run a RPT 071 and move aged completed requisitions from the RQF to history tape.

(h) Run a T/L.

(i) Review the following:

- Constant File to ensure it is up to date
- Report Retention Files
- MicroSNAP Backup Files
- MicroSNAP Recovery Plan
- User Access Passwords are updated
- E-mail address establishment
- Standard Operating Procedures (SOPs)
- Security Logs
- Contingency Plans
- Appointment Letters
- Transmittal Diskette File
- Operations Plan (OPLAN) 800 and applicable deployment OORDER

(j) Ensure food service personnel are trained in food sanitation.

(k) Ensure office machines are in good working order.

(l) Prepare Watch Bill

(m) Review C9999 files and obligation documents.

(n) Update the battalions Deployment Site Notebook.

(o) Meet with your milk and Fresh Fruit and Vegetable (FFV) providers.

(p) Conduct a complete review of Equipage Records.

(q) Review the Expenditure file.

- (r) Review the Shelf Life and Hazardous Material programs.
- (s) Review status of outstanding requisitions.
- (t) Ensure there are an adequate amount of forms and consumables on hand.
- (u) Ensure all required Letters of Designation or Authority are up to date and on file.
- (v) Post applicable watch bills, instructions, organization chart, etc.
- (w) Provide names/SSNs for credit card users to the applicable APC.
- (x) Submit STARS-FL users' information.
- (y) Identify critical shortages/TOA deficiencies.
- (z) Review Camp Shutdown procedures.
- (aa) Check Material Handling Equipment.
- (bb) Request Customer Service Guides from supporting activities.
- (cc) Verify Car Seal Log.
- (dd) Be familiar with the proper requisition channels as promulgated in the OORDER.
- (ee) Arrange for proper vehicle support.
- (ff) Identify S-4 personnel berthing requirements and monitor arrangements.
- (gg) Establish meal hour procedures.
- (hh) Obtain an inventory of MREs, UGRs and Bottled Water.
- (ii) Post the local area bus routes and transportation schedules.
- (jj) Ensure all personnel attend the Host Command area indoctrination's.
- (kk) Set Outlet and functional area Hours of Operation (Post Office, Galley, Disbursing, Barber Shop, ARP, et cetera).
- (ll) Discuss TOA status with the NCR representative.

(mm) Review Site Specific “Never Out” list requirements.

(nn) Arrange times to pick up House Hold Goods (HHGs) and Battalion Cargo.

(oo) Review Security measures.

(pp) Ensure that Standard Automated Logistics Tool Set (SALTS) is operational.

(qq) Ensure all personnel have appropriate passwords.

(rr) Promulgate the Power Tool Preventative Maintenance (PM) Schedule.

## **5. POSTAL**

a. Ensure that the following have been accomplished:

- (1) Personnel are properly designated and completed required training.
- (2) Security measures are in place.
- (3) There is an adequate amount of supplies on hand.
- (4) Customs procedures are in place.
- (5) Postal Audits are ready to commence.
- (6) Directory Service has been established.
- (7) SOPs are in accordance with the latest directives/instructions.
- (8) Registered Mail procedures are in place.
- (9) Conduct required inventory and turn over controlled equipage.
- (10) Send the Mail Routing Message.

b. Ensure the Pubs required by the basic reference and Fleet are on hand and up to date.

## **6. FOOD SERVICE**

a. Food Service turnover is covered in Section IV of this appendix. Checklists and specific guidance and procedures can be found in the following references:

- (1) Field Messing Handbook

(2) Chapter 8 and Appendix D of this instruction.

(3) NAVSUP P-486

## **7. DETACHMENT SITE**

The following checklists are the minimum actions required for a complete and accurate turnover of supply functions:

### **a. Tools**

- (1) Two months prior to the arrival of the advance party conduct a wall to wall inventory of all tools, kits, and consumable items.
- (2) Order shortages
- (3) Obtain tools needed by the incoming battalion.
- (4) Order two months of consumables and PM items required by the incoming battalion.

### **b. Equipment**

- (1) Follow-up on all outstanding requisitions.
- (2) Inventory spare parts on hand and order shortages.

### **c. Materials**

- (1) Review project materials 2 months prior to relief and ensure shortages are on order.
- (2) Ensure adequate camp maintenance materials are on hand.

### **d. Berthing**

- (1) Provide host berthing office with appropriate arrival/departure data.
- (2) Ensure the outgoing battalion pays for their charges.

## **8. SHORTAGES**

Thirty days prior to turnover, the outgoing Supply Officer will communicate with the appropriate NCR (R4) regarding all shortages and corrective action to be taken. All TOA equipment/material shortages noted during the turnover will be researched and verified by the outgoing battalion prior to final concurrence that shortages exist. Actual

shortages will be placed on order by either the outgoing or incoming battalion as agreed between the S4s with the following exceptions:

- a. TOA shortages due to insufficient OPTAR funds.
- b. Purchasing funded TOA shortages with OPTAR funds would adversely impact availability of funding for the accounting period.
- c. TOA shortages exceeding \$500 per line item purposely not reordered.

**Note:** These exceptions will be documented in the Supply Officers' Turnover Letter. They will be identified to the specific TOA group/assembly with comments concerning the circumstances creating the shortages, the proposed corrective action, and the reasons for not reordering.

## 9. REPORTS

To ensure supply turnovers are adequately documented, reporting requirements are as follows:

- a. Turnover Completion Reports. Upon completion of the turnover in each area, a joint turnover completion report detailing the conditions noted will be prepared by the cognizant supervisors and submitted to the incoming Supply Officer with a copy to the outgoing Supply Officer. NAVSUP 1250-1s for shortages discovered during the turnover will be included as an enclosure to each report. Submission of these reports should be scheduled to allow sufficient time for complete investigation and verification of shortages and conditions noted prior to preparation of the Supply Officers' Turnover Report.
- b. Battalion Equipment Evaluation Program (BEEP) Effectiveness and Cost Report. During turnover, certain data is required for input to the BEEP report as well as for supply turnover requirements. To ensure this information is available for both purposes, sections 1a and 1b of the BEEP Effectiveness and Cost Report will be completed and submitted daily until completion of the BEEP. A summary report will be prepared at the conclusion of the BEEP.
- c. Supply Officers' Turnover Report. Upon completion of turnover, the Supply Officers will submit a joint relieving report to the Commanding Officer of both battalions. The applicable NCR will develop the required format. The status of corrections for deficiencies, as noted in most recent ORI, is specifically required. Due to the potential financial impact of conditions noted during turnover, a copy of the Supply Officers' Turnover Report is to be forwarded to the appropriate NCR. If circumstances prevent the two officers from conducting a joint

inspection, the relieving S4 will conduct the inspection and prepare the report required in accordance with the NAVSUP P-485, paragraph 1163 as soon as possible, but not later than 20 days after taking charge.

- (1) Upon completion of the department, material, personnel, and records inspection, the officers will submit a joint relieving letter to the Commanding Officer. The letter will include:
  - (a) a request for approval of relieving date;
  - (b) a statement of any defects or deficiencies noted during the inspection;
  - (c) a statement of the status of transfer of controlled equipment in use in the Supply Department;
  - (d) a statement regarding stock record accuracy and that the latest change notice and allowance file updates were reviewed and processed;
  - (e) a statement indicating the number and replenishment cost of repair parts which are not in stock or on order and a trial/dummy reorder review has been run to determine the dollar value and number of line items of storeroom stock deficiencies;
  - (f) a statement indicating they have reviewed the automated supply system user access listing;
  - (g) An excel spreadsheet attachment that lists credit card transactions that have not been certified for payment. This includes transactions that may have originated with from the previous battalions deployed to the camp. The attachment will include acknowledgement from the incoming supply officer that all supporting documents to certify outstanding purchases when required have been turned over;
  - (h) a statement indicating they reviewed all automated supply system management reports and files, attesting to the accuracy and completeness of these reports and files;
  - (i) the general condition of the Supply Department;
  - (j) a statement of facts in dispute, if there are any disagreements between the S4s as to the conditions discovered.

- d. Food Service Turnover Letter and monthly mess 1359.
- e. Forward the Galley Relieving Inventory to NAVSUP.
- f. Complete the monthly Mess 1359 and forward to NCR R4.
- g. Missing tool list inventory.
- h. Camp and DET Site augment inventory.
- i. A complete set of retained returns remains in camp records.
- j. CESE turnover database provided to Camp DET SK.
- k. DET Site Civil Engineering Support Equipment (CESE) turnover database filed in main body supply office.
- l. A list of TOA deficiencies to R43.
- m. BEEP Report information is readily available and up to date.
- n. A "Shortages Summary"

## **Section II: STORES FUNCTIONAL AREA TURNOVER PROCEDURES**

### **1. INVENTORY**

The Supply Department will act as the focal point for ensuring all inventories are conducted and the results are correctly reported. The incoming and outgoing battalions will jointly develop and schedule a coordinated inventory plan and schedule. Personnel from both battalions are to be assigned to each inventory area.

- a. Requirements. The inventory requirements specified herein are considered the minimum to be accomplished and reported. Inventories of other TOA material may be conducted at the discretion of the incoming Supply Officer, if they can be accomplished within the normal turnover period. Enclosure (1) of the Supply Officers' Turnover Report will contain a detailed breakdown of all Supply Department inventories (less project material) and will include areas inventoried, number of items inventoried, validity, and type of inventory conducted. Project material inventories will be documented in enclosure (2) of the Supply Officers' Turnover Report. Validity results of inventories conducted by other companies/departments do not need to be computed or reported in the Supply Officers' Turnover Report.
- b. Procedures. Three different types of Inventories will be conducted during the turnover period; complete (100%), Random Sampling Type (RST), and special.

(1) Complete (100%) Inventory. Complete inventories will consist primarily of camp controlled equipage, reimbursable project material, shelf life material, and specific equipment/material of either a sensitive or pilferable nature. The commodities in section I, Para. 4 above should be inventoried.

(a) All groups and assemblies not maintained in a pack-up Configuration under the Supply Departments secure storage area plus any Status of Resources and Training System (SORTS) reportable item shall be completely inventoried with results reported back to the cognizant NCR R4 within 30 days of Turnover.

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
002 31 AD	Weapons Equipage (Custody Controlled)	S7	A
002 32 AD	Infantry Equipage (Custody Controlled)	S7	A
002 41 AD	Weapons OSI (Armory)	S7	B
002 51 AD	Weapons Material (Armory)	S7	B
002 62 AD	Infantry Equipment Storeroom	S4	B
010 31 AD	Medical Equipment and Controlled Items	MEDICAL	A
010 51 AD	Medical OSI	MEDICAL	B
011 31 AD	Comm/Electronics Equipment (Custody Controlled)	S7	A
011 61 AD	Communications/Electronics Storeroom	S7	B
012 01 AD	Publications	EMBARK	None
023 61 AD	POL Storeroom	S4	C
024 61 AD	Subsistence Storeroom	S4A	B

(b) The following will be completely inventoried:

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS
099 61 AS	CUU Issue Storeroom	S4	C, E

(c) Project Material (Reimbursable Projects). A complete inventory of all construction material for projects that have been tasked to the incoming battalion will be conducted. Results of project material inventories will be included in enclosure (2) of the Supply Officers' Turnover report.



(d) Controlled Equipage. All TOA and augment controlled equipage will be completely inventoried during the turnover. The total dollar value of surveys processed during the turnover and unfunded (not on order) controlled equipage deficiencies will be included in the Supply Officers' Turnover Report.

(e) CESE Technical Manuals. A complete inventory of technical manuals will be conducted and reported in the BEEP Effectiveness and Cost Report. This inventory is to be compared with the COSAL Unit Loads (ULs) used by the outgoing battalion to determine deficiencies. Deficiencies will be compared against the requirements of the new COSAL ULs prior to initiating requisitions.

(2) Random Sampling Inventory. Due to the magnitude of items contained in certain groups of the TOA, the random sampling inventory procedure outlined in NAVSUP P-485, paragraph 6061.6 is considered appropriate for conducting turnover inventories with results reported back to the cognizant NCR within 30 days of turnover. Minimum sample size and composition of items selected for random sample inventories will be as follows:

(a) Inventory 10 percent (Ten percent card to location, ten percent location to card) of the total non-SIM items in each storeroom outlet.

(b) If an area fails to meet the NCR Goal 95% validity (after thorough investigation and increased sampling), this fact will be specifically identified in the Supply Officers' Turnover Report. A complete inventory of the problem area will be scheduled for accomplishment during the incoming battalion's deployment.

(c) A RST inventory will be conducted on the following areas:

GROUP	DESCRIPTION	RESPONSIBILITY	INV AIDS See Note (1)
002 61 AE	Weapons Consumables & 1st / 2nd Echelon R/P's	S4	C, E
003 21 AE	CTR Safety/Fire/Hearing Protection	S4	C, F
003 61 AE	CBR Equipment Storeroom	S4	C, E
004 71 AE	Admin/Maintenance Consumables	S4	C, G
005 21 AE	CTR Tools Other than Kits	S4	C, F

006 21 AE	CTR Tools Other than Kits	S4	C, F
007 71 AE	CSR Construction Consumables	S4	C, G
007 71 AS	CSR Construction Consumables	S4	C, G
008 21 AE	Mount-Out Packaging Tools/Materials	S4	C, F
009 61 AE	Special Clothing	S4	C, E
012 71 AE	CSR (Forms)	S4	C, E
025 01 AE	CESE Repair Parts (See Note (3))	S4	C, H

(d) Reimbursable Project Material. Project material on hand for projects not tasked to the incoming battalion will be inventoried using the random sample procedure. The number of items to be inventoried will be determined at the start of the turnover.

**Note (1) INVENTORY AIDS:**

- a. Controlled Equipage Custody Cards (NAVSUP 306)
- b. TOA Assembly Contents Lists
- c. Stock Record Cards
- d. TOA Tool Kit Inventory Listings
- e. TOA Special Group MTOs
- f. TOA CTR MTO
- g. TOA CSR MTO
- h. CESE COSALs (MODs 96, 97, and 98)

**Note (2)** Separate inventory samples will be conducted and reported for each individual COSAL Modifier (i.e., MOD 98 Organic, MOD 98 Augment, etc.).

(3) Special Inventory. Designated areas of the TOA are almost totally maintained and managed in a pack-up configuration with inventory control exercised by the appropriate Operational Control (OPCON) Commander (1NCD). Use, movement, and inventory of these pack-ups require specific approval from the OPCON Commander. During camp turnover, it is essential the incoming battalion ascertain an acceptable confidence level regarding the contents of the pack-ups. The confidence level will be attained during turnover in accordance with the following procedures:

(a) Air Detachment (Air DET) Pack Up. The majority of the Air DET TOA will be maintained in a pack-up configuration. All pack-up mount-out boxes are secured with a serialized car seal. During turnover, a verification of the car seal log with seals attached to mount-out boxes will be accomplished. Mount-out boxes that do not contain a car seal or contain serial numbers different from those recorded in the car seal log will receive a complete inventory. After completion of the inventory, boxes will be secured with new car seals. Subsequent to the car seal sample and correction of deficiencies, select 5%-10% of the mount-out boxes (option of incoming battalion Supply Officer) for complete inventory. If the results reveal significant deficiencies exist, the appropriate OPCON Commander will be notified. The OPCON Commander will provide direction regarding replenishment of deficiencies and further inventory action required. The inventory policy for Air DET items not maintained in the pack-up configuration has been previously discussed under items requiring a complete inventory.

(b) Sea Echelon ("Tent Camp") Pack-Up and Air Echelon ("Facilities") Pack-Up. The contents of these pack-ups will not be inventoried without prior approval from the appropriate OPCON Commander. The inventory policy concerning groups/facilities not maintained in the pack-up is discussed under items requiring a complete inventory or random sample inventory as appropriate. A location audit of boxes to storage locations indicated in the tent camp manual is authorized. The extent of this audit will be determined by the incoming Supply Officer.

## **2. STOCK CONTROL**

During turnover, all areas of stock control must be reviewed to ascertain if required records and files are on hand and maintained in a current and correct manner. Significant deficiencies noted during this review are to be reported to the Supply Officer as part of the turnover completion report. Stock control turnover reviews will be conducted as follows:

a. Stock Record Cards (CTR, Repair Parts, and Camouflage Utility Uniform (CUU) Issue).

(1) SIM Review. Conduct a complete review of SIM stock records to determine the following:

(a) All items with on-hand/on-order quantities at or below the low limit without an outstanding requisition indicated for quantity necessary to bring up to high limit. Do not order to high limit until line item is at or below low limit. Prepare itemized listing and compute total dollar value for inclusion in turnover completion report.

(b) Validity of outstanding requisitions.

(2) Non-SIM Review. Conduct a random (25%) review of non-SIM stock records (ensure at least 50% of items selected have recorded usage) to determine the following:

(a) All items with on-hand/on-order quantities below the high limit without an outstanding requisition indicated for quantity necessary to bring items up to the authorized allowance. Prepare an itemized listing and compute the total dollar value of required materials for inclusion in the turnover completion report.

(b) Validity of outstanding requisitions.

b. Stock Records (Other)

(1) Air DET File Review. Conduct a complete review of Air DET stock records to determine the following:

(a) Stock records reflect the allowances and the authorized quantities of the Air DET portion of the applicable TOA.

(b) All stock records with on-hand/on-order quantities below the low limit without an outstanding requisition. Prepare an itemized list and compute the total dollar value of required materials and include the total value in the turnover completion report.

(c) Validity of outstanding requisitions.

(d) Stock records for material stored separately from the pack up (e.g., hazardous, medical, communications, etc.) reflect actual locations.

(2) Weapons Storeroom/Repair Parts Stock Records. Conduct a sample review of stock record cards for weapons storeroom/weapons repair parts (Group 00261AE) to determine the following:

(a) Stock records reflect the authorized allowance and on hand quantities of current TOA material.

(b) All stock records with on-hand/on-order quantities below the low limit without an outstanding requisition. Prepare an itemized list and compute the total dollar value of required materials and include the total value in the turnover completion report.

(c) Validity of outstanding requisitions.

(3) MLO File Review. Conduct a sample review of stock record card files maintained for project material to determine the following:

(a) Stock records are in agreement with the applicable BMs.

(b) Separate files are maintained for active, completed, and excess project materials.

(c) Stock records are maintained in accordance with 1NCD directives according to site location.

(d) Requisitions for material reorders and local procurement submitted by the camp for project material are reflected on the stock record cards.

c. Expenditure File. Conduct a complete review of the camp's expenditure files to determine the following:

(1) Files and records from the current fiscal year file and two prior fiscal year files are on hand.

(2) Type of serial number control used.

(3) Copy of each expenditure document available in the file.

(4) Completed (annotated with receipt signature) turn-in document available for surveyed items indicating turn-in.

d. Shelf Life Program. Review shelf life items to determine adequacy of the shelf life program. Shelf life Action Codes and Shelf Life Codes will be annotated on the Stock Record Cards.

### **3. STOWAGE**

During turnover of the Supply Department storerooms a complete review of existing storage conditions is to be accomplished. As a minimum, the review should include a review for any material deficiencies in the following specific areas:

- a. Availability of sufficient mount-out boxes and their condition.
- b. Availability and condition of pallets for mount-out boxes.
- c. Availability of sufficient and proper storage aids.
- d. Hazardous material stowage.
- e. POL stowage.
- f. Gas cylinder stowage.
- g. MLO yard conditions.
- h. Equipment blades and tires stowage.
- i. Adequate storage space available with the appropriate markings and identification.
- j. TOA container condition.
- k. Physical security.

### **Section III: REQUISITION/PROCUREMENT/FINANCIAL FUNCTIONAL AREA TURNOVER PROCEDURES**

#### **1. REQUISITION, PROCUREMENT AND FINANCIAL CONTROL**

During turnover, an in-depth review of requisition, procurement, and financial records and files must be accomplished to ensure the incoming battalion personnel are fully aware of the current status and conditions in these areas. All significant deficiencies and/or accomplishments noted during reviews will be documented in the turnover completion reports. As a minimum, the following must be accomplished during the turnover review.

##### **a. Requisition Control**

- (1) Outstanding Requisition/Completed Files. Verify that the fiscal year of requisitions and the OPTARs are in agreement.

(2) Issue Group I/Issue Group II (NORS/ANORS). Review all outstanding NORS/ANORS requisitions to determine the following:

- (a) Requirement remains valid (verify with requester).
- (b) Valid status is available.
- (c) Follow-up action initiated as necessary.

(3) Issue Group II (Immediate Use). Review outstanding immediate-use requisitions in accordance with the following:

- (a) Randomly select approximately 20% of the outstanding immediate-use requisitions and verify if requirements remain valid with requester (see Note 1).
- (b) Review all outstanding immediate-use requisitions for current status and follow-up action (see Note 2).

(4) Issue Group III (Routine). Review outstanding routine requisitions in accordance with the following:

- (a) Randomly select approximately 10% of the outstanding routine requisitions and verify if requirements remain valid with requester (see Note 1).
- (b) Review approximately 20% of the outstanding routine requisitions for current status and follow-up action (see Note 2).

(5) Unprocessed Requisitions. All unprocessed NAVSUP 1250-1s at the start of turnover will be held to match against shortages discovered during turnover. Reorder correct quantities as necessary. Upon completion, compute total money value.

**Notes:**

1. Analyze results to determine if complete MOV is required.
2. Analyze results to determine if complete follow-up review is required.

b. Procurement Control. Review procurement functions available to the camp to determine the following:

- (1) Procurement Authority. Available authority for each type of procurement and the limitations of procurement authority.

(2) Rental/Maintenance Contracts. The complete status of each contract as follows:

- a. How obtained.
- b. Period of coverage.
- c. Amount obligated versus expended.
- d. Status of unpaid invoices.
- e. Missing SFOEDLs.

#### **Section IV: FOOD SERVICE TURNOVER GUIDE**

##### **1. RESPONSIBILITY**

As in other divisions of the Supply Department, the relieving officer and the officer being relieved must conduct a complete, accurate physical inventory of all provisions. This includes all Field Messes operating under the Battalion UIC. NAVSUP P-486 sets forth the procedures for conducting such an inventory. The physical security of the storerooms must be checked; if the security fails to meet standards prescribed in NAVSUP P-486, all locks to applicable Group II spaces must be changed prior to conducting the inventory. A key item to examine during the inventory process is an effective shelf life rotation management program.

##### **2. ACTION**

Upon completion of the inventory, the relieving officer must ensure proper inventory quantities are posted to the applicable Subsistence Ledger (NAVSUP 335). Investigate all adjustments in excess of five percent of total expenditures. The relieving officer must obtain a signed copy of the inventory from the officer being relieved and have the Jack-of-the-Dust acknowledge custody of the provisions, as shown on the relieving inventory, by signature. One copy of the relieving inventory will be submitted to Navy Food Service Systems Office (NAVFSSO) NAVSUP (Code 51). One copy of the relieving inventory will be kept with the retained returns for the quarter that was being operated in at the time of turnover.

##### **3. CLOSE OUT OF FOOD SERVICE RECORDS**

After accountable transfers have been completed, the relieving officer should pay particular attention to the financial records. The following procedures pertain to close out of food service records:



a. If operating manual records or Food Service Management Release II (FSM II), they will be closed out completely, returns will be submitted to NAVSUP (Code 51) NAVFSSO using guidelines prescribed in NAVSUP P-486. Copies of the NAVSUP 1358, 1357s and 367 will be sent to the OPCON Regiment.

b. If operating automated records Food Service Management Release I (FSM I), records will not be closed out, a manual NAVSUP 1358 will be completed using information from the totals file and will be sent to the OPCON Regiment only. The reason for this is once FSM I is closed out the whole program must be re-implemented.

c. If operating records under FSM Release II, records will be closed out as per FSM II guidelines and sent to the NAVFSSO with a copy of the NAVSUP 1358, 1357, and 367 sent to the OPCON Regiment.

d. In all cases a complete relieving inventory will be sent to NAVSUP (Code 51).

#### **4. RATION CREDITS**

The total of all rations credited to the enlisted galley must be verified. It must be noted if the facility is operating within the current monetary limitation.

#### **5. RATION STOCKING REQUIREMENTS**

Sample high and low limits annotated on ledgers to determine if the limits coincide with the relieving battalion's cycle menu. Relieving battalion's should make necessary adjustments so they are operating from their own requirements within one month after turnover.

#### **6. EQUIPMENT PREVENTIVE MAINTENANCE INSPECTION**

During the turnover period, the relieving officer should arrange for the Bravo Company Commander to accompany him on a tour through the Food Service spaces. Phased replacement information and the Bi-Weekly PM Schedules for all food service equipment must be thoroughly reviewed by the incoming/outgoing Bravo Company Commanders and Food Service Officers.

#### **7. SANITATION INSPECTION**

During turnover, ensure the senior medical representative conducts an extensive sanitation compliance inspection. NAVMED P-5010 provides guidance for documentation. Review Sanitation Inspection and Quality Assurance files to ensure compliance.

## **8. EQUIPMENT**

- (1) Tour all of the spaces and ask the CS/MAA in charge of the space to point out any and all discrepancies in the spaces and equipment. List all discrepancies and include them in the relieving letter. Ensure to include all equipment that requires maintenance or is inoperative. Figure B-1 shall be utilized during the joint turnover inspections.
- (2) Note any areas requiring preservation and painting. Note any areas scheduled to be painted or preserved. Develop a POA&M to correct all deficiencies.
- (3) Review the Job Sequence Number (JSN) log and determine the status of all outstanding work requests.
- (4) Review trouble call log for responsiveness by repair personnel.

## **9. SAFETY REQUIREMENTS**

Ensure equipment safety/operating instructions are prominently posted and all switches are guarded.

### **Section V: PERSONAL SERVICES TURNOVER GUIDE**

#### **1. SCOPE**

The purpose of the relieving process is to enable the relieving officer to appraise the effectiveness and efficiency of the personal services operation. The different deployment sites have five unique operations ranging from Navy Exchange outlets, a full barbershop, laundry, post office and tailor shop operations.

#### **2. RESPONSIBILITY**

The relieving officer should keep in mind previous ORI inspection reports and the outgoing personnel are the best sources of information for a successful operation. Key points to remember are that the operations are in support of the battalion and provide personal service.

### **Section VI: CAMP SHUTDOWN**

#### **1. SCOPE**

The unique operational requirements of the NCF occasionally dictate that a Seabee camp be put into caretaker status. There are both operational and supply areas which are affected during the departure (without relief) of a battalion. This appendix

addresses in general, most supply/financial element; however, as each scenario differs, so will the shutdown process.

## **2. MANNING OF REAR ECHELON CAMP SUPPLY**

a. Supply Office. The supply office will be manned by one SK2 or above from the departing battalion, civilian personnel assigned to the camp and the storekeeper assigned to the 1NCD DET. All normal supply office functions/reports will continue. Augment camp controlled equipment will be signed for and accepted by the 1NCD DET Officer in Charge.

(1) Label all keys to camp spaces; place in key file locker or on key control board. Provide key inventory listing indicating key number and location of space.

(2) Segregate TOA controlled equipment from camp plant and minor property; department heads turn in TOA equipment for packaging. No camp material or equipment is to be taken from the camp without prior 1NCD approval.

b. Supply Outlets other than MLO. One SK, one EO, one CE and one CM from the departing battalion will man all Supply outlets, other than MLO. These personnel will perform shipping/receiving and augment equipment support from the outlets.

c. MLO. The departing battalion will man the MLO with at least one knowledgeable person from the MLO crew. All normal MLO functions/reports will continue.

d. Detachment. Upon detachment rollback to the main body, all supply spaces will be secured and keys turned over to the host activity/PWC. Written summary of the general status of each supply space will be left in the supply office and a copy mailed to the main body.

e. Disbursing. The DET OIC will coordinate with the local PSD to continue disbursing support for camp caretaker personnel.

f. Food Service. One CS from the departing battalion will be sent TAD to the galley providing messing to the camp's skeletal crew. A Bravo Company representative will coordinate continuing galley equipment PMS with the Regiments and PWC OIC. A closing Ration and Sales Report for the Camp's UIC will be prepared and submitted, following NAVSUP P486, Par 8403 guidelines.

g. Services. Laundry, barbershop, and post office services will be secured after turnover to the 1NCD DET OIC. These services will be available through the main base.

h. Berthing. All berthing spaces will be turned over to the 1NCD DET OIC.

### **TURNOVER INSPECTION ON THE STATUS OF GALLEY SPACES AND EQUIPMENT**

#### **Storerooms**

	<b>DESCRIPTION</b>	<b>YES</b>	<b>NO</b>
1.	Proper stowage		
2.	Broken cases		
3.	Cleanliness		
4.	State of preservation of storeroom		
5.	Decks clean and dry		
6.	Safety precautions posted		
7.	"No Smoking" signs posted		
8.	Wire screens or globes over lights		
9.	Air conditioned/humidified to extend shelf life		
10.	Insect or rodent infestation		
11.	Plans to correct deficiencies		
12.	Condition of dry stores (Assign overall grade O, E, G, M, or F).		

Figure B-1 (1 of 4)

**Equipment**

<b>EQUIPMENT</b>		<b>CLEANLINESS</b>					<b>SAFETY / OPERATING INSTRUCTIONS POSTED</b>		<b>EQUIPMENT OPERATIONAL</b>	
		<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Marginal</b>	<b>Fail</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1.	Ovens									
2.	Griddle(s)									
3.	Range									
4.	Steam Jacketed Kettle									
5.	Slicer									
6.	Meat Mixer									
7.	Deep Fat Fryer									
8.	Coffee Urns									
9.	Potato Peeler									
10.	Slicer, Bread									
11.	Can Openers									
12.	Utensils									
13.	Ice Cream Machine(s)									

Figure B-1 (2 of 4)

**Refrigerators**

	DESCRIPTION	YES	NO
1.	Clean		
2.	Well preserved		
3.	Free from foreign odors		
4.	Dunnage properly laid and clean		
5.	Ice not in excess of 3/16" on coils		
6.	Ice on deck		
7.	Ventilation fans in operation		
8.	Light guards in place		
9.	Excessive opened cases		
10.	Proper stowage/Circulation of air possible		
11.	Proper temperature		
12.	Below zero degrees F frozen		
13.	32°-35° F chill		
14.	Are temperatures taken from thermometers mounted inside space		
15.	Are temperature logs posted at least twice daily by the individual or duty personnel responsible for the space		
16.	Are logs reviewed and signed daily by Food Service Officer and Senior CS		
17.	Condition of refrigerated spaces (Assign overall grade O, E, G, M, or F).		
18.	Are refrigeration plant lines in Food Service spaces intact and dry		
19.	Plans to correct deficiencies		

Figure B-1 (3 of 4)

**Dishwashing Machine**

	DESCRIPTION	YES	NO
1.	Were Food Service Attendants scraping tray waste		
2.	Were Food Service Attendants prewashing eating utensils		
3.	Was the dishwashing machine in good operating condition		
4.	All gauges in operating condition/Accurate		
5.	Spray curtains in place		
6.	Tanks cleaned		
7.	Detergent and rinse additive dispensers operational		
8.	Spray manifolds and tubes taken out and cleaned		
9.	Preventive maintenance by repair force accomplished on regular basis		
10.	Were proper dishwashing machine temperatures maintained		
11.	Wash water 150°-160° F		
12.	Rinse water 160°-180° F		
13.	Sanitizing rinse above 180° F, but below 210° F		
14.	Were instructions on mess gear cleaning and operation and maintenance of dishwashing equipment posted		
15.	Were deep sink heaters and temperature gauges operational and properly calibrated		
16.	Plans to correct deficiencies		
17.	Condition of dishwashing machine (assign overall grade O, E, G, M, or F)		

**Note:** Use of any general purpose detergent for dishwashing is unacceptable. It is a potential personnel health hazard and can cause gastric problems when used.

Figure B-1 (4 of 4)

DATE \_\_\_\_\_

From: Supply Officer, U.S. Naval Mobile Construction Battalion \_\_\_\_\_  
Supply Officer, U.S. Naval Mobile Construct ion Battalion \_\_\_\_\_

To: Commanding Officer, U.S. Naval Mobile Construction Battalion \_\_\_\_\_  
Commanding Officer, U.S. Naval Mobile Construction Battalion \_\_\_\_\_

Subj: REPORT OF SUPPLY TURNOVER OF CAMP \_\_\_\_\_

Ref: (a) COMFIRSTNCDINST 4400.3A  
(b) (Additional references as required)

Encl: (1) Inventory Management Data  
(2) Supply Effectiveness Data

1. In accordance with reference (a), a joint inspection of the Supply Department was conducted during the period \_\_\_\_\_. Significant conditions noted during the joint inspection are as follows:

a. Inventory Management: Provide inventory comments for repair parts, tools, and TOA items as set forth in enclosure (1), along with comments on shortages and corrective action.

b. Supply Effectiveness: Provide comments and data utilizing enclosure (2).

c. Requisitioning/Procurement: Provide comment(s) concerning significant conditions noted during the turnover and proposed corrective action.

d. Financial: Provide comment(s) concerning significant conditions noted during the turnover that affect or may affect availability of funds.

e. Facilities/Stowage Conditions: Provide comment(s) concerning significant conditions noted during the turnover and proposed corrective action.

f. Previous ORI Provide comment(s) concerning status of corrective actions to correct deficiencies noted in the most recent ORI conducted in camp. Provide comment(s) concerning the status of corrective action regarding other inspections, audits, etc.)

2. Provide comment(s) concerning the Food Service operation. Include the value of the subsistence inventory and the financial status (i.e., over/under issue) at time of turnover. Identify all Food Service equipment deficiencies (i.e., missing, inoperative, etc.) and proposed corrective action. Provide comment as to quantity and quality of MREs, and UGRs on hand/on order. Are Rations controlled in accordance with NECC/1NCD directives (COMFIRSTNCDINST 4400.3A Chapter 8 and Appendix D)? Is the Menu



current and does it reflect appropriate substitutions? Provide comment(s) concerning status of on-hand/on-order MREs and UGRs.

3. Provide comment(s) concerning the status of Disbursing and personnel support functions (i.e., laundry, barbershop, and post office).

4. The overall condition of the Supply Department was found to be (satisfactory/unsatisfactory).

5. There is no disagreement between these officers as to the conditions noted above. As of the close of business this date, \_\_\_\_\_, SC, USN(R), NMCB \_\_\_\_\_ has relieved \_\_\_\_\_, SC, USN(R), NMCB \_\_\_\_\_ as Supply Officer of Seabee Camp \_\_\_\_\_.

\_\_\_\_\_  
LCDR, SC, USN(R)  
NMCB \_\_\_\_

\_\_\_\_\_  
LCDR, SC, USN(R)  
NMCB \_\_\_\_

## INVENTORY VALIDITY

## 1. Repair Parts Storeroom

\*TYPE: 100%=Complete Inventory RST=Random Sampling Type (IAW P-485)

AREA	*TYPE	# L/Is	VALIDITY
<b>MOD 98 (Organic)</b>			
SIM	100%		%
Non-SIM	RST		%
<b>MOD 98 (Augment)</b>			
SIM	100%		%
Non-SIM	RST		%
<b>MOD 97</b>			
SIM	100%		%
Non-SIM	RST		%
<b>MOD 96</b>			
Non-SIM	RST		%
Tires	100%		%
Blades	100%		%
POL	100%		%
Batteries	100%		%

## 2. Central Tool Room (CTR)

AREA	*TYPE	# L/Is	VALIDITY
<b>Shelf Stock</b>			
SIM	100%		%
Non-SIM	RST		%
<b>Electric / Power Tools</b>			
Organic	100%		%
Augment	100%		%

**Note:** For Augment Kits all kits signed out within the last 7 months will be inventoried 100%.

enclosure (1)

## TOA TURNOVER SHORTAGES SUMMARY

AREA	DESCRIPTION	SHORTAGES
Air DET Pack Up – Only applies if pack up was utilized		\$
Organizational Gear		
	DUU/CUU/Wet Weather Clothing	\$
	Individual Infantry Equipment (782)	\$
	CBR Warfare Clothing and Equipment	\$
	Protective Clothing	\$
CUU Issue/782 Gear Total:		\$
Central Tool Room (CTR)		
	Tools Shelf (TOA)	\$
	Tool Kits (TOA)	\$
Central Tool Room (CTR) Total:		\$
Repair Parts Storeroom		
	MOD 98 Augment Repair Parts	\$
	MOD 98 Organic Repair Parts	\$
	MOD 97 Repair Parts	\$
	MOD 96 Repair Parts	\$
	Blades	\$
	Tires	\$
		\$
Repair Parts Storeroom (6101) Total:		\$
Weapons/Com. Gear Repair Parts		
	Weapons Repair Parts	\$
	Infantry Collateral	\$
	Communications Equipment/Repair Parts	\$
Weapons/Communications Total:		\$
Total TOA Shortage		\$
Identified Unfunded Shortages		\$

enclosure (1)

**SHORTAGES SUMMARY  
NON-TOA**

AREA	DESCRIPTION	SHORTAGES
Central Tool Room (CTR)		
	Augment Tool Kits - Tool Shortage	\$
	Augment Tools	\$
	Electrical / Power Tool Repair Parts	\$
Central Tool Room (CTR) Total:		\$
Central Tool Room (CTR)		
	Tools Shelf (TOA)	\$
	Tool Kits (TOA	\$
Central Tool Room (CTR)Total:		\$
Camp Collateral – In conjunction with camp staff		
	Equipment/Equipage	\$
	PSE (Barracks)	\$
	Bedding	\$
Camp Collateral Total:		\$
Detail Sites		
	Tools/Tool Kits	\$
	Equipment/Equipage	\$
	Dunnage/Shoring	\$
	CESE Collateral Equipment	\$
Detail Sites Total:		\$
TOTAL NON-TOA TOTAL:		\$

**Note:** Shortages identified in these areas are directly related to the maintenance and accountability and require investigation. Provide detailed breakdown of shortages and specific comments regarding circumstances that resulted in shortage. Additionally, specific comments are required for shortages identified in other listed areas when the shortage in that specific area exceeds \$1K.

enclosure (1)

## CUMILITIVE SUPPLY EFFECTIVNESS STATISTICS

### 1. Repair Parts

a. The Deployment Cumulative (Average) Repair Parts Effectiveness and Cost are submitted as follows:

**MOD 98 ORGANIC**

	<b>SIM</b>	<b>\$VALUE</b>	<b>NON-SIM</b>	<b>\$VALUE</b>	<b>\$ TOTAL VALUE</b>
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

**MOD 98 AUGMENT**

	<b>SIM</b>	<b>\$VALUE</b>	<b>NON-SIM</b>	<b>\$VALUE</b>	<b>\$ TOTAL VALUE</b>
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

**MOD 96**

	<b>SIM</b>	<b>\$VALUE</b>	<b>NON-SIM</b>	<b>\$VALUE</b>	<b>\$ TOTAL VALUE</b>
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

enclosure (2)

**MOD 97**

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

**OVERALL CUMULATIVE GROSS AND NET EFFECTIVENESS IS AS FOLLOWS:**

	SIM	\$VALUE	NON-SIM	\$VALUE	\$ TOTAL VALUE
ISSUES					
NOT IN STOCK (NIS)					
NOT CARRIED (NC)					
TOTAL DEMAND					
NET EFFECTIVENESS		%		%	
GROSS EFFECTIVENESS		%		%	

NET EFFECTIVENESS equals  $\frac{\text{TOTAL ISSUES}}{\text{TOTAL DEMAND LESS NC}}$  equals \_\_\_\_%

GROSS EFFECTIVENESS equals  $\frac{\text{TOTAL ISSUES}}{\text{TOTAL DEMANDS}}$  equals \_\_\_\_%

**2. Augment Equipment Status**

- a. Percent inventoried to date (est.) \_\_\_\_\_%
- b. Number of line items short \_\_\_\_\_
- c. Dollar value shortage to date \$\_\_\_\_\_

enclosure (2)

**3. Tech\_Manual Inventory**

Type	Total Line Items	Line Items Inventory	Errors:		Percent Validity
			LBI	GBI	
MOD 98(Organic)					
MOD 98(Augment)					
MOD 97					
MOD 96					

Very respectfully,

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Copy to:

enclosure (2)

## APPENDIX C

### NCF TABLE OF ALLOWANCE (TOA)

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#### 1. TOA SECTIONS

TOA SECTION	CONTENTS	REMARKS
000	Introduction	
001	Facilities	
002	Not Assigned	
003	Collateral for NCF Tent Camp Facilities	
004	CESE (Civil Engineer Support Equipment)	
005	CESE Repair Parts (COSALS)	
006	ISO Containers	
007	Collateral for ISO Containers	
008	Central Tool Room (CTR)	
009	Mount-out/Embarkation	
010	Photographic	(Custody Controlled)
011	Computer/ADP	
012	Administrative Operation Space Items (OSI)	
013	Night Vision Devices (NVD)/GPS	
014	Weapons	(Custody Controlled)
015	Communications	
016	Chemical Biological Radiological (CBR)	(Custody Controlled)
017	Medical	(Custody Controlled)
018	Dental	(Custody Controlled)
019	Personal Gear Issue (PGI)	
020	Organizational Clothing Camouflage Utility Uniform	
021	Extreme Cold Weather Clothing	
022	Cold Weather Support Equipment	
023	Fire Extinguishers	
024	Central Storeroom (CSR)	
025	Forms (Administrative)	
026	Publications	
027	Subsistence	
028	Petroleum-Oil-Lubricants (POL)	



2. TOA container designations can be found online at:  
<https://abfcview.navfac.navy.mil/Desk1000.cfm>

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## APPENDIX D

### FOOD SERVICE MISSION AREA SELF CHECK LIST

Food Service ORI will normally be conducted by the NFMT assist visit team. I following can be used by the ORI team, if required, or as a self assessment guide by the unit.

	FOOD SERVICE PULSE POINT	REF
1	<p><b><u>MENUS-</u></b>            Are Menus posted daily in the general mess to describe and merchandise meals?            Is a Menu Review/Planning Board established, and effectively used as a management tool to reflect the crew's preferences?            Does Menu planning use Armed Forces Recipe Service and/or locally approved recipes?            Is there a current and complete set of Armed Forces Recipe Cards with changes on-hand?            Have Cycle Menus been developed which save time and allows an easier and more thorough analysis?            Are foods from each of the pyramid food groups represented in each day's menu?            Does each meal offer a healthy Navy entrée, vegetable starch and dessert with available menu options?            Does the Salad Bar include a tossed green salad, when available?            Are whole grain breads and fruits offered at every meal, when available? Are theme meals/special meals/monotony breakers scheduled? Does the Menu provide reduced calorie/healthy food options:            A. A low calorie salad dressing,            B. Low fat milk (when practical),            C. AN entree that isn't fried            D. An entree without gravy,            E. An acceptable low calorie vegetable choice,            F. A lower calorie, healthy dessert (such as fruit)            H. Smaller portions made available upon request?</p>	<p>NAVSUP P486 is the Basic Ref, Para 3100.1</p> <p>3000.3</p> <p>3102</p>
2	<p><b><u>NAVSUP 1090-</u></b>            Are NAVSUP 1090's retained for a minimum of current and three previous monthly accounting periods? Are they being effectively used as a management tool? (Use NAVSUP 1090 Worksheet Appendix I Attachment A) and matrix (Appendix I Attachment B)</p>	<p>3107 APP A, SECT 2</p>

3	<p><b><u>QUALITY ASSURANCE-</u></b>          Are appropriate food preparation thermometers on hand, accurate, and used effectively in food preparation? Is progressive/batch cooking principles being practiced? Are portion control programs in effect to eliminate food waste? Is the number of personnel to be fed accurately estimated? Are food service surveys taken periodically to determine preferences? Is a Suggestion box available and effectively used? Does the designated meal sampler assigned by the Commanding Officer sample every meal served in the General Mess?</p>	3103 3400  3100  3108  2201
4	<p><b><u>PRESENTATION-</u></b>          During meal service, are serving lines and salad bars promptly cleaned and replenished? Was all food placed on the serving line kept covered (as applicable) until served to prevent shriveling and drying? Are Food items attractively and properly displayed on the serving line? Are proper serving temperatures maintained for hot and cold foods? Is dinnerware in adequate supply, properly air dried, appropriately cooled/warmed and arranged for efficiency? Is food served using properly sized and configured trays, pans, plates, utensils, etc?</p>	3201   3200
5	<p><b><u>DD 1155-</u></b>          Is the DD 1155 which is used for definite delivery and indefinite delivery contracts properly prepared, approved, certified, and distributed? Upon completion of processing dealer's bill for payment, are copies of DD 1155's placed in the completed purchase order file and have been annotated per NAVSUP P-486, 5601.1c? Does the Medical Representative sign the DD 1155 certifying that food items received from commercial vendors were fit for human consumption? Does the Receipt Inspector record and circle exact quantity received and signs/dates the DD 1155?</p>	4202   5204
6	<p><b><u>NAVSUP FORM 335-</u></b>          Are accurate nomenclature, stock numbers, unit of issues, high/low limit, fixed price and receipt price recorded on all NAVSUP 335 ledgers? Are receipts properly posted to all NAVSUP 335s? All inventory adjustments greater than 5% of total expenditures were investigated and initialed by the FSO?</p>	5402  7103
7	<p><b><u>NAVSUP FORM 338-</u></b>          Does the FSO log onto FSM and review the NAVSUP 338 weekly to ensure proper financial control of the mess and that the operation is within the established monetary allowance? Does the LCS post daily? Does the Leading CS review the NAVSUP P-338 daily? Is the NAVSUP 338 properly prepared and posted on a daily basis? Were comparisons between the total food cost in column (17) of the NAVSUP P-338 with the actual stores consumed figure conducted IAW NAVSUP P-486,6103.3a(3))?</p>	6103

8	<b><u>NAVSUP FORM 367-</u></b> Is the money value of "Inventory Brought Forward" on the first day of the month correct and agrees with the "Inventory on Hand" on the last day of the previous month? Was Money value of receipts with/without charge properly posted to the NAVSUP 367 as they occurred to include proper document numbers? (Indefinite delivery type contracts may be posted as a single total entry on the last day of the month). Do these values agree with receipt documents in the accountability file? Is the money value and document number of each transfer properly posted as they occur? Do these values agree with transfer documents in the accountability file? Total value and document number of the Expenditure Log NAVSUP 1334 properly posted to the NAVSUP 367 at the end of the monthly accounting period?	5403
		6206
9	<b><u>NAVSUP FORM 1059-</u></b> Did an inventory of 40 food items show a stock validity of 95% or better? Was a smooth NAVSUP 1059 accurately prepared, extended at last receipt price and totaled as of the last day of the accounting period? Does the FSO sign and date the bottom of the last page certifying correctness? Has the rough inventory been retained in the FSO accountability file until the next complete inventory has been conducted and reconciled? Were inventories taken as required? Is a full physical inventory of each storeroom conducted within 90 days of the last full physical inventory? Spot Inventories: Are a minimum of 5% of subsistence Line items inventoried at least twice a month (for a total of 10% monthly)?	7101
		7103
		7100
		7101
10	<b><u>NAVSUP FORM 1282-</u></b> Were all items on the issue document required on the menu? Does the FSO have procedures in place to control each issue document? Are all serial numbered originals accounted for (i.e.: manual 1282 are used to issue to private messes)? Are appropriate signatures annotated on all NAVSUP P-282's? Are issue documents posted daily and kept in the accountability file for the current and three previous monthly accounting periods only?	6101
11	<b><u>NAVSUP FORM 1292-</u></b> Is the NAVSUP 1292 properly filled out with all appropriate signatures and initials? Is a monthly audit (based on command procedures) conducted on the monthly records and supporting documents?	2304
		2305.3
12	<b><u>NAVSUP FORM 1359-</u></b> Was the Monthly General Mess Summary electronically submitted to NAVSUP 51 at the end of the reporting period? Did FSO audit it?	7002
	Are the following signatures entered on the NS 1359:	7300
	A. XO/Personnel Officer certifying rations allowed figure	7001.3
	B. Leading CS	7003
	C. FSO	

1 3	<b><u>FSM-</u></b> Is the most current system back-up maintained in the FSO's Accountability File? Do FSM users other than the FSO have access to the security module and hardware configuration function? Is an instruction prepared by the FSO to food service personnel covering the operation of the FSM computer and security?	NAVSUP P 486,APP A, Section I
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1 4	<b><u>CUSTOMER SERVICE-</u></b> Are efforts continuously made to improve the appearance and general working conditions of facilities and equipment? Is a current "Pledge of Service" signed and appropriately displayed? Have the FSO, Leading CS and Training PO read and signed the Navy Food Service P-476?[NAVSUP P-486, 3100.1c(2)] Are applicable NAVSUP directives, required food service publications, and notices current? (Navy Food Service P-476) Has a Contracting Officer's Technical Representative (COTR) been assigned to the galley and is monitoring the performance?	1104 1106
1 5	<b><u>LETTERS OF AUTHORITY-</u></b> Is the FSO's letter of appointment on file? Is the Supply Officer Custodial authorization to hold Group II duplicate master key is on file? Are FSO letters for Food Service Recordskeeper, Receipt Inspector, and Bulk Storeroom Custodian on file? Are Private Mess Officers, Mess Caterer and Mess Treasurer appointed in writing by the Commanding Officer (CO) for all Messes? Are personnel charged with custody and disbursements of public funds not serving as Mess Treasurer?	1711.2
1 6	<b><u>SECURITY-</u></b> Is the Key/lock control process including required instruction, padlocks, grand master, master, duplicate master, and original keys properly maintained? Is there a secured safe with a three tumbler combination lock or a locked container within a safe of this type being used for the safekeeping of funds? (When Required)	1201.1  2202.2
1 7	<b><u>FACILITIES, EQUIPMENT, AND UTENSILS-</u></b> Is the preventive maintenance program for food service equipment active, effective, and monitored by food service personnel? Are thermostats calibrated for fryers, ovens and grills? Is a phased replacement program in effect to replace aged food service equipment? Are Mess gear inventories conducted twice monthly to ensure adequate quantities are available?	APP P OPNAV 4790.4c PMS 6532/A-1R APP K
	<b><u>SAFETY-</u></b> Are safety devices including interlock switches, shielded toggle switches, temperature/pressure gauges, steam relief valves and machinery guards in place and in proper operating condition? Is Preventive maintenance on fire safety equipment	OPNAV 4790.4C NSTM 555  APP P

1 8	<p>(CO2/PKP bottles) up to date? Are all safety hazards such as slippery floors, hot pipes, live steam, etc., eliminated? Do personnel display sufficient caution when handling and operating all utensils and equipment? Are Chill and Freeze storerooms configured with the capability for emergency escape and emergency escape procedures posted inside? Is the deep fat fryer operated unattended or without a thermometer inserted? Has Hydrostatic testing of steam jacketed kettles and high compression steam cookers been completed in accordance with maintenance schedule? (NAVSEA Tech, Manual 340.62) (PMS 6520/001 A-1) Are food service personnel provided with protective clothing (i.e., rubber gloves and aprons, face shields, and chemical safety goggles) for the performance of their duties? Are knives and cutlery stored and secured in provided knife racks? Is the deep fat fryer cut-off switch prominently labeled "CUTOFF SWITCH DEEP FAT FRYER"?</p>	<p>Gen Specs 638E, Para 50/NFPA Regs</p> <p>APP P</p> <p>OPNAV 5100.19D, Section C-4</p> <p>GSFS 651</p>
1 9	<p><b><u>TRAINING-</u></b> Is a long and short range training program established and promulgated? Is the Culinary Specialist training curriculum (Lesson Plans) being effectively utilized? Have all food service personnel received a minimum of 4 hours initial and 4 hours annual refresher food sanitation training? Are Food Service Training Certificates current for all food service personnel? If individual training records are not maintained, the following will be kept on file by the divisional training PO;</p> <ul style="list-style-type: none"> <li>a. Record of physical exam.</li> <li>b. Food handler's training certificate.</li> <li>c. Job rotation log.</li> <li>d. Record of training accomplished.</li> <li>e. Profile sheets of exams completed.</li> <li>f. All other information considered pertinent by the respective FSO.</li> </ul>	<p>OPNAV 3120.32C CH 8</p> <p>APP L</p> <p>NAVMED P-5010 CH1</p> <p>APP L</p>

20	<p><b><u>SANITATION-</u></b></p> <p>Ensure that food containers (cans, boxes, bags) are not dented, torn or crushed and are labeled. Is the integrity of food products maintained? (Section 3-1) Are all milk and milk products stored at temperatures of 41° F. or below until served? Is the Temperature of milk dispenser cabinet between 32° F. to 41° F? (Section 3-4.2) Are food items which have been removed from their original containers and stored in refrigerated spaces covered with suitable non-absorbent material with labels indicating contents? Are frozen foods correctly thawed and not refrozen? (Section 3-4) Are semi-perishable foods adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation?(Section 3-4) Is Food served cold or saved as leftovers placed in shallow pans (food depth not more than 3") and cooled to 41° F. within 4 hours? (Section 3-5.6.2i(2)) Are leftover foods being retained over 24 hours when properly chilled at 41° F. or below or 5 hours when maintained hot 140° F. or higher?(Section 3-5.6.2) Is the entire facility and surrounding premises used in connection with food service operations kept neat, clean, and free of litter, refuse, and garbage? (Section 5-5.1) Are ventilation hoods and grease filters cleaned of dirt and grease as often as necessary (no less than weekly) to avoid danger of fire? Are Filters which cannot be adequately cleaned replaced? (Section 5-3.2) Are the Food service facilities inspected once monthly by a Medical Department Representative and findings recorded on NAVMED 6204/1 and retained copies of completed forms maintained by food service management personnel? Sanitation inspections may be performed on a quarterly basis if authorized by the cognizant PMA in writing. (Section 6-1.1, 6-1.2, 6-2.2) Are cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) properly stored? (Section 5-5.4)</p> <p>Date and results of last four medical department sanitation inspections (semimonthly):</p> <p>Date: _____ Score: _____</p> <p>Date: _____ Score: _____</p> <p>Date: _____ Score: _____</p> <p>Date: _____ Score: _____</p>	All sections listed as refs come from the NAVMED P-5010, CH 1
21	<p><b><u>FOOD SERVICE SPACES, EQUIPMENT AND UTENSILS-</u></b></p> <p>Are all surfaces of equipment or utensils which come in direct contact with food impervious, corrosion resistant, of smooth construction and kept clean and properly sanitized? Are cracks/crevices and open seams sealed to prevent food particles and foreign matter from accumulating? (Section 4-1) Are all serving lines and food/salad bars and soup pots (set up on a self-service basis) equipped with a functional sneeze-shield? (Section 3-5.10) Do cutting boards have</p>	All sections listed as refs come from the NAVMED P-5010, CH 1



	smooth surfaces and are they free of crevices and nicks that impede cleaning and sanitizing? Are food service equipment and utensils properly maintained, serviced, cleaned, and sanitized? (Section 4-7.1) Are all sponges and cleaning cloths used for cleaning galley utensils and equipment washed and sanitized after each meal period? (Section 4-7.6) Are equipment and utensils properly air dried, handled and stored after being washed? (Section 4-2.1)	
2 2	<b><u>PERSONNEL-</u></b> Are the personnel performing food service duties free from communicable diseases and open lesions on the exposed portions of their bodies?(Section 2-2) Are food service personnel physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures? (Section2-3) Are caps, hairnets or other effective hair restraints worn to prevent hair from falling into food? Are beards completely covered with a "snood" or beard bag at all times while preparing, handling, and serving food or while cleaning and sanitizing food contact surfaces?(Section 2-4) Are physical examinations for food service personnel (military, civilian, and contract) current? (Section 2-2)	All sections listed as refs come from the NAVMED P-5010, CH 1
2 3	<b><u>DINING AREA-</u></b> Is the Dining area neat and clean (clean from dirt, dust and food residues)? Are patron service areas organized and well stocked? Are the flooring, ceiling and walls in good repair (no marks, chips or discoloration)?	3700.2 3700.3
2 4	<b><u>HEAD COUNT PROCEDURES-</u></b> Are Head count procedures following the required procedures of Para 2303?	2303
2 5	<b><u>ADMINISTRATION-</u></b> Does the Food Service division have written procedures in place when operating under temporary storage conditions; i.e., refrigerator trucks, to prevent the loss of food? Has NAVSUP dietitian reviewed the menu? Are high/low limits adjusted periodically to reflect actual needs? Are 1046s signed by each officer at the end of each month? Are Wardroom meal charges billed by the 5th of each month following the month the charges were incurred? Is Wardroom paying the general mess for previous month's food costs no later than the 15th of the month following debt incurred? Are Contingencies established to facilitate meeting commitments during unique operational periods? Are applicable current NAVSUP directives, publications, notices followed and retained for one year?	VARIOUS

	Provide the below data for the last 2 quarters: Total stores consumed: Price adjustments:	N/A
2	Total quarterly food costs per NAVSUP 338:	
6	Value of inventory adjustments:	
	Number of negative issues:	
	Quarterly monetary allowance:	
2	An inventory of at least 40 food items resulted in an inventory	N/A
7	accuracy of _____%.	

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## APPENDIX E

### MONTHLY SUPPLY OFFICER'S REPORT TO THE COMMANDING OFFICER

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**From:** Supply Officer, NMCB \_\_\_\_\_  
**To:** Commanding Officer, NMCB \_\_\_\_\_

**Subj:** Supply Officer's monthly report to the Commanding Officer for (month, year)

**Encl:** 1. Departmental Budget Report (SNAP-generated)  
 2. Copies of GPC card holder's Monthly Purchase Card Log  
 3. Copy of NVD and RADIAC inventory by serial number, material condition and quantity on hand (inventory required if items are held in the custody of S4).

#### Part I: FINANCIAL MANAGEMENT

##### 1. OPTAR Status

UIC \_\_\_\_\_ (NMCB)

CCG	FYTD Grant	FYTD Obligations	FYTD Balance	% Expended
01				
04				
08				
<b>Total Grant</b>				

UIC \_\_\_\_\_ (SEABEE Camp when FWD Deployed)

CCG	FYTD Grant	FYTD Obligations	FYTD Balance	% Expended
01				
02				
03				
<b>Total Grant</b>				

UIC: \_\_\_\_\_ (SEABEE Camp)

<b>A.</b>	<b>Number of outstanding requisitions current FY:</b>							
<b>B.</b>	<b>Number of outstanding requisitions prior FY:</b>							
<b>C.</b>	<b>Number of outstanding requisitions prior 2 FY:</b>							
	<b>1.</b>	<b>Number of requisitions with AS1 status:</b>						
	<b>2.</b>	<b>Number of requisitions with status (others):</b>						
	<b>3.</b>	<b>Number of requisitions without status:</b>						
	<b>4.</b>	<b>MOF Validity (STD IS 95%-RPT 073)</b>						
	<b>5.</b>	<b>Number of Continuing services:</b>						
	<b>6.</b>	<b>Number of requisitions for the month:</b>						
<b>D.</b>	<b>Dollar value of cancellations generated:</b>							
<b>E.</b>	<b>Date of last internal MOV:</b>		<b>IPG 1</b>		<b>IPG 2</b>		<b>IPG 3</b>	
<b>F.</b>	<b>Date of last external MOV:</b>							

**2. Last MFOEDL received:**

<b>Month:</b>	<b>Date received:</b>	<b>\$ Value</b>	<b>Date processed:</b>

**3. UMMIPS Performance (UND A - B < 55%)**

UND	Number of documents	Percent
A		
B		
C		

**Part II: INVENTORY MANAGEMENT****1. Spot inventories conducted this month (Validity goal 95%)**

Outlet	# Items	# Errors	% Validity
ARP (SIM)			
ARP (Non-SIM)			
CTR (Kits)			
CTR (Shelf)			
MLO (Project)			
MLO (Excess)			
WEPS RP			
COMM RP			
<b>Total</b>			

**2. Supply Effectiveness (From MicroSNAP RPT 132):**

	NIS/NC Demand	STK Issue	Total Demand	Net 85%	Gross 65%
<b>Repair Parts</b>					
<b>SIM</b>					
<b>Non-SIM</b>					

**3. Work Stoppage/Potential Work Stoppage Project Materials:**

<b>PROJECT #</b>	<b>REQN #</b>	<b>STATUS</b>

**Part III - Food Service Records and Returns****1. Inventory Management**

<b>A.</b>	<b>Spot Checks:</b> (At least two spot checks must be conducted each month)			
	<b>Spot Check Date</b>	<b># Items</b>	<b># Errors</b>	<b>% Validity</b>
<b>B.</b>	<b>Spot inventory percentage (Goal 5%)</b>			
	<b>Total line items spot checked</b>	<b>Total line items carried</b>	<b>Percent inventory spot checked</b>	

**2. Financial Management**

<b>A.</b>	<b>General Mess control record is current within three working days: (YES / NO)</b>		
	<b>(If no, explain):</b>		
<b>B.</b>	<b>Over/under issue by:</b>	<b>\$</b>	
<b>C.</b>	<b>Private Mess is /is not in arrears on Mess bills for:</b>		
	<b>Month of overdue bill:</b>		
	<b>Value:</b>		<b>\$</b>

## Part IV: FOOD SERVICE PREPARATION AND SANITATION

### 1. Sanitation Management

<b>A.</b>	<b>Date and Score of bi-monthly sanitation inspections:</b>			
	<b>Date</b>	<b>Score</b>	<b>Date</b>	<b>Score</b>
<b>B.</b>	<b>Reefers last cleaned/defrosted on the following dates:</b>			
		<b>Cleaned</b>	<b>Defrosted</b>	
	<b>Chill Box #1</b>			
	<b>Chill Box #2</b>			
	<b>Freeze Box #1</b>			
	<b>Reach-in Freezers</b>			
	<b>Reach-in Reefers</b>			
	<b>Are all refrigeration units maintaining required temperatures?</b>			<b>Yes</b>
				<b>No</b>
	<b>If No, Provide Action taken (i.e. Trouble Call Number/Alternative Stowage Location, etc.)</b>			
<b>C.</b>				

### 2. General Management

	<b>Number of FSAs assigned:</b>	
	<b>Number of FSAs authorized:</b>	
<b>A.</b>	<b>Number of FSAs rotating without relief:</b>	
	<b>FSM Version in use:</b>	
	<b>Significant Food Service issues:</b>	
<b>B.</b>		

### 3. Inoperative Galley Equipment

Item	Trouble Call Number	Requisition Numbers	Status

**Part V: SIGNIFICANT EVENTS**

List current improvement efforts or accomplishments that have Occurred during this reporting period and any upcoming significant Events or shortages/deficiencies

- 1.
- 2.
- 3.
- 4.

**PART VI: R4 CONTINUOUS MONITORING PROGRAM  
“PULSE POINTS”**

- 1.

Manning Levels				
Rate	Allow	Current OB	PLs W/I next 3 months	PGs W/I next 3 months
CS	7			
PS	2			
SK	18			

- 2.

GTC Program		
# PERS OB:	# With GTC:	# Restricted
GTC Cardholders Delinquent over 30 Days:		
Name	Amount	# Of Days

- 3.

GPC Program				
# of AOs:		# Of CHs:	Date of last APC review:	Date of last PMR review:
# of Actions >\$3000:				



4.

<b>CLL Outfitting</b>	
<b>HP initial issue SKED date:</b>	
<b>Refresh SKED DATE:</b>	

5.

<b>Container Availability (Goal 90%)</b>				
<b>TOA Allow:</b>	<b># On Hand:</b>	<b># Certified</b>	<b># DUE:</b>	<b>Percent (C/A):</b>

6.

<b>Medical / Dental Item Availability</b>		
<b>Nomen</b>	<b>REQUIRED</b>	<b>ON BOARD</b>
<b>Med Officer BAG-0306</b>	<b>1</b>	
<b>JR HM (MOLLE) BAG-0305</b>	<b>1 Per HM</b>	
<b>IDC MED BAG-0307</b>	<b>3</b>	
<b>IDC DENTAL-0308</b>	<b>1</b>	
<b>IDC DEN WAS-0309</b>	<b>1</b>	
<b>SEABEE Dental-0261</b>	<b>1</b>	
<b>NCF Trauma BAG</b>	<b>2</b>	
<b>1245-CLS BAG</b>	<b>1 Per CLS Qual</b>	
<b>NCF PM-0317</b>	<b>1</b>	

7.

<b>Stock Posture</b>	<b># NSNs</b>	<b>\$ Value</b>
<b>AT1 Not on order</b>		
<b>AT4 (Repair part) Not on order</b>		

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 Supply Officer

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 Commanding Officer

**Copy to:**  
**ADCON / OPCON NCR (Code R4)**

***NOTE: Supply Officer's monthly reports are to be submitted by the Supply Officer, signed by the Commanding Officer and retained by the Supply Officer. These reports are required during both homeport and deployment***

## **APPENDIX F**

### **MICROSNAP**

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#### **1. INTRODUCTION**

The MicroSNAP System was developed to provide Non-Tactical Automated Data Processing (ADP) capabilities for units. The MicroSNAP program's task is to provide general purpose, off the shelf Automated Data Processing Equipment (ADPE) that is highly reliable and easily maintained. The functions of MicroSNAP are to provide cost effective automation to replace manual operations required for collecting, processing, maintaining, and reporting data. The goals of the MicroSNAP program are to collect information only once; provide maximum automated interface with other automated information systems; minimize supply, maintenance, and training support requirements. MicroSNAP will maintain an ongoing program of upgrading which includes both hardware and software applications. These programs will provide the highest possible material readiness for the unit. MicroSNAP replaces most of the separate manual systems by combining the data into integrated files and records in a common bank of information called a database. This allows each subsystem to access and use the information in the database, thereby eliminating the requirements for duplicate data entry. The information can be used to produce internal documents and reports, along with data and reports for off-site submission.

#### **2. BACKGROUND**

The MicroSNAP System was approved in 1990 as the automation solution for the Naval Construction Force (NCF) until the SNAP III or Marine adapted system can be deployed. MicroSNAP replaces most manual and some Standard Automated Material Management System (SAMMS) applications. It is a WINDOWS based variant of the SNAP II system used aboard ships. The basic differences between MicroSNAP and SNAP II are some program and special function keys and there are fewer subsystems. In financial management, the MicroSNAP Supply/Financial Management Subsystem (SFM) is used. It provides support for functions specifically related to supply and financial management, including ordering and monitoring parts and equipment, inventory management, financial budgeting, and reporting.

#### **3. OBJECTIVES**

The objectives of the MicroSNAP System are to provide supply personnel with the following: a reduction in the manual workload involved in performing supply inquiries and prompt performance of supply functions; accurate and timely reporting of off site supply data; the need to enter supply information only once; and the ability to interface data with other fleet and/or shore automated systems. The automated supply and financial management functions of SFM were developed in accordance with the manual policies set forth in the NAVSUP P-485. Those policy areas which are unique or which

have changed as a result of the automated supply functions will be defined and further explained at the end of each related chapter throughout this publication.

#### **4. SUPPLY FILES**

The SFM subsystem has a number of supply and financial record types and files, which are used to manage the unit's supply and financial management information, and for creating management reports. These records, files, and reports replace many of the manual records, files, and documents described throughout this publication where manual systems are defined. The relationship among the automated records, files, and reports and the manual files and documents they replaced are illustrated in Figure F-1.

<b>MANUAL FILE/ DOCUMENT REPLACEMENT</b>	<b>Automated File(s)</b>	<b>Automated Replacement Listing</b>
Material outstanding File (MOF)	CMPM, RQF	Report 073, Outstanding SOF Requisition File Listing-With Status
Material Completed file (MCF)	CNF, COS, RQF, SOF	Report 063, Requisition File Listing/Material Completed File or Material Outstanding File Without Status or Both
Stock Record Battery NAVSUP 1114s	RQU, SRF, SOF	Report 042, Stock Status Listing
Consumption File	CNF, COS, RQF, SOF, SRF	Report 054, Supply, Edit Audit and Selected Item Management (SEAS) Transmittal Listing
OPTAR Holding Files 1 and 2	BOF, CNF	Report 344S, OPTAR Transmittal Letter
Requisition/OPTAR Log	CNF, RQF, RSF, SOF	Report 063, Requisition File Listing and Report 071, Requisition File History Listing
History Demand File (HDF)	CNF, RQF, RSF, SOF	Report 071, Requisition History Listing
NAVCOMPT Form 2156	BOF, CNF	Report 025S, OPTAR Document Transmittal Report
NAVSUP 1075 Locator	RQU, SRF	Report 048/107 Stock Locator Listings
NAVCOMPT Form 2157	BOF, CNF,SOF	Report 021, Mechanized Budget OPTAR, NAVCOMPT Form 2157, Message Report S&E Budget OPTAR
Departmental Budget Status Report	BOF, CNF	Report 085, Budget Status (FYTD)
Monthly Supply, Edit and Audit System (SEAS) Report	CNF, COS, SRF	Report 054, SEAS Transmittal Listing
NIS/NC File	RQF, SOF	Report 120, Receipt Control Log

Figure F-1

## 5. APPLICATIONS

The SNAP II and MicroSNAP applications software may be divided into three general areas: maintenance, supply, and administrative. The initial release included four functional subsystem applications software system: Systems Management Subsystem (SMS), Organizational Maintenance Management Subsystem (OMMS), Administrative Management (ADM), and Supply/Financial Management (SFM).

- a. The System Management Subsystem (SMS) performs management and service functions. It assists in managing the system through peripheral management, and Unit's Constants Update Options functions. It also performs service tasks, which support the operation of the other subsystems. These service tasks include: send/receive mail, on-line users' manual, and print/delete reports.
- b. The Supply/Financial Management (SFM) subsystem provides support for functions specifically related to supply and financial management, including ordering and monitoring material requirements, inventory and financial management and reporting.
- c. The Organizational Maintenance Management Subsystem (OMMS) provides an on-line interactive 3-M system. This subsystem includes 3-M functions related to the Current Ship's Maintenance Project Master (CSMP) database. This database consists of Maintenance Data Collection System (MDCS) actions, Configuration Change (CK) actions, and Work Center Work List (WCWL) actions. MDMS is currently being implemented in the Seabees.
- d. The Administrative Management (ADM) subsystem provides support for those functions specifically related to unit administration of manpower management. These will include personnel assignments, career development and retention programs as well as health and morale programs. ADM is not currently used by Seabee units.

## 6. SUPPLY/FINANCIAL MANAGEMENT (SFM) SUBSYSTEM CONCEPT

SFM provides support for functions specifically related to supply and financial management. Included are requisition processing, inventory management and financial management. The SFM subsystem provides various options, which can produce records and reports necessary to manage the supply department. Some of these automated options are:

- a. Reorder review/Tech Edit Review
- b. Monitoring of requisition status and automated follow-up
- c. MOV processing
- d. Cancellation requests/Follow-Up/Modifications

- e. Maintenance of financial records
- f. Preparation of accounting reports
- g. Local management control of selected items
- h. Monitoring inventories by selected categories
- i. Requisition history processing/Transaction Ledgers
- j. Issue/material turn-in to shore/OSO Transfer Listing
- k. Gain/Loss by inventory report

## **7. MicroSNAP SYSTEM COORDINATOR**

An officer or senior petty officer that is a graduate of the SPAWARSYSCOM system coordinator course will be assigned as the system coordinator. The system coordinator has the broadest use and access to the system. They are the primary point of contact for system implementation and operation. Their responsibilities include; monitoring the operation of the system, controlling who has access, resolving system problems and training all Functional Area Supervisors (FASs). An assistant System Coordinator should be assigned to assist the System Coordinator. The Assistant should be able to perform the same duties and responsibilities and the System Coordinator.

## **8. SFM SUBSYSTEM MANAGEMENT**

- a. Manager. The Supply Officer or S4C will be assigned as the SFM subsystem manager. Their Responsibilities include, but are not limited to, assignment of personnel access to the SFM subsystem, properly maintaining information in the subsystem files, and producing all accountable reports according to policies contained in this instruction and other NCF directives. These responsibilities may be delegated to the leading storekeeper according to their level of experience and training.
- b. Security. All personnel requiring access to the subsystem will have a password and assigned system access level. The Supply Officer is responsible for user access to the SFM subsystem as described below. Passwords will be changed at least quarterly to maintain system security. Physical security instructions will be issued by each unit's Commanding Officer. They will augment Navy-wide ADP security measures contained in OPNAVINST 5510.1 (series).
- c. Access. The access table shown in Figure F-2 provides guidelines for determining supply users and customer access levels. The Supply Officer will assign SFM access levels. The primary considerations to be used when assigning authority levels will be training and experience on the system. A new SFM subsystem access listing will be produced by the Supply Officer each time access assignments are made. The current listing will be kept on file until a new

one is produced. Each user is granted an Authority Level for access into SFM sub functions.

d. Authority Levels. Level "O" is for the Supply Officer and Leading SK and gives access to all SFM records and functions. The Supply Officer and Leading SK must have a "Y" in the Record Deletion Capability data field. The last user designated as the Supply Officer cannot be deleted from the system or have their access level downgraded. The SFM file must always have one user with authority level "O".

(1) Level "1" is reserved for designated storekeepers who are referred to as "supply users." When assigning a user to authority level "1", the Leading SK must proceed through a series of screens granting or denying access to each function within the SFM subsystem.

(2) Level "2" is a Customer User screen designated for the Commanding Officer. It allows access to the budgets and SFM records for all the unit's departments. The Executive Officer may also desire this authority level in order to monitor departmental performance.

(3) Level "3" is a Customer User screen designed for Department Heads which allows access to all records within their primary department plus one other as designated. For example, the Supply Department Head may also serve as Administrative Department Head.

(4) Level "4" is a Customer User screen designed for Division Officers, allowing access to all records within their primary division plus up to three others as designated.

(5) Level "5" is a Customer User screen designed for work center supervisors, allowing access to all records within their primary work center plus up to three others as designated.

(6) Level "6" is a Customer User screen designed for work center workers, allowing access to all records within their primary work center. Supply Petty Officers are normally assigned authority level "6".

e. Record deletion authority is normally assigned to designated storekeepers and personnel who have approval authority. Requirement records that may be deleted include those in Tech Edit (by designated SK's only), those awaiting departmental approval, and approved records not yet issued or placed on order (dues recording). For storekeepers, record deletion capability would also affect other record types for which they have review access, such as Stock Record File (SRF) records or SFM records.



**MICROSAP RECOMMENDED SFM ACCESS LIST**

ACCESS LEVEL	0	0	1	1	1	1
Users	SUPP	SKC	SK1	SK2	SK3	SKSN
Record Deletion	Y	Y	Y	Y	N	N
<b>REQUIREMENTS</b>						
Initiate	X	X	X	X	X	X
Display	X	X	X	X	X	X
Create Listings	X	X	X	X	X	X
Tech Edit	X	X	X	X	X	X
Record Issues	X	X	X	X	X	X
Transfers	X	X	X	X	X	X
Requisitions	X	X	X	X	X	X
Status Processing	X	X	X	X	X	X
REQN/Status Output	X	X	X	X	X	X
Receipt Processing	X	X	X	X	X	X
XRF Update	X	X	X	X	X	
<b>INVENTORY</b>						
Display Stock Record	X	X	X	X	X	X
Add Stock Record	X	X	X	X		
Modify/Change	X	X	X	X		
Reorder Review	X	X	X	X		
Global Level Settings	X	X	X	X		
Inventory Reports	X	X	X	X		
<b>FINANCIAL</b>						
Display Budgets	X	X	X	X		
Add/Change Budget	X	X	X	X		
Obligate ADJ/AOUL	X	X	X	X		
SFOEDL Processing	X	X	X	X		
BOR Adjustments	X	X	X	X		
Reports	X	X	X	X		
<b>SUPPLY CONTROL</b>						
Constant Update	X	X	X	X		
Access Update	X	X	X	X		
Transaction Ledger	X	X	X	X		
History Processing	X	X	X	X		
Print Records	X	X	X	X		

Figure F-2

## 9. SYSTEM SECURITY

The MicroSNAP System supports both access security and functional security within each subsystem. The FASs (S4A/S4C for SFM) will establish user access controls within their subsystem. Specific access capabilities will be granted to cover the following four general access levels.

- a. Functional Range Access. Each subsystem controls the range of subsystem functions available to each allowed user.
- b. Functional Depth Access. Each subsystem controls the depth which each allowed function can be accessed by a particular user. Multiple levels of functional depth access may be allowed within a particular subsystem, depending on its access control requirements.
- c. Data Range Access. Within range and Depth of Function, each subsystem controls the range of data accessible by a particular user. In all subsystems, data range access is based on work center(s).
- d. Data Depth Access. In some cases, a subsystem will provide control over the depth of data access within a range allowed to the user.

## 10. REQUIRED CONTROLS (SOFTWARE)

Certain required controls will be established to prevent unauthorized access and tampering with system software. The following controls and procedures will be established for each MicroSNAP System.

- a. User IDs. Each user will be assigned a unique user ID by the Supply Officer. The user ID, in conjunction with the password, identifies the user to the computer, and grants access to predetermined levels within the system software.
- b. Passwords. Passwords provide an additional degree of security not available with the user ID alone. The system presents the user various passwords from which one may be selected. Each user will change it when compromise is suspected and at least quarterly. The System Coordinator will ensure user compliance to these procedures.

**Note:** MicroSNAP will force the user to select a new password if they do not log onto the system for a period in excess of 90 days.

- c. Backup and Restore Database. If MicroSNAP Citrix is being used, backups are not required. For network and stand-alone users, it is imperative to create backup copies of the MicroSNAP SFM database. If hardware failure occurs and the database has not been backed up, it is unlikely that the data can be recovered and the most recent backup would be used in the restore process. Backup

procedures should be performed on a daily basis. Steps on how to conduct the Backup and Restore processes can be found in the MicroSNAP Help file.

d. Grandfather-Father-Son Concept. The grandfather-father-son concept of computer storage media retention should be strictly adhered to as a minimum for both media library and off-site storage. Maintain a three-cycle-retention; scratch the oldest file upon creation of the fourth (4) generation called (grandfather, father, son rotation).

e. Diskettes. Access to data stored on diskettes may be obtained outside the security controls available in the application software. This data is privileged under numerous directives including the Privacy Act of 1974. Their storage and handling, therefore, warrant particular attention.

f. Diskette Handling. An unprotected diskette is stored information that is vulnerable. The information is subject to unknown alteration or destruction from many sources. Some examples of things that can damage diskettes that have been left out of their protective envelopes are: fingerprints, smoke, spilled drinks, dust and ashes. The diskette is a flexible disk enclosed in a plastic jacket. The interior of the jacket is lined with a wiping material to clean the disk of foreign material. To protect the diskette, certain precautions must be observed. These precautionary procedures are:

- (1) Return the diskette to its storage envelope whenever it is removed from the drive.
- (2) Keep diskettes away from magnetic fields and from ferromagnetic materials which might become magnetized. Strong magnetic fields destroy recorded data on the disk.
- (3) Replace diskettes when they become warped, cracked or distorted.
- (4) Do not write on the plastic jacket with a lead pencil or ballpoint pen. Use felt tip only.
- (5) Do not expose diskette to heat or sunlight.
- (6) Do not touch or attempt to clean the disk surface. Abrasions may cause loss of stored data.

## **11. REQUIRED CONTROLS (HARDWARE)**

MicroSNAP hardware has various anti-tamper protection devices to provide a limited level of system security. These devices are by no means foolproof and will require constant attention to security and proper operating procedures on the part of the command. Accordingly, the following procedures should be instituted to augment the hardware security features:

- a. Space Security. Remote terminal locations will be included in existing roving watch patrols. The watch will ensure terminals are attended by a qualified/authorized user or logged off.
- b. Operating Procedures. Proper operating procedures will be followed. Equipment will not be adjusted or operated out of prescribed tolerances except by qualified personnel.

## **12. SFM REPORT AND FILE MAINTENANCE**

The Supply Officer, as the system manager, is responsible for maintaining SFM data files, and ensuring that SFM operating, security, and control procedures are followed. Procedures for performing SFM file maintenance are contained in this instruction. Examples of the reports produced from the data in the files are in the NAVSUP P-485.

## **13. CONSTANTS FILE**

- a. The supply Constants File (CNF) contains data records for appropriation data, demand processing parameters, Local Management Codes (LMCs), requisition defaults, requisition number assignments, repairable fund codes, fund code to budget indicator, budget record, the rest for the reorder indicator, (CNF-IPC-Recorder-Review Flag), requisition completion date update, expenditure log, serial assignments, ship type and status code, COSAL Type management, financial update, and goal effectiveness parameters. All applicable data elements in the CNF should be reviewed and updated as often as the unit's operating status requires, or as directed by 1NCD or the NCR. The appropriate CNF data will also be updated by the Supply Officer at the beginning of each fiscal year in accordance with the NAVSO P-3013-2, the Fiscal Year (FY) Startup Message, and the Users Manual guidelines.
- b. The requisition completion dates record will be set in accordance with 1NCD or the NCRs guidance. Specifics are described in the NAVSUP P-485, Chapter 2. The issues completion due date listing at Deployed Camps should be set to 120/999 day constant set to remove completed requisitions. By following these guidelines, the Supply Officer at the camps can be sure that data processing workloads will be manageable. Passing completed records to history tapes will free computer memory to accommodate the storage of the most recent supply data, and in turn improve processing.
- c. The Constants Update procedure allows the subsystem manager to control program functions by adding, deleting, and changing data elements in the CNF. The constants files are accessed through the Supply Control Menu. These files act as the resource center for the MicroSNAP logistics functions to validate the appropriation data, MILSTRIP data tables, financially reportable data, etc. The Supply Officer and the senior storekeeper should ensure accuracy of the CNF. The Constants Update Menu provides a menu of the CNF and Budget OPTAR

File (BOF) data record types. Each constants file table is accessed through the control menu.

d. Constants Update Menu

- (1) Ship Type and Status Code
- (2) Requisition Defaults
- (3) Demand Processing Parameters
- (4) Requisition Number Assignments
- (5) Fund Code to Budget Indicator
- (6) Restore In-Process Indicator
- (7) Appropriation Data Transmittal Counters Update
- (8) COSAL Type Management
- (9) Local Management Codes
- (10) Completion Dates Update
- (11) Expenditure Log Serial Assign
- (12) Demand Effectiveness Goals
- (13) Micro SFM Menu
- (14) Exit Micro SFM Subsystem

e. The following constants files are the most commonly used;

- (1) Appropriation Data: Updating Appropriation Data Constants is critical. The Appropriation Data entered in the CNF is utilized in preparing financial reports such as Financial Transmittal Letters (TLs) and Budget OPTAR Reports (BORs). The system will store accounting data for the current and prior five fiscal years only. Accounting data for each of the Type Commanders should be loaded in the CNF. During the closeout of each fiscal year (after the 30 September BOR), the current fiscal year will default to the first prior FY; the first prior FY will default to the second prior FY; and the second prior FY will default to the third prior FY; the third prior FY will default to the fourth prior FY; the fourth prior FY will default to the fifth; and the fifth prior FY will be deleted from the CNF. The new FY appropriation data must be entered, but cannot be entered until 01 October. For Other Supply Officer (OSO) Transfers, enter all appropriation data at the beginning of each FY.

(2) Demand Processing Parameters: The units MicroSNAP expert must update Demand Processing Parameters. You are not allowed to modify these parameters unless you receive specific written direction from the NCR or 1NCD. The computation process will occur automatically when posting stock issues and recording DTO requisitions or during the Global Level Setting option in the Inventory Menu. The computational parameters indicate the range of year/month demand to be excluded, and indicate records to be included (consumable and/or repair parts). Consult 1NCD/NCR directives for guidance to determine SIM qualification, retention period and frequency, economic retention value, safety, endurance level parameters, and Order and Shipping Time (OST), which is based on the unit's location and operational status.

(3) Local Management Codes: Local Management Codes (LMC) are two-position codes which may be devised by the unit for assignment to the Stock Record File (SRF) in order to flag desired categories of items for special attention. These codes are recorded and defined in the LMC CNF for reference only. Each SRF record may be assigned up to two LMCs. When setting the parameters for Stock Status Listings (SSL), reorder review, or inventory sections, one or more LMC may be specified resulting in a report tailored to the desired category.

(4) Requisition Defaults: When establishing obligations, the MicroSNAP System automatically builds the MILSTRIP requisition data line based on information contained in the Requisition Defaults Constants File. Whether the obligation is transmitted by MILSTRIP message or prepared off-line (Walk-Thru, SERVIMART, or Open Purchase), correct requisition data is essential to accurate preparation of financial transmittals, SEAS reporting, and other reporting. The system generates these messages and reports automatically without the necessity of manually typing in the data for each requisition. Blank data fields will result in more time spent during the requisition period typing the MILSTRIP information.

(5) Requisition Number Assignments: The system utilizes the Requisition Number Assignment CNF to automatically assign requisition numbers to both stock replenishment requirements and DTO requirements during the "Dues Recording" process. Although the Supply User can interactively create an off-line requisition, the requisition number entered will be validated to ensure it does not duplicate one already assigned by the system within the designated range of serial numbers for that type of material. The Requisition Number CNF is designed to conform to the requirements of each type commander.

(6) Expenditure Log: The Constants File may also be reviewed to determine the next available Expenditure Log Serial assignment. The file will assign expenditure serial number range prescribed by the NCR or

1NCD. Report 163, "Expenditure Record Log" and will also allow the review of all expenditure numbers that have been assigned.

(7) Fund Code to Budget Indicator: The fund code is a two-character indicator, which identifies the program, the expense element, and the allotment to which requisitioned material or services is charged. Since fund codes relate directly to the FY or budget activity for Operation and Maintenance, Navy (O&MN) or O&MN Reserve budgeting and accounting purpose, operating units will cite only those fund codes authorized by applicable type commanders. Fund Code 99 will not be used except as directed by the Fleet Commander. Valid Fund Codes are contained in Tables I through X of Appendix II, NAVSO P-3013-2. NAVSUP P-485, Vol.2 and Chapter 5 of NAVSUP 437, Chapter 5 lists all fund codes assigned by the office of the Navy Comptroller.

(8) OPTAR: Type Commanders granting Operational Targets (OPTAR) to units may choose to monitor grants and expenditures by different budget types. The Budgets CNF allows you to set Y/N flags for the Maintenance and Repairable Budget options. There is always an "Other" budget. Selecting "y" will allow the SK to enter OPTAR grants in the Financial subsystem for each budget type and to produce separate departmental budget reports for each designated budget type. Fiscal Year to Date (FYTD) OPTAR grants will also appear on each Budget OPTAR Report (BOR) by budget type. For example, if the Maintenance Budget Flag is set to "Y", obligations against Fund Codes designated with "M" in the Budget Indicator data field are chargeable to the Maintenance Budget Type.

(9) Reorder: While processing a trial or global automatic reorder, the system "reads" every SRF record to determine if it meets the criteria for reorder. Should a system failure, shutdown, or power loss interrupt reorder processing, the reorder flags must be reset in order to restart the reorder process. This is accomplished using Restore Reorder Indicator for Restart.

(10) Completion Dates Update: Completion dates are used to determine how long financial and inventory records remain in the system until they are transferred to the Requisition History and deleted from the system's files. This includes completed requisitions and their status records, OSO material transfers, Material Turned into Stores (MTIS) expenditures, issues from stock Losses by Inventory (LBI), and Gains by Inventory (GBI). Each completed record will pass to History. The remaining records are printed on the listing, but are not recorded on the history. This is done to "free" computer memory and processing space that historical records would consume needlessly. Proper disk space management is essential for ensuring quick interactive response time. The number of days is promulgated by the NCR, normally 999 for small units and 120 for the camps, to allow for potential subsequent UOL and MFOEDL processing.

(11) Demand Effectiveness Goals: The CNF Demand Effectiveness Goals can be set for repair parts and consumables utilizing this program. Consult with the NCR for guidance in setting these parameters. The data is accumulated in a twelve-month window within the system program. It will accumulate data from the day it is set up with the effectiveness goals.

(12) Financial Counters Update: Financial Counters Update is accomplished by reviewing the CNF counter record. This program permits the user to update specific counters. If the system is inoperative for a period of time, the counters for the various reports will no longer be in sequence with the interim manual reports submitted during the inoperative period. This Constants File allows the user to align the system to the correct counter numbers for specific recurring reports without SPAWARSYSCOM assistance.

(13) Access: Access Update allows the SFM subsystem manager to control user access. This is accomplished in two ways. First by the Access Level the user has, and second by selecting "Y" or "N" to the various options displayed during the access update procedure. This option should only be available to the Supply Officer and the Leading Storekeeper.

#### **14. MANUAL FILES**

If your activity is on CITRIX the total software/database backup is not required.

a. If the MicroSNAP system is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual system is maintained during system downtime. While the system is not working, the automated listings must be updated by directly annotating the transactions on the correct listing. These updated listings must be kept separate so the annotated information may be entered into SFM when the system is operational again. The Supply Officer must notify the NCR whenever the system is down for more than 24 hours and prepare manual reports after being down for 10 days.

b. Temporary manual files must be developed to assist in timely and accurate updates of the SFM subsystem. Distribution of the documents and maintenance of files will be accomplished in accordance with existing manual supply operation instructions. At a minimum, the following manual files must be set up and maintained in the event of prolonged system down time:

(1) Issue File. This file will contain all hard copy 1250-1s, which have not been generated in the system. These 1250-1s represent issues from storeroom stock since the system became non-operational. It will be maintained in NIIN sequence. Once the system is operational, these requirements must be input to the system through the appropriate



subsystem. Then the issue must be recorded in issue recording. If a previously generated requirement was issued after the system went down, it need not be re-entered before issue recording.

(2) Requisition File. This file will contain the hard copies of requisitions sent to a supply activity and will be filed in requisition number sequence. All maintenance related DTO requisitions must be re-entered once MicroSNAP is operational.

(3) Receipt File. This file will contain all receipts, which have not yet been posted into the system and will be filed in document number sequence.

(4) Status File. This file will be used as a holding file for both status cards and messages until SFM is operational.

c. If the system is not operational during (or extends through) a financial reporting period, use the temporary files and annotate automated listings to prepare the required financial reports. A BOR must always be submitted whether prepared electronically or manually.

## **15. BACK-UP FILES**

This process allows the extraction and storage of MicroSNAP subsystem functions/file data. The data is stored on back-up tapes and retained in the custody of the Supply Officer. The back-up functions will provide added security against system records loss during times of system failure. It furthermore precludes the necessity of spending extensive man hours in manual data recover were the system to "Crash".

a. Baseline and software updates. Total backup will be made upon installation and for each software update.

b. Daily. All documentation should be retained until the daily system backup tapes have been satisfactorily run. Do not discard or file any documentation input until after backup has been accomplished. This is a safeguard procedure in the event the database is erased. If this should happen, the last system backup tape would reinstate the database up to the time the tape was run. All inputs after this backup would have to be re-entered. Daily backups will be run on workdays only. Fourteen (14) workdays' backups will be maintained at all times.

## **16. BACK-UP REPORTS**

The following reports are considered essential for any unit to have current in the event of a system casualty, requiring a temporary return to the manual operation. During manual operations, the need for requisition-oriented report listings is necessary. (Figure F-3)

Report Number	Report Title	Frequency Prepared	Retention Period
042	Stock Status Listing-Complete Stock Status Listing-Selected Parameters SIM Categories DLR Categories MAMS Categories RSS Categories	Quarterly Monthly Quarterly Quarterly	As Reprinted
048	Stock Status Locator Listing	Quarterly	As Reprinted
063	Completed Requisition Listing (only)	Monthly	One Year
071	Requisition History File Listing	Monthly	5 Years
072	DAAS Formatted for NSN Requisitions, Follow Ups, Cancellations or MOVs	As Requested	5 Years
073	Outstanding Requisition Listing with Interpreted Status Document Number Sequence JCN Sequence	Monthly	As Reprinted
025S	Transmittal Report	As Required	60 Months
344S	S&E Section of T/L Report	As Required	60 Months
049	Budget OPTAR Report	Monthly	60 Months
085	Departmental Budget Status Report	Monthly or As Required	12 Months
021	Mechanized Budget OPTAR Report	End of the Month	5 Years

Figure F-3

## 17. RECURRING REQUIREMENTS

The FAS must take the following actions to ensure the proper upkeep of the database and efficient supply support.

a. Daily;

(1) Tech Edit Listing. Process in accordance with paragraph 3720 of NAVSUP P-485. RPT 045/RPT 097 are produced daily .The Supply Officer should review RPT 045/RPT 097 to ensure that tech editing is

being done daily and to gage the flow of requirements into the SFM subsystem. Recommend accomplish this action twice a day.

(2) System Back-Up. Ensure no more than two working days has gone by since the last back-up.

b. Weekly;

(1) Requirements Listing (RPT 074). Processed daily in accordance with paragraph 3725 of NAVSUP P-485. Only the current RPT 074 is required to be maintained. The Supply Officer is specifically tasked with determining why requirements approved more than three days have not been issued or requisitioned; also, all unapproved requirements older than five days should be considered for deletion.

(2) Reorder Review Listing (RPT 029). Review Allowance Type (AT) Codes for stock deficiencies.

(3) Outstanding Requisition Listing with Status (RPT 073). Processed in accordance with Appendix 25 of NAVSUP P-485. Only the current RPT 073 is required to be maintained. This report should be printed weekly by requisition number to ensure that all requisitions receive appropriate follow-up action to keep requisition status current.

(4) Pending Material Survey Listing (RPT 164). This report will be produced and used to process a Report of Survey, DD Form 200, for stock transactions resulting primarily from a loss or gain by inventory. A survey will be processed in accordance with guidelines in Chapter 5 of NAVSUP P-485.

c. As Transactions Occur/ Twice a Week Minimum For Camps

(1) OPTAR Document Transmittal Report (RPT 025S) / S&E Obligation Report (RPT 344S). Submit obligation documents. Run a "trial" transmittal and check for accuracy. Then perform system backups prior to running the "live" report. NOTE: These reports must now be done daily or as transactions occur (NOVEMBER 2000 revision). Send reports to the Division Accounting Office via DAMES/WinSALTS/EMAIL.

(2) Inventory Accuracy Audits. Results required to be reported to the Commanding Officer on the monthly CO Report. Units should verify that all spot inventory records created during issue processing have been inventoried and posted to clear the records from the inventory holding file.

(3) Transaction Ledger. (RPT 095). Output and reviewed in accordance with paragraph 1527 of NAVSUP P-485. Retained for current fiscal year in accordance with Appendix 25 of NAVSUP P-485. Review for evidence

of unauthorized stock record deletions, allowance changes, OPTAR adjustments, and overall changes to stock record file.

d. Monthly;

- (1) Budget OPTAR Report (BOR) (RPT 021) or (NAVCOMPT 2157). Submitted on the first working day of each month. Reports 25S and 344S will be used for the OPTAR Document T/L Report and Letter. Submit the following: 57046321.TXT; RPT 25S.RPT; RPT 021.RPT; RPT 344S.RPT.
- (2) Global Level Setting Exception Listing (RPT 131). Output in accordance with Appendix 25 of NAVSUP P-485 and maintained onboard until the next report is run.
- (3) Summary of Receipts/Expenditures (RPT 043). Output if "A" and "B" summary transactions have been made. Maintained for the current and two prior fiscal years in accordance with Appendix 25 of NAVSUP P-485.
- (4) Issue Listing (RPT 064). Output in accordance with Appendix 25 of NAVSUP P-485 and maintained onboard for the current fiscal year. Run prior to Requisition History Tape (RHT) processing at the end of the month. (RPT 64) provides a listing of both outstanding and complicated requisitions.
- (5) Loss By Inventory (LBI)/Gain By Inventory (GBI) Report (RPT 068/RPT 067). Output in accordance with Appendix 25 of NAVSUP P--485 and maintained onboard for one year. The Commanding Officer and Supply Officer should sign the reports to indicate review of LBI records (CO for > \$100). Reports will be forwarded to the Supply Officer and Commanding Officer for review.
- (6) Requisition File History Listing (RPT 071). Output when supply and financial records older than 120 days are passed to the history tape in accordance with the NAVSUP P-485. RPT 071 is maintained for the current plus five prior fiscal years in accordance with Appendix 25 of NAVSUP P-485.
- (7) Stock Status Listing (Supplemental) Shelf Life (RPT 042). This listing contains only stock records that have been updated since the last complete Stock Status Listing was output. The current copy is maintained in accordance with Appendix 25 of NAVSUP P-485.
- (8) Requisition Listing-Outstanding and completed in NIIN sequence (RPT 075). This report is used in conjunction with conducting external Material Obligation Validations (MOV) and allows the "approval" of a follow-up record to be generated. The print Follow-Up/Cancellation output option (RPT 072) is used to output the records into the supply system. (RPT 165) is used for internal MOVs in conjunction with (RPT 073).

(9) Departmental Budget Status-FYTD (RPT 085). This report is produced in conjunction with the other end of the month financial reports and reflects the financial posture of the unit by budget type. This report should always match the "page 2" of the OPTAR Grant Authorization.

## **18. MicroSNAP SUPPLY PROCEDURES**

MicroSNAP supply procedures are delineated in the NAVSUP P-485. The following paragraphs provide a snapshot of these procedures.

### **a. Requirements**

(1) MicroSNAP will assign material requirements a request number when they are entered into the system. It will identify the record for the life of the transaction. The request remains a requirement until issued and/or requisitioned. The request number assigned consists of a work center, Julian date, and sequentially assigned serial number (i.e., ER04 6098-001). A request number is not the same as a requisition number. A request number is used to identify and track a requirement internal to the unit. A requisition number is used to identify and track a requisition for items, which are not carried (NC), not in stock (NIS), or partial quantities while external to the unit. A requisition number assigned to an item allows the transaction to be referenced by the request number and the requisition number.

(2) Once a customer generates a requirement, it must be reviewed for technical accuracy by supply department personnel for correct supply management data (i.e., tech edit). After technical review, the requirement will be the responsibility of the customer department head or designated representative for review, approval or deletion. The approved request is then ready for further processing by supply personnel, either as an issue from stock or as a requisition for material that is NIS or NC. Delay in processing requirements can be avoided by close cooperation and communication between supply and maintenance personnel.

### **b. Technical Editing**

(1) Technical editing (Tech Edit) is the process by which correct Management List-Navy (ML-N) logistic data is updated in MicroSNAP and the Requisition File (RQF). Correct financial information is provided for obligations. Tech Edit is described in the NAVSUP P-485, and is amplified below. A Tech Edit listing (RPT 045 or RPT 097) will be generated daily. If the "Date Price Last Updated" column indicates that the price has been updated since the date of the FEDLOG/CD-ROM product in use, the data on the Tech Edit listing is current. If the date indicates that the requirement requires further research, all data fields will be compared to FEDLOG. The listing will be annotated with the correct

data or marked to indicate that the data requires no change (i.e., a circle or check). The person annotating the listing will sign and date it. The correct data will be entered interactively. The initials of the person performing tech edit will be entered in the remarks block of the tech edit screen.

**Note:** Monthly ML-N updates downloaded from the SPAWAR Customer Support Site (<https://www.scn.spawar.navy.mil>) and uploaded into MicroSNAP will greatly reduce the amount of changes needed to be made during Tech Edit.

(2) Technical editing within the system is accomplished on Report 045 or Report 97 in the following 3-step method:

(a) Step 1: Utilizing procedures contained in the on-line users manual, produce tech edit listings in Request Number and/or NIIN sequence. These listings should be produced and retained as directed by the appropriate NCR. The data contained in the tech edit listings will be material requests that have not been processed.

(b) Step 2: Review tech edits listing in accordance with the NAVSUP P-485.

(c) Step 3: Interactively enter the data into the SFM subsystem.

(3) Upon completion of the technical edit process, the requirement is electronically transferred to the responsible department and queued for review and approval. For audit purposes, a five digit Julian date (07256) will be printed next to the "APPROVED BY" block of the formatted NAVSUP 1250-1 to show when the requirement was approved. If the requirement can be filled through onboard stock it will be issued. If the requirement is NIS or NC it will be requisitioned from the supporting supply activity. Figure F- 4 contains the flow of material requirements.

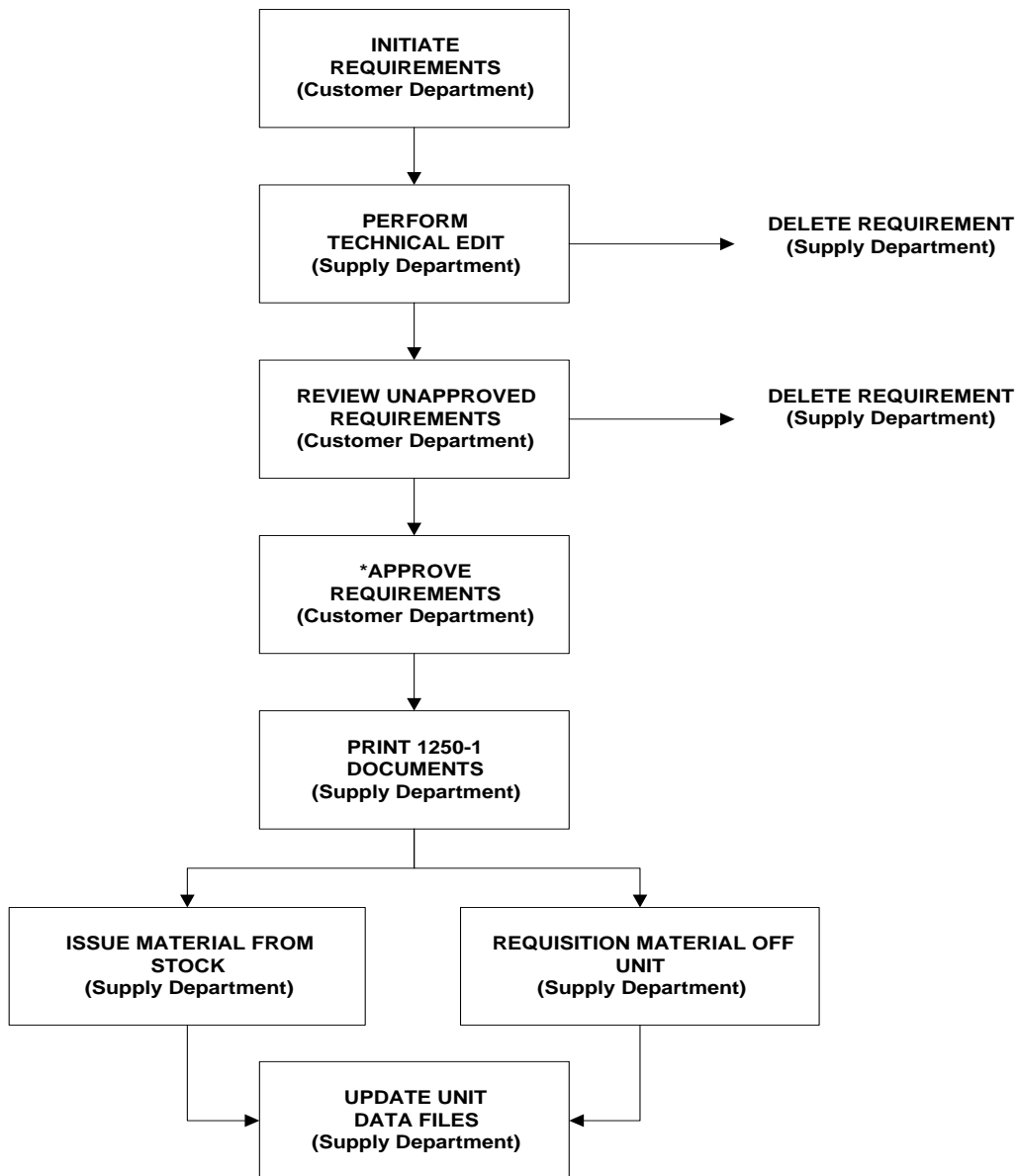
**MATERIAL REQUIREMENTS FLOW**

Figure F– 4

**\* Note:** This step is not necessary if the person generating the requirement also has requirement approval authority.

## 19. REQUIREMENTS LISTING

a. The requirement listing (RPT 074), which is generated through SFM, provides a listing by work center or NIIN sequence of all pending requirements which have been technically edited, but have not yet been issued or requisitioned by the supply department. This listing will include those requirements that have not been reviewed by the cognizant department head. It summarizes the total of all requirements that are in process.

b. The purpose of the requirements review listings is to enable the unit to identify real time status of requests moving within the on-board logistics system. Requirements on this listing may be under the cognizance of the supply officer, requestor/initiator, or department approval authority. Requirements remain on this listing until they are issued, requisitioned, or deleted.

c. To be used effectively, production and review of this listing should be accomplished according to the following plan and by the individuals specified:

(1) Company/Outlet. Daily review of mail to screen for insufficient data on requests sent by technical edit SK; review of requirements to provide missing identification or technical data.

(2) Department Approval Authority. Take action to approve or delete any requirements appearing on the listing that have not been reviewed.

(3) Supply Officer. Take action to determine in-house status on requests over three days old; establish a bi-weekly review frequency for this report; establish a cancellation policy for overage requests. Specifically, any unapproved request appearing more than two days on Report 074 should be deleted unless justified in writing by the customer department head.

d. The Requirements Report Menu also provides options for listing approved stock reorders ("N" records) and COSAL deficiency requisitions ("P" records) prior to requisitions number assignment and release to the Supply System.

## 20. REQUISITIONING

a. After the technical edit and approval process, NIS/NC and partial requirements will be requisitioned in accordance with MILSTRIP processing. Requisitions are also generated to replenish stock after an issue, transfer of stock, and Loss by Inventory (LBI) or Survey.

b. The SFM subsystem provides the user with the capability to automatically assign requisition numbers within the parameters set forth in constants file #6. Detailed constants file update procedures are contained in the SFM On-Line Users Manual. The requisition number parameters established in the constants file must be established according to the appropriate NCRs direction.



c. An off-line option is also available for individual, key-entered, requisition number assignment. This option is obtained from constants file #6. This file must be updated with the correct next available serial number after all off-line numbers are assigned.

## 21. DOCUMENT DISTRIBUTION NAVSUP 1149/1250 (Figure F-5)

Original	Submit to supply source for (1) Servmart (2) Walk thru MVO Services (4) Local Purchase. MicroSNAP entry will be to obligate but no requisition output to DAAS.
1250 Blue/ 1149 Copy	After MicroSNAP entry, assign requisition number to hard copy and file in TL holding file.
1250 Yellow Copy	Attach to the matching requisition on the TL obligation listing produced by MicroSNAP. Upon completion of TL processing, batch file this copy by TL period. This file will be maintained for one fiscal year.
All Other Copies	After MicroSNAP entry, assign requisition number to hard copy and forward to customer work center for Direct Turnover (DTO). Discard if for stock replenishment.
Receipt Documents	Discard if not required by supply source.
Status Cards/Messages/Listings.	After MicroSNAP entry, batch file by month

Figure F-5

## 22. RECEIPT PROCESSING

a. The receipt processing functions of SFM allow processing of material receipts for both stock and DTO material against requisitions in the SFM requisition file (RQF). The SFM subsystem allows the user to modify data when material received has different management information or document identification than the original requisition. Stock receipts are differentiated from DTO receipts due to the significance of the NSN and partial quantity differences. Whereas a DTO receipt may be processed without regard for the NSN differences, a stock receipt with NSN differences will be automatically entered into the technical records to establish a proper cross reference if the user indicates it is a valid substitute. Incorrect quantity processing of stock receipts reduces the quality of inventory.

b. More information regarding detailed procedures for performing receipt-processing functions is provided in the MicroSNAP SFM Users Manual.

## **23. MATERIAL OUTSTANDING FILE (MOF)**

a. The manually kept material outstanding file is not required. The file can be produced and summarized by selecting the SFM option to print the outstanding requisitions in the Material Outstanding File (RPT 073) by requisition number, NIIN or Job Control Number (JCN) sequence. Three options are available:

b. Outstanding Requisitions

c. Completed Requisitions

d. Outstanding and Completed Requisitions

e. Proper management of the Material Outstanding File (MOF) is critical to the timely receipt of materials and supplies required to maintain the units systems. The NAVSUP P-485 delineates the specific requirements and time frames, which apply to both manual and automated supply operations. MicroSNAP allows the user to initiate follow-ups, modifiers, cancellation requests, and record accurate financial adjustments, making requisition file maintenance more efficient and accurate. The Outstanding Requisition File Listing with Status (RPT 073) provides a record of all outstanding requisitions and their latest processed supply status. It should be printed at least monthly in requisition number sequence. It replaces the manual Material Outstanding File. Report 073 can also be produced in NIIN and JCN Sequence.

## **24. STOCK REPLENISHMENT**

There are three methods to reorder stock:

a. Reorder Review Listing (RPT 029). SFM provides a reorder review listing which gives an item-by-item tally of on board repair parts deficiencies including dollar value. Reorder review selection utilizes several screens to construct the menu describing the specific reorder parameters to be used by the system. This does not preclude the Supply Officer from developing specific reorder reviews, which are tailored to his/her needs nor does it recognize the varieties of local management codes, which the Supply Officer may create to manage specific stock material. The reorder review will be processed at least monthly or more frequently based upon the units reorder desires.

b. Global Reorder Review (RPT 029). Prior to using this reorder option the Supply Officer must ensure they have adequate funding to support the requisition output. Global reorder, once selected, identifies all qualifying stock records for reorder. This transaction must be completed (canceled or approved) for each item identified before accomplishing another reorder or transaction ledger processing.

c. One-for-one Reorder. When posting stock issues from the ARP storeroom the user should reorder for stock using the option "Record Transaction and Reorder" from the SFM "Issue Recording" screen.

## **25. STOCK STATUS LISTING RPT 042/REORDER REVIEW RPT 029**

a. The Stock Status Listing (RPT 042) is designed to produce a printed summary report of the stock record file. It should be run quarterly in accordance with the NAVSUP P-485, Appendix 25. It allows you to run the report with numerous options enabling the Supply Officer to select the categories of material to be reviewed. These limiting factors can produce a report tailored to the problems you are trying to correct.

b. Reorder Review should be used to identify stock items that are below their high limit and not on order due to oversight, expenditure of on-hand material (LBI or OSO Transfer), or designated as SIM during demand processing. The Reorder Review can be produced as a trial or actual global reorder.

## **26. INVENTORIES**

a. Spot Inventories. When the inventory recorded during issue processing does not match the SRF quantity for non-SIM repair parts or the on hand balance is inadequate to process the actual quantity issued (warehouse refusal), a spot inventory record is created. When spot inventory records are created, prompt re-inventory and processing of the spot inventory file is vital to ensure inventory accuracy. Issue document processing is not complete until the spot inventories have been conducted; internal measures should be implemented to ensure that spot inventories are quickly resolved and in no case exceed one week.

b. Scheduled Inventories. The scheduled inventory program should be used to conduct periodic inventories (i.e., SIM, Hazardous Material). Only one inventory will be scheduled at a time.

## **27. TRANSACTION LEDGER**

a. The Transaction Ledger contains a combination of inventory and financial data. It is a snapshot of the unit's records. The Transaction Ledger Displays all transactions accumulated against a given NIIN since the last Transaction Ledger was produced. It provides an audit trail for all transactions posted against a specific item including date, time, user identification, type of transaction, and effect of the transaction.

b. The Transaction Ledger may be requested in a "LIVE" and a "TRIAL" version. The "TRIAL" version does not remove data from the unit's data records, and therefore may be requested as frequently as deemed necessary. The "LIVE" version closes the account transaction record for each NIIN listed on the Transaction Ledger. Each NIIN is divided into specific categories used to identify the transactions:

(1) Opening Balance Record. Each record has an opening balance record that is created the first time a transaction posts.

(2) Transaction Record. Transaction data is recorded when inventory and requisition data is processed as a result of status processing, reorder review, unit of issue conversion, technical editing, issue recording, dues recording, receipt processing, document reversals, turn-in processing, and application of data through any external interface.

(3) Financial Record. Financial records are created by UOL processing, obligation adjustments, obligation reversal, MFOEDL adjustments, and MVO requisitions.

c. The Transaction Ledger must be produced under each of the following circumstances.

(1) Before and after each ASI Tape (not utilized by the NCF unless the unit has implemented 3M).

(2) Before and after each Global Level Setting.

(3) At the end of each accounting period.

(4) Any time a "SNAPSHOT" of the unit's records is necessary to evaluate data.

(5) To evaluate the supply access assignment and identify personnel performing supply transactions.

(6) Before and after Global Offload Reversal.

d. Reports that must be ran prior to generating Requisition History (RHT).

(1) LBI Report

(2) GBI Report

(3) Issue Listing

e. Through daily supply operations, large quantities of information are entered into MicroSNAP. Most of this information has a limited useful life, after which it is only taking up valuable disc space. Allowed to continue, the data file would continue to grow and Supply operations would be impeded due to the size of the data files. Eventually, impacted disc space may cause the system to halt processing further transactions. To alleviate this problem and maintain efficient computer operations, the program RHT processing should be processed at least once a month.

f. It is recommended that the execution of RHT processing follow a system backup of files and the successful completion of monthly financial reports. This ensures that if something were to go wrong during processing of the RHT, such as the corruption of RQF or RSF files, the extent of damage could be minimized. The result of the RHT program can be printed via SMS in report format and downloaded to floppy. These listings and tapes should be retained in accordance with 1NCD instructions. The requisition history report is a useful tool while working accounting listings, and conducting causative research on inventory discrepancies.

## **28. INTERNAL/EXTERNAL MOV PROCESSING**

a. The procedures for Material Obligation Validation (MOV) are the same for both the manual and automated supply systems. Upon receipt of an external MOV request the unit must verify the requisitions and respond as required.

b. MicroSNAP greatly enhances the unit's ability to conduct external and internal MOVs. Printing the Outstanding Requisition Listing with Status in JCN or JON Sequence (RPT 073) allows the user to determine which outstanding requisitions were ordered against JCN/JON/ERO that has been completed. If the job is completed, the work center must justify in writing why they still need the part(s). Distributing the listing will assist each requesting department to verify their requisitions to determine the actual quantity required.

c. By effectively utilizing both External and Internal MOVs, the Supply Officer can recoup a significant amount of OPTAR funding.

d. A material obligation represents the unfilled quantity of a requisition that is not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors. Inventory Managers forward MOV requests for overage material obligations in accordance with the schedule prescribed in the NAVSUP P-485, paragraph 3591.

e. The purposes of the MOV requests are:

- (1) To ensure that overage material obligations reflected in the Inventory Manager's records agree with the material outstanding records of the requisitioning activity.

- (2) To determine whether requirements for the material still exist and, if so, whether the total quantity requested is still required.

- (3) To determine whether the priorities assigned to the requisition are still valid. In addition to the ICP generated MOVs, effective fund utilization necessitates that each unit conduct their own Internal MOV Program.

(4) To provide supply personnel and Company Commanders a tool to validate outstanding requisitions.

f. Each month, the Supply Officer will initiate internal Validation of Outstanding Requisitions Report (RPT 165) for closed JSNs and JCNs to determine invalid outstanding requirements.

## **29. MOV RESPONSE CODES (INTERNAL)**

a. Response Codes are annotated on RPT 165 to indicate results of validation. MOV Response Codes include:

- (1) "N" for needed Material
- (2) "C" for Cancel Requisitions
- (3) "R" for Material That Has Been Received

## **30. FINANCIAL MANAGEMENT**

NCF units are granted an Operating Target (OPTAR) by Naval Expeditionary Combat Command (NECC) that is utilized to fund required materials and services. MicroSNAP provides the means to audit and monitor the command's financial status and to generate reports.

## **31. END-OF-YEAR (EOY) PROCESSING**

a. MicroSNAP SFM requires procedures to close out the financial files of the current FY and establish new files for the next FY. The general procedures for FY closeout are as follows:

- (1) Ensure a Full System Back-Up is accomplished
- (2) Secure all on-line input transactions to SFM
- (3) Generate a "LIVE" Transaction Ledger
- (4) Produce Departmental Budget
- (5) Produce "LIVE" SEAS Report
- (6) Generate the last "TRIAL" then a "LIVE" Financial Transmittal and Budget OPTAR Report for SEP
- (7) Print Expenditure Record Log
- (8) On 1 OCT \_\_\_\_, delete Expenditure Records.
- (9) Post new Appropriation Data for FY \_\_\_\_.

- (10) Enter 1st QTR FY \_\_\_\_ Grant.
- (11) Verify Demand Processing Parameters.
- (12) Verify Requisition Number Assignment.
- (13) Verify Expenditure Number Assignment.
- (14) Verify Automated Internal Systems Counters.
- (15) Initiate Requisition History Processing.
- (16) Establish new Constants File information
- (17) Establish new RPT 085 format

### 32. MicroSNAP FINANCIALS

When closing out for TLs and BORs, ensure that all outgoing requisitions are validated, including open purchase and Government Purchase Card transactions against the TL. The requisition numbers, Job Order Numbers (JON) and total cost should match. The obligation block of the departmental budget should match the obligation block of the Budget OPTAR Report (BOR).

- a. When processing Financials, a “Trial” BOR report should always be ran first and balanced against the units financial reports. Once everything is balanced, run the “Live” BOR report. Ensure there are not any users logged onto the system when running the financial reports.

### 33. SUPPLY OFFICER'S MONTHLY REPORTS INSPECTION CENTER

Rep.	Nomenclature	Freq	Retention	Remarks
021	Mechanized BOR	Monthly	3 FYs	2 years plus current
025S	Mechanized TL	As Occurs	3 FYs	2 years plus current
344S	S&E Obligation	Monthly	3 FYs	
029	Reorder Review	Monthly	Current	
042	Stock Status Listing (complete)	Quarterly	Current	
045	Stock Status List (SUPP)	Monthly	Current	
	Tech Edit (Reg Seg)	Daily	1 Month	
063	Reqn List (R/N/J)	Monthly	Current	
067	Gains by Inventory	Monthly	1 Year	*1st day of month to last day of month (prior to RHT process)

068	Loss by Inventory	Monthly	1 year	*1st day of month to last day of month (prior to RHT process)
071	Reqn File History	Monthly	Current	Current and 2 Prior FYs
073	O/S Reqn List	Monthly Weekly	Current	Weekly for MOF maintenance; Monthly for MOV processing
074	Requirement List (Reg Seg)	Weekly	Current	
080	SFM Master Access Listing	Quarterly	Current	
085	Departmental Budget	Monthly	As Rqd	
132	Monthly Effectiveness	Monthly	1 FY	
164	Pending Matl' Survey	Weekly	3 Years	

**34. END OF MONTH REPORTS SHOULD BE RUN IN THE FOLLOWING ORDER:**

131	Global Level Setting
025S	OPTAR Document T/L Report
344S	OPTAR Document T/L Letter
021	Mechanized BOR (Trial)
049	Message BOR (Trial & Live)
071	Requisition History File
067	GBI Listing
068	LBI Listing
085	Budget Status Report
132	Demand Effectiveness Report
165	Internal MOV
073	Outstanding Requisition File List
064	Issue Listing
042	Stock Status Listing (Shelf Life)
042	Stock Status Listing (Supplemental)

**35. SUPPLY OFFICER'S MID-MONTH REPORTS INSPECTION**

Rep.	Nomenclature	Freq	Retention	Remarks
025S	Mechanized TL	As Req'd	3 Years	



344S	S&E Obligations	As Req'd	3 Years	
029	Reorder review	Monthly	Current	
045	Tech Edit (Reqn Seq)	Daily	1 Month	
063	Reqn File List (R/N/J)	Monthly	Current	
067	Gains by Inventory	Monthly	1 Year	
068	Losses by Inventory	Monthly	1 Year	
073	O/S Reqn List (JCN)	Monthly Weekly	Current	Monthly for MOV Weekly for MOF
074	Requirement List (Reg Seg)	Weekly	Current	
095	Transaction Ledger	15/30	Current	
164	Pending Matl' Survey	Weekly	3 Years	

### 36. MicroSNAP/ADP TURNOVER CHECKLIST

- a. Before performing Global Level Setting, ensure that the latest updates are installed.
- b. Run the Stock Record/Requisition File Reconciliation Program to validate outstanding requisitions against stock records.
- c. Run a Trial Order Review to determine the money value of stock deficiencies.
- d. Run Stock Validation Program GBI/LBI and Pending Material Survey Listings. These listings should be run prior to and after turnover inventories have been posted to MicroSNAP. All discrepancies should be resolved prior to turnover. Causative research documentation for all inventory adjustments will be shown to the R41 Rep.
- e. Run an Outstanding Requisition w/Status Listing. Ensure all required follow-ups/cancellation requests are sent. Validate all overage AS1/BA status with DETs and Outlets.
- f. Run a Requisition File History Listing (RPT 071) to move aged completed records from the RQF to a history tape. This is required to minimize the size of the RQF and RSF and optimize system response time/disk space usage.

g. Run a Transaction Ledger (TL) to record all transactions since the last report against stock items and provide a snapshot of the Fund Code/JON obligations made during the transaction period. A "LIVE" ledger should be run to coincide with the generation of financial transmittals. A trial ledger can be run at any time; it will be cleared by the "LIVE" report, which clears all records in the Transaction Ledger File (TLF). The TLF is an accountable document, which should be used to audit inventory transactions and will be reviewed during ORIs.

h. Review the following:

- (1) Constant files update
- (2) Report Retention Files
- (3) MicroSNAP Backup Files and Recovery Plan

i. The outgoing battalion will:

- (1) Update the user access passwords for the incoming battalion.
- (2) Turnover all AIS Systems documentation including the AIS requirements review, configuration changes, lessons learned, Trouble Log Information and program diskettes/CDs.
- (3) Assist with the establishment of temporary email for use by the advance party
- (4) Provide a copy of AIS Inventory Documentation (Inventory/Locations)

j. The incoming battalion will:

- (1) Be responsible for validating the data contained in the requirements review.
- (2) Verify Automated Information System (AIS) inventory and locations.
- (3) Be responsible for outstanding action items.

k. The following AIS inventories should be conducted:

- (1) Software
- (2) Licenses
- (3) Hardware
- (4) CEIS

I. The following Information Resource Management (IRM) Security Files will be reviewed:

- (1) ADPSP
- (2) SOPs
- (3) Accreditation Plans
- (4) Security Logs
- (5) MENS and ADSPs
- (6) Contingency Plans
- (7) Terminal Area Security Officer (TASO) Appointment Letters
- (8) Local Area Network (LAN) logbooks to ensure LAN integrity
- (9) Contract files to ensure that there are contracts in place for AIS maintenance and any known new installation plan.

### **37. IMPLEMENTING A NEW UNIT LOAD (UL) IN MicroSNAP**

The following procedure will be used:

- a. Step 1. Print a Reorder Review List (RPT 029) for COSAL Type Hull, Maintenance and Electrical (HME) Local Management Code (LMC) AB, and COSAL Type Ready Ship Spares (RSS) before processing the new UL. This reorder review should be zero.
- b. Step 2. Print full HME Stock Status Listing (RPT 042) for all LMCs.
- c. Step 3. Print HME Stock Status Listing (RPT 042) LMC A8.
- d. Step 4. Print Full RSS Stock Status Listing (RPT 042)/OSI Stock Status Listing.
- e. Step 5. Bounce Stock Number Sequence List (SNSL) for MOD 98 UL against HME (RPT 042) LMC A8;
  - (1) All items found in RPT 042, but not in SNSL, mark "Change Allowance Type (AT) Code to 6" on RPT 042.
  - (2) Highlight all items found in SNSL, but not on RPT 042. These items will need stock record cards built and outstanding requisitions loaded, if available (Pushed Requisitions), later in the UL Update Process.

(3) All items that are listed in both SNSL and RPT 042 that have quantity mismatches, adjust stock record card to reflect QTY in SNSL. Post outstanding Pushed Requisitions for shortages, if available. Excess items should be held if demand warrants.

(4) Build all stock record cards and load Outstanding Pushed Requisitions for material highlighted in the SNSL. Ensure loading done under correct COSAL type.

(5) Change stock record cards in MicroSNAP for all items on listing marked as "Change AT Code to 6."

(6) Check all listings prior to building stock record card or counting material as a shortage. Item may have been entered under the wrong COSAL type or may not have had LMC loaded.

f. Step 6. Bounce RSS RPT 042 against SNSL in MOD 97 COSAL (same procedures apply as with MOD 98 Organic).

g. Step 7. When processing Supplemental COSALs first complete all changes required from the original UL. Remember that quantities in SNSL of supplemental UL are added to quantities in SNSL of original UL to get new revised quantity to be stocked.

h. Step 8. Do not process any deletes until all ULs have been updated in MicroSNAP.

i. Step 9. After updating has been completed run an HME RPT 042 with L MC A8 and AT Code 6. Also run an AT Code 6 listing for RSS. This material is excess and should be returned to L-3 stock.

j. Step 10. Run a RPT 042 Listing of HME with LMC A8 and AT Code 1, 4, and 8 for "Material With Excess On hand Quantities". Also run an AT Code 1, 4, and 8 Listing for RSS. This material can be excessed on a case by case basis as demand levels dictate.

**Note:** While completing Steps 9 and 10 ensure "excess" parts do not have application to other COSAL types.

k. Step 11. Run a Reorder Review RPT 029 for HME LMC A8.

l. Step 12. Run a Reorder Review RPT 029 for RSS.

m. Step 13. Use the Reorder Review Listings to determine shortages.

**Note:** Listings produced in Steps 11 and 12 should match the lists produced in Step 1 if the UL was processed correctly.

### 38. REPAIR PART REQUISITION PROCESSING

a. Pay particular attention to the mandatory entry in the Allowance Parts List (APL) section of the NAVSUP 1250-1 (blk 10) and 1250-2 (blk 1) on requisitions for CESE, communications and weapons repair parts when tech editing documents.

b. Procedures for tech editing a requisition for an APL supported stocked item:

(1) Verify the APL against the COSAL

(a) If the APL is valid, process the requisition.

(b) Part available in the storeroom?

1. No = order it.

2. Yes = issue it and post the stock record

c. Procedures for tech editing a requisition for a stocked repair part without, or with an invalid, APL.

(1) Reject the requisition until the requisitioner can provide a full requirement justification.

(2) If justified, request the requisitioner submit a copy of the completed Configuration Change request (OPNAV Form 4790/CK) to SLC with a copy of the requisition.

(3) Process the requisition.

(4) Parts available in the storeroom?

(a) No = order it.

(b) Yes = issue and post the stock record

d. To tech edit a requisition for an APL supported non-standard repair part.

(1) Verify the APL against the COSAL

(2) Process the requisition if APL is valid

(3) File the hard copy of the NAVSUP Form 1250-2 in the NIS/NC file in part number sequence. The NIS/NC file is part of the Demand History File

(DHF). The DHF must be reviewed quarterly for possible Allowance Change Request (NAVSUP FORM 1220-2) candidates, and to identify potential stocking candidates for supply activities.

e. To tech edit non-standard requisitions with no, or invalid, APL

(1) Reject the requisition until the requisitioner can provide a full requirement justification.

(2) If justified, request the requisitioner submit a copy of the completed Configuration Change request (OPNAV Form 4790/CK) to SLC with a copy of the requisition.

(3) Process the requisition.

(4) File the hard copy of the NAVSUP Form 1250-2 in the NIS/NC file in part number sequence. The NIS/NC file is part of the Demand History File (DHF). The DHF must be reviewed quarterly for possible Allowance Change Request (NAVSUP FORM 1220-2) candidates, and to identify potential stocking candidates for supply activities.

**Note:** In all scenarios described above M-SNAP will automatically create demand data (AT Code 8) for possible substitute NSNs or potential stocking candidate for supply

### 39. FISCAL YEAR (FY) CLOSEOUT

a. MicroSNAP SFM requires procedures to close out the financial files for the end of FY 0X and establish new files for FY 0Y. Sites should carefully monitor obligations and requisition backlogs during September to ensure all stock replenishment and DO requirements planned for FY 0X funding are obligated prior to 30 SEP.

b. These procedures should only be used as an example. These procedures can change annually. MicroSNAP programmers will send out new procedures prior to the end of the current Fiscal Year.

c. The following end of fiscal year closeout procedures should be executed after all requisitions to be obligated against FY 0X funds have been processed:

(1) Ensure a full system back up was accomplished. (IF SITE IS NOT ON CITRIX)

(2) Secure all online input transactions to SFM.

(3) Generate a "LIVE" transaction ledger as follows:

(4) Print the expenditure record file for the current fiscal year in expenditure number sequence. Perform the following:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial	Display/Listing
Display/Listing	Expenditure Listing
Expenditure Record Logs	Expenditure Record Log select "Complete Listing" and in "Expenditure Number Sequence" then select "Report"

d. The following steps are to be done on 1 OCT YYYY:

(1) Update completion dates. These dates will be used to remove records from the requisition file used during requisition history processing and the deletion of expenditure records.

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	Completion dates update. Set date to dates specified by site sponsor. For completed requisitions and repairable requisitions, issue's, LBI's, and GBI's site discretion, then select "save" and "exit"

e. Delete expenditure records. This option allows the supply officer to delete all expenditure records in the expenditure file. If it is done prior to 1 OCT 0X a message is displayed informing the user the expenditure record file cannot be deleted until the end of the fiscal year. Perform the following after 1 OCT 0Y:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Delete Expenditure Records
Delete Expenditure Records	Read warning message and ensure reports needed have been processed and select "continue" review/update the LBI, GBI, MTIS days for deletion. Select "Process".

f. New appropriation data for fy-0y will automatically be built during EOY closeout. To verify, add, delete or modify, proceed as follows:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	Appropriation/Grant Data
Appropriation/Grant Data	Verify appropriation data for fy-fy select FY YYYY line and "select" to view data. To update acct data and/or add grants select "Edit", make updates, then "Save", then select "Exit".

g. When the first Qtr fy-0y grants are received, enter the allocation thru the adjust/display Budgets & EOY processing as follows:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Financial Management
Financial Management	Adjust/Display Budgets & EOY Processing
Adjust/Display Budgets & EOY Processing	Adjust/Display Budgets select "Edit"
Enter	The fy-0y current grant for consumable and maintenance and select "save" to accept new grants.

**Note:** Grant options for FY-0Y will not appear until 1 OCT 0Y.

h. Verify demand processing parameters as indicated by the respective TYCOM with special attention to the starting and ending year/month fields. The starting year/month should be XX11 and the ending year/month YY10. If it is not correct, proceed as follows:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	Demand processing parameters to "Update Demand Processing Parameters", select "Edit" and make updates and select "Save" to update the changes.

i. The assignment of requisition numbers no longer requires user action at the start of the new fiscal year. To verify the requisition number assignment series in accordance with NAVSUP and TYCOM instructions, and/or to reset the next available numbers proceed as follows:



<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	Update Requisition Number Assignments verify and if required select "Edit" to change the next avail NBR select "Save" to update changes to the "Requisition Serial Number Assignments".

j. Expenditure log serial number assignment allows the supply officer to control expenditure number assignments and to provide a record of all expenditures. Expenditure number assignment will automatically be updated for the new fiscal year. To verify and/or reset proceed as follows:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	Expenditure numbers assignment select "edit" to reset next avail NBR to serial start NBR select "save" to Update changes to the "expenditure log serial number assignments".

k. Financial counters update. Reset/review automated internal systems counters. Verify these counters as follows:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Constants File Update
Constants File Update	"Transmittal counters" update/ verify yyyy for fy-0y.

**Note:** Current avail transmittal number should be set to "1".

l.

l. Initiate requisition history processing in accordance with the following procedures:

<b>MENU SELECTION</b>	<b>ACTION TO TAKE</b>
Supply and Financial Management	Supply Management
Supply Management	Requisition History Processing
Requisition History Processing	Process requisition history select "Continue", validate completion dates, if correct select "Process". This will move completed records to history.

m. To save the requisition history to floppy/CD proceed as follows:

MENU SELECTION	ACTION TO TAKE
Supply and Financial Management	Supply Management
Supply Management	Requisition History Processing
Requisition History Processing	Create Requisition
History Floppy Disk	Select "Create Disk" to move history record to floppy/CD queue. File is sent to the print and floppy disk/CD output queues.

**Note:** Delete all reports not required for the print and floppy queue.

n. Cancellation: These close-out procedures are changed annually.

#### 40. PROCESSING OVERAGE AS1 STATUS

Procedure to process requisitions with overage "AS1" status from the shipment dates:

a. All activities (Overseas): 120 days

b. All activities (CONUS): 45 days

(1) DTO REQN: Generate an INTERNAL MOV listing to be distributed to all departments and each Det. Ensure you attach a cover letter indicating the importance of the internal MOV requiring signature of department head or Detachment OIC as final reviewer.

(a) If the material was received, obtain a copy of the receipt document and complete the requisition.

(b) If no receipt is available, Prepare DD 1348, dummy receipt. Annotate "SBNR" (Shipped But Not Received) on each document.

(c) Generate Report 073 and manually annotate SBNR to indicate the requisition is completed as "SBNR."

(d) Post receipt (X71)

(e) Prepare a Report of Discrepancy (ROD) SF-364, in accordance with NAVSUP P-485, Para 4270. The ROD must be sent to the activity that shipped the material based on the following Criteria:

1. Overseas: within 150 days from the shipment date.

2. CONUS: within 75 days from the shipment date.

(f) Check the ESDs on all shipping status received. Report 073 with annotated SBNR must be retained for a year for future reference and to provide an audit trail.

(2) Stock:

(a) Generate the Material Outstanding File listing with latest status (RPT 073).

(b) Prepare a DD 1348 dummy receipt document. Manually annotate "SBNR" on each receipt document.

(c) Post the receipt (X71).

(d) After posting, generate a Transaction ledger (RPT 095) and manually annotate "SBNR" on each requisition posted. This report provides a complete audit of action against the SRF records and OPTAR funds by fund code. The inventory section is a record of all transactions affecting inventory stock records. Maintain this report for future reference and also as an audit trail.

(e) Generate an LBI report (Report 68) for all the receipts you just posted and manually annotate "SBNR" on the listing. This report must be signed by the Supply Officer and be retained for one (1) year for future reference and audit trail.

(f) If material is received after completing all steps 1 to 5, perform a receipt reversal transaction to activate the requisition back to the MOF (Material Outstanding File). Upon completion of receipt reversal, post the actual receipt (X71) to complete the transaction.

(g) Prepare a Report of Discrepancy, SF 364 (ROD). The ROD must be sent to the activity that shipped the material based on the following criteria:(1) Overseas: within 150 days from the shipment date(2) CONUS: within 75 days from the shipment date

(h) Check the ESDs on all shipping status received.

#### **41. UNFILLED ORDER LISTING (UOL)**

a. An Unfilled Order Listing (UOL) is produced monthly from the Defense Financial Accounting Service (DFAS). An original is produced for each OPTAR held. Each UOL is primarily research documentation allowing the fleet accounting activity to adjust differences in document data, correct erroneous in-house records and re-establish financial balance between the Authorized Accounting Activity and the OPTAR holder.

b. The UOL lists all outstanding requisitions over 90 days old. Items on the UOL represent unfilled orders held by DFAS with no matching expenditure or cancellation document. The fleet accounting office believes these documents are reflected in the OPTAR holders' outstanding file. Each UOL item must be reviewed against the OPTAR holder's records. Items still outstanding and items received less than 120 days prior to the process date of the UOL require no action.

## **42. PROCESSING THE UNFILLED ORDER LISTING**

a. Documents listed on the UOL should be reviewed using the following parameters:

b. Determine the cut-off Julian dates applicable to the UOL. The date is exactly 120 days prior to the "processed" date of the UOL being processed.

c. Compare each UOL item against MicroSNAP Report 063 "Outstanding and Completed Requisition Listing" in document number sequence, and Report 071 "Requisition File History Listing" to categorize the items. Transposed or erroneous document numbers and/or Julian dates can cause items to be listed on the UOL. The computerized procedure used by the DFAS depends heavily on the OPTAR users to recognize these transposed or erroneous items and take corrective action.

d. The following UOL items are excluded from consideration:

(1) Requisition for continuing services (C9999).

(2) Charter and hire ("BK" fund code).

(3) Requisitions received less than 120 days prior to the "processed" date of the UOL.

(4) Requisitions which have a partial quantity still due.

e. If the material or service (no partials and no continuing services) was received more than 120 days prior to the processing date of the UOL, the financial storekeeper must immediately take credit for the item using the "Obligation Adjustment Menu".

f. Processing UOL Items with a requisition on File.

(1) Enter the requisition number if the requisition number is on file and completed, if processing an UOL, enter process date of UOL; press "Enter" to begin processing.

(2) Obligation Adjustment will be displayed.

(3) Enter Document # and Amount. Use - sign for ADCANC of UOL processing. Select "Process Adjustment". The fund code obligation on the BOR (RPT 021) will be decreased. The Departmental Budget Rpt 085 will be decreased. The Transaction Ledger (RPT 095) will reflect the ADCANC and the Financial Transmittal (RPT 25S/344S) will reflect the credit.

g. Processing UOL Items on a Requisition Not on File.

(1) Go to Obligation Adjustments Menu

(2) Select "OBLIGATION ADJUSTMENTS"

(3) Enter the Document Number, if requisition number is not on file; verify that you entered the correct document number. If the document number is correct, enter the "PROCESS DATE OF THE ADL/AUOL LISTING", then the "UOL REQUISITION PROCESSING MENU" will be displayed.

**Note:** If the requisition number is correct "PROCESS UOL" has appeared because the requisition is no longer on file. This is most likely because "REQUISITION HISTORY" has been performed and the requisition has been archived to tape. This will also happen for transposed/erroneous document number listed on the UOL. You can still enter the UOL adjustment data by entering a document number and the process date of the UOL.

(4) Fill in the following information from the UOL.

- (a) COSAL type code
- (b) Stock number
- (c) Fund code
- (d) Document Identifier
- (e) Transmittal Number
- (f) Priority
- (g) Cognizance Symbol
- (h) Unit of issue
- (i) Quantity
- (j) Extended Money Value
- (k) Requisition completion date

(5) Press Enter to process the item. You will be returned to where you can continue processing UOL items.

**Note:** Review and processing of the UOL is to be completed within 20 days following receipt. The adjustments will automatically appear on the next OPTAR transmittal letter. Annotated copies of the UOL are to be forwarded to the applicable Division Comptroller, Code N8.

### 43. MONEY VALUE ONLY (MVO) TRANSACTIONS

For receipt processing MVO requisitions previously reported on a TL to DFAS, perform the following:

- a. If the amount on the receipt document does not match the outstanding document:
  - (1) Do an obligation adjustment to reflect the actual amount to be increased.
  - (2) Process the receipt. This transaction should appear on the next Summary and Expenditure (S&E) obligation to be reported.
- b. If the requisition has been completed in less than 120 days and the obligation amount needs to be increased:
  - (1) Do receipt reversals to revert the requisition back to the Outstanding File.
  - (2) Do an obligation adjustment to reflect the actual amount to be increased.
  - (3) Process the receipt.
- c. If the receipt already has been posted and completed for more than 120 days and a DFAS Technician notifies the unit of the deficiency:
  - (1) Do a receipt reversal prior to doing an obligation adjustment.
  - (2) Process the receipt.

**Note:** If the MicroSNAP System won't allow the Receipt Reversal Option, re-obligate the requisition in MicroSNAP and do an Obligation Adjustment prior to processing the receipt.

- d. If the requisition has been completed in less than 120 days and a DFAS technician notifies the unit of the deficiency:

(1) Do receipt reversals to revert the requisition back to the Outstanding File.

(2) Do an Obligation Adjustment.

(3) Post the receipt.

e. If the receipt comes in prior to the submission of the Transmittal Letter (TL) (i.e. SERVMART, GSA or Credit Card Transaction) and the receipt does not match the obligated document:

(1) Utilize "Modify Requisition Option" in MicroSNAP the "Obligation Adjustment Option". (MicroSNAP will not allow an Obligation Adjustment Option if the requisition has not been submitted to DFAS)

(2) If an Obligation Deficiency occurs, the disbursement will not process and the vendor will not be paid. This could cause a tremendous amount of suspended IDA Documents. Again, the procedures described in paragraph (l) through (5) (above) must be followed.

(3) For GPC cardholders: paragraphs (l) through (5) must be followed or the cards could be canceled due to delay in payments.

(4) When the DFAS/Division accounting technician requests for Obligation Adjustments to your documents, take immediate action so the suspended transaction can be processed.

#### 44. MicroSNAP & SNAP II USER GUIDES UPDATES

a. The MicroSNAP SFM Desktop GUIDE can be downloaded at:

[http://rsupply.salts.navy.mil/downloads/ms\\_users\\_guide.zip](http://rsupply.salts.navy.mil/downloads/ms_users_guide.zip)

b. The following is the current list of SNAP II Desktop guides. These can be used for general info only as. The NCF is utilizing MicroSNAP.

0910-LP-572-1300	VOL 01	Equipment ID Procedures
*0910-LP-732-1900	VOL 02	2K Maintenance Procedures
*0910-LP-732-2000	VOL 03	CK Maintenance Procedures
*0910-LP-732-2100	VOL 04	Work Package Processing
*0910-LP-732-2200	VOL 05	ASI Processing Procedures
*0910-LP-732-2300	VOL 06	MDS Procedures
0910-LP-587-3700	VOL 07	Supply Control Procedures
0910-LP-587-3800	VOL 08	MOV Procedures
0910-LP-587-3900	VOL 09	UNREP/Pre-Deployment Procedures
0910-LP-587-4100	VOL 10	Inventory/Issues/Receipt/Status Processing
0910-LP-587-4200	VOL 11	Expenditure Reporting
0910-LP-587-4300	VOL 12	Depot Level Repairable Management

0910-LP-587-4400	VOL 13	Financial Reports Processing
0910-LP-587-4500	VOL 14	Reorder Review Processing
0910-LP-587-4600	VOL 15	SFM Reports
0910-LP-591-4300	VOL 16	RPPO Guide

#### 45. SNAP II REPORT UTILIZATION

##### Report Number Sequence

RPT No.	Nomenclature	Frequency	Retention	Remarks
021	Budget OPTAR report and Summary - NAVCOMPT 2157	Monthly	Current & 2 Prior FYs	
025 S	OPTAR document transmittal report	As Req'd	Current & 2 Prior FYs	
344 S	S&E Obligation report	As Req'd	Current & 2 Prior FYs	
027	Dollar value of stock by COSAL	As Req'd		On hand dollar value - Due dollar value
028	Dollar value of stock/dues by COSAL (parameter selection)	As Req'd		On hand dollar value - Due dollar value
029	Reorder review listing (trial)	Bi-Weekly	90 Days	Run trial reorder review and inventory transaction ledger before an ASI COSAL update tape is processed and immediately afterwards.
042	Stock Status Listing Supplemental	Monthly	Current	Stock status listing - Supplemental - rpt042 will print all changes between prints (quarterly) of the master stock status listing (complete).
042	Stock Status Listing (SIM)	Monthly	Current	Extract by SIM parameter. Retain all semi-annual inventories (rpt 042) for inspection purposes, ORI to ORI.



RPT No.	Nomenclature	Frequency	Retention	Remarks
042	Stock Status Listing (MAM)	Monthly	Current	Extract by COSAL type
042	Stock Status Listing (OSI)	Monthly	Current	Extract by COSAL type and LMC of "AW" (Aegis platform ships only).
042	Stock Status Listing (shelf-life)	Monthly	Current	Extract by month/year LMC
042	Stock Status Listing (RA)	Monthly	Current	Extract by SMCC of R+X. radioactive items listed in the FEDLOG/HMIS are identified by SMCC of "R" (or "X" if radioactive and magnetic). These items are required to be monitored once a month, or upon initial or replenishment stocks when stowed. Ensure radioactive listing is initialed by person conducting monthly radioactive monitoring and retain.
042	Stock Status Listing (AT 8) consumables	Monthly	Until completely processed	Extract by at code & cog (9D, 9Q, 9L, 0I, and 1L). Delete consumable stock records except SIM-DTI items.
048	Stock Locator List (NIIN SEQ)	Quarterly	Current	Stock locator list, RPT048, NIIN sequence, is useful for units with multiple storerooms. This listing can also be helpful when used in the receiving area for processing storeroom stock to prevent multiple locations when receipt processing.
063	Reqn File Listing (Reqn/NIIN/LICN/	Monthly	Current	Requisition file listing, RPT063, outstanding and

RPT No.	Nomenclature	Frequency	Retention	Remarks
	Contract number /cognizance symbol) - options			completed symbol) - options- requisition listing (PF3) best utilized when processing an UOL.
064	Issue listing	Monthly	Current & 2 Prior FYs	GBI/LBI reports and issue report must be run before requisition history tape (RHT) processing.
067	Gain by Inventory (GBI) report	Monthly	12 months	GBI/LBI reports and issue report must be run before requisition history tape (RHT) processing.
068	Loss by Inventory (LBI) report	Monthly	12 months	GBI/LBI reports and issue report must be run before requisition history tape (RHT) processing.
069	Plain Language MILSTRIP P/N Reqn	As Req'd	None	Is optional if unit is using different broadcast media for messages.
095	Inventory Transaction Ledger	Twice per month	Current FY	<p>1. run inventory transaction ledger after transmittals, 15th and last day of the month.</p> <p>2. Run inventory transaction ledger before and after global level setting to provide a listing of processed and deleted records. In addition, a stock status listing (parameter selection) with parameters set to demand processing (changes only) should also be run.</p> <p>3. Run trial reorder review and inventory transaction ledger before an ASI COSAL update tape is</p>

RPT No.	Nomenclature	Frequency	Retention	Remarks
				processed and immediately afterwards. 4. before and after global offload reversal.
097	Tech Edit listing (NIIN Seq)	Daily	30 Days	Tech edit listing, rpt045, in request number sequence or rpt097, NIIN sequence, can be utilized but not both.
100	Fix Due Error Report	As Req'd	None	
106	Stock Locator Listing (COSAL type)	As Req'd	Current	
107	Stock Locator Listing (Loc-Seq)	As Req'd	Current	
120	Receipt control log	As Req'd	Current	
131	Global Level Setting Exception	Quarterly	Current	Ensure a transaction ledger listing is processed prior and after global level setting.
132	demand effectiveness report	Monthly	Current FY	
133	LOGMAR receipt processing report	As Req'd	90 days	
134	LOGMAR location report	As Req'd	Retain until processed	Correct all erroneous locations
136	Approved Reqn records (n) listing	As Req'd	None	N = Pending Division Reqn
137	Pending COSAL Deficiency Records (P) Listing (NIIN/request Number Sequence) - Options- PF2)	Monthly	ILO to ILO	P = Approved requisition COSAL deficiency records. After each ASI tape. Maintain in COSAL Maintenance ASI file
138	COSAL N & P Listing (NIIN/request number sequence) -options- (PF2)	As Req'd	None	N = Pending division Reqn

RPT No.	Nomenclature	Frequency	Retention	Remarks
140	Bulk input of recount sheets offline inventory function	As Req'd	None	Generated during ILO only
165	Internal Validation O/S Reqn	monthly	Current FY	Use in validating consumables stock requirements
166	Listing of Deleted Cancellation request	As Req'd	None	
167	ICP generated MOVs (which have not been reviewed)	As Req'd	None	Print this after an "AN1" has been downloaded to your SNAP for validation. RCVD quarterly.
168	Second Record Count - Only for spot inventory supervisor listing	As Req'd	None	
169	Second Record Count - Only for spot inventory storeroom listing	As Req'd	None	
170	Supervisor Listing - Second record counts only for NIIN/PN inventory	As Req'd	None	
171	Storeroom Listing - Second record counts only for NIIN/PN inventory	As Req'd	None	
172	Supervisor Listing - Second record counts only for location inventory	As Req'd	None	
173	Storeroom Listing - Second counts only for location inventory	As Req'd	None	
174	Requisition Report	As Req'd	Until completely processed	Provide copy to supporting activity (tender) (Submarines only).

RPT No.	Nomenclature	Frequency	Retention	Remarks
175	Carcass Tracking Response	As Req'd	Current FY	
200	Offload Listing by Parameter	As Req'd	Current FY	
202	NIIN/part NBR Offload Listing	As Req'd	Current FY	
203	Final Offload Listing	As Req'd	Current FY	

#### 46. SNAP MONTHLY REPORT PROCESSING

- a. Ensure OPTAR Amendment is up to date
- b. Create T/L (trial)
  - (1) Financial
  - (2) Financial Transmittal
  - (3) Create Trial B1 Report
  - (4) Print Report
- c. Print Dept Budget RPT 085 and JON Status RPT 327
- d. Balance the BOR, Review the last BOR
  - (1) Find the difference between the "Difference" columns from the current and last BOR
  - (2) Add the total from the current T/L
  - (3) Add the total of "Adjusted Gross Obligation" from the previous BOR.
  - (4) Summation should match the total of the "Adjusted Gross Obligation" on the current BOR .
  - (5)  $(\text{Difference} + \text{Current T/L} + \text{Previous BOR}) = \text{Current BOR}$
- e. RPT 085, RPT 327, and BOR should balance with the correct Grant, Obligations and Balance.
- f. After Approval, Run LIVE T/L and BOR
- g. Save Reports to Disk

h. Transmit the Reports to “BUY” in WINSALTS.

i. BOR should then be signed by the SUPPO

j. File Reports in appropriate files

#### 47. CONSTANTS FILE INFORMATION

The Constants File should be reviewed at turnover and at the beginning of the new fiscal year.

##### a. Requisition Defaults

Overseas Indicator	Set to Y (if overseas)
Media and Status Code	Set to S
Unit of Issue	Leave blank
Demand Code	Set to R
Signal Code	Set to A
Fund Code	Set to B
Maint. Fund Code	Set to R
Consumable Fund Code	Set to C
Distribution Code	Leave blank
CASREP Distribution Code	Leave blank
DTO Project Code	Set to QL5
Stock Project Code	Set to QE5
CASREP Project Code	Set to QK0
FAD	Set to 2 deployed or 3 homeport
Maintenance UND	Set to B
Non-maintenance UND	set to B
Required Delivery Date	Leave blank
CASREP Required Delivery Date	Set to 999
Unit Price	Leave blank or set to ea
Routing Identifier	FISC Yoko. for deployed camps FISC San Diego for units in Western CONUS
Routing Identifier for DLR	N35
Routing Identifier for AVDLR	N32
Advice Code	Optional except for DLR
Requisition Service Code/UIC	OKI-R66688 Guam-R66687
NAVSEA Deficiency Fund Code	Set to VO

## b. Demand Processing Parameters

Starting Year/Month	Beg month/year under review
Ending Year/Month	End month/year under review
OST-Fill	Set to 1.0
OST-Non Fill	Set to 3.0
SIM Qualification Period	Set to 6
SIM Qualification Frequency	Set to 2
SIM Retention Period	Set to 12
SIM Retention Frequency	Set to 1
Economic Retention \$ Value	Set to zeros
Re-Computation Test Factor	Set to 1.2
Safety Level Factor	Set to 2.0
Endurance Level-Repair Parts	Set to 2.5
Endurance Level-Consumables	Set to 2.5
Range to be Excluded	Set to YYMM or blank
Records to Be Included	Set to y for consumables and repairables

## c. Serial Number Assignment

Consumables	1001	3999
COSAL Maint. (NAVSEA funded)	N001	N999
Equipment Maint. Related Matl'	A001	C999
DLR	7501	7999
Ol cog pubs	6001	6999
CASREP	W001	W999
ANORS	D001	D999
Expenditures Log	7001	7499

## d. Completion Dates

Completed Requisitions	Set for 999 at Deployed Camps 1830 for all other Units
Issues/GBI/LBI	Set for 120 at Deployed Camps 365 for all other Units
Repairables	Set for 999 at Deployed Camps 1830 for all other Units

## e. Effectiveness Goals

SIM net	Set for 90
Total net	Set for 85
Total gross	Set for 65

SIM NIS rate	Set for Zero
Non-SIM NIS rate	Set for Zero
Total NIS rate	Set for Zero
N/C Rate	Set for Zero
Total N/C Rate	Set for Zero

f. Fund Codes/Budget Type: Set all Budget Types as C except for Fund Codes 54, BB, BR, and BT which the Budget Type should be M.

*MMC	MATERIAL	MANAGEMENT AIDS
0	Items managed with documents other than available in the TOA systems (Initial outfitting clothing, CESE, CESE repair parts, etc...)	No specific aids provided.
1	Central Tool room (CTR) controlled kits.	Kit inventory list
2	CTR tools, tool support items, Other Than Kits (OTK)	Stock Record Card (MicroSNAP II)
3	Equipage/controlled items (High value, pilferable, drugs).	Equipage Custody Cards (CESE program)
4	Operating Space Items (OSI) managed as individual assemblies, checked out on a semi permanent basis (Photographers' kit, etc...)	Assembly content list (For OTK)
5	OSI managed as a group, kept on a permanent basis (collateral equipment in the armory for weapons, etc...)	Special group material take-offs
6	Storerooms, other than Central Storeroom (CSR), CUU issue, Medical/Dental, Weapons, etc...	Stock Record Card (MicroSNAP II). Bin Labels.
7	CSR (Admin and Maintenance consumables, etc...)	Stock Record Card (MicroSNAP II)
8	Partially Funded	
9	Not currently assigned	
<b>*Note:</b> The Material Management Code (MMC) is the 4th digit of the TOA group number format. The Material Management Codes have been assigned in order for the computer program to generate the specific documents/management aids required for the efficient management of TOA assets.		



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## APPENDIX G

### GLOSSARY OF ACRONYMS

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#### A

AA&E	Arms, Ammunition & Explosives
AAA	Authorized Accounting Activity
AAC	Acquisition Advice Code or Activity Address Code
AAP	Allowance Appendix Page
ABFC	Advanced Base Functional Component
ABIOL	Advanced Base Initial Outfitting
AC	Advice Code
A/C	Aircraft
ACADA	Automatic Chemical Agent Detection Alarms
ACA	Airlift Clearance Authority
ACB/PHIBCB	Amphibious Construction Battalion
ACC	Accountable Command or Area Coordination Center
ACCESS	Afloat Consumption, Cost, and Effectiveness Surveillance System
ACG-ISS	Area Coordination Group – Inter-service Supply Support
ACR	Allowance Change Request
ACR-F	Allowance Change Request-Fixed
AD	Air Detachment/Air Det or Destroyer Tender
ADAL	Authorized Dental Allowance List
ADCANC	Administrative Cancellation
ADCON	Administrative Control
ADL	Active Document List
ADM	Administration Management
ADMIS	Automatic Data Management Information Systems
ADMRL	Application Data for Material Readiness List
ADP	Automatic Data Processing
ADPE	Automated Data Processing Equipment
ADS	Automated Data System
ADT	Active Duty for Training
A&E/E-S	Architect and Engineering Firm /Engineering Service
AE	Air Echelon
AEL	Allowance Equipage List
AFSWP	Armed Forces Special Weapon Project
AIG	Address Indicating Group
AIRP	Accelerated Item Reduction Program
AKA	Also Know As
ALCE	Airlift Control Element
ALICE	All Purpose Lightweight Individual Carrying Equipment
ALLANTFLT	All Atlantic Fleet Activities
ALMAR	All Marine Corps Activities

ALNAV	All Navy Activities
ALNAVEUR	All Naval European Activities
ALNAVSTA	All Naval Stations
ALPACFLT	All Pacific Fleet Activities
ALSTACON	All Stations Concerned
ALT	Administrative Lead Time (HIVAC)
ALUSNA	U.S. Naval Attaché
AMAL	Authorized Medical Allowance List
AMC	Air Mobility Command
AMC	Army Material Command
AMD	Average Monthly Demand
AMETA	Army Management Engineering Training Agency
AMMI	Seabee Bridge and Pontoon Designs Conceived by DR. A. Amirkian, NAVFAC
AMMRL	Aviation Maintenance Material Readiness List
AMTRAC	Amphibious Tractor (Landing Craft)
ANGLICO	Air/Naval Gunfire Liaison Company (Marine Unit)
ANMCS	Anticipated Not Mission Capable Supply
ANORS	Anticipated Not Operationally Ready-Supply
ANSIA	Army-Navy Shipping Information Agency
AO	Approving Official
AOIC	Assistant Officer in Charge
AOR	Area of Responsibility
AP	Acquisition Plans
APA	Appropriation Purchase Account
APAS	Alternative Performance Appraisal System
APL	Allowance Parts List
APO	Army/Air Force Post Office
APOD	Aerial Port of Debarkation/Discharge
APOE	Aerial Port of Embarkation
APP	Appendix
ARCONAV-SEA CARS	Area Coordinator Navy Sea Cargo
ARFCOS	Armed Forces Courier Service
ARP	Automotive Repair Parts
ARRC	Automatic Reorder Restriction Code
ASBCA	Armed Services Board of Contract Appeals
ASESB	Armed Services Explosive Safety Board
ASG	Afloat Shopping Guide
ASI	Automated Shore Interface
ASMRO	Armed Services Medical Regulating Office
ASN (S&L)	Assistant Secretary of the Navy (Shipbuilding and Logistics)
ASO	Aviation Supply Officer (Navy ICP)
ASP	Ammunition Supply Point
ASPPA	Armed Services Petroleum Purchasing Agent
ASTIA	Armed Services Technical Information Agency
ASTM	American Society for Testing and Materials

AT	Annual Training
AT	Allowance Type
ATAC	Advanced Traceability and Control
ATC	Allowance Type Code
ATCMD	Advance Transportation Control and Movement Document
AUTODIN	Automatic Digital Network
AUTOMCMAR	Automated Monthly COSAL Maintenance Action Report
AV	Audiovisual
AVCAL	Aviation Consolidated Allowance List

B

BARR	Biannual Allowance Requirement Review
BBP	Break Bulk Point
BDARP	Battle Damage Assessment and Report Program
BEEP	Battalion Equipment Evaluation Program
BEMAR	Backlog of Essential Maintenance and Repair
BEQ	Bachelor Enlisted Quarters
BESEP	Base Electronics System Engineering Plan
BEST	Base Engineering Support, Technical
BEQ	Bachelor Enlisted Quarters
BDU	Battle Dress Uniform
BFRL	Base Facility Requirements List (OPNAV Form 11000-1)
BII	Basic Issue Items
BL	Bill of Lading
BM	Bill of Material
BOD	Building Occupancy Date
BOF	Budget OPTAR File
BOP	Balance of Payments
BOR	Budget OPTAR Report
BOSS	Buy Our Spares Smart
BOQ	Bachelor Officer Quarters
BP	Budget Project
BPA	Blanket Purchase Agreement
BQ	Bachelor Quarters
BRF	Best Replacement Factor
BSA	Basic Stock Allowance
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel (MILPERS)
BUSH	Buy U.S. Here

C

CAC	Common Access Card
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CADS	Containerized Ammunition Distribution System
CAGE	Commercial and Government Entity
CALS	Computer Assisted Logistics Support
CALM	Computer Aided Load Manifest
CAO	Contract Administrative Office
CAPS	CINCPACFLT Automated Priority System
CARGO	Consolidated Afloat Requisitioning Guide-Overseas
CARP	Contingency Alternate Routine Plan
CASCAN	Casualty Canceled
CASCOR	Casualty Corrected
CASE	Construction, Automotive, and Support Equipment
CASEMIS	Construction Automotive and Special Equipment Management Information System
CASREP	Casualty Reporting
CAT	Civic Action Team
CBA	Centrally Billed Account
CBC	Construction Battalion Center
CBC/MIS	Construction Battalion Center/Management Information System
CBL	Commercial Bill of Lading
CBM	Contracts and Business Management
CBMU	Construction Battalion Mobile Unit
CBR	Chemical, Biological, and Radiological
CBU	Construction Battalion Unit
CBQ	Combined Bachelors Quarters
CC	Card Column
CCF	Configuration Change Form
CCG	Cost Category Group
CCR	Configuration Change Request
CD-ROM	Compact Disk-Read Only Memory
CEA	Civilian Employee Association
CEC	Civil Engineer Corps
CECOS	Naval School Civil Engineer Corps Officers
CED	Construction Equipment Department
CEEI	Civil Engineer End Item
CEIL	Controlled Equipage Item List
CEPAL	Country Electronics Parts Allowance List
CESE	Civil Engineer Support Equipment
CESE/MIS	Civil Engineer Support Equipment/Management Information System
CES(HR)	Civil Engineer Squadron (Heavy Repair)
CESO	Civil Engineer Support Office (See SLC)
CG	Commanding General (Marine Corps) or Coast Guard
CGFMFLANT	Commanding General, Fleet Marine Force, Atlantic
CGFMFPAC	Commanding General, Fleet Marine Force, Pacific
CHAIN	Consolidated History of Alternate Item Numbers
CHICIVENGs	Chief of Civil Engineers

CHIL	Consolidated Hazardous Item List
CID	Component Identification Number
CINCLANT	Commander in Chief, Atlantic
CINCLANTFLT	Commander in Chief, U.S. Atlantic Fleet
CINCPAC	Commander in Chief, Pacific
CINCPACAF	Commander in Chief, Pacific Air Force
CINCPACFLT	Commander in Chief, U.S. Pacific Fleet
CINCPACREP	Commander in Chief, Pacific Representative Guam and Trust Territory of the Pacific Islands
CINCUSNAVEUR	Commander in Chief, U.S. Naval Forces Europe
CIO	Common Items Order
CK	Configuration Change
CLL	Combat Load List
CM	Construction Mechanic or Corrective Maintenance
CMA	Clothing Maintenance Allowance
CMC	Command Master Chief
CMR	Contracting Management Review
CMSR	Camp Maintenance Storeroom
CNET	Chief of Naval Education and Training
CNF	Constants File
CNO	Chief of Naval Operations
CO	Commanding Officer or Certifying Official
COD	Carrier Onboard Delivery
COG	Cognizance
COLA	Cost of Living Allowance
COMFIRSTNCD	Command, First Naval Construction Division
COMFLTFORCOM	Commander, Fleet Forces Command
COMLANTFLT	Commander, Atlantic Fleet
COMNAVLOGPAC	Commander, Naval Logistics Command Pacific
COMNAVRESFOR	Command, Naval Reserve Force
COMPACFLT	Commander, Pacific Fleet
COMRATS	Commuted Rations
COMSC	Commander, Military Sea Lift Command
COMSCELM	Commander, Military Sea Lift Command, Eastern Atlantic and Mediterranean
COMSCFE	Commander, Military Sea Lift Command, Far East
COMSCGULF	Commander, Military Sea Lift Command, Gulf Sub area
COMSCLANT	Commander, Military Sea Lift Command, Atlantic
COMSCMED	Commander, Military Sea Lift Command, Mediterranean
COMSCPAC	Commander, Military Sea Lift Command, Pacific
COMSUBLANT	Commander, Submarine Force, Atlantic
COMSUBPAC	Commander, Submarine Force, Pacific
CONEX	Container Express (Reusable Shipping Container for Surface Movement)
CONTREQS	Contingency Transportation Requirements System
CONUS	Continental United States

COPARS	Contractor Operated Parts Stores
COPE	Custodian of Postal Effects
COR	Cargo Outturn Report
CORS	Cargo Outturn Reporting System
COSAL	Consolidated Seabee Allowance List
COSBAL	Coordinated Shore Based Allowance List
COSM	Contracting Officer for Security Matters
COSMAL	Coordinated Shore-Base Material Allowance List
COST	Comprehensive Onboard Supply Training
COTR	Contracting Officer's Technical Representative
CPAF	Cost-Plus-Award-Fee
CPCP	Commercial Purchase Card Program
CPM	Critical Path Method
CPRRS	Civilian Personnel Resources Reporting System
CPS	Characters per Second
CPX	Command Post Exercise
CRB	Contract Review Board
CRT	Cathode Ray Tube
CSC	Convention of Safe Container
CSF	Combat Support Force
CSMP	Current Seabee Maintenance Project
CSN	Circuit Symbol Number
CSNL	Circuit Symbol Number List
CSR	Central Storeroom
CSS	Consolidated Stock Status
CSSR	Consolidated Stock Status Report
CTO	Commercial Travel Office
CTR	Central Tool room
CU	Cube
CUU	Camouflage Utility Uniform
CWE	Current Working Estimate

## D

DAAS	Defense Automatic Addressing System
DAC	Depot Assembly Crates
DAMES	Defense Automated Message Execution System
DAR	Defense Acquisition Regulations
DASP	Deployed Asset Surveillance Program
DBI	Demand Based Item
DCAA	Defense Contract Audit Agency
DCAS	Defense Contract Administration Services
DCASO	Defense Contract Administration Services Office
DCASR	Defense Contract Administration Service Regions
DCD	Design Change Directive

DCSA	Defense Construction Supply Agency
DCSC	Defense Construction Supply Center, Columbus, OH
DD	Defense Depot
DD	Department of Defense
DDC	Defense Documentation Center/Demurrage and Detention Charges
DEFCON	Defense Condition
DEMIL	Demilitarization
DESC	Defense Electronics Supply Center, Dayton, OH
DET	Detachment/Detail
DFARS	Defense Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFR	Defense Fuel Region
DFSC	Defense Fuel Supply Center, Washington, DC
DFT	Deployment for Training
DGSA	Defense General Supply Agency
DGSC	Defense General Supply Center, Richmond, VA
DHF	Demand History File
DI	Document Identifier
DIAL	Deficiency in Allowance List
DIC	Document Identifier Code
DIDS	DLSC Integrated Data Systems
DIIP	Defense Inactive Item Program
DIPEC	Defense Industrial Plant Equipment Center
DISC	Defense Industrial Supply Center, Philadelphia
DISCON	Discrepancy in Shipment Confirmation (SF 363)
DISREP	Discrepancy in Shipment Report (SF 361)
DISREPS	Discrepancy in Shipment Report System
DLA	Defense Logistics Agency
DLR	Depot Level Repairable
DLSC	Defense Logistics Services Center
DMI	Departmental Management Inspection
DMR	Date Material Required
DMS	Defense Materials System
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
DODAC	DOD Ammunition Code
DON	Department of the Navy
DOP	Designated Overhaul Point
DOT	Department of Transportation
DPSC	Defense Personnel Support Center, Philadelphia, PA
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing System
DSA	Defense Supply Agency
DSC	Defense Supply Center



DSSP	Direct Supply Support Points
DTG	Date Time Group
DTMR	Defense Traffic Management Regulations
DTO	Direct Turnover
DTS	Defense Travel System
DUU	Desert Utility Uniform

E

E3	CBL Funded & Controlled Contingency Material
EAC	Estimate at Completion
EAOS	Expiration of Active Obligated Service
ECC	Equipment Classification Code
ECC	Equipment Cost Code
ECL	Equipment Configure List
ECM	Equipment Configuration Manager
ECWS	Extreme Cold Weather System
EDD	Estimated Delivery Date
EDI	Electronic Data Interchange
EDP	Electronic Data Processing
EFT	Electronic Funds Transfer
EFTO	Encrypted for Transmission Only
EIC	Equipment Identification Code
EMRM	Equipment Maintenance Related Material
EOB	Expense Operating Budget
EOY	End of Year
EQUIPO	Equipment Office
ERO	Equipment Repair Order
ERPAL	Electronic Repair Parts Allowance List
ESD	Estimated Shipping Date
ESO	Electronics Supply Office
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
EWO	Equipment Work Order
EWORS	Equipment Work Order Reporting System

E

FAA	Federal Aviation Agency
FAADCLANT	Fleet Accounting and Disbursing Center, Atlantic
FAADCPAC	Fleet Accounting and Disbursing Center, Pacific
FACSO	NAVFAC Facilities Systems Office
F/AD	Force Activity Designator
FAK	Freight All Kinds
FAMREP	Fleet Reporting of Retrograde Material
FAR	Federal Acquisition Regulation

FAS	Functional Area Supervisor
FASCO	Facility Systems Office
FDL	Fast Deployment Logistics
FDTA	Financial Defense Travel Administrator
FEDLOG	Federal Logistics Data
FEX	Field Exercise
FFV	Fresh Fruit and Vegetables
FIC	Food Identification Code
FIFO	First in First out
FIE	Fly in Module
FILDR	Federal Item Logistics Data Record
FILL	Fleet Issue Load List
FIR	Financial Inventory Report
FIRL	Fleet Issue Requirements List
FIRM	Fleet Intensified Repairable Management
FISC	Fleet Industrial Supply Center
FLIPL	Financial Liability Investigation of Property Loss
FLR	Fleet Level Repairable
FLSIP	Fleet Logistics Support Improvement Program
FM	Field Manual
FMAV	Financial Management Assistance Visit
FMP	Fleet Modernization Program
FMSO	Fleet Material Support Office
FOA	Fitting Out Activity
FOB	Free On Board
FOCSL	Fleet Oriented Consolidated Stock List
FOSSAC	Fitting Out Supply Support Assistance Center
FOUO	For Official Use Only
FPO	Fleet Post Office
FPSM	Fleet Program Support Material
FRAA	Fleet Repairables Assistant Agent
FSA	Fleet Support Assets
FSA	Food Service Attendant
FSC	Federal Supply Classification
FSM	Food Service Management
FSS	Federal Supply System
FSSG	Force Supply Support Group
FSO	Field Support Office
FSO	Food Service Officer
FTA	Final Title Accounts
FTX	Field Training Exercise
FY	Fiscal Year
FYDP	Five Year Defense Plan
FYTD	Fiscal Year To Date

G

GBI	Gain By Inventory
GBL	Government Bill of Lading
GEIR	GPETE End Item Replacement
GFE	Government Furnished Equipment
GFM	Government Furnished Material
GINO	GPETE Initial Outfitting
GMT	Greenwich Mean Time or General Military Training
GPC	Government Purchase Card
GPCP	Government Purchase Card Program
GPETE	General Purpose Electronic Test Equipment
GPLD	Government Property Lost or Damaged
GSA	General Services Administration
GSE	Ground Support Equipment
GTCC	Government Travel Credit Card
GTN	Global Transportation Network
GTR	Government Transportation Request

H

HAZMAT	Hazardous Material
HAZWASTE	Hazardous Waste
HCA	Head of Contracting Activity
HDF	Historical Demand File
HE	High Explosives
HERO	Hazard Of Electromagnetic Radiation or Ordnance
HIVAC	High Value Asset Control
HHG	Household Goods
HL	High Limit
HME	Hull, Mechanical and Electrical Allowance List
HMIS	Hazardous Material Identification System
HQ	Headquarters
HSC	Hardware System Command

I

I&A	Inspection and Acceptance
IBA	Individual Billed Account
ACADA	Automatic Chemical Agent Detection Alarms
ICAMS	Improved Chemical Agent Monitors
ICP	Inventory Control Point or Internal Control Program
IDC	Identification Delivery Contracts
IDC	Independent Duty Corpsman

IDTC	Indefinite Delivery Type Contracts
IDTC	Inter-Deployment Training Cycle
IDTT	Individual Duty for Temporary Training
IIN	Item Identification Number
ILCO	International Logistics Control Office
ILO	Integrated Logistics Overhaul
ILP	International Logistics Program
ILS	Integrated Logistics Support
IMA	Intermediate Maintenance Activity
IMPP	Industrial Mobilization Planning Program
IMRL	Individual Material Readiness List
IOL	Initial Outfitting List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPE	Industrial Plant Equipment (Plant Property Class 4)
IPG	Issue Priority Group
IPL	Interim Parts List
IPL	Intergraded Parts List
IRRD	Issue/Receipt Release Document
ISL	Integrated Stock List
ISO	International Shipping Organization
ISSA/ISA	Inter/Intra-Service Support Agreement
ISSG	Illustrated Shipboard Shopping Guide
ISSOT	Intra-Fleet Supply Support Operations Team
ISSP	Inter- Supply Support Program
IT	Information Technology

J

J&A	Justification and Approval
JAMTO	Joint Army Military Ticket Office
JANAP	Joint Army, Navy, Air Force Publication
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JD	Julian Date
JFTR	Joint Federal Travel Regulations
JON	Job Order Number
JOPES	Joint Operation Planning Exercise System
JSN	Job Sequence Number or Job Serial Number
JTR	Joint Travel Regulations
JUMPS	Joint Unified Military Pay System

K

KIL	Kit Inventory List
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KYLOC Kentucky Logistics Operation Center

L

L-3	Final Title Parts Support Material Funded by NAVFAC OPN
LAN	Local Area Network
LANT	Atlantic
LAP	Location Audit Program
LAPL	Lead Allowance Parts List
LBI	Loss By Inventory
LBS	Loss By Survey
LCP	Logistics Capabilities Plan
LDS	Logistics Data System
LDS	Lead Defense Travel Administrator
LES	Leave and Earnings Statement
LGM	Logistics Guidance Memorandum
L/I	Line Item
LIDS	Logistics Information Data Study
LIRC	List of Items Returnable for Credit
LL	Low Limit
LMA	Logistics Management Assessment
LMC	Local Management Code
LOA	Line of Accounting
LOGAIR	A Scheduled Cargo Airlift System Utilizing Commercial Air Carriers Under Contract to USAF
LOGMARS	Logistics Applications of Automated Marking and Reading Symbols
LOGREP	Logistics Representative
LOGREQ	Logistics Request
LPCN	Local Permanent Control Number
LCTN	Local Temporary Control Number
LOGREP	Logistics Representative
LSA	Logistics Support Analysis
LSR	Logistics Support Requirements
LT	Long Ton
LTDSTD	Limited Standard

M

M-3	Technical Manuals Funded and Controlled by CESO
MAAG	Military Assistance Advisory Group
MAF	Maintenance Action Form
MAL	Mobilization Allowance List
MAM	Maintenance Assist Module
MAP	Military Assistance Program
MARP	Manpower Allocation/Requirements Plan

MARS	Military Affiliate Radio System
MATCO	Military Air Traffic Coordinating Office (CONUS)
MAV	Management Assist Visit
MCC	Material Control Code
MCF	Material Completed File
MCI	Meals, Combat, Individual
MCO	Maintenance Check-Off
MCON	Military Construction, Navy
MCRL	Master Cross-Reference List (Navy)
MD	Man-Day
MDCS	Maintenance Data Collection System
MDS	Maintenance Data System
MEASURE	Metrology Automated System for Uniform Recall and Reporting
MEC	Military Essentiality Code
MEF	Marine Expeditionary Force
MEDS	Mechanized Embarkation Data System
METER	Metrology Equipment Recall and Report
METRL	Metrology Requirements List
MFOEDL	Monthly Filled Order/Expenditure Difference Listing
MFR	Memorandum Financial Record
MEU	Marine Expeditionary Unit
MEU(SOC)	Marine Expeditionary Unit (Special Operations Capable)
M/H	Man-hour
MHE	Material Handling Equipment
MIAC	Material Identification and Accounting Codes
MIAEL	Master Index of AELs
MIAPL	Master Index of APLs
MILCON	Military Construction
MILCON PO	Military Construction Program Objectives
MILSCAP	Military Standard Contract Administration Procedures
MILSTAAD	Military Standard Activity Address Directory
MILSTAMP	Military Standard Transportation and Movement Procedures
MILSTD	Military Standard
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRAP	Military Standard Transaction Reporting and Accounting Procedure
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MILVAN	Military-Owned Demountable Container Conforming to U.S. and International Standards (see SEAVAN)
MIPR	Military Interdepartmental Purchase Request
MIS	Management Information System
ML	Material Listing
ML-C	Management List-Consolidated
MLI	Munitions List Items
ML-N	Management List-Navy
MLO	Material Liaison Office

MLSF	Mobile Logistic Support Force (Now CSF Combat Support Force)
M-L-S-R	Missing-Lost-Stolen-Recovered
MMC	Material Management Code
MML	Master Material List
MMSA	Medical Material Supply Agency
MOBCON	Mobilization Construction Plan
MOCC	Mount-Out Control Center
MOD	Modifier (i.e., NAVSUP Modifier - MOD 96, 97, 98)
MOF	Material Outstanding File
MOM	Military Ordinary Mail
MOTBA	Military Ocean Terminal Bay Area
MOTBY	Military Ocean Terminal Bayonne
MOU	Memorandum of Understanding
MOV	Material Obligation Validation (Internal/External)
MPD	Movement Priority Designator
MPN	Military Personnel, Navy
MPSA	Military Petroleum Supply Agency
MRD/MRO	Material Release Document/Order
MRE	Meals, Ready to Eat
MRIL	Master Repairable Item List
MRMR	Mobilization Reserve Material Requirements
MRP	Material Returns Program/Maintenance of Real Property
MRPL	Manufacturer's Recommended Parts List
MRQ	Maximum Release Quantity
M&S	Media and Status Code
MSC	Military Sea Lift Command
MSDS	Material Safety Data Sheet
MSG	Message
MSR	Main Supply Route
MSSA	Military Supply Support Agency
MSSO	Military Subsistence Supply Office
MSTS	Military Sea Transportation Service
MTA	Military Transportation Authorization
MTIS	Material Turned Into Stores
MTMA	Military Traffic Management Agency
MTMC	Military Traffic Management Command
MTMCEA	Military Traffic Management Command, Eastern Area
MTMCWA	Military Traffic Management Command, Western Area
MTMR	Military Traffic Management Regulation (NAVSUP P-444)
MTO	Material Take-Off
MUSE	Mobile Utility Support Equipment
MUST	Maximum Utilization of Skills and Training
MVO	Money Value Only
MWO	Modification of Work Order
MWR	Morale, Welfare, and Recreation

N

NAF	Non-appropriated Fund
NALC	Navy Ammunition Logistics Code
NALCO	Naval Air Logistics Control Officer
NARDAC	Navy Regional Data Automation Center
NARO	Naval Air Route Order
NARSUP	Navy Acquisition Regulation Supplement
NAS	Naval Air Station
NATO	North Atlantic Treaty Organization
NATCO	Navy Air Traffic Coordinating Office
NAVAIR	Naval Air Systems Command, Washington, DC
NAVCOMPT	Navy Comptroller
NAVELEX	Naval Electronic Systems Command, Washington, DC
NAVFAC	Naval Facilities Engineering Command (NAVFACENGCOM)
NAVFSSO	Navy Food Service Systems Office
NAVGRAM	Naval Telegram
NAVICP	Navy Inventory Control Point
NAVMED	Naval Medical
NAVMTO	Navy Material Transportation Office
NAVORDSYSCOM	Naval Ordnance Systems Command
NAVPTO	Navy Passenger Transportation Office
NAVPERS	Bureau of Naval Personnel
NEXCOM	Navy Resale and Services Support Office
NAVSCOLCONST	Naval Schools Construction
NAVSCOLTRANMGT	Navy School of Transportation Management
NAVSEA	Naval Sea Systems Command, Washington, DC
NAVSEEACT	Naval Shore Electronics Engineering Activity
NAVSHIPSYSYSCOM	Naval Ship Systems Command
NAVSUP	Naval Supply Systems Command (NAVSUPSYSCOM)
NBC	Nuclear, Biological, and Chemical
NBG	Naval Beach Group
NBR	Number
NC	Not Carried
NCB	Naval Construction Brigade
NCD	Naval Construction Division
NCEL	Naval Civil Engineer Laboratory
NCF	Naval Construction Force
NCFSU	Naval Construction Force Support Unit
NCPD	Navy Current Procurement Directive
NCR	Naval Construction Regiment
NCTC	Naval Construction Training Center
NEC	Navy Enlisted Classification
NECC	Naval Expeditionary Command
NECP	Navy Expediting and Consolidation Program
NFC	Navy Finance Center



NFCS	Navy Field Contracting System
NFELC	Naval Facilities Engineering Logistics Command
NICN	Navy Item Control Number
NIF	Naval Industrial Fund
NIIN	National Item Identification Number
NILCO	Naval Internal Logistics Control Office
NIML	Navy Interest Management List
NIS	Not In Stock
NMC	Naval Material Command
NMCB	Naval Mobile Construction Battalion
NMCS	Not Mission Capable-Supply
NMDL	Navy Management Data List
NMF	Navy Management Fund
NMFC	National Motor Freight Classification
NMP	Navy Manning Plan
NMPC	Naval Military Personnel Command
NMTO	Naval Material Transportation Office
NOACT	Navy Overseas Air Cargo Terminal
NOF-13	NON OCCUPATIONAL FIELD 13
NOLSC	Naval Operations Logistics Center
NORS	Not Operationally Ready Supply
NPO	Navy Petroleum Office
NPPS	Navy Publications and Printing Service
NRCC	Naval Regional Contracting Center
NRCO	Navy Regional Contracting Office
NRFI	Not Ready For Issue
NRO	Navy Retail Office
NRSO	Navy Resale Systems Office
NSA	Navy Stock Account
NSF	Navy Stock Fund
NSMP	Navy Support and Mobilization Plan
NSN	National Stock Number
NSSO	Navy Ships Store Office
NSWCD	Naval Surface Warfare Center Division
NTDS	Navy Tactical Data System
NVD	Night Vision Devices

## O

O&MN	Operation and Maintenance, Navy
O&MN-R	Operation and Maintenance, Navy - Reserve
O&ST	Order and Shipping Time
OB	Operating Budget
OCONUS	Out of Continental United States
ODTA	Organizational Defense Travel Administrator

OF-13	Occupational Field 13
OFSE	Operating Forces Support Equipment
OIC	Officer in Charge
OICC	Officer in Charge of Construction
OJT	On the Job Training
OMB	Office of Management and Budget
OMMS	Organizational Maintenance Management Subsystem
OPCON	Operational Control
OPLAN	Operation Plan
OPLIFT	Opportune Lift
OPLOC	Operating Location
OPN	Other Procurement, Navy
OPNAVINST	Naval Operations Instruction
OPORD	Operational Order
OPTAR	Operating Target Funds
ORDALTS	Ordnance Alterations
ORI	Operational Readiness Inspection
OSA	Outfitting Supply Activity
OSI	Operating Space Item or Operating Space Inventory
OSIMS	Operating Space Item Management System
OSO	Other Supply Officer
OSR	OPTAR Status Report
OST	Order and Shipping Time
OTA	Outstanding Travel Advance
OTK	Other Than Kit

P

P&E	Planning and Estimating
PAF	Procurement Action File
PAL	Parcel Airlift Mail
PAPA DET	Pay and Personnel Ashore Detachment
PAR	Personnel Advancement Requirement
PATF	Procurement Action Tickler File
PC&H	Packing, Crating, and Handling
PCM	Procurement Control Memorandum
PCN	Permanent Control Number
PCR	Project Control Report/Program Change Request
PCS	Permanent Change of Station
PD	Priority Designator
PD	Personnel Dosimeter
PDD	Priority Delivery Date
PQDR	Product Quality Deficiency Report
PEB	Pre-Engineered Building or Pre-Expended Bin
PEETE	Portable Electrical/Electronic Test Equipment
PERT	Program Evaluation Review Technique

PG	Perspective Gains
PGI	Personal Gear Issue
PIIN	Procurement Instrument Identification Number
PKI	Private Key Infrastructure
PL	Perspective Loss
PLA	Plain Language Address
PM	Preventive Maintenance
PMPTP	Project Material Planning and Tracking Program
PMR	Procurement Management Review
PMRS	Procurement Management Reporting System
PMSR	Project Material Status Report
PN	Part Number
PO	Petty Officer
POA&M	Plan of Action and Milestones
POC	Point of Contact
POD	Port of Debarkation/Discharge
POE	Port of Embarkation
POIC	Petty Officer in Charge
POL	Petroleum, Oils, and Lubricants
POM	Program Objectives Memorandum
POS	Peacetime Operating Stock
POV	Privately Owned Vehicle
PP&P	Preservation, Packing and Packaging
PPB	Planning, Programming, and Budgeting (Navy System)
PPF	Purchase Payment File
PPM	Parts Per Million
PPO	Pay Personnel Office
PPO	Personnel Property Officer
PPTO	Personnel Property Transportation Officer
PQDR	Product Quality Deficiency Report
PQS	Personal Qualification Standard
PR	Purchase Request
PRA	Pay Record Access
PRC-25	Back-Carried Radio Which is Part of the NMCB Allowance; More Properly AN/PRC-25
PRCP	Personnel Readiness Capability Program
PRISM	Progressive Refinement of Integrated Supply Management
PQA	Procurement Quality Assurance
PSA	Post Shakedown Availability
PSD	Personnel Support Detachment
PSE	Personnel Support Equipment
PSF	Personnel Support Facilities
PSO	Prospective Supply Officer
PSR	Procurement Status Report
PSRS	Procurement Status Reporting System
PWC	Public Works Center

PWD	Public Works Department
PWO	Public Works Officer
PWRMS	Pre-positioned War Reserve Material Stock
PWRR	Pre-positioned War Reserve Requirements
PWRS	Pre-Positioned War Reserve Stock

Q

QDR	Quality Deficiency Report
QMR	Qualitative Material Requirement
QTR	Quarter
QSSR	Quarterly SIM Status Report
QTY	Quantity

R

RADIAC	Radiation Detection, Indication and Computation
RAP	Revised Accounting Procedures
RCC	Reimbursable Control Code
RDD	Required Delivery Date
RDI	Readiness to Deploy Inspection
RESALEACTS	Navy Resale Activities
RESHIP	Report of Shipment
RFI	Ready For Issue
RFQ	Request for Quotations
RHF	Requisition History File
RHSS	Requisition History Status and Summarization
RHT	Requisition History Tape
RIC	Routing Identifier Code/Repairable Identification Code
RIPS	Reduction in Inventory Parts Stock
RMS	Resource Management System
RO	Reviewing Official
ROC	Record of Changes
ROD	Report of Discrepancy
ROH	Regular Overhaul
ROS	Required-On-Site
RPPO	Repair Parts Petty Officer
RPT	Report
RQF	Requisition File
RQU	Requisition Completion Update
RRC	Requisition Restriction Code
RRF	Radiac Repair Facility
RSA	Readiness Support Allowances
RSF	Requisition Status File
RSG	Readiness Support Group
RSN	Reference Symbol Number

RSS	Ready Service Spares
R-Supply	Relational Supply
RT	Real Time

S

S&E	Summary and Expenditure
SAAM	Special Assignment Airlift Mission
SAM	Space Available Mail
SAMMS	Standard Automated Material Management System
SALTS	Standard Automated Logistics Tool Set
SATO	Scheduled Airline Ticket Office
SAVE	Shortage and Valuable Excess
SBNR	Shipped But Not Received
SCBT	Seabee Construction Battalion Training
SCC	Supply Condition Code
SDCD	Sea Duty Commencement Date
SDCP	Supply Demand Control Points
SDD	Standard Delivery Date
SDDC	Surface Deployment and Distribution Command
SDN	Standard Document Number
SDR	Supply Discrepancy Report
SEAS	Supply, Edit, Audit, and SIM
SEAVAN	Commercial or Government-Owned (or Leased) Shipping Container Moved via Ocean Transportation Without Bogey Wheels Attached
SFM	Supply and Financial Management Subsystem
SIM	Selected Item Management
SIMA	Shore Based Intermediate Maintenance Activity
SKO	Sets, Kits, Outfits
SL	Shelf Life or Safety Level
SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLC	Seabee Logistics Center
SLCC	Summary List of Component Changes
SLEC	Summary List of Equipage Changes
SMCC	Special Material Contents Code
SMIC	Special Material Identification Code
SMLU	Skid Mounted Laundry Unit
SMO	Senior Medical Officer
SMS	Systems Management Subsystem
SNAP	Shipboard Non-tactical Automated Data Processing System
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOEAPL	Summary of Effective Allowance Parts/Equipage Lists
SOP	Standard Operating Procedures

SOPA	Senior Officer Present Afloat
SORM	Supply Organization and Regulations Manual
SORN	Supply Organization and Regulations Navy
SORTS	Status of Resources and Training System
SOS	Source of Supply
SOU	Special operating unit
SPAWARSCOM	Space and Naval Warfare System Command
SPETERL	Ship Portable Electrical/Electronic Test Equipment Requirements List
SRC	Stock Record Card
SRF	Stock Record File
SRG	Seabee Readiness Group
SRI	Storeroom Item
SSC	Supply Support Center
SSL	SERVMART Shopping List
ST	Short Tons (2,000 lbs)
STARS	Standard Accounting and Reporting System
STD	Standard
STEM	Seabee Tactical Equipment Management System
STEMIS	Seabee Tactical Equipment Management Information System
STILE	Seabee Tool Identification and Labeling Enhancement
STO	Standard Transfer Order
SUADPS	Shipboard Uniform Automated Data Processing System
SUPARS	Navy Supply Acquisition Publication Supplement
SUPMIS	Supply Management Information System
SWOP	Special Weapons Ordnance Publication
SWT	Surface Wide Transportation
SYSCOM	System Command

# I

T&E	Test and Evaluation
TAC	Transportation Account Code
TAD	Temporary Additional Duty
TASO	Terminal Area Security Officer
TBA	Table of Basic Allowances or To Be Announced
TBD	To Be Determined
TCMD	Transportation Control and Movement Document
TCN	Temporary Control Number or Transportation Control Number
TEMADD	Temporary Additional Duty
TL	Transmittal Letter
TM	Technical Manual
TMINs	Technical Manual Identification Numbering System
T/O	Turnover
TOA	Table of Allowance

TOB	Technical Operating Budget
TOR	Technical Override or Time of Receipt
TP	Transportation Priority (TP1, TP2, TP3, TP9)
TR	Transportation Request
TYCOM	Type Commander

U

UADPS	Uniform Automated Data Processing System
UCMJ	Uniform Code of Military Justice
UCT	Underwater Construction Team
UFI	Unfit for Issue
UCR	Ultimate Group Rations
U/I	Unit of Issue
UIC	Unit Identification Code
UL	Unit Load
UMIDS	Uniform Microcomputer Disbursing System
UMMIPS	Uniform Material Movement and Issue Priority System
UNCLAS	Unclassified
UND	Urgency of Need Designator
UNREP	Underway Replenishment
URG	Urgency
USN	United States Navy

V

VOD	Vertical Onboard Delivery
VOS	Virtual Operating System
VREP	Vendor Receipts and Expediting Program

W

WC	Work Center
WCWL	Work Center Work List
WEPS	Weapons
WPN	Weapons Procurement Navy
WRMS	War Reserve Material Stock
WSF	Weapon System File
WT	Weight

X

XRF

Cross - Reference File

Y

YTD

Year To Date

Z



# INDEX TO THE SEABEE SUPPLY MANUAL

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