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IN REPLY REFER TO

COMNAVSURFPACINST 4400.1A/  
COMNAVSURFLANTINST 4400.1A

N41

17 Feb 16

COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 4400.1A

From: Commander, Naval Surface Force, U.S. Pacific Fleet  
Commander, Naval Surface Force Atlantic

Subj: SURFACE FORCE SUPPLY PROCEDURES

1. Purpose. This instruction provides policy and procedures for supply operations within Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC) and Commander, Naval Surface Force Atlantic (COMNAVSURFLANT) and is effective upon receipt.

2. Cancellation. COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 4400.1.

3. Changes. This is a complete revision of the previous instruction.

4. Action

a. The policies and procedures in this instruction are mandatory for all COMNAVSURFPAC/COMNAVSURFLANT commands.

b. Recommendations for changes and improvements are encouraged. Submit recommendations to COMNAVSURFPAC/COMNAVSURFLANT N41.

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Distribution:

Electronic only via COMNAVSURFPAC directives website:

<https://www.portal.navy.mil/COMNAVSURFPAC/Pages/Directives.aspx>

<https://usff.portal.navy.mil/sites/surflant/n002/Lists/CNSLCNSPDirectives/Summary.aspx>

# **SURFACE FORCE SUPPLY PROCEDURES MANUAL**

COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 4400.1A

Surface Supply Procedures (SURFSUP)

**FY16**

**LOCATING REFERENCE CITATIONS IN THIS DOCUMENT.** The instructions in this manual are often cited in other documents using its extensive paragraph numbering system. Because of this, an effort has been made to maintain the integrity of most of the existing paragraph numbering in the current revision. However, some changes have been made to better organize the information and include new material to produce a more comprehensive document. In future updates, additional changes will be made to the current paragraph numbers to optimize the functionality of the document. For that reason, it may be more practical to use the keyword search function (control F on the keyboard) instead of paragraph numbers to locate all the references to a particular topic of interest throughout the entire document.

**MANUAL UPDATES AND REVISIONS.** This manual will be maintained and updated electronically on the Continuous Monitoring Program website. Changes to this manual will be jointly approved by COMNAVSURFLANT (N41) and COMNAVSURFPAC (N41) whose actions are covered in this manual. Issues that involve financial and fuel accounting matters will be reviewed and approved by COMNAVSURFLANT (N00F) and COMNAVSURFPAC (N00F). Recommended changes to this manual will be submitted to COMNAVSURFPAC N41A and COMNAVSURFLANT N41A who will staff the issues and make corrections as necessary. A joint COMNAVSURFLANT (N41) and COMNAVSURFPAC (N41) review of this instruction will be conducted on an annual basis to incorporate pertinent policy updates and revisions.

**REVISION MARKING.** As revisions are promulgated to this manual, the new revision date will be recorded on the front cover of the manual. All pages of the manual will be marked with the last revision date when any changes to that page have been made. As described below, change bars will be used to identify where specific changes have been made. The list of effective pages will be updated to indicate the current revision of all pages.

**CHANGE BARS.** To indicate added or restated text, a black vertical bar, as shown in the margin of this paragraph, will be added in the margin alongside the changed text.

**RED HIGHLIGHTS IN DOCUMENT.** The paragraph numbers of sections in this document that contain Financial Improvement and Audit Readiness (FIAR) sensitive guidance are indicated in red in the document and in the Table of Contents.

**RECORD OF CHANGES**

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- 18607. MWR Locker Management
- 18700. Food Service Operations
- 18701. Food Service Management System
- 18702. Navy Standard Core Menu Development
- 18703. Requisitioning
- 18704. Receipts
- 18705. Contract for Stevedores in Homeport
- 18706. Expenditures
- 18707. Expenditures Less Than \$500
- 18708. Expenditures Exceeding \$500
- 18709. Head Count
- 18710. Food Production
- 18711. Sale of Meals
- 18712. LCS Storeroom Security
- 18713. Inventory
- 18714. Daily Record Keeping and Financials
- 18715. Required Records Keeping and Financials
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- 18717. Space Sanitation
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- 18719. Records Audit/Inspection
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- 18721. Safety
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- 18800. Postal Services

- 18801. Draft MRI Messages
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## **PREFACE**

**LINKS TO ADDITIONAL REFERENCES.** This document cites many references for additional information. The links below provide access to a large majority of instructions used. For additional sources, please contact your TYCOM point of reference.

For OPNAV and SECNAV instructions:

<http://doni.daps.dla.mil/secnavmanuals.aspx>

For COMNAVSURFLANT / COMNAVSURFPAC instructions:

<https://www.portal.navy.mil/COMNAVSURFPAC/Pages/Directives.aspx>

<https://usff.portal.navy.mil/sites/surflant/n002/Lists/CNSLCNSPDirectives/Summary.aspx>

For access to various instructions/directives:

<https://nll2.ahf.nmci.navy.mil/web/links.cfm>

**FINANCIAL IMPROVEMENT AND AUDIT READINESS.** The financial protocols of the federal government must exemplify budgetary integrity, sound operating performance, responsible stewardship, as well as disciplined internal accounting and administrative controls. Being able to provide auditable financial statements is a statutory requirement of the Pentagon and therefore, a major priority for DoD. Being audit ready is in compliance with laws, helps to improve business processes, maximizes resource use, and increases public trust in DoD resource stewardship. Defense FIAR is a DoD initiative to strengthen Navy-Marine Corps business processes and systems and produce financial information with improved accuracy, reliability and accessibility, maximizing resource allocation and efficiency. Ultimately, the goal is to make all the Navy's accounting statements, including business reports, general ledgers and statement of budgetary resources ready for a private sector audit so the Navy can obtain a clean audit opinion from a third party assessment of the Navy's financial statements.

**R-SUPPLY/SNAP NOTE.** Relational Supply (R-Supply) was deployed to the Fleet in 1997. R-Supply is the afloat logistics application used to manage end-use (O&MN) funds and for working capital fund inventory for stock funded units. We will refer to Force and Unit Level R-Supply simply as R-Supply for the remainder of this guide. R-Supply provides online inventory, logistics and financial management tools. The application provides access to supply functions, including ordering, receiving and issuing necessary supplies and material; maintaining financial records; and reconciling supply, inventory and financial records with the shore infrastructure. The Organizational Maintenance Management System – Next Generation (OMMS-NG) provides online organizational-level maintenance management, configuration management and logistics management and interfaces with R-Supply. In summary, throughout this document, the term R-Supply is used and covers all logistics information technology systems such as SNAP, Micro-SNAP and R-Supply (all versions). OMMS-NG and R-Admin comprise the other two systems under the overall Naval Tactical Command Support System (NTCSS) umbrella for surface operational forces.



**ATTENTION TO ETHICS.** Ethics are the standards by which one should act based on values. Ethics refers to well-founded standards of right and wrong that prescribe what humans ought to do, usually in terms of rights, obligations, benefits to society, fairness or virtues. As such they impose reasonable obligations to refrain from rape, stealing, murder, assault, slander and fraud; enjoin virtues of honesty, compassion and loyalty; and relate to the rights of life, freedom from injury, and privacy. Further, ethics refers to the study and development of one's moral beliefs/ethical standards. In some cases feelings, laws and social norms can deviate from what is ethical. As such it is necessary to constantly examine one's standards to ensure they are reasonable and well-founded.

Values are core beliefs that motivate attitudes and actions. It is important to note that not all values are ethical values. Ethical values relate to what is right and wrong and take precedence over non-ethical values when making ethical decisions. Ethical values demand that our actions not only comply with law but promote public confidence. Carefully consider ethical values when making official duty decisions.

A strong ethical foundation is critical to mission success. To execute effectively we must all adhere to the Department of the Navy Code of Ethics, as derived from Executive Order 12731. Under this guidance it is important to keep the following at the forefront of all ethical decision making efforts.

- DO:
  - Place loyalty to the Constitution, the laws and ethical principles above private gain.
  - Act impartially to all groups, persons and organizations.
  - Give an honest effort in the performance of your duties.
  - Protect and conserve Federal property.
  - Disclose fraud, waste, abuse and corruption to appropriate authorities.
  - Fulfill your obligations as citizens, and pay your Federal, State and local taxes.
  - Comply with all laws providing equal opportunity to all persons, regardless of race, color, religion, sex, national origin, age or handicap.
- DO NOT:
  - Use nonpublic information to benefit yourself or anyone else.
  - Solicit or accept gifts from persons or parties that do business with or seek official action from DoD (unless permitted by an exception).
  - Make unauthorized commitments or promises that bind the government.
  - Use Federal property for unauthorized purposes.

- Take jobs or hold financial interests that conflict with your government responsibilities.
- Take actions that give the appearance that they are illegal or unethical.

For further guidance related to ethical decision making refer to DoD 5500.7-R Joint Ethics Regulations/12-601501.

To improve the accessibility of ethics resources, NAVSUP has established an Ethics and Compliance website with helpful links that take you directly to the publications that must guide our ethical decision-making processes. You can find the website at:

<https://www.navsup.navy.mil/site/ethics/>

## **CHAPTER 1 – INTRODUCTION, COMMAND REPORTS, AWARDS AND SPECIAL INTEREST TOPICS**

1000. INTRODUCTION. The Surface Force Supply Procedures (SURFSUP) contains the information and guidance for personnel engaged in supply operations under Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC) and Commander, Naval Surface Force Atlantic (COMNAVSURFLANT) cognizance. This publication amplifies and supplements procedures for financial management and inventory control. Refer any apparent conflict between this publication and other directives to COMNAVSURFPAC/COMNAVSURFLANT (N41A) for interpretation or resolution.

1100. ACTION AND AUTHORITY. This instruction does not replace instructions issued by higher authority, but rather sets policy not stated elsewhere and clarifies procedures wherein the Type Command (TYCOM) is afforded an option. Use it as a supplemental directive to NAVSUP P-485/486/487, NAVSO P-3013 and other publications referenced throughout this instruction.

1200. ASSISTANCE. The offices of the COMNAVSURFPAC/COMNAVSURFLANT Assistant Chief of Staff for Logistics and Ordnance, and Special Assistant Force Comptrollers are located in San Diego, California and Norfolk, Virginia, respectively. Requests for assistance when questions or problems arise in any functional area of supply are encouraged. A Supply Officer reporting onboard a ship will make every effort to visit COMNAVSURFPAC/COMNAVSURFLANT and the local Afloat Training Group (ATG) for a familiarization briefing before relieving.

1300. RELIEF OF SUPPLY OFFICER. Carry out Supply Officer relief following guidelines in NAVSUP P-485, para 1160 through 1164. Along with the information required in NAVSUP P-485, para 1163, the joint relieving letter (see Figure 1-1 for sample) will include statements concerning the following:

a. The most recent Supply Management Certification (SMC) certifying event results and corrective actions that have been completed. Note any outstanding issues and current status in the relieving letter.

b. Status of discrepancies noted in the most recent Commanding Officer's zone inspection.

c. Conduct a review of the Stores Division to include inventory validity audits of repair parts according to NAVSUP P-485, para 1161.1.

(1) Maintenance Assistance Modules (MAMs) inventory requirements are outlined in COMNAVSURFORINST 4440.1B.

(2) 100% Depot Level Repairable (DLR) inventory.

(3) 10% Selected Item Management (SIM)/Demand Based Item (DBI) inventory.

- (4) 0.25% Non-SIM inventory.
  - (5) 0.25% Total line items, location audit processing (LAP).
  - (6) 10% Hazardous material (HAZMAT) inventory.
  - (7) If the Aviation pack-up unit kit (PUK) is onboard conduct a 100% Aviation Depot Level Repairable (AVDLR) inventory and 10% consumables inventory.
  - (8) Continuous Monitoring Program (CMP) reports for the last three months.
  - (9) Deployment requirements.
- d. Conduct a review of the Food Service Division to include:
- (1) 100% Food provisions inventory.
  - (2) Financial status of the General Mess.
  - (3) Food service accountability files to include dayback and sysback discs.
  - (4) Note number of days of provision onboard and current inventory value.
  - (5) ATG monthly records audit review to ensure discrepancies are corrected.
  - (6) System access restrictions in Food Service Management 3 (FSM3).
  - (7) Menu Review Board minutes for the last six months.
  - (8) Navy Standard Core Menu review.
  - (9) Division Officer Notebook.
  - (10) Personnel rotation plan.
  - (11) Weekly reporting requirements to the Supply Officer.
  - (12) Current letters of authority/accountability on file.
  - (13) Sanitation reports.
  - (14) Status of all food service equipment in all messes.
  - (15) Verification of security and locks.
  - (16) CMP reports for last three months.
  - (17) Deployment requirements.

- e. Review the Ship's Store Retail Division to include:
  - (1) Spot inventory of 50 retail sales line items and price check 25 line items.
  - (2) Admin Officer's file review.
  - (3) Division Officer's notebook.
  - (4) Retail Review Board minutes for the last six months.
  - (5) Emblematics on hand (quantity and dollar value).
  - (6) Personnel rotation plan.
  - (7) Weekly reporting requirements to the Supply Officer.
  - (8) Financial status of the ship's store/survey logs.
  - (9) Current inventory on hand and any dead stock issues.
  - (10) Sanitation reports.
  - (11) Status of all laundry and barber equipment.
  - (12) Verification of security and locks.
  - (13) CMP reports for last three months.
  - (14) Deployment requirements.
  
- f. Conduct a review of the Disbursing Office to include:
  - (1) Letters of authority and accountability are current and on file.
  - (2) Navy Cash policy and procedures.
  - (3) Field Examination Group (FEG) audit results and corrective actions taken.
  - (4) Last three Cash Verification Team (CVT) audit results.
  - (5) Weekly reporting requirements to the Supply Officer.
  - (6) Verification of cash on hand is within TYCOM allowance.
  - (7) Verification of security and locks.
  - (8) CMP reports for last three months.
  - (9) Deployment requirements.

- g. Conduct a review of the Postal Office to include:
  - (1) Letters of authority and accountability are current and on file.
  - (2) CMP reports for last three months.
  - (3) Deployment requirements.
  - (4) Note current stamp and money order inventory.
  - (5) Mail routing instruction (MRI) reports.
  - (6) Automated Military Postal System (AMPS) login and use/voting requirements.
  - (7) Conduct a postal audit.
  - (8) Discrepancies identified during the previous two registered mail and mail orderly binder reviews provided by the Regional Postal Center.
- h. Stowage and preservation of all Supply Department spaces.
- i. Review by both relieved and relieving Supply Officers of R-Supply, Micro-Shipboard non-Tactical Automated Data Processing System (Micro-SNAP)/Naval Tactical Command Support System (NTCSS), Retail Operations Management (ROM) System, FSM3, Defense Joint Military Pay System (DJMS) and Defense MilPay Office (DMO) access.
- j. Review by both relieved and relieving Supply Officers of Micro-SNAP/NTCSS management reports and files. Include comments about the accuracy and completeness of management records and files.
- k. Status of Automated Shore Interface (ASI) processing.
- l. Status of the latest trial reorder review as it relates to stock deficiencies and requirements review.
- m. Status of enlisted and officer Supply Department manning (including Navy Enlisted Classifications (NECs)), qualifications, and rotation plan by division.
- n. 100% inventory and review of presentation silver.
- o. Review stock status listing with automatic reorder restriction codes (ARRC).
- p. Review the Government Commercial Purchase Card Program to ensure compliance with NAVSUPINST 4200.99 (series) to include the validation of all monthly, quarterly and semiannual reports generated and on file in the current and previous two quarters.
- q. DLR carcass charges (current and previous fiscal year).

- r. Proper establishment and maintenance of port visit files for the previous six months to include current receipt inspector letters of designation.
- s. MAMS inventory status report generated in Operational Maintenance Management System Next Generation (OMMS-NG), Configuration Item List (CIL).
- t. Outstanding Casualty Reports (CASREPs).
- u. Morale, Welfare and Recreation (MWR) semi-annual audit review and results of monthly reconciliation with the recreational funds custodian.
- v. Department's Current Ship's Maintenance Project (CSMP) and 3-M program.
- w. Eight O'clock and Supply Officer's Monthly Report reporting requirements.
- x. CMP reports from previous six months.
- y. Review the HAZMAT storeroom condition, inventory stock position and shelf life.
- z. Ship's Operating Target (OPTAR) current year and prior available balances and condition of financial reports to include adequacy of assigned funds.

1400. SUPPLY OFFICER'S REPORTS TO THE COMMANDING OFFICER. Submit a monthly report to the Commanding Officer on the status of the Supply Department by the 10th of the following month. At a minimum, all items in Appendix A will be included in the monthly report. Include a printout of the back of the ROM generated Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153), and the month's CMP Pulse-Point Summary Report. This information serves a dual purpose:

- a. For the Commanding Officer, it assists in evaluating the status of a key department.
- b. For the Supply Officer, it serves as a tool for assessing the health of the Supply Department. Keep copies of the Supply Officer's monthly report for 12 months plus current month.

1401. Supply Department Eight O'clock Report. The Eight O'clock Report provided to the Commanding Officer or Command Duty Officer, shall address, at a minimum, all items in Figure 1-2. Information provided at Eight O'clock Reports will be available for the Supply Officer to review at the beginning of the following day. Eight O'clock reports will be retained for 30 days.

1402. Quarterly Cash Verification. Appointments to the CVT shall be made in writing by the Commanding Officer and include at least two qualified personnel. The senior member on the CVT shall be the Supply Officer or a senior member of the Supply Department. At least one of the personnel must have accounting, disbursing, or Navy Cash experience. Quarterly cash verifications will include, at a minimum, cash and all change funds, blank U.S. Treasury checks on hand, safekeeping deposits, money orders and undeposited negotiable instruments on hand, unreported disbursements and collections, and Navy Cash accountability to include the inventory of stored value and debit cards held.

a. The CVT will verify and ensure all cash and other assets held are properly safeguarded. All vaults, safes, security containers and cash drawers housing cash or other assets are secured, and their contents inventoried by actual count in the presence of the person accountable for their safekeeping.

b. Conduct quarterly cash verifications at random intervals, varying both the month of verification throughout calendar quarters as well as the time within the month (i.e., early, late, or middle weeks). Detailed CVT procedures are outlined in Chapter 13 of this instruction, Department of Defense Financial Management Regulation (DoDFMR) Vol. 5 Appendix A, which will refer to various other applicable chapters depending upon the mission of the disbursing operation.

**1500. SUPPLY OFFICER AUDITS.** The Supply Officer will be engaged and understand the basic tasks involved with maintaining an effective Supply Department. Supply Officers are required to review daily/weekly/monthly/semi-annual/annual status reports. The Supply Officer's audits will be annotated and reported to the Commanding Officer in the Commanding Officer's Monthly Report. Figure 1-3 outlines the specific reports with their periodicity and retention requirements. Appendix J lists requirements for Supply Officer stock control audits and audit program. Supply Officers shall maintain a Supply Officer Audit Binder for the retention of all audit documentation in support of SMC inspections. The Navy's implementation of the Financial Improvement and Audit Readiness (FIAR) program represents a significant change in the oversight as Independent Party Auditors (IPA) or a third party will inspect many aspects of the Supply Department accounting procedures. Subsequent chapters will contain FIAR references to reinforce the Business Process Standard (BPS) and Key Performance Indicators (KPI).

**1600. PERSONNEL.** Ships need adequate numbers of experienced supply rating personnel to cope with the demanding task of providing supply support and services. Although no directive legislates how a Commanding Officer should use personnel, experience has shown that maximum supply support is not realized in those commands where supply personnel do not devote the majority of their time to professional supply duties. We strongly recommend food service personnel are assigned only rate-related duties at all times. We also recommend you follow Ship Manning Document (SMD) manning levels for Food Service Attendants (FSA), rotational pool personnel, and non-rated rotational laundry personnel. Without this supplemental manning, an undue burden is placed on Supply Department personnel. Supply Officers should continuously examine supply rating manning levels, assess their impact on essential support and services and exploit innovative opportunities to augment Supply Department manning.

**1601. Standards of Ethical Behavior.** Supply Officers and those working in supply ratings shall avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct (5 C.F.R. Part 2635). Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts. Specifically, Supply Officers and supply rating personnel shall not:

a. Solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the



employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties, except as permitted by the Standards of Ethical Conduct, knowingly make unauthorized commitments or promises of any kind purporting to bind the U.S. Government.

b. The financial protocols of the Federal Government must exemplify budgetary integrity, sound operating performance, responsible stewardship, as well as disciplined internal accounting and administrative controls. Being able to provide auditable financial statements is a statutory requirement of the Pentagon and therefore, a major priority for Department of Defense (DoD). Being audit ready is in compliance with laws, helps to improve business processes, maximizes resource use, and increases public trust in DoD resource stewardship. Defense FIAR is a DoD initiative to strengthen Navy-Marine Corps business processes and systems and produce financial information with improved accuracy, reliability and accessibility, maximizing resource allocation and efficiency. Ultimately, the goal is to make all the Navy's accounting statements, including business reports, general ledgers, and statement of budgetary resources ready for a private sector audit so the Navy can obtain a clean audit opinion from a third party (outside DoD) assessment of the Navy's financial statements.

1700. R-SUPPLY/MICRO-SNAP PROCEDURES. For R-Supply ships, refer to R-Supply Force Logistics Report (LOGREP) Training Guide (NAVSUP P-732) and R-Supply Unit User Guide on CD-ROM. For Micro-SNAP activities, refer to Space and Naval Warfare Systems Command (SPAWAR) Supply and Financial Micro-SFM SNAP II Desktop Guide. Proper processing and retention of history files, daily and weekly backups of R-Supply and Micro-SNAP are essential for data and system recovery in case of a catastrophic failure. Information Systems Technician (IT) personnel should refer to the COMNAVSURFORINST 5233.1 (series) which identifies optimized NTCSS system operating procedures including backup requirements.

1800. SUPPLY MANAGEMENT CERTIFICATION AND SUPPLY 1.4 INSPECTION. COMNAVSURFPAC/COMNAVSURFLANTINST 5040.1 (series), Supply Management Certification Manual provides guidance. This guide, if used regularly, will assist in improving day-to-day Supply Department operations. It also provides useful references for training and self-assessment. Self-assessments are required to be conducted before and after deployment and prior to a SMC.

1801. SUPPLY DEPARTMENT CERTIFICATION TRAINING CONTINUUM. COMNAVSURFPAC 3502.3 provides the reference for the Supply Training Continuum of 1.1, 1.2 and 1.3 assessments followed by the SMC 1.4 certifying event. This training continuum will be conducted during Tier 1 of the Basic Phase of the training cycle. Coordination of 1.1 through 1.4 events should be done through the ship's Training Officer, ATG and the TYCOM in advance of entering the Basic Phase. SMC grades are used for basing the following mission area merit awards: the Logistics Readiness Excellence Award (LREA), the Captain Edward F. Ney Excellence Award, the Best in Class Retail Operations and Sales Award and the Navy Exchange Service Command Ship's Store Retail and Service Excellence Award.

1900. SUPPLY DEPARTMENT AWARDS

1901. Logistics Management Excellence Award. The Logistics Management Excellence Award, more commonly known as the Blue “E”, recognizes sustained superior performance in management of material, financial and personnel resources. Ships shall meet the criteria stipulated in COMNAVSURFPAC/COMNAVSURFLANT Instruction 1650.3B (Surface Forces Related Awards) for events conducted within the award calendar year to be eligible.

a. The Blue “E” will qualify ships to compete for the Battle Effectiveness Award (Battle “E”).

1902. Logistics Readiness Excellence Award. COMNAVSURFPAC and COMNAVSURFLANT sponsor the annual Logistics Readiness Excellence Award Program. This program formally recognizes the contributions, achievements, readiness, proficiency and outstanding support of our logisticians to the Fleet.

a. Program Guidance: COMNAVSURFPAC/COMNAVSURFLANTINST 1650.4.

b. Eligibility: COMNAVSURFPAC/COMNAVSURFLANTINST 1650.4 enclosure (1) provides the evaluation criteria for each ship within each of the categories shown below. All ships that meet or exceed Surface Force Logistics excellence benchmarks as delineated in COMNAVSURFPAC/COMNAVSURFLANTINST 4400.1 and COMNAVSURFPAC/COMNAVSURFLANTINST 5400.1 will be nominated for this award by COMNAVSURFPAC/COMNAVSURFLANT Force Logistics Specialists.

c. Categories:

- (1) Mine Countermeasures (MCM) Class
- (2) Guided Missile Destroyer (DDG) Classes
- (3) Guided Missile Cruiser (CG) Class
- (4) Amphibious Transport Dock (LPD), Amphibious Command Ship (LCC) and Landing Ship Dock (LSD) Classes
- (5) Amphibious Assault Ship (LHA) and Amphibious Assault Ship Multipurpose (LHD) Classes

d. Evaluation: The evaluation period is from October to September each fiscal year (FY). By February, each COMNAVSURFPAC/COMNAVSURFLANT Assistant Chief of Staff (ACOS) for Logistics and Ordnance will establish a board made up of Force Logistics Specialists to evaluate nominees per enclosure (2) of the COMNAVSURFPAC/COMNAVSURFLANTINST 1650.4 (series). The evaluation boards will visit nominated commands as required and if practicable.

e. Selection: The Force Logistics Specialist will submit a final list of nominees to their respective ACOS for Logistics and Ordnance (COMNAVSURFPAC or COMNAVSURFLANT)

for final review and concurrence. A winner and runner-up will be selected for COMNAVSURFPAC and COMNAVSURFLANT.

1903. Ship's Store Retail and Service Excellence Award. The Naval Supply Systems Command (NAVSUPSYSCOM) and Navy Exchange Service Command (NEXCOM) sponsors the Ship's Store Retail and Service Excellence Award Program. This program formally recognizes the contributions of the ship's service personnel to the quality of life of the afloat Sailor and Marine.

a. Program Guidance: NEXCOMINST 4067.5 (series).

b. Selection:

(1) The selection and evaluation period is on a FY-basis. Each ship will be evaluated for the award during their scheduled SMC. If a ship meets or exceeds the qualifying benchmarks noted in NEXCOMINST 4067.5 (series), the ship will be recommended for the excellence award.

(2) At the end of each FY, all ships that received a Ship's Store Retail and Service Excellence Award during that period will be reviewed by a Fleet/NEXCOM Review Board for sustained outstanding performance using NEXCOMINST 4067.5 (series) enclosure (2). One ship by each hull type with the best overall performance and the highest overall score will be designated as the Ship's Store Best in Class.

1904. Captain Edward F. Ney Memorial Award.

a. Program Guidance: NAVSUP Code 51 publishes NEY Award Program guidance annually in NAVSUPINST 5061.2. All commands are strongly encouraged to strive for this award of excellence, as it represents the finest in food service performance and service. Additionally, NAVSUP P-486, Appendix I provides a detailed guide for units in improving food service training, planning, sanitation, cooking and other related aspects of food service.

b. Selection of Candidates: The top candidates in each competitive category will be selected by the appropriate TYCOM based on food production daily performance, remote financial data, SMC scores, periodic record audits, CMP data, NAVSUP audit errors and ATG visits.

1905. Vice Admiral Robert F. Batchelder Award. In recognition of exceptional operational competence, the Navy League presents the Vice Admiral Robert F. Batchelder Award annually to a Supply Corps Officer, or Officers, who made the most significant personal contributions to the supply readiness of the Fleet.

a. All officers (O-1 through O-4) in the Supply Corps (designators 310X, 651X, 751X and 725X) are eligible for nomination.

b. Complete guidance regarding this award is found at the Supply Corps Career Counselor webpage (<http://www.public.navy.mil/bupers-npc/officer/detailing/rlstaffcorps/supply/pages/careercounselor.aspx>).

1906. Admiral Stan Arthur Awards. Per OPNAVINST 5305.8C, the Admiral Stan Arthur Awards are special recognition awards to be bestowed annually to Navy military and civilian individuals and team(s) who epitomize logistics professionalism and excellence. Contributions must be in the calendar year for which the award is given.

**FIGURE 1-1. JOINT RELIEVING LETTER**

SSIC  
DEPT CODE/SER  
DATE

From: LT George C. Davis, SC, USN  
LT Ian L. Garner, SC, USN

To: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)

Subj: RELIEF OF LT GEORGE C. DAVIS AS SUPPLY OFFICER OF USS ALWAYS  
UNDERWAY (DDG-199) BY LT IAN L. GARNER

Ref: (a) NAVSUP P-485, Vol. I  
(b) COMNAVSURFPAC/COMNAVSURFLANTINST 4400.A1, para 1300  
(c) COMNAVSURFPAC/COMNAVSURFLANTINST 5440.1, Tab F  
(d) FLTMPs report dtd Feb 2012

Encl: (1) Supply Officer's Monthly Report to the Commanding Officer as of 10 Feb 2012  
(2) Cash Verification Team audit results dtd 26 Feb 2012  
(3) MWR audit results dtd 27 Feb 2012  
(4) February 2012 CMP data

1. Approval is requested for LT Davis to be relieved of his duties as Supply Officer of USS JOHN PAUL JONES by LT Garner as of the close of business this date.
2. Per reference (a) through (c), a joint inspection of the Supply Department has been conducted, and the following areas noted:
  - a. Disbursing: [Last CVT audit conducted \_\_\_\_, safe in/out of balance, FEG audit results, Navy cash negative balances, security and locks, etc.].
  - b. Food Service: [Include financial status of the General Mess, accountability file, menu, equipment degradation, sanitation, security and locks, etc.].
  - c. Retail Operations: [AO file review, emblematic, degraded equipment, survey logs, sanitation reports, security and locks, etc.].
  - d. Postal Operations: [Postal Officer's weekly inspection results; post office inspection, AMPS, MRI report, etc.].
  - e. Government Commercial Purchase Card Program Review.
  - f. Husbanding Service Provider (HSP) Document Review including Receipt Inspector assignment letters.
  - g. Stowage and preservation: [All Supply Department spaces].
  - h. Review of NTCSS, ROM, FSM3, and Uniform Microcomputer Disbursing Systems (UMIDS) access: [Both relieved and relieving Officers conduct audit].
  - i. Review of NTCSS management reports: [Include comments about accuracy and completeness of records and files].
  - j. Status of last ASI processing and monthly Global Levels Settings Report.

Subj: RELIEF OF LT GEORGE C. DAVIS AS SUPPLY OFFICER OF USS ALWAYS UNDERWAY (DDG-199) BY LT IAN L. GARNER

- k. Status of last trial reorder review: [As it relates to stock deficiencies and requirements review].
- l. Supply Department manning: [NEC requirements met? What are the deficient areas?].

<u>Rate</u>	<u>NMP</u>	<u>COB</u>	<u>POB9</u>
Logistics Specialist (LS)	11	13	10
Culinary Specialist (CS)	16	19	14
Ship's Serviceman (SH)	6	6	6
Personnel Specialist (PS)	0	3	0
		<u>REQD</u>	<u>ASSIGNED</u>
NEC Hazardous Material Manager (9595)		2	3 (1 is BM)
Food Service Attendant (FSA)		17	13

m. New Supply Officer information in R-Supply/Micro-SNAP, review LOAs (NAVSUP P-485 para 1160), review of pubs and directives (NAVSUP P-485 para 1160, 1190, 6041; Watch, Quarter, and Station (WQS) Bill), Training Program (NAVSUP P-485 para 1160, 1186), most recent change notice (NAVSUP P-485 para 1163, Review CMP), DLR carcass charges.

3. Status of discrepancies noted on the most recent Commanding Officer's Zone Inspection is as follows:

- a. Space 1-260-1-L missing CO2 Bottle. Ordered R21313-8058-XXXX.

4. The relieving officer conducted a sample inventory and location audit of a random selection of items as per reference (b) to determine the validity of stock records.

- a. SIM/DBI: 10% sample inventory conducted (XXX of XXX line items). Inventory validity is 99%.
- b. Non-SIM: 0.25% sample inventory conducted (XXX of XXX line items). Inventory validity is 99%.
- c. LAP: 0.25% sample inventory of total line items conducted. Inventory validity is 99%.
- d. DLR: 100% sample inventory conducted (XXX of XXX line items). Inventory validity is 100%.
- e. Food Service: 100% inventory conducted (XXX of XXX total line items). Inventory validity is 99%.
- f. Retail: 50 line item inventory conducted with 100% validity. 25 line item price check with 100% accuracy.

5. OPTAR financial balances properly depict the needs for the ship for the current year. All reports (BOR, TL, SFOEDL and ULO) are in balance and current. Prior year accounts are solvent.

<u>Current FY:</u>	<u>Grant FYTD Obligations</u>	<u>FYTD Balance</u>
EMRM (1B1B SR)		
Other (1B1B SO)		
Travel (1B1B SX)		
Reimb (As reqd)		

Subj: RELIEF OF LT GEORGE C. DAVIS AS SUPPLY OFFICER OF USS ALWAYS UNDERWAY  
(DDG-199) BY LT IAN L. GARNER

6. The overall condition of the Supply Department was found to be satisfactory. There is no disagreement between these officers as to the conditions discovered.

G. C. DAVIS

I. L. GARNER

SSIC  
DEPT CODE/SER  
DATE

FIRST ENDORSEMENT on LT George C. Davis and LT Ian L. Garner ltr of 1 Mar 12

From: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)  
To: LT George C. Davis, SC, USN  
LT Ian L. Garner, SC, USN

Subj: RELIEF OF LT GEORGE C. DAVIS AS SUPPLY OFFICER OF USS ALWAYS UNDERWAY (DDG-199)  
BY LT IAN L. GARNER

1. Approved.

R. G. DODSON

**FIGURE 1-2. SUPPLY DEPARTMENT EIGHT O’CLOCK REPORT**

SSIC  
 DEPT CODE/SER  
 DATE

From: Supply Officer, USS ALWAYS UNDERWAY (DDG-199)  
 To: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)  
 Via: Executive Officer, USS ALWAYS UNDERWAY (DDG-199)

Subj: SUPPLY DEPARTMENT EIGHT O’CLOCK REPORT

1. CASREP PARTS STATUS (INCLUDING CO INTEREST ANORS):

CASREP NR	EQUIP/SYSTEM	REQN NR	REQN STATUS

2. SUPPLY DEPARTMENT EQUIPMENT OOC:

EQUIP/SYSTEM	JCN	DATE SUBMITTED TROUBLE CALL LOG NR)	STATUS/ETR

3. SIGNIFICANT INTERRUPTIONS TO CREW SUPPORT:

- a. Laundry
- b. Food Service
- c. Ship's Store, vending machines, dollar bill changer
- d. Barber Shop
- e. Disbursing and Navy Cash outlets/Automatic Teller Machines (ATM)
- f. Post Office

4. DLR CARCASSES NOT TURNED-IN TO SUPPLY DEPT:

WORK CENTER	ITEM	NIIN	REASON

5. HAZMAT NOT TURNED-IN TO SUPPLY DEPT:

WORK CENTER	ITEM	REASON

6. MANNING:

Include personnel gains/losses, unfilled NEC requirements, and manning gaps.

7. FOOD SERVICE:

Over/Under issue, provisions on hand, and last FSM3 posting date.

8. OPTAR FINANCIAL STATUS:

J. D. UNDERWAY



**FIGURE 1-3. R-SUPPLY CY-04/MICRO-SNAP/VIKING/PATRIOT  
 REPORTS GENERATION/RETENTION**

REPORT NO. (Micro-SNAP)	BATCH PROCESS ID (CY-04/VIKING/PATRIOT)	REPORT/BATCH PROCESS NAME	FREQUENCY	RETENTION
RPT 045/097	JSL307/JSL325	Tech-Edit/Item Verification and Suspense Listings	Daily	30 Days
RPT 074	JSL 308	Requirements Listing (MRI only)	Daily	Current
	JSL318 /JSS225	Stock Control Review	Daily, Pre/Post ASI	30 Days
RPT 073	JSL311/All Status	MOF/Requisition Listing (Closed JCN/JCN not on CSMP)	Daily	30 Days
RPT 029	JSI208	Reorder Review	Daily, Pre/Post ASI	Current
RPT 072	JSL319	Release Requisitions/MILSTRIP Material Receipt Report (DRA)/Follow-Ups	Daily, As Required	30 Days
RPT 076	JSS120	Incoming Status/Status Exception Listing	Daily	30 Days
	JSL325	Suspense Listing (Suspended Transaction Status Report)	Daily	30 Days
RPT 073	JSL311/All Status	All MOF/Requisition Listing (STK)	Weekly	Current
RPT 073	JSL311/All Status	All MOF/Requisition Listing (DTO)	Weekly	Current
RPT 162	JSL326	DLR Shipment Log/Carcass Tracking	Weekly	Current
	JSL305	Outstanding DTO w/ on-hand quantity	Weekly	Current
	JSF403	Trial Financial Transmittal (run prior to running live TL/BOR)	Every Friday and last working day of month, or as required	None
RPT 025/026	JSF404	Live Financial Transmittal (current FY) (R-Supply Option: Daily/Monthly/Yearly)	Every Friday and last working day of month	Indefinitely
RPT 100	JSS232	Stock/DTO Due Reconciliation	Weekly	Current
RPT 085	Window Print/JSF407	Departmental Budget	Every Friday/end of month	As required
RPT 021/049	JSF404	Live Mechanized BOR (current/prior FY)	Last working day of month	Indefinitely
RPT 073	JSL311	MOF/Requisition Listing (Internal MOV)	Monthly	12 Months
RPT 067	JSI221	Gain By Inventory (GBI)	Monthly	24 Months
RPT 068	JSI221	Loss By Inventory (LBI)	Monthly	24 Months
RPT 164	JSI222	Pending Stock Survey Listing	Monthly	Current
	JSI222	Completed Stock Survey	Monthly	Current
RPT 163	JSL306	Expenditure Log	Monthly	12 Months
RPT 021/049	JSF404	Live Mechanized BOR (current/prior FY)	Last working day of month	Indefinitely
	JSS104/JSS140	Batch Monthly Change Notice (MCN)	Monthly	Indefinitely
	JSS106/JSS130	Annual Price Change (APC) Notice	Yearly (OCT)	Indefinitely
RPT 042	JSL322/JSI322	Shelf Life Items Screening	Monthly	Current
RPT 042	JSL322/JSI322	By ARRC	Monthly	Current
RPT 165	JSI203	Cancel Excess STK Dues	Monthly	Current
RPT 071		Requisition History Listing (Micro-SNAP)	Monthly	12 Months
	JSI217	Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL)	Monthly	Current
RPT 064	JSI314	Issue Listing (pending issues)	End of Month	Current
	JSS233	Issue Pending Quantities Program(reconcile issues from pending file and STK item table)	End of month	Current
RPT 063	JSL311	MOF/Requisition Listing (Completed)	Monthly	Current

RPT 141		STK Record File Validation	Monthly	Current
RPT 132	JSI233/JSF415	Supply/Demand Effectiveness	Monthly	12 Months
RPT 100		STK Record/STK Due Reconciliation (Micro-SNAP)	Monthly/as required	Current
	JSI211	Force Inventory Drawdown (FITSDL)	Twice a month (10th and 25th) update only. Create new baseline quarterly on 10th of Jan/Apr/Jul/Oct	30 days (R-Supply Viking/Patriot) 90 days(CY-04)
RPT 042	JSL322	Master STK Status Locator Listing (MSSLL)CD/electronic version/printed copy	Quarterly	Current
	JSS205	Receipts (Integrated Bar Code Scanner (IBS) – Force Level only)	Daily	Current and prior
	JSS293	IBS Material Relocation (Force Level only)	As required	Current and prior
	JSI235	IBS Inventory Count Transfer (Force Level only)	Monthly/as required	Current and prior
	JSI243	Inventory Processing IBS – Scheduled (Force Level only)	Monthly/as required	Current and prior
	JSI246	IBS Print Barcode Labels (Force Level only)	As required	90 Days
	JSI247	IBS Location Audits (Force Level only)	Monthly/as required	Current and prior
	JSI248	Inventory Processing IBS-SPOT (Force Level only)	Monthly/as required	Current and prior
	JSI249	Location audit	As required	Current and prior
	JSI255	IBS Location Additions (Force Level only)	Monthly/as required	Current and prior
	JSS205	Receipts (IBS – Force Level only)	Daily	Current and prior
RPT 167	JSS111/JSS220	External MOV	After 20 Jan, Apr, Jul, Oct	4 MOV cycles Calendar Year
RPT 042	JSL322/JSI322	SIM/DBI Listing	Monthly	Current
RPT 042	JSI213/JSS160	Excessive locations	Quarterly	Current
RPT 080	Window Print	Supply and Financial Management (SFM) Master Access List	Quarterly	Current
RPT 042	JSL322/JSI322	Classified/Radioactive Material Listing	Yearly	Current
RPT 091	JSS117/JSS135	ASI Automated STK Report	Post ASI Processing	CNO Avail to CNO Avail
	JSI219 (CY-04)	Summarized Inventory Management Asset Report System (SIMARS)	As required	Current
RPT 131	JSI205	Level Setting	Quarterly (Live); D-150 Days (Trial) and D-120 Days (Live) prior to deployment	12 Months
RPT 042	JSL322	Fill Items	180 days prior to deployment + (Jun and Dec)	Current
RPT 181	JSI226	Pre-Deployment Stock Status	180 days prior to deployment	Current
RPT 184	JSI227/JSS195	PMS Material Status	180 days prior to deployment	Current
	JSS170	FILTAP	180 days prior to deployment + (Jun and Dec)	Current
RPT 142	XMAM CIL (OMMS-NG)/XMAM CIL (AWN)	MAM Inventory	Relief of Commanding Officer and Dept. Heads, and annually	Current and Prior
	JSI215	Master Stock Status Report (MSSRR)	Monthly	Current
		MFCR-TIR (Force Level only)	Daily	30 Days

## CHAPTER 2 – MATERIAL PROCUREMENT

2000. INTRODUCTION. The guidance in this chapter supports and amplifies existing procedures in NAVSUP P-485, DoD Financial Management Regulation (DoDFMR), NAVSUPINST 4200.85, NAVSUPINST 4200.99, and the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance.

### 2100. GENERAL GUIDANCE

2101. Continuity of Operations Plan. The Requisition Operational Target (OPTAR) Log/OPTAR Financial Transmittal Listing (TL) is maintained in excel format. Specific guidance on maintaining the Requisition/OPTAR Log is in NAVSUP P-485, para 9105. Use the Requisition/OPTAR Log and the OPTAR TL to record all off-line requisitions and process interim financial reports when the supply Automated Information System (AIS) is out of commission as per NAVSUP P-485, paras 1715 (Unit Level) and 1816 (Force Level). All chargeable requisitions and purchase orders (the term chargeable means any transaction which affects the ship's OPTAR) and all Appropriation Purchases Account (APA; non-OPTAR chargeable) requisitions must be recorded in the log. Post all off-line requisitions to R-Supply immediately once AIS is restored.

2102. Requisition Files. Supply Officers shall establish internal management procedures to minimize outstanding supply orders and attendant financial obligations. This will help ensure effective use of TYCOM funds and achieve FIAR compliance where a valid open supply order equals a financial undelivered order. The Material Outstanding File (MOF) (R-Supply JSL311/Micro-SNAP RPT 073), Material Completed File (R-Supply JSL311/Micro-SNAP RPT 063) and Issue Listing (R-Supply JSI314/Micro-SNAP RPT 064/) are required to control material receipts, maintain OPTAR financial status and prepare the monthly OPTAR Report.

2103. Material Outstanding File. Maintain the MOF per NAVSUP P-485, paras 3532 and 6188. Take the following actions:

a. Review the MOF (closed Job Control Number (JCN)) report daily and the MOF (STK/DTO) report weekly. An aggressive follow-up program (including use of CMP) assures an effective MOF. Make sure each outstanding requisition is, in fact, a valid outstanding requisition held by a supply activity. This requires continuous review and update.

b. Make sure action has been taken on all status documents (e.g., BF status is invalid for an active requisition; additional research is required to obtain the correct status) otherwise, process internal cancellation (RX) and reorder, if still required.

c. Purge the file of all over-age shipment status. Consider shipment status over-age when material has not been received within 60 days in the continental U.S. (CONUS) or 90 days while deployed. In many cases, over-age shipment status results from material being received onboard without the receipt documents being processed. Thoroughly research the overage shipment, including contact with the customer/ordering department, before initiating follow-up action. If overage shipments have been received without receipt documents, they must be received, after-the fact, using a “dummy” DoD Single Line Item Release/Receipt Document (DD

Form 1348-1A) or a printed receipt processing screen from R-Supply. For storeroom stock material, perform physical spot checks before processing "shipped/not received" material receipts. For R-Supply/Micro-SNAP ships post a Loss by Inventory (LBI) on the stock record card/file per NAVSUP P-485, paras 6069 and 6250 if the material cannot be located. For R-Supply ships use the "X" icon (exception data) located on the toolbar under receipt processing to process overage shipments (AS1), enter zero "0" quantity when prompted Actual Quantity Received, then on receipt processing screen enter the total quantity shipped but not received. This action will automatically generate the Lost in Shipment (LIS) transaction.

d. Purge the file of all completed requisitions (e.g., old SERVMART requisitions, mode X bearer walk-throughs, old requisitions for compressed gas).

e. Use the Obligation Validation Review (OVR) excel worksheet received from your Financial Management Analyst (FMA) as aids to determine the status of requisitions. Contact your FMA if additional Standard Accounting and Reporting System, Field Level (STARS-FL) details are needed.

f. Conduct an internal Material Obligation Validation (MOV) to make sure the customer still requires the material.

g. After conducting the above, take external follow-up, modification or cancellation action per NAVSUP P-485, paras 3530, 3550 and 3565.

h. Verify all pre-commissioning requisitions with Naval Supervising Activity Supervisor Shipbuilding (NSA-SUPSHIP) POC and NAVSEA OPN outfitting account requisitions with OPN POC to ensure they are valid. Do not cancel initial outfitting requisitions for repair parts. Conduct spot inventories for requisitions shipped (AS1) over 60 days old and reconcile with the assigned NSA-SUPSHIP to ensure valid deficiencies are re-ordered with SCN funding prior to end of Post Shakedown Availability (PSA) and OPN funding after PSA. Review General Use Consumable List (GUCL) and Operating Space Items (OSI) material requisitions to ensure only valid items are carried onboard. Process cancellation requests (AC1) as required.

i. Print and review MOF with closed JCNs (R-Supply) and Closed/JCN not on CSMP (Micro-SNAP) daily to ensure cancellation requests (AC1) are submitted for requisitions with status other than BA/AS1.

j. Submit NAVSEA funded OPN orders MOF to NAVSUP Weapon Systems Support (WSS) POCs: Ms. Naomi Anderson, email [naomi.anderson.ctr@navy.mil](mailto:naomi.anderson.ctr@navy.mil); phone (717) 605-4489 or Mr. Paul Buckler, email [paul.buckler@navy.mil](mailto:paul.buckler@navy.mil), phone (717) 605-6842, for status update. Process updated status interactively in R-Supply/Micro-SNAP.

2104. Material Completed/Receipt File. Maintain the Material Completed/Receipt File per NAVSUP P-485, para 6188. After posting receipts in R-Supply/Micro-SNAP file receipts in Julian date document number sequence. In accordance with FIAR standards, when material is received without suitable documents, prepare and process a "dummy" DD Form 1348-1A, or a printed receipt processing screen from R-Supply, in the same manner as formal receipt papers; circle, sign, print and date. Annotate the reason for using a dummy receipt (i.e., lost original

receipt, closed JCN, etc.). Have the repair parts petty officer (RPPO) print their name and sign the dummy receipt before filing.

**2105. Preparation of Requisitions.** Prepare requisitions according to NAVSUP P-485, Chapter 3. See Appendix B for document number assignment. For R-Supply activities, check the applicable activity organization information or serial numbers table for the applicable document number assignment.

**2200. MINIATURE/MICRO-MINIATURE PROGRESSIVE REPAIR ENHANCEMENT PROGRAM.** The Miniature/Micro-Miniature Progressive Repair Enhancement Program (2M PREP) process ensures sequential utilization of 2M testing and repair resources for Circuit Card Assemblies (CCAs) and Electronic Modules (EMs) that have 2M Mandatory Turn-On (MTR) test and diagnostic capabilities. All electronic modules and circuit card assemblies are required to be screened for 2M PREP repair in accordance with the Joint Fleet Maintenance Manual (JFMM).

**2300. CONTRACTING.** The Commanding Officer of a ship is a Contracting Officer with the authority to purchase authorized supplies and services. The Commanding Officer may delegate contracting authority to the Supply Officer by an appointment letter. Supply Officers must read and be familiar with the following contracting instructions: NAVSUPINST 4200.85 (DON Simplified Acquisition Procedures), NAVSUPINST 4200.81 (Navy Field Contracting System Authority and Responsibility), and NAVSUPINST 4200.99B (DON Policies and Procedures for the Operation and Management of the Government Commercial Purchase Card Program).

**2301. Contracting Authority Limitations.** The contracting authority detailed in NAVSUPINST 4200.85 and NAVSUPINST 4200.81 applies only when a ship is not located at a naval activity with a Fleet Logistics Center (FLC) procurement office or when a ship is in a port not covered by U.S. Navy contracts and this authority is restricted to \$25,000 or less (CONUS) and \$100,000 or less (Outside the Continental U.S. (OCONUS)).

a. **Unauthorized Commitments:** It is illegal for anyone other than a properly appointed Contracting Officer to make a purchase for the government. Persons without contracting authority who order supplies or services, change the terms of an existing purchase, or commit the government to pay a vendor for any supplies or services, may be held personally liable for the cost of the transaction (supplies or services) and are subject to disciplinary action.

**2302. Government Commercial Purchase Card Program.** All COMNAVSURFPAC and COMNAVSURFLANT units are required to implement the Government Commercial Purchase Card (GCPC) program. Separate lines of accounting (LOA) are required for Equipment Maintenance Related Material (EMRM)/repair part purchases and other/consumable purchases. The GCPC must be used for micro-purchases (\$3,500 or less for supplies or \$2,500 or less for services). The GCPC program will be administered and managed as per NAVSUPINST 4200.99B and all Purchase Card Policy Notices (PCPN) available on the website of the Consolidated Card Program Management Division [https://www.navsup.navy.mil/ccpmd/purchase\\_card](https://www.navsup.navy.mil/ccpmd/purchase_card).

a. As per NAVSUPINST 4200.85 and NAVSUPINST 4200.81, the GCPC should be used to issue orders under FLC Firm Fixed-Priced (FFP) Indefinite Delivery Type Contracts (IDTC) up to the maximum ordering limitation of the contract; issue FFP orders up to \$100,000 (or the maximum ordering limitations, whichever is lower) under Navy-wide, DoD-wide or Federal Government-wide ordering vehicles (e.g., Global Support Assignment (GSA) Advantage/GSA Schedule). All GCPC cardholders using the GCPC for such purposes must meet all the training and administrative (e.g., appointment letters/forms) requirements outlined in NAVSUPINST 4200.99B.

b. Convenience checks are not authorized for use by COMNAVSURFPAC/COMNAVSURFLANT ships.

c. At a minimum, the purchase card log should have the following columns:

- (1) Purchase order number.
- (2) Order date.
- (3) Vendor name.
- (4) Item description (do not use various).
- (5) Total price.
- (6) Receipt date.
- (7) Received by.
- (8) Balance.
- (9) Purchase approved by.
- (10) Remarks.

d. The GCPC Log should be used to document purchase card transactions (COMNAVSURFLANT activities only).

e. For a sample purchase card form, see Figure 2-1.

f. Maintain the following letters of appointment on file:

- (1) Agency Program Coordinator (APC).
- (2) Approving Official (AO).
- (3) Card Holders (CH).

g. All controlled and pilferable material purchased with the GCPC must be accounted for in the personal/minor property log as per SECNAVINST 7320.10A and NAVSUP 306 as per COMNAVSURFLANT 4440.5. The threshold for Commanding Officer approved non-TYCOM designated Controlled Equipage will be \$100.00(COMNAVSURFLANT ships only).

h. ATG will conduct mandatory quarterly GCPC audits. The following must be available during the review:

- (1) Appointment letters for APC, AO, CH, DD Form 577s, and SF Form 1402.
  - (2) Ship's purchase card instructions.
  - (3) Copy of submitted monthly PAT and latest semi-annual review.
  - (4) Required training certificates (e.g., DON GPC, Defense Acquisition University (DAU), Annual Ethics Training, and CON 237 for SF 1402).
  - (5) OGE 450 as applicable.
  - (6) Certified monthly statements.
  - (7) All outstanding and/or completed purchases before the period of review.
  - (8) GCPC Log with all applicable information as noted in paragraph 2302 (c).
- i. All discrepancies from ATG quarterly audits will be reviewed during SMC.
- j. Quarterly audits scored below 80% validity will be considered unsatisfactory.

2303. Department of Defense Electronic Mall. The Department of Defense Electronic Mall (DoD EMALL) is a web-based online ordering platform. It is a single entry point for buyers, designed to provide a full service e-commerce site to find and order off the shelf, finished goods and services from commercial suppliers and government sources that have already been screened for Simplified Acquisition Procedures (SAP).

a. DoD EMALL optimizes the effectiveness and efficiency of the DoD Supply Chain. It has the ability to screen from mandatory sources: National Stock Numbered (NSN) items from Defense Logistics Agency (DLA) and GSA, Ability One, and Buy Green. It accepts purchase cards or MILSTRIP for payment and allows certification of receipts for DoD EMALL contract orders; e.g. Fleet Pharmaceutical Vendor Contract orders and Fleet Medical Surgical Prime Vendor Contract orders. Supply Departments should always ensure they have financial controls in place to obligate for the purchases.

b. Restrictions: Ordering supplies and parts bypasses local retail inventories, Navy wholesale inventories, free issue inventory screening and does not properly register demand in Navy and DLA Enterprise Resource Planning (ERP) systems. Therefore, the following restrictions apply:

- (1) It is prohibited to use DoD EMALL to order:
    - (a) NSNs for repairable and consumable repair parts e.g. light bulbs, O-rings, fasteners, etc.
    - (b) HAZMAT.
    - (c) Flight clothing (flight clothing worn on all flight decks require NAVAIR approval and not all flight clothing shown in DoD EMALL is approved).
  - (2) Information Technology (IT) assets require an approved and retained Information Technology Procurement Request (ITPR).
  - (3) Office supplies must be bought in Navy Contracts or federal strategic sourcing corridors.
  - (4) Items ordered via DoD EMALL are not permitted to be changed or substituted. Upon receipt, the approved initial order is to be used to ensure that the items ordered were the items received.
  - (5) Each item purchased through DoD EMALL via MILSTRIP must have its own requisition number. Batch orders are not permitted.
  - (6) Only cardholders that have completed the required purchase card training, are designated on a DD Form 577 (Figure 2-2), and are appointed to approve requisitions (Figure 2-3) are permitted to place purchases via DoD EMALL because they are trained and certified on the required policies and procedures for open market purchases.
  - (7) Per FIAR requirements all who have the authority to certify invoices must have a DD Form 577 (Figure 2-2).
  - (8) Only direct turnover (DTO) items rather than Navy Working Capital Fund (NWCF) may be procured via DoD EMALL.
  - (9) NSN and non-NSN items will not be mixed on the same DoD EMALL order.
- c. DoD EMALL Processing Procedures:
- (1) Manage procurements using DON simplified acquisition procedures. Use the same forms, documentation and files used for the GCPC program. Like the GCPC, commands are required to maintain individual files for each DoD EMALL order.
  - (2) The requesting form must have the signature of the Department Head of the requesting division to denote approval of the purchase request.



(3) All receipts will be annotated by the receiving division with the quantity received circled, receiver's name clearly printed and signature provided and date of receipt.

(4) The log for the billing period that lists at a minimum:

- (a) Date the item or service was ordered.
- (b) Merchant's name.
- (c) Dollar amount of the transaction.
- (d) Description of the item ordered.
- (e) Model number.
- (f) Serial number.
- (g) Brand name.
- (h) Date of receipt.
- (i) Division to receive item.
- (j) Transportation Account Code (TAC) number item held, if pilferable.
- (k) Paid but not received.
- (l) Credit received.
- (m) If disputed, include an indication of whether or not the item was received.

(5) A mandatory screening sheet that shows that required sources were screened and utilized, i.e., NSN, then if not available, Federal Prison Industries, Inc. (FPI)/UNICOR, Ability One, GSA contract and Buy Green.

(a) For the authorized non-repair part NSN orders (such as office supplies), the shopper who initiates the requirement will print out the list of NSN items in the DoD EMALL shopping cart. The shopping cart list can be used as the purchase description and will be attached and filed with the local form containing the approval signature.

(b) For non-NSN items where the contract is listed as IDIQ, all contracting requirements have been met; specifically competition, mandatory sources, Trade Agreement Act, etc. Therefore, like NSN items, the shopping cart list can be used as the purchase description and will be attached and filed with the local form containing the approval signature. The total value of an IDIQ order is limited by the command's GPC dollar limit. Additionally, do not mix IDIQ orders with any other type of order.

(6) Commands will ensure that the same person does not initiate the requirement, approve the purchase action or receive the materials. If local circumstances make this three way separation impracticable, a local instruction explaining the reasons that required separation is impracticable must be maintained. Document internal controls in place to offset the risks inherent in allowing one person to perform more than one of these functions. At a minimum, the same individual may not be responsible for the approval and receipt of the material.

(7) Process a Material Receipt Acknowledgement (MRA) in DoD EMALL for each item ordered via the following Defense Logistics Agency (DLA) web portals:

- (a) DoD EMALL.
- (b) Fleet Medical/Surgical Prime Vendor Contract.
- (c) Fleet Pharmaceutical Prime Vendor Contract.

Document receipt discrepancies by clicking the Edit MRA ICON next to appropriate document number in the DoD EMALL MRA status screen.

(8) Manage pilferable items received as minor property. Utilize a pilferable material tracking log (Figure 2-4) to ensure proper material turnover and acceptance between the Stores Division and requisitioning division.

d. DoD EMALL Audit Procedures(COMNAVSURFPAC ships only):

(1) Ships are required to arrange with DoD EMALL POC ([timothy.haidl@dla.mil](mailto:timothy.haidl@dla.mil)) to receive a monthly list of all items procured via DoD EMALL for the previous month.

(2) As with the monthly purchase card bills, the Approving Official is responsible for validating and certifying all DoD EMALL purchases.

(3) The Approving Official must print out the list of purchases received that were procured from DoD EMALL and sign and date it as well as the cardholder that placed the order and created the file. Maintain a file of these certified and signed DoD EMALL monthly print outs the same as the purchase card monthly statements. Stamp or type and sign and date after the following statements:

(a) I certify that, except as noted herein or on supporting documents, the purchases and amounts listed on this account statement:

- 1. Are correct and required to fulfill mission requirements of my organization.
- 2. Are not for my personal use or the personal use of the receiving individual.

3. Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization.

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Authorized Cardholder Signature and Date

4. I certify that the items listed herein are correct and proper for payment from the appropriation(s) or other funds designated thereon or on supporting vouchers, and that the payment is legal, proper and correct, except as I have noted herein or on supporting documents.

---

Authorized Approving Official Signature and Date

(4) The Approving Official and Pilferable Audit Official must fill out the respective monthly audit checklists validating that the previous month's retained files are accurate and complete for all DoD EMALL transactions. The Supply Officer will review and submit these combined audits to the Commanding Officer prior to the 15<sup>th</sup> of the month (Figure 2-5).

(5) Any discrepancies will be investigated and immediately corrected. Any discrepancies remaining unresolved after five days will be reported to the TYCOM N41.

(6) Submit monthly DoD EMALL transaction files to ATG for review as part of quarterly GCPC submission.

(7) At least 10% of DoD EMALL transactions will be randomly sampled during SMC. Commands not achieving a 90% passing score for DoD EMALL files audited during SMC will require a 100% review of DoD EMALL files back to the previous SMC or 01 March 2015, whichever is most recent. Any discrepancies found must be corrected and reinspected within 90 days to bring retained records into 100% compliance. Reinspection may be via electronic submission to ATG.

e. DoD EMALL Training Requirements (COMNAVSURFPAC ships only):

(1) Commands shall establish and execute annual DoD EMALL training for all personnel involved with DoD EMALL Material requests, approval, ordering and receipt.

(2) Training records will be maintained at each command and inspected in internal audits and during SMC.

(3) Training material is available at [https://dod.emall.dla.mil/general\\_information/StaticContent.jsp?content=/static/DOD\\_EMALL\\_Training/DOD\\_EMALL\\_Self\\_Training/](https://dod.emall.dla.mil/general_information/StaticContent.jsp?content=/static/DOD_EMALL_Training/DOD_EMALL_Self_Training/)

**2304. Prompt Payment Act/Interest Penalty Payments.** The Prompt Payment Act (Public Law 97-177) requires payment of an interest penalty to U.S. vendors for those invoices not paid by the due date. Payments for most procurements are due within 30 days from receipt of services or

invoice (whichever is later), however, perishable agricultural products are subject to 10 day payments. Return properly prepared invoices to vendors within 15 days of receipt. Interest, compounded monthly, is payable from the day following the invoice payment due date until actual payment date. Interest penalty payments to vendors must be absorbed by NAVSUP's central Line of Accounting. Process invoices correctly and immediately upon receipt, using the Invoice Processing Check-Off Sheet, Figure 2-7, to avoid interest penalty payments.

**2305. Purchase Order Controls.** All units will establish procedures to ensure prompt and accurate payment of bills. Maintain the following minimum controls to ensure FIAR compliance to the Contractor Vendor Pay (CVP) segment.

a. Prepare and maintain a purchase order log for Cardinal Medical Prime Vendor purchases and all open purchase/delivery orders or any non-standard requisitions over \$3,000. See Figure 2-6 for sample purchase order log.

b. For purchase orders, attach an Invoice Processing Check-Off Sheet (Figure 2-7) to each Purchase Order (PO) (Order for Supplies or Services (DD Form 1155)).

c. Maintain the following files:

(1) Outstanding File: Consists of outstanding obligation source documents (i.e., Non-NSN Requisition (NAVSUP Form 1250-2), Requisition and Invoice/Shipping Document (DD Form 1149)) and outstanding contracts (DD Form 1155) in which the Request for Delivery Dates (RDD) have not lapsed or are not 30 days past the delivery dates cited in block 10 of the DD Form 1155 and tracking log. Process AB1 status in R-Supply.

(2) Suspended File: Contains contracts that have not cleared the payment process.

(3) Completed File: Consists of contract documents that have cleared through the DFAS for payment.

d. Use the follow-up procedures below:

(1) Initiate follow-up action on material and services when the RDD cited in Block 10 of DD Form 1155 has lapsed.

(2) For FLC pier side procurement contracts, notify the purchasing activity by fastest possible correspondence for material not received within 15 days after the delivery date cited in block 10 of DD Form 1155.

(3) Maintain proof of follow up. Conduct follow-up tracking by telephone, correspondence, message, etc. Update Micro-SNAP database with follow-up status using NAR and YE1 option for R-Supply. File the proof of follow up in the purchase order file folder.

**2400. ABUSES OF THE PRIORITY SYSTEM.** The majority of inappropriately assigned priorities are a result of poor planning by individuals responsible for stocking or obtaining the material in question. Using Issue Group I or II priority designators to obtain paint, cleaning gear,

paper napkins, office supplies and other such predictable requirements should never be necessary. See NAVSUP P-485, para 3048 for priority assignment.

2500. MATERIAL OBLIGATION VALIDATION. Invalid requisitions and MOV processing are ongoing problems that require close attention at all management levels. Stringent procedures are necessary to prevent the loss of critically short Operations & Maintenance, Navy appropriation (O&MN) dollars, to improve supply chain requisition validity, and to ensure sound financial management practices are in effect in all TYCOM commands.

a. External MOV Program: Quarterly, Defense Logistics Agency (DLA), General Services Administration (GSA) and NAVSUP-WSS review centrally held over-aged material obligations and forward MOV requests to the activities concerned. Quarterly, external MOVs are sent to ships on the 20th of January, April, July and October. Proper and timely response to MOV requests is vital per NAVSUP P-485, Chapter 3, para 3591. The following applies:

(1) MOV files will be received from Web Enabled Standard Automated Logistics Tool Set (WEBSALTS).

(2) If files are inadvertently deleted, they can be re-staged in WEBSALTS, and if you don't receive the .ANS or .MOV files, contact WEBSALTS via email at [saltshelp@navy.mil](mailto:saltshelp@navy.mil).

(3) Transfer the MOV files to R-Supply. The process will automatically generate a MOV receipt acknowledgement response (AP9). Ensure AP9s are promptly extracted from R-Supply and submitted to WEBSALTS.

(4) Validate external MOV requisitions in conjunction with the monthly internal MOV processing as per NAVSUP P-485 paras 3590-3596.

(5) Generate AP1 MOV responses for all AN1s received. AP1s will be automatically generated for REQNs received and cancelled in R-Supply Viking/Patriot release.

(6) Ensure MOV response MILSTRIP receipt acknowledgement of MOV aids (Document Identifier BMV, Routing Identifier SGA) is submitted prior to the response due date. Do not wait until the last day to send the response to prevent receiving BS cancellation status.

(7) Keep the quarterly external MOV in a separate folder for each cycle, including the required documentations such as the MOV summary notification message, incoming MOV status listing, MOV receipt acknowledgment, MOV response (AP1s and BMVSGA) on file for all four quarters by calendar year.

b. Internal MOV Program: The internal MOV program is also mandatory as directed by the DoDFMR. The internal MOV process maximizes limited OPTAR funds. The following procedures apply:

(1) Conduct a monthly validation of all outstanding DTO and stock obligations. Research and clear requisitions with over-aged shipping (AS or BA) status. Prepare a Supply Discrepancy Report (SDR) and surveys, if needed.

(2) Send the MOV report containing pertinent requisition information with a cover letter signed by the Supply Officer to the appropriate Work Centers (W/C) for screening. Logistics Specialist (LS) personnel will automatically send a cancellation request for requisitions on this form unless subparagraph (3) actions below are completed and returned to the Supply Officer within 10 working days.

(3) Work Center Supervisors or RPPOs must review and determine continuing requirement for material, validate priority assigned and quantity required. The W/C requisition listing should be annotated with:

(a) V - Valid, C - Cancel or R - Received.

(b) Send cancellation requests for EMRM/repair parts requisitions with closed or invalid JCNs unless the Department Head provides written justification to the Supply Officer to keep the requisition.

(c) Check each JCN for multiple requisitions for the same NSN. Take the total quantity of these requisitions and check against the quantity per application and total number of equipment installed onboard. Initiate cancellation action for any excess material.

(d) Department Heads must validate and concur by signing, printing their name and dating the form.

(4) Re-screen outstanding internal MOVs back through free issue alternatives.

(5) The Stock Control Supervisor (SCS) must review storeroom stock requisitions for validity. The SCS will initiate and submit cancellation requests for all outstanding stock requisitions for ATC 6 and 8 materials. Review the Excess Stock (STK) Dues Only (Micro-SNAP RPT 165)/Cancel Excess Stock Dues (R-Supply JSI203) and submit cancellation request(s) as required.

(6) The SCS must review the Material Outstanding File (MOF) in JCN sequence daily and submit cancellation requests immediately to requisitions with closed JCNs and with status other than AB1/BV/BA/AS1.

(7) The SCS must review the MOF in requisition number sequence (Micro-SNAP RPT 073)/RSUP JSL311).

(a) For R-Supply: Run the DTO with Stock on Hand Listing (JSL305). Advise W/C to submit new requirements for items available from stock. Submit cancellation requests for the corresponding requisitions with status other than AB1/BV/BA/AS1. Advise W/Cs to turn in ready for issue (RFI) not in stock (NIS) DTO materials received by supply when no longer required for maintenance. This will allow a ready available material for issue when required.

(b) For Micro-SNAP: Run a MOF in NIIN sequence and validate NIS NIINs with stock on-hand quantity. Advise W/C to submit new requirements for items available from stock. Cancel corresponding NIS DTO requisitions with status other than BA/AS1. Advise

W/Cs to turn-in RFI NIS DTO materials received by supply when no longer required for maintenance. This will allow a ready available material for issue when required.

(8) After S-1/8 personnel have taken appropriate cancellation or follow-up action on the requisitions, keep the completed forms, listings, worksheets and outgoing copies of cancellation requests for the last 12 months in monthly folders. Units transmitting via Standard Automated Logistics Tool Set (SALTS) must have a hard copy of the cancellation file sheet signed, name printed and dated by the person transmitting the cancellations. Annotate dollar values of cancellations on the file copy of the request. This information is needed for the Supply Officer's Monthly Report to the Commanding Officer.

2600. SOURCES OF SUPPLY AND SPECIAL REPORTING SITUATIONS. Normally, consumable supplies and repair parts are requisitioned from the nearest Navy supply support activity when in CONUS ports or operating in U.S. waters and from a designated logistics support ships when deployed. Consult NAVSUP P-485 and NAVSUP P-4998, Consolidated Afloat Requisitioning Guide Overseas (CARGO), for detailed guidance.

2700. CRITICAL REQUIREMENTS. CASREP/Not Operationally Ready Supply (NORS) material requirements require close management attention from the Supply Officer, duty Supply Officer and senior LS. Expeditious procurement of critical material is one of the key benchmarks of successful supply support. Designating critical requirements as CASREP/NORS or Anticipated Not Operationally Ready Supply (ANORS) requires coordination between the Supply Officer and the cognizant Department Head with Commanding Officer approval. List NORS and ANORS requisitions on both the customer and the Supply Department's Eight O'clock Reports. Exchange reports to ensure each department has the latest information concerning supply and maintenance status. The R-Supply Critical Equipment List (CEL) was updated to reflect CASREP Equipment with parts ordered in the last 24 months. This is to document and monitor DTO critical parts ordered for possible stocking in the storeroom and allowance increase for STK material when approved by TYCOM.

2701. CASREP/NORS Material. Appendix C contains policies and procedures for procurement of CASREP/NORS material.

2702. ANORS Requisitions. Use the following ANORS requisition procedures:

- a. CC 40: Use standard requisition serial numbers; "W" is only used for NORS requirements.
- b. CC 57-59: Use project code 733 (COMNAVSURFLANT) 743 (COMNAVSURFPAC).
- c. CC 60-61: Force/Activity Designator (FAD) II units use priority 02; FAD III units use priority 03.
- d. CC 62-64: Use E followed by a RDD showing number of days from the requisition date (e.g., E09 - material required within 9 days) or "999" per NAVSUP P-485, para 3028.

2703. Material Control Officer Program. The Material Control Officer (MATCONOFF) Program takes advantage of material carried in stock by deployed units to satisfy urgent requirements of other deployed units. Deployed and underway units are required to report full quantities of required items available for transfer, even if transfer would reduce the onboard balance to zero. All ships are required to cooperate fully with the MATCONOFF program. Follow procedures established by the area MATCONOFF. Also see paragraph 6405.

2704. Required Delivery Date Assignment Policy. Defense Logistics Agency (DLA) Depots use the required delivery date (RDD) to determine whether the material issue will warrant urgent or routine processing/shipment. DLA may downgrade Issue Priority Group (IPG) I and will downgrade IPG II requirements without RDDs and requirements with Julian date RDDs that have past prior to the shipping mode being assigned. These requirements will be downgraded to routine processing/shipment regardless of assigned priority designator.

- a. Blank and Julian date RDDs on IPG I and II requirements are invalid.
- b. Assign RDD equal to 999 for priority designator 01 through 03 requisitions if:
  - (1) Material is required to correct a C2/C3/C4 casualty to a primary weapon system or equipment for which a CASREP has been submitted.
  - (2) Material required has been identified during maintenance or testing as necessary to prevent a C2/C3/C4 casualty to a primary weapon system or equipment within 15 days of actual combat requirements or within five days for all other worldwide requirements.
  - (3) Material is required to correct a NMCS/PMCS condition.
  - (4) DX rated programs (BMD, etc.).
- c. Priority designator 01 through 03 requisitions not meeting the above criteria assign RDD equal to 777 or N\_/E\_ (air eligible RDD) as appropriate.
- d. Priority designators 04 through 08 requisitions assign RDD equal to 777.
- e. All constants file requisition values assign RDD equal to 777.

2800. VEHICLES AND MATERIAL HANDLING EQUIPMENT.

a. Procurement of Vehicles: NAVFAC P-300 provides general and detailed procedures for the administration, operation, and maintenance of automotive vehicles and construction equipment for ships and afloat commands.

b. Repair and/or Replacement of Material Handling Equipment (MHE): To make sure no ship deploys without the full allowance of MHE, Supply Officers will be fully cognizant of procedures in NAVSUPINST 4460.1A, NAVSUP P-538, and instructions that apply to local maintenance organizations. Procedures vary by homeport and are applicable to TYCOM Beach Group units as well.






**FIGURE 2-2. APPOINTMENT/TERMINATION RECORD**

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.  <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.                      SORN T1300 (<a href="http://dpdo.defense.gov/Privacy/SORNsindex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx">http://dpdo.defense.gov/Privacy/SORNsindex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx</a>)  <b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpdo.defense.gov/Privacy/SORNsindex/BlanketRoutineUses.aspx">http://dpdo.defense.gov/Privacy/SORNsindex/BlanketRoutineUses.aspx</a>.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may preclude appointments.</p>		
<b>SECTION I - APPOINTEE</b>		
1. NAME <i>(First, Middle Initial, Last and Rank or Grade)</i>	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS <i>(Include ZIP Code, email address, and telephone number with area code and DSN)</i>	
6. POSITION TO WHICH APPOINTED <i>(X appropriate box - one only. Checking more than one invalidates the appointment.)</i>		
<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input checked="" type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: DOD EMAIL DEPARTMENTAL ACCOUNTABLE OFFICIAL.		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: COMPACTFLT MESSAGE 301212Z JAN 15		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME <i>(First, Middle Initial, Last)</i>	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME <i>(First, Middle Initial, Last)</i>	15. DATE (YYYYMMDD) <i>(Not earlier than date in Item 12 or 13)</i>	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

**FIGURE 2-3. DELEGATION OF AUTHORITY LETTER  
TO APPROVE REQUISITIONS**

	<p>DEPARTMENT OF THE NAVY COMMANDER COMMAND ACTIVITY STREET ADDRESS CITY, STATE XXXXX-XXXX</p>	<p>Ser XXX/XXX DD MMM YY</p>
<p>From: Commanding Officer, USS SHIP'S NAME (HULL-#) To: Rank F. M. Last Name, USN</p>		
<p>Subj: DELEGATION OF AUTHORITY TO APPROVE REQUISITIONS</p>		
<p>Ref: (a) COMNAVSURFORINST 4400.1 para 6400.b (b) NAVSUP P-485 Volume 1 para 1188.2a</p>		
<p>1. Per references (a) through (b), you are hereby appointed the authority to approve requisitions valued at \$4,999.99 and below with priority designators # through #. As part of this delegation you are responsible for:</p>		
<ul style="list-style-type: none"><li>a. Reviewing all purchase documentation and verifying that the requirement is proper, legal, mission essential and correct in accordance with government rules and regulations;</li><li>b. Verifying supporting documentation is retained IAW COMNAVSURFORINST 4400.1 para 4001 and available for inspection and assessments purposes;</li><li>c. Verifying facts presented in supporting documentation are complete and accurate;</li><li>d. Taking appropriate action to prevent duplicate submission of requirements.</li></ul>		
<p>2. Improper, fraudulent, abusive or negligent use of this delegation through standard and nonstandard (DOD EMALL) procurement channels is prohibited. If you have any suspicion of fraud, waste or abuse related to material or service requirements you receive you shall take appropriate corrective action and report the incident through the chain of command.</p>		
<p>I. M. COMMANDER RANK, USN</p>		

**FIGURE 2-4. PILFERABLE MATERIAL TRACKING LOG**

COMMAND:						
UIC:						
FISCAL YEAR AND QUARTER:						
	Item Serial Number	NSN/Part Number	Item Description	Supply Dept Receiver (Full Name and Rate)	Supply Dept Receiver Signature	Supply Dept Receipt Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

	Receiving Dept	Receiving Division	Receiving Individual (Full Name and Rate)	Receiver's Signature	Date of Receipt	Dept Head's Signature	Material Location Name and Space Number
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**FIGURE 2-5. MONTHLY AUDIT OF DOD EMALL TRANSACTIONS**

XXXX  
DD MMM YY

MEMORANDUM

From: Supply Officer, USS SHIP'S NAME (HULL-#)  
To: Commanding Officer, USS SHIP'S NAME (HULL-#)  
Via: Executive Officer, USS SHIP'S NAME (HULL-#)

Subj: MONTHLY AUDIT OF DEPARTMENT OF DEFENSE ELECTRONIC MALL  
(DOD EMALL) TRANSACTIONS

Ref: (a) COMPACFLT MESSAGE R 301212Z JAN 15

Encl: (1) DoD EMALL Transaction Listing for Month of MMM YY  
(2) Approving Official (AO) Audit Check List  
(3) Pilferable Audit Official's Audit Check List

1. In accordance with reference (a) the monthly command-self audit of all DOD EMALL transactions and files is completed. The following discrepancies were identified and could not be corrected immediately:

- a. Transaction file name/number and discrepancy.
- b. Transaction file name/number and discrepancy.
- c. Transaction file name/number and discrepancy.

2. These discrepancies will be reported to COMNAVSURFPACN41 should they remain unresolved after five days.

I. M. SUPPO  
RANK, SC, USN

I reviewed the audit results and acknowledge all findings.

\_\_\_\_\_  
Commanding Officer Signature



**APPROVING OFFICIAL'S AUDIT CHECK LIST**

Transaction File Name/Number:		
Y	N	N/A
		1. Has a transaction file been established for this purchase?
		2. Is the transaction in compliance with CH delegation of authority? (Did not exceed the single purchase limit and billing cycle limit; not used for other than government business; does the CH have proper authorization and DD Form 577 designation on file).
		3. Does the request contain the requesting department's department head printed name, signature, and date authorizing the purchase?
		4. Does the request contain the Approving Official's signature and date authorizing the purchase prior to the buy?
		5. Does documentation provide a complete audit trail justifying the decision to use the card/DOD EMALL and any required special approvals?
		6. Is an approved ITPR on file if applicable?
		7. Were mandatory sources screened prior to the buy?
		8. Were sources/vendors properly rotated?
		9. Are purchase requests complete? (Requirements listing itemized; document numbers annotated; approval signatures in place).
		10. Were items properly categorized for the order? (NSN and non-NSN not mixed; IDIQ items not mixed with any other item category).
		11. Was purchase executed sales tax-exempt?
		12. If purchased via MIL STRIP does each item have its own requisition number? (Items cannot be batch purchased via MIL STRIP).
		13. There is no evidence that this is a questionable/prohibited purchase? (Questionable/prohibited purchases include those for repairable NSN items flight deck clothing, office supplies purchased outside of Navy Contracts or Federal Strategic Sourcing corridors and purchase of material for stock).
		14. If a pilferable item was it listed in the Pilferable Material Tracking Log with the owning department's department head signature?
		15. Is there evidence that excessive quantities of an item were purchased that may lead to hoarding for future use?
		16. Is the transaction entered in the CH log with the minimum information recorded? (Date the item or service was ordered; the merchant's name; the dollar amount of the transaction; a description of the item ordered; model number; serial number; brand name; date of receipt; division to receive item; TAC number item held; paid but not received; credit received; and if it was disputed; and an indication of whether or not the item was received).
		17. Does file contain a receipt/invoice that shows material receipt, and that it was inspected and accepted? NOTE: DUMMY RECEIPTS ARE NOT PERMITTED FOR PURCHASE CARD/DOD EMALL TRANSACTIONS.
		18. Does receipt show full printed and signed name, date, and quantity circled?
		19. Does item and quantity received match those purchased?
		20. Was proper three-way separation of functions observed for the transaction: requester, purchaser, and receiver are three individuals?
		21. Does obligation in R-Supply match the DOD EMALL shopping list or quote from vendor?
		22. Were duplicate or questionable charges properly disputed?
		23. Has a Material Receipt Acknowledgement (MRA) been processed in DOD EMALL for items received?

Enclosure (2)

**APPROVING OFFICIAL'S AUDIT CHECK LIST**

*I certify that I verified the information contained in the above statements and that it is correct or otherwise noted.*

\_\_\_\_\_  
Approving Official's Printed Name      Date

\_\_\_\_\_  
Approving Official's Signature      Date

Copy to:  
Supply Officer's file  
All individual Purchase Card/DOD EMALL files  
Approving Official's file

Enclosure (2)

**PILFERABLE AUDIT OFFICIAL'S AUDIT CHECK LIST**

Transaction File Name/Number:		
Cognizant Department and Division:		
Location and Space Number of Assets:		
Y	N	N/A
		1. Does the request contain the requesting department's department head printed name, signature, and date authorizing the purchase?
		2. Does documentation provide a complete audit trail justifying the decision to use the card/DOD EMALL and any required special approvals?
		3. Does file contain a receipt/invoice that shows material receipt, and that it was inspected and accepted? NOTE: DUMMY RECEIPTS ARE NOT PERMITTED FOR PURCHASE CARD/DOD EMALL TRANSACTIONS.
		4. Does receipt show full printed and signed name, date, and quantity circled?
		5. Was proper three way separation of functions observed for transaction: requester, purchaser, and receiver are three individuals?
		6. Does item and quantity received match those purchased?
		7. There is no evidence that this is a questionable prohibited purchase?
		8. Is this item listed in the Pilferable Material Tracking Log with the owning department's department head signature?
		9. I physically verified that the pilferable items purchased on this transaction are located in the space annotated in the Pilferable Material Tracking Log and Cardholder Log.
<i>I certify that I verified the information contained in the above statements and that it is correct or otherwise noted.</i>		
_____ Pilferable Audit Official's Printed Name Date		
_____ Pilferable Audit Official's Signature Date		
Copy to: Supply Officer's file All individual Purchase Card/DOD EMALL file Pilferable Audit Official's file		

Enclosure (3)



**FIGURE 2-6. SAMPLE PURCHASE ORDER LOG**

PURCHASE ORDER LOG/NON-STANDARD REQUISITION LOG										
FY _____										
ITEM	REQUISITION NO.	CONTRACT NO.	SOURCE OF SUPPLY	EMV	Estimated Shipping Date (ESD)	DATE RCVD	GPC	FFP	PP	REMARKS
PRC EPOXY KIT	R22222-8056-0018	N00244-08-0442	CORPORATE EXPRESS	\$5,116.75		14MAR08	X			
VALVE, PIN LINER	R22222-8120-A647	N00244-08-P-0332		\$9,026.00		02MAY08		X		
FOF-7 MOTOR	R22222-8122-B905	N00244-08-P-0562	NORTHWEST SALES	\$5,893.00	12JUN08				X	

**FIGURE 2-7. SAMPLE INVOICE PROCESSING CHECK-OFF SHEET**

INVOICE PROCESSING CHECK-OFF SHEET

- Purchase order/contract attached.
- Original invoice attached. (Disposition of original, if not attached).
- Invoice itemized.
- Vendor's name and address on invoice and contract/purchase order agree.
- Correct contract/purchase order number shown on invoice.
- Invoiced items appear on attached contract.
- Certification as to receipt shown on contract/purchase order.
- Accounting data correct.
- Contract not expired.
- Submitted to correct paying office.
- Letter of determination/justification attached (if required).
- Required bids filed (if over \$2,500.00 for services/ \$3,500 for supplies).
- Retained copy of contract/purchase order annotated as to:

Date material received \_\_\_\_\_

Date dealers bill received \_\_\_\_\_

Number of dealer's bill \_\_\_\_\_

Date forwarded for payment \_\_\_\_\_

Mailed/Hand carried \_\_\_\_\_

Paying Activity: DFAS / Other

\_\_\_\_\_  
Signature of Invoice Processing Clerk/Date

Completed copy of this check-off sheet must be a permanent attachment to each contract/purchase order file (for non-FAST pay procedures only).

### **CHAPTER 3 - TRANSPORTATION LOGISTICS AND MATERIAL EXPEDITING**

3000. INTRODUCTION. Guidance in this chapter is to assist Supply Officers in establishing or improving their material expediting functions.

3100. EXPEDITING FUNCTIONS. Obtaining critical material expeditiously is both an art and a science. Initiative and persistence must be combined with a thorough knowledge of supply and transportation procedures and the ability to communicate requirements and results promptly both on and off-ship. The primary product of the expediting function is receipt and issue of the needed material to enable maintenance personnel to return vital equipment to service. The secondary product of the expediting function is information concerning the submission of requirements, status of procurement and shipment and the eventual receipt and successful correction of the material casualty. The Supply Officer and his/her duty section representatives should have current supply/transportation status on all critical requirements and provide this information to the Commanding Officer and cognizant Department Heads daily. The primary vehicle for internal reporting is the Supply Department Eight O'clock Report, although particularly critical requirements may require more frequent informal reports. In addition, this information is regularly required for CASREP update messages. Obtaining this status information requires a significant amount of time and effort. While in port, obtain status by telephone inquiry or email to Global Distance Support Center (GDSC) or various online systems such as the NAVSUP One Touch Support internet site. Underway, status information is normally limited to incoming status reports, naval messages, SALTS, or email. Steps Supply Officers should take to expedite material include:

a. Walk the logistics pipeline in homeport. Meet the key players responsible for issuing/moving ship's material to the ship. For example, the Customer Service Officer should be familiar with receiving, storage handling and shipping services, the Air Mobility Command (AMC) Air Terminal Officer and NAVSUP Global Logistics Support (GLS) representatives should become oriented with tracing shipments, Group/TYCOM/Fleet expeditors, Priority Material Office (PMO), local Fleet Logistics Center (FLC), Logistics Support Center (LSC), Defense Logistics Agency (DLA), Real-Time Reutilization Asset Management (RRAM), etc.

b. Instill a can do attitude in shipboard expeditors.

c. Establish a dialogue with the Fleet expediting activities (PMO Norfolk, VA for LANT ships, PMO Bremerton, WA for PAC ships). These activities are staffed around the clock and are responsible for expediting all Fleet CASREPs and ANORS. For local assistance, contact the PMO detachment in your area.

d. Develop an extensive telephone number and points of contact resource file that is available to the expeditors, day or night. Include stock points (FLC Customer Service Officers), DLA activities (e.g., Defense Supply Center, Columbus, OH; Defense Depot, Tracy, CA), NAVSUP WSS Mechanicsburg and Philadelphia, Group/TYCOM/SYSCOM expeditors, PMO, MATCONOFF, Transportation Officers (e.g., NAVSUP GLS, AMC Navy Reps), air/water terminals for tracing (AMC, NAVAIRTERMS, water ports), and any unique vendor, DoD material sources (e.g., FMC, Aegis Depot Operations, etc.). NAVSUPINST 4420.27 provides

points of contact, including telephone numbers and addresses, to Defense Supply Centers, Weapon Systems Support, FLCs, GSA regional offices, etc.

e. Establish a disciplined approach to review each critical material requirement:

(1) Can the item be acquired from any source within the prescribed deadline?

(2) Exploring residual excess material programs such as RRAM, etc.

(3) What aspect of this acquisition mandates your personal involvement Other Supply Officer (OSO) file transfer, determination to generate a CASREP to release war reserve stock or cannibalization, walking through or expediting open purchase procurement, setting up special transportation arrangements, etc.)?

(4) Upon confirmation of material availability, determine exactly how the material will be shipped to you, establish a schedule to track its progress and, if necessary, conduct follow-ups. Communicate daily progress to Department Heads and the Commanding Officer.

3200. FLEET FREIGHT/CARGO ROUTING INFORMATION FILES. The Cargo Routing Information File (CRIF) is the authoritative source reference for cargo routing for all Navy mobile units, deployed Coast Guard vessels and aviation squadrons, including components of Expeditionary Strike Groups (ESG) and Carrier Strike Groups (CSG). The CRIF is important because:

a. To reduce the war fighter's wait time, deploying units will use the NAVSUP GLS managed CRIF for cargo routing, sourcing, and throughput.

b. Use of the CRIF will allow Marine units to synchronize delivery of their sustainment with the ships in the ESG and CSG thereby establishing a single naval transportation pipeline.

c. It provides routing directions and receiving for all modes of shipments including AMC, World Wide Express (WWX) and Surface Transportation Agents. Ships must submit and continually update Fleet Freight Routing (FFR) instructions according to the ship's schedule to provide clear and complete cargo routing instructions to NAVSUP WSS Transportation or theater routing promulgator(s) to keep the CRIF current. Cargo routing messages should identify the location/port where the ship will be receiving cargo, the inclusive dates and transportation priority of cargo desired at each location/port. Ever changing schedules, weather, etc. often result in material missing connections with the ship. To route high priority, CASREP material to such a port, send an AOE exception data MILSTRIP message with specific shipping instructions for off-line processing to your requisition POE. Make sure TYCOM and NAVSUP WSS expeditors are information addressees on all applicable messages.

d. TP3/surface cargo is not generally routed overseas for a ship's deployment of less than 90 days. See the following example of a fleet freight/cargo message.

ATTENTION INVITED TO  
ROUTINE  
P 051005Z AUG 13 PSN 123456H78  
FM USS ALWAYS UNDERWAY (DDG-199)  
TO NAVSUP GLOBAL LOG SPT SAN DIEGO CA  
INFO THEATER LOGISTICS COMMAND (i.e.,: CTF XX)  
AREA TYPE COMMANDERS (i.e.,: Current Fleet)  
MATERIAL SUPPORT PROCESSING CENTERS (i.e., PRIORITY MATOFF BREMERTON WA)  
DESRON/PBIBRON/PHIBGRU  
COMNAVSURFPAC SAN DIEGO CA/COMNAVSURFLANT NORFOLK VA  
CORRESPONDING FLC  
NAVSUP WSS MECHANICSBURG PA  
BT  
CONFIDENTIAL //N04000//  
MSGID/GENADMIN/ALWAYS UNDERWAY//  
SUBJ/FLEET FREIGHT ROUTING INSTRUCTION//  
POC/SUPPLY OFFICER/RANK/USS ALWAYS UNDERWAY/LOC: INPORT/TEL: (000) 000-  
0000/DSN: 000-0000/EMAIL:SUPPO@DDG199.NAVY.MIL//  
REMARKS/1. THE FOLLOWING CARGO ROUTING INSTRUCTIONS ARE EFFECTIVE  
IMMEDIATELY FOR UIC V00000 (READ IN THREE COLUMNS):

PORT/LOCATION	ROUTING PERIOD	TRANS PRI
ROTA SPAIN	07JUN-03JUL13	1/2
SIGONELLA ITALY	04JUL-20JUL13	1/2
SOUDA BAY GREECE	21JUL-22AUG13	1/2
ROTA SPAIN	23AUG-04SEP13	1/2
SAN DIEGO CA	05SEP-UFN	ALL

2. THESE INSTRUCTIONS WILL BE UPDATED AS REQUIRED BY SCHEDULE CHANGES.  
BT  
#0000  
NNNN

e. 30 days before deployment provide NAVSUP WSS Transportation and your theater routing promulgator (if applicable) with a prospective schedule that includes the last day you want to receive cargo in your homeport. Theater routing promulgators are:

(1) EUCOM AOR: NAVFAC Expeditionary Program Office (NEPO) Air Logistics Operations—Passenger, Mail, Cargo Coordinator (PMCC), CNEC6F.

(2) Arabian Gulf and Red Sea: COMLOGFORNAVCENT.

(3) Pacific: COMLOGWESTPAC.

f. Once deployed to one of these operating areas, you may remove NAVSUP WSS Transportation as an addressee on routing changes because NAVSUP WSS Transportation receives weekly and biweekly routing messages from the theater routing promulgators that override ships' messages. CONUS shippers receive routing instructions from NAVSUP WSS Transportation for all Navy Mobile Unit cargo.

g. Include the following activities as addressees for Fleet freight routing instructions where applicable:

- (1) NAVSUP WSS Transportation and/or the following based on operational area:
  - (a) COMNAVREG EUR NAPLES IT
  - (b) CTF80
  - (c) COMFOURTHFLT
  - (d) COMFIFTHFLT
  - (e) COMSIXTHFLT
  - (f) COMSEVENTHFLT
- (2) TYCOM expediting branch
- (3) Squadron
- (4) Homeport Supply Activity/Supporting Sources
- (5) Foreign Service Activities: United States Defense Attaché Offices (USDAOs) and U.S. Embassies, if appropriate.
- (6) Fleet expediting activities:
  - (a) PRIORITY MATOFF BREMERTON WA
  - (b) PRIORITY MATERIAL OFFICE DET NORFOLK VA
- (7) Waterfront Support

h. OCONUS commercial air often results in delays due to customs clearance problems. Most commercial airports are not suitable as Carrier Onboard Delivery (COD) or Vertical Onboard Delivery (VOD) airheads. Movement by AMC eliminates delays associated with customs clearance.

## CHAPTER 4 - MATERIAL RECEIPT, CUSTODY, STOWAGE AND AUDIT COMPLIANCE

4000. INTRODUCTION. Effective inventory control begins with proper material receipt, custody, and stowage procedures. Many afloat supply problems can be traced to procedural deficiencies in these areas.

### 4100. RECEIPTS

a. Stock Material: Receipt processing for stock material is a very basic but critical procedure. Improper receipt processing will result in inaccurate validity of the stock record. The most important point in receipt processing is to complete the job today. As soon as material is brought aboard the ship and stowed, it is vital all paperwork be completed to make sure the material is properly accounted for. Many stores operations have gotten into serious problems because unprocessed receipts were stacked up. When this occurs, paperwork can be lost and stock records will not reflect actual on-hand balances. The receiving rule of thumb for stock material is: "If it is stowed today, the receipt is processed today."

b. Direct Turnover Material: A signed proof of receipt is required. Ensure the signature is legible and the name is printed below. This includes DTO requirements which RPPOs walk through. Ships do not normally have staging facilities to store DTO material while awaiting customer pickup. Supply personnel must make every effort to separate storeroom receipts from DTO receipts. The preferred method is for RPPOs to sign for and take custody of DTO material pier side or on deck. Strike down DTO material only when required by safety or material security concerns. Unprocessed DTO receipts affect financial record accuracy and cause unnecessary MOV efforts. Process receipts daily to avoid uncontrolled losses. In accordance with FIAR standards all stock and DTO receipts will have circle, sign, print name and date. Daily in the below paragraphs means Monday through Friday, except holidays.

c. Ship Receipt Considerations: For research purposes, keep receipts indefinitely. After posting receipts into the computer, file them in document number sequence to aid in research of material receipt (e.g., Summary Filled Order/Expenditure Difference Listing (SFOEDL) and OVR processing). R-Supply/CY-04/Micro-Snap ships are required to run the Material Receipt Acknowledgment (MTLRAC) utility daily. For R-Supply Viking/Patriot ships, the MILSTRIP Material Receipt Report (DRA) (receipt acknowledgment) is automatically created when the receipt is processed. The DRA transactions are written in the Requisition Status Out Table. When the status is released, the DRA transactions are transmitted back to the supplier of the material as notification of receipt.

d. Requisitions with over-aged shipping status (AS\_, AB\_, AU\_) greater than 60 days old (CONUS) or 90 days old (deployed) will also generate DRAs with exception code F. Document identifier for response to overdue receipt acknowledgement DRB (reply to follow up) is automatically generated for all DRF (follow-up for delinquent material) requests received through status input. Submit MRAs to Defense Logistics Agency Tracking System (DLATS) daily via WEBSALTS. See NAVSUP P-485, Chapter 4 for receipt processing information.

e. Medical Prime Vendor: Receive all Medical Prime Vendor goods accordingly and process receipt acknowledgment via DoD EMALL to facilitate payment of the invoices and prevent invoice delinquencies. Ensure receipts are verified carefully to ensure partial and full shipments are processed accordingly.

f. Material Receipt Processing: Under FIAR, the Department of the Navy (DON) and auditors are seeking a three way match to justify the amounts obligated for purchase and MILSTRIP requisitions in the TYCOM Statement of Budgetary Resources (SBR). You are responsible for promptly providing screen shots of R-Supply information and the corresponding DD Form 1348-1 receipt documents in support of an audit.

g. Three Way Match: For FIAR compliance, there must be a three-way match between the value and quantity of the purchase order (PO; R-Supply document), the goods receipt (GR) (DD Form 1348-1) and the invoice receipt (IR) (STARS-FL recorded expenditure Code 610). In audit terms, PO/GR/IR must match in value and in quantity.

h. Sustainability: After achieving audit readiness and passing the audit, the next step is sustainability. Our goal is to sustain the audit standard posture for all future audits and ongoing compliance reviews. To accomplish this, you must ensure your work is accurate and follow established practices and guidelines. FIAR is a permanent and integral part of our standard practice. Office of Undersecretary of Defense, Comptroller FIAR website is located at <http://comptroller.defense.gov/FIAR.aspx>.

i. Traceability and Compliance: Auditability is about traceability and compliance. Ships/units must be able to provide accurate, timely, and complete documents to verify ordered items were received. Expect scrutiny by ATG and COMNAVSURFPAC/COMNAVSURFLANT staff in reviewing your records. Ensure compliance with established guidance that answers the following questions:

- (1) Do disbursements match obligations?
- (2) Is there a purchase order on file?
- (3) Are requisitions approved by a supervisor?
- (4) Are there appointment/authority letters on file?
- (5) Is there a separation of duties?
- (6) Have you circled, signed, printed name, and dated all receipts?
- (7) Are receipts being retained indefinitely?
- (8) Are your purchase logs, receipts, purchase orders, obligations, and disbursements matching up? If not, is there justification evidence and subsequent action taking place?



4200. MATERIAL DISCREPANCIES

4201. Discrepant Material and Lost in Shipment

a. Supply Discrepancy Report (SDR) (formerly called Report of Discrepancy (ROD)), Standard Form (SF) 364: NAVSUP P-485, para 4270 and NAVSUP P-723, Chapter 6 provide specific guidance for preparing and submitting SDRs for receipt of discrepant material and material lost in shipment. Use the SDR Control Log, Figure 4-1, to keep track of outstanding SDRs. SDRs may now be prepared online (requires a DoD Public Key Infrastructure (PKI) Certificate, user ID, and password) at <https://www.pdrep.csd.disa.mil> (SAAR not required if EZ PDR Logon is selected). Copies will be printed and maintained in an SDR file.

b. Material Lost in Shipment: Submit an SDR to the shipping activity if material is not received within the periods stated in NAVSUP P-485, para 4270.3. Request expedited shipment or credit. The shipper will respond with additional information. If traceable shipping data is provided, submit a Transportation Discrepancy Report (TDR), SF 361, to the shipper. If the response states no shipment or reshipment is forthcoming, or credit is granted, complete the requisition. On a “dummy” receipt, DD Form 1348-1A or a printed receipt processing screen in R-Supply, annotate material shipped/not received; cite all available shipping data and the SDR number submitted. Prepare a Financial Liability Investigation of Property Loss (FLIPL), DD Form 200, for the loss, if applicable. See Appendix D for DLRs lost in shipment.

c. Time Submission Thresholds: Receiving activities and/or transshipment activities will submit a SDR as soon as possible as per NAVSUP P-485, para 4270.3. The time submission standards are as follows:

(1) From the shipment date:

(a) All activities 45 calendar days (CONUS).

(b) All activities 90 calendar days (overseas shipments).

(2) Parcel Post Lost Shipments from:

(a) Government activities - 45 calendar days from date of shipment.

(b) Commercial sources - 90 calendar days from date of shipment.

d. In the event that shipping status is not provided, the BA status date (supply status indicating that the item requisitioned is being processed for release and shipment) should be used in place of the shipping date to calculate the date when the SDR must be received by the action activity. This time limit applies to both shipments that have been received and to total non-receipt of shipment.

e. The receiving activity will investigate prior to SDR submission if traceable shipment mode is recorded on the receipt due file, shipping status (AS\_), and the material has not been received within 45 days of this status for CONUS activities or 90 days for OCONUS activities.

f. Response to SDR (SF 364) and follow-up: The first follow-up to the SDR should be sent to the action activity 60 days after submitting the original SF 364. Subsequent follow-ups shall be sent at 30 day intervals. If no reply has been received within six months of submitting the SDR or six months from the appearance of the SDR quantity on the over aged material in transit listing (whichever is later), the submitter is authorized to close the SDR and initiate action to clear inventory and financial records.

g. SDR Retention: Keep closed SDR case files for a period of two FYs after the reply is received from the action activity. Maintain a separate case file for each fiscal year. Open SDRs will be kept in a suspense file pending resolution.

#### 4202. Defective Material

a. Product Quality Deficiency Report (PQDR), SF 368: The supply system uses the PQDR to control the quality of material. Details for submitting PQDRs are in NAVSUP P-485, para 4274, SECNAVINST 4855.3, SECNAVINST 4855.5, and NAVSUPINST 4400.189. Submit PQDRs to NAVSUP WSS, Code N2614. Send copies of Category I and Category II PQDRs to TYCOM. Use a PQDR Control Log, Figure 4-2, to track the status of outstanding PQDRs. PQDRs may be prepared online via the following websites <https://www.pdrep.csd.disa.mil> (SAAR not required if EZ PDR Logon is selected) or <https://www.navsup.navy.mil/navsup/ourteam/navsupwss/pqdr>, or submitted via naval message or email. Copies will be printed and maintained.

b. Defective Material Summaries (DMS): Every month, NAVSUP WSS publishes a DMS report for quality deficient material identified by NAVSUP WSS case number and NSN. Review this report and dispose of defective material using the instructions in the summary. NAVSUP WSS transmits urgent defective material actions to all concerned activities via the website <https://www.navsup.navy.mil/navsupwss-extranet/dms>. Review the list of defective materials immediately against the NIIN in all Coordinated Shipboard Allowance List (COSAL) types (HME/OSI/MAM), and take appropriate action. General procedures for processing a DMS report are:

(1) Upon receipt, the DMS report will be reviewed against the ship's stock record file. Defective material found to be in stock will be handled according to the directions provided in the summary.

(2) On the cover of each screened message or DMS report, annotate action taken (e.g., Storeroom and Operating Space Item (OSI) checked, not carried onboard, etc.).

(3) Material received should be screened to ensure new stock is RFI.

(a) After initial screening, check and inventory the location for the applicable parts. Annotate the DMS listing with supply information (contract number, part number, contractor, etc.) from all material affected by the DMS report. This must be done for each NIIN that is carried onboard.

(b) Compare information on the DMS message and DMS report with information on stocked material. If parts information cannot be identified on stocked parts, the material must be treated as defective.

(c) Annotate all action taken (including disposition actions) on the DMS cover sheet next to the associated NIIN in the DMS listing. Document defective material with the form(s) required to carry out the provisions of the DMS (e.g., DD Form 1348-1, SDR, and QDR).

(d) For DMS items recently issued, notify the division, recover the part and credit the demand.

(e) The Supply Officer must review all DMS reports and DMS messages after completion and initial/date after his/her review.

(4) Maintain a file of completed DMS reports annotated with action taken. Keep the file for the current and the prior FY.

4203. Issue Errors. Standard Navy material received as a result of an issue error by the local issuing activity can be returned within 60 days of receipt. Direct OPTAR credit can be granted, provided the issuing activity has not processed the invoice. The turn-in should be done on the original receipt invoice. Should sufficient copies of the original invoice not be available, prepare a DD Form 1348-1A invoice using the same document number as the original requisition. One copy of the original invoice must accompany the material. Credit for material not issued locally will be handled as an SDR per paragraph 4002.

**4300. FLEET AUDIT COMPLIANCE ENHANCEMENT TOOL**. The Office of Financial Operations (FMO) requires that all commands retain financial records indefinitely as part of the FIAR initiative. To support compliance with this policy, the Fleet Audit Compliance Enhancement Tool (FACET) system is being provided to all Fleet Surface Commands. FACET provides commands with the capability to scan and index financial records for simplified identification and classification. The indexing and classification function within FACET provides the capability of more readily available supporting documentation. Commands with FACET installed are required to ensure all documents meet FIAR requirements prior to scanning and uploading to the appropriate Fleet Logistics Common Operating Picture (LOGCOP) data repository.

4301. Document Scanning and Uploading. Prior to electronically scanning any document, the Supply Officer or the leading LS must ensure appropriate document annotation. Scan all documents within 72 hours of the document being received or generated. Adherence to the 72 hour requirement is imperative to achieve audit compliance because an electronic date stamp is associated with the archived document. Utilize the FACET Quick Reference Guide for specific instructions. The following documents must be scanned and uploaded into the FACET system:

- a. DD Form 1348-1A: Batch Class (Material Receipts-DD1348-1A).
- b. Fuel Receipts: Batch Class (Fuel Receipts – DD Form 1149).

- c. Annual Price Change Notice (Print from R-Supply): Batch Class (Price Change Reports).
- d. Monthly Price Change Notice (Print from R-Supply): Batch Class (Price Change Reports).
- e. DD Form 1149: Batch Class (Misc.) – Document Type (Crossdeck DD Form 1149).
- f. DD Form 1155: Batch Class (Misc.) – Document Type (Crossdeck DD Form 1149).
- g. GSA Receipts: Batch Class (Misc.) - Document Type (Non 1348-1A Material Receipt).
- h. All Other Receipts Not Listed: Batch Class (Misc.) - Document Type (Non 1348-1A Material Receipt).
- i. DD Form 1348-1A: Batch Class (Material Receipts – DD1348-1A Dummy Receipt).
- j. Purchase Card Invoice Files and Supporting Documents: Batch Class (Purchase Card Invoice Files).
- k. Purchase Card Administrative Files: Batch Class (Purchase Card – Admin File).
- l. DoD EMALL Letter of Authority: Batch Class (Purchase Card – Admin File).
- m. DoD EMALL DD Form 577: Batch Class (Purchase Card – Admin File).
- n. DoD EMALL Receipts: Batch Class (Purchase Card Invoice Files).

4302. Document Retention. Units can retain either hard copy or electronic versions of the documents. After receiving confirmation that supporting documents have been uploaded to the LOGCOP data repository, hard copy records are no longer required to be retained. Units will have electronic files located on their dedicated FACET laptop along with the LOGCOP data repository. In the event that the files cannot be retrieved from the laptop, units have the capability of downloading their files from the LOGCOP data repository.

4303. Purchase Card Files. Guidance for scanning/uploading GCPC documentation follows:

- a. Assign unique serial numbers to each approved purchase card form using the cardholder's first and last initial and a continuing serial number for the fiscal year (e.g. Cardholder: John Smith, purchase 10 of FY15, serial no: JS010). This serial number will be entered into FACET as the internal document number. Obligation document number and internal document number are mandatory entries when indexing files into FACET.
- b. Citibank statements will be indexed by date (YYYYMM) and serial number.
- c. All administrative files will be uploaded to include all appointment/designation letters, DD Form 577, annual ethics training certificates, DAU certifications, and required Citibank initial and refresher training certificates.

**FIGURE 4-1. SAMPLE SUPPLY DISCREPANCY REPORT CONTROL LOG**

<b>SUPPLY DISCREPANCY REPORT (SDR) CONTROL LOG</b>				
<b>FY _____</b>				
<b>SDR Number</b>	<b>NSN</b>	<b>Date Processed</b>	<b>Date Completed</b>	<b>Remarks</b>

**FIGURE 4-2. SAMPLE PRODUCT QUALITY DEFICIENCY REPORT  
CONTROL LOG**

<b>PRODUCT QUALITY DEFICIENCY REPORT (PQDR) CONTROL LOG</b>				
<b>FY _____</b>				
<b>QDR Number</b>	<b>NSN</b>	<b>Date Processed</b>	<b>Date Completed</b>	<b>Remarks</b>

## CHAPTER 5 - MATERIAL EXPENDITURE AND REPORTING

5000. INTRODUCTION. Proper material expenditure procedures are a key aspect of a supply support operation. They provide a critical tool for ensuring only the right material is stocked onboard. Additionally, they provide the final link in the chain of accountability for government property. Guidance in this chapter details Naval Surface Forces material expenditure policy and gives precise instructions for carrying out transfers and administratively accounting for material.

### 5100. TRANSFER OF MATERIAL

5101. Other Supply Officer Transfers. Commanding Officers and Supply Officers are strongly encouraged to provide available material, especially repair parts, to other units to fill emergency requirements and enhance overall Force readiness. The transferring ship will replenish its own stock. Do not use Signal Code J requisitions except as authorized in 5102 and 5103 below. The majority of replenishments will be absorbed by the transferring ship's OPTAR with negligible effect. In the long run, ships will usually receive as much material as they transfer. If an OPTAR augment is required, include the net cost as reflected in JSF404 mechanized BOR for replenishment of transferred material in the justification portion of the OPTAR augment request. To encourage maximum cooperation between ships, augment requests based on transferred material costs will receive the highest priority of consideration for TYCOM approval. All transfers must be approved by the Commanding Officer, Supply Officer, or a designated representative. For OSO transfers of DLR parts, see Appendix D.

5102. Material Transferred From Shore Activities. Afloat units may receive chargeable material from shore support activities (such as the Class Common Equipment (CCE) Program). If these activities require in-kind reimbursement of material via a Signal Code J requisition, afloat units are authorized to provide such a requisition.

5103. Aviation Detachment Support. Surface ships supporting helicopter detachments occasionally submit requisitions charging the operating funds of the parent squadron according to aviation support instructions. Signal Code J requisitions are authorized in such cases.

5104. Excess Spare Parts. Funds are generated in the Force through the turn-in of excess material. Consumables (OTHER OPTAR) are not included in the Integrated Logistics Overhaul (ILO) process. Conduct excess offloads with approval from COMNAVSURFPAC/COMNAVSURFLANT N41. All excess NSN repair parts in "A" condition (MAMs, DLRs, or non-DLRs) will be turned in to the local RRAM site. Contact N412 for approval and further guidance prior to transfer/offload of repair parts. The following items are excluded from RRAM: non-NSN items, temporary Navy Item Control Numbers (NICNs), HAZMAT, Level One material, medical items, Pseudo Special Material Identification Code (X SMIC), APA (even Cogs), and any items that have a shelf life less than two years. These items should be turned-in as per the NAVSUP P-485. Ships must document all material transfers on DD Form 1149/DD Form 1348-1A with complete address, phone number, point of contact, and authorized signatures. For additional information regarding MAMs, refer to COMNAVSURFORINST 4440.1B.

5200. MISSING, LOST, STOLEN OR RECOVERED GOVERNMENT PROPERTY. The Missing, Lost, Stolen, or Recovered (MLSR) program was eliminated via NAVOP message DTG 211534Z Jan 00 as per NAVSUP P-485, para 5051. Continue to report the loss of high risk Arms, Ammunition, and Explosives (AA&E) within 48 hours via Operational Report 3 (OPREP3) NAVY BLUE message. Consult OPNAVINST 3100.6 for policy and procedures to complete the report.

5300. FUEL/LUBE OIL OFFLOAD INCIDENT TO OVERHAUL/MAJOR AVAILABILITY. Ships entering yard periods for overhaul or major availability are usually required to offload fuel and lube oil before the start of yard work. Transfer fuel and lube oil that meets specifications to another naval activity or Defense Energy Fuel Depot. Fuel/lube oil offload procedures are as follows:

a. Reduce onboard stocks through normal attrition and monitoring of reorders. Permission and procedures to downgrade JP5 to Navy Distillate (DFM) are contained in OPNAVINST 4110.11C, COMUSFLTFORCOMINST 4100.3C, as well as other Fleet Commander (Fuel Program Manager) directives.

b. Transfer fuel/lube oil meeting specifications directly to another afloat activity that requires the product. If direct transfer is not possible, contact the local fuel stock point for assistance. In the case of DFM and JP5, this will be treated as a Material Turned into Store (MTIS) event with the expectation of financial credit. Ensure the unit Navy Energy Usage Reporting System (NEURS) Report and Fuel OPTAR Weekly Report show this offload under an expenditure document number and document via a Requisition and Invoice/Shipping Document (DD Form 1149) form with signatures from the recipient per FIAR standards.

c. When fuel/oil does not meet specifications, transfer it to waste recovery or slop barges. Coordination with your supporting naval installation and/or Defense Energy Fuel Depots is required to minimize HAZMAT disposals costs and remain compliant with HAZWASTE guidance.

5400. EXPENDITURE DOCUMENT PREPARATION. Automated, bar-coded DD Form 1348-1A documents for Defense Reutilization Management Office (DRMO) turn-in, MTIS transfer, OSO transfer, HAZMAT transfer, dummy receipts and other receipts/expenditures, except DLR turn-in, can be produced in R-Supply. The fuel DD Form 1149 PDF form developed for FIAR MILSTRIP Fuel Segment reporting contains the functionality for a fuel offload. Units can request these from their Financial Management Assistant (FMA).

5500. LOSS, DAMAGED OR DESTROYED GOVERNMENT PROPERTY

5501. Inventory Adjustment and Causative Research Form. All ships are required to conduct causative research on all missing DLRs or parts greater than \$2,500 prior to expending from inventories. Utilize Figure 5-1 and attach Stock Record Files (SRF) snapshot for records. All forms are required to be filed in NIIN order and maintained for current year plus two additional prior years.

5502. Financial Liability Investigation of Property Loss Document Preparation. Per NAVSUP P-485, the Financial Liability Investigation of Property Loss (FLIPL) documents the report of



survey and certifies the survey process when government property is lost, damaged or destroyed. This form is used as justification and to ensure proper investigation is done before making adjustments to an activity's inventory records. COMNAVSURFPAC/COMNAVSURFLANT further establishes criteria for the timeframes to initiate and complete causative research of inventory adjustments and complete processing of DD Form 200. Causative research commences immediately once a loss/gain of inventory is discovered and will be completed. DD Form 200 will be initiated the same day causative research is completed and a copy will be placed in a pending file. The original and a copy of the causative research form will be forwarded for signature. DD Form 200 will be approved and completed no later than 15 working days after being initiated and placed in the completed survey file. Survey transactions as approved by the Commanding Officer via the DD Form 200 will be posted to inventory records within two working days of being returned to Stock Control Division.

**FIGURE 5-1. INVENTORY ADJUSTMENT SHEET FOR  
 PRELIMINARY AND CAUSATIVE RESEARCH**

Cog/NSN: \_\_\_\_\_ NOMENCLATURE : \_\_\_\_\_  
 Adjustment Quantity under research: \_\_\_\_\_  
 EMV of adjustment: \$ \_\_\_\_\_  
 Type of Research:      Circle Applicable Adjustment

PRELIMINARY RESEARCH (DD Form 200)	CAUSATIVE RESEARCH	
Loss with EMV >\$500-\$2,499.99	Loss with EMV >\$2,500.00	Yes
Gain with EMV >\$500-\$2,499.99	Gain with EMV >\$2,500.00	No
Survey with EMV >\$500-\$2,499.99	Survey with EMV >\$2,500.00	Yes
Reversal with EMV>\$100	Other adjustment	
	with EMV >\$2,500	Yes
	DLR (Regardless of \$	
	value) ALL	Yes
	Pilferable items	
	EMV >\$750	Yes
	Sensitive items	
	(CIIC code 1-9) (ALL)	Yes
	Classified items	
	(regardless of \$ value)	Yes
	Precious Metal (ALL)	Yes
	Medicinal (CIIC: Q or R)	Yes

FEDLOG Information:  
 Substitute/Interchangeable NSN(s): \_\_\_\_\_  
 Superseded by: \_\_\_\_\_  
 Other helpful information: \_\_\_\_\_

2. Preliminary Research Action:

    a. Query Stock Item:

        Date: \_\_\_\_\_

        MCC: \_\_\_\_\_ UI \_\_\_\_\_ UP \_\_\_\_\_ NUP \_\_\_\_\_

        Nomenclature: \_\_\_\_\_

        STRM Locations: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

        Total On-Hand QTY: \_\_\_\_\_

        Pending Quantities: \_\_\_\_\_

        Pending Issue(s): \_\_\_\_\_

        Stock Due QTY: \_\_\_\_\_

        Stock Due Document Number(s): \_\_\_\_\_

        Latest Status: \_\_\_\_\_

        DIO Due QTY: \_\_\_\_\_

        DIO Due Document Number(s): \_\_\_\_\_

Latest Status: \_\_\_\_\_  
Other Quantities: \_\_\_\_\_  
NRFI Qty: \_\_\_\_\_  
SubCustody Qty: \_\_\_\_\_

a. Spot Inventory  
Storeroom Location Qty: \_\_\_\_\_

c. Adjacent  
Location(s): \_\_\_\_\_  
Verified by: \_\_\_\_\_

d. Material Transaction Ledger  
If reconciling a LBI or Survey:  
GBI/GIS: \_\_\_\_\_  
If reconciling a GBI:  
LBI/LIS/Survey: \_\_\_\_\_

3. Causative Research Action:  
Suspense Listing/Suspended Transactions: \_\_\_\_\_  
Material Financial Control System (MFCS) Information (Force Level Only):  
End-of-Day Balance: \_\_\_\_\_  
Unreconciled Balance (URB): \_\_\_\_\_  
Stock-In-Transit (SIT)/Material-In-Transit (MIT) (Force Level Only):  
Unmatched Issue(s): \_\_\_\_\_  
Unmatched Receipt(s): \_\_\_\_\_  
SFOEDL/OVR (Unit Level/Force Level Only):  
Unmatched Expenditure(s): \_\_\_\_\_  
Unfilled Order(s): \_\_\_\_\_

4. Initial Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Final Recommendation/Action:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## CHAPTER 6 - INVENTORY CONTROL

6000. INTRODUCTION. The procedures in NAVSUP P-485 apply to all surface ships. NWCF ships will comply with the guidance in NAVSUP P-485, Chapter 6. Unit Level units will follow guidance provided in this instruction and their respective R-Supply and Micro-SNAP Desk Guide.

6100. STOCKING POLICY. The Supply Officer maintains stock of all repair parts. Repair parts (ERC = R) consists of all items determined by the decision matrix in Appendix H or has an authorized allowance established by NAVSUP Weapon Systems Support (WSS, formerly NAVICP). WSS authorized allowances may include general use consumable items (rags, gloves, batteries, etc.) that support Planned Maintenance System (PMS) maintenance requirements, assigned PMS override codes, listed in the Standard PMS Material Identification Guide (SPMIG) or listed on the APL. This rescinds the long standing policy of the prohibition of end use (Unit Level) platforms to carry 9Q Cog material in stock. Supply Officers should closely monitor these items as Demand Based Items (DBI) or on their never-out listings (utilizing a Local Management Code (LMC) of "NO"). Additionally, all of these items must be issued against a Job Control Number (JCN). W/Cs are required to submit jobs for these items to be issued. The exception to this policy will be the stocking of HAZMAT items as part of general stock. Although HAZMAT might be listed on an Allowance Parts List (APL) or have an authorized allowance, Unit Level platforms will not stock HAZMAT. All HAZMAT will be ordered DTO to the units HAZMINCEN and managed in accordance with paragraph 6700. An Allowance Change Request (ACR) for HAZMAT must be submitted to change the authorized allowance to no allowance in the Weapons System File (WSF) and preclude from being included in subsequent ASI processing.

6200. SUPPLY SUPPORT CENTER. Establishing a Supply Support Center separate from the Supply Office is required whenever possible. The responsibilities of the Supply Support Center are outlined in the Ships' Maintenance and Material Management (3-M) Manual (NAVSEAINST 4790.8C). Maintain all stock records for material in the custody of the Supply Officer in the Supply Support Center.

6201. Required Reference Publications and Files. Publications listed in NAVSUP P-485, para 6041 must be available in the Supply Office or Supply Support Center in electronic format or hard copy.

6300. STOCK REPLENISHMENT POLICY. Follow the procedures in NAVSUP P-485, Chapter 6 and the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance to replenish all categories of materials. TYCOM stock replenishment policy goal is 100% on hand or on order. Exceptions may occur due to funding, ship inactivation, shipyard events, etc., and will be treated as a policy written waiver from the TYCOM. See paragraph 7007 for funding priorities.

Supply Effectiveness: One of the key performance indicators for all of Stock Control's policies is supply effectiveness. The NAVSUP P-485, para 6236 defines gross effectiveness as the measurement of the percentage of storeroom issues against total monthly demand. Net effectiveness is defined as the measurement of percentage of storeroom issues against total

demand of storeroom allowance items. The goal for net and gross effectiveness for COMNAVSURFPAC/COMNAVSURFLANT ships is set as 85 and 65 percent respectively.

6301. SIM/DBI Materials. Manage SIM/DBI materials per NAVSUP P-485. Valid SIM/DBI items with a high limit of one can be changed to two on a case-by-case basis. Use of Limit Flags can help in the management of valid SIM/DBI material. Set Limit Flag to frequently used bulky materials if storage is limited.

- a. Order SIM/DBI items using UND B and priority 05/06.
- b. Assign Advice Code 2L to all SIM/DBI requisitions to ensure no CS cancellation will result and forces an item manager review.
- c. Review stock records with LMC and limit flags monthly to ensure they are still valid.

6302. Levels Setting for Unit Level and Force Level Activities

a. Unit Level Ships: Process Levels Setting on a monthly basis, between the 1st and 5th of the month. Run pre and post backup and retain current month's trial Global Levels Setting (GLS).

(1) Demand processing parameters for Unit Level Charger/CY-04 ships are shown in Figure 6-2 and Unit Level Viking/Patriot ships are shown in Figure 6-3.

(2) Submit R-Supply Reports Live GLS (JSI205) and trial reorder review (JSI208) to TYCOM after ship's review (i.e., deletion of invalid ATC 4-consumables without APL) for additional validation. Refer to CNSP MSG 072045ZNOV2014/CNSL MSG 191225ZDEC2014 (GLS Processing) for additional guidance. Ships are not authorized to run live GLS outside of the guidelines without TYCOM approval. Ships shall exclude the months while in ILO, Planned Maintenance Review (PMR), Selected Restricted Availability (SRA) or any major ship repair events. The R-Supply demand parameters Starting Year/Month and Ending Year/Month should be backed up to capture 12 months demand data.

b. Force Level Ships: Levels setting will be processed at least once a year and as directed by the TYCOM. A Trial Levels Setting will be processed and jointly reviewed by TYCOM and ship's personnel. Live Levels Setting will be processed after correcting any erroneous conditions found during the review.

(1) Levels setting parameters for Force Level ships are shown in Figure 6-4.

(2) Review Part 10, Records Dropped From Stock. A spot inventory will be conducted for all records with a location.

(3) Force Level Ship (Forward Deployed): Levels setting will be processed once a year. A Trial Levels Setting will be submitted to the TYCOM for review and approval.

c. Running Levels Settings:

(1) Ships are not authorized to run levels setting outside of these new guidelines without TYCOM approval.

(2) Always run a Trial Levels Setting to review potential DBI/SIM items showing on the Levels Setting Summary Report (JSI205).

(a) Thoroughly review Part 4 (Records Changed to ATC 4) to ensure only repair parts are listed. Each item should be reviewed to determine if the item should actually be stocked.

(b) If a decision is made not to stock an item as ATC 4, set the limit flag on the stock record card if warranted, change to ATC 8 and deactivate the stock record card.

(c) Annotate the listing with any action taken, sign and date prior filing.

(d) Never lower RO/RP set by Live Levels Setting or change ATC 4 to ATC 8 to make CMP green or to save money. Most SIM/DBI items are low cost and current funding should support adding these items.

(3) Once satisfied with the Trial Levels Setting results, Live Levels Setting can now be run. Be sure to use the 'Exclude Demand Records' to exclude months that were unusually low such as ILO or SRA, or months where demands are abnormally high due to PMS, CSRR/target or any other reasons where a typical demand is encountered.

6303. Not Carried Items. Procure not carried (NC) items, other than repairables, as follows:

a. Items required to carry out maintenance actions will be ordered DTO to the requesting department.

b. Not carried items receiving two or more demands within six months may be procured and stocked as SIM/DBI items.

c. Not carried items not meeting the above frequency of demand criteria may be procured for stock upon approval of an Allowance Change Request (NAVSUP Form 1220-2) per NAVSUP P-485.

6304. Endurance Loading. Endurance levels for all categories of materials are prescribed in COMNAVSURFLANT OORDER 2000 and COMPACFLT OORDER 201. TYCOM goal is to maintain 100% of repair allowances on hand or on order.

6305. Management of ATC 5 Material. TYCOM approval is required when establishing ATC 5 Material. Keep approval documents so they can be evaluated during the SMC.

6306. Automatic Reorder Restriction Codes and Limit Flags. Automatic Reorder Restriction Codes (ARRCs) seriously affect a ship's stock position and weapons system support. When ARRCs are assigned to SRFs, stock deficiencies for these items will not appear on stock reorder review. However, users can execute a stock reorder selecting exclusively items with a specific ARRC (R-Supply JSI208/Micro-SNAP RPT 029).

a. Use ARRCs only for:

(1) Large/bulky ATC 1 material, use reorder restriction code "RR" while waiting for a response to an Allowance Change Request (ACR)/ Fleet COSAL Feedback Reports (FCFBR).

(2) ATC 1 material which has had stock replenishment requisitions cancelled with CG, CJ, CK, CY or CU while waiting for a response to a COSAL feedback report requesting an updated APL (new NSN, deleting the old NSN, or reversing the cancellation status). Use the cancellation status code as the reorder restriction code.

(3) Use ARRC TY for TYCOM authorized items (e.g., Rigid-Hulled Inflatable Boat (RHIB), MAMs).

b. Do not use ARRCs for:

(1) ATC 1 consumable material (i.e., 9L and 9Q) listed on the Reorder Review (JSI208) with applicable APL.

(2) ATC 4 consumable items (9L and 9Q Cogs) listed on JSI208 without applicable APL. These records were established due to erroneous Suspense processing and must be deactivated.

(3) ATC 4 repair parts and consumable items (9L and 9Q Cogs) listed on JSI208 with valid APLS. Manage these items from the Reorder Review (R-Supply JSI208/ Micro-SNAP RPT 029). These items are demand based materials as the result of GLS processing.

(4) ATC 5 items. These are TYCOM authorized material with a fixed allowance and will not be reordered without TYCOM approval.

(5) ATC 9 material is a substitute/interchangeable item with an ATC 1 to ATC 8 link.

c. After deleting ARRCs, screen deficient DLRs and non-DLRs (valued greater than \$100) through current cost avoidance programs (e.g., RRAM, DRMO).

d. Review ARRC listing (R-Supply JSL322/SNAP RPT 042) monthly to ensure ARRCs assigned are still valid or have been changed (e.g., replacement NIINs or substitutes assigned). NIINs considered as obsolete and without replacement should be change to ATC 6. The stock numbers with an ARRC assigned should be reviewed in the Transaction Ledger for the CG/CJ/CK/CU/CY cancellations to verify the validity of the ARRC in use. Misuse of ARRC can result in storeroom shortages. If above cancellation codes are not assigned, the Supply Officer and Leading LS should investigate reasons why ARRC is assigned and/or remove ARRC.

e. Use of Limit Flag: Limit Flags can be a valid tool to assist in SIM/DBI management, but their use will freeze the high limit/reorder objective, regardless of demand. Use Limit Flags

only when required to prevent the HL/LL or RO/RP from adjusting during demand processing or GLS.

6307. Shelf Life Material Management. A Shelf Life Material Program must be implemented to reduce the large financial loss experienced when material has to be disposed of due to expired shelf life date.

a. Stowage. Stowage will be arranged to facilitate and ensure issue of the oldest stock (by first-in–first-out (FIFO)) method based on the shelf life expiration rather than date of receipt. Shelf life items that are not marked with any date from which shelf life can be determined and which have an extended cost of \$50 or more will be reported to the cognizant inventory manager by letter, via the TYCOM, with request for disposition instructions per NAVSUP P-485, para 4664.

b. Local Management Code. An LMC is a two-position, alphanumeric code available to establish and regulate critical items of inventory as directed by the TYCOM or higher authority. These codes are established and defined in the validation tables in R-Supply. Each stock record card can be assigned an unlimited number of LMCs. Recommended LMCs are listed in NAVSUP P-485, para 6414.1 for effective stock control. TYCOM directed LMCs are: Ballistic Missile Defense (BMD) (use LMC BD), TYCOM designated equipment (use LMC TY), Bulkhead Mounted Spares (use LMC BM), and Aegis Weapon System (AWS) (use LMC AG). The following are examples of shelf life LMCs that can be assigned to the stock record card (COMNAVSURFPAC only):

<u>LMC</u>	<u>Expiration Date</u>	<u>LMC</u>	<u>Expiration Date</u>
12	January 2012/2022	72	July 2012/2022
22	February 2012/2022	82	August 2012/2022
32	March 2012/2022	92	September 2012/2022
42	April 2012/2022	O2	October 2012/2022
52	May 2012/2022	N2	November 2012/2022
62	June 2012/2022	D2	December 2012/2022

The first position of the LMC is the converted value of the expiration month (e.g., Jan=1, Feb=2, Mar=3, etc. Oct=O, Nov=N, and Dec=D) while the second position represents the last digit of the current year. The same process is used for shelf life materials expiring in later calendar years. Replace the “2” with the last digit of the year the material expires (3=2013/2023/2033, etc.). For COMNAVSURFLANT ships, enter the expiration date as month and year, e.g., JAN2014.

c. Periodic Inspection. Shelf life material will be inspected periodically for conditions and expiration dates. Monthly, print the Master Stock Status Locator Listing (MSSLL) for items expiring the following month using the LMC option and do the following actions:

(1) Conduct a physical inventory of these items to determine if the expiration dates on the listing match the actual expiration dates on the material.



(2) Pull out expired items from the location as necessary, perform a Loss by Inventory (LBI) entry and reorder.

(3) Update the LMC in the Validation Table if not established and then assign the LMC to the stock record card.

(4) Remove LMCs for stock records with zero quantity on hand (QOH).

(5) Annotate the listing with any action taken and keep copies for 12 months.

d. Validating the Shelf Life Listing (JSL322). Print a MSSLL monthly for Type I and II shelf life materials using Shelf Life Code (SLC) and Shelf Life Action Code (SLAC) option. Run this report three times (Type I SLCs A-U then V-Z and SLAC of UU; Type II SLCs 1-9 and all SLAC except UU).

(1) Review the listings for material with a quantity on hand and no LMC assigned. Conduct an inventory of the material to determine expiration date(s) and assign LMC (COMNAVSURFPAC) or shelf life expiration date (COMNAVSURFLANT) to the stock record file.

(2) Review and verify accuracy of each SLCs and SLACs against the latest copy of the FEDLOG and make necessary changes to the stock record cards.

(3) Annotate the listing with any action taken and keep the current copy on file.

e. Expired Type I shelf life items normally will be disposed of by removal from stock and destruction, unless over-aged items can be utilized safely for secondary purposes not requiring material in RFI condition.

f. Expired Type II shelf life items will be restored (when within the ships capability) as per applicable shelf life action codes in FEDLOG and/or the cognizant inventory manager's instructions. The expiration dates on the stock labels of restored items will then be extended as appropriate. Expired Type II shelf life items which are not within the ships capability to restore will be locally disposed.

6400. ISSUE PROCEDURES/CONSUMPTION DOCUMENTS. Approval requirements for consumption documents (NAVSUP Form 1250-1A and picking tickets (DD Form 1348-1A)) for stock issues or DTO material is per NAVSUP P-485, para 6206, with the following additions:

a. The requesting Department Head must sign requests for material with a total cost of \$1,000 or more. This approval may not be delegated.

b. The Commanding Officer must sign requests for material with a total cost of \$5,000 or more for NSN and/or non-NSN items. The Supply Officer needs to routinely update the Commanding Officer with the ship's financial posture via the Supply Officer's Monthly Report.

6401. Requests with Excessive Quantities. Supply Support Center personnel must investigate all issue requests for quantities of repair parts and consumables appearing excessive. Before

issuing, bring it to the attention of the Supply Officer or Stores Officer. The Supply Officer or Stores Officer should review the request, referring to quantities actually installed in the equipment per APL and, if warranted, bring the request to the attention of the pertinent Department Head. Divisions ordering repair parts more than the quantity installed are usually ordering unauthorized spares. Review the MOF (Micro-SNAP RPT 073/R-Supply JSL311 in JCN sequence) for the same NSN ordered more than once under the same JCN.

6402. Requests for Not in Stock Repair Parts. Reasons for not in stock (NIS) situations must be determined. Possible causes are allowance deficiencies, high recent usage, failure to reorder, etc. Report the cause to the Supply Officer or Stores Officer. If a CASREP requires NIS materials, inform the Supply Officer or Supply Duty Officer immediately. Ensure quantities are reordered for stock after completing the DTO request.

6403. Requests for Not Carried Repair Parts. The effort to verify each NC transaction is important enough to warrant the attention of the Supply Department's most experienced personnel. Upon receipt of an NC request, LSs will validate:

- a. Ship's COSAL supports the equipment application of the requested item.
- b. Requested item is actually NC and cannot be filled by an onboard substitute.
- c. A substitute item or, in the case of a potential CASREP, a part available in a non-vital equipment cannot meet the requirement.

6404. Issues to Other Units/Other Supply Officer Transfers. When transferring parts to other ships, the transferring ship will replenish its own stock if deficient. The receiving ship will report consumption of the material; the transferring ship will not. Carry out transfers as per NAVSUP P-485, Chapter 5. Do not use transfers as demand in computing SIM usage levels. Transfers of AVDLR and DLR material require special attention for carcass tracking. Ensure the turn-in is accounted for and properly covered in the NAVSUP Electronic Retrograde Management System/ NAVSUP WSS In-Transit Accountability (eRMS/NITA) System. Consult with your TYCOM DLR tracking subject matter expert as required by the complexity of the transfer event.

6405. Total Asset Visibility/Force Inventory Management Analysis Reporting System. The Force Inventory Management Analysis Reporting System (FIMARS) database assists Force, Group, Task Force Commanders and Regional Maintenance Centers (RMC) by providing total asset visibility (TAV) of inventories onboard R-Supply ships. FIMARS also enables an administrator (e.g., MATCONOFF, expediter, supply systems analyst, DLA/NAVSUP WSS/FLCs) to query a single database to determine material availability, excess material on hand and dues management, material deficiency reviews, and other related inventory management issues.

- a. Validity of the FIMARS database depends on timely submission of the Force Inventory Transmission System Download (FITS DL - Legacy Supply) and Force Drawdown (Optimized Supply) from all ships. All ships will submit FITSDLs via the WEBSALTS FITS

menu option. Submission of the FITSDL by email attachment is acceptable if the onboard WEBSALTS program is inoperative.

b. NAVSUP revised FITSDL reporting requirements to include submitting a supplemental/update FITSDL report on the 10th and 25th of each month for Mirco-SNAP/R-Supply CY-04 ships, daily for R-Supply Viking/Patriot ships and a full/baseline report on the 10th day of the first month of every quarter (10 Jan, 10 Apr, 10 Jul, and 10 Oct) for all platforms. If shipboard connectivity to WEBSALTS or email is good, recommend submitting a baseline FITSDL in lieu of supplemental report on the 10th and 25th of every month. A baseline report completely refreshes the FIMARS database whereas a supplemental report only adds or changes stock record files; no deletions (from GLS or ASI processing) are made in FIMARS when processing supplemental reports.

c. Activities desiring to check stock availability of other commands can access the FIMARS database at <https://www.atav.navy.mil/fimars/logonwb2.htm> (a SAAR form is required for access). Stock availability is also maintained in NAVSUP's One Touch Support website.

6500. REPAIRABLE ITEM MANAGEMENT. NAVSUP P-485 contains detailed procedures for procurement, handling, and turn-in of repairable items. All commands will strictly comply with the accounting and turn-in procedures for repairable carcasses. Fleet readiness is reduced when excess RFI or NRFI DLRs are carried onboard.

a. Investigate DLR excesses to make sure that all carcasses have been turned-in for previously requisitioned material before turning them in as excess. Receipt of a duplicate DLR shipment is not excess material and the duplicate item must be returned to the shipping activity (FLC, etc.) for credit. NAVSUP WSS creates Carcass Tracking Records (CTR) for the original and the duplicate shipments even with duplicate document numbers.

b. For COMNAVSURFLANT units, turn-in excess RFI DLRs to Receiving Officer (RRAM) 1968 Gilbert Street, Bldg. W143 Driveway 2 Norfolk, VA 23511. POC contact number is (757) 752-4929.

c. For COMNAVSURFPAC units, turn-in excess RFI DLRs to COMNAVSURFPAC RRAM Warehouse, 4770 Railroad Way, San Diego, CA, Bldg. 280-Door 11, 92136-5594, POC contact number: (619)556-6196/ DSN: 526-6196.

d. Turn-in documents, DD Form 1348-1A, must have the correct management code C (credit) in card column 72.

e. Do not spend OPTAR funds (postage) to mail/ship excess material; hold material until return to homeport or near a military trans-shipping point (e.g., Combat Logistics Force (CLF) ship or local hub/node). For additional guidance on DLRs, see Appendix D.

6501. Fixed Allowance Repairables. DLRs are fixed allowances. The fixed allowance will identify both the range and depth authorized for storeroom items, MAMs and OSI. The fixed allowance published in the COSAL is the maximum inventory level authorized. No increase or decrease in stock levels is authorized without an approved Allowance Change Request-Fixed (ACR-F). ACR-F format is in NAVSUP P-485, para 2105 and NAVSUP P-488. Use the ACR-F

for requests to increase (or decrease) allowances based on demand/usage. DLRs are always managed as non-SIM.

6502. DLR Carcass Charges. Maritime DLR and Aviation DLR (AVDLR) carcass charges can have a serious impact on ship and force readiness and financial position. These charges are preventable with proper oversight and controls.

a. See Appendix D for significant information concerning DLR carcass charges. Excessive charges may affect eligibility for the Logistics Management Excellence Award (Supply Blue "E") and require additional management assessments and investigations.

b. One-for-One Repairable Replacement: All DLR assets will be requisitioned strictly on an exchange basis (i.e., a NRFI carcass will be turned into requisition a RFI replacement). Exceptions to this policy include initial outfitting of DLRs per a new COSAL or ASI update (field level changes) and DLR deficiencies due to an approved ACR-F (these requisitions will cite Advice Code 5D). NAVSUP WSS Code 055 will notify requesting unit via naval message/letter granting approval/disapproval. Approved allowance increases are updated via ASI processing.

c. An ACR-F approved for a single unit/ship is funded by TYCOM. ACR-Fs approved for an entire class of ships are funded by the NAVSEA OPN Outfitting Account, per NAVSUP P-488.

d. A weekly review of the Carcass Tracking Transaction Report (CTTR) shall be conducted by the Supply Officer. Employ the reports from the NAVSUP eRMS/NITA System.

6503. Pseudo Maintenance Assistance Module Management Guidance. Refer to COMNAVSURFORINST 4440.1B for the management of MAMs in Unit and Force Level activities.

6504. Excess Parts Offloads. ATC 6 materials are items that no longer have adequate demand to be kept onboard. Removal of ATC 6 material frees resources, increases storeroom space and reduces manpower required for shipboard inventory management.

a. Ships are to request removal of ATC 6 material 60 days post major availability. Request will be made to the TYCOM and include a complete ATC 6 listing.

b. Approval is based upon the configuration data manager's completion of the ship's outstanding configuration records and all the ship's ASI files being run.

c. An excess material review shall be conducted every 12 months. Request will be made to the TYCOM and include a complete ATC 6 listing.

d. The ship will be provided disposition instruction for offload of material once TYCOM reviews the ATC 6 list.

6600. CONFIGURATION MANAGEMENT AFLOAT. Configuration management directly affects operational readiness. NAVSEA Technical Specification 9090-310D, NAVSEA Technical Specification 9090-700B (SCLISIS Manual Parts A & B), NAVSEA FMP Management and Operations Manual, Joint Fleet Maintenance Manual (JFMM), and Combat Systems Improvement Program (CSIP) Number Ninety Two provide the basis for configuration management afloat. Although the Commanding Officer is ultimately responsible for shipboard configuration, the Supply Officer is the ship's primary officer responsible for all matters relating to shipboard configuration management. Along with the 3-M Coordinator (3-MC), the Supply Officer will take all necessary steps to provide management oversight, assume shipboard cognizance and responsibility, and enforce as per this instruction. Be aware of planned alteration/installation dates to track and make sure ISEAs and Alteration Installation Teams (AITs) provide all ILS products at the completion of the alteration/ installation.

a. The goal for shipboard configuration accuracy is 100%. The achieved figure is arrived at using ship's equipment validation information; i.e., 100% of equipment listed on your database should match what is actually onboard. Equipment validation must be conducted to maintain an accurate database. Common reasons for poor configuration include: incorrect initialization during new construction; poor adherence to AIT Integrated Logistics Support (ILS) procedures; un-provisioned APL(s) at time of installation; lack of deck plate training/knowledge; lack of training/knowledge at the In-Service Engineering Agent (ISEA) level; non-reporting of shipboard level and/or intermediate level installations; etc.

b. Although there is an infrastructure in place to ensure correct reporting of configuration changes to ship's systems and equipment, vigilance and oversight of all equipment installations and modifications at the shipboard level is absolutely essential to maintaining the accuracy of the ship's configuration data base. Supply Officers must take the lead in ensuring all installations and alterations have appropriate ILS. The Supply Officer must become an integral part of the shipboard alteration/installation planning process as well as be aware of planned alteration/installation dates to track and make sure ISEAs and AITs provide all ILS products at the completion of the alteration/ installation.

c. The following additional measures are strongly recommended:

(1) The Supply Officer and 3-MC must be heavily involved in the shipboard planning/scheduling of the AIT process.

(2) The Supply Officer and 3-MC should conduct semi-annual configuration training for shipboard personnel to augment the 3-M qualification process. This effort is particularly critical during pre and post maintenance availability periods.

(3) Ensure the 3-MC has completed all schools required for NEC 9517. Systems Coordinators are required to obtain NEC 9573 and 2730 for Micro-SNAP commands.

(4) Ensure that the ASI data, Revised Alternative Dataflow (RAD) uploads and downloads and TYCOM bulk load tapes are processed expeditiously.

(5) Ensure that all emergent work conducted by ship's force, shipyards, and RMCs is properly documented, and that OPNAV Form 4790/CKs are processed to document all configuration changes.

(6) Discuss the TYCOM quarterly alteration installation message at Planning Board for Training (PB4T) and incorporate it into the ship's short- and long-range planning schedule.

(7) Create shipboard awareness of ILS requirements for installations/modifications and establish a feedback/control mechanism to track and report configuration changes.

(8) Ensure that the 3-MC is conducting equipment validation weekly (1 per 250 pieces of equipment per W/C) as per COMNAVSURFPAC/COMNAVSURFLANTINST 4790.1.

(9) Ensure that equipment validation is conducted on all food service and laundry equipment 12 months prior to deployment, prior to a Board of Inspection and Survey (INSURV), after a major overhaul, and during a change in PMS packages to ensure configuration coverage and safety.

6601. Equipment Support/COSAL Maintenance. Updating the ship's COSAL to support installed equipment is a continuous effort requiring total command involvement. Under the Maintenance Data System (MDS) of the 3-M System, W/C technicians will submit OPNAV Form 4790/CK to add, change, or delete equipment APLs due to unsupported or inaccurately supported equipment onboard, or supported equipment no longer onboard. Submit Fleet COSAL Feedback Reports (FCFBR) to change or remove parts inaccurately listed on applicable APLs or to identify ATC 1 material which has had stock replenishment requisitions cancelled with CG, CJ, CK, CY, or CU. FCFBRs are no longer required for parts not listed on shipboard OMMS-NG/AWN APLs/ Allowance Equipage Lists (AEL)s if they appear on a hard copy APL or Enterprise Resource Planning (ERP) WSF.

Process OMMS/OMMS-NG pen and ink changes when parts are listed on the hard copy APL but not in OMMS/OMMS-NG; in AWN platforms, the 3-MC will have to submit a wrong in model report for the NIIN to be added to the AWN COSAL. Supply Department personnel will ensure appropriate supply support is available to maintain installed equipment through effective use of the ship's COSAL. Review the Summary of Effective APLs (SOEAPL) for equipment APLs with pound (#) signs and verify in OMMS/OMMS-NG for parts data. Submit list of APLs with no parts data to the configuration data manager (CDM) for requesting logistics/parts support data from the WSF. With total command involvement, accurate logistics and maintenance support will improve the reliability of all onboard equipment and systems. NAVSEAINST 4790.8C 3-M Manual, NAVSUP P-488, and NAVSUP P-485, paras 2104 and 2205, provide specific guidance for configuration validation and maintenance. Use a COSAL Feedback Control Log, Figure 6-5, to track status of outstanding FCFBRs. To prepare FCFBRs, go to:

<http://www.navy311.navy.mil/>, then select Equipment/Maintenance in the following situations:

- a. Suspected error in code assignments, e.g., SM&R codes, note codes for allowance overrides.
- b. Non-allowed part required for PMS.

- c. Part number in technical manual does not agree with APL.
- d. Allowed quantity insufficient for PMS requirements.
- e. APL incomplete (missing information), e.g., characteristics data, technical manual number.
- f. APL technical problem such as an incorrect Minimum Replacement Unit (MRU) assignment.
- g. Incorrect part/item listed on APL/AEL.
- h. Source, maintenance, and recoverability codes and allowance note codes noted on APL/AEL are not defined in any publication held.
- i. Circuit symbol number in electronics APL section B crosses to incorrect reference number/stock number.

6602. Outfitting Allowances for New Construction Ships Only. The Supply Officer should refer outfitting allowances that appear inadequate to support installed equipment to the appropriate Naval Supervising Activity (NSA). If this does not suffice, complete Allowance Change Request (ACR) online via the NAVSUP website. See NAVSEAINST 4441.2A for detailed information.

6603. Allowance Changes. NAVSUP P-485, paras 3365-3369 provide detailed information on eligibility, requisitioning, and other procedures related to initial or increased allowances of repair parts and equipment authorized for NAVSEA COSAL funding. The following supplemental guidance applies:

a. **Applicability:** Whenever CNO/SYSCOMS or their technical agencies change shipboard allowances, Ship Construction, Navy (SCN) funds finance these changes except when ships are receiving depot maintenance or within 60 days of receiving depot maintenance. Funding goes towards equipment deficiencies only (including Ship Portable Electric/Electronic Test Equipment Requirements List (SPETERL)).

b. **Requirements for new installation and unsupported equipment:** NAVSUP P-485, para 2104 authorizes requisitioning allowance deficiencies in support of newly installed/unsupported equipment. Determine and submit requirements following subparagraphs d and e below. Make sure that configuration change information is submitted per paragraph 6601.

c. **Stocking decisions for repair parts:** Check maintenance level codes for each item in the APL allowance column ensuring that you order only material installable at shipboard level for stock. Maintenance level codes are the third position of the Source, Maintenance, and Recoverability (SM&R) code on the APL. The COSAL Use and Maintenance Manual, NAVICPINST 4441.170B, page A-9 contains SM&R codes.

d. **Deficiency computation:** ASI processing automatically computes deficiencies.

e. Requisition Procedures: Submit NAVSEA OPN outfitting account requisitions per NAVSUP P-485, para 3369 and the Navy Outfitting Program Policies and Procedures Manual (TMINS: T9066-AA-MAN-010). Submitting hard copy referenced authorizations and APL information is no longer required.

f. Appropriation Purchases Account (APA) initial allowance Deficiencies: Order APA initial allowance deficiencies through normal Point of Entry (POE) supply channels (i.e., NRP).

g. Deletion of Stock Record Cards: The only manual stock record deletes authorized at the shipboard level are on AT1 HAZMAT being carried in HICSWIN or when in receipt of RG status. Unauthorized changes or deletions of stock record for COSAL/HME allowance supported materials will disqualify a ship from "Blue E" eligibility. Changes or deletions historical in nature will be adjudicated on a case-by-case basis by the TYCOM. Other than through normal ASI process, ships have no authority to change COSAL/HME allowance to any other ATC, unless specifically directed to do so in writing from TYCOM N41. The only time a ship has authority to make any changes to COSAL/HME allowance is following an approved Allowance Change Request (ACR). TYCOM directed/approved changes will be coordinated with the ship's Supply Officer. Effective immediately, commands must maintain a file of approved changes to COSAL/HME allowance and ACRs. This file must be available for validations.

6604. Allowance Change Request. Submit an Allowance Change Request (ACR) to request a revision (addition or deletion) to an authorized allowance list for equipment and components, repair parts, or equipage via the website: <http://www.navy311.navy.mil/> then select Supply and Logistics. All requests will be automatically forwarded to TYCOM for endorsement to appropriate activities. Submitting activities will receive notice of TYCOM endorsement electronically, as well as approval or disapproval notice from appropriate activities. Additional guidance is:

a. Justification: Establish the need in terms of programs and requirements placed upon the ship. Include statements why current allowances to support these programs or requirements are inadequate and how the requested item will provide better support such as documented usage, manpower, and monetary savings as applicable.

b. Email address: The website was created to streamline the handling of requests from the time they were submitted to time they were approved or disapproved, therefore, email address of the personnel submitting ACR must be included in the form. All ACRs should have the email address of [suppo@hullno.navy.mil](mailto:suppo@hullno.navy.mil).

c. Follow-Up: The TYCOM will endorse or disapprove the ACR advising the originator of action taken. ACRs are normally endorsed by TYCOM in less than 30 days. Final action on ACRs should not exceed 3 months. Follow-up emails or phone calls from the originator to the last activity known holding the ACR are warranted if these periods are not met.

d. Funding: NAVSEA OPN funds allowance increases on approved ACRs if they determine the increase applies to a class of ships. If NAVSEA or NAVSUP WSS determines the



allowance change applies only to the requesting ship, the requesting ship must use OPTAR to requisition the allowance increase.

e. Files: All COMNAVSURFPAC/COMNAVSURFLANT ships will maintain pending and completed ACR files including any correspondence appertaining to ACR. Keep these files to make sure approved allowance changes are incorporated into the next production and processing of ship's ASI file.

f. Allowances for Material Other Than Equipage and Repair Parts: The following directives provide guidance concerning allowances for material other than equipage and repair parts for active Fleet ships:

(1) OPNAVINST 4780.5T contains service craft and boat allowances for Navy ships and shore-based units of the Fleet operating forces.

(2) OPNAVINST 3150.27A contains allowances of diving equipment for ships.

(3) NAVSEAINST C8011.2A contains procedures for changing ammunition allowance lists.

(4) NAVAIR Publication 00-35QL-22 provides initial outfitting allowances of meteorological material and equipment.

(5) NAVAIR Publication 00-35QP-3 provides initial outfitting allowances of photography material and equipment. NAVAIRSYSCOM (NAIR-5392B) has cognizance for changes to photographic allowances.

g. NAVSEA Publication SE700-AA-MAN 410/RADIAC provides procedures for shipboard 7Z cognizance portable RADIAC equipment. See NAVSUP P-485, para 2105 and NAVICPINST 4441.170B, Chapter 5 of the COSAL Use and Maintenance Manual for additional information concerning submission of ACRs.

6605. Boat Support and Civil Engineering Support Equipment. Supply support, including repair parts, for noncommissioned boats, craft, and Civil Engineering Support Equipment (CESE) permanently carried onboard ship is included in the ship's COSAL and will be funded by OPTAR. The host ship or the owning command will fund supply support for noncommissioned boats and craft that are not the organic property of the host ship as follows:

a. Pack-up Support: Pack-up kits provided and funded by the parent command may also support boats, craft or CESE assigned to subordinate commands embarked during deployments and other operations. These kits contain commonly used repair parts and consumables peculiar to the boat or craft.

b. Issue Sequence: To obtain repair parts in support of all Naval Beach Group boats and crafts, the detachment personnel and/or supporting ship will:

(1) Issue parts carried in the pack-up kits furnished by the parent command. In the case of an LCU, use the repair parts carried in the LCU. The parent command will replenish the items.

(2) Issue without charge from organic stocks of the embarked ship. The issuing ship will bear the cost of replacing such issues.

(3) Screen ships in company for urgently required repair parts and place on Fleet-wide/local MATCONOFF screen, if appropriate. Check the pack-up kits and storerooms of other craft embarked/assigned to the Expeditionary Strike Group (ESG). The ship with the embarked detachment will bear applicable costs.

(4) Request the parent command to provide the parts. The parent command bears the cost.

c. Citing Parent Command Funds by Supporting Ship: Surface ships may not submit any requisition that will result in a charge to the OPTAR of the parent command of embarked units.

6606. ASI Data/Revised Alternative Dataflow Download Processing. Sequenced Revised Alternative Dataflow (RAD) downloaded ASI provides updated configuration and repair parts support for R-Supply/Micro-SNAP ships. Process all RAD downloaded sequenced ASI as soon as possible, barring any (R-Supply/Micro-SNAP) equipment and software failure or operational commitments (such as OPPE) where power fluctuations may occur. The 3-MC will input the ASI data downloaded from Revised Alternative Data Flow (web version) (RADWEB). The Supply Officer will follow-up on the ASI processing and submit NAVSEA OPN Outfitting Account requisitions generated as the result of ASI processing. Ensure the ASI Transaction Report (R-Supply JSS117/JSS135)/ASI Automated STK Report (Micro-SNAP RPT 091) is reviewed and action taken to discrepancies as required.

6700. HAZARDOUS MATERIAL AND HAZARDOUS WASTE. The Supply Officer is the Hazardous Material/Hazardous Waste (HM/HW) Coordinator unless an Industrial Hygiene/Industrial Safety Officer is onboard. All USN ships are required to implement the Consolidated HAZMAT Reutilization and Inventory Management Program (CHRIMP). An effective HAZMAT program at any command requires the support of all personnel. Personnel assigned as HAZMAT storeroom operators are required to be Hazardous Material Control Management Technician (NEC 9595) certified. Material Safety Data Sheets (MSDS), material identification, proper stowage, issue, monitoring, use of Personal Protective Equipment (PPE), and proper disposition of HM/HW, are essential elements of the HM/HW program.

a. HAZMAT is defined as a substance or material, which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants and elevated temperature materials. Materials designated as hazardous under the provisions of CFR 49, sections 172.101, 172.102 and materials that meet the defining criteria for hazard classes and divisions in Part 173.

b. Hazardous Waste (HW) is defined as any solid waste that meets the definition in 40 CFR 261.3 and/or identified as a specific state hazardous waste.

c. Specific afloat HM/HW guidance is available in OPNAVINST 5100.19 (series).

(1) The HAZMAT Information Resource System (HMIRS) (DoD 6050.5) and the Special Category Item List (SCIL) lists hazardous items. Every ship will have a minimum of three copies (Supply, Medical, and Engineering Departments) of HMIS. HMIS provides MSDS information for most HAZMAT assigned an NSN and many open market items procured by DoD. Work Center Supervisors are required by OPNAVINST 5100.19 to conduct HAZMAT communication training of assigned personnel to meet requirements set forth by 29 CFR 190.1210.

(2) The Tailored Ships HAZMAT List (T-SHML) is resident in the HAZMAT Inventory Control System for Windows (HICSWIN) software and identifies HAZMAT authorized for use afloat by ship class (i.e., DDG). Per OPNAVINST 5100.19, do not order HAZMAT not listed in the Ships Hazardous Material List (SHML), COSAL, SPMIG, or Navy Ships Technical Manual (NSTM) unless specifically authorized by the Commanding Officer. The HICSWIN program has a feedback function that will be used to identify HAZMAT recommended for addition to the SHML. The original SHML Feedback Report (SFR) must be signed by the Commanding Officer (cannot be delegated), attached to the purchase request for submission to the appropriate FLC procurement office, and a copy kept on file. The HICSWIN software also produces an SFR to be transmitted via WEBSALTS to NAVSUP WSS (code N241) for approval. Attach copies of HAZMAT open market purchases to HM/HW transferred to another ship or ashore for any purpose.

(3) Practice HAZMAT minimization to the maximum extent practical. Review reorder levels for all HAZMAT annually to ensure no excess HAZMAT is onboard. Multiple W/Cs should share HAZMAT to avoid unnecessary procurement. Order the smallest unit of issue available that meets the requirement to avoid or minimize disposal cost for excess HM/HW. Ships implemented with HICSWIN have the tools and capability to maximize the range of HAZMAT required for routine operations.

(4) Transfer excess, unopened RFI HAZMAT to shore HAZMAT minimization/reuse stores (HAZMINCEN) or process as MTIS vice hazardous waste for disposal. Manage Type I (non-extendable) shelf life HAZMAT through HICSWIN, which is installed on all ships, to avoid costly maintenance of expired material in shipboard stocks. Ships will transfer Type I material with expired shelf life to the supporting shore HAZMINCEN. Type II (extendable material) will be inspected in accordance with shelf life codes. HAZMAT unfit for issue will be transferred to shore HAZMINCEN as per directives issued by the supporting activity to avoid expiration. Transfer Type II (extendable) HAZMAT ashore at the ship's assigned homeport for proper disposal. Obliterate all stickers and labels that reflect locally assigned MSDS numbers on containers and labels that reflect locally assigned MSDS numbers on containers processed as MTIS or transferred to a local HAZMINCEN before transfer. Failure to obliterate these stickers and labels could result in future users applying inappropriate procedures for handling, stowage, emergency response, personal protective equipment or disposal.

d. In handling, storing, and issuing HAZMAT, Supply Department personnel will comply with provisions of OPNAVINST 5100.19:

(1) Maintaining a fully compliant afloat HAZMINCEN necessitates shifting workload and responsibility to the Supply Department. It is essential that manning and space resources also be shifted to the Supply Department to ensure effective operation. HAZMINCEN operators must also be functionally realigned and acquire NEC 9595.

(2) Inventory and inspect all HAZMAT stowed aboard according to shelf life codes procedure (see NAVSUP P-485, Appendix 9), or annually, whichever is sooner. Check material condition of containers, correct identification, and proper marking or labeling.

(3) Inventory and inspect HAZMAT stowed in the custody of other departments (non-Supply), including satellite lockers monthly utilizing OPNAVINST 5100.19.

(4) Handle material received with hazardous or warning labels carefully and correctly, and ensure that appropriate PPE is available and used.

(5) Ensure that hazardous or warning labels remain attached and legible on all HAZMAT containers at all times. When HAZMAT are transferred into a secondary container, duplicate and affix hazardous and warning label information to the secondary container(s). The ability to print appropriate labels is a function available in the HMIS software. Attach an MSDS to HAZMAT issues. Match each HAZMAT container's Commercial and Government Entity (CAGE) code and manufacturer to determine the appropriate MSDS. If required, print MSDSs from HMIS.

(6) Store flammable material in either NAVSEA approved flammable storage lockers (not to exceed the recommended threshold quantity) or in properly designed and outfitted storerooms. A maximum of 30 gallons of HAZMAT (two 15 gallon approved lockers) can be stored in a space, unless the space is properly designed and outfitted for storage of flammable material.

e. Shipboard generated hazardous waste requiring disposal ashore in CONUS must be coordinated in advance with the ship's assigned homeport. Carry out OCONUS HW disposal according to in-theater procedures or hold hazardous waste for transfer at the assigned CONUS homeport. See COMSERVFORSIXTHFLTINST 4000.1 (series) for the Mediterranean area and COMLOGSUPP-FORSEVENTHFLTINST 4000.1 (series) for the Western Pacific.

f. Any HM/HW questions can be directed to the appropriate HAZMAT Program Office (HMPO) located at the servicing FLC. Each office maintains a staff of technical personnel and provides a range of services to surface ships.

## 6800. SPECIAL MATERIAL MANAGEMENT PROGRAMS

6801. General Purpose Electronics Test Equipment. General Purpose Electronics Test Equipment (GPETE) is equipment capable of generating or measuring a range of electronic or electrical parameters, as required, to test two or more functions in systems or equipment of basically different design.

a. Program Objectives: The COMNAVSEASYS COM Program effectively allocates scarce GPETE assets by determining actual GPETE requirements.

b. Validation of Requirements: Units with GPETE (SPETERL or COSAL, Part IIB) are required to continuously review and update the SPETERL and the outstanding requisition file. The Electronics Maintenance Officer (EMO) will:

- (1) Conduct an annual GPETE inventory, per COMFLTFORCOMINST 4790.3.
- (2) Submit an ACR (NAVSUP Form 1220-2) (see paragraph 6604) as changes occur in equipment or PMS requirements that involve changes in required GPETE.
- (3) Carefully screen excesses that are discovered as a result of shipboard requirements against all subcategory (SCAT) codes to make sure that the item is not required to fill other onboard deficiencies.

c. The following procedures apply to requisitioning and disposal of GPETE:

(1) When submitting requisitions for GPETE, use EMRM OPTAR citing Fund Code 2nd position B or R for R-Supply and Micro-SNAP. Make sure the advice code cited on the requisition is compatible with the project code used. DLR procedures apply to GPETE. When the NSN is unknown, cite document identifier \_A and \_E, and provide the preferred equipment model number, subcategory description and SCAT Code in the remarks block.

(2) Use paragraph 6603 requisitioning procedures for obtaining GPETE required to support newly installed equipment when the installing activity does not provide the GPETE. Additionally:

(a) GPETE deficiencies (excluding 7Z Cog), resulting from new or previously unfiled requirements (subparagraph 2b above) are eligible for NAVSEA OPN Outfitting Account funding.

(b) 7Z Cog GPETE Initial Outfitting/Allowance Deficiencies: Once the SPETERL allowance is determined, the system command will record the deficiency and no further action by the ship is required. NAVSUP WSS will reject initial outfitting requisitions.

d. GPETE End Item Replacement (GEIR):

(1) Requisition GPETE requirements for failed or unserviceable equipment from NAVSUP WSS per NAVSUP P-485, para 3279. Requisitions must certify that the failed unit is available for turn-in or has been surveyed.

(2) USFFC Test Equipment/Calibration Readiness Assessment (TECRA) Program: The Test Equipment/Calibration Readiness Assessment (TECRA) Program is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among COMNAVSURFLANT ships. Before requisitioning GPETE to fill deficiencies, Supply Officers will make sure maintenance personnel have screened TECRA assets per COMFLTFORCOMINST 4790.3).

(3) COMPACFLT Test Equipment Allowance Program (FTEAP): FTEAP is the primary vehicle for receiving and redistributing excess GPETE/SPETE assets among

COMNAVSURFPAC ships. The two FTEAP centers are located in San Diego and Pearl Harbor. Before requisitioning GPETE to fill deficiencies, Supply Officers will ensure maintenance personnel have screened FTEAP replacements.

e. CASREP/URGENT GPETE/GEIR Material Requirements:

(1) CASREP: When a specific system is down and 7Z Cog GPETE is required to correct a CASREP, include NAVSEASYSCOM DET, Portsmouth, VA on the CASREP message and subsequent updates.

(2) CASREP-Related GEIR: Requisition via normal CASREP procedures.

(3) CASREP Related Initial Outfitting/Allowance: Submit CASREP requirements by plain text message per Naval Warfare Publications (NWP) 1-03.1 to NAVSEASYSCOM DET, Portsmouth, VA (info: TYCOM, NAVSEASYSCOM DET San Diego CA, and NAVSEAACT PAC Pearl Harbor HI). The message should indicate the test equipment required to correct the outstanding casualty, SPETERL allowance quantity and quantity onboard. Provide Date-Time-Group (DTG) of the outstanding CASREP for cross-reference purposes. MILSTRIP data is not desired since requests will be handled outside normal Fleet supply channels. NAVSEASYSCOM DET will provide status and shipping information by message. Other GPETE CASREP procedures continue to apply except that CASREP caption STRIP information and W requisitions will not be used (use D requisition numbers (DLRs)). Insert special notation that requirements are unfilled initial allowance in caption AMPN.

6802. Organizational Bedding. In addition to providing bedding for ship's company, surface ships must also provide adequate bedding to embarked troops and other passengers. Accordingly, the same bedding items furnished to ship's company will be issued to troops and passengers commensurate with their rank, or status, and climatic conditions. The supporting ship bears the cost of organizational bedding. Include organizational bedding in the ship's phased replacement program to make sure that OPTAR is budgeted to maintain adequate allowances. The following procedures are appropriate:

a. In addition to having the capability to outfit ship's company, embarked troops, and passengers with organizational bedding, Supply Officers should make sure that a backup stock quantity exists for replacement purposes. As there are several sizes and types of bedding, each Commanding Officer will decide which types to use and stock. Tailor the standard issue according to existing climatic conditions. In case of an emergency such as evacuation of civilian personnel requiring cots to supplement bunks/berths, the persons occupying the cots will receive only those standard items of issue considered necessary.

b. Commanding Officers will issue an instruction to establish the issue and control of organizational bedding. The instruction may assign an Officer or the Ship's Master at Arms the responsibility for organizational bedding.

c. Bedding for temporarily embarked personnel will be conspicuously marked to distinguish it from bedding issued to and authorized for use by ship's company. As troops or passengers are embarked, count out the bedding and issue to the senior member of each compartment or unit, who will personally certify receipt of all bedding issued to their unit and

acknowledge in writing acceptance of responsibility for returning or properly accounting for all quantities issued upon debarkation. In the case of emergency evacuation, control of bedding issued to civilians may be relaxed so as not to further aggravate an already uncomfortable situation.

d. Provide laundry service to all persons onboard to ensure a change of linen at least weekly.

6803. Evacuation Material. Commanding Officers of all ships will be prepared to evacuate U.S. Nationals in an emergency. However, evacuation of civilian and military personnel from dangerous situations is a specific mission of amphibious type ships and certain evacuation material will be stocked. Additionally, prepare a messing bill for use in case of evacuation. The Commanding Officer will issue an instruction regulating the custody and storage of evacuation material. If possible, assign responsibility for the custody and storage of evacuation material to one individual.

a. Allowance of Evacuation Material: Stock evacuation material on ships as specified in COMNAVSURFPAC/COMNAVSURFLANTINST 6000.1.

b. Non-Combat Evacuation Operation (NEO): LHD, LHA, LSD and LPD class ships will be required to carry specific items in support of NEO situations. The current list of items to be carried by L-Class ships is divided into Medical Department and Supply Department responsibility as follows: The Medical Department is responsible for maintaining the following items in the quantities by class indicated:

<u>Cog / NSN NOMENCLATURE</u>	<u>U/I</u>	<u>LHA/LHD</u>	<u>LPD/LSD</u>
9L 6505-01-011-1464 Amoxicillin for Oral Susp, 125mg/5ml	BT	12	6
9L 6505-01-144-5318 Erythro Ethylsucc and Sulfisox for Oral Sus	BT	12	6
9L 6505-01-201-3458 Acetaminophen Oral Susp, .160gms/5ml	BT	12	6
9L 6505-01-237-0561 Electrolyte Solution Oral 8s (Pedialyte)	PG	4	2
9L 6530-00-619-8315 Cap, Nursing Bottle Nipple Protection, 12s	BX	4	2
9L 6530-00-772-0107 Bottle, Nursing, 8 oz. 36s	BX	1	1
9L 6530-00-772-0115 Nipple, Nursing Bottle, Rubber, 12s	BX	12	6

(Local procured) Sanitary Napkins/Pads BX 3 2

The Supply Department is responsible for maintaining the following items:

<u>Cog / NSN NOMENCLATURE</u>	<u>U/I</u>	<u>LHA/LHD</u>	<u>LPD/LSD</u>
(Locally procured) Diaper, Disposable, 36s	BX	30	15
(Locally procured) Baby Oil, 1/2 Pint	BT	15	8
(Local procured) Baby Food, Assorted, 24s	CS	18	9
(Local procured) Baby Formula Powder, 1/4 lb. CN	EA	20	10
9D 7210-01-286-0983 Towel	EA	300	200
9G 8520-00-129-0803 Soap, 4 oz., 72s	BX	5	2

Ships should refer to Shipboard Medical Procedures Manual (COMNAVSURFPACINST 6000.1) paragraph 4311 periodically for any changes to this list of items to be carried. Also, the mission assigned to a ship may require more items to be carried.

6804. Vehicle/Aircraft Lashing Gear, Troop Life Jackets/Float Coats and Cargo Nets.

Vehicle/aircraft lashing gear, life jackets/float coats, and cargo nets are essential to the operation of amphibious type ships. A reliable method of inventory control, plus proper marking of the latter two items, can greatly decrease losses and, in most instances, eliminate them. NAVSUP WSS provides AELs for vehicle/aircraft lashing gear and life jackets/float coats to each ship.

a. Do not remove vehicle/aircraft-lashing gear from amphibious ships during operations and exercises. As such, marking vehicle/aircraft lashing gear is not necessary. However, inventory procedures prescribed by subparagraph 4 (below) are mandatory.

b. Mark all troop life jackets/float coats and cargo nets with the ship's hull number. This helps identify the originating command when items are lifted to other vessels.

c. Commanding Officer shall establish procedures to maintain adequate control of vehicle/aircraft lashing gear, life jackets/ float coats, and cargo nets. Take a careful count of life jackets/float coats and cargo nets removed from and returned to the ship during an operation and reconcile any inventory discrepancies immediately following completion of the operation.

d. Beach Group Commanders shall make sure that all life jackets/float coats and cargo nets carried inland are returned to the beach. The beach-master is responsible for gathering life jackets/float coats and cargo nets at designated positions on the beach and will inform the Officer



in Tactical Command (OTC) when ready for pickup. The OTC will direct ships to send representatives ashore for collection of life jackets/float coats and cargo nets.

e. Make sure boat crews and beach parties understand the necessity for preventing losses on the beach. Carry jackets and cargo nets inadvertently placed in the wrong boat to the parent ship, if possible. When the exercise is completed, or when requested, Commanding Officers of ships are to submit a life jacket and cargo net report to include the following information to the OTC:

(1) Number of troop life jackets on hand belonging to other ships (Give hull number and number of jackets for each ship).

(2) Number of troop life jackets missing.

(3) Number of cargo nets on hand belonging to other ships (Give hull number and number of nets for each ship).

(4) Number of cargo nets missing.

f. Upon receipt of the life jacket/float coat and cargo net report, the OTC will coordinate return of material to the appropriate ship(s).

g. Instructions to the landing force shall emphasize the importance of all hands discarding their life jackets above the high water mark on the beach and immediately returning to the beach any and all cargo nets or life jackets/float coats carried inland.

#### 6805. Special Organizational Clothing

a. Special clothing is cold weather, utility, and wet weather clothing. It does not include flight, medical, chemical, biological, impregnated, or anti-contamination protective clothing. Special clothing issues to an individual are on a loan basis and remain the property of the Navy.

b. Training and Special Operation Allowance: (Amphibious Type Ships Only) as required by operating conditions, ships may issue clothing to personnel engaged in training exercises or special operations including those who are temporarily assigned to Marine units ashore or under arduous field conditions. Ships shall issue utility clothing as organizational clothing to individuals performing these duties. Determine articles and quantities of issued clothing on an individual basis. Ships may carry the following articles in addition to the standard sea outfit:

(1) Landing craft and boat personnel (When not part of regularly assigned ship's allowance):

(a) Cap, utility, Olive Green (OG), 1 per person.

(b) Shirt, utility, coat style, OG, 1 per person.

(c) Shoes, field, A-1, 1 pair per person.

- (d) Trousers, utility, OG, 1 per person.
- (2) Beach parties, underwater demolition teams, explosive ordnance disposal units:
  - (a) Bag, duffel, 1 per person.
  - (b) Bag, sleeping, mountain Type 1, 1 per person.
  - (c) Cap, utility, OG, 2 per person.
  - (d) Shirt, utility, coat style, OG, 7 per person.
  - (e) Shoes, field, A-1, 2 pair per person.
  - (f) Trousers, utility, OG, 4 per person.
- c. Renovation and survey of special clothing is per NAVSUP P-485.
- d. Flame Resistant Coveralls: Each ship is allowed three sets of Flame Resistant Variant (FRV) coveralls (NSN 8405-01-619-1072 (series) see COMNAVSURFPAC/COMNAVSURFLANT msg DTG 241800Z OCT13) for all Sailors afloat. The FRV coverall will be issued and managed as organizational clothing in accordance with TYCOM instructions to all afloat personnel on surface ships to mitigate the risk of fire-related injuries. Each Sailor serving onboard surface ships will be issued three FRVs. As organizational clothing, FRV coveralls will be replaced by the command when they are no longer serviceable. Units should maintain stocks onboard to support replacement as required. Phase replacement of the FRV organizational clothing will be supported by the TYCOM. All FRV coverall requisitions will cite project code ZFR (note: this project code does not apply to name tags or other accessories). Ships are authorized to procure name tags for use on the FRV using OPTAR funds.
- e. Ball Caps: NAVADMIN 200/14 authorizes the optional wear of Navy and command ball caps with the NWU Type I, II, and III uniforms. Therefore, command ball caps are organizational clothing that may be purchased with appropriated funds and issued in accordance with NAVPERS 15665I, Chapter 6, article 6801.
- f. The use of MWR non-appropriated funds to purchase command ball caps is prohibited per DoD Instruction 1015.15 and CNIC Instruction 1710.3. In addition to NAVADMIN 200/14, the following guidance is provided:
  - (1) Commands are authorized to procure and issue one ball cap per sailor. Issue of this ball cap must be documented.
  - (2) This is a onetime issue only. Lost or damaged ball caps must be replaced by the sailor.

(3) Because the ball caps touch the skin of the sailor, there's no need for the sailor to turn it back in upon completion of his/her tour as with other organizational clothing.

(4) No additional funding will be provided to procure ball caps. Commands must manage within current OPTAR in accordance with promulgated funding priorities.

(5) Ball caps can be worn on the ship, on a naval installation and anywhere the Navy Working Uniform (NWU) is authorized by the Commanding Officer.

g. Safety Shoes: Specific guidance on requisitioning and issuing safety shoes is in NAVSUP P-485, para 3110.

h. Flight Jackets Prohibited: Do not requisition flight clothing (e.g., coveralls, gloves, and jackets) unless specifically for designated aircrew personnel or aviators in actual flight status.

i. Organizational Clothing Management: Close control and inventory management of organizational clothing with a unit cost of \$50 or greater is required to minimize losses and replacement costs for reasons other than normal wear and tear. When issuing such clothing, custody signature is required following a statement accepting responsibility for loss. Individual items such as foul weather jackets require individual custody signature. Items used by several personnel, such as rain gear, require custody signature by the cognizant Division Officer. Inventory of organizational clothing is conducted by the responsible division, at least semiannually and should coincide with recall of items due to seasonal changes.

6806. Casualty Emergency Replenishment Material. Casualty Emergency Replenishment Material (CERM) is for damage control in crisis situations. Refer to CARGO (NAVSUP P-4998) for sources of supply and a complete listing of CERM. The Dry Cargo/Ammunition Ship (T-AKE) is the source for CERM. Fleet Replenishment Oilers (T-AO), Fast Combat Support Ships (T-AOE), and Fleet Oilers (T-AO) also carry a special PUK. Request PUK on an emergency basis only (e.g., to support fighting a major class bravo fire). Supply Officers are responsible for inventory and shelf life management. Coordinate with Damage Control Officers to ensure inspection and maintenance in with damage control repair locker PMS.

6807. Authorized Material Pools (COMNAVSURFLANT Ships Only). There are several material pools within COMNAVSURFLANT. When properly operated and managed, these pools provide significant cost savings in both dollars and in personnel resources. Figure 6-3 lists the only authorized material pools and their governing instructions. No expansion of the pool's assets is authorized without COMNAVSURFLANT approval, except as permitted under the applicable instruction. Do not establish new material pools without prior approval of specific operating, inventory and financial management procedures. Notify COMNAVSURFLANT N411 to add or delete a pool of material or equipment in addition to those listed in Figure 6-1. Include a general description of the material/equipment pool, current manager, location, number of line items, estimated dollar value, and copies of instructions to govern the management of the pool.

6808. Controlled Equipage. The requirement to maintain controlled equipage records and conduct the various inventories required under the controlled equipage program has been

revoked, and is no longer an inspection item. However, it is incumbent upon the Commanding Officer to establish procedures or a program whereby any pilferable or relatively valuable material can be accounted for. COMNAVSURFLANT Units Only: Specific Controlled Equipage guidance is provided as per COMNAVSURFLANTINST 4400.5. The threshold for Commanding Officer approved non-TYCOM designated Controlled Equipage will be \$100.00.

6809. Presentation Silver. NAVSUP P-485, para 8131 requires an annual report for all sets appraised at \$90,000 or more. A biannual report to be submitted in each odd numbered year is required for all sets appraised below \$90,000. The report is submitted by letter no later than 20 March.

6810. Classified Ballistic Missile Defense Material. For guidance relating to the proper handling and disposition of classified BMD storeroom spares, MAMs and repair parts installed onboard contact TYCOM specific POCs as follows:

a. COMNAVSURFLANT – Mr. David Claflin; E-mail: [david.claflin.ctr@navy.mil](mailto:david.claflin.ctr@navy.mil), Phone: (757)836-3167.

b. COMNAVSURFPAC – Mr. Filemon Garcia; Email: [filemon.garcia@navy.mil](mailto:filemon.garcia@navy.mil), Phone: (619)437-2622.

All classified BMD NRFI material will be sent directly to the manufacturer for repair via registered USPS mail. Do not submit classified BMD material to the Advanced Traceability and Control (ATAC).

6900. SUPPLY DEPARTMENT STOREROOM SPACES. Do not convert Supply Department spaces to another use without applicable NAVSEA/TYCOM approval. All spaces, including storerooms, will be inspected in accordance with PMS, security and zone inspection directives, and practices. Departmental Duty Officers will also ensure that the proper standards are met with special emphasis on security, safety, and fire prevention practices.

**FIGURE 6-1. COMNAVSURFLANT AUTHORIZED MATERIAL POOLS**

Material Pool	Manager	Governing Instruction
Contingency Boat Pool	Mid Atlantic Regional Maintenance Center	COMFLTFORCOMINST 4790.3
Portable Power Tools	Mid Atlantic Regional Maintenance Center	COMFLTFORCOMINST 4790.3, Vol. IV, Part IV, Chapter 5 INST 4420.2

**FIGURE 6-2. UNIT LEVEL (CHARGER/CY-04)  
SHIPS DEMAND PROCESSING PARAMETERS**

Run LEVELS SETTINGS between the 1st and the 5th of every month. Unit Level ships will provide COMNAVSURFPAC/COMNAVSURFLANT WATERFRONT Readiness N41 a copy of the LIVE and reorder review.

a. Before running the Levels Setting, update the date range of the demand processing parameters in site subsystem of R-Supply as follows:

**Date Range**

From:	Current Month Minus 11 (e.g., Jan 2011)
To:	Current Month (e.g., Feb 2012)

**DBI**

Qualification Period	6
Qualification Frequency	2/2 (COMNAVSURFLANT)
Retention Frequency	1
Retention Period	12

**Computation Factors:**

Order and Shipping Time Fill	1.5/1.5 (COMNAVSURFLANT)
Order and Shipping Time Non-Fill	3.0/3.0 (COMNAVSURFLANT)
Safety Level Factor	2.0
Recomputation Test %	20
Consumable Parts Endurance Level	Blank
Repair Parts Endurance Level	3.0

**Selection:**

Consumables	Blank
Repair Parts	Check Mark

**FIGURE 6-3. UNIT LEVEL (VIKING/PATRIOT)  
 DEMAND PROCESSING PARAMETERS**

1. Prior to running the LEVELS SETTINGS, update the Basic Parameters and the Allowance Parameters in R-Supply as follows:

**Date Range:**

**Surface**

**From:** Current month minus 11 (e.g., Jan 2013)

**To:** Current month (e.g., Feb 2014)

**DBI:**

Qualification Period: 6

Qualification Frequency: 2/2 (COMNAVSURFLANT)

Retention Period: 12

Retention Frequency: 1

**Computation Factors:**

Current Month/Year: Enter the current month and year

Economic Retention Value: 100.00

Percentage RO Factor: 50 (80% Forward Deployed)

Demand Trend Test %: 100

Recomputation Test %: 20

**Designate Material:**

Non-Repairables: Check mark

Repairables: Blank

Field Level Repairables: Blank

Save Mandatory Parameters:

**Optional:**

Include:

ATCs Blank

Cogs Blank

LMC Blank

ERCs Check mark (R)

**Exclude:**

Cogs Blank

PEB Blank

LMC Blank

**Allowance Parameters:**

**ALL ATCs**

Order/Shipping Time FILL: 1.5/1.5 (COMNAVSURFLANT)

Order/Shipping Time Non-FILL: 3.0/3.0 (COMNAVSURFLANT)

Safety Level Factor: 2.0

Operating Level Multiplier 1: 7.0

Max Months in Operating Level 1: 2.0

Min Months in Operating Level 1: 1.0

Operating Level Multiplier 2: 0.0

Max Months in Operating Level 2: 0.0

Min Months in Operating Level 2: 0.0

**FIGURE 6-4. FORCE LEVEL COMMANDS DEMAND PROCESSING PARAMETERS**

<b>Parameter:</b>	<b>Values</b>
Base Period	24 Months
DBI Qualification:	
Period	6 Months
Frequency	2
DBI Retention:	
Period	24 Months
Frequency	2
Computation Factors:	
Economic Retention	100
% of RO	50 (80% Deployed)
Demand Trend Test %	100
Recomputation Test %	0
Designate Material	Select All
Optional	Blank
<b>Note: Always run a TRIAL before the live Levels Setting.</b>	
Exclude	Blank
Exclude Demand Records	Select Appropriate Months to Exclude
<b>Allowance Parameters:</b>	
Order/Shipping Time (OST) Fill	1.0
Order/Shipping Time (OST) Non-Fill	1.0
Safety Level	2.0
Operating Level Multiplier (Olm1)	7.0
Months in Operating Level (Max1)	2.0
Months in Operating Level (Min1)	1.0

**Frequency of Levels Setting:**

- a. Processed during D-120 assist visit. COMNAVSURFPAC/COMNAVSURFLANT On-site assistance will be provided when feasible.
- b. Forward deployed ships will process Levels Setting once a year.

**Pre and Post Levels Setting Actions:**

- a. Prior to running Levels Setting, Run Stores Account Material Management Afloat/Shipboard Authorized Levels (SAMMA/SAL) and provide copy to the prospective TYCOM.
- b. Review all items for limit flag and LMC. Ensure all DLRs, AVDLRs, and FLRs, are assigned a limit flag for fixed allowance management.
- c. Review all other categories of material with Limit Flag to ensure an LMC is assigned to justify the Limit Flag. Delete Limit Flags that cannot be justified by an LMC.
- d. After running Levels Setting, run another SAMMA/SAL and provide copy to the TYCOM.



**FIGURE 6-5. FLEET COSAL FEEDBACK CONTROL LOG**

FLEET COSAL FEEDBACK CONTROL LOG					
FCFBR #	Date Submitted	APL/AEL	Reason for Submission	Date FCFBR Completed	Comments

## **CHAPTER 7 - FINANCIAL MANAGEMENT**

**7000. INTRODUCTION.** The Commander, Naval Surface Forces is assigned the mission of maintaining trained and combat ready forces. Financial resource constraints and appropriation law require prudent financial management at all levels. Therefore, each person in the chain of command must evaluate the benefit from every expenditure of funds and ensure the best interests of unit readiness are kept foremost in the evaluation process. This chapter provides policy to ensure consistent control and use of funds throughout the Force and ensure the controls and uses are consistent with the dictates of higher authority. In summary, financial resources shall be administered according to this chapter, the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance, and periodic Comptroller emails.

**7001. References.** The policies and procedures delineated in this chapter and Appendices F through K supplement the following references:

- a. DoDFMR 7000.14.
- b. DON Financial Management Policy Manual, NAVSO P-1000.
- c. TYCOM documents, the latest Annual Comptroller Financial Guidance, and periodic Comptroller emails.
- d. COMNAVSURFPAC/COMNAVSURFLANTINST 4105.1

**7002. Source of Funds.** The TYCOM's principal source of funds is a sub-allocation or operating budget issued by the Fleet Commanders or Budget Submitting Offices (BSOs). This is called an Expense Limitation (EXLIM). EXLIM Code of D is assigned to the surface force which becomes part of the Line of Accounting (LOA) subhead. Annual planning figures are established and funding controls granted on each fiscal year with obligation ceiling limits established for each quarter. Obligation authority for the majority of these funds is further delegated to Force units in the form of an OPTAR.

**7003. Type Commander Responsibilities.** The TYCOM is responsible for administering funds by equitably evaluating requirements and distributing funds responsibly, monitoring the management of funds within the Force effectively and developing justification to support requests to the Fleet Commander/BSO for additional funding.

**7004. Waterfront Support/Immediate Superior in Command Responsibilities.** Waterfront Support/ISICs are responsible to the TYCOM for the proper management oversight of funds granted to their units and funds provided for support of their own staffs. Waterfront Support/ISICs must be aware of their units' requirements and management effectiveness, ensure consistent application of published policy and procedures for financial management, and take action as necessary to keep the waterfront support fully informed about the readiness of subordinate ships and units as affected by funding policies and grants.

**7005. Commanding Officer Responsibilities.** Commanding Officers are responsible for the proper use of funds allocated to their ships or units. Proper use of funds requires that

expenditures be consistent with the objective of maximizing readiness. Commanding Officers must not over-obligate assigned funds for current and last two prior fiscal year OPTARs.

a. Rarely will the funding authorization be enough to finance all requirements developed by a ship or unit. Accordingly, this instruction establishes priorities for use of available funds to make sure that expenditures are approved to sustain the ship's mission capability. These priorities must be adhered to in the budget process to ensure sound financial management. Failure to do so could affect material readiness. In carrying out responsibilities for sound financial management, the Commanding Officer must:

- (1) Establish and execute a sound, dynamic annual financial management plan for carrying out the mission at the most economical cost.
- (2) Prevent over-obligation of assigned funds except where authorized by this instruction. (Although 31 U.S. Code 1517, Anti-Deficiency Act, does not specifically apply to OPTARs, the same basic philosophy applies because over-obligation of OPTARs can result in an over-obligation of the TYCOM Operating Budget).
- (3) Prevent improper use of funds (31 U.S. Code 1301, Purpose, Time and Amount Statute) by not using O&MN OPTAR to purchase OPN (Other Procurement, Navy appropriation) non-NSN investment material with a unit or system cost greater than \$250,000.00).
- (4) Prevent wasteful spending by adhering closely to TYCOM established policies for expending funds and by carefully reviewing internal budget reports to ensure spending is according to plan.
- (5) Review and identify significant material deficiencies and unfunded requirements throughout the ship, and use appropriate means to report such deficiencies/requirements.
- (6) Personally approve by initialing/signing obligation documents for supplies or equipment that totals more than \$5,000. An email from the Commanding Officer indicating approval of obligation documents is acceptable in place of initials/signature on hard copy obligation documents. These obligation documents (and associated emails, if applicable) must be filed with financial records and be available for future reviews and audits.
- (7) Consolidate custody and management of repair parts and consumable inventories under the Supply Officer to the maximum extent feasible.
- (8) Although priority messages are no longer required for BORs, Commanding Officers shall continue to review and sign the mechanized BORs for filing and inspection. The BOR will be uploaded to the Command Financial Management System (CFMS) website for FIAR staff level reconciliation.
- (9) Promptly report to the TYCOM (COMNAVSURFPAC N46/N47, COMNAVSURFLANT N41/TYCOM Comptroller) circumstances indicating significant funding deficiencies affecting operational readiness.

(10) Find innovative ways to reduce spending by determining cost drivers, initiating process improvements, and adopting best business practices.

**7006. Supply Officer Responsibilities.** The Supply Officer is responsible to the Commanding Officer for the proper performance and administration of the Supply Department. The Supply Officer is the financial manager of the unit and must have a thorough understanding of TYCOM financial management policy, effectively communicate that policy to the Commanding Officer and Department Heads, and closely monitor execution of the budget plan.

**7007. Priorities for the Obligation of Funds.** Commanding Officers of Surface Force ships and units will obligate OPTAR funds in the following order:

a. OTHER OPTAR Funds

- (1) Medical/dental supplies and services.
- (2) Damage control.
- (3) Life saving and personnel safety.
- (4) Required general use consumables.
- (5) Equipage, not included above, to fill allowance or replace surveyed equipage.
- (6) Self-help habitability improvement projects.

b. EMRM (non-BMD Ships) OPTAR Funds

- (1) DTO repair parts.
- (2) Storeroom replenishment – DLRs.
- (3) Storeroom replenishment – SIM/DBI.
- (4) Storeroom replenishment - Non-SIM/Non-DBI.
- (5) General Purpose Electronic Test Equipment (GPETE).

c. EMRM (BMD Ships only) OPTAR Funds

(1) Replenishment of BMD Coded (BD) storeroom items (DLR and non-DLR); 100% onboard/on order.

- (2) DTO repair parts.
- (3) Non BMD storeroom replenishment – DLRs.
- (4) Storeroom replenishment – SIM/DBI.

- (5) Storeroom replenishment - Non-SIM/Non DBI.
- (6) GPETE.

**7100. ANNUAL FINANCIAL REQUIREMENT PLAN.** An effective financial requirements plan is essential for the optimum management of an OPTAR. The requirements planning must be dynamic and sensitive to the operational mission of the ship and should make sure funds are available in time for material and service orders to support material readiness. It is essential that the Commanding Officer, Executive Officer and all Department Heads participate in developing and adhering to the Annual Financial Requirement Plan (AFRP) at least through a monthly meeting called specifically to review execution and update the plan for the remainder of the fiscal year. Best practice in this area has been the establishment of a Planning Board for Finance (PB4F) akin to the weekly Planning Board for Training (PB4T). AFRPs are mandatory for all Surface Force ships, staffs, and commands provided OPTARs. Guidance for developing such a plan is provided in Appendix F. Surface Force units will develop the AFRP based on assigned OPTAR. The Commanding Officer must be aware of funding limitations and requirements and must decide which requirements to fund.

**7101. Departmental Budget.** The departmental budget is the base for the AFRP. Distribution of funds in an AFRP should be based on factual data to the maximum extent possible. However, it is emphasized that whereas past use serves as a basis for estimating normal future requirements, forecasts of requirements based on the forthcoming fiscal year's operating schedule must also be considered. The projected allocation of funds for the procurement of material and service requirements not carried in shipboard storerooms is important.

a. Additional Guidance. Funding *is* allocated based on a review of historical use data adjusted for one-time events in the past, anticipated impacts of ship schedule, and supplemented by specific inputs from Department Heads. INSURV, exercises, and other components of the Optimized Fleet Response Plan (OFRP) are functional drivers of this forecast. There is no TYCOM requirement to place funds in R-Supply at the departmental level for EMRM. However, the Commanding Officer and Supply Officer should consider W/C allocations when financial spending discipline requires enforcement.

(1) OTHER OPTAR requirements will vary with each department but should be predictable and based on historical demand. Examine all functional areas closely to make sure all requirements are included. There is a TYCOM requirement to place funds at least at the departmental level in R-Supply/Micro-SNAP. Experience has shown that without this minimum level of funds availability control, commands quickly consume their budget for non-priority items, leaving the unit in extremis for critical consumables and services. The Commanding Officer and Supply Officer may again consider W/C allocations when financial spending discipline requires additional enforcement.

- (2) The following list provides examples to consider:
  - (a) Damage control and safety items.
  - (b) Boat support (other than repair parts).

- (c) PMS requirements (other than repair parts).
- (d) Food service items.
- (e) Navigation and signal flag materials.
- (f) Deck requirements (e.g., paint, line, cleaning gear, logbooks).
- (g) Hand tools.
- (h) Forms and publications.
- (i) Office supplies.
- (j) Rags.
- (k) Machine shop stock.
- (l) Abrasives.
- (m) Departmental unique items.
- (n) Postage.

(3) Many of the above categories will apply to only certain departments. By considering all possible areas, a reasonably accurate list of requirements can be developed for which funds must be budgeted. If a department provides an item or items to other departments (e.g., paint, cleaning gear, etc.), include the annual costs for that department in the plan, and allocate funds to cover those costs.

(4) Phased Replacement Program: Various items onboard ships have limited service life. Generally, these items are in constant use and have predictable wear, destruction, or loss patterns. Piecemeal replacement often leads to inefficient expenditure of funds, unexpected shortages of gear, and lack of financial control. Establishment of a Phased Replacement Program will ensure better availability and financial control over consumable expenditures. Examples of phased replacement items are anti-terrorism/force protection/VBSS items, damage control equipment, mooring lines, fenders, life jackets, foul weather gear, UNREP gear, fuel hose, fire hose, mattresses and bedding, vehicle lashing gear, special clothing, labor saving tools and equipment (e.g., sanders, grinders, and buffers), NTCSS backup media and shipboard furniture/furnishings. Any item that has limited service life and requires fairly frequent (1 to 3 years) replacement can be included in this process. The dollar impact of replacement on ship's OPTAR should be the governing factor in deciding whether this type of control is warranted.

(5) All AFRPs will include a phased replacement program. When preparing annual budget plans, use the following procedures to identify and schedule items for phased replacement:

(a) Figure 7-1 will help Department Heads establish phased replacement requirements, compute costs, and record actual procurements made. Department Heads should send a copy of the form with annual departmental budget requests to ensure consideration of these requirements in the ship's fund allocation decisions. Keep copies of submissions and make them available for review during SMC inspections. Additionally, these forms will also serve as a database to support funding requests.

(b) Establish a Phased Replacement category as a line item in the AFRP for commodities used by more than one department (e.g., mattresses, life jackets, safety shoes).

b. Departmental Budget Report: Departmental budgets are mandatory. Each Department Head must have full knowledge of the budget so funds can be obligated properly. One method is to arrive at a standard ratio of funds distribution for departments, charging each Department Head with the responsibility of expending allotted funds according to an established priority system. Unforeseen expenditures will occasionally prevent a department from operating within its assigned budget. Contingency funds allocated to the Commanding Officer will provide insurance for such eventualities. Supply Officers should strictly enforce approved departmental grants by minimizing obligations that exceed grant amounts. If it is necessary for a department to exceed the approved grant amount, immediately adjust any affected departmental budgets so that none show a negative balance.

**7102. Annual/Periodic Funding Notice Advisories.** The TYCOM will issue annual and periodic funding environment update documents via email granting OPTAR/ funds projections for the forthcoming fiscal year. When operating under a Continuing Resolution Authority (CRA), the TYCOM will provide interim guidance. Supplemental guidance that applies to the administration and management of funds will be included in these documents. File all funding documents in one folder for the applicable fiscal year and annotate grant amounts in the OPTAR Grant/Control Log (Figure 7-4). Additionally, OPTAR grants are also posted in CMP as memo values and officially in CFMS. Ensure cumulative grant totals are reflected correctly in R-Supply/Micro-SNAP with your CFMS grant value. All funding documents must be on file and balanced against logs, BOR Reports, and TL Reports.

**7103. Ship Operating Target.** OPTARs are established on the basis of historical requirements, obligation data, operational schedule and available funding. Levels established are sufficient to support most requirements the ship's force can carry out or has responsibility for funding including purchased services and equipment rental. The establishment of an OPTAR is authorization for the recipient to place obligations against TYCOM funds up to the amount of the OPTAR grant. This funding policy provides the greatest flexibility and predictability to the fund's managers at both the TYCOM and shipboard levels.

**7104. OPTAR Composition.** OPTARs for ships will be comprised of two parts: EMRM (Equipment Maintenance Related Material)/Repair Parts (includes Fund Codes 2nd position R, B, and 3) and OTHER for funding organizational level equipment maintenance and all other requirements to include anti-terrorism/force protection equipment, respectively. Do not exceed assigned ceilings without prior TYCOM approval, except for CASREP situations. Anti-terrorism/Force Protection OTHER requirements must use Fund Code 2nd position L. Fund Code 2nd position L will not be used without prior TYCOM approval. Units will submit a list of

items for replacement with a request for funding and request use of Fund Code 2nd position L via email to COMNAVSURFPAC/COMNAVSURFLANT Code N34.

**7105. Obligation Rate/Recoupment of Funds.** With a well-developed AFRP, management can ensure all funds granted during each fiscal year are obligated by the last day of the fiscal year. The goal for each quarter is a 100% obligation rate. If you are not going to be at least 95% obligated at the end of the 1st, 2nd and 3rd quarters, and 100% obligated at year-end, notify your FMA of excess funds available for recoupment or realignment at least 10 days prior to the end of the quarter. Any requests for realignment or recovery of excess funds must be received by the TYCOM FMA/Waterfront Support/Readiness, LCSRON or MCMRON no later than the 10th day of the last month of the fiscal year. Do not create dummy or admin obligations to artificially raise quarterly obligation rates. This violates Chapter 8 of the DoDFMR 7000.14-R, Vol. 11A, which states that an amount shall be recorded as an obligation only when supported by documentary evidence of the transaction. Purchase card obligations should be no more than 1 month in advance until year end. Other continuing services orders should be funded quarterly as cash flow permits.

**7106. OPTAR Augmentations and Realignments.** Costly requirements may emerge as a result of emergency or unforeseen circumstances. When such requirements cannot be funded from within the assigned OPTAR, an augmentation, advance, or realignment may be requested. Realignments against the subsequent quarter's OPTAR may also be requested for annual rental/lease requirements, to take advantage of replenishment opportunities, or to prepare for deployment.

- a. Realignment is not justification for an augment request in the subsequent quarter.
- b. All augmentations and realignments are for specific purposes and must be obligated for those purposes only.
- c. OPTAR augmentations will not be granted to cover loss of material such as DLR carcass charges, shipyard tools, foul weather gear, bedding, etc. resulting from negligence or failure to exercise judicious accountability and orderly replacement.
- d. Before sending an augment/realignment request, OPTAR holders will make sure they have conducted a complete MOV and Service Obligation Validation (SOV). Ensure these actions are reflected on the latest OVR for processing. Finally, review all outstanding requisitions over 90 days old to purge invalid requirements and generate funds for reprogramming; initiate cancellation action immediately for requisitions found to be invalid.
- e. Supporting Documentation: Forward requests for OPTAR augments and realignments via email or augment request form (COMNAVSURFLANT ships only). Afloat units may submit requests by email as permitted by TYCOM to respective OPTAR managers/FMAs ashore. Requests will include information as provided in the CNSL Excel pre-filled forms (see Appendix L for the Augment Request Form and a sample of a form that has been filled in. Obtain the excel workbook from your FMA).

(1) Augments/Realignment - OTHER OPTAR



- (a) Number of augments/realignments requested in this category FYTD.
  - (b) Amount of funds requested (realistic prediction of additional funding required based on mission requirements, current schedule, time remaining in quarter and on-hand OTHER OPTAR balance).
  - (c) Total OTHER OPTAR granted FYTD.
  - (d) Available OTHER OPTAR balance at time of request.
  - (e) Date of last internal MOV/SOV (must be within last 30 days).
  - (f) Money value of confirmed cancellations resulting from the last MOV.
  - (g) Money value of confirmed cancellations resulting from MOV FYTD.
  - (h) Brief justification and description of basis for augment/realignment request. Explain why normal OTHER OPTAR is inadequate, your alternatives and the impact on operational readiness if this request is not granted. Indicate unfunded requirements with a unit price of \$500.00 or more.
  - (i) Provide description of OTHER OPTAR obligations of more than \$500.00 in the preceding 90 days to include nomenclature/description, NSN, quantity, unit cost and extended cost.
  - (j) Based on ship's current AFRP, state which future quarter(s) could absorb a realignment of funds without the need for a subsequent augment.
  - (k) Name, telephone number and email address of Supply Officer as point of contact (include Plain Old Telephone System (POTS) line or other number, if deployed).
- (2) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport, and future schedule. Schedule should not include details that would mandate transmitting a classified message).
- (3) Augments/Realignments - EMRM OPTAR
- (a) Number of augments/realignments requested in this category FYTD.
  - (b) Amount of funds requested (realistic prediction of additional funding required based on current schedule, mission requirements, time remaining in quarter, on-hand balance, and amounts of DTO requirements and stock reorder review/deficiencies).
  - (c) Total (EMRM) OPTAR granted FYTD.
  - (d) Available (EMRM) balance at time of request.
  - (e) Date of last internal MOV (within last 30 days).

- (f) Money value of confirmed cancellations resulting from last MOV.
- (g) Money value of confirmed cancellations resulting from MOV FYTD.
- (h) Money value of 2M repairs completed FYTD.
- (i) Maintenance tasks requiring repair parts must be certified to be within the capability of the ship's force.
- (j) Money value of DLR carcass charges current FY.
- (k) Money value of DLR carcass charges prior FY.
- (l) Brief justification including a statement of alternatives and the impact on operational readiness, maintenance, and/or repair part inventory levels that will result if the request is not granted.
- (m) List corrective and preventative maintenance actions performed in the preceding 90 days that resulted in obligation of funds in excess of \$4,000.00 to include system/equipment, nomenclature, NSN, quantity, unit cost and extended cost.
- (n) Dollar amount of maintenance related DTO requirements (amount in queue).
- (o) Dollar amount of reorder review (storeroom deficiencies).
- (p) Based on ship's current AFRP, state which future quarter(s) could absorb a realignment of funds without the need for a subsequent augment.
- (q) Name, telephone number, and email address of Supply Officer as point of contact (include number if deployed).
- (r) Ship's current and future schedule (i.e., in yards, name of exercise or deployment, scheduled return to homeport and future schedule. Schedule should not include details that would mandate transmitting a classified message).

**7107. Over Obligation of Funds and Prior Year Solvency**

a. Commanding Officers are responsible for ensuring total obligations do not exceed total funds granted in any FY. Over obligation of OPTAR funds must be approved in advance by COMNAVSURFPAC/COMNAVSURFLANT (except for a C3/C4 CASREP and only if a pending Summary Filled Order Expenditure Difference Listing (SFOEDL) credit can be verified for activities). If a unit is faced with a C2 CASREP requisition and does not have adequate available funds to cover the expense, the ship must take the following action:

- (1) Send the CASREP message with the following changes:

(a) Change “parts on order” to “parts requested” and list the nomenclature, stock number, quantity, price, and extended price of each part for which the ship does not have funding.

(b) The CASREP message should also info: COMNAVSURFLANT NORFOLK VA/N411/N01F/N43/N6 for COMNAVSURFLANT ships or COMNAVSURFPAC San Diego CA N41/N412/N43/N46/N47/N6 for COMNAVSURFPAC ships.

(2) Submit a separate CASREP augment request as per paragraph 7106b(3) to the TYCOM Comptroller; info ISIC and COMNAVSURFPAC N46/N47/LCSTRON/MCMRON. Ensure that the subject line is “CASREP AUGMENT REQUEST ONE.” The number in the subject line (e.g. ONE) will assist in tracking the number of augment requests your ship has submitted.

(a) Provide the DTG of the CASREP, CASREP number, nomenclature, stock number, quantity and price for each part in your request.

(b) Ensure that the total amount requested is listed.

b. If an over-obligation of OPTAR funds results from posting an erroneous charge from a SFOEDL, ships must submit a request via email to TYCOM OPTAR managers/FMAs requesting concurrence to over obligate the OPTAR grant.

c. Prior Year Solvency: OPTAR holders are required to maintain financial solvency for the first and second prior fiscal year. Aggressive MOV and SOV action and accurate SFOEDL challenges are critical tools to maintain this solvency.

**7200. USE OF FUNDS.** The assignment of an OPTAR grant constitutes authority to incur obligations for the operation and maintenance of the unit. The determination, classification and management of OPTAR charges require amplification and the following guidance.

**7201. Repair Parts/Consumables**

a. The following are definitions and explanations of use for repair parts/EMRM OPTAR and other/consumable OPTAR. With the increased emphasis on replacing Navy supported systems with Commercial Off-The-Shelf (COTS) technology, a more specific definition of repair parts is warranted.

(1) **Repair Parts/EMRM OPTAR.** Provides parts and repair related consumables required to carry out organizational level (2KILO Type Availability (TA) of 4) equipment maintenance. Organizational level maintenance is corrective and preventative maintenance performed by the ship’s crew. This work is a blend of equipment operation, condition monitoring and repair ranging from simple equipment lubrication to component change out and, in some cases, complex rework in place.

(2) **OTHER/Consumable OPTAR.** Funds for administrative and housekeeping items, forms and other items having a limited shelf life such as lubricants, boiler compound and bilge cleaner. Included are equipage items such as damage control pumps and blowers and labor

saving devices such as power tools and office machines. OTHER OPTAR also supports Automated Data Processing (ADP) including the cost of material, rental of ADP equipment and related contractual services to support ADP systems, the cost of tugs, pilotage, and other related services provided by commercial or other non-naval forces, and the cost of material purchased for medical and dental purposes.

b. All repair parts and maintenance-related consumables are properly chargeable to EMRM funds. Generally, these items will appear on an APL or Tech Manual (TECH-MAN) Illustrated Parts Breakdown (IPB). When replacing Navy managed systems with Commercial off the Shelf (COTS) systems, an APL should be established. Open purchase of COTS repair parts are legitimate EMRM charges (does not include upgrade or expansion of existing systems).

c. Appendix G provides a decision matrix to assist in determining whether an item is properly chargeable to EMRM or OTHER funds. Some specific examples include:

(1) EMRM charges:

- (a) Valves and valve parts.
- (b) Gaskets and packing.
- (c) Light bulbs for control panels, etc.
- (d) Gases/fluids that are part of a charged system (e.g., nitrogen, lube oil).
- (e) Special tools having unique equipment applications that appear on an APL or manufacturer's manual and have limited application to other makes or models of equipment.
- (f) Motor rewind supplies.
- (g) Fuses, fuse holders and electrical wire.
- (h) Bolts, nuts, screws and washers.
- (i) Maintenance related consumables (e.g., packing).
- (j) Open purchase of repair parts.

(2) OTHER OPTAR charges:

- (a) Mooring and other lines.
- (b) Paint and related setup supplies.
- (c) Welding supplies not related to equipment maintenance.
- (d) Headsets and handsets.

**7202. ILO/PMR Deficiencies**

a. Submit message report to TYCOM N41, listing all deficiencies. Identify deficiencies by line item, with unit and extended standard prices. Do not order material without written authorization.

b. With authorization, requisition TYCOM storeroom deficiencies, both range and depth, identified during an ILO/PMR with ship's OPTAR, subject to availability of funds, citing Fund Code 2nd position R, B, or 3.

**7203. Support for Newly Installed Equipment.** Initial support for equipment installed between regular overhauls is the responsibility of the Hardware Systems Command; Naval Sea Systems Command (NAVSEA), Naval Air Systems Command (NAVAIR), or Space and Naval Warfare Center (SPAWAR). An update to your COSAL via the ASI process should establish the item for initial outfitting orders. Do not obligate OPTAR funds for the procurement of repair parts for stock in support of such newly installed equipment. See paragraph 6603 for further guidance.

**7204. Medical/Dental Supplies and Services (Fund Code 2nd Position 7)**

a. Medical/Dental Equipment: Medical/dental equipment over \$5,000 for LHA/LHD, \$2,500 for LPD/LSD, and \$1,500 for all other Independent Duty Corpsman (IDC) ships is centrally managed by the TYCOM. To coordinate procurement of medical/dental equipment, contact the following:

(1) Afloat Medical Allowance List (AMAL):

(a) COMNAVSURFPAC - 577-2329 (DSN) or (619)437-2329 (COMM).

(b) COMNAVSURFLANT – 836-3077 (DSN) or (757)836-3077 (COMM).

(2) Afloat Dental Allowance List (ADAL)

(a) COMNAVSURFPAC - 577-2123 (DSN) or (619)437-2123 (COMM).

(b) COMNAVSURFLANT - 836-3040 (DSN) or (757)836-3040 (COMM).

b. Ships may not use OPTAR to procure medical/dental equipment over the aforementioned limits without prior Force Medical, Supply and Comptroller approval.

c. Repair parts costs associated with maintenance of medical/dental equipment are chargeable to EMRM OPTAR funds.

d. Medical/dental inventories must be reviewed/updated periodically to prevent one-time large OPTAR expenditures. NWCF ships are no longer allowed to carry medical/dental supplies in NWCF inventory. Procedures for ordering medical items are contained in Fleet Medical Pharmaceutical Prime Vendor (PPV) Desk Guide.

e. Medical pharmaceuticals for non-NWCF ships will be purchased using OPTAR through the prime vendor (Cardinal Health) and will be purchased as follows:

(1) Ship will open Medical Prime Vendor accounts to support dental, medical and pharmaceutical material requirements:

(a) Purchase Account: A Cardinal Health customer account must be in place prior to submitting pharmaceutical requirements. Additional prime vendors such as Electronic Catalog (ECATS) (DLA managed program) for medical, surgical and dental supplies, and American Medical Depot (DBA Allied Joint Venture) for medical and surgical supplies, are also authorized vendors.

(b) Credit Account: Credits for pharmaceutical turn-ins will be posted on this account and can be used to offset charges on the next order. Direct liaison with Cardinal Health is required for turn-in to ensure the transfer of custody of the pharmaceuticals for proper credit.

(2) Requisitioning: Ships in CONUS will process their requisitions via Web Ordering through the Medical Prime Vendor website(s).

(3) Summarized Shipboard Requisitioning Procedures.

(a) The ship's Hospital Corpsman (HM) will make a list and check the Medical Prime Vendor website for availability. Items will be "Fill" or "Kill," and no back orders will be generated.

(b) The final item list will be provided to the Supply Department for Money Value Only (MVO) requisition number assignment.

(c) The Supply Department LS will process an MVO document from R-Supply using the total value from the final list to generate an obligation for TL reporting.

(d) The final list including the MVO document with the Supply Officer's signature (and Commanding Officer's signature for purchases over \$5,000) for authorization will be provided back to the HM and the HM will make the order to Medical Prime Vendor. The Medical Department/Division will ensure that the RPPO has completed all appropriate qualifications prior to completing a Cardinal Health order.

(e) The Supply Department LS will log in to the Prime Vendor DoD EMALL website after receipt of the requisitioned pharmaceuticals to certify payment of the purchase and to complete the transaction.

(f) The Supply Department LS will maintain a folder for all Medical Prime Vendor purchases with required documentations (Purchase Item List, receipts, etc.) and a Medical Prime Vendor purchase order log in Excel Spreadsheet for tracking purposes.

(g) For narcotics, ships in CONUS or OCONUS will process their requisitions via MILSTRIP. Requisitions will be referred to the Medical Prime Vendor(s) for processing and

will be listed on their MOF for tracking purposes. The obligation document will be processed in R-Supply and submitted to DFAS via the CFMS Financial TL.

f. Chemical, Biological, and Radiological (CBR) medications (e.g. CANA, 2PAM, Atropine, etc.), selected medicinal and other medical supplies should be ordered using ship's OPTAR.

g. Funding of Medical Treatment/Healthcare Service OCONUS/Foreign Countries. Outside of TRICARE coverage, OPTAR (Fund Code 2nd position 7) will be used to pay for medical expenses provided from civilian sources when deployed OCONUS. The following situations apply:

(1) When the active duty member is referred by the ship's medical staff directly from an operational unit to civilian providers or civilian medical facilities due to either non-availability of a Military Treatment Facility (MTF) in the Area of Responsibility (AOR), or lack of capability/required medical expertise at the nearest MTF.

(2) When the member receives emergency care by a civilian physician or at a civilian medical facility while ashore in a liberty or duty status (such as shore patrol).

#### **7205. Transportation**

a. Commands will use OPTAR funds for all vehicle rentals operated for official use only. Commands may find additional restrictions in the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance.

b. In the absence of Area/Operational Commander's guidance/ restrictions, the following policies apply:

(1) Keep vehicle rentals to the minimum number required to support the ship.

(2) Confirm non-availability of government agency motor pool resources before renting vehicles from commercial sources.

(3) Do not use rental vehicles for personal business or convenience.

c. Commanding Officers may inaugurate liberty bus service (i.e., point-to-point pick-up and drop-off) where commercial transportation services are unavailable or inadequate for transporting liberty personnel. Bus service provided to military personnel on base is not considered liberty bus service. The following criteria must be met:

(1) Liberty buses may not parallel or compete with base-provided carriers unless the Commanding Officer obtains a letter from the affected carriers indicating an unwillingness, disinterest or inability to provide adequate service.

(2) Liberty bus service will not be established instead of fare charging group transportation services or used to transport civilian, military dependent personnel or guests. Leasing of commercial transportation (buses) to transport family members is not authorized.

(3) Each ship must determine its ability to fund liberty bus costs while making sure OPTAR funds are available to meet operational requirements. Make every effort to limit cost, such as pooling resources among several ships when practical. Ships may use Welfare and Recreation funds for general liberty vehicles and are encouraged to do so for supplemental service above minimum levels funded by ship's OPTAR.

d. Shuttle bus services may be provided fare-free on or between military installations for the transportation of:

(1) Military and DoD personnel between offices and work areas of the installation or activity during designated duty hours when justified by ridership. Housing, recreation and shopping areas will not be included unless they cannot reasonably be avoided.

(2) Enlisted personnel between troop billets and work areas.

(3) DoD contractor personnel conducting defense business.

(4) Employees of non-DoD Federal agencies on official business.

e. Use Fund Code 2nd position D for the rental of vehicles which are primarily used for carrying passengers. Use Fund Code 2nd position U for all other vehicle types.

f. Joint Federal Travel Regulations (JFTR) allow eligibility for expenses incurred for local travel in and around a member's permanent or temporary duty station. Consider the economic feasibility of this alternate means of providing necessary transportation.

g. Charge rental of Shore Patrol vehicles to ship's OPTAR.

**7206. Communications/Telephone Service/SALTS (Fund Code 2nd Position S)**

a. Cellular Phones: Properly managed, cellular phone services deliver an efficient means to conduct business. Navy ports generally provide, at no direct cost to the ship, telephone services including ship-to-shore hookup and local calls. In non-Navy ports and overseas, all telephone costs are chargeable to assigned OPTAR funds. Additionally, cellular telephone service and long-distance toll calls are chargeable to the ship's OPTAR.

(1) Procurement

(a) CONUS and Hawaii-based units will utilize the consolidated Fleet Logistics Center, San Diego (FLC-SD) nationwide DON wireless contracts. Additional information can be obtained at

[https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod\\_serv/contracting/market\\_mgt2](https://www.navsup.navy.mil/navsup/ourteam/navsupgls/prod_serv/contracting/market_mgt2).

The ship cannot exceed the micro-purchase threshold amount for the FY.

(b) As per the CTF-63 Logistics Handbook, NRCC Sigonella will issue Global System for Mobile Communications (GSM) cell phones prior to chopping C6F, which can be kept throughout C6F and C5F AOR deployments. The number of phones issued is set by NRCC based on hull type.



(c) All COMNAVSURFPAC/COMNAVSURFLANT units are directed to limit cellular phones to only those required to meet mission needs in the most efficient, cost-effective way. The entitlement decision for command issued cell phones ultimately rests with the Commanding Officer and Supply Officer. Normally, in CONUS, the Commanding Officer, Executive Officer, Command Master Chief and ombudsman should have a cell phone. If a command decides to provide Department Heads and others with CONUS cell phones, these phones should contain only basic telephone call and texting capability (not web enabled). Except for Commanding Officer, Executive Officer and Command Master Chief, Blackberries/iPhones are allowed for receiving email only. International capability shall be limited to the Commanding Officer, Executive Officer and Command Master Chief phones. Ships will not procure other types of smart phones with web-enabled data packages.

(2) Internal Controls. As responsible stewards of public funds, COMNAVSURFPAC/COMNAVSURFLANT units shall actively manage, monitor and review cellular resources to ensure only necessary capabilities are delivered in a cost-effective manner. To reduce costs and optimize cell phone use, the following applies:

(a) Zero-use. Cell phones that exhibit zero minutes of use for one monthly invoice shall be reviewed by the responsible command for cancellation and re-validation.

(b) Under-use. Minute pools that exhibit significant under-use shall be reviewed by the responsible command for potential change to another plan with fewer minutes. Under-use is usage amounting to less than 75% of the contracted plan minutes.

(c) Over-use. Minute pools that exhibit charges for significant over-use (i.e., overcharges for three consecutive monthly statements) shall be reviewed by the responsible command for potential changes to a plan or pool with more minutes. Over-use is exceeding 125% of the contracted plan minutes.

(d) Pre-certification reviews should include investigating unauthorized or personal phone calls. Usage charges, regardless of the amount, must be justified on each bill. Persons found placing unauthorized calls or incurring any type of unauthorized charge (e.g. ring tones, extra GB of E-mail) are subject to disciplinary action and reimbursement of costs plus applicable Federal and/or state taxes reflected on the bill. If necessary, payment will be collected by the ship's Disbursing Officer via certified check or money order made payable to "Treasurer, U.S. Government." The ship's Supply Department will provide the Line of Accounting and document number for collection.

(e) Certification. All cell phone bills must be certified For Official Use Only (FOUO) and signed by the cell phone user (next to their number on the summary page) each month. The Supply Officer can assume all liability by signing for the entire billing cycle, however, that is not recommended. Two copies of the certified bill must be kept (original in the PCARD file and a copy in the cell phone folder). Documentation shall be retained indefinitely.

b. International Maritime Satellite (INMARSAT). The INMARSAT is a commercial satellite system used aboard ship for voice and data communication. These accounts were disabled by CNO N2/N6 in FY14. However, funding from the program office was not sufficient

to remove the hardware, and CNSL N6 directed the EMO to place the gear in Inactive Equipment Maintenance (IEM). Disposition of the gear is covered in the CNSL Decommissioning guidance to ensure the Navy has positive custody of the sets.

**7207. Port Handling Costs**

a. As of this edition, changes to Husbanding Service Provider (HSP) orders and payments are still being staffed. Accordingly, units will be provided advance changes to this instruction as policy matters evolve from NAVSUP and the Numbered Fleet Commanders (NFCs). Below are the highlights of the changes that are forthcoming:

(1) Units will employ the standard LOGREQ format as provided by the NFC in their AOR.

(2) The LOGREQ will be submitted to the NFC for review; upon approval the NFC will forward to the supporting FLC Contracts Office for action.

(3) FLC Contracts will create delivery or task orders for those Contract Line Items (CLINs) that are priced. For non-priced CLINs, FLC Contracts will create purchase orders.

(4) Contract invoices from the HSP scheduled to be paid off ship via the Off Ship Bill Pay (OSBP) process starting 01 October 2015. Invoices will be loaded into the Wide Area Workflow (WAWF) entitlement tool for review by the Contracting Officer's Representative (COR) and TYCOM financial representatives. Supply Officers must ensure they have up-to-date COR guidance while obtaining husbanding services in the respective operating area.

(5) Each ship will have three Receipt Inspectors designated in writing, including the unit's Supply Officer, to support the COR. See Figure 7-5 for a sample Receipt Inspector designation letter.

(6) Any process issues should be elevated to the NFC N4 and TYCOM N41 to ensure no break in support for the port call. Ships will keep separate files for each port visit detailing all costs incurred during the visit. These files should include the LOGREQ, initial cost estimates, port visit checklists, invoices, DD Form 1155s, DD Form 1149s for contracting actions with FLC, copy of Treasury Check and Port Visit Cost Report, if required. Within 60 days of returning from deployment, ships shall submit a copy of the above files to ATG. Ensure only valid C&H/Utilities (U)/Force Protection Services (FP) were purchased with TYCOM LOAs. Maintain a Port Cost Tracking Log for all costs including the date of the visit, port, off-line document number, nomenclature, and total cost incurred.

**Example: Port Cost Tracking Log**

Date Of Visit	Port	Document No.	Nomenclature	Total Cost Incurred

b. With the following exceptions, all costs incident to distributing or loading stores are chargeable to the ship's OTHER OPTAR, (Fund Code 2nd position U).

(1) The supporting shore activity or stock point funds CONUS load-outs.

(2) Delivery of material from line haul terminals to the port in which the ship is located (via: Air Mobility Command (AMC), Military Sealift Command (MSC), Vertical Onboard Delivery (VOD), commercial carrier, etc.) is funded by Transportation of Things, Navy (ToTN), NAVSUP second destination transportation funds. (Reference OPNAV 4600.24D, Management of ToTN).

c. Per COMUSFLTFORCOMINST 7312.1B, when ships must arrange for delivery of material from line haul terminals to the port where the ship is located, use ToTN funds citing the applicable Transportation Account Code (TAC) for the predominant cargo. Should the cargo belong to the ship or other TYCOM (aviation materials), their TAC should be employed.

d. Moving local delivery cargo and loading costs (e.g., trucks, boats, cranes, forklifts, etc.) are not chargeable to ToTN. These costs are a responsibility of the U.S. Naval activity, with a Fleet support mission, located in that port. In ports without such a naval activity, these costs are chargeable to the ship's OTHER OPTAR (Fund Code 2nd position U).

**7208. Charter and Hire Costs (Fund Code 2nd Position K)**

a. In U.S. Navy ports, charter and hire costs are mission funded by the supporting shore activity (normally a Commander, Navy Installations Command (CNIC) region). In non-Navy ports, use standard Lines of Accounting (LOA) provided by the TYCOM (via Annual Comptroller Financial Guidance prior to the beginning of a new fiscal year) to prepare funding documents, certify invoices, and pay for valid Charter and Hire (C&H) services.

b. R-Supply and TYCOM LOA Requisition Numbers will be used for the document numbers. C&H Port Services include:

- (1) Tugs and barges.
- (2) Pilotage.
- (3) Wharfage and dockage, including docking, undocking, and kedge anchors.
- (4) Garbage and trash removal.
- (5) Cost of brows, including associated crane and forklift service.
- (6) Overseas agricultural and customs inspection charges.
- (7) Rental of portable sanitary facilities.
- (8) Interpreter services.
- (9) Diving services for installing/removing temporary sea suction screen.
- (10) Removal of oil spills and sludge (oily waste).
- (11) HSP fees (fees charged by an agency for the arrangement and management of services required by units in overseas ports).
- (12) Camels and fenders.
- (13) Berthing and anchorage fees.
- (14) Fleet landing expenses.
- (15) Oil spill prevention.
- (16) Bilge water removal.
- (17) Water taxi costs.
- (18) Cargo dryage and lighterage.
- (19) Consular Agent fees.

c. All ships: As per the FY15 COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance “The requirement to submit a Port Visit Cost Report (PVCR) after a port visit has been rescinded unless the numbered Fleet Commander requires it. Port costs are now being reported by the HSP on the NAVSUP Logistics Support Services Repository (LogSSR). The LogSSR website provides detailed guidance for Husbanding and Ordering Officers in planning and executing port visits: [https://www.navsup.navy.mil/porter/pls/portal/ops\\$logssr.login](https://www.navsup.navy.mil/porter/pls/portal/ops$logssr.login). All Supply Officers and Leading LSs will have a LogSSR account and will review, familiarize, and comply with the guidance provided on this website.”

d. Use of the LOA for any material/service other than the above valid C&H services is strictly prohibited. Ships violating this policy will be subject to OTHER OPTAR recoupment. COMNAVSURFPAC/COMNAVSURFLANT will monitor ships expenditures in STARS FL and use of these LOAs will be an SMC special interest item.

e. Ships will follow directions/information in the latest Annual Comptroller Financial Guidance for funding C&H/Port Service requirements.

**7209. Ship's Utilities (Fund Code 2nd Position W)**

a. In U.S. Navy ports, utility costs are centrally funded by Fleet or TYCOM work request. In non-Navy ports, use LOAs provided by the TYCOM via the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance to prepare funding documents, certify invoices and pay for valid utilities. Utilities include the following:

- (1) Fresh water.
- (2) Water purification charges for boiler feed water.
- (3) Hot water.
- (4) Compressed or high pressure air furnished directly from source equipment.
- (5) Electricity.
- (6) Steam.
- (7) Steam power and hydraulic power.
- (8) Sewage/Contaminated Holding Tank (CHT).
- (9) Portable boiler and generator costs.
- (10) Contractual services specifically associated with the procurement, onload or offload of the above utilities.

b. COMNAVSURFLANT Ships, Active (A) and Reserve (R): Ship's utilities provided by the following activities will be funded directly by COMNAVSURFLANT (i.e., no charge issued to ships). Ships shall provide funding documents for only those services in the below listed ports which would typically be funded by ship's OTHER OPTAR, e.g., vehicle rental, telephone charges, etc.:

- (1) NSA La Maddalena (Active only).
- (2) Port Canaveral (Active only).
- (3) NAVSTA Norfolk (Active and Reserve).

- (4) NAB Little Creek (Active and Reserve).
- (5) NWS Yorktown (Active and Reserve).
- (6) SUBASE Kings Bay (Active only).
- (7) NAVSTA Guantanamo Bay (Active and Reserve).
- (8) SUBASE New London (Active only).
- (9) NWS Earle (Active only).

c. COMNAVSURFPAC Ships: Ship's utilities provided by the following activities will be funded directly by the COMPACFLT Centrally Managed Operating Budget (CMOB) (i.e., no charge issued to ships):

- (1) NAVSTA Pearl Harbor.
- (2) NAVACTS Guam.
- (3) NAVSTA San Diego.
- (4) COMFLEACT Sasebo.
- (5) COMFLEACT Okinawa.
- (6) COMFLEACT Yokosuka.
- (7) NIMF Pearl Harbor.
- (8) NRCC Singapore.
- (9) NAVSTA Everett.
- (10) NAVSHIPYD Pearl Harbor.
- (11) NAVSHIPYD Puget Sound.

d. Naval shipyards and Weapons Stations are NWCF funded activities and receive Base Operating Support (BOS) funding in support of ship's utilities. Provide OPTAR funding documents for only those services typically funded with OPTAR in other ports (e.g. telephone toll charges).

e. Ships will follow directions/information in the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance for funding utility requirements.

**7210. Water Taxi Service**

a. Using OPTAR funds for commercial boat rental for liberty parties is authorized, provided the ship's own boats cannot be used to fulfill the requirement. When renting commercial boats, Commanding Officers must ensure the safety and seaworthiness of all such vessels, including the adequacy of lifesaving equipment and must make sure the maximum capacity of the boats is not exceeded.

b. Refer to paragraph 7207 for funding assignment for water taxi service.

c. Use of CMOB, OPTAR or ship MWR funds for water taxis to support general visiting is not appropriate. A ship's representative can participate in scheduling and monitoring general visiting water taxis. However, funding responsibility remains with the host community or sponsoring organization (e.g., Navy League, Navy Recruiting Command and local Chamber of Commerce).

**7211. Ship Alteration Funding.** Items in the current CSMP will normally be funded and carried out as follows:

a. Title A and K Ship Alterations (SHIPALTs) are funded by NAVSEA, NAVAIR, or SPAWAR and carried out by shipyard or Intermediate Maintenance Activity (IMA). These are known as program alterations in the Joint Fleet Maintenance Manual (JFMM).

b. Title D and F SHIPALTs are funded by TYCOM maintenance funds (1B4B) and carried out by public or private shipyards, IMA or ship's force.

c. Self-help habitability items are funded from ship's OPTAR funds and carried out by ship's force or IMA.

**7212. Habitability.** Charges for habitability improvements will be funded in most cases from maintenance funds by SHIPALTs or IMA accomplishment. However, the Commanding Officer may budget and expend limited amounts of OPTAR funds for habitability projects considered necessary for the comfort and morale of the crew. The following guidelines apply:

a. Self-help projects may be funded from the command's OTHER OPTAR.

b. Do not expend funds for decoration/rehabilitation solely for reasons of personal tastes. Procurement of custom paintings, dishes, linens and other decorative material without TYCOM approval is prohibited.

**7213. Transportation Account Code.** As a rule, TYCOMs are responsible for funding the cost of supplies and equipment owned by their units when the shipment of such material is directed by a TYCOM or one of their units. Costs incident to shipments of stores account material are chargeable to the NWCF, Defense Working Capital Fund (DWCF), Inventory Manager (IM) or to Naval Supply Systems Command (NAVSUPSYSCOM), depending on the material, reason and mode of shipment. Included in this category are shipments in response to requisitions, or IM redistribution/carcass retrograde directives. Definitions of first and second destination transportation are in OPNAVINST 4600.24 (Responsibilities for Management of Navy

Transportation). Do not use a transportation account code (TAC) for commercial shipping. If warranted, the use of OPTAR for emergent commercial shipments is authorized. COMNAVSURFPAC/COMNAVSURFLANT will release TAC LOA in the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance.

**7214. Cost Avoidance Programs**

**a. Real-time Reutilization Asset Management (RRAM)**

(1) RRAM is a program to automate screening residual asset inventories by automatically capturing Issue Priority Group (IPG) II/III requisitions submitted to normal supply system POEs and screening requirements against RRAM sites for free issue material. If material is available, the requisition(s) will be passed to the RRAM site holding the material. DLATS will forward the following status:

(a) AE1 citing BM status (requisition passed) to routing identifier RAM.

(b) AE1 citing BN status (requisition processed as free issue).

(c) Posting BN status against the original requisition in R-Supply and Micro-SNAP automatically de-obligates OPTAR funds. If the material is subsequently not located (warehouse refusal) at the RRAM site, the funded requisition will be passed (AE1/BM status) to the appropriate activity via normal supply channels for processing.

(d) AS1 (shipped).

(2) Required actions:

(a) Do not submit requisitions or follow-ups directly to routing identifier RAM (use regular POE which is now NRP for all documents).

(b) For material issued from a RRAM site, monitor financial records to make sure BN status is posted to the R-Supply and Micro-SNAP database and OPTAR funds are automatically de-obligated. Ensure X0\_ document is transmitted on next TL. If unable to de-obligate funds, contact the respective FMA to help recoup the obligation in STARS FL and provide credit via the subsequent SFOEDL. If the requisition is passed from RRAM to a normal supply activity, the requisition does not qualify any longer as a free issue, thus OPTAR funds will be charged. Once the receipt is posted, the BN status will fail as the record is closed. Therefore, when processing failed BN status, the receipt must be reversed before the BN status is reapplied.

(c) Do not submit SDRs or QDRs (except Cat 1 - safety) for material issued from RRAM sites. If other than "A" condition material is received, resubmit requirement.

(d) Turn in a DLR carcass to the ATAC HUB or NODE for DLR material received from RRAM sites. Use the requisition number of the item received from RRAM for the carcass document number.



b. Miniature/Micro-Miniature (2M): Progressive Repair Enhancement Program (2M PREP) procurement of new or repaired electronic Circuit Card Assemblies (CCA) and Electronic Modules (EM) is one of the largest single components of shipboard EMRM expenditures. Supply Department personnel must be familiar with their responsibilities in supporting the 2M PREP/MTRA program outlined in paragraph 2200 of this document and Appendix E.

**7215. Hazardous Waste Disposal Funding**

a. CONUS/OCONUS Navy Ports: The service providers for disposal of containerized hazardous waste, including sampling/analysis and materials/supplies are centrally funded by the Fleet Commander. Do not use ships OPTAR for hazardous waste disposal while in port.

b. Overseas Non-Navy Ports: Hazardous waste disposal at the following locations is authorized:

(1) COMNAVSURFLANT: Augusta Bay, Naples, Gaeta, Bahrain, UAE, and Rota.

(2) COMNAVSURFPAC: Hong Kong, Singapore, Bahrain, and UAE.

c. Do not offload reusable hazmat in Singapore or Hong Kong since there are no CHRIMP/ Hazardous Material Minimization (HAZMIN) centers at these locations.

d. Ships should not use OPTAR funds to pay for afloat containerized hazardous waste offload unless it is crucial to ensure safe conditions or prevent casualty situation and must be approved first by TYCOMS. Use of OPTAR without prior TYCOM approval will not be considered as basis for reimbursement of funds. Cite Fund Code 2nd position U.

**7300. STAFF AND SPECIAL UNIT SUPPORT.** Naval Surface Force ships with an embarked staff or other unit will provide hotel-type services such as berthing, messing (individuals on Commuted Rations (COMRATS) or Basic Allowance for Subsistence (BAS) will pay mess bill), and communications service to the unit while embarked, without charge to the unit. Charge all direct support requirements of these units as indicated below.

**7301. Group and Squadron OPTARs.** OPTARs assigned to activities are based on staff size, complexity, and location. The OPTAR is based on budget submission requirements and available funding. Each OPTAR includes funds for office machine rentals, utilities, telephones, boat operation and maintenance costs, hotel-type services when not embarked and other staff support costs. All holders must develop and maintain an AFRP per paragraph 7101.

**7302. Communication Support for Embarked TYCOM Staff.** Communications support for embarked staffs is part of the hotel services provided by the Flagship. Communications expenses that are considerably more than normal operating requirements without the staff embarked may be addressed in an OPTAR augmentation request if current funds are insufficient to absorb the added expense. Such requests must include a comparison of communications costs with and without the staff embarked.

**7303. Embarked Special Combat Force Units.** Give embarked special combat force units the same logistic support and privileges as are provided to ship's company, including bedding, but

excluding special clothing that is the responsibility of the unit's parent command. Furnish daily requirements for office supplies, cleaning gear, and consumables to these units in the same manner you furnish them to the ship's departments, charging the ship's OPTAR. A departmental budget may be established for the embarked unit if considered necessary.

**7304. Embarked U.S. Marine Corps Units/Navy Aviation Detachments.** Surface Force ships will issue bedding, housekeeping and cleaning gear supplies and other materials from Navy-owned shipboard inventories to embarked Marine Corps units and staffs in support of Marine Corps organic requirements, and to embarked Navy aviation detachments provided such issues do not adversely impair the supply readiness of the issuing ships. Issue these supplies on a custody basis or for consumption onboard, as appropriate, without reimbursement. Handle reimbursement for damages to ship's spaces and equipment, and loss of material attributable to embarked Marine Corps or Navy aviation units, according to COMNAVSURFLANTINST 3000.3B/MARFORLANT 4620.2, COMNAVSURFPACINST 4080.1, or COMNAVSURFPACINST 7320.1 as appropriate. The following additional guidance pertains:

a. Charge, MGO, JP5, and F76 expenses to the Fleet Commander's (COMNAVSURFPAC) and TYCOM (COMNAVSURFLANT) open allotment for fuel.

b. Account for receipts/issues of MGO, JP5, and F76 according to Navy Energy Usage Reporting System (NEURS). Force Level R-Supply ships with DWCF fuel will TIR any transactions for the JP5 commodity.

c. Ensure Fleet Commander open allotment accounting is credited for any, MGO, JP5, or F76 turned in for credit. Force Level R-Supply ships with DWCF fuel will TIR any transactions for the JP5 commodity.

d. Supply and financial procedures for Light Airborne Multi-Purpose System (LAMPS) Helicopter Support/Vertical Replenishment (VERTREP) are in COMNAVSURFPAC/COMNAVAIRFORINST 4420.1. Fuel issues will be included in the NEURS report for R-Supply Unit Level ships; DWCF ships will TIR their JP5 transactions to DLA Energy for billing.

e. Provide vehicle/aircraft lashing gear, troop life jackets/float coats, and cargo nets as required. Allowances are provided by NAVSUP WSS in AELs. Inventory control of lashing gear, life jackets/float coats and cargo nets is provided in paragraph 6802.

**7400. Material Transfers to Other TYCOMS and Supply Stock Points.** Make every effort to support material requests from ships or units of other TYCOMS. For NWCF R-Supply activities, transfer of items to other NWCF units will be reported to Material Financial Control System (MFCS)/WSS through the Transaction Item Report (TIR) Program. For NWCF R-Supply activities, transfer of items to non-NWCF units will be reported as a normal NWCF sale.

**7401. Material Turned into Store.** Additional funds are generated in the Force through turn-in of not-needed, creditable material. Credit eligibility will be determined by the receiving integrated material manager (WSS, DLA, GSA) via the ashore activity that will TIR the material. Based on past experience, receipt of a certain dollar value of credits is anticipated. This estimated value is

added to funds received from the TYCOM in computing total funds available for distribution within the Force. Therefore, these credits are now returned in COMNAVSURFLANT when the value can be tied to the unit UIC generating the credit. They are already reflected in initial OPTARs and in centrally managed programs such as those established for funding charter and hire and shipboard habitability improvements. See NAVSUP P-485, para 5001 for additional information regarding the disposition of excess material.

**7500. BUDGET OPTAR REPORTS GENERATION AND SUBMISSION**

a. The requirement to submit Budget OPTAR Reports (BOR) (OPTAR and reimbursable) via message to COMNAVSURFPAC/COMNAVSURFLANT is rescinded. However, ships and units will continue to produce mechanized OPTAR BORs in R-Supply on the last working day of each month, keep them indefinitely and upload copy to CFMS OPTARWEB for FIAR reconciliation. LIVE Mechanized BORs (NAVCOMPT Form 2157) will be printed and signed by the Commanding Officer or the designated representative. Retain a hard copy for the first and second prior FY. Keep electronic copies indefinitely.

b. Retain a hard copy for the current and last two prior FY. Keep electronic copies indefinitely. Instead of submitting BOR MSG, report current FY OPTAR BOR totals from columns 22, 23, and 24 to the TYCOM via CMP on the last working day of the month by clicking on the following link: <https://cmp.ncdc.navy.mil>. It can also be accessed on the CMP website by clicking: Financials > Manage BOR. Once on the page, double click on the month to update; enter BOR data for Cols 22, 23, and 24; and click Save. It is expected that this area will be cancelled when the BOR can be loaded to CFMS.

(1) There is no requirement to report current FY Reimbursable BOR totals. However, in FY15 the Excel reimbursable product will be used for R-Supply Unit Level ships.

(2) There is also no requirement to report prior FY OPTAR and Reimbursable BOR totals.

(3) Email BOR data to your respective COMNAVSURFPAC/COMNAVSURFLANT Financial Management Analyst (FMA) if CFMS and CMP websites are not accessible. Mechanized BORs will be processed in R-Supply on the last working day of the month. BOR summaries shall be submitted via CMP as per the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance. The mechanized BOR will be signed and retained onboard for audit and reconciliation purposes. Good judgment should be used to ensure all obligations are reported via the TL as directed by the Comptroller in the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance and CFMS OPTARWEB TL schedule. If processing is delayed due to R-Supply/Micro-SNAP technical difficulties, advise TYCOM POC and provide an estimated BOR via CMP direct file submission or email direct to your FMA. When the system is back online, process the applicable TL and mechanized BOR to close the month. Ensure total of column 22 on the BOR is equal to the cumulative total of your TLs.

**7501. Financial Procedures Incident to Decommissioning.** See COMNAVSURFLANTINST 4770.1 or COMNAVSURFPACINST 4000.1 and TYCOM decommissioning guidance messages

sent 90 days before decommissioning. Contact TYCOM representative for assistance. Units should plan on all financial records being offloaded to a designated facility.

**7502. DFAS Financial Transaction Listings.** The information in this paragraph is generic and updated annually via the latest COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance. The guidance should be consulted for current practice. The SFOEDL and OVR are generated monthly by the Navy official accounting system (STARS-FL) / FMA and sent to OPTAR holders via email from CMP website in Excel and Text files format. If not received by the 6th of the month, notify your respective Financial Management Analysts (FMA). Ensure all listings are processed and submitted via the CMP website/CFMS OPTARWEB no later than the 15th of each month and the retained copy must be signed and dated by the Supply Officer.

a. Summary Filled Order Expenditure Difference Listing (SFOEDL) Processing for Units Using Ships and MALS Automated Reconciliation Tracking System (SMARTS):

(1) Verify the text file to check for discrepancies. Take note of discrepancies so you can challenge invalid SFOEDL transactions.

(2) Load/process the SFOEDL (text file) into R-Supply SMARTS by using option JSS275/JSS280 (SMARTS SFOEDL transfer/processing).

(3) Research and validate all DLR carcass charges, open purchase (non-NSN), and each record with above threshold (\$250) difference. Challenge each invalid difference using the challenge codes in SMARTS.

(4) After completion of validation, print a copy of the SMARTS generated challenge report (JSF411R). Maintain a copy on file. Submit an electronic copy of the file to the CMP website (<https://cmp.ncdc.navy.mil/mainsselect.asp>) via Direct File Submission (DFS).

(5) If unable to upload a file to the CMP, send a SMARTS report (JSF411R) to the FMA via email.

(6) If there are no challenges to report, complete the processor's information in the SFOEDL Excel file and submit it to CMP via DFS so CMP will recognize that your SFOEDL feedback has been received. Keep a copy on file and annotate with "NO CHALLENGES".

(7) Print and validate the SMARTS SFOEDL Reports (Aged Challenge Report, Services Report, and Partial Order Established Report).

b. SFOEDL Processing for Units not Using SMARTS:

(1) Manually post the monthly SFOEDL difference amounts from the Excel worksheet in R-Supply/Micro-SNAP by fund code.

(2) Research and validate all DLR carcass charges, open purchase (non-NSN), and each requisition that have above threshold (\$250) difference.

(3) Select the applicable challenge code in column P of the worksheet. Enter any amplifying remarks in column Q of the worksheet, as appropriate.

(4) Complete the processor's information in column B and rows 6 through 8 of the Excel worksheet whether you have challenges to report or not. If no challenges, annotate front page of Excel with No Challenges.

(5) Return the Excel file to the CMP website <https://cmp.ncdc.navy.mil/mainselect.asp> via DFS. If the Excel file is not returned, or returned without the processor's information, your unit will receive a CMP auto-generated dink E-mail.

(6) Keep a copy of the SFOEDL text file Excel format in lieu of Excel format (too big to print) and highlight REQ numbers validated (\$250.00-above).

c. Guidance to Reinforce SFOEDL Management and Validation Effort:

(1) Current and five prior FY SFOEDLs are generated and distributed monthly. However, OPTAR holders will process and post only the current and last two prior FY SFOEDLs.

(2) Post the entire SFOEDL difference amount to R-Supply/Micro-SNAP upon receipt. Do not delay posting of SFOEDL differences even if they contain erroneous charges or will take the OPTAR into the red. However, erroneous charges will be researched and challenged. If erroneous charges significantly impact funding levels, submit a request to exceed authorization, via email, to the COMNAVSURFPAC Accounting Officer ([jose.anda@navy.mil](mailto:jose.anda@navy.mil)) (COMPACFLT ships) or to COMNAVSURFLANT Comptroller (LANTFLT ships), with a copy to the respective waterfront support (for ships), budget analyst, and financial accounting analyst. Provide detailed information to include document number, amount, fund code, and month/year of SFOEDL. Request to over-obligate OPTAR due to erroneous transactions/SFOEDL charges will be authorized only when confirmed that a credit is forthcoming.

(3) Do not submit SFOEDL challenges to DFAS. SFOEDL challenge codes references are provided in the CMP Excel worksheet and in R-Supply SMARTS program for SMARTS ships.

(4) For SFOEDL challenges requiring supporting documents, mail, email (as an attachment) or fax documents to the respective financial management analyst.

(5) Do not challenge differences equal to or under the threshold amount (\$250.00). However, challenges will be submitted if total of below threshold differences is significant (i.e., as a result of late/missing TL). All above threshold erroneous differences (credits and debits) will be challenged as appropriate so corrective action can be taken by COMNAVSURFPAC/COMNAVSURFLANT.

(6) No action will be taken by COMNAVSURFPAC/COMNAVSURFLANT for challenge code 'K' (DLR carcass charge). The unit is responsible for ensuring a carcass billing reversal is issued by NAVSUP Weapon Systems Support (formerly NAVICP) as appropriate.

(7) Charges for duplicate shipments are valid and should not be challenged. If material received as duplicate shipment is not required, submit a SDR and/or coordinate return of material with the issuing activity for credit.

(8) Submit challenge code 'G' and 'B' for material not requisitioned/received or with incorrect price/billing amounts via message directly to the issuing/billing activity, info COMNAVSURFPAC/COMNAVSURFLANT. Neither COMNAVSURFPAC/COMNAVSURFLANT nor DFAS can process a credit for these types of errors. The billing activity must submit a billing correction/reversal to DFAS before a SFOEDL credit can be processed.

(9) Partial Order Established (POE) transactions occur on continuing service requisitions (C9999) and on any requisitions in which the pertinent billing was not coded as final by the billing activity.

(a) If the quantity requisitioned is one and a POE vice a credit difference appeared on the SFOEDL, recoup the POE amount. If unable to process recoupment in R-Supply/Micro-SNAP, notify your Accounting Analyst/FMA to recoup the funds and provide credit on the subsequent SFOEDL.

(b) Invalid POEs for requisitions that have been completed will be recouped via receipt reversal and an obligation adjustment (X0\_) equal to the POE amount. This amount will appear as a credit on the next TL. Ensure the credit button is selected when decreasing an obligation.

(c) Re-complete the requisition.

(d) If unable to carry out the above, submit request to de-obligate funds to your Accounting Analyst. The Accounting Analyst will recoup the POE amount and provide credit on the subsequent SFOEDL.

(e) For C9999 requisitions, recoup POE amount only when final billing has been processed and no further expenditures are expected.

(f) Valid POE amounts (partial billing, partial quantity received) should not be recouped.

(10) The SFOEDL must be reviewed by the Leading LS and Supply Officer, and signed and dated by the Supply Officer or his/her designated representative. Keep SFOEDL listings on file indefinitely.

(11) SFOEDL FYTD Cumulative Differences by Fund Code: Ensure the sum of column 23 (SFOEDL) of the BOR is equal to the sum of the FYTD cumulative amount of the SFOEDL being reported. You will be notified by your accounting analyst/FMA via email if the amount in column 23 of the BOR and the FYTD cumulative total of the SFOEDL being reported do not match.

(12) For the latest policy changes and processing procedures, refer to the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance under SFOEDL and OVR processing.

(13) COMNAVSURFPAC/COMNAVSURFLANT FMA feedback will be annotated in the Technician Notes column of the SFOEDL worksheet in CMP before the end of the month. Review the responses by logging in to the CMP website. Select Financials > SFOEDL > OVR. If no action has been taken within 30 days or if you do not concur with their responses, contact them via email or phone. Figure 7-6 provides a sample of a SFOEDL Challenge Log.

d. Obligation Validation Review Processing:

(1) Review and validate each record on the OVR Excel listing by action codes.

(2) Update the Action Codes (column V) and Remarks (column W) on the OVR Excel Worksheet as required. Action Codes (A-H) are listed with descriptions provided in CFMS OPTARWEB library and in the OPFORCES OVR Desk Guide for reference by the Fleet.

(3) Follow the procedures in the desktop guide when processing the OVR. Complete processing and submit OVR Excel Worksheet by the 15th of the month to CFMS OPTARWEB. If processing/submission is not completed on the deadline date, the FMA will send a dink email to the ship. Ensure to save the completed worksheet prior to submission/uploading to CFMS OPTARWEB.

(4) Upload the completed Excel worksheet to CFMS OPTARWEB (<https://c27cfmscnlap11v.ncdc.navy.mil/CFMSProd/index.do>) by the 15th of the month.

(5) Verify to ensure applicable adjustments/credits processed by your FMA appear on the following month's SFOEDL.

e. Guidance to Reinforce OVR Management and Validation Effort:

(1) Obligation Adjustments for credit will be performed on unfilled orders only when there is positive evidence that no expenditures will be forthcoming. Examples are:

(a) When erroneously billed on the SFOEDL as a result of transposition of document number.

(b) Requisition receipt was posted prior to posting BN status.

(c) Requisition was filled via OSO transfer from a non-NWCF ship (regardless of TYCOM).

(2) OVR processing will be done manually. Identify those requisitions that have POE amounts listed on the OVR. If no further expenditures will be forthcoming, recoup the POE amount. A POE amount is generated if the expenditure document that was posted to STARS-FL did not indicate that the expenditure was final. Annotate the OVR Remarks with OBL ADJ/TL # and the date the recoupment was processed.

(3) The annotated OVR must be reviewed by the Leading LS and Supply Officer, signed and dated by the Supply Officer or his/her designated representative.

(4) OVR action codes references are provided in the CFMS OPTARWEB library and in the OPFORCES OVR Desk Guide.

(5) Keep the OVR Excel Worksheet electronically on file indefinitely.

**7503. Transmission of Financial Transmittal Data via CFMS OPTARWEB**

a. All afloat units will submit OPTAR and any reimbursable TLs to the CFMS website per the schedule established in CFMS. Prior FY TLs will be submitted in the same manner as the current year. (Travel documents are now covered by off-hull Defense Travel System (DTS) and have been deleted from SURFSUP with the retirement of WIN-ATOS).

b. For Viking/Patriot ships, prior FY TLs (if there are cancellations received) will be reported in the current FY TLs.

(1) If the reporting date falls on a weekend/holiday, TLs must be submitted on the last working day prior to the due date. These dates will be updated in the CFMS website TL schedule which is viewable by all ships. Contact your FMA by email if your web connectivity is limited while underway.

(2) If there's no OPTAR TL transaction to report, process an obligation adjustment for the GCPC document in amount of one dollar. This will enable the units TL counter to remain in synch with the TL counter of other Fleet units and facilitate tracking of TLs.

(3) If delayed, notify your respective FMA at COMNAVSURFPAC/COMNAVSURFLANT via email or phone providing reason and anticipated submission date.

(4) All afloat units will continue to submit OPTAR and Fuel TL Reports when transactions occur and a continuity TL when there is no functional activity. These will be uploaded to the CFMS OPTARWEB URL/website.

**7600. AUDIT TRAILS.** The key to good financial management is accurate, traceable and auditable records. Moreover, with the advent of FIAR reporting, attention to standards has never been more important. To ensure accurate records:

a. Every TL period, compare the TLs, TL Log and BOR Worksheet to ensure BOR Columns 22 and 23 are in balance.

b. Monthly, review all DLR requisitions using Micro-SNAP RPT 162/JSL326 and Supplies and Equipment (S&E) obligations transmittal (R-Supply JSF404/Micro-SNAP RPT 026). Make sure DLR carcasses have been turned in to ATAC or skeletonized DD Form 1348-1As are filed in the Repairable Suspense File for remain-in-place items that are still outstanding.



c. Monthly, make sure OPTAR log balance equals the difference between the OPTAR grant FYTD (paragraph C) minus the Cumulative Gross Adjusted Obligations (Column 24) reported on the Budget/OPTAR Report (BOR).

d. Before submitting each OPTAR Document Transmittal Report, make sure the following totals agree: the BOR Worksheet (Figure 7-2), Cumulative TL Log (Figure 7-3), and OPTAR Grant/Control Log (Figure 7-4). (These logs/worksheets can be either manually or electronically maintained; figures from the trial reports should be entered into them and verified before any final reports are run).

(1) Total Estimated Chargeable columns of OPTAR Log.

(2) Total obligation documents, less cancellation documents.

e. At the end of each month, make sure the following totals agree:

(1) Totals of OPTAR Document Transmittal Reports.

(2) Total obligations entered in Part A, Column 22 of BOR.

(3) Total Estimated Cost Chargeable columns in the OPTAR Log (manual processing only).

f. Monthly, make sure the total differences FYTD of the current and first prior FY SFOEDL equals the total differences entered in PART A, Column 23 of the BOR.

g. OVR is a monthly/tri-annual requirement per the DoDFMR. All financial obligations (O&M) of the unit shall be reviewed for validity and invalid requisitions cancelled and funds recouped by the unit. Units are required to work with the TYCOM in preparing OVR reports for submission to their Budget Submitting Office (BSO) per the timeline prescribed in the FMR.

**7700. OTHER SOURCES FOR FUNDS.** Before requesting funds in the following categories, review applicable references.

a. ORF and Latin American (LATAM) cooperative funds are granted to select Fleet Commanders for defraying expenses of official representation to maintain the standing and prestige of the United States in contacts required by official courtesy. LATAM funds are used when operating in Central and South America and selected Caribbean Islands. ORF is used in all other areas of the world. Expenses that may be funded include food, refreshments (including beer, wine, and sherry when approved by the Commanding Officer) and mementos (books and plaques). Each Fleet Commander has limited ORF dollars for subordinate commanders. Specific guidance is in SECNAVINST 7042.7, COMLANTFLTINST 7042.1, SECNAVINST 7042.13, COMLANTFLTINST 7042.4, SEVENTHFLT OPCODE 201, COMPACFLTINST 7042.4, COMPACFLT OPCODE 201, and Numbered Fleet Commanders' ORF guidance messages. Forward requests for ORF and LATAM Funds to the coincident Operational Commander for approval before an anticipated official function.

b. External Public Affairs funds cover salaries, supplies and miscellaneous costs incurred in dealings with the media and public. COMLANTFLTINST 5726.3 and COMPACFLTINST 7042.4 provide guidance. The funds are not normally available for use by Surface Force Units.

c. Overseas Community Relations (COMREL) funds cover materials, supplies, and services to support overseas community relations programs and projects that enhance understanding, respect and good will between U.S. Navy personnel and people of foreign countries. COMLANTFLTINST 5726.3 and COMPACFLTINST 7042.4 provide procedures for their allocation.

**7701. Other Procurement, Navy Funds.** OPN funds the procurement of major equipment with a unit cost of \$250,000 or more with no NSN assigned. Periodically, TYCOM sends OPN budgets for Industrial Plant Equipment (IPE) and Other Forces Support Equipment (OFSE) to the Fleet Commander to identify requirements and provide justification for their procurement. Line item justification is required. OPN funds are restricted to those specific items budgeted and approved. Equipment qualifying for OPN funds (investment items) cannot be purchased with Operations & Maintenance (O&MN) or Navy Reserve (O&MNR) appropriation (expense items). A thorough review of current and projected equipment requirements is necessary to assure prompt receipt of necessary funds and systematic procurement/replacement of equipment. See Appendix H for details.

**7702. Reimbursable OPTARs**

a. Situations frequently arise wherein units are engaged in specific projects or operations involving funding responsibility of activities outside the normal funding chain. Examples include salvage operations, embarkation of special staff units, warranty/guarantee funding for newly constructed ships and USMC embarks.

b. A Reimbursable Work Order (RWO) is a request for services to be performed by one activity for another activity. The accepted work order is the basic authority to perform work and incur related costs. Reimbursable orders can only be accepted by TYCOM. Accepted reimbursable orders are passed to subordinate units in the form of a reimbursable OPTAR. Specific accounting procedures will be provided when the reimbursable OPTAR is furnished. Each accepted reimbursable order is subject to 31 U.S. Code 1517 and 1301; hence, the accepting office (TYCOM) is responsible if either the funds authorized are exceeded by the performing activity (31 U.S. Code 1517), or if the funds are not used for the purpose for which they were issued (31 U.S. Code 1301).

c. Expenditure of these funds may take place at the staff or Unit Level, depending on the specific circumstances. When a reimbursable OPTAR is provided to the unit, a TL will be submitted to document/report transactions; a separate OPTAR log and a BOR are required to be maintained on file. Under no circumstances, including differences, will reimbursable OPTARs be over-obligated. For Force Level activities, post a reimbursable grant in R-Supply. For Unit Level, TYCOM will provide your unit with an Excel workbook product to carry out all reimbursable reporting.

d. **Recapture of Funds.** Since reimbursable orders cite funds of other activities, every effort must be made to complete work, finalize accounting, and return unused funds to the issuer for reprogramming. Upon completion of work orders, each reimbursable order or 45 days before the end of the fiscal year, whichever is sooner, each activity will notify the Force Comptroller of funds available for recoupment or reprogramming into the subsequent fiscal year. Before offering funds for recoupment, reimbursable OPTAR holders will reserve enough funds to cover possible differences resulting from expenditures not matching corresponding obligations.

e. **Final Budget OPTAR Report.** When the work under a reimbursable order has been completed and there are no unfilled orders outstanding, no unmatched expenditures, and no outstanding travel advances, then a final BOR will be submitted. The final BOR will cite the phrase: "Reimbursable OPTAR complete, this is a final report".

7800. **OFFICE COPYING EQUIPMENT AND UNIQUE FUNDING POLICIES.** For Combat Support Force (e.g. Assault Craft Unit, NAVBEACHGRU, or other Naval Support Element (NSE) components), submit requisitions for copiers directly to servicing FLC (or contract activity) using Service Contract Provider (SCP) contracts. SCP contracts are mandatory contracts and are the only authorized source of copying equipment. Contact the TYCOM for the most current information on SCP contracts. For all ships: All equipment is centrally funded via the Comptroller; requirements are covered by TYCOM N6.

7801. **Legal Services.** Charge legal service costs in foreign ports, and costs for civilian counsel, witnesses for trials in courts of foreign countries and in CONUS, to the ship's OPTAR, citing Fund Code 2nd position U. Ships may consider an augment request for legal service costs that considerably affect a unit's OPTAR funds.

7802. **Funding Recreational Material.** Ships are authorized to procure recreation material that is considered necessary or desirable for the health, fitness and welfare of personnel attached to the command. NAVSUP P-485, para 2106 and 3438, and BUPERSINST 1710.11 provide guidance for using non-appropriated and appropriated funds. Recreational material does not include items of personal clothing (i.e., physical training uniforms, sweats, shorts, t-shirts) nor does it include items intended for the exclusive use of a particular individual.

7803. **Gifts and Mementos.** Except as authorized in paragraph 7805, OPTAR funds will not be used to purchase gifts and mementos such as plaques, cigarette lighters, or belt buckles (NAVSUPINST 4200.85 and NAVADMIN 200/14 apply). The use of Welfare and Recreation funds is also prohibited. ORF/LATAM funds may be used for these items (among other purchases) in conjunction with ceremonies, dedications, and functions. SECNAVINST 7042.7, SECNAVINST 7042.13, and NAVSUP P-485, para 3456, provide additional information. For COMNAVSURFLANT Units, ORF funding is still managed by COMNAVSURFLANT Comptroller; LATAM COOP funding will be requested from USFFC via COMNAVSURFLANT, and COMREL funding is coordinated with the COMNAVSURFLANT PAO and financially tracked by the Comptroller. For COMNAVSURFPAC Units, the numbered Fleet Commander will handle ORF. In addition, COMPACFLT will send COMREL to COMNAVSURFPAC and LATAM COOP to COMTHIRDFLT.

7804. Special Events and Ceremonies. Costs incident to a ships change of command, commissioning and decommissioning (e.g. renting bunting, assembling speaker platforms and chairs, and renting a ceremonial facility) are chargeable to ship's OPTAR, citing Fund Code 2nd position U. For commissioning ceremonies, see SECNAVINST 5031.1C (ship naming, keel layings, christenings, commissioning's and decommissioning's) for commissioning expenses funded by Ship Conversion, Navy (SCN) appropriation. Do not use OPTAR funds for commissioning expenses identified in the instruction. Do not use OPTAR funds for any costs related to receptions associated with these ceremonies. Consult your TYCOM when issues arise regarding funds for travel of guest speakers or master of ceremonies to support the above functions. In addition, per NAVSUP P-485, para 3450, officer commissioning, retirement, and CPO pinning ceremonies for individuals are considered social functions therefore associated costs are not OPTAR chargeable unless deemed to be official command functions. For additional guidance, refer to the TYCOM Comptroller. TADTAR funds for travel of guest speakers or master of ceremonies to support above functions is strictly prohibited. Charge procurement of decorations for external and internal shipboard use on national holidays (seasonal or religious holiday events, such as July 4th, Thanksgiving, Christmas, and New Year's Day) and other patriotic occasions to ship's OPTAR, citing Fund Code 2nd position C.

7805. Medals, Trophies, Badges, Plaques and Command Coins. SECNAVINST 3590.4 authorizes using appropriated funds to procure trophies for Unit Level events, badges, similar devices (e.g., plaques), the first award of medals, or ribbons when there is no corresponding medal. Awards may be presented for excellence in accomplishment or competition at the Unit Level. These competitions must be officially established and of a continuing nature. Cash awards are expressly prohibited except for beneficial suggestions. Using OPTAR to procure uniform accessories, including qualification devices, is not authorized. One exception to this rule is that collar devices, unit ID strip, and name strips will be funded using OPTAR for flame retardant coveralls. All activities will maintain a log indicating the date, the recipient, and the reason for presentation of medals, trophies, badges, coins or plaques with OPTAR. Merchandise such as ball caps (except as stated in paragraph 6803), lighters, pens, belt buckles and rating badges/devices are not authorized for procurement with OPTAR. Command coins may be purchased with OPTAR at the discretion of the Commanding Officer (NAVADMIN 200/14).

7806. Ombudsman Program

a. Commanding Officers have the authority to reimburse the Ombudsman using appropriated funds. OPNAVINST 1750.1D provides policy about the Family Ombudsman Program. Support for each command's Ombudsman is the responsibility of the command and is a proper charge to OPTAR within available funding.

b. Reimbursement is limited to six expense categories:

- (1) Child care.
- (2) Automobile mileage.
- (3) Parking and vehicle tolls.

- (4) Pro-rated internet.
- (5) Telephone calls.

c. If the Commanding Officer approves reimbursement, he or she must decide whether appropriated, non-appropriated/MWR, or other available funding sources will provide payment. The Ombudsman reimbursement program shall be incorporated into the command's annual financial management requirements.

d. Claims for reimbursements using appropriated funds shall be submitted on a Claim for Reimbursement for Expenditures on Official Business (SF 1164). Claims will briefly describe the event or function for which reimbursement is sought, or summarize expenses for any given month. The Commanding Officer or designated representative will sign as the Approving Officer. The Disbursing Officer will sign as the Certifying Officer. The Supply Officer will provide the line of accounting from the command's OPTAR. Ships will use Fund Code 2nd position C for child care expenses, mileage and parking/vehicle tolls and Fund Code 2nd position S for telephone toll calls.

e. Commands shall continue to provide support to the Ombudsman (e.g. paper envelopes, pens, copier service, clerical assistance, use of government telephones (including cell phones), command telephone credit cards, and government vehicle transportation) from command OPTAR as resources permit. Government computer equipment is authorized; however, computer equipment must be documented and custody signature is required.

f. Ombudsman Telephone Service: Local command recreation funds may be used to purchase a telephone answering machine. However, a separate telephone line in the Ombudsman home may not be funded with either appropriated or non-appropriated funds. Also, appropriated and non-appropriated funds are not authorized to pay for installation and monthly service fees for operating direct telephone care-lines in the Ombudsman's private residence. Establishing and continued use of command sponsored care-lines are recognized as providing a needed service, in addition to having a positive impact on the morale of the crew and their families, and are therefore highly encouraged. An authorized legal alternative to installing telephone lines to support care-line answering machines in private residences is voice mail services. The voice mail service account must be established in the command's name, not in the Ombudsman's name. Voice mail services permit ship's family members to call a 1-800 number and listen to a pre-recorded message left by the ship's Ombudsman, or to leave messages for the Ombudsman. Recommend use the least costly voice mail package offered by local or long distance phone carriers that is available in the Ombudsman's local area for care-lines.

7807. Temporary Household Goods Storage. Temporary Household Goods (HHG) storage for single personnel authorized to receive Basic Allowance for Housing (BAH) but not receiving BAH while a ship is deployed, is properly chargeable to OPTAR. Use Fund Code 2nd position 8 for HHG storage costs.

7808. Fleet Tool Issue

a. Repair activities (shipyards, RMCs, etc.) lend tools and other equipment to help customer activities carry out maintenance actions. Provide a DD Form 1149, complete with ship's OPTAR accounting data, using Fund Code 2nd position 2 and obligating \$1.00. The repair activity will charge the ship's OPTAR (via SF 1081) for any losses, damage or abuse of tools and for funding consumable supplies such as sanding disks, grinding wheels, sanding disk backing pads, half face respirators, goggles, sanding belts, cutter bits, needle sets, wire wheels, etc. Make OPTAR obligation adjustments to cover these costs as they occur to avoid SFOEDL charges. Historically, a large percentage of tool-related charges to customer ships have been attributed to loss, damage or abuse. This lack of control and mismanagement results in a substantial loss of OPTAR funds. Augmentation for tool issue costs is not granted. To reduce tool losses, the following procedures are mandatory:

- (1) Assign a single representative to keep a record of borrowed tools.
- (2) Limit the number of personnel authorized to check out tools from repair activities. These personnel should be E-5 or above.
- (3) Obtain the user's signature to establish accountability for tools issued to ships.
- (4) Make sure that a senior petty officer supervises the Ship's Tool Issue Center (STIC).
- (5) Require tools to be checked in and out of the STIC daily except for planned weekend requirements.
- (6) Require the STIC Petty Officer to issue the tools for the duty section, including weekends.
- (7) Keep records of borrowed tools by nomenclature for each tool checked out from the repair activity.
- (8) Inventory tools weekly and reconcile with tool file cards.
- (9) Periodically check with the repair activity loaning the tools to make sure the ship's tool loan records are current, complete, and accurate.
- (10) Make sure ship obtains and keeps copies of check-in/check-out tool receipts provided by loaning activity.
- (11) Require personnel being transferred from the ship to check out through the STIC to make sure that tools are returned.
- (12) When warranted, challenge unusual charges from the repair activity for lost or worn out tools.

(13) Ask for the actual value before checking out tools. Remember: these are used tools with depreciated value.

b. Command emphasis on tool control is required to reduce potential fraud, waste and abuse. Close monitoring of tool programs should be a top management priority.

7809. Host Ship

a. SECNAVINST 7042.7 provides funding and accounting information for the foreign warship visit information program.

b. When a ship is designated host ship for a returning deployer, the host ship will obtain the requirements and funding from the returning vessel. The host ship will then make the appropriate arrangements. Tents, chairs, tables and portable toilets are authorized OPTAR chargeable items.

7810. Ship's Expendable Bathythermograph. Funding for Ship's Expendable Bathythermograph (XBT) is included in the ship's OPTAR.

7811. Life Boats. This program is covered by NAVSEA or TYCOM 1B4B funding. Therefore, no COMNAVSURFPAC/COMNAVSURFLANT ships should submit requisition charging OPTAR funds to replace existing life boats.

7900. CONTINUOUS MONITORING PROGRAM

a. Ship Information: All commands (afloat and ashore) are required to update the Ships Information section of the CMP website to include POC data for Commanding Officers, Executive Officers, Supply Officers, Admin Officers, Training Officers and Leading LS. In addition, there are fields to identify supply, POTS, and quarterdeck telephone numbers. Due to the disparate nature of afloat information systems and frequent turnover of shipboard personnel, address books, user groups and phonebooks are often outdated and inaccurate. To address this issue, the ships information section in CMP will be validated/updated:

(1) Once a month.

(2) Upon relief of Commanding Officer, Executive Officer, Supply Officer or Leading LS.

b. Weekly Ships Balance Report (Ships Only): The CMP Weekly Ships Balance Report provides COMNAVSURFPAC/COMNAVSURFLANT and Supply Officers up-to-date assessments of the financial health of the force. The following guidance applies:

(1) Ships submit data via a CMP web based portal. If ship does not have internet connectivity due to ship operations or tech problems, submit data to the COMNAVSURFPAC/COMNAVSURFLANT FMA via phone or E-mail.

(2) Submission requirements are weekly and last working day of the month as follows:

(a) Weekly: COMNAVSURFPAC Ships: No later than Friday by 2359 (PST). Input can be provided any time after 1200 Friday. COMNAVSURFLANT Ships: No later than Monday by 2359 (EST). Input can be provided any time between 1200 Friday and 2359 Monday.

(b) Monthly for COMNAVSURFPAC and COMNAVSURFLANT: By 2359 on the last working day of the month or preferably immediately after the BOR has been processed.

(3) CMP Web-Portal Access directions:

- (a) Log onto the CMP website: <https://cmp.ncdc.navy.mil>
- (b) Click on Ship information (top of page on right) and click ship's name.
- (c) Click on Ships Balances (left side of page).
- (d) Completely fill in financial information and click the submit button.
- (e) Post all SFOEDLS, if applicable, prior to filling out financial information.
- (f) Information must be current as of the due date of the data call.



**FIGURE 7-1. SAMPLE PHASED REPLACEMENT ITEM WORKSHEET**  
 (Locally prepared forms are acceptable)

<DATE>

\_\_\_\_\_ DEPARTMENT

**PHASED REPLACEMENT ITEM WORK SHEET**

FISCAL YEAR \_\_\_\_\_

NOMENCLATURE \_\_\_\_\_

NSN \_\_\_\_\_

UNIT COST \_\_\_\_\_ EXPECTED SERVICE LIFE \_\_\_\_\_ YRS

ALLOWANCE QTY \_\_\_\_\_ QTY ON HAND \_\_\_\_\_

QUANTITY REQUIRED FOR IMMEDIATE REPLACEMENT \_\_\_\_\_

ADDITIONAL QUANTITY REQUIRED FOR REPLACEMENT DURING FY \$ \_\_\_\_\_

TOTAL REPLACEMENT QUANTITY REQUIRED FOR THIS FY \$ \_\_\_\_\_

TOTAL DOLLAR VALUE \$ \_\_\_\_\_

REPLACEMENT SCHEDULE:

QUANTITY	UNIT COST	TOTAL COST	REQN NR
1ST QTR _____	_____	_____	_____
2ND QTR _____	_____	_____	_____
3RD QTR _____	_____	_____	_____
4TH QTR _____	_____	_____	_____

SUPPLY OFFICER USE ONLY

MID-YEAR PHASED REPLACEMENT BUDGET CALL INFORMATION

UNFUNDED (STILL REQUIRED): QUANTITY \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

**FIGURE 7-2. SAMPLE BOR WORKSHEET**

BOR WORKSHEET  
 Month/Year \_\_\_\_\_ FY \_\_\_\_\_

	Previous Month Column 23	Present SFOEDL being Processed			New Column 23	
S2						
S7						
S9						
SB						
SC						
SD						
SE						
SJ						
SL						
SR						
SS						
SU						
SV						
SY						
Total						
	Previous Month Col. 22	± TL —	± TL —	= New Col. 22	± New Col. 23	= New Col. 24
S2						
S7						
S9						
SB						
SC						
SD						
SE						
SL						
SJ						
SR						
SS						
SU						
SV						
SY						
Total						

\* NOTE: Add two more columns for TLs

**FIGURE 7-3. SAMPLE CUMULATIVE TL LOG**

CUMULATIVE TL LOG		
FY _____		
	RPT 025/JSF404 TOTAL NET VALUE	BALANCE (YTD)
TL01		
TL02		
TL03		
TL04		
TL05		
TL06		
TL07		
TL08		
TL09		
TL10		
TL11		
TL12		
TL13		
TL14		
TL15		
TL16		
TL17		
TL18		
TL19		
TL20		
TL21		
TL22		
TL23		
TL24		
TL25		
TL26		
TL27		
TL28		
TL29		
TL30		
TL31		
TL32		
TL33		

TL 34		
TL 35		
TL 36		
TL 37		
TL 38		
TL 39		
TL 40		
TL 41		
TL 42		
TL 43		
TL 44		
TL 45		
TL 46		
TL 47		
TL 48		

**FIGURE 7-4. SAMPLE OPTAR GRANT CONTROL LOG**

OPTAR GRANT CONTROL LOG					
FY _____					
Grant/ Add '1 Info	Quarterly EMRM Grant	Cumulative EMRM Grant	Quarterly OTHER Grant	Cumulative OTHER Grant	Total Grant FYTD

**FIGURE 7-5. SAMPLE RECEIPT INSPECTOR DESIGNATION LETTER**

Date Ser #####
From: Commanding Officer, USS DUARTE (DD 901) To: W. B. Ellis, LT, SC, USN
Subj: RECORD OF APPOINTMENT AS RECEIPT INSPECTOR
Ref: (a) NAVSUPP-485, Chapter 4 (Para. 4001, 4296) (b) NAVSUPP-485, Chapter 3 (Para. 3054, 3058, 3432, 3433)
1. You are hereby appointed as a Receipt Inspector for the Contracting Officer's Representative (COR) and all Husbanding Service Provider (HSP) Contracts administered by Naval Supply Systems Command and Fleet Logistic Center Contracting Officers. Reference (a) defines your overall accountability for receipt functions. Reference (b) provides detailed guidance to perform this function.
2. As Receipt Inspector, you are to provide technical assistance and support to the COR in the administration of HSP contracts. You will assist the COR in executing assigned inspection and monitoring HSP duties.
3. You are not authorized by this letter to take any action, either directly or indirectly, that could result in a change in the cost/price, quantity, quality, place of performance, delivery schedule or any other terms or conditions of the contract (or task/delivery order) or the accomplishment of effort which would exceed the scope of the basic contract (or task/delivery order). For emergencies involving life, limb or property, the Commanding Officer and Supply Officer retain the authority to order directly from the HSP. When potential exists to impact areas described above, immediately notify the COR. You may be held personally liable for any unauthorized commitments.
4. Your specific duties are as follows: a. Acceptance, verification and validation of services provided including all volumetric onloads/offloads such as CHT, potable water, number of water taxi trips, etc. b. Assist in preparing the port visit checklist IAW procedures prescribed by the COR. c. Identify contractor noncompliance, deficiencies, and provide the COR with recommendations regarding acceptance, rejection and/or Government technical clarification requests.
J. T. WILLIAMS CDR, USN

Date

FIRST ENDORSEMENT

From: W. B. Ellis, LT, SC, USN  
To: Commanding Officer, USS DUARTE (DD 901)

Subj: RECORD OF APPOINTMENT AS RECEIPT INSPECTOR

Ref: (a) NAVSUP P-485, Chapter 4 (Para. 4001, 4296)  
(b) NAVSUP P-485, Chapter 3 (Para. 3054, 3058, 3432, 3433)

1. I have familiarized myself with the requirements of the instructions listed in references (a) and (b) and will strictly adhere to all policies.

Very respectfully,

W. B. Ellis  
LT, SC, USN

Copy to:  
Supply Officer  
Port Visit Binder

**FIGURE 7-6. SAMPLE SFOEDL CONTROL CHALLENGE LOG  
 (R-SUPPLY CY-04 ONLY/MICRO-SNAP)**

SFOEDL CONTROL CHALLENGE LOG

MONTH	DOCUMENT NUMBER	CHALLENGE CODE	MONEY VALUE	DATE OF CREDIT	FOLLOWUP REMARKS TO FMA/FFSF REP
OCT	0274-D003	K	1890.00		
	0295-A012	A	450.12		
	0310-0095	B	620.00		
	0311-A080	C	320.00		
	0311-F200	D	993.00		
	0311-0200	E	420.00		
	0274-0001	F	250.01		3
	0320-5008	G	1020.00		
	0320-8020	H	760.00		
<b>1. Annotate SFOEDL date credit was received.</b>					
	0353-1298	J	900.00		

**Note: R-Supply Viking/Patriot will utilize the SMARTS SFOEDL Challenge Report and Aged Challenge Report.**



**FIGURE 7-7. SAMPLE PORT VISIT COST REPORT (PVCR)  
 (COMNAVSURFLANT SHIPS)**

**Required only by the Numbered Fleet Commander**

FM USS  
 TO APPLICABLE TYCOM  
 INFO APPLICABLE NUMBERED FLEET COMMANDER  
 FLC NORFOLK VA (FOR 2ND FLEET PORT VISITS)  
 CTF 43 (FOR COMUSNAVSOUTH PORT VISITS)  
 FLC SAN DIEGO CA (FOR 3RD FLEET PORT VISITS)  
 FLC SIGONELLA DET BAHRAIN (FOR 5TH FLEET PORT VISITS)  
 CTF 53 (FOR 5TH FLEET PORT VISITS)  
 COMLOGFORNAVCENT (FOR 5TH FLEET PORT VISITS)  
 FLC SIGONELLA DET NAPLES IT (FOR 5TH AND 6TH FLEET PORT VISITS)  
 CTF 63 (FOR 6TH FLEET PORT VISITS)  
 FLC YOKOSUKA JA (FOR 7TH FLEET PORT VISITS)  
 FLC DET SINGAPORE (FOR 7TH FLEET PORT VISITS)  
 COMLOGWESTPAC (FOR 7TH FLEET PORT VISITS)  
 CTF 73 (FOR 7TH FLEET PORT VISITS)  
 APPLICABLE USDAO (FOR FOREIGN PORT VISITS)  
 APPLICABLE LOGREQ RESPONDING ACTIVITY  
 PRIORITY MATOFF BREMERTON WA//20//  
 PRIORITY MATERIAL OFFICE DET NORFOLK VA  
 SUBJ/PORT VISIT COST REPORT FOR "PORT NAME"// POC/"SUPPLY OFFICER NAME AND POC INFO"//  
 1. PORT VISITED (LOCATION, CITY, COUNTRY):  
 2. DISCRETIONARY OR NON-DISCRETIONARY:  
 3. TIME & DATE OF ARRIVAL:  
 4. TIME & DATE OF DEPARTURE:  
 5. PIER SIDE OR ANCHORAGE:  
 6. LOCAL CURRENCY/EXCHANGE RATE:  
 7. PORT COST BREAKDOWN

**A. CHARTER AND HIRE (Fund Code 2nd position K)**

COST CATEGORY	QTY	UI	UP	TOTAL	
				COST	DOC NUMBER
TUGS (IN/OUT)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TUGS (OTHER, STANDBY)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
BARGE (LANDING)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
BARGE (OTHER)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
PILOTAGE	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
DOCKING	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
UNDOCKING	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
KEDGE ANCHORS	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
GARBAGE/TRASH REMOVAL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
BROW RENTAL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
CRANE (BROW USE)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
FORKLIFT (BROW USE)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
CUSTOM INSPECTION	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
AGRICULTURAL INSPECTION	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
PORTABLE SANITARY FACILITY	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
INTERPRETER SERVICES	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
INSTALL SEA SUCTION SCRNS	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
REMOVE SEA SUCTION SCRNS	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
OIL SPILL REMOVAL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
OILY WASTE REMOVAL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX

<b>COST CATEGORY</b>	<b>QTY</b>	<b>UI</b>	<b>UP</b>	<b>TOTAL COST</b>	<b>DOC NUMBER</b>
HUSBANDING SERVICE PROVIDER					
FEES (1ST DAY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
MSGID/GENADMIN/COMNAVSURFPAC/COMNAVSURFLANT N41/2406//					
HUSBANDING SERVICE PROVIDER					
FEES (SUBSQ DAYS)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
HUSBANDING SERVICE PROVIDER					
FEES (ADV. PARTY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
WATER TAXI	000	XX	0000	00000	XXXXXX-XXXX-XXXX
CAMEL RENTAL	000	XX	0000	00000	XXXXXX-XXXX-XXXX
CARGO DRAYAGE	000	XX	0000	00000	XXXXXX-XXXX-XXXX
CARGO LIGHTERAGE	000	XX	0000	00000	XXXXXX-XXXX-XXXX
BERTHING/ANCHOR FEES	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FENDER RENTAL	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FENDER RENTAL (YOKOHAMA)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FLEET LANDING EXPENSES?	000	XX	0000	00000	XXXXXX-XXXX-XXXX
LINE HANDLING	000	XX	0000	00000	XXXXXX-XXXX-XXXX
OTHER C&H COSTS (SPECIFY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
<b>TOTAL C&amp;H COSTS:</b>					

**B. SHIP'S UTILITIES (Fund Code 2nd position W)**

<b>COST CATEGORY</b>	<b>QTY</b>	<b>UI</b>	<b>UP</b>	<b>TOTAL COST</b>	<b>DOC NUMBER</b>
CHT REMOVAL	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FEED WATER	000	XX	0000	00000	XXXXXX-XXXX-XXXX
GENERATOR RENTAL	000	XX	0000	00000	XXXXXX-XXXX-XXXX
GENERATOR FUEL COST?	000	XX	0000	00000	XXXXXX-XXXX-XXXX
POTABLE WATER	000	XX	0000	00000	XXXXXX-XXXX-XXXX
SHORE POWER??	000	XX	0000	00000	XXXXXX-XXXX-XXXX
OTHER UTILITY COSTS (SPECIFY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
<b>TOTAL UTILITY COSTS:</b>					

**C. ANTI-TERRORISM/FORCE PROTECTION (Fund Code 2nd position L)**

<b>COST CATEGORY</b>	<b>QTY</b>	<b>UI</b>	<b>UP</b>	<b>TOTAL COST</b>	<b>DOC NUMBER</b>
BARRIERS, LANDSIDE (CONCRETE)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
BARRIERS, LANDSIDE (WATERFILL)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
BARRIERS, WATERSIDE, DUNLOP	000	XX	0000	00000	XXXXXX-XXXX-XXXX
BARRIERS, WATERSIDE, LINE OF DEMARKATION (LODS)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
EOD (DIVING) SERVICES	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FENCING, PEDESTRIAN CONTROL	000	XX	0000	00000	XXXXXX-XXXX-XXXX
LIGHTING	000	XX	0000	00000	XXXXXX-XXXX-XXXX
PICKET BOAT	000	XX	0000	00000	XXXXXX-XXXX-XXXX
SECURITY GUARDS/SENTRY	000	XX	0000	00000	XXXXXX-XXXX-XXXX
SIGNS	000	XX	0000	00000	XXXXXX-XXXX-XXXX
OTHER ATFP COSTS (SPECIFY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
<b>TOTAL FORCE PROTECTION COSTS:</b>					

**D. PURCHASED SERVICES (Fund Code 2nd position U)**

COST CATEGORY	QTY	UI	TOTAL		DOC NUMBER
			UP	COST	
CRANE (NOT FOR BROW USE)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
CREW REPATRIATION	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
FORKLIFT (NOT FOR BROW)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
MISCELLANEOUS/OTHER (EXPLAIN IN REMARKS)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
PAINT FLOAT	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
PORTABLE CABIN/SHELTER	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
REFRIGERATION TRUCK	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TABLES/CHAIRS??	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TENTS/CANOPIES??	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TOLLS??	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, TRUCK	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, DRIVER	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX

**TOTAL PURCHASED SERVICES COSTS:**

**E. PASSENGER VEHICLE RENTAL (Fund Code 2nd position D)**

COST CATEGORY	QTY	UI	TOTAL		DOC NUMBER
			UP	COST	
BUS RENTAL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, SEDAN	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, VAN	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, DRIVER	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
VEHICLE RENTAL, FUEL	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
OTHER VEHICLE RENTAL (SPECIFY)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX

**TOTAL PASSENGER VEHICLE RENTAL COSTS:**

**F. COMMUNICATIONS (Fund Code 2nd position S)**

COST CATEGORY	QTY	UI	TOTAL		DOC NUMBER
			UP	COST	
TELEPHONE, LANDLINE	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TELEPHONE, LANDLINE, USAGE	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TELEPHONE, CELLULAR	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
TELEPHONE, CELLULAR, USAGE	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
OTHER COMMUNICATIONS (SPECIFY)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX

**TOTAL COMMUNICATIONS COSTS:**

**G. OTHER SHIP'S OPTAR (Fund Code)**

COST CATEGORY	QTY	UI	TOTAL		DOC NUMBER
			UP	COST	
HAZMAT/HAZWASTE REMOVAL (_6)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
PETROLEUM, OIL AND LUBRICANTS (_9)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX
OTHER SHIP'S OPTAR (SPECIFY)(_)	000	XX	0000	00000	XXXXXXXX-XXXX-XXXX

**TOTAL OTHER SHIP'S OPTAR COSTS:**

**H. OTHER**

COST CATEGORY	QTY	UI	UP	TOTAL	
				COST	DOC NUMBER
FUEL (MGO/F76)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
OTHER MISC COSTS (SPECIFY)	000	XX	0000	00000	XXXXXX-XXXX-XXXX
<b>TOTAL OTHER COSTS:</b>					

**I. PORT COSTS EXCLUDING PROVISIONS (TOTAL OF PARAS A-H):**

**J. PROVISIONS COSTS**

COST CATEGORY	QTY	UI	UP	TOTAL	
				COST	DOC NUMBER
PROVISIONS	000	XX	0000	00000	XXXXXX-XXXX-XXXX
FFV	000	XX	0000	00000	XXXXXX-XXXX-XXXX
<b>TOTAL PROVISIONS COSTS:</b>					

**K. TOTAL PORT COSTS (TOTAL OF PARAS I-J):**

8. UNPAID, DISPUTED AND/OR ESTIMATED BILLS/AMOUNTS (CLEARLY INDICATE MSGID/GENADMIN/COMNAVSURFPAC/COMNAVSURFLANT/N41/2406// IF UNPAID, DISPUTED OR ESTIMATED; IF CHT RELATED INDICATE IF FLOW METER WAS USED):

9. OVERTIME CHARGES: (AMT/BRIEF DESCRIPTION):

10. PORT COST ESTIMATE RECEIVED: (YES/NO, WAS ESTIMATE RECEIVED WITHIN TWO WORKING DAYS AND WHAT WAS THE AMOUNT OF THE ESTIMATE):

11. HUSBANDING SERVICE PROVIDER (HSP) PROVIDED PORT TARIFFS IN ENGLISH (IF APPLICABLE): (YES/NO)

12. RESULTANT COST SAVINGS ACHIEVED (AMT/DESCRIPTION):

13. HSC PERFORMANCE: (GRADE AND COMMENTS). ASSIGN GRADE OF:

*EXCEPTIONAL* - MEETS CONTRACTUAL REQUIREMENTS & EXCEEDS MANY TO THE GOVERNMENTS BENEFIT; FEW MINOR PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE HIGHLY EFFECTIVE.

*VERY GOOD* - MEETS CONTRACTUAL REQUIREMENTS & EXCEEDS SOME TO THE GOVERNMENTS BENEFIT; SOME MINOR PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE EFFECTIVE.

*SATISFACTORY* - MEETS CONTRACTUAL REQUIREMENTS; SOME MINOR PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE SATISFACTORY.

*MARGINAL*: DOES NOT MEET SOME CONTRACTUAL REQUIREMENTS; SERIOUS PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE ONLY marginally effective OR NOT FULLY IMPLEMENTED.

*UNSATISFACTORY* - DOES NOT MEET MOST CONTRACTUAL REQUIREMENTS; SERIOUS PROBLEMS AND CORRECTIVE ACTIONS TAKEN WERE INEFFECTIVE GRADES SHALL BE ASSIGNED FOR EACH OF THE FOLLOWING ASSESSMENT AREAS:

*TECHNICAL (QUALITY OF SERVICE)*: CONSIDER PROFESSIONALISM, COOPERATIVENESS, FRIENDLINESS OF CONTRACTOR REPRESENTATIVES; ADEQUACY OF MANPOWER PROVIDED; ADEQUACY OF EQUIPMENT PROVIDED.

*SCHEDULE*: CONSIDER AMOUNT OF NOTIFICATION PROVIDED TO CONTRACTOR; TIMELINESS OF SERVICES PROVIDED.

*COST CONTROL*: CONSIDER COMPLIANCE WITH CONTRACT AND PORT TARIFF PRICES; COMPETITIVE QUOTES PRESENTED FOR NON-CONTRACT ITEMS; RECOMMENDED COST SAVINGS INITIATIVES; FOREIGN CURRENCY EXCHANGE RATE UTILIZED.

*MANAGEMENT*: CONSIDER CONTRACTOR REPRESENTATIVE RESPONSIVENESS; COORDINATION OF SERVICES BASED ON SHIPS IN PORT SCHEDULE; COORDINATION OF SUBCONTRACTS, OTHER CONTRACTS (FFV, FUEL), PORT SERVICES, HOST NATION SUPPORT, ETC.

PROVIDE NARRATIVE COMMENTS ABOUT HSC'S PERFORMANCE FOR EACH ASSESSMENT AREA. THESE COMMENTS PROVIDE VALUABLE INFORMATION FOR EVALUATING HSC'S PAST PERFORMANCE FOR FUTURE CONTRACT AWARD DETERMINATIONS.

14. OTHER CONTRACTORS' PERFORMANCE: (NARRATIVE COMMENTS ABOUT OTHER CONTRACTORS' PERFORMANCE SUCH AS FFV, MWR, AND/OR FUEL CONTRACTOR.)

15. GENERAL PORT VISIT COMMENTS:

\*\*\* PARAS 16 THROUGH 29 BELOW APPLY TO SUBMARINES ONLY \*\*\*

16. THE FOLLOWING CASREP/ANORS/HOT LIST REQUISITIONS WERE RECEIVED SINCE \_\_\_\_/\_\_\_\_(DATE OF LAST VISIT/BSP): (LIST REQNS)

17. THE FOLLOWING DLRs WERE TURNED IN TO \_\_\_\_\_ (SPECIFY LOCATION):(LIST REQNS)

18. THE FOLLOWING NRFI DLRs ARE BEING HELD ONBOARD: (LIST REQNS)

19. THE FOLLOWING CASREP/ANORS/HOT LIST REQUISITIONS ARE STILL OUTSTANDING: (LIST REQNS)

20. OPTAR:

FYTD REPAIR GRANT: \_\_\_\_\_

FYTD OTHER GRANT: \_\_\_\_\_

REPAIR BALANCE: \_\_\_\_\_

OTHER BALANCE: \_\_\_\_\_

LAST FINANCIAL TL NUMBER SUBMITTED: \_\_\_\_/\_\_\_\_ MONTH OF LAST SFOEDL RECEIVED: \_\_\_\_\_

MONTH OF LAST SFOEDL POSTED: \_\_\_\_\_

21. DAYS OF PROVISIONS ONBOARD (FROZEN/DRY): \_\_\_\_/\_\_\_\_

22. DATE OF LAST DRA SUBMISSION: \_\_\_\_\_

23. DATE OF LAST REORDER SUBMISSION: \_\_\_\_\_

24. DATE OF LAST FITSDL SUBMISSION: \_\_\_\_\_

25. DATE OF LAST CMP SUBMISSION AND FILE MONTH SUBMITTED:

LS: \_\_\_\_\_, CS: \_\_\_\_\_

26. CMP SOFTWARE VERSION: LS: \_\_\_\_\_, CS: \_\_\_\_\_

27. # OF TUGS USED IN/OUT: \_\_\_\_/\_\_\_\_ (FOR SUBMARINES WITH BERTHING COSTS)

28. TOTAL NUMBER OF EMBARKED PERSONNEL: \_\_\_\_\_

NUMBER OF HOT BUNKERS: \_\_\_\_\_

NUMBER OF ROOMS PROCURED: \_\_\_\_\_

NUMBER OF SUPERVISORS ASSIGNED ROOMS: \_\_\_\_\_

-----END OF MESSAGE FORMAT-----

29. ENSURE TO FOLLOW GUIDANCE AND RESTRICTIONS IN TYCOM CENTRALLY FUNDED LINE OF ACCOUNTING (LOA) REFERENCES FOR CONUS AND OCONUS PORT VISIT RELATED EXPENSES.

30. MOST COMMON ERRORS WITH REGARDS TO PORT COST MESSAGE IS NOT SUBMITTING WITHIN 5 DAYS OF LEAVING PORT, NOT SEPARATING CRANE AND/OR FORKLIFT SERVICES FOR BROW AND SHIP USE AND NOT IDENTIFYING A PORT AS DISCRETIONARY OR NON-DISCRETIONARY. IF YOU ARE WAITING ON FINAL INVOICES, PLACE A COST ESTIMATE ON THE INITIAL PORT COST REPORT AND SEND THE FINAL COST REPORT ONCE FINALIZED INVOICE IS RECEIVED.//

BT

-----END OF MESSAGE FORMAT-----

## **CHAPTER 8 - INFORMATION SYSTEMS AND TECHNOLOGY MANAGEMENT**

8000. INTRODUCTION. Congress mandates the rules and regulations governing Information Technology (IT). As defined in the Clinger-Cohen Act of 1996, IT encompasses any equipment, interconnected system, subsystem, service (including support service) or related resource used to access, retrieve, transport, process, analyze and/or display non-tactical, business-related data or information. This includes all afloat and ashore IT, including Hull, Mechanical and Electrical Systems (HM&E). This definition excludes weapons systems, but includes IT which supports weapon system program management and oversight. Other items excluded from this definition are IT resources that are physically part of an essential in real time to the mission performance of a weapons or Command, Control, Communications, Computer, Intelligence, Reconnaissance (C4ISR) system.

8100. ACQUISITION OF COMPUTER EQUIPMENT, SOFTWARE OR SERVICES. The management of IT requires special attention because the IT budget receives significant congressional oversight. On 1 October 2011, Space and Warfare Command Headquarters San Diego was designated by the CNO as the single Information Technology Acquisition Approval Process (ITAAP) for the Navy enterprise. ITAAP ensures effective and efficient expenditure of funding to acquire IT capabilities, prevent duplicative investments, provide visibility on all Navy IT-related expenditures and ultimately achieve strategic sourcing for IT procurements. On 25 October 2011, the DON CIO designated DDCIO Navy as the Navy's information technology expenditure authority to promote effective and efficient IT expenditure oversight. On 15 November 2011, NAVADMIN 346/11 "Navy Information Technology Procurement for Approval and Oversight" was released to establish a single IT procurement review and oversight process to support the Navy IT way ahead and IT efficiencies efforts. NAVADMIN 327/12 "Information Technology Procurement Request Approval Process – Revised" was released in November 2012 amplifying policy for IT procurement request and the approval process. NAVADMIN 295/13, Information Technology Procurement Request Approval Process Fiscal Year 2014 updated guidance for the ITPR and approval process, effective 1 October 2013.

- a. IT assets include, but are not limited to:
  - (1) Computer workstations/desktops.
  - (2) Servers.
  - (3) Computer Processing Units (CPU).
  - (4) Mainframes.
  - (5) Peripherals (e.g., displays, mouse, keyboard, speakers, webcams, smart card reader, multimedia switch, media converters, FAX).
  - (6) Storage devices.
  - (7) Laptops.

- (8) Personal digital assistants.
- (9) Handheld internet access devices, tablets, etc.
- (10) Cell or smart phones and air cards.
- (11) WIFI access points.
- (12) Routers.
- (13) Switches.
- (14) Firewalls, inline network encryption, intrusion detection systems, information assurance/computer network defense devices.
- (15) Cabinets, chassis, and equipment racks.
- (16) Power supplies and surge suppressors.
- (17) Power over Ethernet (PoE) devices.
- (18) Printers.
- (19) Copiers.
- (20) Scanners.
- (21) Bar code readers.
- (22) Video Teleconference (VTC) equipment (including televisions and flat screens).
- (23) Software applications (Commercial Off the Shelf (COTS) or Government Off The Shelf (GOTS)), including common applications (e.g., Microsoft Office, Adobe Reader, Symantec), data bases (e.g., Oracle, Db2, SQL), and operating systems (e.g., Windows, Linux, OS X, VMWARE).
- (24) Portals and websites.
- (25) Collaboration, knowledge and records management tools.
- (26) Telephones and telephone switches including VVoIP and internet protocol.
- (27) Telephony and call managers.
- (28) Circuits.
- (29) IT services.
- (30) Training and education associated with IT assets.

(31) Satellites/Satellite TV.

b. The following are examples of IT that is not included in this process:

(1) Weapons systems (platform IT).

(2) IT expendables (paper, ink, toner, compact disc and digital video disc media, etc.).

(3) IT Support Services: Services required for development, installation, maintenance, modification or procurement; and/or lease of IT materiel or systems. Services will include: training, education, consulting, and on-site technical support.

c. An ITPR must be submitted electronically via Navy Information Dominance Approval System (NAV-IDAS) at <https://navidas.navy.mil>. NAV-IDAS has been developed to support increased IT planning and visibility across the Navy, including Echelon IIs and their supporting commands. The approved ITPR request must be retained indefinitely by the Supply Officer.

d. The following list of IT items can be procured without an ITPR; however, these procurements must be compliant with DoD and DON policies, mandates, and laws governing the use and management of IT.

(1) Batteries (laptop, backup, etc.).

(2) Cables.

(3) Data storage tapes.

(4) Computer repair parts.

(5) Drum kits, toners and ink cartridges for printers, copiers and fax machines.

(6) Paper.

(7) Media (disks/CD/DVD).

Approval thresholds for ITPRs have been programmed into NAV-IDAS as shown in Figure 8-1. For additional NAV-IDAS guidance including IT support services definitions, policy and guidance, and the Automated IT Procurement Approval Process Handbook, please reference <https://navidas.navy.mil>.

**8200. MANAGEMENT OF COMPUTER HARDWARE AND SOFTWARE.** Centralized control (AIS Department or W/C) of all AIS equipment and software is mandatory. All computer hardware, software and peripherals greater than \$100 in value are included in this requirement. AIS hardware (with exception of laptop/notebook computers) may be removed from the Controlled Equipage Item List (CEIL). All computer hardware and software will be inventoried annually using the COMNAVSURFPAC/COMNAVSURFLANT AIS Inventory Program and reported to COMNAVSURFPAC/COMNAVSURFLANT (N62).



8300. TURN-IN OF COMPUTER HARDWARE, PERIPHERALS AND SOFTWARE.  
COMLANTFLTINST 5239.1A and COMPACFLTINST 5231.1A establish the policy and procedures for reporting, screening and releasing government automation equipment. Excess IT hardware and software must be appropriately advertised on the DoD Automated Resources Management System (ARMS) bulletin board before transfer or turn in to the Defense Reutilization Management Office (DRMO). The TYCOM requires notification via ISIC for O-5 commands and below for proposed transfers or disposal action. Contact TYCOM N6 for current IT transfer guidance.

8400. MICRO-COMPUTER MAINTENANCE

a. Use OPNAV Form 4790/2K to document maintenance requirements. If command technicians cannot perform repair or if repair services are not available from a TYCOM designated repair facility, GSA or contract repair services are authorized. End use funding documents should cite Fund Code 2nd position Y for computer repair services (excluding repair parts).

b. Computer and peripherals repair or replacement components (items such as monitors, disk drives, circuit boards, input devices, keyboards and printers) are chargeable to Fund Code 2nd position R. Additional life cycle documentation is not required. Software license upgrades are considered maintenance related but require TYCOM LCM approval for coordination and configuration management purposes before purchase and implementation. Two lines of accounting data are required on purchase orders for computer repairs if parts are to be replaced (Fund Code 2nd position Y for service, Fund Code 2nd position R for parts). Make sure vendor itemizes invoices accordingly.

c. Make sure that classified data (including hard disk drives) is removed from systems before turn-in for repair using DoD or DON approved security software. Secret or higher data storage media can only be cleared by destroying the magnetic media either by shredding floppy diskettes and CDs, crushing hard drives or complete (destructive) magnetic degaussing.

d. Contact the TYCOM Information Systems Security Officer for guidance on the current classified or sensitive (privacy) data removal/clean up techniques.

e. Do not use government funds to maintain or repair privately owned computers.

8500. AUTOMATED RESOURCE MANAGEMENT SYSTEM

a. SECNAVINST 5238.1C requires the reporting of computer assets under the DoD Automated Resource Management System (ARMS) program. All commands are required to maintain the ARMS database. Contact TYCOM Information Systems and Technology Officer for current program guidance.

b. Inventories of computers, as reflected in command information systems security plans and on controlled equipage cards will be reported to TYCOM N6 annually by 1 April.

**8600. INFORMATION SYSTEMS SECURITY**

a. Information Systems (IS) security management procedures are mandatory in the operation of all computers regardless of classification level. DoD 5200.28-STD, OPNAVINST A 5239.1B and SECNAVINST 5239.3 establish requirements for IS security.

b. Do not use privately owned computers for government business unless approved in writing by the Commanding Officer. Using privately owned computers and software masks real requirements and is generally discouraged. Under no circumstance will privately owned computers be used for processing classified information.

c. Using unlicensed (pirated, bootlegged, etc.) software is a violation of U.S. copyright laws. Federal Law mandates financial settlements to software copyright holders, stiff fines (up to \$10,000) and imprisonment (up to five years) for violations.

d. Storage of classified data on hard disk drives is not authorized unless the system is certified (designed) for classified use, properly accredited (by documented command risk assessment) and a command wide IS Security program is implemented following current DoD/DON guidance. SECNAVINST 5239.3 classified information security procedures are germane.

e. Modems/FAX cards and external network connections that do not provide DoD/DON approved encryption and/or firewall techniques will not be installed in, or connected to computers that are used to store classified data. Thumb drives are not authorized and only approved external hard drives will be used.

**8700. FUND CODES.** Use the following fund codes for all procurement requisitioning IT material and services:

a. Fund Code 2nd position J to procure IT equipment/hardware including computers, word processors, facsimile machines and peripherals.

b. Fund Code 2nd position S for communications equipment. See paragraph 7206.

c. Fund Code 2nd position Y to procure software, software development, computer training, computer repair service (excluding parts) and costs associated with audiovisual production, products and services, (i.e., film, film developing, graphic arts, TV, video and audio recording).

d. Order computer repair parts (consumable and repairable) with Fund Code 2nd position R and 2nd position B, respectively, and consumable supplies (e.g., paper, printer cartridges, ink, floppy disks, toner cartridges, etc.) with Fund Code 2nd position C.

**8800. COMPUTER PROCESSING.** Computer systems may be used for word processing, message preparation and other similar administrative functions provided the system(s) are accredited (designed) for the highest classification level of use, comply with applicable IS security management requirements and do not interfere with the primary function and purpose of the computer system. For example, Food Service Management and Resale Operations

Management computers may have additional hard disk drive capacity to accommodate user-processing requirements such as word processing. These systems are accountable systems; therefore user access must be limited to ensure accountability is not compromised.

8900. R-SUPPLY PROCESSING. Proper processing and retention of history files and daily and weekly backups of R-Supply and Micro-SNAP are essential for data and system recovery in case of a catastrophic failure. For COMNAVSURFPAC and COMNAVSURFLANT commands, the COMNAVSURFFORINST 5233.1 (series) identifies optimized NTCSS system operating procedures including backup requirements.

**FIGURE 8-1. APPROVAL THRESHOLDS FOR  
INFORMATION TECHNOLOGY PURCHASE REQUESTS**



## **CHAPTER 9 - INTEGRATED LOGISTICS OVERHAUL PROGRAM**

9000. INTRODUCTION. The ILO Program is charged with directing the improvement of Fleet unit readiness and true configuration logistics support through accurately reflecting installed equipment and all related logistics products. The ILO Program provides support during both a ship's availability and operational cycles. The ship's Commanding Officer is ultimately responsible for the execution of a successful ILO since the program is a ship's force self-help program. Regional Maintenance Center (RMC) – ILS Division personnel provide the technical guidance and supervision in addition to material and space resources. The RMC-ILS site coordinates the effort and provides the required analysis. Ship's force personnel actively participate and support this effort so that they can sustain the logistics readiness of the ship.

9100. BACKGROUND. The ILO concept has evolved from a repair part oriented analysis to the complex maintenance process it now entails. Alterations, field changes, weapon system upgrades, and rip-outs were taking place and they encompassed a large turnover in the logistics required to ensure proper support of the ship. No procedures or command existed to ensure that all the equipment modifications and logistics requirements were met. A process was required to sustain Fleet readiness using the ever changing, updated technology being delivered to the ships. In 1980, the CNO formally established the ILO Program. The ILO Program is designed to complement the phased maintenance philosophy. On 01 Oct 2004, the RMC Logistics Organization was created as all waterfront maintenance activities were combined under the RMC concept. Fleet Technical Support Centers (FTSC) Logistics chain of command reporting was switched from the TYCOMs to Commander Fleet Forces Command (CFFC) and COMPACFLT (CPF). TYCOMs became the customer RMC Logistics supported and in a Memorandum of Agreement (MOA), RMC Logistics was directed by CFFC to continue to maintain the same level of support that was previously provided by the Fleet ILO Activity, Atlantic and FTSC, Pacific. On 01 Oct 2005 the RMC Logistics organization switched claimancies again, this time from CFFC/CPF to the Naval Supply Command (NAVSUP) under the NAVSUP Global Logistics Support (GLS) chain of command. In the 09 Oct 2004 MOA between CFC, CPF and NAVSUP GLS it was agreed to realign respective RMC logistic and material support functions to NAVSUP GLS with the goal of reduced logistics support costs while maintaining or improving the level of support to Fleet customers. The ILO Program has RMC Logistics Teams located at each major homeport. The Teams are responsible for logistics life cycle support for ships in their AOR.

9200. OBJECTIVES. The first objective of the ILO Program is to improve readiness by providing a ship completing a specified availability with logistics support that accurately reflects the ships' true configuration. A second objective is to train Fleet personnel to use and maintain the products provided, so the high level of support can be sustained during the ships' operational period. This training is centered on providing Ships Configuration and Logistics Support Information System (SCLSIS) information. SCLSIS is the Navy's information system that tracks all equipment and alterations installed onboard ships. SCLSIS drives all other logistics support products. A third objective is to provide additional analysis and training assistance required by Fleet units during their operational cycle.

9300. ILO PROGRAM FUNCTIONS. During ILO/PMR, all of the following functions may or may not be carried out. The availability schedule will dictate which functions are accomplished.

Because most CNO availabilities have been shortened to 90 days or less, many of the ILO functions will not be performed. For availabilities greater than 90 days, and at TYCOM request, most of the ILO functions will be performed. Ships can discuss adding other areas of analysis, in the availability or operational cycle, with the assigned RMC-ILS Division. The ILO Program comprises the following functional areas:

a. Configuration analysis and COSAL maintenance verifies the Start of Overhaul (SOH) configuration baseline documentation, reflecting the ships' planned End of Availability (EOA) configuration. Discrepancies between the Ships' Non-Tactical ADP Program (SNAP)/R-Supply and other sources of configuration, as reported by the accomplishing activity, are verified to ensure an accurate EOA configuration baseline is established and the post-overhaul logistics package includes the required support.

b. PMS analysis includes verification of applicable Maintenance Index Pages (MIPs) with the ships' existing configuration and all changes to this configuration reported by the accomplishing activity. Discrepancies are resolved with Fleet Technical Support Center (FTSC) PMS Managers, as required. Maintenance Requirement Cards (MRCs) are analyzed to make sure R-Supply/SNAP reflects the required PMS repair parts and to make sure the repair parts, special tools, and test equipment are identified for proper PMS support. Condensed availabilities may limit PMS Analysis to only newly installed equipment, upgrades and ship concerns.

c. Technical Manual (TM) Analysis makes sure that the appropriate TMs are onboard or requisitioned. Ships with Automated Technical Manual Information System (ATIS) capability will be back-loaded with one technical manual if the manual appears in ATIS. If it does not appear in ATIS, the RMC ILS Team will backload two copies of the manual and provide the information to the NAVSEA Ships Project Manager for ATIS digitization. Do not offload classified TMs unless the RMC ILS team can provide adequate security measures. The team will conduct onboard inventory of classified manuals if no adequate security at the site is available. The team reviews technical manuals for applicability, condition, and status of authorized changes and updates them as required. Condensed availabilities may limit TM analysis to only newly installed equipment, upgrades and ship concerns.

d. Repair Parts Analysis makes sure all repair parts identified in support of the EOA configuration are either on-hand or on-order and the accuracy of the repair parts inventory back-loaded to the ship at EOA will meet or exceed an inventory accuracy level required by the TYCOM. Repair parts are identified, inspected, repackaged (if required), and labeled with correct National Stock Numbers (NSN). Repair parts analysis may be carried out either onboard (no parts offload) or at the RMC ILS site (parts offload). The RMC ILS team will make the final determination as to which method will be used based upon situational requirements. Repair Parts Analysis will only be conducted during major overhauls at the TYCOM's request.

e. Training focuses on proper accomplishment of the first four functional elements of the ILO Program. It is equally important to make sure that shipboard personnel are fully capable of using and maintaining the ships' logistics support configuration documentation for both ILO Program purposes and ongoing operating cycle requirements. The Ships' Configuration Maintenance Course (SCMC) provides shipboard personnel with a working knowledge of the

procedures used to make sure shipboard logistics support remains accurate. Training and assistance during the operational cycle will only be conducted at TYCOM request.

f. Automated Information Systems (AIS) provides related support to all functional elements of the ILO/FTSCPAC Program process. AIS trains and assists users such as staff members, Maintenance Support Analysis Team (MSAT), and other shipboard personnel in the use, update, and maintenance of R-Supply/Micro-SNAP files throughout the ships' lifecycle.

g. MAMs analysis/XMAM reviews ensure MAMs are accounted for throughout their life cycle. NAVSEA and NAVSUP developed a methodology to account for MAMs using configuration data in much the same manner as installed equipment programming in OMMS-NG and tracked via APL within Configuration Data Manager's Database-Open Architecture (CDMD-OA). The MAM analysis includes assisting the ship with a 100% MAM inventory, comparing MAM inventory to shipboard configuration, updating MAM locations in both CDMD-OA and in OMMS-NG via a work file submitted to the CDM. The ship and TYCOM will be provided with a final XMAM Review Report including all MAM shortages and excesses; final guidance to the ship will be provided by TYCOM.

h. Consolidated TMDE Test Equipment (CTRA) Analysis: RMC will work closely with TYCOM N43 to conduct analysis on ship's test equipment inventory. A 1005 validation of ships' test equipment will be carried out by a TYCOM N43 contractor, and the results will be forwarded to RMC for reconciliation. All necessary updates will be sent to the Configuration Data Manager (CDM) via CDM-OA work file for processing. Updates to the ship's database will occur via the ASI process. TYCOM N43 will contact the ship to schedule the inventory.

i. Radiac, Night Vision Equipment, and Small Arms Analysis: After receiving the actual shipboard inventory of radiac, night vision equipment, and small arms, RMC will conduct the analysis against your current allowance and CDMD-OA, and submit any required changes to CDM.

#### 9400. KEY MILESTONES BEFORE START OF AVAILABILITY

- a. Refer to COMNAVSURFPAC/COMNAVSURFLANTINST 4105.

#### 9500. REFERENCES

a. FMP Management and Operations Manual, SL720-AA-MAN-010, provides a structure for the orderly planning, programming, budgeting and installation of military and technical improvements to ships of the active and reserve fleets.

b. ILO Program Desktop Guides provide detailed guidance for conducting availabilities and are maintained at each RMC-ILS Team.

- c. NAVSUP P-488 provides information on overhauls that include an ILO/PMR.

d. NAVSEA Technical Specification 9090-700 Ship Configuration and Logistics Support Information System (SCLISIS) describes the system for controlling ship's configuration

and logistics support of equipment and systems in ship operations, maintenance, repair and other engineering and logistics support processes that sustain Navy ships (NSN 0910-LP-278-2100).

- e. Policies for ILO/PMR reviews, OPNAVINST 4400.10C.
- f. ILO Policy and Procedure Manuals, SL105-AA-PRO-010 through 080.
- g. Navy Modernization Process Management and Operations Manual, SL720-AA-MAN-030.
- h. Alterations to Ships Accomplished by Alteration Installation Teams, TS9090.310.
- i. Naval Supply Procedures, NAVSUP P-485.



**CHAPTER 10 - AVIATION SUPPLY**

10000. INTRODUCTION

a. The majority of surface ships are aviation capable in varying degrees. We cannot overemphasize the need for ships' supply personnel to be familiar with the peculiarities of aviation supply support requirements. Listed below are the types of aircraft commonly operating from surface ships:

<u>AIRCRAFT</u>	<u>NAME</u>	<u>MISSION</u>
AH1-W/Z (USMC)	SEA COBRA/SUPER	ATTACK
UH1-N/Y (USMC)	HUEY/SUPER	ASSAULT/UTILITY
CH-53 (USMC)	SEA STALLION	ASSAULT SUPPORT
MH-53 (USN)	SEA STALLION	MINESWEEPING
SH-60B (USN)	SEA HAWK (LAMPS MK III)	ASW
MH-60 R/S (USN)	SEAHAWK	VERTREP/SAR/ASW
AV-8BN/R (USMC)	HARRIER II	ATTACK
MV-22B (USMC)	OSPREY	ASSAULT SUPPORT
MQ-8B (USN)	FIRE SCOUT	RECON/ASSAULT

b. The Supply Officer's responsibilities in maintaining aircraft readiness range from keeping custodial control of an aviation PUK on a DDG to providing the same total support expected at an Air Station onboard an LHA/LHD. Specific aviation supply functions include:

<u>FUNCTION</u>	<u>TYPE SHIP</u>
Stocking Aviation Corrosion Control Material	LHA/LHD
Individual Material Readiness List (IMRL) Custodial Control	ALL (except LHA/LHD)
Aviation Flight Equipment	ALL
Pack-up Management including Aviation Corrosion Control Material (ACCM)	Air Capable Ships without Aviation Consolidated Allowance List (AVCAL)
AVCAL Management	LHA/LHD

Aviation Requisition Management

ALL

10100. TYPE COMMANDER RESPONSIBILITIES. Listed below are responsibilities of each TYCOM regarding aviation supply support.

a. COMNAVAIRFOR/COMNAVSURFPAC/COMNAVSURFLANT

- (1) Establish aviation supply management procedures aboard surface ships.
- (2) Coordinate the on-load/offload of aviation spare parts.
- (3) Coordinate with COMNAVSURFPAC/COMNAVSURFLANT load of Aviation Consolidated Allowance List (AVCAL) and Interim Supply Allowance List (ISAL) products.

b. COMNAVAIRFOR

- (1) Ensure adequate allowances are set to maintain maximum aircraft readiness.
- (2) Provide expediting assistance for critical aviation stock and DTO requirements.
- (3) Publish guidance on Individual Material Readiness List (IMRL) management.
- (4) Maintain up-to-date copies of all Weapon System Planning Documents (WSPD) and Program Planning Documents (PPD) for each T/M/S operating aboard L-Class and LAMPS and VERTREP helicopter detachment capable ships.
- (5) Provide funding for corrosion control and aviation repair parts.
- (6) Assist COMNAVSURFPAC/COMNAVSURFLANT with aviation supply training and supplemental aviation stores support.
- (7) Conduct AVCAL grooming efforts for deployed and deploying L-Class ships.

c. COMNAVSURFPAC/COMNAVSURFLANT

- (1) Provide aviation supply training and assistance.
- (2) Monitor and enforce shipboard compliance with aviation supply instructions.
- (3) Attend all Preliminary Allowance Reviews (PAR), Allowance Reviews (AR), Supplemental Aviation Spares Support (SASS)/aviation PUK Reviews and Readiness Review Conferences in support of L-Class ships.
- (4) Assist COMNAVAIRFOR in ensuring compliance and/or completion of all aviation re-outfitting milestone messages and outfitting directives.

- (5) Conduct AVCAL grooming efforts for deployed and deploying L-Class ships.
- (6) Assist L-Class ships in tracking all Supply Officer AVCAL assets compliance with the applicable technical directives (TDs) to ensure latest configuration AVCAL assets are held onboard.
- (7) Provide L-Class aviation IMAs and Supply Departments Individual Component Repair List (ICRL) and TD programs training and assistance.
- (8) Coordinate scheduling and monitor L-Class embarking aviation units Technical Assist Team assessment milestone completion.
- (9) Assist L-Class in obtaining aviation MAM and Test Bench Installation (TBI) as new requirements are identified resulting from new test bench installation/test bench upgrades and/or aircraft system changes/upgrades/new aircraft system.

10200. SUPPLEMENTAL AVIATION SPARES SUPPORT/AVIATION PACK-UP KIT. Aviation supply for LAMPS and VERTREP helicopter detachment afloat SASS is an allowance of spare aircraft parts designated to support an aviation detachment having organizational level maintenance capability onboard ships. CNO determines the number of SASS/AVN PUKs TYCOM can establish based on operational commitments supported by the WSPD. The primary reference for the management of the SASS/AVN PUK is COMNAVSURFPAC/COMNAVAIRFORINST 4420.1A. The primary reference for the management of the AVCAL is COMNAVAIRFORINST 4440.2 (series).

10300. AVIATION CONSOLIDATED ALLOWANCE LIST. An Aviation Consolidated Allowance List (AVCAL) is the aviation counterpart of the COSAL. It is an allowance of aviation spare parts for a specific ship tailored to the assigned aircraft deck load and the Aviation Intermediate Maintenance Department (AIMD) repair capability. AVCALs have been established for L-Class ships and are managed within the NWCF account by the Aviation Supply Officer (S-6 Division Officer) and assigned Aviation LS.

10301. Re-AVCAL Process. The Re-AVCAL Process is the most essential element in the development of the aviation supply support base. The critical task in this process is the accurate validation of the Aircraft Equipment Configuration Listing (AECL) provided in the Outfitting Directive. The results of these validations are the basis used to build the AVCAL, the importance of an accurate validation cannot be overemphasized. Both wing weapon system and intermediate level maintenance expertise are indispensable to these validations. After NAVSUP WSS develops the initial AVCAL, S-6 Division's responsibility is to validate based on the past demands, the recommended allowance adds and deletes, to ensure adequate support of the Amphibious Readiness Group (ARG)/Marine Expeditionary Unit Aviation Combat Element (MEU ACE) during deployment. Desired changes are discussed at the AVCAL Review Conference.

10302. Aviation Stock Management. The DLR Manager manages the S-6 Division's daily business transaction update in the Naval Aviation Logistics Command Management Information System (NALCOMIS) and R-Supply. It is imperative that the S-1 Stock Control Officer and the S-6 Division Officer work closely to manage repairable transactions.

a. Maintain database integrity for repairables between NALCOMIS and R-Supply. NIIN integrity is essential for accurate inventory validity.

b. Review and correct DLR and Field Level Repairable (FLR) transactions that appear in the R-Supply Suspense Report, Issue Pending File Report, Change Notice Error Listing, and Stock Control Review Listing with a focus on the transactions with high money value.

c. Monitor location changes and consolidations for items maintained by S-6 Division.

d. Reduce DLR Redistributable Assets on Order (RAO) and Redistributable Assets Onboard (RAB) to TYCOM goals.

e. Review and work the Carcass Tracking Reports produced in eRMS.

f. Process unmatched stock-in-transit (SIT). It is the S-6 Division's responsibility to research and correct DLR and FLR unmatched SIT transactions that appear in eRMS.

g. Produce the Repairable Stock Requisition Status Report (RSRSR) weekly. The RSRSR gives aviation repairables range and depth discrepancies. The report is used to review and balance fixed allowance quantity (FAQ), to review requisition status, to initiate follow-up action, and to identify line items that are in RAB, RAO, or DLR deficiency to requisitioning objective (Def-To-RO) conditions. The summary page at the end of the RSRSR report provides range and depth percentage by Velocity POOL (VPOOL) IDs, aircraft type and the total range and depth percentage used in the Aviation Support Management Report (ASMR).

10400. NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM OPTIMIZED. NALCOMIS provides the IMA with a modern, real time responsive computer based management information system. Its objectives are to increase aircraft readiness by providing maintenance and supply managers with timely and accurate information used in their day-to-day management and decision making process, reduce the administrative burden on the Fleet, and improve the quality of up-line reported data. Its interfacing capability allows user activities to update R-Supply from NALCOMIS and vice-versa. COMNAVAIRLANT/COMNAVAIRPACINST 4440.2 contains NALCOMIS procedures and guidelines.

10401. Monthly Reconciliation between NALCOMIS and R-Supply Records. The constant interface between NALCOMIS and R-Supply synchronizes the two databases. However, data differences happen. A reconciliation of NALCOMIS and R-Supply records must be done at least once a month and is most efficiently performed immediately after the change notice is processed in both systems. Working R-Supply suspense records and Optimized Intermediate Maintenance Activity (O-IMA) unprocessed interface records daily will result in fewer records to correct from the monthly reconciliation reports. Because information may be manipulated, it is recommended to limit the number personnel with access to the RFI update screen.

10402. Aviation Support Indicators. Aviation support indicators help determine how well the S-6 Division supports the embarked Air Department and/or MEU ACE. The Aircraft Material Condition Report (AMCR) and the Aviation Support Management Report (ASMR) provide the necessary data to determine if customers are adequately supported and which areas may require improvement. Understanding the numbers on these reports is essential to discover and correct aviation support weakness.

10403. NALCOMIS Due-in-from-Maintenance Report. The NALCOMIS Due-in-from-Maintenance (DIFM) Report lists all repairable components inducted into maintenance repair cycle that have not had a DIFM return processed. The list reflects all components and all outstanding and Awaiting Parts (AWP) requirements necessary to repair the components. This assists the management chain with cannibalization decisions. Managers should focus on management codes vice induction priorities.

10404. NALCOMIS Suspense, Sub-Custody and Payback Reports. It is imperative that the S-6 Division Officer review the NALCOMIS suspense report daily and any items that are listed for causative research will be resolved or surveyed 30 days from the discovery date. It is also imperative that the payback report be reviewed daily. A legitimate Remain-In-Place (RIP) item may remain on the payback report until 24 hours after the RFI part was given to the customer. The sub-custody report will be updated monthly. When the sub-custody is updated, ensure a new signature and date from the department/division with possession of the part is obtained.

10405. Velocity POOL Material. The purpose of Velocity Pool (VPOOL) material is to provide intense management of high usage Weapons Replaceable Assemblies (WRA) Shop Replacement Assembly (SRA) that requires 100% accountability of both RFI and NRFI assets.

- a. Assign LMC VP to VPOOL material in the R-Supply stock item table.
- b. When possible, stow or segregate VPOOL material in one storeroom as close as possible to the issue point.
- c. Ensure failed components are inducted immediately into AIMD.
- d. Review pool critical reports.
- e. Coordinate with AIMD to expedite repair of assets to satisfy expeditious repair (EXREP) and pool critical stock.
- f. Submit an ACR for continual pool critical requirements as required.
- g. CNSP units use the pool code assignments listed in the following table; no other pool code assignments are authorized. The first digit alpha character denotes VPOOL assets and the second digit numeric character denotes deep stock assets by aircraft type per the SMIC.

**Pool Code Assignment**

<b>TMS</b>	<b>VPOOL</b>	<b>DEEP STOCK</b>
AH1Z	Z	1
AV8B	A	2
CH53E	H	3
MH60S	B	4
MV22B	V	5
UH1Y	Y	6
MULTI	M	7

10406. NALCOMIS Downtime Processing Procedures. When NALCOMIS and R-Supply are both operational with the electronic interface activated, their interaction is virtually real time. When R-Supply is offline, normal processing may be carried out in NALCOMIS, but transactions are stored in the outgoing interface file. When R-Supply becomes operational, the electronic interface is activated and the stored transactions are automatically entered into R-Supply. If NALCOMIS is offline for more than one hour, S-6 Division must process all material requirement manually. Squadron, AIMD and Awaiting Parts (AWP) documents must be manually prepared on a DD Form 1348-1A for each DDSN or a mutually agreed local form. Documents are forwarded to SRS for requirement processing. Use the current printed MSSLL to annotate requirement location and forward the requisition to the appropriate storeroom. Source documents are maintained and back fitted into NALCOMIS when the system becomes available.

10407. Control and Monitoring Requisitions. NALCOMIS mailboxes are designed to control and monitor requisitions that are in process. Oncoming supervisors must be updated on the status of the requisitions held in mailboxes. Actions listed below will be used during the shift change to manage requisitions that require additional action:

- a. Offline for Technical Review (OFFTR) Document Data Serial Number (DDSN): Holds requisition that require technical research.
- b. Offline for Validation (OFVAL) DDSN: Holds consumable requisitions that are requesting quantities that exceed the excess quantity ordered or the dollar value that exceeds the high money value amount.
- c. Offline for Alternate Review (OFFAR): Holds requisitions that are off-line for alternate NIIN review.

- d. In Process (INPRO): Holds consumable requisitions with a Local Status Code of INPRO.
- e. Offline for Manual Processing (OFFMP): Holds AVDLR requisitions that require off-line manual processing such as requisitions that have advice codes other than 5G.
- f. Issue-In-Process (ISSIP) DDSN: Holds requisitions assigned with LSC of ISSI.
- g. Stock Review Onboard (STKROB): Contains stock requisitions with receipt-in-process transaction records without a stowed transaction.
- h. COMPLETED Repair Action: Contains DIFM requisitions with completed repair actions. Document Control Unit (DCU) should have a corresponding piece of gear for every item in this mailbox.
- i. Aviation Material Screening Unit (AMSU) Discrepancy: Holds requisitions with AMSU discrepancies.
- j. DTO Receipt Onboard (ROB): DTO requisitions that are RIPed, but the receipt has not been processed.
- k. Materiel Contingency: Used when back fit.
- l. Requisition Action: Contains all outstanding requisitions pending follow-up or pending cancellation action.
- m. AWP Components Pending Release: Contains AWP components pending release after the receipt of the outstanding AWP DDSN.
- n. Not in Stock (NIS)/Not Carried (NC): Holds requisitions that have been flagged as NIS or NC, but have not been set to the LSC of REFER.

#### 10500. AVIATION SUPPORT EQUIPMENT

- a. Allowances for ASE on surface ships are published in the activity IMRLs that are distributed and managed by COMNAVAIRLANT/COMNAVAIRPAC. Responsibilities of Supply Officers concerning IMRL management differ depending on ship type.
- b. Supply Officers on LHA/LHDs are responsible for monitoring requisitioned IMRL deficiencies identified by the IMRL Manager who is normally assigned to the AIMD. IMRL deficiencies can seriously affect the AIMDs ability to maintain aircraft, consequently Supply Officers must be aware of IMRL gear status and ensure deficiencies are promptly requisitioned and expedited.
- c. Air capable ship Supply Officers are responsible for maintaining custody control of the IMRL material authorized for their respective ships.

10600. MAINTENANCE ASSISTANCE MODULES AND TEST BENCH INSTALLATIONS

a. MAMs are selected avionics systems or test set modules which are used either to isolate faults within an avionics system test set ambiguity group, by judicious substitution or to enable continuous end to end testing within a test program set. A MAM can be interchanged for an installed unit by ordinary modular replacement, without structural disassembly, alteration or modification. However, MAMs are authorized for use only in a test or maintenance environment and may not normally be installed in an operational unit.

b. Test Bench Installations (TBI)s are selected replaceable aircraft assemblies installed in a test bench harness, test set or test console, that are required in an aviation maintenance shop to perform maintenance, test and repair of an aviation system, assembly or component.

c. Assets are managed by Supply Department, S-6 Division and subsequently sub-custody to AIMD as per NAVSUP WSS INST 4790.4A and NAVSUP WSS INST 4441.22E. They are inventoried semi-annually or during Department Head and custodian turnovers. They are also updated to new configurations whenever applicable TDs are distributed and received. Additional managing data is the local instruction generated by each ship. Both MAM and TBI programs are part of each PAC L-Class SMC and COMNAVSURFPAC/COMNAVSURFLANT assist visits.

10700. AVIATION CORROSION CONTROL MATERIAL. Maintaining the range and depth of authorized corrosion control supplies in the AVCAL or SASS Aviation Inventory Management System (AIMS) is critical to minimizing aircraft corrosion. Aviation corrosion control material (ACCM) for use on aircraft is specified by MILSPEC and substitution is prohibited.

10800. AVIATION SUPPLY MANAGEMENT INSPECTIONS. This inspection is now part of the Supply Management Certification process, which is scheduled and conducted by ATG.

a. Detailed check-off lists for aviation supply are included in the Supply Management Certification checklists.

b. Minimum standards for LHA/LHD aviation management:

(1) Inventory Validity:

<u>CATEGORY</u>	<u>PERCENTAGE</u>
AVDLR	100
CONSUMABLES	95
ROTATABLE POOL	100
FLIGHT EQUIPMENT/CONTROLLED STORAGE	98

(2) Requisition Validity:



<u>CATEGORY</u>	<u>PERCENTAGE</u>
NMCS/PMCS/ANORS/TBOS	100
AWP	98
IMRL	98
OTHER	98

c. Minimum standards for all other surface ships that support aircraft:

(1) Inventory Validity:

<u>CATEGORY</u>	<u>PERCENTAGE</u>
AVDLR	100
CONSUMABLES	95

(2) Requisition Validity (valid requirements) 98%.

10900. AVIATION SUPPLY REFERENCES, TRAINING AND ASSISTANCE. The following publications, manuals, and directives are required to be maintained by for surface ships supporting aircraft as indicated:

	<b>PUB/INSTRUCTION/CD-ROM</b>	<b>TITLE</b>
1.	FEDLOG (CD-ROM)	Federal Logistics Library
2.	NAVSUP P-485, Vol. III	Ashore Supply
3.	NAVSUP P-485, Vol. I & II	Afloat Supply Procedures
4.	NAVSUP P-600 (CD-ROM)	Naval Logistics Library including NAVSUP P-2003, Navy Index of Publications, Forms and Directives
5.	LIRSH	List of Items Requiring Special Handling
6.	CNAFINST 4790.2B, Chapter 1	Naval Aviation Maintenance Program Standard Operating Procedures
7.	C0001	List of Aviation Publications
8.	COMNAVSURFLANTINST 3500.4 (series)/ and COMNAVAIRLANTINST 3500.51/ CFML Order 3500.2 (series)	Readiness Milestones for Amphibious Ships and Embarked Aviation Units (USS ESSEX refer to CFWPINST 4790.1F (series))
9.	COMNAVAIRLANTINST 4235.11 (series)	U.S. Atlantic Fleet Aeronautical Material Requisitioning Channels
10.	COMNAVSURFPAC/COMNAVAIRFORINST 4420.1	Aviation Supply Support LAMPS and VERTREP Helicopter Detachments Afloat
11.	COMNAVAIRFORINST 4440.2B	Supply Operation Manual

12.	OPNAVINST 4614.1G	Uniform Material Movement and Issue Priority System
13.	COMNAVAIRLANTINST 5230.6	AN/UYSK-65(V) Automation Data Processing Standards Manual
14.	COMNAVAIRLANTINST 10127.5 (series)/COMNAVAIRPACINST 10127.1	Issue, Custody and Return of Flight Clothing and Flight Operational Equipment
15.	COMNAVAIRFORINST 13650.3B	Aircraft Maintenance Material Readiness List Program
16.	COMNAVAIRFORINST 13700.1D	Aircraft Engine Pool Allowance and Issuance Priorities. Engine reporting is now via <a href="http://www.navair.navy.mil/logistics">http://www.navair.navy.mil/logistics</a>
17.	NAVCIPIINST 4790.4A	SE/Airborne Avionics MAMs
18.	NAVICPINST 4441.22E	TBIs and Procedures
19.	COMNAVSURFPAC/COMNAVSURFLANTINST 5040.1 (series)	Supply Management Certification Manual
20.	COMNAVAIRPAC/COMNAVAIRLANTINST 4233	Aircraft Equipment Configuration Listing Validation and Review Procedures
21.	COMNAVAIRFORINST 4790.2B	Naval Aviation Maintenance Program
22.	NAVAIRINST 5200.14	Preparation of Program Planning Document
23.	NAVICPINST 4408.1C	SASS for Detached Operations
24.	COMNAVAIRNOTE 4440	Establishment of Commander Air Forces U.S. Pacific Fleet Procedures and Responsibilities For Phase Maintenance Kits Requirements
25.	COMNAVAIRPAC/COMNAVSURFPACINST 4790.3B	Aviation Logistics Support of Marine Aviation Combat Elements Temporarily Offloaded from Deployed L-Class Ships
26.	CFWPINST 4790.1F (series)	Forward Deployed Amphibious Ready Group (FDARG/Expeditionary Strike Group) Aviation Logistics Readiness Plan
27.	NAVAIRINST 13100.17B	Preparation of Weapon System Planning Documents
28.	NAVSUP P-719	Guide for the Assignment, Application and Use of Source, Maintenance and Recoverability Codes

10901. Aviation Supply Training and Assistance. Obtain training or assistance in any area of aviation supply by contacting the TYCOM Aviation Supply Officer. For ships managing an SH60 Sea Hawk (LAMPS MK III) PUK/SASS, TYCOM representatives will conduct training and provide assistance, as required, during the on load process. LAMPS and VERTREP ships are required to have a Supply Officer or designated LS complete the COMNAVSURFPAC or COMNAVSURFLANT AIMS course provided by TYCOM (schedule of classes are provided quarterly by message).

## CHAPTER 11 - FOOD SERVICE

11000. INTRODUCTION. The morale of the crew is directly impacted by the quality and level of service provided by the Food Service Operation. Attention to detail in food preparation, records keeping, provisions accountability, sanitation and accurate documentation of galley equipment are tenets of a successful operation. Key personnel of the Food Service Division are highly encouraged to be in contact with the local ATG and instructions promulgated regularly in NAVSUP Food Flashes. Procedures in this chapter supplement NAVSUP P-486.

### 11100. MANAGEMENT

- a. Cross Training: Food Service Officers (FSO) shall make sure a continuous training program is instituted and training conducted to cross train culinary specialists (CS) in both General Mess and Wardroom operations. Ships should implement an adequate job rotation. More than one person should be qualified for financial records keeping.
- b. Training jackets can be maintained either electronically (RADM) or paper.
- c. Lesson plans will be maintained locally either electronically or paper. All lesson plans will be approved and signed by the current FSO and Leading CS (LCS).
- d. Clothing for Food Service Personnel: Basic requirements for food service clothing include cleanliness and sanitation. FSOs shall make sure to purchase organizational clothing for galley staff using operation and maintenance allotment funds.
- e. Food Storage: Internal and external temperatures of all chill and freezer storage will be taken and logged twice daily. First-In/First-Out (FIFO) must be enforced for stock rotation except when recent receipts of stocks have older dates than on-hand stocks or visible deterioration is present.
- f. Mess gear inventory will be conducted weekly to ensure adequate quantities are available.
- g. Records Audit: Prior to accounting period closeout, all reports must be audited by the Records Keeper, LCS and FSO to ensure the financial records of the General Mess are in order. Each audit will be recorded separately. See NAVSUP P-486 Appendix A for reference.
- h. Food Service Management 3: The Food Service Management 3 (FSM3) system is an automated method, an enhancement from FSM DOS, to perform an automated method of menu production, receipt, inventory, issue and accounting processing and other functions associated with the operation of a general mess. FSM3 monthly returns are no longer needed to be sent to NAVSUP via email. However, this system can be more effective if replications (FROM-SHIP/TO-SHIP) are replicated properly. Ensure to engage the IT representative to check the NIAPS server is working and files are replicating back and forth as they should be. The FSO, LCS and Records Keeper must check the replication via crane daily to check for replication errors and issues. For more guidance, reach out to the local Navy Food Management Team (NFMT), ATG and TYCOM.

i. Financial Improvement and Audit Readiness: Food service orders fall under the MILSTRIP segment for FIAR. FSOs should monitor the Food Flashes and other TYCOM directives to ensure financial posting and receipts related to the Bureau of Naval Personnel (BUPERS) Subsistence-in-Kind (SIK) or funds.

j. Stores Vertical Package Conveyor Key Control: All food service vertical package conveyor keys are required to be in the custody of the Engineering Department (A-DIV) for safety purposes. When required, the Engineering Department will open the vertical package conveyor for routine cleaning and during stores onload and breakouts. A qualified engineering representative will operate the conveyor with a qualified E-5 and above assigned as safety observer and loader. A safety brief will be conducted by the qualified E-7 and above prior to the operation of the conveyor.

11101. Navy Food Management Teams. NFMTs provide assistance upon request and are available to assist ships in raising the quality of food preparation, service, menu planning and nutrition, sanitation, automated food service records and efficiency of general/private messes. NFMTs are assistance teams, not inspection teams. There is no report of discrepancies or areas requiring attention to higher authority. NAVSUP P-486, Appendix H outlines the mission of the teams and procedures for requesting visits. All ships and units with food service operations are strongly encouraged to schedule a team visit prior to SMC 1.3 /1.4 events and every 18-24 months at a minimum.

11102. Recognition of Outstanding Food Service Personnel. S-2 should recognize and reward outstanding CSs and Food Service Attendants (FSA). Recognition of individuals who do outstanding work improves the professionalism of food service personnel, thus provides the best quality food service in support of ship's mission. Providing special liberty will be the discretion of a ship/unit's chain of command.

a. CSs are to be recognized as Culinary Specialist of the Quarter via a certificate signed by the Commanding Officer or Supply Officer. FSAs are to be recognized as Food Service Attendants of the Month via a certificate signed by the Commanding Officer or Supply Officer.

11200. SUBSISTENCE RECEIPT, MONITORING AND SPECIAL MESSING SITUATIONS. Purchasing Stores in CONUS and OCONUS will directly involve operating with a DLA Troop Support approved Prime Vendor (PV). PVs not under contract with DLA Troop Support should be avoided. FSOs and LCSs are encouraged to work through their home-ported SPV operators or seek the assistance of your TYCOM in regards to requisitioning provisions from various approved PVs. Overseas seek guidance from DLA Troop Support or local FLC before ordering provisions through the HSP. The SIK account is not authorized to be used to pay for the shipping cost of food. Request to purchase specialty food items that are not in the Navy Standard Core Menu Load List should be directed to NAVSUP 51 via your TYCOM at least 60 days prior deployment. The ship should contact the account manager of the AOR to open a line of communication. Submit the requirements to AOR account manager with an estimated required delivery date (RDD) when the product is needed. The account manager will forward the requirements to PVs for sourcing, and also open a four way conversation between the ship, DLA Troop Support, local FLC PV and TYCOM. Once the actual requirements are determined

the order should be sent to the FLC or FLC detachment in the AOR for processing through STORES.

**11201. Receipt of Subsistence**

a. Receipts

(1) Under the Prime Vendor Subsistence Initiative, the Army Veterinary Service stamp is no longer required for subsistence delivered under an authorized contract. A Medical Department representative must still inspect all subsistence items received to ensure proper temperatures and satisfactory sanitary conditions. However, Army Veterinary Service personnel will conduct periodic cursory pier inspections. Any food item recommended for rejection at the time of receipt shall be sent back to the PV for replacement. A copy of the Army veterinary inspector's report shall be provided to FLC with a copy of the corresponding invoice. If any problem not resolved by FLC, immediately notify TYCOM for further guidance. Units receiving subsistence under the PV program should request periodic routine inspections by Army Veterinary Service personnel. See NAVSUP P-486, Chapter 5, para 5105 for reference.

(2) The Bulk Storeroom Custodian or the Records Keeper may serve as the receipt inspector in the absence of the FSO and authorized in writing by the Supply Officer.

(3) The Bulk Storeroom Custodian must be designated in writing by the FSO.

(4) The Records Keeper must be designated in writing by the FSO.

(5) Alternate Records Keepers and Bulk Storeroom Custodians must be designated in writing by the FSO.

(6) The following Food Service Division documents must be scanned and uploaded to the appropriate Fleet LOGCOP data repository for ships with FACET systems installed onboard:

(a) Subsistence Order Approvals (MILSTRIP text file): Batch Class (Food Requisition – Approval List).

(b) PV Receipts Accompanied by the FSM Receipt Detail Log and the Stores Web Sent Order Report: Batch Class (Food Receipts – Prime Vendor). The Stores Web Sent Order Report should be printed and scanned into FACET as the first page of each receipt document.

(c) Non- PV Receipts Accompanied by the FSM Receipt Detail Log: Batch Class (Food Receipts – DD1348-1A (MSC)).

(d) DD Form 1149: Batch Class (Food Receipts – DD1348-1A (MSC)).

(e) DD Form 1155: Batch Class (Food Receipts – DD1348-1A (MSC)).

b. Pre-Expending of Provisions: The FSO/LCS is authorized to pre-expend all fresh fruit and vegetables (FFV), bread, and milk upon posting receipts except for UHT milk and frozen bread or dough. Pre-expending does not authorize the ship to close out the fiscal year over issue. Take special attention to manage food costs during deployment and during the months of July, August, and September.

11202. Foreign Source Foods

a. The U.S. Department of Agriculture (USDA) is charged with enforcing the stringent regulation of the Code of Federal Regulations (CFR), Title 7, Parts 319 and 330, Plants and Plant Products, and Title 9, Part 94, Animal and Animal Products, regarding the entry of foreign source foods into the United States, its territories and possessions. Foreign source means any country or port outside CONUS and Alaska, except Canada.

b. In addition to the above regulations, United States Navy ships and units will strictly follow the guidelines in SECNAVINST 6210.2.

c. Prior planning is essential to avoid surveying excess foreign source foods. Ships should only purchase foreign source foods that can be consumed before entering the U.S., its territories, and possessions.

d. To prevent any misunderstanding with USDA inspectors at ports of entry, comply with the following guidelines:

(1) Consume, transfer, or dispose of all foreign meats or meat products, to include fish and poultry, before returning to U.S. ports. Proper planning should keep this action to a minimum. The Supply Officer will make every effort to transfer or consume food items prior to disposing. See NAVSUP P-486, Chapter 5, para 5803 for reference.

(2) Consume or dispose of all fresh fruits and vegetables procured in foreign ports before returning to U.S. territory.

(3) Consume or dispose of all milk and milk products, to include eggs of foreign origin, before returning to U.S. ports.

(4) Cooperate fully with the USDA inspectors. The decisions of the USDA inspectors are final.

(5) All spaces where foreign food products have been stored, to include walk-in reefer, chill box and freezer, must be free from all foreign matter before returning to U.S. ports.

(6) The FSO must label and track the number of bags of garbage disposed.

11203. Food Service Temporary Closure During Depot Maintenance. Ships can either subsist from a barge, another U.S. Navy ship that is available, local shore galley, or as a last resort request for COMRATS and completely shut down the galley. Ships are not allowed to open up the galley for cash sales if COMRATS is authorized. Ships scheduled for maintenance availability and are planning to shutdown galley operations for repair or renovation must make

every effort in advance to transfer food items to other U.S. Navy ships or shore galleys in conjunction with the NFMT and will submit a letter of intent to NAVSUP 51. Monthly reports are still due to reflect zero days of operation and report receipts, expenditures, inventories or surveys, during the temporary closure period. All ships must notify TYCOM prior to requesting COMRATS. The requesting ship may request COMRATS via the ISIC who has the final approval for authorizing COMRATS (MILPERSMAN 7220-180, 1746-020). When using barge storage (freezer and chill) and conex box, internal and external temperatures will be taken and logged twice daily. If internal temperatures are not within the required standard temperature, the ship's chain of command will be notified immediately.

11204. Visit, Board, Search and Seizure Detainees/Destitute Survivors. NAVSUP P-486, Chapter 2, para 2002, identifies all personnel entitled to rations-in-kind (RIK). Detainees, foreign or domestic, because of search and seizure boarding, are entitled to RIK at government expense. Ships scheduled for operations where detainee/survivor feeding is likely should review the lessons learned contained in the Navy Tactical Information Compendium (NTIC Series A) database held in the ships Naval Warfare Publication Library. These lessons from past operations contain useful information concerning feeding methods and recommended additional foodservice and sanitation supplies.

11205. Local Open Purchase. When authorized food items cannot be purchased through the Subsistence Prime Vendor (SPV) supply channel, open purchases can be authorized for obligation for the procurement of food for consumption. When a ship submits a requisition order through FSM3 to the SPV/STORES and the item or a replacement is not in stock (NIS) or available, a ship can generate and forward an open purchase request, using DD Form 1149 (CONUS) or DD Form 1155 (OCONUS) to TYCOM for the initial review. Ships or units will carry out requisition procedures as instructed in NAVSUP P-486, Chapter 4 with the following additions:

- a. If your TYCOM decides to approve/endorse the open purchase request, it will be forwarded to BUPERS for obligation.
- b. BUPERS will review the open purchase request, provide feedback to NAVSUP, and obligate the funds.
- c. Once BUPERS has approved and obligated the open purchase request, they will inform the TYCOM and request the ship's POC via email.
- d. All local purchases are subject to monitoring to ensure all subsistence items procured are in support of the Navy Standard Core Menu Load List.
- e. All subsistence products must be purchased from an approved source of supply.
- f. The documents must include the list of food items to be purchased, the unit of issue, quantity of each item and the estimated total value.

11206. Procurement from Ship's Store. Bottled water and canned soda can be procured from ship's store to support steel beach picnics and special meals. Ships or units will carry out requisition procedures as instructed in NAVSUP P-486, Chapter 4 with the following additions:

- a. Transactions must be recorded as receipts with charge.
- b. The General Mess is not authorized to requisition and receive transfers of ship's store stock items for the purpose of generating stock turn.
- c. Submit a Requisition and Invoice/Shipping Document (DD Form 1149) to the TYCOM for initial review of the procurement request.
- d. Once approved for obligation or funding, TYCOM will submit a DD Form 1149 to BUPERS.
- e. Orders must list food items to be purchased, unit of issue, quantity of each item and estimated total cost.
- f. Once approved by BUPERS, items will be procured via the ship's store.
- g. Retain TYCOM approval letter on file for monthly returns submission to ATG.

11207. Meals, Ready to Eat Management. Ships or units should only purchase meals, ready to eat (MREs) required to accommodate battle/emergency feeding, planned/field mess operations, and independent and detached operations. These rations are expensive, cannot be rotated by normal demand and issue procedures and require more semi-perishable storage space. Authorization to purchase MREs must be approved by your TYCOM in advance of the requisition. See NAVSUP P-486, Chapter 2, para 2603 for reference.

11300. WARDROOM/PRIVATE MESSES. COMNAVSURFPAC/COMNAVSURFLANT has discontinued the practice of traditional afloat private mess accounting operations aboard all vessels (COMNAVSURFPAC 241917Z FEB 06) to include CPO, Wardroom, Commanding Officer and Flag Messes. All messes will be aligned within existing General Mess operations.

- a. The recommended number of CSs and FSAs assigned in the Wardroom and CPO Mess should be based on the ship's manpower document.
  - (1) Wardroom mess equals 1 CS per 15 officers and FSAs will equal 12% of officer population.
  - (2) CPO mess equals 1 CS per 75 CPOs and 1 FSA per 15 CPOs.
  - (3) General mess equals 1 CS per 85 E-6 and below crew members and 1 FSA per 25 E-6 and below crew members. 1 additional FSA will be added for every 18 additional personnel embarked.
  - (4) CSs shall not be included in the computation for FSAs.



(5) Recommend normal tour for FSAs is 90 days. Any extensions require approval by the Executive Officer.

b. Sanitation in the Wardroom, CPO, Flag, Commanding Officer's Mess, and related spaces will be the responsibility of the respected mess caterer/LCS and the CS/rotational pool personnel assigned. Food service sanitation in both the General Mess and other mess spaces will be included in the ship's CS cross training program. Overall responsibility for food service sanitation remains with the Supply Officer. Sanitation standards will apply equally to all shipboard messing operations.

c. Sale of bulk food items to the Commanding Officer, Wardroom, CPO and Flag Mess is still authorized, but must be paid by the mess association funds.

11301. Sale of Meals to Officers and Civilian Riders from General Mess. Officers/civilian riders are required to pay for three meals per day for each full day at sea whether food is consumed or not. On days of getting underway or entering port, officers will pay for all meals served while underway and for meals actually consumed in port. Officers on ships who are appointed to sample meals served in the General Mess will not pay for sampling the meal if the portions are of sample size, as prescribed in NAVSUP P-486, para 2201.5. Use Sale of General Mess Meals (NAVSUP Form 1046) when meals are sold on credit. Appoint a CS to maintain NAVSUP Form 1046 credit sales of meals in the designated officer mess. The Cash Receipt Book - Deposits Made for the Month (NAVSUP Form 470) is required when an actual cash transaction occurred between the Disbursing Officer and the FSO. NAVSUP Form 470 is not required when no actual cash transaction occurred, however, a Navy Cash supporting document such as a cash collection voucher (DD Form 1131), cash receipt certificate (NAVCOMPT Form 2114) and deposit ticket (SF 215) is required to support the cash certification of the monthly General Mess Summary Document (NAVSUP Form 1359). All officers and civilian riders will have a Navy Cash card issued to them by the Disbursing Office.

11302. Change of Command Receptions Guidance. Commanding Officers, prospective Commanding Officers and/or designated representatives are authorized to purchase prepared food products using the Navy Standard Core Menu load list from the General Mess as a bulk sale per NAVSUP P-486, Chapter 6. The cost of the food will be at the relieved and relieving officer's personal expense. Ordering/authorizing the FSO to change the menu to support the change of command reception and then inviting the entire crew to attend to circumvent costs is not authorized. This would constitute a prohibited use of the BUPERS SIK appropriated account.

11400. SANITATION. Comprehensive sanitation procedures are stated in NAVSUP P-486 and NAVMED P-5010 Manual of Naval Preventive Medicine. Navy Environmental and Preventive Medicine Units and NFMTs provide additional educational services and training. All training programs must be conducted by qualified food sanitation instructors. All food service equipment thermometers require calibration annually. Supply Officers, FSOs, LCSs and medical representatives must conduct a sanitation inspection of all food service spaces under the following routine/schedule to maintain general cleanliness and to ensure sanitary procedures are strictly enforced.

- a. Supply Officer – Monthly
- b. Medical Representative – Monthly
- c. FSO – Weekly or as required
- d. LCS – Daily
- e. FSO/LCS will conduct weekly inspections of all food service personnel (CSs and FSAs) in compliance with the Tri-Service Food Code.

11500. FOOD SERVICE AND GALLEY EQUIPMENT REPLACEMENT. A systematic program for replacing worn, obsolete, unreliable, insupportable or unsuitable equipment must be established to identify requirements for scheduling replacements, developing budget justifications, and facilitating early procurement of long lead time materials or equipment. Supply Officers, FSOs and LCSs must:

- a. Review food service and galley equipment to determine reliability, supportability, maintainability and conformance to sanitation requirements.
- b. Develop and prioritize listings of items that require replacement and incorporate requirements into the phased replacement program and the ship's annual financial management plan. Include computer hardware in these considerations.
- c. Prepare an OPNAV Form 4790/2K requesting IMA evaluation of the condition, maintainability, reliability, etc., of the equipment and determine if the IMA concurs with the need for replacement.
- d. If the IMA supports the replacement and equipment removal/installation can be done solely by ship's force maintenance personnel, funding is generally from ship's OPTAR.
- e. If the IMA supports replacement and the removal/installation cannot be done without IMA or industrial assistance, prepare an OPNAV Form 4790/2K requesting replacement in kind instead of repair, citing IMA or other (e.g., INSURV, Food Management Team, etc.) recommendations for replacement. IMA Repair of Vessels (ROV) funds pay for this equipment.
- f. If the ship is scheduled for overhaul within one year, determine if a SHIPALT is scheduled to be done during overhaul. Whether or not such an alteration exists, make sure the requirement to replace the equipment is documented in the ship's CSMP and during the Pre-Overhaul Test and Inspection (POT&I). Follow up to make sure that replacement action is included in the final overhaul package approved at the work definition conference either as a SHIPALT or, for installations beyond ship's force capability, as a separate job identified for shipyard accomplishment.
- g. Update CSMP files with additional deferrals and completed maintenance actions as appropriate.

h. Per NAVSEAINST 4441.2A, report all equipment changes using the Ship's Configuration Change Form, OPNAV Form 4790/CK.

#### 11600. PLASTICS/SOLID WASTE MANAGEMENT AND FOOD SERVICE INVENTORY MANAGEMENT

a. Marine Plastic Pollution Research and Control Act (U.S. Public Law 100-200) implemented Annex V of the International Convention for the Prevention of Pollution from Ships. The Environmental Readiness Program Manual Summary (OPNAVINST 5090.1C) and Navy Occupational Safety and Health Program (OPNAVINST 5100.19) provide specific policies and procedures for overboard discharges into the marine environment.

b. Trash compactors onboard ships provide some relief to the management, control and storage of shipboard solid wastes. Trash compactors serve the following purposes:

- (1) To compact non-plastic paper, cardboard, etc. for overboard discharge.
- (2) To compact dry, non-contaminated plastics for storage pending transfer ashore.
- (3) To compact and store recyclable items (e.g., aluminum cans, computer paper, and cardboard). Ships should incorporate using this equipment into their waste management instruction.

c. Trash (Non-Plastic): Non-plastic trash includes cardboard, paper, metal cans, aluminum cans, etc. If a trash packer/compactor is available, negatively buoyant compacted trash packages may be discharged beyond 25 NM. If a pulper is available, it may be used for processing and discharging paper and cardboard items for overboard discharge beyond 12 NM from any U.S. coastline. Do not discharge any trash within 25 NM of any foreign shore. In all cases, discharges must be negatively buoyant. All trash must be screened for hidden plastics before discharging overboard (e.g., milk cartons contain plastic liners).

d. Garbage (Food Waste): Ships should remove as much food waste as practical from plastic, cardboard and paper packaging, then use garbage grinders or pulpers for food waste disposal. Ships may discharge food processed through a garbage grinder if beyond 3 NM from U.S. shore or 12 NM from foreign shores. Food wastes should not be stored on the ship.

e. Wet Garbage: Wet garbage (e.g., napkins, cardboard, etc.) may be discharged as trash (non-plastic), as specified above, using a wet strength paper bag (30 gal wet strength bag is NSN 8105-01-284-2924).

f. Plastics (Non-Food Contaminated): All dry, non-contaminated plastics should be compacted, baled and held for transfer ashore. Unless compelling reasons related to health and safety apply, ships must hold non-food contaminated plastics a minimum of 20 days for transfer ashore. If discharges are necessary, they must be at least 50 NM from any shoreline, negatively buoyant, and reported per OPNAVINST 5090.1C.

g. Plastics (Food Contaminated): Food contaminated plastic is authorized for overboard discharge provided it is negatively buoyant and discharged at least 50 NM from any

shoreline. Only the last three days of food-contaminated plastics generated during continuous underway operations must be stored onboard for transfer ashore.

h. Plastics Processor

(1) Waste Allowed in Processor: Anything with a plastic component including bottles, food containers, bags and meat wrappers. Certain plastics; e.g., foam mattresses, wire/cable and linoleum tile do not benefit if processed.

(2) Waste to Avoid Processing in Plastics Processor:

- (a) Any bottle or can containing flammable liquids or gasses.
- (b) All aerosol cans.
- (c) All glass items including bottles, jars, and plates.
- (d) Any loose food.
- (e) Any loose paper and cardboard products.

(3) Operating Personnel Protective Equipment:

- (a) Heavy duty gloves for protection against plastic/glass/metal objects (NSN 8415-01-158-9448).
- (b) Safety glasses: NSN: 4240-01-140-0282.
- (c) Leather apron: NSN: 8415-00-082-6108.

11601. Garbage Generated from Foreign Source Foods. See NAVSUP P-486, Federal Regulations 9CFR94.5 for guidance on handling regulated garbage onboard naval vessels.

11700. FOOD SERVICE INVENTORY MANAGEMENT. The FSO will develop and implement an effective inventory management plan, including spot inventory and wall-to-wall inventory. The FSO will be present for all inventories and will sign smooth inventory sheets after posting in FSM3. The rough inventory will be retained indefinitely in the FSO's accountability file. The rough inventory must have all differences reconciled before printing the smooth inventory. The smooth inventory will then be signed and placed in the FSO's accountability file. Keep all inventory adjustment sheets in the accountability file as part of the retained returns.

a. Spot Inventories: The FSO will conduct all spot inventories. A minimum of 5% subsistence line items maintained in the bulk storeroom will be inventoried weekly, totaling 20% monthly. The FSO will not delegate this responsibility to any other officer or CS.

b. Wall-to-Wall Inventories: The FSO will conduct a wall-to-wall inventory at a minimum every 90 days. It is recommended that wall-to-wall inventories occur in December and June to allow enough time to account for discrepancies prior to end-of-year closeout. The

result will be immediately compared against the Subsistence Ledger (NAVSUP Form 335) with appropriate adjusting entries made. Caution with this procedure must be taken when like subsistence items are located in multiple locations.

c. Relief/Turnover Inventories: Inventories are required for the relief of the FSO, Jack of the Dust and Records Keeper. Inventories will be conducted as per NAVSUP P-486, article 7100, para 3(a.)

d. Breakout/Perpetual Inventories: The Bulk Storeroom Custodian will inventory the remaining subsistence items after each breakout or issue is made. The Bulk Storeroom Custodian will indicate the balance on hand on each Food Item Request/Issue Document (NAVSUP Form 1282) after making each breakout or issue. The Records Keeper will compare this balance after decreasing the breakout or issue on the NAVSUP Form 335. Differences will be reviewed and appropriate entries made. All postings must be up to date.

11701. Surveys. A survey is the means by which material that is damaged, obsolete, deteriorated, lost or stolen is expensed from accounting records. Carry out surveys as instructed in NAVSUP P-486, Chapter 6 with the following additions:

a. When survey recommends disposal of food, a witness shall actually observe the disposition. This individual will not be in the Supply Department chain of command and will be an E-7 or above.

b. The witness will sign a statement in block 9 of DD Form 200 (Financial Liability Investigation of Property Loss) validating that disposal actually occurred.

c. The signature of a medical representative is required when a survey recommends food is unfit for human consumption.

d. For all surveys, follow NAVSUP P-486, para 6001. The Supply Officer will provide an expenditure number for the DD Form 200 per NAVSUP P-485, para 5001. A copy of the approved DD Form 200 and supporting documents are required to be sent to the TYCOM upon close out of monthly reports.

e. Use the DD Form 200 to record a loss without survey (LWOS). FSM3 does not contain the NAVSUP Form 1334 (Expenditure Log), which is usually used for this purpose. Until FSM3 has the capability, ships or units are authorized to use the DD Form 200 survey function in FSM3 to record a LWOS. The FSO will have the final approval on the DD Form 200. The item or items being expensed must adhere to the requirements for using the expenditure log as contained in the NAVSUP P-486, Chapter 6, paras 6002 and 6005. Repetitive entries of the same item for the purpose of circumventing maximum dollar limitations will not be allowed. LWOS must be properly closed out at the end of the monthly accounting period (or upon relief of the FSO) including the total money value. For further assistance, contact your local NFMT /TYCOM.

11800. FOOD SERVICE RETURNS AND UNIQUE TYCOM FOCUS AREAS. Ships are required to take end of month (EOM) food service retained returns to their servicing ATG no later than the 10th day of the month following the end of the reporting period. The aim of the

mandatory monthly records review is to ensure continuous readiness by reducing procedural errors, decreasing losses of accountability and ensuring the proper maintenance of records through regular and recurring review and training. Our goal is to provide all ships, on a monthly basis, individualized training on their own food service records. To this end, all ships will contact ATG monthly to schedule their records review. Appointments will be scheduled based upon the ships' schedules and assessor availability as indicated by limited logistics training team and SMC events. Prior to the records review, ships will conduct an internal records audit using the EOM General Mess Summary Document (NAVSUP Form 1359) audit sheet (Figure 11-1). The shipboard EOM audit sheet, along with all other required documentation, shall be provided during the monthly reviews.

While deployed, ships are required to send electronic copies of the monthly audit sheet, General Mess Summary Document (NAVSUP Form 1359), Records of Receipts and Expenditures (NAVSUP Form 367), and the General Mess Control Record (NAVSUP Form 338) via email to ATG for review. Ships will be notified by ATG of any discrepancies noted. Review of deployed records will be limited due to the lack of supporting documents. Upon return to homeport, ships shall contact ATG to schedule a thorough review of all deployment food service retained returns. Records Keepers, LCSs, or FSOs are required to be present during the monthly review to answer questions, as needed, and to receive training aimed at error reduction and process improvement. The following required monthly reports and supporting documents shall be assembled for review:

- a. General Mess Summary Document (NAVSUP Form 1359).
- b. Daily muster reports.
- c. Record of Receipts and Expenditures (NAVSUP Form 367).
- d. Sale of General Mess Meals (NAVSUP Form 1046).
- e. Cash Meal Payment Book (DD Form 1544).
- f. Certification letters and orders, when applicable.
- g. General Mess Control Record (NAVSUP Form 338).
- h. Billing documents (DD Form 1149 for sale of bulk food).
- i. Receipts with charge (DD Form 1149 from ship's store).
- j. Receipts without charge (DD Form 1149 from other FSO).
- k. Order for Supplies or Services (DD Form 1155 for local purchase).
- l. Cash Receipt Book - Deposits Made for the Month (NAVSUP Form 470).

- m. Cash Collection Voucher (DD Form 1131).
- n. Financial Liability Investigation of Property Loss (DD Form 200).
- o. Expenditure - Loss without Survey. Use (DD Form 200 – Final Approval by FSO).
- p. Requisition and Invoice/Shipping Document (DD Form 1149) for transfer with and without reimbursement.
- q. Book inventory.
- r. Stores consumed.
- s. Rough Inventory/Relieving Inventory: Inventory Adjustment Documents (NAVSUP Form 1059).
- t. Full Inventory/Relieving Inventory: Inventory Adjustment Documents (NAVSUP Form 1059).
- u. Inventory Adjustment Documents (NAVSUP Form 1059).
- v. Items received (NAVSUP Form 1336).
- w. All receipts.
- x. Food Preparation Worksheet (NAVSUP Form 1090).
- y. Smooth Food Request Issue Document: Food Item Request/Issue Document (NAVSUP Form 1282).
- z. Supply Discrepancy Report (SF 364).
- aa. Unsatisfactory Material Report-Subsistence (DD Form 1608).
- bb. MILSTRIP and TYCOM approval letters.

All discrepancies identified during the monthly records review will be recorded on a cover sheet and attached to the General Mess Summary Document (NAVSUP Form 1359) for correction by the Records Keeper and verification by the LCS and FSO.

11801. Retained Financial Returns

a. For future audits and assessments, retained monthly financial returns will be assembled and filed as follows:

- (1) General Mess Summary Document (NAVSUP Form 1359).

- (2) Muster Report Ration Allowed for the Month.
  - (3) Records of Receipts and Expenditures (NAVSUP Form 367).
  - (4) Sale of General Mess Meals (NAVSUP Form 1046).
  - (5) Cash Meal Payment Book (DD Form 1544; completed sheets).
  - (6) Certification letter and orders when applicable.
  - (7) General Mess Control Record (NAVSUP Form 338).
  - (8) Requisition and Invoice/Shipping Document (DD Form 1149) Billing Document (Sale of Bulk Food).
  - (9) Requisition and Invoice/Shipping Document (DD Form 1149) Receipt with Charge (from ship's store).
  - (10) Requisition and Invoice/Shipping Document (DD Form 1149) Receipt without Charge (from other FSOs).
  - (11) Cash Receipt Book – Deposits Made for the Month (NAVSUP Form 470).
  - (12) Financial Liability Investigation of Property Loss Procedures (DD Form 200).
  - (13) Expenditures (Loss without Survey) (DD Form 200).
  - (14) Requisition and Invoice/Shipping Document (DD Form 1149) Transfer with and without Reimbursement.
  - (15) Book Inventory (print at monthly closeout).
  - (16) Full Inventory (90 day cycle/relieving inventory) (NAVSUP Form 1059).
  - (17) Inventory Adjustments Sheets/Documents (NAVSUP Form 1059).
  - (18) Issues to the General Mess (Stores Consumed Report) (NAVSUP Form 1059).
  - (19) Items Received (NAVSUP Form 1336).
  - (20) MILSTRIP and TYCOM approval letters.
- b. All copies of rough and smooth spot inventories are required to be retained indefinitely.
- c. Maintain receipt documents, DD Form 1155s, DD Form 1149s, and contract purchase receipts in separate folders with FSM3 receipt print out. Also maintain hardcopy Stores Receipt Reports with vendor invoices.



- d. All copies of NAVSUP Form 1090s are required to be retained for 12 months.
- e. All copies of smooth NAVSUP Form 1282 are required to be retained for 12 months vice three months.
- f. All copies of food receipts from vendors, stores, DD Form 1155, DD Form 1149 are required to be retained indefinitely for SIK audit readiness audit.

11802. Supply Officer/Food Service Officer CMP Audits. CMP provides an accurate picture of the day-to-day food service operation that the Supply Officers and FSOs should be aware of. The CMP extractor has two reports, the Pulse Point Grades Report and the Extraction Summary Report. Detailed instructions on CMP can be found in Chapter 17-28 through 17-38.

11803. End of the Month Close Out and Deposit to Disbursing. Food Service will submit a General Mess Summary Document (NAVSUP Form 1359) before the 27th of each month and/or the day specified by the local Disbursing Officer for the final monthly deposit. Disbursing will dictate the final date for food service deposits in support of Navy Cash closeout procedures. Records Keepers will make their deposits in FSM3 and print out a copy of the General Mess Summary Document (NAVSUP Form 1359). The copy will be labeled "Deposit Only" and will be submitted to the Disbursing Office. This is not final end of the month food service report. Food service will hold all cash transactions. These monetary amounts will remain as un-deposited sales until the beginning of the new month.

Disbursing Office personnel will not allow/accept any food service cash out transactions. Outgoing ship riders, officers, and other cash out procedures will be placed on hold with the Wardroom Officer/FSO custody. Any remaining funds that were not collected before the Disbursing Office closed for the month will be deposited via the Cash Receipt Book - Deposits Made for the Month (NAVSUP Form 470) on the first day of the following month. The Records Keeper will continue to post records in FSM3 and closeout at the end of the month. The Records Keeper will generate another General Mess Summary Document (NAVSUP Form 1359) to present to Disbursing Office personnel. The left hand side of the General Mess Summary Document (NAVSUP Form 1359) must match with the final food service closeout NAVSUP Form 1359 and the "Deposit Only" NAVSUP Form 1359. Again, these deposited amounts must match to allow proper closeout.

Surcharges apply to certain categories of meals sold for cash. The surcharge covers the incremental costs of consumables used in the S2/S5 Divisions. TYCOM provides a standard Ship Operations LOA every year in their guidance for use in the NAVSUP Form 1359.

11804. Food Preparation Worksheet. Use of the Food Preparation Worksheet (NAVSUP Form 1090) is mandatory. The preparation worksheet constitutes written orders from the LCS to the Watch Captains. It is a direct means of communication from the manager to the working staff. The worksheet is an aid to supervise, train, establish control and eliminate waste. The LCS will prepare and sign the worksheet. The Watch Captains will review and sign at least two days before assuming the watch. The Watch Captain will order the food using the NAVSUP Form 1282 and the number of food items broken out must reflect the NAVSUP Form 1090. The Records Keeper will be responsible to post the actual fed and acceptability of food in FSM3.

The manual entry of acceptability on the NAVSUP Form 1090 is not required but remains a good training tool for CS advancement.

11805. Navy Standard Core Menu. All ships are required to use the Navy Standard Core Menu prepared and updated by TYCOM. Ships will provide feedback through TYCOM using the Menu Production Review Board, the Menu Review Board and suggestion boxes. Ships on Navy Standard Core Menu are not required to submit a periodic menu review to the NAVSUP 51 dietician.

a. The Menu Review Board consists of representatives from each department or division.

(1) This board is chaired by the FSO and in his/her absence by the LCS.

(2) Ships are required to conduct this evolution every quarter.

(3) Send an electronic copy of the minutes to your TYCOM, after being signed by the chain of command.

b. Menu Production Review Board is composed of key CSs.

(1) This board is chaired by the LCS.

(2) Conduct a Menu Production Review Board monthly.

11806. Coffee Messes. The Commanding Officer must authorize coffee messes in writing. Issues will only be for coffee, sugar and creamer. They will be controlled by the FSO. A Medical Department representative will inspect all coffee messes weekly to ensure proper sanitation.

11807. Ceremonial Cakes or Pastries. Ceremonial cakes or pastries require proper processing to avoid abuse. It has always been a tradition to sponsor events and ceremonies to acknowledge noteworthy accomplishments of Navy personnel such as promotions, reenlistments, retirements and other similar events that are vital to morale and tradition. The command will attempt to purchase the food items required for ceremonial events through Navy resale system outlets, prime and commercial vendors. If they are not available or adequate, prepared food may be purchased from the General Mess. However, the use of subsistence appropriation funds to defray the cost is not authorized. The General Mess may support these purchase requests only if adequate personnel and facilities exist to support the additional workload. The General Mess will use last receipt prices to price raw food ingredients used for commercial events.

11808. Official Representation Funds. Submit the request to your Operational Fleet Commander such as 2nd, 3rd, 5th, 6th or 7th Fleet. Refer to SECNAVINST 7042.7 for guidance.

11809. Alcoholic Beverages. SIK and OPTAR funds are not authorized to use to purchase alcoholic beverages. Refer to SECNAVINST 1700.11C and P-486, Chapter 4, 4101.1a.

11810. Ship's Duty Section. CSs and FSAs who are part of the galley watch rotation will not be included in the ship's duty section. All ships are required to have a traditional galley watch rotation for CSs and FSAs to maintain food service operations. Only CSs that have daily duty jobs (not in galley watch rotation) are eligible for the ship's duty section rotation.

11811. Over and Under Issues. The General Mess Control Record (NAVSUP Form 338) is a tool used by the FSO and LCS, to give a daily over/under issue financial status of the General Mess. The LCS must ensure to monitor and review the amount of over or under issue daily to properly utilizing the basic daily food allowance and food supplemental food allowances authorized in NAVSUPNOTE 7300, published by NAVSUP quarterly, for rations allowed. General Messes are allowed to accumulate over or under issue but must not exceed in excess of 2% of the total allowance during the first 11 months of the fiscal year and will carry forward 100% of the value of the over or under issues to the next month. A letter of explanation with corrective plans will be submitted to TYCOM when an over issue in excess of 2% of total allowance at the end of the reporting period exists. General Messes shall not to be over issue at the end of the FY, except for the following:

- a. Upon the disestablishment of the General Mess.
- b. Upon relief of the FSO.

**FIGURE 11-1. SAMPLE END OF MONTH REPORT**



MS

**NAVSUP Form 1359 Monthly Audit Sheet**

**NAVSUP 1359 AUDIT SHEET**

**ACTIVITY:**

**MONTH:**

**FY:**

RATIONS ALLOWED STATEMENT					RATION FED (RIK) 1292			
			<b>1359</b>		<b>MUSTER REPORT</b>	BFAST		0.00
NAVY RATIONS ALLOWED					<b>TOTAL</b>	LUNCH		0.00
OTHER RATIONS ALLOWED					0	DINNER		0.00
TOTAL RATIONS ALLOWED						<b>TOTAL RATION</b>		0.00
	<b>1359</b>	<b>1046</b>	<b>1544</b>	<b>338</b>	<b>RATION FED (CASH/CREDIT) 1292</b>			
NAVY REGULAR					BFAST		<b>0.20</b>	0.00
RATION SOLD CASH			0		LUNCH		<b>0.40</b>	0.00
					DINNER		<b>0.40</b>	0.00
TOTAL	0	0	0		<b>TOTAL RATION</b>			0.00
<b>CASH STATEMENT</b>					<b>ACCOUNTING CLASSIFICATION</b>			
	<b>1359</b>	<b>EXACT AMOUNT</b>				<b>1359</b>	<b>470</b>	
UNDEPOSITED B/F					DEPOSITED SALES			
SALES OF MEALS					SURCHARGE			
BULK SALES	0				TOTAL DEPOSIT			
SURCHARGES	0				DISBO CERTIFIED		\$0.00	\$0.00
CASH DEPOSITED					<b>ALLOWANCES</b>			
OTHER SALES						<b>RATIONS</b>	<b>RATE</b>	<b>VALUE</b>
UNDEPOSITED SALES	0	\$0.00			BASIC ALLOWANCE			\$0
<b>SALE OF MEALS NS 1046 + 1544</b>					UNDER/ OVER ISSUE [c]			
<b>MEAL</b>	<b>FED</b>	<b>RATE</b>	<b>VALUE</b>	<b>TOTAL</b>	SUPPLEMENTAL 1-99			\$0
BFAST			\$0.00	\$0.00	SUPPLEMENTAL 100-149			\$0
LUNCH			\$0.00		U.S FOOD SERVICE #3051			\$0
DINNER			\$0.00					
<b>SURCHARGE NS 1046 + 1544</b>								
<b>MEAL</b>	<b>FED</b>	<b>RATE</b>	<b>VALUE</b>	<b>TOTAL</b>	TOTAL ALLOWANCE			\$0
	0	<b>0.35</b>	\$0.00	0.00	FOOD COST			
LUNCH	0	<b>0.65</b>	\$0.00		UNDER/ OVER ISSUE [c]			\$0
DINNER	0	<b>0.65</b>	\$0.00					
<b>RECEIPTS</b>					<b>1359</b>	<b>367</b>	<b>1336</b>	<b>PREV. BOOK INVENTORY</b>
BALANCE BROUGHT FORWARD								0.0000
RECEIPTS WITH CHARGE							0.0000	
RECEIPTS W/O CHARGE					0	0.0000	0.0000	
TOTAL					0	0.00		
<b>EXPENDITURES</b>					<b>338 (FC)</b>	<b>1359 (SC)</b>		

FOOD COST			0.00		
SURVEY	0	0.00			
LOSS W/O SURVEY	0	0.00			
SALE OF BULK FOODS	0	0.00			
TRANSFER W/ REIMBURSEMENT	0	0.00			
TRANSFER W/O REIMBURSEMENT	0	0.00			
BALANCE ON HAND INV.			(b)	<b>AUDIT COMPLETED BY (Records Keeper):</b>	
PRICE ADJUSTMENT				<b>LCS REVIEW</b>	
TOTAL	0	0.00		<b>FSO REVIEW:</b>	

**Reminders:**

- (a) No more than 2% difference between total food cost on the NAVSUP Form 338 and stores consumed on the NAVSUP Form 1059.
- (b) Review of records must be made if the price adjustment is 10% of the total food cost.
- (c) Over issue in excess of 2% of total allowance; Returns submitted via admin/area TYCOM with letter of explanation.
- (d) GM are not authorized to be over issue at the end of fiscal year or upon disestablishment of the General Mess
- (e) Signatures/ Initials/ Dates

<b>NOT PASSING THROUGH THE LINE</b>			
BFAST	0		0
LUNCH	0		0
DINNER	0		0
<b>TOTAL RATION</b>			0

**Comments:**

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## CHAPTER 12 - SHIP'S STORE

12000. INTRODUCTION. The ship's store is a convenient and reliable source for personnel to obtain articles considered necessary for their health, comfort or convenience. Provide services necessary for day-to-day living. Provide a source of funds to be used for the recreation of naval personnel through profits from sales. Promote good morale. Procedures in this chapter supplement NAVSUP P-487.

12100. AUDITS OF SHIP'S STORE OPERATIONS. The Sales Officer must continuously audit all aspects of the retail and service operations. The Sales Officer's Daily/Weekly Checklist (Figure 12-1), Sales Officer's Monthly Checklist (Figure 12-2), and Supply Officer's Monthly Checklist (Figure 12-3) are recommended internal audit tools. Based on these internal audit tools, Sales Officers should conduct regularly scheduled audits and discuss audit findings with the Supply Officer once the audit has been completed. Ships must maintain records of completed audits on file and use them to prepare the monthly Ship's Store Management Report to the Commanding Officer. This report should include information on discrepancies found during audits and steps taken to correct problems. Review the Electronic Point of Sale (EPOS) Profitability Report weekly and verify compliance with recommended mark-ups.

12101. Assistance. Refer questions concerning policy to the TYCOM N41 Team for resolution. NAVSUP Fleet Assistance Teams (FATs) and ATG are available to visit ships that require assistance upon request.

### 12102. Training

- a. Establish and publish a long-range and short-range training program per OPNAVINST 3120.32C. Keep individual training records for each person in the division.
- b. Conduct constructive retail operations training on a regular schedule using ship/station and outside sources.
- c. Lesson plans are available on the Ship's Store Sales and Service Resource CD or Retail Operations Management version 3 (ROM 3) Document Library.
- d. Establish the Ship's Serviceman (SH) personnel qualification standards (PQS) program for the following:
  - (1) Bulk Storeroom Custodian.
  - (2) Vending Machine Operator.
  - (3) Retail Activity Operator.
  - (4) Cash Collection Agent.
  - (5) Shipboard Barber.
  - (6) Records Keeper.

- (7) Supervisor/Manager.
- (8) Receipt Inspector.
- e. Job rotation must be well-planned, documented and carried out effectively.
- f. Hold standards of conduct training and customer service training semiannually using NAVSUP P-487, Appendix D and the lesson plans included on the Ship's Store Sales and Service Resource CD and ROM 3 Document Library.
- g. Sales Officers are required to review, sign and date each lesson plan.

#### 12200. SHIP'S STORE AND VENDING OPERATION

12201. Management Objectives. The Sales Officer must manage resources in a manner that achieves an optimal balance of accountability and service. Key management objectives are as follows:

- a. Provide the best possible service to the crew to maintain high morale.
- b. Meet stock turn goals.
- c. Eliminate excess and dead stock from inventory.
- d. Maintain 90-day load of necessity items.
- e. 100% Universal Product Code (UPC) verification.
- f. 100% bulk inventory validity.
- g. Maintain recommended profit ranges for sales outlets and provide funds to MWR.
- h. Ensure all service and retail support equipment is properly maintained, in sufficient quantity and in good repair.

12202. Stock Turn. The following rules apply:

- a. Ships using ROM 2 to manage stock turn:
  - (1) The accounting period is normally four months. A minimum stock turn of 4.0 in three accounting periods is required.
  - (2) The maximum inventory allowed is a three month supply of ship's store stock. Ideally, the inventory should be expended one and one third times during each accounting period thus reaching a stock turn goal of 1.33 per accounting period. Stock turn for SMC purposes will be determined using the last three completed accounting periods at the time of the assessment or inspection. If a stock turn of 1.33 per accounting period is not attained in any two consecutive periods, a letter report to the TYCOM is required. The letter will include actions taken, in progress or planned to improve the ship's store stock turn ratio. If a cumulative stock turn of 4.0

is not attained at the end of three consecutive accounting periods, a formal letter report to the TYCOM is required. The letter will include actions taken or in progress and planned to improve the ship's store stock turn ratio.

(3) NAVSUP P-487, Chapter 3 details the manual computation of stock turn. Sales Officers will check their stock turn monthly within the accounting period. Review stock turn with the monthly CMP Report.

b. Ships using ROM 3 to manage stock turn:

(1) NEXCOM will establish stock turn goals and allowed variance for ships installed with ROM 3 each fiscal year. The ROM system will provide a monthly stock turn and a yearly stock turn after 12 months of operation via the Stock Turn Ratio Report.

(2) Ships will manually compute their stock turn per NAVSUP P-487, Chapter 12 until they have achieved 12 months of operation. They will then use the ROM 3 stock turn to determine if they are achieving their stock turn goal.

(3) If the annual stock turn is not maintained monthly within acceptable parameters, a letter report to the TYCOM is required. The letter will include actions taken or planned to improve the ship's store stock turn ratio.

#### 12203. Ship's Store Operation

a. In selecting a Ship's Store Operator, the Sales Officer will make sure the prospective SH is not in personal financial difficulty, is trustworthy, knowledgeable in all aspects of his or her job, aware of his or her financial accountability and preferably be a Petty Officer Third Class or above.

b. The Sales Officer will inform the crew that operating a resale activity outside of the Ship's Store is prohibited. In addition, the sale of personal articles in or through the ship's store for the account or profit of any civilian or person in the Navy is prohibited.

c. An adequate number of backup EPOS cash registers should be available in the event primary cash register(s) become inoperative. Repair or replace inoperative cash registers as soon as possible using ship's store profits or OPTAR funds.

d. The Sales Officer will include in the ship's supply instruction the necessary policies and procedures to verify the validity of the bulk storeroom inventory. This instruction will include as a requirement that a minimum of 5% of the total line items in the bulk storeroom are inventoried weekly. The Sales Officer will audit the Inventory Discrepancy Report. Differences between bulk storeroom inventory and ROM book inventory will be investigated immediately and corrective action taken as required by the NAVSUP P-487 prior to confirming the inventory. Inventory discrepancy reports will be filed. For audit purposes, the back of the NAVCOMPT Form 153 spot inventories must match file reports

e. As part of the ship's supply instruction, the Sales Officer will include locally developed policy and procedures that outline how SHs will ensure that UPC codes are correct.



This instruction will require that all UPC codes be verified in the bulk storerooms and retail outlets against the UPC cross reference listing. Discrepancies will be immediately investigated and corrective action taken. UPC verification checks are required and must be kept on file. Shelf labels showing the unit price may be used for all items with UPC codes. The ship will produce barcodes for those items that don't have UPC codes. One will be used as a shelf label and the other will be maintained in a price book by the EPOS.

12204. Assignment of Accountable Personnel.

a. Before making assignments of personnel to accountable duties, the Sales Officer will make sure that personnel being assigned are thoroughly indoctrinated in the specific duties of the position. Cash handling procedures, security of spaces, correct receipt and inspection procedures and the seriousness of the responsibilities must be emphasized. PQSs for the assigned billet must be completed and entered in the service member's service record. SHs should be assigned PQSs to be completed in anticipation of their next assignment and progress must be tracked by the Sales Officer or Leading SH. Assignment of the Cash Collection Agent must also be in writing and filed in WF3. PQSs may be requested from TYCOM, ATG or FAT. PQSs are available on the Ship's Store Sales and Service Resource CD and the ROM 3 Document Library.

b. The same person should not be in charge of the same accountable space for more than eight consecutive months. This does not prevent rotation of a person from one accountable activity to another. When necessary, the Supply Officer may authorize, in writing, a person to remain in charge of an accountable space for a period exceeding eight consecutive months. A copy of the authorization letter will be kept in the WF3 File.

12205. Multiple Accountable Space Operators. Due to the size of operations onboard some ships, they may use more than one operator per retail outlet. However, use of multiple operators is highly discouraged. Discretion should be used to reduce the number of operators within each operation to the minimum required to meet the workload demands. Ships are discouraged in using multiple bulk storeroom operators for the same location.

12206. Pricing Policy. As per NAVSUP P-487, Chapter 8 the maximum profit allowed is 20% for the retail store and 55% for drink vending machines. For toiletries, sundries and commercial uniform items NAVSUP P-487, Chapter 8 mandates a 6% markup for these items. For cigarettes, SECNAV has issued guidance that ship's store selling prices are required to match the most competitive prices in the local community. NEXCOM Ship's Store Program issues price guidance as required. For all other ship's store departments, the recommended markup is 15% and between 35 to 55% for drink vending machines. Ships with coffee bar operations should generate between 50% to 80% profit.

12207. Ship's Store Excess Stock. Ships will forward a listing of excess stock to the TYCOM, FAT and other ships in the local area, showing the description and quantity of excess stock. The list will not include emblematic items but will include: date of pack for confections, food, tobacco products, batteries and other perishable items. The list will highlight item excesses indicating style change obsolescence where appropriate. The receiving ship will not accept transfers that will put them in an excess inventory position unless directed by TYCOM.

12208. Sanitation Requirements

- a. Sanitary regulations for all sales and service activities (barbershops, laundry, storerooms and retail outlets) will be approved and signed by the senior medical personnel and prominently posted in all applicable spaces.
- b. Barbers, retail operators and laundrymen will immediately report any skin condition requiring medical attention and will be cleared by the Medical Department before being assigned to the job and/or returning to work in their respective spaces. This includes any suspected exposure to ailments or diseases.
- c. Place all laundry products used in the laundry in closed containers and maintain them as far away from dampness as possible to protect laundrymen from dangerous conditions arising from fumes or chemicals.
- d. Laundry equipment operators must receive a physical examination from the Medical Officer before assuming duties and annually thereafter.
- e. Each barber must receive a physical examination from the Medical Officer before assuming duties and annually thereafter.
- f. Each barber must have a sufficient supply of tools to allow proper sanitation between customers.
- g. Immerse combs in the approved solution of 10% Barbicide brand (or similar) disinfectant and 90% water for 20 minutes before each use. Change the solution as needed, but no less than daily. Clean and spray electric hair clippers, scissors and blades with an EPA-approved disinfectant for at least 30 minutes before each use.
- h. The Sales Officer or Duty Supply Officer will conduct a daily sanitation inspection of ship's store spaces.
  - i. Food and beverages are not allowed in ship's service spaces at any time.
  - j. Each trash receptacle will be covered.
  - k. Barber and laundry shops will have hot and cold running water, paper towels or air dry machine and soap for hand washing and space sanitation.
  - l. A new neck strip must be used for each customer in the barbershop.
  - m. Common dusters and brushes are unauthorized except to clean hair from barber equipment.

12209. Vending Machines. Operational and sanitary requirements for vending machines are in NAVSUP P-487 and NAVMED P-5010. Procurement and funding of machines will be per NAVSUP P-487, Chapter 4. Vending machines will be secured per NAVSUP P-487, Chapter 1.

12210. Navy Cash Handling/Collection Procedures. The Supply Officer will publish a written instruction for cash handling and collection procedures, incorporating the provisions of NAVSUP P-487, paras 2200-2232.

a. Navy Cash End of Day, End of Month, and Monthly Transaction Summary Reports will be reviewed and compared with the ROM Reports by the Sales Officer or designated assistant. A letter of investigation signed by the Sales Officer and Disbursing Officer will be done for any unresolved differences and filed in the retained returns.

b. The Sales Officer or designated assistant must compare the ROM E-Cash Receipts End of Day Report with the Navy Cash Merchant Sales Summary Report printed from the Navy Cash Workstation in the Sales Office or Disbursing Office (refer to NAVSUP P-727, Chapter 7 for a sample report). The Merchant Sales Summary Report can be generated by entering the correct start and end dates in the view reports link in the Navy Cash application (NAVSUP P-727, Chapter 8). In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). The more detailed Non-Vending Sales Report, Merchant Sales Summary Report and Merchant Sales Detail Report can be generated in the same way.

c. All totals for electronic sales in the ship's store must match. Any differences must be investigated. After verification has been made, the sales total received from the register will be entered and posted by the designated assistant into the ROM back office. The designated assistant will print out the ROM Over and Short Report.

d. The Sales Officer or designated assistant is also responsible for comparing the Navy Cash Daily Transaction Detail Reports from shore with the ROM Daily Transaction Reports or with manage sessions (ROM 3) to verify accuracy. The shore reports are generated automatically by the Navy Cash End of Day process and sent to the ship when the End of Day round trip is completed. All reports must be signed by the Sales Officer and filed in the RK CO2/CO3/CO4 file.

e. Sales Officers on Navy Cash ships will capture the meter readings a minimum of two times a week from each vending machine using a NAVSUP Form 469. The difference between the current meter reading and the previous meter reading times the retail selling price should equal the total sales reported in the Merchant Sales Summary Report generated from Navy Cash.

12211. Inoperative Cash Register. Ships should contact the closest FAT and inform TYCOM/ATG for inoperative EPOS cash registers. Deployed ships will use a backup point of sale register. The Ship's Store Sales and Service Resource CD provides detailed information on setting up a new point of sale system. For ROM 3 ships, the IT personnel onboard will provide IT support.

12212. Sale of Merchandise by Other than the Ship's Store. Per NAVSUP P-487, para 1101, the ship's store is the sole authorized sales outlet onboard Navy ships. Guidance for retail operations of pre-commissioning units is in Chapter 9 of the Fitting Out Supply Assistance Team (FOSAT) Instruction. OPNAVINST 4060.4B, Establishment of Auxiliary Resale Outlets (AROs) also applies. Unwarranted proliferation of competitive resale outlets is counter-productive to providing adequate MWR services to the Navy.

#### 12300. SECURITY OF SPACES

12301. Security for Group III Accountable Spaces. A Group III space is any space that contains ship's store merchandise or funds. This includes bulk storerooms, sales outlets, vending machines, phone card machines and cash handling offices. Two locks are required on Group III spaces except Navy Cash vending machines where manufacturer's locks are installed. Use a keyless combination padlock (NSN 5340-00-285-6523) or a commercial high security key-type padlock and a dead bolt door lock on all doors leading into Group III spaces. Where dead bolt door locks are impractical, the ship will install a high security hasp and key type padlock with shrouded shackle in addition to the keyless combination padlock to secure all Group III spaces.

12302. Security for Group IV Service Spaces. Group IV spaces consist of barbershops and laundry plants. No cash sales or transactions shall be made through service activities. Each Group IV lock will be opened by an original key different from the key to any other space. NAVSUP P-485, Chapter 1 and NAVSUP P-487, Chapter 1 contain guidance for these areas. When using a phone card vending machine, the machine will be secured using a keyless combination lock or a commercial high security key-type padlock in conjunction with a metal bar installed across the front of the machine. This is in addition to the door lock. The machine should be installed in a highly visible area using a camera to monitor it when available.

12400. SHIP'S STORE STOCK. Errors in both range and depth of stock selection can ruin a ship's store's financial well-being and have long term negative effects on customer service and contributions to the ship's recreation fund. A conservative approach to stocking is normally appropriate. Reorder and restock regularly and avoid large inventories. The stocking guidelines contained in this instruction and Chapter 3 of the NAVSUP P-487 are based on many years of experience and lessons learned. Do not exceed these limits without TYCOM approval. Limit stock items to those necessary to meet the personal day-to-day living requirements of the crew plus those luxury or gift items authorized by NAVSUP P-487. To maintain proper inventory control and to meet the required stock turn goal each accounting period, avoid excessive quantities of ship's store stock on-hand. TYCOM strongly recommends a 90-day stock level of necessity items at all times unless the ship is in the shipyard or has TYCOM authority to reduce its endurance load.

12401. Stowage of Ship's Store Stock. Stow ship's store stock according to NAVSUP P-487, Chapter 6. Procedures are as follows:

- a. Store like merchandise together and in case lots.

- b. Use the FIFO method of stock rotation with consideration for expiration dates.

12402. Stowage of Flammable Ship's Store Stock

- a. Segregate flammable ship's store stock and store in a flammable storeroom or locker. If flammable items cannot be stowed in a protected space, they must be separated in an area within the storeroom that is clearly marked for flammable storage.
- b. Upon receiving flammable stock, check its condition and ensure it is properly marked or labeled.
- c. Weekly, examine flammable stock in the ship's store and in the storerooms for leakage.
- d. Carefully estimate needs to prevent excess stock. Limit retail store quantities to 3 days anticipated sales.
- e. Post flammable items list prominently next to the area where they are kept or on the flammable items locker, if available.

**12500. RECEIPTS.** A designated Receipt Inspector will inspect all ship's store merchandise for quantity and quality upon delivery. The Records Keeper and Bulk Storeroom Custodian will not be assigned duties as Receipt Inspector. The Receipt Inspector will annotate on the receipt document the quantity received if the merchandise quality is satisfactory. The Bulk Storeroom Custodian will annotate each case or carton with the receipt date and stock number. Do not accept unsatisfactory merchandise. The Responsible Custodian must sign and print his/her name in the appropriate block on all receipt documents. UPC maintenance must be conducted on all merchandise when it is received into the bulk storeroom. This will eliminate the operator in the retail store from having problems scanning the items when they are broken out to the retail store. Procedures for performing UPC maintenance are included in the ROM User's Guide.

12501. Additional Security Requirements. In addition to the security requirements in NAVSUP P-487, Chapter 1, the following are required:

- a. Change combinations to keyless padlocks every six months and upon relief of the Sales Officer and/or the responsible custodian.
- b. All hasps used on Group III spaces will be made of case hardened steel that cannot be cut with a bolt cutter or hacksaw and must be installed with tamper-proof bolts or welded. Pop rivets are prohibited.
- c. Configure all storerooms so only the accountable custodian has access.
- d. Reinforce wire mesh bulk storeroom bulkheads with hardened steel or sheet metal from inside of the bulk storeroom.
- e. Keep the working keys to Group III spaces in an individual, glass-fronted locker (NSN 2090-00-904-6699) upon securing the space for the day. The locker will be located in the

Sales or Supply Office. The operator will maintain a key to the locker at all times. If multiple operators are assigned, the Sales Officer or designated individual, other than the operators, will maintain the key and a car seal will be used. The second key will be in a signed, dated and sealed envelope in the Sales Officer's safe.

f. A ship's security bill delineating security measures and instructions if a break-in occurs is required for retail spaces. The bill must include alarm procedures.

g. Retail spaces, visible bulk storerooms and adjacent passageways must be well lighted at all times. Remove high-cost and highly attractive items from sight before securing accountable spaces at end of workday.

h. Secure any window that can be opened with an inside padlock. Secure the duplicate key in a sealed envelope and keep the envelope in the Accountable Officer's (AO) safe.

i. Display windows, outside display cases and similar ship's store surfaces will be wire-reinforced glass or Plexiglas at least 3/8 inch thick. For new construction ships, requirement must be met prior to SMC. Ships will contact NEXCOM Ship's Store Program, FAT or the local ATG for assistance.

j. The ship's roving security patrol will check ship's store accountable spaces at varying intervals and sign the security log. This log will contain columns for date, time, pertinent remarks and signature of the security patrol. Training for the roving patrol will include indoctrination into the types of discrepancies that must be reported. The Duty Supply Officer shall randomly inspect all the accountable spaces at least once per duty day after normal working hours.

k. Supply and Sales Officers will make sure all ship's store spaces, once secured for the day, remain secured and are not used for personal reasons. Personal belongings will not be stored in ship's store spaces. After working hours, if business warrants reentering a ship's store space that has been secured, personnel will first obtain authorization from the Sales Officer, Duty Supply Officer or the Supply Officer. Ships will follow the emergency entry procedures outlined in NAVSUP P-487, Chapter 1.

l. NAVCOMPT Form 153 line item B28, closing inventory and ROM daily backups will be accessible to only the Records Keeper, Sales Officer or the Sales Officer's designated assistant.

m. ROM II ships only: Keep the ROM backup media in the AO's file, except for daily backups for the current accounting period. The NAVSUP P-487 provides procedures for maintaining the ROM backup media.

12502. ROM System Security. Ships will adhere to the following security procedures in managing the ROM system:

a. For ROM II ships:

(1) The ROM system backups, accounting period backups and monthly backup media will be maintained in the AO's file and the applicable retained returns. Additionally, the ROM User's Guide provides guidance on password and security instructions. Before any user is allowed to use the ROM system, the Sales Officer must input user ID and password. User profiles will be compiled on the ROM System Security Access Rights List that will be placed in an opaque envelope and secured in the Sales Officer's accountable file. Refer to the NAVSUP P-487 for additional information on ROM system security.

(2) Perform backups at least daily and keep daily backup disks in the Records Keeper's file. Separate disks, labeled for each day of the week, will be used. Duplicate disks of the daily backup will be prepared for the Sales Officer and kept in the AO file.

(3) For any ROM system failure or problem, the Sales Officer should first contact the local FAT for assistance in determining the extent of failure or problem. Follow NAVSUP P-487, Appendix F for emergency fallback procedures. TYCOM will be informed of all ROM trouble reports.

b. For ROM 3 ships:

(1) Sales Officer will assign roles before any user access to the ROM system.

(2) For any ROM system failure or problem, the Sales Officer will contact the Navy 311 Help Desk. Follow NAVSUP P-487, Appendix F for emergency fallback procedures.

(3) Local FAT may be available for assistance.

12600. SHIP'S STORE INVENTORY PROCEDURES. Conduct inventories according to NAVSUP P-487, Chapter 9.

a. When more than one person operates a retail outlet, ships will follow the procedures in NAVSUP P-487, Chapter 9. A complete physical inventory must be conducted once during the 4-month accounting period in addition to inventories required at the end of the accounting period, upon the relief of the Sales Officer or rotation of the responsible custodian(s) in the specific location. All retail activities will be inventoried monthly. The back of the NAVCOMPT Form 153 and the Profitability Report for those activities will be printed, signed by the Sales Officer and filed in RK B28 file. The Commanding Officer, Supply Officer or Sales Officer may direct special inventories. Inventories will be conducted when directed by the TYCOM or FAT.

b. An itemized physical inventory must be taken at the end of every accounting period and all other situations listed in the NAVSUP P-487, Chapter 9. The Records Keeper will not be a member of the inventory teams. Each sales outlet operator or Bulk Storeroom Custodian must be present during the inventory. During inventory one person E-5 or above will count and one will record the quantities on the Portable Data Terminal (PDT). The number of inventory teams is dependent on how many PDTs and personnel you have. The more inventory teams you use, the quicker the inventory will be done. All sales transactions for each retail outlet must be confirmed and posted to the ROM system prior to inventory confirmation. Once this is done, the profitability reports may be printed. The Sales Officer is responsible for the inventories and will be involved in the inventory process. Care should be taken when using multiple teams that the

same items are not counted twice. Schedule inventories to minimize impact on crew service without sacrificing accountability requirements.

c. After inventory is complete, the inventory counts will be entered in ROM either manually or by downloading the PDT. When using more than one PDT, all PDTs will be downloaded together. Once the inventory is entered, print the inventory discrepancy list. The inventory will not be confirmed until the Sales Officer verifies the discrepancy list. The Sales Officer will verify the counts of those items on the discrepancy list and make any necessary corrections. This process will continue until the Sales Officer is satisfied that the counts are accurate. Once they are accurate, the inventory will be confirmed. Once an inventory is confirmed, the quantities previously listed on the stock records will be automatically adjusted to reflect the confirmed counts. The inventory count sheets will be filed in the Records Keeper's file (RK B28).

d. When a Level 2 (above 1% of sales at cost and \$1,500) or Level 3 (above 3% of sales at cost and \$3,000) difference (gain or loss) exists after an inventory is complete, take action per NAVSUP P-487, Chapter 9.

e. The Sales Officer must examine differences on the Loss or Gain by Inventory Report, B14 of the Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153), and sign it indicating any corrective action. Inventory adjustments reported on line B14 should not be greater than 5% of ship's total cost inventory ( $B14/B28 = \leq 5\%$ ). This report will be filed in the retained returns at the end of the accounting period.

f. Relief of Accountable Sales Officer: Relief requires a 100% inventory of all ship's store stock. Immediately after reconciliation of the relieving inventory, a DD Form 1149 will be prepared for the money value of the ship's store stock on hand, both the detaching and relieving officer will certify accuracy of the inventory, and the relieving officer shall assume accountability as per NAVSUP P-487, Chapter 9.

g. Decommissioning ships will conduct a wall-to-wall inventory 45 days prior to decommission date and report results to TYCOM/ATG.

12601. Basic Stock. Stock these items in all ship's stores at all times. All ship's stores should follow the recommended stocking plan by crew size contained in NEXCOM Publication 81. Ships must identify those items that are mandatory never-out items in the ship's store to help the operator in reordering and restocking the shelves. A copy of the list should be kept on file.

#### 12602. Emblematic Items

a. Emblematic items include ball caps (not including ship's official ball caps), lighters, t-shirts and all other items sold with the ship's name, crest, or logo affixed or printed on them. Give careful attention to the procurement of emblematic items. The total dollar amount of emblematic items should not exceed 15% of the total ship's store inventory at cost value. Dollar values over 10% should be considered a warning that closer management attention is required. Emblematic items do not have any sales potential outside the individual ship's store. Excesses should be identified and deep markdowns taken on them to expedite sales.



b. The senior Supply Officer must approve and sign all purchase order documents including Electronic Data Interchange (EDI) orders for emblematic items. Before approving and signing these purchase orders, the senior Supply Officer will determine if the quantity ordered would cause emblematic inventory to be in excess of the 15% level. Ships placing orders exceeding 15% of the total ship's store inventory at cost will submit requests with complete justification for exceeding the limit to the TYCOM.

c. Ships will procure emblematic items only from sources listed in the ship's store afloat catalog and ship's store contract bulletin.

d. Ships will forward their requests to stock emblematic items (ship's plaques, etc.) exceeding 90 days sale with complete justification to the TYCOM for endorsement. Upon receiving the endorsement from TYCOM, the request will then be forwarded to NEXCOM. A special DD Form 1155 will be prepared as outlined in NAVSUP P-487, Chapter 4. Before approving additional items for stock, NEXCOM will consider the ship's stock turn record, pending deployment and current inventory position and contact the TYCOM for final approval.

e. Make issues to ship's use of emblematic items per NAVSUP P-487, Chapter 7.

f. Upon written or verbal approval from the Commanding Officer, emblematic items may be sold to the public during authorized ship tours and VIP visits. Ships must establish a non-EPOS emblematic store using procedures outlined in the ROM User's Guide. Breakout the emblematic items to be sold from the bulk storeroom to the non-EPOS emblematic store. Conduct the sale using a cash register with basic zero-out and ring-out capabilities, and follow the normal cash collection procedures using a separate cashbook for this emblematic store. Once the sale is complete, break back the unsold items to the bulk and balance the emblematic store by verifying any differences on the back of the NAVCOMPT Form 153. Per SECNAVINST 5720-47B, no materials or services may be advertised for sale or be sold via a command website. This includes command memorabilia, ball caps, etc.

12603. Foreign Merchandise. Maintain strict controls according to NAVSUP P-487, Chapter 3 to prevent overstocking foreign merchandise. The Supply Officer will approve and sign all purchase orders for foreign merchandise. Use a separate department code (F8) on foreign merchandise stock record cards for easy identification in ROM.

12604. Special Orders. The Sales Officer should actively promote special orders. They are a means to expand the variety of merchandise available to customers and increase profits without expanding inventory. NAVSUP P-487, Chapter 4 outlines required procedures.

12605. Stamp Procurement. Procure stamps according to NAVSUP P-487, Chapter 4. The minimum order is one book and the maximum order is 300 books. Stamps do not need a separate vending machine; they can be vended in a normal vending machine with a special circular coil. Coils may be ordered by contacting NEXCOM Ship's Store Program.

## 12700. SPECIAL ISSUES

12701. Issue of Ship's Store Items to Ship's Use. Every Requisition and Invoice/Shipping Document (DD Form 1149) prepared for issuing ship's store stock to ship's use (OPTAR) will include a justification statement. This will eliminate the perception of unauthorized or improper issues of ship's store stock to ship's use. These items include, but are not limited to flashlights, batteries, padlocks and soap. NAVSUP P-487, Chapter 7 provides details.

12702. Issues to the General Mess. Make issues of candy, sodas, ice cream and other edible items when required for special meals on a DD Form 1149 using the General Mess accounting data. These issues will be reported on NAVCOMPT Form 153, Caption B-10, at the end of the applicable accounting period NAVSUP P-487, Chapter 7.

### 12703. Ship's Store Logs.

a. Maintain the following ROM system manual logs:

- (1) Purchase Order Log (ROM II Ships Only).
- (2) Requisition Log (ROM II Ships Only).
- (3) Expenditure Invoice Log (ROM II Ships Only).
- (4) Car Seal Log.
- (5) Key Log.

b. Logs 1 through 3 listed above will be helpful when investigating a particular purchase order or requisition number and when reconciling the DFAS Ship's Store Unmatched Expenditure Listing.

### 12704. Reconciliation of Ship's Store Purchase Orders

a. The Sales Officer is responsible for reviewing ship's store correspondence emails from DFAS. The Sales Officer is also responsible to ensure receipts accurately reflect quantities of ship's store stock received onboard and that receipts are reported to DFAS in according to NAVSUP P-487.

b. The vendor assumes responsibility and risk for supplies not received, damaged supplies or supplies not conforming to the Order for Supplies or Services (DD Form 1155) request for quotations. Replacement, repair or correction will be at the vendor's expense provided the Sales Officer notifies the vendor within 90 days from date of delivery (180 days for overseas delivery) that the material received is not conforming with the DD Form 1155 requirements. When a contractor does not fulfill the requirements set forth under the terms listed in the Afloat Contract Bulletin (ACB) or Automated Ship's Store Afloat Catalog Listing (ASL), the ship shall submit an Unsatisfactory Performance Report to NEXCOM Ship's Store Program.

A sample of this report can be found in the NAVSUP P-487, Chapter 4, the Ship's Store Sales and Service Resource CD and the ROM 3 Document Library.

c. To reduce the administrative burden, prevent overpayment to vendors and avoid unmatched expenditures, Sales Officers will review their purchase orders, receipts and credit procedures each month.

**12705. Unmatched Expenditure Listings**

a. DFAS generates a four month unmatched expenditure listing containing payments and other supply officer (OSO) summaries that have not matched with corresponding receipt documents. However, a cumulative listing is generated at the end of each four month reporting cycle (i.e., 31 January, 31 May, and 30 September). Differences of less than \$10.00 do not appear when the expenditure is made by DFAS. OSO summary differences of less than \$10.00 appear on the listing and remain there until aged six months. Per NAVSUP P-487, differences of less than \$10.00 do not require adjustment. They are provided for information only.

b. After receiving a ship's store reconciliation letter or unmatched expenditure listing via email from DFAS, the Sales Officer will enter the applicable code in accordance with NAVSUP P-487, Chapter 5, and return the report back to DFAS within 30 days. If partial or short orders have been received, the Sales Officer will notify the vendor, as per NAVSUP P-487, Chapter 5. Ships will keep all correspondence with the vendor in the WF3 File. ROM 3 provides Sales Officers a tool to verify any differences between receipts and dealer's invoices; the 857 discrepancy report.

c. All unmatched expenditures should be rectified and removed from the listing before they are two years old. No items can remain on the listing past two years from the original date of entry without proper documentation.

12706. Items Returned to Vendor for Credit or Cash Refund. Ships will forward credit memos at the end of the month to DFAS with the receipt transmittal as a negative receipt. If cash refunds or credit memos have not been received for material sent back to the vendor, the dollar value of the items will be carried as inventory. The quantity of items listed on the credit memo/cash refunds will be scanned into the inventory or added at the back office computer. Make sure credit memos are still outstanding and valid. If difficulties are encountered in returning merchandise to vendor or the timely receipt of refund check or vendor's credit, request assistance from NEXCOM per NAVSUP P-487, Chapter 7. After 60 days if the refund check or vendor's credit invoice has not been received, ships will contact NEXCOM Ship's Store Program and FAT for assistance. Copies of all vendor correspondence will be included with the request.

12707. Clothing Articles. NAVSUP P-487 and NAVPERS 15665I (Uniform Regulations) specifically define what clothing may be issued to an individual as organizational clothing. Per NAVPERS 15665I and NAVSUP P-485, Chapter 3 footwear, other than safety shoes, is not authorized for issue as organizational clothing and will not be issued to ship's use from ship's store stock. When Navy clothing is issued from ship's store stock as organizational clothing, the

following statement will be included in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer:

**Statement:** *“Issued to ship's use as organizational clothing for use by (Culinary Specialist, Food Service Attendants or other designated personnel as protective/replacement clothing, as appropriate per NAVSUP P-485, Chapter. 3.”*

*Authorized by:*

*Approved by:*

12708. Monograms/Heraldic Patches. Monograms and heraldic patches may be issued to ship's use, paid with OPTAR funds for CS's and FSA's clothing per NAVSUP P-485. Heraldic patches and badges may also be issued to ship's use for recognition of achievement, special accomplishment or superior professional performance per SECNAVINST 3590.4A. Issues to ship's use of heraldic patches/monograms will include one of the following statements in the description block of the DD Form 1149 and will be authorized by the Supply Officer and approved by the Commanding Officer:

**Statement:** *“Issued for ship's use per NAVSUP P-485, Chapter 3 as article of clothing identification for Culinary Specialists and Food Service Attendants.”*

*Authorized by:*

*Approved by:*

**Statement:** *“Issued for presentation in recognition of (achievement, special accomplishment or superior professional performance) of (insert name and rank of individual(s)) per SECNAVINST 3590.4A.”*

*Authorized by:*

*Approved by:*

12709. Command Plaques and Coins. Ships may use OPTAR funds to purchase plaques and coins (from ship's store stock) for recognition of achievement, superior professional performance, special accomplishment (e.g., reenlistment, transfer, retirement) and/or for presentation to any official organization for display within that organization (NAVADMIN 200/14). Supplementary funding for these functions or additional awards can also be provided voluntarily by an individual or group of individuals (e.g., Wardroom or CPO Mess).

12800. SHIP'S STORE RETURNS. Upon completing the accounting period, the Sales Officer must carefully prepare ship's store returns per NAVSUP P-487, Chapter 9. Ships will submit returns to DFAS no later than the fifteenth day of the month following the end of the accounting period. Figure 12-6 (Summary of Ship's Store Reports) lists required reports, due dates, and applicable references.

a. Retained returns will be reviewed by ATG within 45 days following the end of an accounting period. Deployed ships shall contact ATG for the review of their retained returns within 45 days upon return to homeport. Ships are responsible for making an appointment with ATG for the review.

b. Returns to DFAS will be scheduled for review when directed by ATG or requested by the ship.

c. Ships that fail to provide accurate returns to DFAS on a timely manner will be required to have their DFAS returns reviewed by ATG before submitting succeeding returns to DFAS. This review will be performed within 15 days following the end of an accounting period.

12801. Ship's Store Profits. Payment of the entire amount of the net profit to the recreation fund is not mandatory. Full payment will not be made when funds are required to cover anticipated expenses and liabilities assumed. Pay only the amount reported on line C24B of the NAVCOMPT Form 153 to the recreation fund. Disburse this payment to the recreation fund within fifteen days following submission of the returns. NAVSUP P-487, Chapter 8 establishes procedures for requesting loans and grants from NEXCOM. In particular, NEXCOM provides these loans and grants to accomplish the following:

a. Fund material costs for modernization and improvement of resale outlets.

b. Fund equipment costs (e.g., vending machines).

c. Fund ship's store losses when surveys, markdowns below cost, and markdowns to zero exceed profits during an accounting period and expected profits generated within the next accounting period cannot offset the loss.

12802. Financial Differences. Take action for financial differences (gains or losses) per procedures in U.S. Navy Regulations, NAVSUP P-487 and the JAG Manual. Financial differences are divided into three levels:

a. Level 1(Concern): Any difference below 1% of sales at cost and \$1500 is a matter of concern to the Supply Officer and Sales Officer.

b. Level 2 (Caution): Any difference above 1% of sales at cost and \$1500 indicates that procedures require review and action if the ship is unable to resolve the difference.

c. Level 3 (Adverse): Any difference above 3% of sales at cost and \$3000 is an adverse difference that requires review by the Supply Officer and/or the Commanding Officer depending on the circumstances.

d. Take action for adverse differences (gains or losses) per procedures in U.S. Navy Regulations, NAVSUP P-487, and the JAG Manual. Report all adverse differences to the Commanding Officer as soon as practical after the Supply Officer/AO has verified the existence of the difference.

e. Upon receipt of information that an adverse difference exists, a complete inventory of the entire operation will be conducted to verify the difference. If it does exist, the Commanding Officer will ensure TYCOM or the local FAT is notified for assistance.

f. If the reported adverse difference is a loss, the Commanding Officer will also:

(1) Direct the Supply Officer or AO to close and seal all applicable accountable spaces until inventory and cash collections are verified. Once verified, concurrence to re-open should be requested from TYCOM or NEXCOM.

(2) Notify the local Navy Criminal Investigative Services (NCIS) Officer.

(3) Appoint an Investigating Officer to conduct a JAGMAN investigation. Do not appoint an officer of the Supply Department as the Investigating Officer.

(4) Direct that all applicable ship's store records for the current and preceding accounting period be impounded in the exclusive custody of the Commanding Officer, Executive Officer, or Investigating Officer.

g. File a copy of the informal examination and actions taken with the retained returns.

12803. Theft, Fraud or Other Dishonest Acts. If unauthorized entry or suspected theft, fraud or other dishonest act occurs, the procedures of NAVSUP P-487, Chapter 1 will be strictly followed. The required report to TYCOM will be in the message format shown in Figure 12-5. In addition, take the following actions:

a. Upon discovery of an incident, notify the quarterdeck and log the incident in the deck log, including, for break-ins or theft, names of any witnesses or persons seen in the vicinity of the incident. Inform the Command Duty Officer, Commanding Officer and Supply Officer as soon as possible.

b. In the case of break-in, the Command Duty Officer or Officer of the Deck will assign a sentry to guard the affected ship's store or related space until properly secured by the Supply Officer, AO or Duty Supply Officer.

c. If appropriate, secure the brow(s), and search personnel and material departing the ship. Quarterdeck searches can be conducted without probable cause. However, conduct quarterdeck searches only at the express direction of the Commanding Officer or Command Duty Officer. A ship's instruction issued by the Commanding Officer could give the Command Duty Officer independent discretionary authority to order quarterdeck searches so that the evidence will be admissible in a court-martial.

d. If there is probable cause to believe a crime has been committed and that a search of the ship would locate the stolen goods, a general health and comfort inspection can be conducted upon an order of the Commanding Officer. All circumstances must be considered in determining the existence of probable cause and, in this context, should specifically include a consideration of whether the stolen goods can be readily identified. Consideration should also be given to the lapse of time between the break-in and the identification of the stolen goods (e.g., a lapse of 15

minutes may give rise to the existence of probable cause while a lapse of several hours may eliminate probable cause).

e. If the break-in, theft, fraud or other dishonest act results in an adverse loss, a message report in the format of Figure 12-4 and the letter report required by NAVSUP P-487, Chapter 1 will be submitted.

12804. Ship's Store Balance Sheet and Profit and Loss Statement. Ships will forward one ROM generated copy of the Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153) and supporting documents to DFAS and a copy to the TYCOM whenever ship's store returns are prepared per NAVSUP P-487, Chapter 9 (ROM II ships) or NEXCOMNOTICE 4062 (ROM 3 ships) as applicable.

12900. LAUNDRY OPERATIONS. Maintain a locally prepared laundry equipment maintenance log. Include columns for date out of commission, date placed in commission, amount of down time in hours, reason down, parts replaced and remarks/comments. In the remarks/comments column, be sure to indicate the submission date of each OPNAV Form 4790/2K.

a. PAC Ships: Galley and Laundry Equipment (GLE) contractor and NEXCOM laundry assist visits provide additional sources of professional maintenance assistance.

b. LANT Ships: Commercial Industrial Services (CIS) contracts provide an additional source of professional maintenance assistance at the intermediate maintenance level during ship's availability. As discussed in NAVSUP P-487, Chapter 2, maintain locally prepared bulk laundry and press deck logs. The Sales Officer shall review the logs weekly. In addition, prepare a summary of all work processed weekly and submit it to the Sales Officer for review.

c. PQS for Shipboard Laundry: All SHs must satisfactorily complete shipboard laundry PQS. Enter PQS completion in the individual's service record. PQSs are available on the Ship's Store Sales and Service Resource CD, and the ROM 3 Document Library.

d. Self-serve laundry is generally a common area and not necessarily a Supply Department responsibility. It is highly encouraged that a duty department rotation be established. Only approved shipboard equipment is authorized per NAVSUP.

e. Embarked Troop Laundry Procedures: To maintain accountability for troop bedding during laundering, embarked troop units shall provide personnel to be trained in the operation of the ship's laundry equipment. These personnel will be responsible, under the supervision of one of the ship's laundrymen, for laundering all troop bedding as well as other units' laundry. If it is not feasible for embarked troop units to perform their own laundry service in this manner, they shall be required, as a minimum, to furnish a laundry representative who shall be in attendance during the unit's entire laundry cycle. While the representative will assist in processing the unit's laundry, the primary responsibility is maintaining integrity of unit laundry throughout the cycle.

12901. Laundry Operation Safety. The hazard of fire in a ship's laundry is a constant concern of forces afloat. Fires resulting from spontaneous combustion of dried, hot and compact clothing are of particular concern and demand that command attention be directed toward their

prevention. Most of these fires result from clothing left in the dryer or omitting one or more wash cycles (usually the initial break wash cycle) or rinse cycles. When omitting a wash cycle, protein matter introduced into fabric through normal use is augmented by protein in most washing compounds and both are retained in the fabric. The ensuing drying cycle raises the temperature to near its ignition point. When the fabric is compacted in carts or bags, restricted circulation fosters spontaneous combustion. Commanding Officers will develop and implement appropriate procedures and instructions to prevent this from happening. These procedures will include, but are not limited to, the following precautions:

- a. Ensure all prescribed laundry cycles are completed.
- b. Monitor the laundry space while the laundry is operating and until all laundry bags and hampers of dried laundry are inspected to make sure there is no residual heat build-up.
- c. Tumble all dryer loads with a final five minute cool down cycle.
- d. Remove clothing from dryers as soon as the drying cycle is finished. Do not store clothing in the dryer at any time.
- e. Clean the primary lint trap every two hours and the secondary lint trap every four hours on all dryers. When making their daily rounds, the Sales Officer or Leading Petty Officer (LPO) must check all lint traps on dryers.
- f. Ensure that lagging or prescribed shield on steam pipes/laundry equipment is in place for the safety of operators.
- g. Ensure all laundry equipment safety devices are in good working condition.
- h. Enforce hearing protection requirements during normal operations.
- i. Ensure eyewash stations are installed and operating.
- j. Ensure drinking fountains are installed in laundry spaces.
- k. Ensure proper installation of thermometers where required and heat stress procedures followed as applicable. Temperatures will be recorded every four hours and medical notified if temperatures exceed 90° F.



## FIGURE 12-1. SAMPLE SUMMARY OF SHIP'S STORE REPORTS

### 1. Ship's Store Balance and Profit and Loss Statement

Form: NAVCOMPT Form 153  
Distribution: DFAS Cleveland, OH; NSCS Newport, RI; TYCOM; Commanding Officer.  
Due Date: End of Accounting Period/15th day of following month  
Reference: NAVSUP P-487, Chapter 9

### 2. Assignment of Financial Accountability

Form: Letter from Commanding Officer to Sales Officer  
Distribution: TYCOM  
Due Date: Upon Assignment  
Reference: NAVSUP P-487, Chapter 1

### 3. Ship's Store Management Report

Form: Letter from Sales Officer to Commanding Officer via the Supply Officer  
Distribution: Commanding Officer  
Due Date: Monthly; By the 5th of the Month  
Reference: Ship's Store Sales and Service Resource CD /ROM 3 Document Library

### 4. Adverse Differences

Form: Letter to TYCOM  
Distribution: TYCOM; Fleet Commander; NAVSUP; DFAS Cleveland, OH; NEXCOM;  
NSCS Newport, RI  
Due Date: As soon as Investigation is completed  
Reference: NAVSUP P-487, Chapter 9

### 5. Theft/Fraud or Other Dishonest Act

Form: Letter/MSG to TYCOM  
Distribution: TYCOM; Fleet Commander; NAVSUP; DFAS Cleveland, OH; NEXCOM;  
NSCS Newport, RI  
Due Date: Upon completion of investigation  
Reference: NAVSUP P-487, Chapter 1

### 6. Excess Inventory

Form: Letter or email to TYCOM/NEXCOM/FAT/ATG  
Distribution: TYCOM  
Due Date: End of Accounting Period  
Reference: COMNAVSURFPAC/COMNAVSURFLANTINST 4400.1A

### 7. Replies to DFAS Ship's Store Reconciliation Letters and Unmatched Expenditure List

Form: Letter  
Distribution: DFAS Cleveland, OH; TYCOM  
Due Date: 30 Days after Receipt  
Reference: NAVCOMPT Manual, Chapter. 8

**FIGURE 12-2. SAMPLE SALES OFFICER DAILY/WEEKLY CHECKLIST**  
**SALES OFFICER'S DAILY/WEEKLY CHECKLIST**

**Procurement**

- All new purchase orders/requisitions were printed, signed and filed.
- All purchase documents are prepared correctly, approved and signed by required personnel.
- Purchases using Ship's Store Profits Navy (SSPN) are approved and signed by the Sales Officer.
- Simplified purchase orders prepared correctly and certified by the Supply Officer.

**Receipts**

- Accountable receipts have been compared against receipt inspector's copy and shipping document/invoice.
- Receipt documents have quantities circled, signed, name printed and dated.
- Receiving reports have been verified against Journal of Receipts.
- Verify outstanding purchases/requisitions.
- Verify outstanding credits or cash refunds.
- Any follow-up action with vendor.

**Expenditures**

- Report of Survey DD Form 200 for markdown to zero and/or surveys signed by Supply Officer.
- OSO transfers verified for extensions, quantities, signatures and posting to applicable records.

**Breakouts**

- Unconfirmed accountable document verified against ROM final printout.
- Verify signatures and line-outs are initialed.
- Verify posting to all applicable records.

**Cash Handling**

- (Cash Ships) All books (469) audited twice weekly and initial each line.
- (Cash Ships) Verify all books have signatures and line-outs initialed.
- (Cash Ships) Verify all tills have been reconciled daily.
- (Cash Ships) Cash is being collected as required.
- (Cash Ships) All differences in excess of \$5.00 recorded in the cash book are initialed by Sales Officer
- (All Navy Cash ships) Review and compare with ROM II reports Navy Cash End of Day reports.

**Stock Records/Inventory Management**

- Verify the UPC's in the retail outlets with the UPC cross reference listing.
- Verify 5% of spot inventories bulk storeroom items were taken weekly.

**Records and Logs**

- Verify all logs (records/laundry/equip, etc.)
- Print, verify, and maintain the following weekly reports B22 report, BO1 and BO5 report.
- Profitability reports from non-EPOS and the cash over/short report.

**Security**

- Verify all locks and security requirements weekly.
- Ensure all key logs are updated daily (laundry, barbershop, retail spaces).

**FIGURE 12-3. SAMPLE SALES OFFICER MONTHLY CHECKLIST**  
**SALES OFFICER'S MONTHLY CHECKLIST**

**Receipts**

- All receipts to DFAS have been verified against the Journal of Receipts and the transmittal listing.
- Transmittal listing, letter and receiving report for each receipt have been verified by Supply Officer; transmittal listing, letter, receiving reports, and file emailed to DFAS.
- Copy of transmittal letter and listing are filed in the AO file.
- All receipts have required names and signatures.

**Expenditures**

- All expenditure documents have proper accounting data, expenditure numbers and signatures.
- All expenditure documents have been verified against the applicable line of the NAVCOMPT Form 153.

**Breakouts**

- All breakouts have been signed, posted and verified.
- Confirmed breakouts have been compared and figures verified.

**Cash Handling**

- (Cash Ships) All cash books have been audited.
- (Cash Ships) Cash sales invoice (DD Form 1149) has been prepared and verified for accuracy against cash books, deposit books, and the ROM system.
- (Cash Ships) Change funds entrusted to the Cash Collection Agent audited by an officer (designated by the Commanding Officer).
- (Navy Cash ships) Review and compare with ROM II reports and DD Form 1149 the Navy Cash End of Month and Monthly Transaction Summary Reports.

**Inventory**

- Inventory preparations have been completed.
- Count teams have been identified.
- The crew has been notified (if inventory is during regular operating hours).
- Monthly profitability reports and the back of the NAVCOMPT Form 153 report have been printed and verified.
- Spaces were sealed with car seal and the number posted to car seal log.
- Inventory posted and ROM discrepancy list printed. Discrepancy list verified by the Sales Officer and corrections made. All inventory count sheets are signed.
- The difference for non-EPOS outlets is checked on the back of the NAVCOMPT Form 153.

**General**

- All documents have been filed in the correct RK/AO file.
- All logs and reports have been verified.
- Ship's Store Management Report processed and submitted.
- Unmatched expenditure listings processed and emailed to DFAS.
- ROM Security profile verified.
- Stock Record reviewed for accuracy.
- NAVCOMPT Form 153 line totals match supporting documentation.
- Differences reported on the back of NAVCOMPT Form 153 are being reviewed.
- Differences on the EPOS Cash Over/Short Detailed Report are being reviewed.
- Negative numbers reported on the Retail (EPOS) Profitability report are being reviewed.
- Sales Officers have reviewed the Cost of Operations Retail (B22) report for any jump in numbers.

- Stock Turn Report is being reviewed for items with zero stock.
- For ROM 3 ships, the Sales Officer will review the Slow Mover Report.
- The Top Selling Report showing the bottom 5% of stock not selling is being reviewed.
- For ROM 3 ships, the Sales Officer reviewed the Flash Velocity Report.
- Sales Officer will review the Commanding Officer's Monthly Report for any information stating a "No" and take required action.

**FIGURE 12-4. SAMPLE SUPPLY OFFICER MONTHLY CHECKLIST**  
**SUPPLY OFFICER MONTHLY CHECKLIST**

**Procurement**

- Purchases for emblematic items have been approved and signed by the Supply Officer.
- Special DD Form 1155s have been certified by the Supply Officer.
- SSPN purchases have been approved and signed by the Supply Officer.

**Receipts**

- All documents have been verified against the Journal of Receipts and transmittal listing, and the transmittal letter was signed and emailed to DFAS.

**Expenditures**

- All markdowns to zero and/or surveys have been signed by the Sales Officer or Supply Officer, as applicable.
- All expenditure documents have been verified against the NAVCOMPT Form 153.
- All surveys have been signed by the Commanding Officer if required and action annotated/signed by the Survey Officer.

**Cash Handling**

- (Cash Ships) Cash books have been audited as required.
- (Cash Ships) Cash books have been properly balanced and closed-out.
- (Cash Ships) Cash sales invoice was prepared and submitted to Disbursing.
- (All Navy Cash ships) Navy Cash Reports have been reviewed and compared with ROM reports and DD Form 1149 the Navy Cash End of Month and Monthly Transaction Summary Reports have been reviewed.

**Inventory**

- Properly done and completed.
- NAVCOMPT Form 153 was verified and differences investigated.
- All non-Electronic Point of Sale outlets balanced.

**General**

- All entries on the BO1, BO5, and profitability reports were verified.
- UPC maintenance and bulk validities were done.
- Security of Group III/IV spaces verified.

If the Sales Officer completes the checklists in Figures 12-2 and 12-3, the Supply Officer's checklist should be accomplished easily. By completing all checklists, end of month/accounting period closeout should flow smoothly and quickly. Call NEXCOM Fleet Assistance Teams, ATGLANT/ATGPAC if assistance is needed.

**FIGURE 12-5. SAMPLE REPORTING ADVERSE DIFFERENCES MESSAGE**

PRIORITY

FM (Ship's Name)

TO TYPE COMMANDER//N411//

INFO FLEET COMMANDER//N41//

TYCOM AFLOATRAGRU/ (home port)//N41//

READRON (if applicable)

(Appropriate ISIC)

COMNAVSUPSYSCOM MECHANICSBURG PA//09B//

DFAS CLEVELAND OH//AINABC//

FLC (homeport)

NEXCOM NORFOLK VA//A//

NAVSCSCOL NEWPORT RI//30//

CENSERVSUPP NEWPORT RI//0011

UNCLAS //N04067//

MSGID/GENADMIN/(SHIP)//

SUBJ/ADVERSE DIFFERENCE (LOSS/GAIN) IN THE SHIP'S STORE OPERATION//

REF/A/DOC/-/-//

REF/B/DOC/-/-//

REF/C/DOC/-/-//

REF/D/DOC/-/-//

NARR/REF A: TYCOM INST, PAR 12802. REF B: NAVSUP P-487, PARA 9102. REF C: NAVREGS, PARA 0719. REF D: JAG MANUAL.//

RMKS/1. PER REF A, AN, ADVERSE DIFFERENCE (LOSS/GAIN) FOR THE PERIOD (DATE) THROUGH (DATE) IS REPORTED. RECAP AS FOLLOWS: (PROVIDE DATA FOR ALL RETAIL OUTLETS AND BULK STOREROOMS.)

ACTIVITY	DIFFERENCE	(LOSS) OR GAIN
RETAIL STORE NR1		
RETAIL STORE NR2		
DRINK VENDING MACHINE		
SNACK VENDING MACHINE		
AT&T PHONE CARD VENDING MACHINE		
BULK STORE		
TOTAL		N/A

2. THE REPORT REQUIRED BY REF B PAR 9102.6.C (was)/ (will be) MAILED (date).

3. CAUSE OF ADVERSE DIFFERENCE (loss/gain) (if known).

4. JAG MANUAL INVESTIGATION (has/has not) BEEN INITIATED PER REFS C AND D.

5. FOR TYCOM ATG/SMC (SUP 1.4) TEAM (local area), YOUR ASSISTANCE (is/is not) REQUESTED.//

BT

**FIGURE 12-6. SAMPLE REPORTING THEFT, FRAUD  
OR OTHER DISHONEST ACT MESSAGE**

PRIORITY

FM (Ship's Name)  
TO TYPE COMMANDER//N411//  
INFO FLEET COMMANDER//N41//  
COMNAVSUPSYSCOM MECHANICSBURG PA//09B//  
DFAS CLEVELAND OH//AINABC//  
TYCOM AFLOATRAGRU/(local area)//N41//  
FISC (homeport)  
NCIS (city in which nearest resident agency is located)  
APPROPRIATE ISIC  
NEXCOM NORFOLK VA//A//  
NAVSCSCOL NEWPORT RI//30//  
CENSERSUPP NEWPORT RI//0011  
UNCLAS //N04067//  
MSGID/GENADMIN/ (SHIP)//  
SUBJ/REPORT OF THEFT, FRAUD, OR OTHER DISHONEST ACT IN THE SHIP'S STORE OPERATION//  
REF/A/DOC/-/-//  
REF/B/DOC/-/-//  
REF/C/DOC/-/-//  
REF/D/DOC/-/-//  
NARR/REF A: NAVSUP P-487 PARA 1205. REF B: TYCOM INST, PAR 12803. REF C: NAVREGS, PAR 0719.  
REF D: JAG MANUAL.//  
RMKS/1. THIS REPORT SUBMITTED PER REFS A AND B. AT APPROXIMATELY (time and date; provide  
brief description of circumstances; include comment on security of space(s)).  
2. AN IMMEDIATE SEARCH OF SHIP UNCOVERED (include this paragraph and describe as appropriate).  
3. TWO, TWO-PERSON INVENTORY TEAMS APPOINTED PER REF A. A JAG MANUAL  
INVESTIGATION (has/has not been) INITIATED PER REFS C AND D.  
4. WILL ADVISE RESULTS OF INVENTORY AND CLOSEOUT OF (sales outlet) (bulk storeroom).  
5. NCIS (city) NOTIFIED (statement of assistance requested).  
6. FOR TYCOM ATG/(local area), YOUR ASSISTANCE (is/is not) REQUESTED.//  
BT

## CHAPTER 13 – DISBURSING

13100. DISBURSING OPERATION. The Disbursing Office will operate according to the DoDFMR Vol. 5 and Vol. 9, DJMS Procedures Training Guide, Joint Travel Regulations (JTR) Vol. 1, Navy Cash SOP (NAVSUP P-727) and other applicable publications and instructions. The guidance in this chapter is intended to amplify existing procedures and does not eliminate the individual’s responsibility of complying with the most recent publications and instructions.

### 13101. Cash Levels

a. Per DoDFMR Vol. 5, Chapter 3 upon approval of the Commanding Officer, Disbursing Officers may maintain on hand, at their own personal risk, currency and coin required for official disbursements and accommodations transactions. Keep cash on hand to the minimum amount necessary to meet normal requirements. Important elements of cash level management are: determining cash requirements, obtaining and documenting Commanding Officer approval, and reducing cash levels whenever possible.

b. Cash level determination is based on the predicted flow of cash in and out of the Disbursing Officer’s account. Currency and coins aboard a ship cycle between the Disbursing Officer, crew members, cash sales activities like the ship’s store, post office and back to the Disbursing Officer. In a closed environment, such as an extended period at sea, the overall amount of cash in the shipboard cycle remains relatively constant with only modest needs for new cash to maintain the overall balance. In port, in both CONUS and overseas locations, a significant amount of cash may exit from the shipboard cycle as crew members spend cash ashore and official cash transactions with off-ship entities may become necessary. DoDFMR, Vol. 5, para 030203 provides guidance on determining cash requirements. In addition to calculated requirements, Disbursing Officers should consider historical records of previous cash requirements, replenishment opportunities and any requirements to support other Disbursing Offices. Once a cash level is approved and implemented, Disbursing Officers should regularly reassess requirements and reduce cash on hand promptly whenever possible. The following chart should be followed to ensure that excess funds are not onboard ships. Ships shall forward a waiver request letter to COMNAVSURFPAC/COMNAVSURFLANT N41 as appropriate, to exceed amounts shown below.

<b>NAVY CASH SHIPS</b>	<b>DEPLOYMENT</b>	<b>SURGE</b>	<b>LOCAL OPS</b>	<b>SRA</b>
Small Decks (FFG/LCS)	\$50,000	\$30,000	\$5,000	\$3,000
Medium Decks (CG/DDG/LCC/LPD/LSD)	\$100,000	\$50,000	\$10,000	\$5,000
Large Decks(LHA/LHD)	\$400,000	\$150,000	\$30,000	\$10,000
<b>NON-NAVY CASH SHIPS</b>	<b>DEPLOYMENT</b>	<b>SURGE</b>	<b>LOCAL OPS</b>	<b>SRA</b>
Small Decks (FFG/LCS)	\$200,000	\$120,000	\$20,000	\$12,000
Medium Decks (CG/DDG/LCC/LPD/LSD)	\$400,000	\$200,000	\$40,000	\$20,000
Large Decks(LHA/LHD)	\$1,600,000	\$400,000	\$120,000	\$40,000



c. There are two types of cash level requests:

(1) The basic request for authority to hold cash at personal risk considers routine cash level requirements and is submitted to the Commanding Officer semi-annually, to become effective on 1 October and 1 April. A sample format for this request is contained in Figure 13-1. Keep the original approved copy of the request in the Disbursing Officer's authorization file. Additionally, Disbursing Officers must submit an updated request whenever a major change increases the maximum amount of cash required.

(2) The second type of request is when special circumstances require Disbursing Officers to increase their cash holdings beyond the level already authorized by the Commanding Officer. This is usually due to extended underway periods, particularly deployments and those ships within a short period surge window status. Disbursing Officers should:

(a) Request authority from COMNAVSURFPAC N41 or COMNAVSURFLANT N41, as appropriate, via the Commanding Officer 30 days before deployment using the format and calculations in Figure 13-2. Due to lack of a ready source of cash replenishment, payday cash requirements are included in this cash level determination. The request does not contain a breakdown of cash assignment to individual deputies, agents and cashiers because the increased cash is held by the Disbursing Officer. Keep the original approved copy of this request in the Disbursing Officer's authorization file.

(b) Make arrangements at least five working days in advance for drawing authorized cash from the normal shore source well in advance. A military banking facility (MBF) does not routinely maintain adequate cash levels to support large cash draws without adequate advance notice. Schedule the pickup date as close to the deployment date as possible to minimize the amount of time in port that the excess cash is aboard, normally no more than three working days before deployment.

(c) Send a copy of the additional cash authorizations with the financial returns for the month in which the Disbursing Officer receives authorization.

d. During deployment monitor cash levels. If additional cash is required, Disbursing Officers should consider cash replenishment sources such as other afloat or shore Disbursing Officers and Federal Reserve Bank registered mail shipments. Often total cash levels may be adequate, but certain denominations of currency or coins may require adjustment to support change-making operations. During ship-to-ship deployment turnovers, returning Disbursing Officers should provide information on cash level experience, in-theater replenishment availability and accommodate cash exchanges, if required and practicable.

e. Dispose of excess funds per DoDFMR, Vol. 5, para 030302. Returning deployers must deposit excess cash no later than the first business day following return from deployment (excluding short notice surge window statuses). Submit an updated Authorization Request for Cash Held at Personal Risk (Figure 13-1), to reflect the return to normal inport cash levels. If possible, ships should consider disposing of excess cash shortly before returning from deployment, such as nearby U.S. ports, etc. If the Disbursing Officer is unable to reduce cash on hand to the applicable level (i.e., surge, local OPS, SRA), the Commanding Officer must be

notified and authorize the inport increase for the minimum period necessary for the Disbursing Officer to properly deposit the excess cash.

13102. Cash Accountability. Disbursing Officers shall balance their cash using the Daily Statement of Accountability (DD Form 2657) and shall balance their deputies, agents, and cashiers using the Daily Agent Accountability Summary (DD Form 2665) no less frequently than once each week, immediately before and after each payday, the last day of each month and at any other time when the Disbursing Officer suspects that an irregularity has occurred. Whenever workload and staffing conditions permit, Disbursing Officers are encouraged to balance all deputies, agents, and cashiers daily as prescribed above. Prior to assuming disbursing duties, a thorough cash count must be conducted.

13103. Safeguarding Funds and Related Documents. Disbursing Officers must safeguard all public funds they collect or otherwise have in their custody or control and are accountable and may be held pecuniarily liable for their loss. Disbursing Officers may not lend, use, deposit in banks or exchange public funds in their possession for other funds except as specifically allowed by law. Disbursing Officers secure public funds until ordered by proper authority to transfer or pay out the funds. When Disbursing Officers receive orders for transfer or payment, they faithfully and promptly execute the directed transactions and perform all other duties as Fiscal Agents of the U.S. Treasury imposed by law or regulations in conformity to the law. In case of disaster, Disbursing Officers should secure and preserve the accounts of all personnel, public money, and other papers and property, in the order of their importance, as circumstances permit. When Disbursing Officers, deputies, agents, cashiers, and/or custodians have custody of government funds, each shall be provided with a separate secure container. Although any of the appointed or assigned personnel are liable for any losses of government funds in their custody, the Disbursing Officer also continues to hold overall responsibility and is jointly (or even singularly) liable for any losses associated with these personnel. For this reason, Disbursing Officers shall make sure that all deputies, agents, cashiers, imprest fund cashiers, and other custodians are fully aware of their responsibilities for properly handling and protecting government funds. At least semi-annually, the Disbursing Officer or designee shall make a personal inspection (and maintain a record of such inspections) of all office security measures listed in DoDFMR Vol. 5 paragraph 030302B. To maintain the appropriate levels of security, Disbursing Officers should limit access to the Disbursing Office to authorized personnel working directly in disbursing.

13104. Accountable Positions. To make appointments for accountable positions, use the Appointment/Termination Record-Authorized Signature (DD Form 577). Use a separate form to appoint each individual. Appointees acknowledge appointment acceptance in section III of this form. Except as specifically authorized in this instruction, do not assign Disbursing Officers additional duties such as order approving authority, Certifying Officer, custodian of any fund, or other conflict-of-interest assignment. Also do not appoint individuals performing duties as Deputy Disbursing Officer, disbursing agent, cashier, paying agent, collection agent, change fund custodian, and imprest fund cashier concurrently to other accountable positions involving the handling, custody, or accountability for other funds.

13105. Deputy Disbursing Officers. An Officer, enlisted member, or civilian employee satisfactory to the Disbursing Officer and who is a U.S. citizen or member of the U.S. Armed

Forces may be appointed as a Deputy Disbursing Officer. Disbursing Officers appoint their Deputy Disbursing Officer using DD Form 577. For Item 14 of the form, include the Disbursing Station Symbol Number (DSSN) and any specific duties and special instructions. Send a copy of the DD Form 577 and the required original specimen signature forms (FMS Forms 5583 and 3023) to DFAS-ZPFA/IN (Indianapolis). A Disbursing Officer may revoke a Deputy Disbursing Officer's appointment at any time by completing section IV of the appointing DD Form 577. When a Disbursing Officer is relieved from disbursing duties, he/she revokes the appointments of all Deputy Disbursing Officers. In all cases, send a copy of the revoking DD Form 577 to DFAS-ZPFA/IN. If a Deputy Disbursing Officer appointment is terminated for cause, include the reason for termination when sending the revoking DD Form 577. The senior Personnel Specialist (PS) with disbursing background will be appointed as Deputy Disbursing Officer and will perform all necessary financial management functions in the absence of the Disbursing Officer. In the absence of a PS with disbursing background, the most senior PS will be trained and assigned as Deputy Disbursing Officer, if satisfactory to the Disbursing Officer.

13106. Disbursing Transactions

a. Collections: The Cash Collection Voucher (DD Form 1131) will be used to document each collection unless otherwise specified. DoDFMR Vol. 5, Chapter 8 outlines different types of collection transactions and procedures for the preparation and distribution of DD Form 1131. See DoDFMR Vol. 5, Figure 8-1 for a sample of DD Form 1131.

b. Disbursements: Unless stated otherwise, the Public Voucher for Purchase and Services Other Than Personnel (SF 1034) will be used to document each disbursement. Procedures regarding submission, processing and payment of disbursement vouchers can be found in the following manuals, depending on the type of disbursement: DoDFMR Vol. 5, Chapter 9; DoDFMR Vol. 9, Chapter 8; and DoDFMR Vol. 10, Chapter 12. The Disbursing Officer is responsible for examining each disbursement voucher for correct format and computation per DoDFMR Vol. 5, para 090201, as well as to ensure it is properly certified by an authorized Certifying Officer, as appointed per guidelines in DoDFMR Vol. 5, Chapter 5, prior to effecting payment. Per DoDFMR Vol. 5, Disbursing Officers must have access to the DD Form 577 records and verify that vouchers submitted to them for payment have been properly certified. The official certifying the applicable entitlement shall ensure that all payments are proper, shall prepare the necessary disbursement documents including required copies and ensure all documents (forms, invoices, receipts, etc.) contain complete and accurate data. Disbursing Officers disburse payment only upon receipt of vouchers properly certified by authorized certifying officers. When a Disbursing Officer detects an improperly prepared voucher, it must be returned to the functional area for correction and recertification. The Disbursing Officer must keep a copy on file of the DD Form 577 with the letters of authority. Payments made to foreign vendors while OCONUS must show the appropriate country code on the disbursement voucher if affecting the International Balance of Payment (IBOP). If the bill is expressed in foreign currency but paid in U.S. currency, the rate of exchange in effect at the time of payment shall be indicated.

13107. Submitting Monthly Financial Reports. Disbursing Officers are required per NAVSUP P-485 to forward the Statement of Accountability (SF 1219) message (sent via Naval Message and email) to DFAS Cleveland no later than the first workday by 1000 Eastern Standard Time

after the close of the month. Procedures are outlined in Figure 13-4. If the first day of the following month falls on a weekend and/or holiday, the SF 1219 message will be submitted by 1000 Eastern Standard Time on the preceding Friday. The message report portion entitled Disbursements and Collections is the basis for reporting to the U.S. Treasury the net of disbursements by appropriation, subhead (if any), and amount. Do not round off any figures. Category codes for this purpose are shown below. The total of category code 1 minus the total of category codes 7 and 8 shall equal the total net disbursements reported for line 4.1 of the message and the amount reported on line 4.1 of SF 1219.

<b>Code</b>	<b>Category</b>
1	Public Vouchers
7	Collections not covered under Code 8
8	Collections from ship's stores deployed in foreign waters (applicable to naval vessels that have visited or shall visit at a foreign port during a tour)

The end of month (EOM) processing should be started well in advance to ensure a timely submission of the reports. To expedite the process and verification of the SF 1219, ships with Navy Cash should indicate EOM no later than the 27th of each month, ensure coordination with Food Service and Sales Divisions. Disbursing Officers will mail the official financial reports package to DFAS within 1 business day after the close of the business month. Addressing instructions are outlined in Figure 13-4.

13108. Letters of Authority, Notices and Instructions. The following letters of authority, notices, and instructions are required to be kept on file:

- a. Notice of commencement of disbursing duty and proof that a copy was submitted to DFAS/ZPFA/IN.
- b. Relief of Disbursing Officer (with a Statement of Accountability (SF 1219) signed by relieved and relieving Disbursing Officers).
- c. Transfer and receipt of blank U.S. Treasury checks, blank postal money orders, Navy Cash Cards and secure ID token, record, and receipt of deposits and withdrawals of safekeeping funds, and Navy Cash point of sale devices.
- d. Authority for the procurement of foreign currency, custodian of postal stamp stock and funds and designation as Money Order Auditing and Custodial Officer.
- e. Authority to hold cash at personal risk (Disbursing Officer and all agents, including Navy Cash chip cashing services).
- f. Appointment/Termination Record-Authorized Signature (DD Form 577) for all accountable officers and additional letters of appointment (e.g., Navy Cash Accountable Officer) including duties, responsibilities and proper acceptance.

- g. Authority to advance cash for a change fund.
- h. Letter of introduction to the bank and agency profile sheet requesting authorization to deposit collections with a general depository per DoDFMR Vol. 5, Chapter 5.
- i. Appointment as senior member of the Cash Verification Board.
- j. Appointment as member of the Cash Verification Board.
- k. Quarterly verification of official funds in the custody of the Disbursing Officer.
- l. Authority from Commanding Officer to cash checks/written check cashing policy and collection procedures for non-sufficient funds (NSF) returned checks, including policy for suspending/revoking check cashing privileges.
- m. Instruction for management of safekeeping deposits.
- n. Internal control and operating procedures: Disbursing Office security, financial returns and operation under emergency conditions.
- o. Navy Cash security, internal procedures and controls per NAVSUP P-727.
- p. A copy of the Supply Department instruction pertaining to change funds, to include the amount established and approved by the Commanding Officer, per NAVSUP P-487, paragraphs 2210 and 2211.
- q. Appointment as the Navy Cash Accountable Officer per paragraph 13500(b) below.

13109. Disbursing Reports in CMP Website. Ships having disbursing operations onboard are required to log onto the CMP website and completely fill out the disbursing reports page no later than the 5th of every month. To obtain CMP website access, and review/submit disbursing reports:

- a. Go to: <https://cmp.ncdc.navy.mil/> (You must have a PKI to obtain access to the CMP website).
- b. Click Request A New Account.
- c. Fill out online form and submit.
- d. If new account request was successful, you can go back to <https://cmp.ncdc.navy.mil/> to access your reports.
- e. From main CMP home page, in the upper right-hand corner, click Ship Information and select your ship's name.
- f. Click the Data Call link.

- g. Use drop down menu to select Disbursing Reports.
- h. Click Go.
- i. Fill in the required information and click Submit.
- j. If underway and unable to input data by the 5th of the month, send data via email to [hector.leyco@navy.mil](mailto:hector.leyco@navy.mil) (CNSP) and [daniilo.amano.ctr@navy.mil](mailto:daniilo.amano.ctr@navy.mil) (CNSL).

13200. ON-SITE EXAMINATIONS AND AUDITS. Under the NAVSUP Fleet Examination Group (FEG) Program, unannounced examinations of disbursing operations shall be conducted on all ships every 12 to 18 months. During the course of such examinations, the FEG will review all records (including service record, jackets, logs and files containing evidential matter for sound evaluation of disbursing functions and performance). There are four major areas that will be inspected: Disbursing Officer's accountability, examination of Navy Cash operations, military personnel operations and command responsibility. The most common pay/administrative discrepancies found during audits are basic allowance for housing, Career Sea Pay (CSP), CSP premium, family separation housing allowance, Individual Personnel Tempo (ITEMPO), leave accounting, basic allowance for subsistence and outstanding travel advances. The ship must submit a response report letter, indicating full compliance with all FEG recommendations to FEG and a copy to TYCOM within 45 days from the date of the FEG official report. These reports, signed by the Commanding Officer, may be forwarded via email.

13201. Quarterly Verification of Disbursing Officer's Cash

a. The surprise verification of Disbursing Officer cash and other assets is an important step in assuring proper accountability and internal controls of the shipboard disbursing operation. It provides the Commanding Officer with an independent audit of disbursing assets and provides the Disbursing Officer an official record of his or her accountability and accuracy on the date of the verification.

b. The Cash Verification Team (CVT) is composed of at least two qualified persons, with the senior member senior or equal in rank to the Disbursing Officer. For Navy vessels, the senior member on the CVT must be the Supply Officer or a senior member of the Supply Department. It is the responsibility of the senior member to ensure CVT members are fully familiar with CVT duties and responsibilities as per DoDFMR Vol. 5, Appendix A.

c. The CVT will convene and perform surprise cash verification each quarter. To preserve the surprise nature of the verification, the CVT should vary the month within the quarter when the verification is conducted and avoid a pattern that would allow the Disbursing Officer to predict the occurrence of the verification. The CVT will conduct the verification per DoDFMR Vol. 5 Appendix A. Figure 13-3 is a sample of a CVT report and check-off list. The team will complete the CVT check-off list and attach the completed check-off list to the original copy of the CVT report. The original will be kept by the Supply Officer. Forward a copy of the CVT report with the required enclosures, to the TYCOM within 10 days upon successful completion of the CVT.

d. To properly document completed cash verification, the verifying official(s) will make(s) an entry on the face of the Disbursing Officer's Daily Statement of Accountability (Department of Defense (DD) Form 2657), stating the result of the verification in substance as follows:

“On (date) at (time), the undersigned verified by actual count, cash in the amount of \$\_\_\_\_\_ and Navy Cash in the amount of \$\_\_\_\_\_, together with all documents supporting collections and disbursements, which (is)/(is not) in agreement with this daily statement of accountability. TOTAL CASH + OTHER ASSETS + NAVY CASH = TOTAL ACCOUNTABILITY”

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*Signature(s) of Verifying Official(s)*

The senior member of the CVT will issue a written report detailing the verification as stipulated in DoDFMR Vol. 5, Appendix A. Each report will begin with the statement: “The quarterly cash verification is meant only to verify that cash and other assets for which the Disbursing Officer is accountable agrees with the total accountability amount recorded as on-hand on the Disbursing Officer's daily statement of accountability. It does not attest to the system of management controls or overall fiscal operation of the Disbursing Office. It is mandatory that appropriate members within the chain of command exercise strong management controls to prevent and preclude a loss or fraud.” Refer to Chapter 13 of this instruction for additional details.

#### 13202. Loss and Overage of Funds

a. Major Physical Losses of Funds: If physical loss or deficiency of funds is \$750 or more, or theft or fraud is believed to have occurred regardless of the amount, within 24 hours, the Commanding Officer shall take action to report major losses of funds and erroneous payments due to fraud through the chain of command to:

Relief of Liability Section  
Disbursing Policy and Treasury Initiatives Division Defense Finance and Accounting Service  
Indianapolis (DFAS-ZPFA/IN)Column 326H  
8899 E. 56th Street,  
Indianapolis, IN 46249-0500

Verification of current points of contact can be verified with COMNAVSURFPAC/COMNAVSURFLANT N41. When required, the report shall not be classified or made in message form unless there are unusual communication circumstances. An investigation will be conducted via the appropriate channel; CVT, NCIS, JAG, etc. All Loss of funds will be recorded on a Subsidiary Accountability Record (DD Form 2667) as directed in DoDFMR Vol. 5, Chapter 6.

b. Request for Relief: Any request for relief of liability for physical loss or deficiency of funds shall be submitted per DoDFMR Vol. 5, para 060601, and routed to DFAS-Indianapolis Code NPD/IN via the Commanding Officer, Squadron Commander, Group Commander and TYCOM. Each addressee in the requestor's chain of command shall provide a forwarding endorsement and shall include a specific opinion as to whether the irregularity occurred while the

accountable individual was in the line of duty and without fault or negligence. A specific recommendation as to whether relief should be granted also shall be included as a part of the forwarding endorsement. Step-by-step loss of funds procedures can be found in DoDFMR Vol. 5, Table 6-2.

c. **Overage of Funds:** Unless they obviously relate (and the relationship can be documented), do not offset any overage of funds against a physical loss of funds. Do not offset apparently related overages against shortages if the shortage and overage occur on different business days. Generally, an overage of funds shall be collected into the Deposit Fund Account 17F3875 pending a determination of where the overage properly belongs. Subsequently, if no proper location for the overage is determined, the overage shall be transferred from 17F3875 to the Department of the Treasury's Miscellaneous Receipt Account, 17R1060. Track overages by recording each occurrence on a separate Subsidiary Accountability Record (DD Form 2667) maintained specifically for overages. Unlike the cumulative Subsidiary Accountability Record (DD Form 2667) maintained to support specific lines on the Daily Statement of Accountability (DD Form 2657) and Statement of Accountability (SF 1219), the DD Form 2667 for overages is a stand-alone document for tracking overages. Start a new DD Form 2667 for overages at the beginning of each quarter. When proper disposition of the overage is determined, be certain to record the disposition on the DD Form 2667. Forward a copy of the DD Form 2667 under a cover transmittal letter to the DFAS-NPD/IN not later than the fifth workday following the end of each calendar quarter and upon the Disbursing Officer's relief from disbursing duty, not later than the fifth workday following the date of relief. If the report is being submitted because of relief from disbursing duty, then the transmittal letter shall contain the statement, "Submitted due to relief of the Disbursing Officer effective (enter date relieved)."

13300. **RELIEF OF DISBURSING OFFICER.** For detailed action required from the outgoing Disbursing Officer and incoming Disbursing Officer, refer to DoDFMR, Vol. 5, Chapter 2. Figure 13-5 is a sample relieving letter for Disbursing Officers. Additionally, incoming Disbursing Officers should email a copy of Notice of Commencement and an Appointment/Termination Record - Authorized Signature form (DD Form 577) to [elizabeth.a.davis.civ@mail.mil](mailto:elizabeth.a.davis.civ@mail.mil) and [debbie.s.gill.civ@mail.mil](mailto:debbie.s.gill.civ@mail.mil), and mail a copy of the Signature Card (FMS Form 5583) and Specimen Signatures (FMS Form 3023) to:

DFAS-Indianapolis  
Enterprise Solution & Standards,  
DSSN Management – COL 326W  
8899 E 56th St  
Indianapolis, IN 46249-2700

13301. **Transfer and Disposition of Retained Disbursing Office Records.** When a Disbursing Officer is relieved from disbursing duty by another Disbursing Officer, the relieving Disbursing Officer shall retain the relieved Disbursing Officer's disbursing records for a period of 90 days from the date of relief. After the 90-day period, the records of the relieved Officer shall be packaged and forwarded to:



National Archives and Records Administration (NARA)  
3150 Springboro Road  
Dayton, OH 45439

Do not pack/mail disbursing retains without first contacting and obtaining instruction from DFAS-CL. If deployed, the records shall not be transferred until the unit or vessel returns to homeport and the 90-day retention requirement is met. Records shall be shipped with a Records Transmittal and Receipt ((SF 135) NSN 7540-00-634-4093) and appropriate cartons (NSN 8115-00-117-8249 or 8115-00-290-3379). An SF 135 needs to be filled out for each box, listing the specific contents, and emailed to: [dfas.cleveland-oh.jbd.mbx.frc-records-request@mail.civ](mailto:dfas.cleveland-oh.jbd.mbx.frc-records-request@mail.civ) prior to shipping the records. FRC-RECORDS.REQUEST will review the SF 135 and request an accession number from NARA. The approved SF 135 will be returned to the Disbursing Officer who will place it in the designated box that can then be shipped to NARA. NARA will not accept any shipments without the approved SF 135. SF 135 and instructions can be downloaded at [www.archives.gov/frc/arcis](http://www.archives.gov/frc/arcis).

#### 13400. INTERNAL CONTROL PROCEDURES

a. Every Disbursing Officer will publish written controls and procedures as specified in the Procedures Training Guide (PTG) and other governing directives/publications. Include operational controls:

- (1) Navy Cash.
- (2) DMO/Navy Financial Reporting System.
- (3) Disbursing Office security.
- (4) Financial returns.
- (5) Operations under emergency conditions.

b. Make sure current manual changes are entered in each of the following disbursing-related manuals or that the latest digital version is available. In addition to normal mail distribution of printed copies, electronic versions are available from DJMS Procedures Training Guide (PTG) and the DJMS Guide are available for download at:  
<https://dfas4dod.dfas.mil/systems/djms/djms2/index.htm>.

The Joint Travel Regulations (JTR) is available for download at:  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>.

The DoDFMR, Vol. 5, 7, and 9 can be downloaded from <http://comptroller//defense.gov/fmr/>.

13500. NAVY CASH FINANCIAL SYSTEM. Navy Cash represents an evolution of Automated Teller Machines (ATMs)-at-Sea program. The Navy Cash card combines chip technology and a magnetic strip to virtually eliminate the need for Sailors and Marines to carry cash. The chip-based electronic purse provides for a cashless environment within the lifelines of

the ship. The magnetic strip on the back of the card provides for pre-paid debit access for the funds in Navy Cash accounts. To support these transactions, Navy Cash also provides for electronic access to checking and savings account ashore. Personnel will continue to have their pay deposited in their bank and credit union through the Navy's Direct Deposit System (DDS). On the ship, the chip-based electronic purse on Navy Cash cards will be used at point-of-sale terminals for all purchases in the ship's store, post office, General Mess, Wardroom and other retail locations including vending and game machines. Off the ship, the magnetic strip on the back of the Navy Cash cards can be used to purchase gifts and souvenirs and pay for meals. Sailors and Marines will also be able to get cash they need during port visits from the ATMs that are available in the local area.

a. Personnel involved with administering the Navy Cash program should be familiar with DoDFMR Vol. 5, Subchapter 1705 and NAVSUP P-727, which can be accessed from the Financial Management Service's Navy Cash/Marine Cash website: [www.fms.treas.gov/navycash/index.html](http://www.fms.treas.gov/navycash/index.html). The manual provides an overview of Navy/Marine Cash and includes items such as cardholder basics, functional training and common facts. Refer to the manual for any further information and details required. Visit [www.fms.treas.gov/navycash/procedures.html](http://www.fms.treas.gov/navycash/procedures.html) for instructions applicable to the software version installed on the ship.

b. Letters of Appointments and Instructions: The Commanding Officer will make written appointment to the Disbursing Officer as the Navy Cash Accountable Officer. The appointment letter will state the specific duties authorized to be performed by the Navy Cash Accountable Officer. Written acceptance to the position is required. The Navy Cash Accountable Officer will appoint Navy Cash Deputies and Cashiers as required. Sample letters are shown in NAVSUP P-727, Chapter 8. To facilitate effective management and administration of Navy Cash operations, each ship will develop a ship's instruction outlining specific security guidance, internal procedures and controls for Navy Cash. Refer to NAVSUP P-727, Appendix K for a sample of the instruction.

c. Ordering Navy Cash Cards: To order Navy Cash cards, contact the Navy Cash Service Center at [navycashcenter@ezpaymt.com](mailto:navycashcenter@ezpaymt.com).

d. Custody of Navy Cash Cards: The Disbursing Officer is responsible for maintaining a stock of Navy Cash cards. Navy Cash cards are to be safeguarded in the same manner as blank U.S. Treasury checks prescribed in the DoDFMR Vol. 5, Chapter 7. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a designated representative.

e. Navy Cash Bulk Card Log: A separate log shall be maintained for each type of Navy Cash card. All Navy Cash cards shall be inventoried at least once every 30 days and an entry recorded in the bulk card log to document the inventory. A detailed record of the inventory shall be retained in the Disbursing Office, including total cards on hand and sequential numbers by card type. A copy shall be given quarterly to the CVT to attach to their verification report.

f. Navy Cash Card Issue Log: A separate card issue log shall be maintained for all Navy Cash cards issued from the Disbursing Office. It will contain columns to document destruction of a card when a card is returned or canceled. The Disbursing Officer should ensure

a cardholder signs the card issue log to document the destruction of a card. The Navy Cash card issue log shall be handled as sensitive personal data.

g. Daily Cash Transaction Ledger: When a chip-to-cash transaction is performed, the cardholder's signature will be entered on the ledger to acknowledge receipt of the funds. In addition, the ledger balance at the end of the day must be in agreement with the Disbursing Transactions Detail Report and Disbursing Accountability Summary Report. Refer to NAVSUP P-727, Chapter 8, para 8.15 for further details. The Disbursing Officer will attach the daily cash transaction ledger (DCTL) and disbursing transactions detail report (DTDR) as substantiating documents to the Daily Statement of Accountability (DD Form 2657). If a Deputy Disbursing Officer or other accountable disbursing agent performs the Navy Cash transactions, the DCTL and DTDR will be attached to the Daily Agent Accountability Summary (DD Form 2665). Subsequently, all deputies, cashiers and agents use the Statement of Agent Officer's Account (DD Form 1081) as a summary of cash transactions and receipt for cash and vouchers on hand for submission at turn-in or settlement with the DD Form 2665 to the Disbursing Officer.

h. Spreadsheet Variances: To avoid EOM spreadsheet variances, generate and review merchant reports on a daily basis so any out of balance condition can be corrected without delay. Waiting for the EOM spreadsheet to be produced to determine if a variance occurred during the month increases the difficulty of tracking its point of origin. The Navy Cash merchant summary reports shall be generated and distributed to the food service and ships store Records Keeper to validate the amounts before the Disbursing Officer implements EOM procedures. Any variances that are shown on the spreadsheet must be addressed immediately and continuous efforts must be made to resolve the differences.

i. Negative Balance Report: Although automatic presentment of returned transactions has reduced the number of accounts with negative balances, they continue to occur. The report must be reviewed daily and immediate action taken to collect the amounts due. The Navy Cash Accountable Officer must be made aware of all impending transfers and separations to ensure collection action is completed against those individuals appearing on the report prior to detaching from the ship. Refer to NAVSUP P-727, Appendix L for further details.

j. Custody of Spare Point of Sale Devices: The Disbursing Officer is responsible for control of all spare point of sale units held in ready reserve for periodic functions such as MWR sales, HSP sale of currency and concessionaire sales. These units should be accounted for as Operating Space Items (OSIs) in the ship's allowance for stock. Point of sale devices checked out for these periodic functions should be signed out on a locally generated and maintained custody log. When a point of sale device has been used in the offline mode and transactions have been recorded (stored) but have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's or Sales Officer's safe. Point of sale devices that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the Disbursing Office. Spare Point of sale devices not being held in reserve for periodic functions and without transactions stored on them should be maintained as stock items in a secure storeroom.

k. Split Pay: Individuals who elect the Split Pay Option (SPO) have a portion of pay sent directly to Navy Cash accounts each payday. Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO does not automatically enroll someone in Navy Cash; conversely, enrolling in Navy Cash does not automatically sign someone up for SPO. To avoid failed SPO payroll payments, ensure a person's enrollment in Navy Cash is completed and their Navy Cash account is actually opened before signing them up for SPO.

l. Application for DoD Stored Value Card (SVC) Programs: The Navy Cash Accountable Officer is responsible for compliance with the procedures for submitting Navy Cash system application forms per current procedures. Copies of the forms shall be locally retained with printed copies of emails or transmittal letters utilized to report the applications submitted to the program's financial agent, J.P. Morgan Chase.

13600. OVER-THE-COUNTER CHANNEL APPLICATION. Over-The-Counter-Channel Application (OTCnet) is a web-based application that combines check capture and deposit reporting functions into one system. It was created from two legacy systems: Paper Check Conversion Over the Counter (PCC OTC) and Treasury General Account Deposit Reporting Network (TGAnet). The design of OTCnet accommodates check capture and deposit reporting using electronic collection mechanisms instead of paper based processing. While the check capture activities of OTCnet are primarily performed online, there is an offline capability for ships operating in locations where internet connectivity or bandwidth may be problematic. OTCnet is a Department of Treasury System. The Department of Treasury, Financial Management Service mandated all agencies to use OTCnet for all deposit activities. For more information about OTCnet, including web-based training, visit <http://fms.treas.gov/otcnet/index.html>. TYCOM POCs are [hector.leyco@navy.mil](mailto:hector.leyco@navy.mil) (CNSP) and [danilo.amano.ctr@navy.mil](mailto:danilo.amano.ctr@navy.mil) (CNSL).

**FIGURE 13-1. FORMAT FOR REQUEST FOR AUTHORITY  
TO HOLD CASH AT PERSONAL RISK**

Date \_\_\_\_\_

From: Disbursing Officer, USS UNDERWAY (DD 888)  
To: Commanding Officer, USS UNDERWAY (DD 888)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DoDFMR Vol. 5, para 030104

1. Per reference (a) it is requested that I \_\_\_\_\_, SC, USN xxx-xx-xxxx, Disbursing Officer, USS \_\_\_\_\_, be granted authority to hold cash funds at a personal risk not to exceed the amounts shown below. In the absence of the Disbursing Officer, the Deputy can be authorized the same amount as the Disbursing Officer. Amounts are exclusive of scheduled pay day cash required for cashing checks. Types of disbursements considered as authorized or required include routine cash payments, emergency cash payments, other miscellaneous cash transactions and cash as a contingency plan for the Navy Cash System. Amounts are categorized by ship's operational status. A breakdown of the distribution of funds is as follows:

	DEPLOYED	SURGE STATUS	LOCAL OPS	IN PORT
Disbursing Officer Maximum \$	\$ _____	\$ _____	\$ _____	\$ _____

2. Of the amounts distributed to the Disbursing Officer, listed above, the following amounts can be distributed to the Deputy and the Agent:

Deputy \$ \_\_\_\_\_

Disbursing Agent \$ \_\_\_\_\_

3. Adequate facilities are available to safeguard funds. They will be maintained in the safes of each of the aforementioned individuals and located in compartment \_\_\_\_\_, Disbursing Office. The safes are of varying size and are constructed of 1/4" steel plate and have a TL-15 rating. In addition, the safes are fitted with Group 1R three tumbler combination locks.

4. When operational schedules or cash requirements necessitate reducing or exceeding the amounts listed above, another request will be submitted in a timely manner to account for the changes. A new request will be submitted semi-annually on October 1 or April 1 as required by reference (a).

A. A. SMART  
ENS, SC, USN

**FIGURE 13-2A. SAMPLE FORMAT FOR LETTER  
TO HOLD INCREASED CASH (DEPLOYMENT)**

	Date
From: Disbursing Officer, USS NEVERSAIL (DD-999)	
To: Commander, Naval Surface Force, U.S. Pacific Fleet, N41	
-OR- Commander, Naval Surface Force Atlantic, N41	
Via: Commanding Officer, USS NEVERSAIL (DD-999)	
Subj: REQUEST FOR AUTHORITY TO INCREASE CASH HELD AT PERSONAL RISK	
Ref: (a) DoDFMR, Vol. 5, para 030105	
(b) DoDFMR, Vol. 5, para 030304	
(c) DoDFMR, Vol. 5, para 050501	
1. Per reference (a), request authority to hold cash in the total amount of \$ _____ based on the following requirements during the upcoming extended at sea or deployment period:	
a. Outgoing:	
(1) Payrolls	\$ _____
(2) Other Disbursements	\$ _____
(3) Check Cashing	\$ _____
(4) Navy Cash transactions	\$ _____
b. Incoming:	
(1) Ship's store sales	\$ _____
(2) Foreign Currency sales	\$ _____
(3) Money order sales	\$ _____
(4) Other Collections	\$ _____
c. Net Monthly Requirement:	
(1) Sum of a.) minus (sum of b.)	\$ _____
d. Number of Months Deployed	_____
e. Total Cash Required (c. times d.)	
(1) Rounded up to next \$2K	\$ _____
2. Increased cash will be drawn on or about (date). Cash is stored in a safe container as prescribed under reference (b). Any excess cash held upon returning from this at sea period will be disposed of per reference (c).	
3. This letter is in addition to my letter to hold cash at personal risk dated _____.	

**FIGURE 13-2B. SAMPLE FORMAT OF FIRST ENDORSEMENT LETTER  
TO HOLD INCREASED CASH (DEPLOYMENT)**

Ser 416  
1 Mar 12

FIRST ENDORSEMENT on LT G. C. Davis and LT I. L. Garner ltr of 1 Mar 12

From: Commanding Officer, USS NEVERSAIL (DD-999)  
To: LT G. C. Davis, SC, USN

1. Approved.

R. G. DODSON  
CDR, USN

**FIGURE 13-3. SAMPLE FORMAT FOR REPORT OF  
THE CASH VERIFICATION TEAM**

23 July 2014

From: Cash Verification Team, USS UNDERWAY  
To: Commanding Officer, USS UNDERWAY

Subj: QUARTERLY CASH VERIFICATION REPORT

Ref: (a) DoDFMR Vol. 5, para 030201, 270402, and Appendix A  
(b) NAVSUP P-727, para 8.11, 8.15.18  
(c) Authority to Hold Cash at Personal Risk, ltr dtd 1 April 2012

Encl: (1) Disbursing Officer's Daily Statement of Accountability (DD Form 2657)  
(2) Quarterly Cash Verification Team Check-Off List Afloat  
(3) USS UNDERWAY Cash Count Record

1. The Quarterly Cash Verification is meant only to verify that cash and other assets for which the Disbursing Officer is accountable agree with the total accountability amount recorded as on-hand on the Disbursing Officer's Daily Statement of Accountability (DD Form 2657). It does not attest to the system of management controls or overall fiscal operation of the Disbursing Office. It is mandatory that appropriate members within the Chain of Command exercise strong management controls to prevent and preclude a loss or fraud.
2. As directed by reference (a) and in compliance with references (b) and (c), a surprise verification of the Disbursing Officer's cash and Navy Cash operation was conducted on **21 February 2014**. The last surprise verification was conducted **27 December 2013**. The Disbursing Officer's U.S. currency/coins on hand of **\$3,826.00**, undeposited instruments of **\$844.50**, funds with agents in the amount of **\$500.00** and **\$1,244.50** in other assets, total accountability **\$6,415.00**, were onboard and (**were/were not**) in agreement with the balance indicated in enclosure (1) and as indicated in with enclosure (2).
3. Cash on hand of **\$3,826.00** was returned to the Disbursing Officer, LTJG I. M. Disbo on 21 February 2014.
4. The amount brought forward on the Daily Statement of Accountability was verified with amounts reported in the returns for the period of this month. The entries in the Daily Statement of Accountability have been substantiated by the appropriate disbursement and collection vouchers, journal vouchers and applicable miscellaneous vouchers and (**were/were not**) found to be in agreement.
5. The Disbursing Officer has the authorization to Hold Cash at Personal Risk, dated 1 April 2013, in the amount of **\$10,000.00**. Verification of cash amounted to **\$4,326.00** which (**is/is not**) in excess of the amount authorized to be held at personal risk as outlined in reference (c).
6. Safekeeping deposits in the amount **\$0.00** were also verified and (**were/were not**) in agreement with the Record and Receipt of Deposits and Withdrawals of Safekeeping Funds (DD Form 2674).
7. Safes held current and accurate combination information and had been changed within the previous 6 months and a written record is maintained inside each container. All safe dials are protected by a shield.



8. The Disbursing Officer is operating in compliance with the requirements of DoDFMR Vol. 5, subparagraph 030302B. However, we recommend or have no recommendations.

9. The following discrepancies were noted during the audit:

- a. Negative Navy Cash accounts balance has not been cleared with 30 days of initial appearance on report.
- b. Working stock Navy Cash Cards are not being kept in a safe or secure container.
- c. MWR funds are being disbursed as refunds. CVT recommends these transactions be conducted via chip to chip transfer by the Fun Boss.

10. All previous cash verification reports were reviewed to ensure previously noted discrepancies were remedied. Any repeat disparities reported below are noted as significant and recommendations are provided regarding action(s) necessary to remedy the deficiencies of the Disbursing Officer. The following repeat discrepancies were noted during the audit:

- a. None (or state repeat discrepancies).
- b. Provide recommendations/

11. All appropriate entries have been made and signed by the verification board in the Daily Statement of Accountability and the Record of Receipt of Deposits and Withdrawal of Safekeeping Funds.

I. M. Supply Officer  
LT, SC, USN

Copy to:  
Disbursing Officer, USS UNDERWAY  
COMNAVSURFPAC N41 or COMNAVSURFLANT N41



**QUARTERLY CASH VERIFICATION TEAM CHECK-OFF LIST AFLOAT**  
Ref: DoDFMR Vol. 5, Appendix A, COMNAVSURFPACINST 4400.1/and Navy Cash SOP

**I. Frequency**

1. Audit must be done every quarter at unannounced and irregular intervals.

**II. Distribution**

1. Cash verification letter with required enclosures must be sent within 10 days after successful completion of CVT to the Commanding Officer with copies to following:
  - a. Disbursing Officer
  - b. Force Disbursing, COMNAVSURFPAC N41 or COMANSURFLANT N41

**III. Check-off List**

The following steps must be taken and questions answered in the cash verification check-off as prescribed in DoDFMR Vol. 5, Appendix A:

1. Cash and Other Assets
  - a. Total of U.S. Currency and coinage (line 6.2a of DD Form 2657). Ref: DoDFMR Vol. 5, 190205B.

Disbursing Officer	\$ _____
Deputy Disbursing Officer	\$ _____
Agent (A)	\$ _____
Agent (B)	\$ _____
<b>Total:</b>	\$ _____

- b. Total of foreign currency (U.S. Dollars) (line 6.2b of DD Form 2657) Ref: DoDFMR Vol. 5, 190205C

\$ \_\_\_\_\_  
Exchange rate: \_\_\_\_\_/per \$1.00

Dollar Equivalent: \$ \_\_\_\_\_ (Evidence is the receipt of purchase and certificates of revaluation)

c. Undeposited Negotiable Instruments on hand (Line 6.3a & 6.3b of DD Form 2657 (*Daily Statement of Accountability*)). Ref: DoDFMR Vol. 5, 190205D & 190205E  
\$ \_\_\_\_\_

d. Funds with Agents outside the Disbursing Officer (Line 6.5 of DD Form 2657) substantiated by the original of the *Statement of Agent Officer's Account* (DD Form 1081). Ref: DoDFMR Vol. 5, 030401, 190205G, and 190402  
\$ \_\_\_\_\_

e. Exchange for cash transactions in Transit (Evidence is a copy of the cashed check and Line 1b/6.2 of the DD Form 2657). Ref: DoDFMR Vol. 5, 190205I  
\$ \_\_\_\_\_

f. Previously reported as Loss of Funds (Line 7.3 if the DD Form 2657) substantiated by the *Subsidiary Accountability Record* (DD Form 2667) for loss of funds. Ref: DoDFMR Vol. 5, 190205O  
\$ \_\_\_\_\_

g. Dishonored checks (Line 7.4 of DD Form 2657) substantiated by the actual dishonored check and Debit Voucher, Deposit Ticket and Debit Voucher Log, Journal Vouchers, and end of month (Schedule of Deposit Activity). Ref: DoDFMR Vol. 5, 190205P  
\$ \_\_\_\_\_

h. Other  
\$ \_\_\_\_\_

**TOTAL ACCOUNTABILITY** \$ \_\_\_\_\_

This total accountability figure must match Lines 5.0, 8.0, and 11.0 of the DD Form 2657. Ref: DoDFMR Vol. 5, 190207.

**1. Accounting for Funds**

a. Are funds in the hands of Agents located in the Disbursing Office carried as currency and coins on line 6.2a of the DD Form 2657 and documented on an original DD Form 1081? Ref: DoDFMR Vol. 5, 190205B

b. Are funds held by authorized custodians outside of the Disbursing Office properly recorded on Line 6.5 of the DD Form 2657 and documented on an original DD Form 1081? Ref: DoDFMR Vol. 5, 190205G

c. Are transactions posted to the DD Form 2657, by the Disbursing Officer, or DD Form 2665, by Agents and Deputies, performed on the day of occurrence? Ref: DoDFMR Vol. 5, 190102 and 190104

d. Is the DD Form 2665 being prepared by the Agent or the Deputy for each day they conduct business transactions? Ref: DoDFMR Vol. 5, 190104

e. Are Agents/Deputies turning in funds and/or vouchers a minimum of once per week and supported by DD Form 2665 and DD Form 1081? Ref: DoDFMR Vol. 5, 190104, 190105, and 190301

f. Is the Disbursing Officer preparing the DD Form 2657 for any day he/she performs business, minimum of once per week, the day before and day after payday, for audits, and on the last day of the month? Ref: DoDFMR Vol. 5, 190102B

g. Do ending accountability figures on Lines 5.0, 8.0, and 11.0 of the month end DD Form 2657 match the "today" column for beginning accountability Line 1.0 entries on the next day's DD Form 2657? Ref: DoDFMR Vol. 5, 190204A

YES	NO	N/A

**2. Verification of Entries on the Daily Statement of Accountability**

a. Does the Record of Checks Issued or for the current month equal the sum on Lines 2.1a + 2.1b on the DD Form 2657? Ref: DoDFMR Vol. 5, 190204B and C

b. Does the sum of all collection vouchers and other collections made for the month equal the sum of Lines 2.3+4.1b+4.1d+4.1e on the DD Form 2657? Ref: DoDFMR Vol. 5, 190204D, 190204L, 190204N, 190204O

c. Does the sum of all public vouchers issued for the month equal Line 4.1a of the DD Form 2657? Ref: DoDFMR Vol. 5, 190204K

d. Does the sum of all deposit tickets on hand less debit vouchers received equal Line 4.2a of the DD Form 2657? Ref: DoDFMR Vol. 5, 190204Q

YES	NO	N/A

**3. Verification and Records**

a. Does the balance of bulk Treasury Checks on hand equal the balance in the Bulk Treasury Check Log? Ref: DoDFMR Vol. 5, 070108

b. Does the Disbursing Officer inventory blank bulk Treasury Checks every 90

YES	NO	N/A

days and an entry made in the Bulk Blank Treasury Check inventory Log? Ref: DoDFMR Vol. 5, 070109


c. Are all undeliverable checks on hand properly recorded on the *Returned and Returned and Undeliverable Check/Bond Record* (DD Form 2658)? Ref: Apr 2011, DoDFMR Vol. 5, 080303

d. Are there any undeliverable Treasury Checks over 60 days old? Ref: DoDFMR Vol. 5, 080403B

e. Are voided checks properly defaced and stored pending destruction? Ref: DoDFMR Vol. 5, 080202

f. Compare the amount on DD Form 2657 Line 11.0 (less Lines 6.7, 6.8, and 7.1 through 7.4) with the amount authorized to be held at personal risk by the Commanding Officer letter. If the amount is greater than authorized by the Commanding Officer, Disbursing Officer is not in compliance with DoDFMR Vol. 5 Is the Disbursing Officer in compliance?

g. Is the letter from the Commanding Officer dated on or near 1 October or 1 April? Ref: DoDFMR, Vol. 5, 030104.

**4. Foreign Currency Procedures**

a. Is the Disbursing Officer preparing the *Currency Exchange Record* (DD Form 2664) for each day accommodation exchanges are transacted? Ref: DoDFMR Vol. 5, 120404D

YES	NO	N/A

b. Is a *Foreign Currency Control Report* (DD Form 2663) being prepared for each type of foreign currency held by the Disbursing Officer? Ref: DoDFMR Vol. 5, 160101

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c. Does the balance on the DD Form 2663 equal to Line 6.2B of the *Daily Statement of Accountability* (DD Form 2657)? DoDFMR Vol. 5, 190205C

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**5. Verification of Safekeeping Deposits**

a. The following Safekeeping Deposits were verified:

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

b. Does the Disbursing Officer inventory active Safekeeping Deposits monthly and enter the verification completion statement on the next available *Record and Receipt of Deposits and Withdrawals of Safekeeping Funds* (DD Form 2674)? Ref: DoDFMR Vol. 5, 270401

YES	NO	N/A

**6. Negotiable Instruments**

	YES	NO	N/A
a. Are deposits being made when the on hand balance of negotiable instruments is \$5,000.00? Ref: DoDFMR Vol. 5, 050201			
b. Are deposits of personal checks at sea when daily mail service is not available being made when the total is \$5,000.00? Ref: DoDFMR Vol. 5, 050201			
c. Are deposits being made weekly? Ref: DoDFMR Vol. 5, 050201			
d. When the ship is getting underway for greater than one week, are deposits being made on the last business day before departure and the first day after return to the port? Ref: DoDFMR Vol. 5, 050201			
e. Is the person in the Disbursing Office who is cashing the negotiable instrument initialing the instrument? Ref: DoDFMR Vol. 5, 040105C			
f. Are all negotiable instruments cashed in the Disbursing Office made payable to the "Disbursing Officer, USS UNDERWAY"? Ref: DoDFMR Vol. 5, 040105			
g. Are checks received as collections identified as such (Ship Store, Wardroom Mess, MWR, etc.) so dishonored checks received from collections can be returned to the originator? Ref: DoDFMR Vol. 5, 040401			
h. Is the Disbursing Officer cashing personal check only within the authorized amount? Ref: DoDFMR Vol. 5, 040303			
i. Upon receipt of a Debit Voucher, is the Disbursing Officer notifying the member and chain of command? Ref: DoDFMR Vol. 5, 040201D2			
j. Are Dishonored Checks being liquidated (DS01) no later than the first payday following receipt of the Debit Voucher? Ref: DoDFMR Vol. 5, 040201D2A1			
k. Has appropriate action been taken for those deposits not confirmed after 45 days from mailing the deposits? Ref: DoDFMR Vol. 5, 050403			

**7. Navy Cash Checklist (Ref: NAVSUP P-727, Chapter. 8)**

**FUNDS**

a. Navy Cash Funds by Actual Count	\$		
b. Ensure funds agree with Disbursing Accountability Summary Report (DASR) . Ref 8.4.20	<b>REF</b>	<b>YES</b>	<b>NO</b>
	8.4.20		
c. Ensure Daily Cash Transaction Ledger(s) is(are) being closed out on a daily basis and compared to the DASR and Disbursing Transactions Detail Report.	8.4.10 8.4.20		

d. Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.

8.4.20		
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e. Ensure Daily Cash Transaction Ledger and Disbursing Transactions Detail Report (*sorted by operator*) are retained with DD 2657.

8.4.20		
--------	--	--

f. Ensure line 6.9 Month-to-Date column is “zero” on DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.

8.9		
8.4.20		

g. Ensure Monthly Transaction Summary Report (*shore report summarizing merchant figures for month*), EOM spreadsheet, SF 215s/5515s, and complete DD 2657 packages for each day of month are retained as part of monthly financial returns with each SF 1219 at EOM.

8.9		
8.4.20		

h. Print Transaction History for disbursing office merchant card and generic merchant cards using cardholder website to confirm chip and strip balances are zero. Review disposition of funds since last CVT.

8.4.9		
8.4.12.c		
8.5.1		

i. Generate card reports for all Navy Cash Disbursing Application users (see paragraph 8.4.14, Card Report) and verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification.

8.4.32		
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**NAVY CASH CARDS**

Inventory all unissued Navy Cash card (bulk and working stock, instant issue and visitor cards) to ensure that custody of cards is properly maintained.

a. Ensure Bulk Navy Cash Card Log agrees with actual card count. Use Bulk Card Log to verify working stock returned weekly for audit / inventory.

	REF	YES	NO
a. Ensure Bulk Navy Cash Card Log agrees with actual card count. Use Bulk Card Log to verify working stock returned weekly for audit / inventory.	8.3.1		

b. Ensure Navy Cash cards are kept in a safe or a secure container.

b. Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1		
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c. Check random sample of turned-in visitor cards (at least 10 cards) to verify there are no residual funds on the card, i.e., the chip balance is zero.

c. Check random sample of turned-in visitor cards (at least 10 cards) to verify there are no residual funds on the card, i.e., the chip balance is zero.	8.3.1 8.4.5.c		
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**SPARE POS**

a. Ensure spare POSs are being kept in a safe or in a secure space.

a. Ensure spare POSs are being kept in a safe or in a secure space.	8.3.3		
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b. Ensure POSs that have transactions still stored in them are being kept in the Disbursing Officer’s safe.

b. Ensure POSs that have transactions still stored in them are being kept in the Disbursing Officer’s safe.	8.3.3		
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**NAVY CASH DISBURSING APPLICATION**

a. Verify Disbursing Application users are assigned to appropriate user group.	8.4.32		
b. Check locally generated and maintained password change log to verify that passwords are being changed every six months.	8.4.32		
c. Ensure refunds processed in disbursing office are being authorized by Sales/MWR/Food Service Officer.	8.4.6		
d. Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Disbursing Application. <i>Not applicable for new enrollments using electronic enrollment.</i>	8.4.17		
e. Ensure originals of all enrollment forms signed manually are sent to JPMC at least once every 30 days and copies of all manual forms are retained on ship.	8.4.17		
f. Review Navy Cash End of Day Report to verify mandatory Automatic End of Day is performed at end of each business day (manual End of Day may take precedence at EOM, etc.).	8.4.20		
g. Ensure the Disbursing Officer is reviewing Daily Negative Balance Report and Returned Items Detail Report on a daily basis.	8.8.1		
h. Review Daily Negative Balance Report to verify there are no aged negative balances over 60 days old.	8.8.1		
i. Review Daily Negative Balance Report to verify collection action is initiated on negative balances with no representations pending within 10 working days of receipt of Report.	8.8.1		
j. Ensure personnel office is providing disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days.	8.8.1		
k. Ensure Safe Bank Transactions Report is being zeroed out at end of month.	8.9		

**9. Finalization**

a. Did all members of the CVT sign and certify the results of the cash verification on the DD Form 2657 or a paper attached to the DD Form 2657? A copy of the signed form shall be included with the CVT report submission. Ref: DoDFMR Vol. 5, App A, A00102E

YES	NO

“On (date) at (time), the undersigned verified by actual count, cash in the amount of \$\_\_\_\_\_, together with all documents supporting collections and disbursements, and Navy Cash in the amount of \$\_\_\_\_\_, which (is/is not) in agreement with this daily statement of accountability. TOTAL CASH + OTHER ASSETS + NAVY CASH = TOTAL \_\_\_\_\_



ACCOUNTABILITY

\_\_\_\_\_  
 Signature and Rank of All  
 Verifying Officials

b. Is the CVT report prepared and properly distributed? Ref: DoDFMR Vol.5,  
 Appendix A, A00102G

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Forward original to Commanding Officer (retained by Supply Officer after endorsed)

**“USS UNDERWAY” CASH COUNT RECORD**

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

\$100 bills	X	_____	= \$	_____
\$ 50 bills	X	_____	= \$	_____
\$ 20 bills	X	_____	= \$	_____
\$ 10 bills	X	_____	= \$	_____
\$ 5 bills	X	_____	= \$	_____
\$ 2 bills	X	_____	= \$	_____
\$ 1 bills	X	_____	= \$	_____
\$ 0.50 coins	X	_____	= \$	_____
\$ 0.25 coins	X	_____	= \$	_____
\$ 0.10 coins	X	_____	= \$	_____
\$ 0.05 coins	X	_____	= \$	_____
\$ 0.01 coins	X	_____	= \$	_____

**TOTAL** \$ \_\_\_\_\_

TOTAL CASH	
NAVY CASH	
TOTAL CHECKS	
OTHER	
TOTAL ACCOUNTABILITY	

**FIGURE 13-4. GUIDELINES FOR DISBURSING END OF MONTH  
REPORTING 27TH DAY OF CURRENT MONTH**

\_\_\_ Indicate Navy Cash EOM, email completed Navy Cash EOM spreadsheet to:  
[jmpcnavycash.settlement@jpmorgan.com](mailto:jmpcnavycash.settlement@jpmorgan.com)

\_\_\_ Mail Navy Cash hardcopy enrollment forms via traceable means to:  
JPMorgan Chase  
Document Processing Services  
ATTN: Phyllis Smith  
300 N King Street, Mail Stop DE 1404  
Wilmington, DE 19801

\_\_\_ Email information on each package of enrollment forms sent, to include date package was sent, number of enrollment forms in package, carrier name, ship's name and POC, to:  
[enrollment\\_forms@chase.com](mailto:enrollment_forms@chase.com)

**Last Workday of Current Month**

\_\_\_ Forward Statement of Accountability (SF 1219) via Naval message to DFAS CLEVELAND OH//JAFBA//

\_\_\_ Email copy of SF 1219.SOA, Month End Check Issue Summary (SF 1179) (even if no checks were issued), TFS 5958 (from the Navy Financial Reporting System (NFRS), only if checks were issued) and Certificate of Check Destruction (only if applicable) to:

[jacquelyn.a.anderson2.civ@mail.mil](mailto:jacquelyn.a.anderson2.civ@mail.mil)  
[joeann.h.baity.civ@mail.mil](mailto:joeann.h.baity.civ@mail.mil) - (SURFLANT Ships)  
[julius.harden@dfas.mil](mailto:julius.harden@dfas.mil) – for DSSNs 6184-8715  
[heriberto.rodriquez@dfas.mil](mailto:heriberto.rodriquez@dfas.mil) – for DSSNs 8718 to 9999

In addition to the above emails, copy TYCOM POCS as follows:

COMNAVSURFPAC Ships:  
[hector.leyco@navy.mil](mailto:hector.leyco@navy.mil)

COMNAVSURFLANT Ships:  
[daniло.amano.ctr@navy.mil](mailto:daniло.amano.ctr@navy.mil)

**First Workday of Following Month**

\_\_\_ Mail to: DFAS-CLEVELAND  
ATTN: ACCOUNTING OPERATIONS DROO PACIFIC FLEET or  
ATLANTIC FLEET  
DSSN XXXX USS XXXXXXXXXXXXXXXXXXXX  
MONTHLY FINANCIAL REPORTS ENCLOSED FOR MMMYYYY  
1240 EAST NINTH STREET (JAFBA) Room 1829  
CLEVELAND, OH 44199-2055

\_\_\_ Statement of Accountability (SF 1219)  
\_\_\_ Statement of Accountability (SF 1219) in message form

- \_\_\_\_\_ Daily Statement of Accountability (DD Form 2657) (daily originals)
- \_\_\_\_\_ Journal Voucher (OF Form 1017-G) and supporting documents
- \_\_\_\_\_ Schedule of Deposit Activity
- \_\_\_\_\_ Deposit Ticket (SF 215) (memorandum or confirmed copy)
- \_\_\_\_\_ Debit Voucher (SF 5515) (confirmed copy)
- \_\_\_\_\_ Detailed Analysis of Cash and Other Assets
- \_\_\_\_\_ Month End Check Issue Summary (SF 1179)
- \_\_\_\_\_ Treasury Check Verification Report
- \_\_\_\_\_ Certificate of Check Destruction
- \_\_\_\_\_ All disbursement vouchers and supporting documents
- \_\_\_\_\_ Requisition and Invoice/Shipping Document (DD Form 1149) for Food Service Division Deposits
- \_\_\_\_\_ General Mess Summary Document (NAVSUP Form 1359)
- \_\_\_\_\_ All collection vouchers and supporting documents
- \_\_\_\_\_ Unavailable Check Cancellation (SF 1184)
- \_\_\_\_\_ Voucher for Transfers between Appropriations and/or Funds (SF 1080)
- \_\_\_\_\_ Voucher and Schedule of Withdrawals and Credits (SF 1081)

**5th Day of Following Month**

\_\_\_\_\_ Access COMNAVSURFPAC/COMNAVSURFLANT CMP website to update disbursing reports at <https://cmp.ncdc.navy.mil>

**Quarterly and Upon Relief of Disbursing Officer**

\_\_\_\_\_ Email *Statement of Accountability* (SF 1219) (for MAR, JUN, SEP, DEC) to [disbursing-debtmanagementpolicy@dfas.mil](mailto:disbursing-debtmanagementpolicy@dfas.mil)

**FIGURE 13-5. SAMPLE FORMAT FOR DISBURSING OFFICER  
RELIEVING LETTER**

Date

From: LT I. M. History, SC, USN, 111-22-3333/3100  
To: Commanding Officer, USS NEVERSAIL (DD-999)

Subj: RELIEF OF LT I. M. HISTORY AS DISBURSING OFFICER IN USS NEVERSAIL BY ENS I.M. GREEN  
Ref: (a) DoDFMR, Vol. 5, para 020401  
Encl: (1) Cash Verification Letter of (date)

1. Approval is requested for LT I. M. HISTORY to be relieved of his/her duties as Disbursing Officer onboard USS NEVERSAIL by ENS I. M. GREEN as of close of business this date.
2. Per reference (a), a joint inspection of the Disbursing Division has been conducted and the following discrepancies noted:
  - a. \_\_\_\_\_
3. A Cash Verification Team was convened and all cash, other assets, postal stock, and safekeeping deposits have been verified as correct, as outlined in enclosure (1). All blank treasury checks and money orders have been inventoried with no discrepancies.
4. The Disbursing Officer to be relieved has accomplished the following:
  - a. Submitted final Statement of Accountability (SF 1219) and all substantiating documentation. The relieving officer has signed a certificate of acceptance for total accountability transferred on the SF 1219.
  - b. Notified the Department of the Treasury of the termination of all Deputy and Agent positions currently held.
  - c. Delivered the signature plate to DFAS-Cleveland for destruction when it will not be used again. Once destroyed, a properly executed certificate identifying the specific plate and date of destruction shall be furnished to the Disbursing Officer.
  - d. Transferred custody of check signing machine (if applicable) to relieving officer.
  - e. Transferred all passwords for NFRS (if applicable) to relieving officer.
5. The relieving Supply Officer has accomplished the following:
  - a. Submitted to the DFAS-Cleveland specimen signatures and a letter notifying commencement of disbursing duties.
  - b. Submitted letter of introduction and specimen signatures to local financial institution where command disbursing business will be conducted.
  - c. Changed all disbursing safe combinations and documented same.
  - d. Prepared letter for Commanding Officer's signature authorizing cash to be held at personal risk.
  - e. Prepared appointment letters for each Deputy and Agent Cashier.
  - f. Verified that all required publications and instructions are on hand and up to date.
6. The officer to be relieved has not cashed a personal check of his/her own in the last 30 days before detachment.
7. The following dishonored checks are held:
8. The overall condition of the disbursing division was found to be satisfactory.
9. There is no disagreement between these officers as to the conditions discovered.

I. M. HISTORY

I. M. GREEN

Ser/  
Date

FIRST ENDORSEMENT on LT I. M. HISTORY and ENS I. M. GREEN ltr of date

From: COMMANDING OFFICER, USS NEVERSAIL (DD-999)

To: LT I. M. HISTORY, SC, USN  
ENS I. M. GREEN, SC, USN

1. Approved.

A. B. BLACKSHOE

## CHAPTER 14 – POSTAL OPERATIONS

14000. INTRODUCTION. Running an effective postal operation on an operational unit is a challenge. This chapter details the essential elements of an afloat postal operation.

Comprehensive instructions are contained within the references listed below. Postal operations on deployed units require a significant amount of prior planning. Consult the appropriate OPORDERS and theater logistics manuals for guidance. Naval Warfare Publication 4-09, Part III, Postal Services, provides an overview of operational mail matters.

14100. REQUIRED PUBLICATIONS. The most current and updated editions of the following publications are required. USPS publications must contain all applicable changes listed in the bimonthly Postal Bulletins to be considered valid. DoD/OPNAV publications must contain all interim message changes to be considered valid.

- a. Domestic Mail Manual (DMM).
- b. International Mail Manual (IMM).
- c. Administrative Support Manual (ASM).
- d. Postal Operations Manual (POM).
- e. Product Tracking Service Operator Manual.
- f. Postal Bulletins (PB).
- g. DoD Postal Manual 4525.6-M.
- h. USPS Directives and Forms Catalog (Pub 223).
- i. USPS Distributing, Dispatching and Transporting Military Mail by Air Handbook (T-7).
- j. DON Postal Instruction (OPNAVINST 5112.6 (series)).
- k. OPNAVINST 5218.7 (series).
- l. Applicable FLTINST.
- m. Applicable JMPA Guide.
- n. APO/FPO Mailing Conditions Overseas (Current USPS Postal Bulletin).
- o. USPS Material Management Equipment and Supply Catalog (Pub 247).
- p. Requisitioning Labels (Handbook PO-423).
- q. Light Airborne Multi-Purpose System (AMPS) User Guide.

## 14200. ASSIGNMENT OF POSTAL PERSONNEL

14201. Postal Officer. All commands operating a post office must have a Postal Officer designated in writing by the Commanding Officer. As per Joint Postal Instruction 5110.1a/5112.2a, command Postal Officers will be pay grade E-7 or above in LS rating for all aircraft carriers that have a dedicated Postal Officer. For all other units, the Postal Officer will be a commissioned Supply Corps Officer. He/she is responsible for the supervision of command postal operations. The Postal Officer will be responsible for inspecting the post office daily and complete the Postal Officer's daily checklist. Duties are contained in reference (a) and (b).

14202. Postal Petty Officer and Alternate Postal Petty Officer. Postal duties onboard will be performed as a second primary duty for no less than one year by a Petty Officer Second Class or above. Each ship will assign a petty officer from the LS rating who meets the criteria in OPNAVINST 5112. The Postal Petty Officer (PPO) and Alternate Postal Petty Officer (APPO) must complete a job qualification requirement (JQR) and 60 days on the job training (OJT) before attending Independent Duty Afloat Postal Clerk Course A-554-0026 (NEC 3001). If the PPO and APPO are ordered in by BUPERS then the JQR and 60 days OJT will be done after reporting onboard. Waivers for outstanding performing E-4 LSs will be considered on a case-by-case basis when E-5 and above personnel are not available. The ship's Supply Officer must send a waiver request with full justification explaining why E-5 and above personnel cannot hold these duties to the COMNAVSURFPAC/COMNAVSURFLANT Force LS Master Chief. The Force LS Master Chief will either approve or disapprove the request. The PPO and APPO duties will be designated and terminated via the DD Form 2257. The Offenses Against the Mail Notice of Acknowledgement Statement (NAVSUP Form 5112) will be signed by the PPO, APPO and Postal Officer. Upon completion of the above criteria, Appointment Cards (DD Form 285) will be issued to PPO and APPO.

14203. Custodian of Postal Effects. The Custodian of Postal Effects (COPE) is a designated E-5 or above who is responsible for the day-to-day operation of the post office and should be the ship's PPO or Postal Clerk. The Postal Officer should use a separate DD Form 2257 to designate the COPE.

14204. Mail Orderlies. These are divisional representatives who pick up mail at mail call. Designate divisional Mail Orderlies by using the Mail Orderly Appointment Letter (DD Form 285), and Offenses Against the Mail Notice of Acknowledgement Statement (NAVSUP Form 5112), and updated annually. Mail Orderlies must attend mail orderly training developed by the Military Postal Clerk (MPC)/PPO prior to assuming postal duties. A command's mail orderly training program should be included in the post office standard operating procedures.

14205. Command Official Mail Manager. The Command Official Mail Manager (OMM) is to be assigned from the Administrative Department. The Administrative Department no longer is required to have stamps onboard for the use of official mail. The Official mail Manager will bring all outbound official mail (OM) shipments to the ship's post office for processing. The OMM must ensure each article has been properly prepared for mailing. While in homeport outbound OM will be given to the servicing FLC Mail Center for postage application. When in a

forward deployed status, the PPO/APPO will bundle, sack, tag and label OM separately to the servicing overseas FLC Mail Center for processing and postage application. The PPO/APPO must properly indicate receipt for accountable OM on the appropriate PS Form. All registered OM must be properly sealed with the command's all-purpose date stamp applied. Sack registered OM with all other registered mail and label to the servicing FLC Mail Center.

- a. Authorized use of OM includes:
  - (1) Mailings relating exclusively to official business.
  - (2) An activity sending invitations to official social functions held on behalf of a DoD component or sponsored in the name of DoD component.
  - (3) Non-appropriated fund instrumentalities, including the Exchange Services and the Stars and Stripes, only for official administrative mailings related inclusively to business.
  - (4) For invitations to a social function funded per SECNAVINST 7042.7J.
  - (5) Command sponsored Navy ombudsman programs for official use. (If in port San Diego, see dockside mail).
  - (6) Selection board packages.
- b. Unauthorized use of appropriated fund postage includes:
  - (1) Matters not exclusively U. S. Government business.
  - (2) Postcards, unless DoD or DON component approved forms.
  - (3) Official material such as daily or weekly housing bulletins containing unofficial information.
  - (4) Invitations to social functions to satisfy personal social obligations even if they are the result of an official position, e.g., change of command.
  - (5) Personal congratulatory letters from one individual to another in a private capacity.
  - (6) Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes and similar material.
  - (7) Fund drives not officially endorsed by DoD or the DoD component concerned.
  - (8) Unofficial biographies and unit histories.
  - (9) Dependent school yearbooks, cruise books, and other unofficial items such as announcement cards, thank you cards and memoir albums.



(10) Announcements and attendance responses related to DoD component branch anniversary parties and similar events.

(11) Mailings by or for private associations such as unit associations, wives clubs, Boy Scouts, etc.

14300. STANDARD OPERATING PROCEDURES. The DoD Postal Manual (DoD 4525.6-M) directs that each command operating a post office will have standard operating procedures in the form of an instruction directive citing pertinent information relative to mail operations and facilities within the command. The instruction shall contain, at a minimum, the following:

- a. Complete and correct command mailing address.
- b. Hours of operation.
- c. Emergency destruction of postal effects.
- d. Location of mail drop boxes.
- e. Mail collection and close out times to include postmarking.
- f. Name of Postal Officer, COPE, and PPO.
- g. Customs procedures and requirements.
- h. Security for protection of mail, postal effects, and access to MPO working spaces.
- i. Transportation for incoming and outgoing mail.
- j. Procedures for preparation, internal routing and submission of required reports.
- k. Mail bombs, anthrax, chemical and biological actions and procedures.
- l. Mail orderly training program.

14301. Directory Service. Provide postal directory service for all undeliverable mail. The elements of directory service include:

- a. Postmark the reverse side of all mail not delivered on the day received with the command's directory service stamp.
- b. Process all mail daily for persons who have transferred against the directory service file and forward for one year for First Class Mail and 60 days for magazines/newspapers.
- c. Each person that reports to, or departs from, a Navy command must complete a Directory Service Card (OPNAV Form 5110/5). Maintain Directory Service Cards for as long as that individual remains attached. Maintain these cards for transferred personnel for one year from the date of transfer.

d. The NAVSUP Automated Directory Service Program must be used by all commands. This program improves directory service processing, decreasing overall workload.

e. Perform directory service every day. First Class Mail must be processed within 24 hours of receipt.

f. The Postal Officer must screen the directory mail during his/her weekly inspection.

14302. Postal Supplies

a. Using a Supply Record (PS Form 1586), postal supplies will be inventoried semi-annually or as operational schedules dictate to maintain supply levels as per OPNAVINST 5112.6. The most current and usable edition of applicable USPS forms will be maintained on hand.

b. Appropriate strip labels for the proper tagging and dispatch of mail will be ordered on a Requisition for Non-Standard Facing Slips or Labels (PS Form 1578-B). Postal Advisors can provide assistance in ordering strip labels.

14303. Automated Military Postal System. All PPOs/COPEs/Postal Officers will establish and maintain an AMPS account with the Military Postal Service Agency (MPSA) and become familiar with the material and resources contained in AMPS. To establish an account, email an AMPS application to the local Fleet Postal Officer.

a. Update post office profile at least annually.

b. Upload financial information when required.

c. Update a Supply and Equipment Receipt (PS Form 1590) when USPS equipment is onboard.

14304. Product Tracking Services. Product Tracking Services (PTS) is used for tracking accountable delivery confirmation, numbered insured mail, registered mail, certified mail and all other mail that has a USPS bar code label. Post offices are required to have a copy of the Product Tracking Service Operator Handbook on hand.

a. Scan the bar-code labels on items received in the mail and upload to AMPS or manually enter the data into AMPS.

b. For numbered insured articles with delivery confirmation, only enter the delivery confirmation number.

c. For ships without 24/7 connectivity, the post office will maintain a log book of all accountable services to include delivery confirmation, certified, registered and numbered insured mail so you can deliver the mail piece immediately and process in AMPS at a later time when connectivity is available.

14400. PHYSICAL SECURITY. Minimum standards for post office physical security are:

- a. A high security lock and hasp on each door.
- b. An inspection port (window) in each shipboard post office to allow roving security personnel to view the office interior after hours.
- c. Access is limited to the Commanding Officer, Executive Officer, Supply Officer, Assistant Supply Officer, Postal Officer, COPE and MPC/PPO. All other personnel must be escorted or under constant surveillance by postal personnel. Post a sign outside the post office listing authorized personnel.
- d. The COPE shall be the sole custodian of the post office keys. The Commanding Officer or designated representative shall hold a duplicate set of keys for safekeeping. Use a Modified Cash Receipt (PS Form 1096) as a receipt for the duplicate set of keys. Seal the duplicate set of keys delivered in a Duplicate Key Envelope (PS Form 3977), sign the back flaps and use rubber stamp with APDS to record the date of seal.
- e. The COPE will maintain a receipt for all keys issued to other postal personnel. In the event a duty key is established, a duty key log will be maintained at all times.
- f. Permanently install post office safes to the structure of the ship to prevent ready removal. Change safe combinations at least annually, when COPE/MPC/PPO transfers or when compromised.
- g. All sliding windows, window bars, locks and accesses to the post office will be maintained in working order. All safes and lockable drawers will also be maintained in working order. Damaged and unserviceable security devices degrade post office security.
- h. The post office should only be used for the purpose of financial services, sorting and storage of U.S. mail. The post office shall not be used for any other purposes.

#### 14500. USPS POSTAGE METERS

- a. On deployments, ships will receive a postage meter and supplies from the serving Postal Finance Officer (PFO) and will be required to update their Supplies and Equipment Receipt (PS Form 1590) in AMPS.
- b. Ships will report financial business to USPS, or serving PFO as applicable, weekly.
- c. Each day's business must be completed electronically online via a Daily Financial Report (PS Form 1412).
- d. Non-Navy Cash ships must submit a Statement of Mailings with Permit Imprints (PS Form 3602) daily to the Disbursing Office. Each week, a U.S. Treasury check must be made payable to Postmaster San Francisco (west coast) or Postmaster New York (east coast) and sent to the serving PFO.

e. The change fund for non-Navy Cash ships requires a Commanding Officer's letter to establish the change fund custodian position and a Disbursing Officer's letter to designate the individual. The Disbursing Officer will have the PPO/APPO sign for the change fund on a Statement of Agent Officer's Account (DD Form 1081). The fund will then be issued to the PPO/APPO. When the fund is no longer needed, the PPO/APPO will return the fund to the Disbursing Officer, and the DD Form 1081 will be destroyed.

f. The Postal Officer must verify sales using postage meter ascending number reading, a Statement of Mailings with Permit Imprints (PS Form 3602) and Daily Financial Report (PS Form 1412) prior to submitting it to the serving PFO.

g. On Navy Cash ships the Postal Officer must verify daily the ascending number reading on the postage meter against the Statement of Mailings with Permit Imprints (PS Form 3602), End of Day Summary Report, and the online Daily Financial Report (PS Form 1412) prior to submitting deposits to USPS.

14600. INSPECTIONS. Designated Postal Advisors will conduct postal inspections, assessments and training visits. Only properly designated Postal Advisors may conduct shipboard assessments and inspections. The Postal Officer and COPE must be present for all official inspections and visits.

a. All COMNAVSURFPAC/COMNAVSURFLANT units operating post offices shall be examined during the SMC cycle.

b. Postal Visits

(1) Training Assist Visit (TAV): A TAV is defined as any training assist visit made by Postal Advisors. TAVs are informal visits usually made at the request of the command. TAVs do not satisfy SMC inspection requirements.

(2) Supply Management Certification: A formal assessment of postal operations in conjunction with the SMC.

(3) Logistics Limited Team Training (LLTT) for Pre-Commissioning Units: Training visit for new commands. Requested by the ship. Does not satisfy the SMC requirement.

(4) Pre-Deployment Visit: A visit made to assess readiness for deployment, either formal or informal. Requested by the ship. Should be conducted 60 days before deployment.

(5) Decommissioning Assist: A visit to assist a unit with decommissioning procedures when requested by the ship.

(6) Investigation: Visit to investigate a suspected postal offense. Usually requested by the ship or higher authority.

14700. REGISTERED MAIL. Registered mail may contain material up to the classification of SECRET and must meet all required standards for SECRET material at all times. The PPO must

be a U.S. citizen and be eligible for a secret clearance to handle official registered mail. Important procedures in handling registered mail are:

a. Keep registered mail under constant surveillance at all times. Never leave it unprotected. Registered mail must be kept locked in a safe when awaiting delivery or dispatch.

b. Maintain a chain of custody on articles of registered mail at all times by using the following documents to transfer accountability:

(1) Registered Mail: Balance and Inventory (DD Form 2261) is used to transfer custody of registered mail articles on hand within a post office and is used daily to balance all registered mail receipts. A registered mail balance sheet is required to be filled out anytime registered mail is received, dispatched or on hand.

(2) Manifold Registry Dispatch: Manifold Registry Dispatch (PS Form 3854) transfers accountability between post offices.

(3) Firm Delivery Book: Indicates delivery of registered, certified and numbered insured mail (PS Form 3883).

(4) Firm Mailing Book for registered, insured, certificate of delivery, certified, return receipt for merchandise and express mail (PS Form 3877) is used by organizations to deliver registered mail to the post office.

(5) Delivery Notice/Reminder/Receipt (PS Form 3849) is used to deliver personal registered mail to an individual. File by the last two digits of the accountable mail number.

(6) Mail Manifest for Ordinary Mail Dispatch (OPNAV Form 5110/9), Transportation Control and Movement Document (DD Form 1384 (TCMD)) and AV-7 Delivery List (PS Form 2942A) are cargo manifests used to transport registered mail on various air and surface cargo transports.

(7) Receipt for Registered Mail (PS Form 3806/Window Receipt) is used for registered mail articles accepted over-the-counter at the post office.

c. Balance registered mail every day when you receive incoming or outgoing registered mail and if registered mail is on hand at the close of business each day by using DD Form 2261. The registered mail balance sheet is a simple ledger that verifies accountability by listing all incoming registered pieces on one side of the form and balances it by listing all outgoing registered pieces on the reverse side of the form. The balance sheet must be witnessed, preferably by the Postal Officer each day registered mail comes in or is on hand. If registered mail is not received, dispatched or on hand then a report is not required. However, enter "No business conducted between (dates involved)" in the remarks section on DD Form 2261 on the first day a registry transaction is done.

d. All registered mail inside bills must be witnessed. This applies to both incoming and outgoing registered bills (usually Manifold Registry Dispatch (PS Form 3854)). Maintain two-person integrity whenever opening or closing registered mails pouches.

e. When transferring registered mail at sea:

(1) For highline transfers, place registered mail in weighted jettison bags. Place ordinary mail into floatation bags.

(a) When deployed or underway, ensure that an adequate supply of these items remain in stock.

(2) When transferring mail via aircraft (COD/VOD), carry all registered mail internally within the aircraft, never slung underneath.

14800. MANAGEMENT CONCERNS. Postal Officers should be alert for the following:

a. During deployments, postal workload increases. On small ships, extra sailors are necessary to assist the PPO on a full time or part time basis to provide support in the form of working parties and ground transportation. Due to the relatively junior standing of postal personnel on small ships, Supply Department senior leadership may be needed to obtain the necessary resources.

b. The Postal Officer is required to inspect the post office daily and fill out Postal Officer's daily checklist as per OPNAVINST 5112.6 (series).

14900. POSTAL POINTS OF CONTACT. Contact postal advisors via the following means:

a. COMPACFLT/COMNAVSURFPAC

(1) Mail:

Postal Advisors Office  
4070 Surface Navy Blvd., Suite 3  
San Diego CA 92136-5287

(2) Telephone:

Commercial (619) 556-8950, or 8951  
Commercial FAX: (619) 556-6998  
DSN Prefix: 526

b. USFFC/COMNAVSURFLANT

(1) Mail:

Force Postal Officer  
COMNAVSURFLANT (N412)  
1751 Morris St.  
Norfolk, VA 23511-2808

(2) Telephone:

Commercial (757) 836-3324  
Commercial FAX: (836) 836-3208  
DSN Prefix: 836

## CHAPTER 15 – SUPPLY DEPARTMENT TRAINING

15000. INTRODUCTION. Proper training promotes professional and personal growth, sound judgment and job satisfaction. Only when subordinates are adequately trained can the ship's mission be carried out effectively. Training that involves a balance of professional, military and personal growth increases productivity. To be effective, training must include active on-the-job training, job rotation and a formal plan tailored to the organization's needs. Training must be documented to ensure continuity during personnel changes.

15100. STANDARDS OF CONDUCT. All Supply Department personnel must receive annual standards of conduct training as contained in DoD Directive 5500.7 and NAVSUP P-487, Appendix E. Document training in the departmental training logs for review during the SMC.

15200. FORMAL TRAINING. Supply Officers will establish a formal training program that is responsive to the ship's needs. Assistance in establishing the formal training program may be obtained from ATG. To provide the basis for the ship's formal training program, the following reference information and minimum required records should be available and kept current:

a. Lesson Plans: Long range and short range lesson plans for the LS, CS, SH and PS ratings will be prepared and updated for each curriculum topic every calendar year. These will be approved and dated by the Supply Department Training Officer. The Leading Chief Petty Officer (LCPO) must review and initial all lesson plans and ensure training has been conducted. Food service lesson plans will be accompanied by a ten-question quiz developed by the LCS.

b. Curriculum by Rating: A listing of training subjects should be developed for each person in each rating. The lesson plan table of contents is an excellent basis for the development of curriculums. Monthly, quarterly and annual training schedules for LS, CS, SH and PS rates will be maintained.

c. Division Officer's Notebook: A Division Officer's notebook must be maintained for recording pertinent personal information about each crewmember. Several different pre-printed forms are available for this purpose. NTCSS/R-ADMIN also has a Division Officer's notebook module under the ADMIN subsystem.

d. Supply Rating PQS/JQR: Ensure a formal PQS/JQR is established for each rating. Assign completion dates and monitor progress monthly.

e. Supply NEC Requirements: Ensure all required NECs are onboard and review quarterly to monitor potential changes and identify future requirements.

f. Repair Parts Petty Officer Program: The Stock Control Division must conduct monthly divisional RPPO training and record attendance.

15300. SERVICE SCHOOLS. ATG offers valuable courses for afloat supply personnel. For quotas or additional information, contact the local ATG Supply and Training Officers. Additionally, NFMT, FAT and ATG offer monthly seminars. For quotas or additional information, contact your local training representatives.

## **CHAPTER 16 – FLEET/TYPE COMMANDER CENTRALLY MANAGED OPERATING BUDGET (CMOB) FUEL OPEN ALLOTMENTS**

16000. INTRODUCTION TO FUEL COST ACCOUNTING. Guidance in this chapter is intended to amplify existing procedures in NAVSUP P-485, NAVSUP 4026.1 and other pertinent directives applying only to end users. Guidance for managing Fleet issue cargo fuel is now covered by MSC. An open allotment process has been established to centrally fund charges for fuel against the Fleet Commander's/TYCOM's Centrally Managed Operating Budgets (CMOB). Fuel is defined as Navy distillate (DFM), jet fuel (JP) and marine gas oil (MGO). Units authorized to cite the open allotment are deploying units with an assigned UIC, a service designator code R or V under the operational control of a numbered Fleet Commander or TYCOM, receiving OPTAR funds under afloat accounting procedures and filing a Monthly Summary of Fuel Inventory and Steaming Hours Report. Charge obligations for fuel to the appropriate Fleet Commander's /TYCOM's CMOB. See Figure 16-1A and the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance for appropriation data. Do not report or record charges to open allotments as obligations affecting the ship's OPTAR.

16001. Fuel Allocation. At the beginning of each fiscal year the Numbered Fleet Commanders (NFCs) are issued a quarterly fuel allocation, based on their scheduled tasking for the year and annual projected fuel requirements. In turn, the NFCs monitor the schedules to make sure the ships stay within their respective barrel allocation. A computer software package called the Web-Enabled Scheduling System (WEBsked) maintains ship schedules, while a fuel management module within WEBsked applies standard burn rates to the ships' schedules to project fuel requirements.

16002. Navy Energy Usage Reporting System Reports. Financial and inventory transaction reports from the ships are required to track fuel use. This is done using Navy Energy Usage Reporting System (NEURS) reports, which ships provide every month. These mandatory reports are used to monitor fuel consumption, fuel conservation, unit operational tempo (OPTEMPO), Fleet operational costs and manage fuel budget obligations.

The NEURS database manages inventory, re-supply, sale, consumption and transactions of petroleum requirements aboard Navy ships. Because NEURS reports provide a comprehensive summary of energy consumption of all afloat units, it is used to monitor consumption and conservation within the Fleet. It is also used in the budget development process through the Planning, Programming, Budget and Execution System (PPBES). Data derived from this report also provides TYCOM Comptrollers and Program Managers with the data necessary to track and manage fuel budget obligations, while OPNAV and NFC staffs use it to monitor OPTEMPO and Fleet operational costs. COMUSFLTFORCOMINST 4100.3 provides Fleet instruction on fuel management and NEURS.

a. NEURS Reports: There are two types of NEURS reports, the End of Month (EOM) NEURS Report and the Change of Operational Commander (CHOP) Report. For both, timely and accurate submission is mandatory.



(1) NEURS EOM Report: The NEURS EOM Report is required to be submitted by all commissioned Navy units (except nuclear submarines) that maintain, consume or issue any quantity of F76 (naval distillate, marine diesel, or commercial distillate fuels) and JP5 (F44). The NEURS EOM report is due on the first of each calendar month and is considered late on the third day of the month.

(2) CHOP Report: The CHOP Reports are sent by ships when they report into another NFC's AOR. The CHOP Report must be sent within 24 hours of going into another AOR and is directed to NFCs with a copy to USFFC and COMNAVSURFLANT.

16003. Maintenance Figure of Merit. NEURS reports are submitted by a ship through message traffic via the Maintenance Figure of Merit (MFOM). MFOM takes the data from the NEURS reports and calculates a value that measures and tracks each ship's material readiness. This calculation is also used to allocate resources based on the predicted cost to support the ships' planned operational deployment.

a. Fuel accounting uses MFOM to translate fuel quantity purchased into cost. After a valid fuel purchase record is released in MFOM, the CFMS web service reads it, validates the data, constructs the Job Order Number (JON), and builds a B1 (Batch for DOC Detail), which is a valid fuel purchase record. The B1 record is then sent to STARS-FL, the Navy's official accounting book of record for all general funds allocated in Navy appropriations. Because the detailed transaction history provided in STARS-FL is accurate and timely, it provides a readily available tool for financial managers and analysts to track and manage program funding.

b. If there are no errors in the report, the NEURS message data is automatically parsed in MFOM and processed. However, if there is an error, it will not go through; it will instead be diverted to the unparsed message section of MFOM. The fuels accountant monitors the NEURS EOM and CHOP Reports, and corrects any unparsed reports so the data can parse and be processed.

c. After NEURS data and valid fuel purchase records (B1) have been released in MFOM, the Navy Readiness Reporting Enterprise Business Intelligence (NRRE BI) web service will read it. The JON is uploaded to NRRE DW via spreadsheet generated by CFMS. The data is then stored in NRRE Data Warehouse (DW). NEURS-BI uses MFOM data to generate reports using the current data in DW when accessed by end users.

d. Both surface TYCOMS are moving to a fuel transmittal to replace the MFOM B1 process above. Consult the latest Annual COMNAVSURFPAC/COMNAVSURFLANT Comptroller Financial Guidance for the latest in the Fuel TL process.

#### 16100. FUEL PURPOSE

a. Requisition fuel citing the CMOB for the following purposes:

(1) Ship's propulsion.

(2) Small boat propulsion, including fuel required for unit's embarked boats/crafts. Report as consumed in the same manner as ship's boats, without reference to the name of parent

command, on the Monthly NEURS Report. See OPNAVINST 4100.11B for further details. Include ship's company boats and boats embarked from other units such as an LCU, LCAC, etc.

(3) Auxiliary equipment operation (diesels and gas-turbine generators).

(4) Steam power generation.

b. DFM-NATO F76, Aviation fuel JP5-NATO F44 Fuel, Naval Distillate (F76), MGO and other distillate fuel oils, aviation or automotive gasoline (MOGAS), or commercially acceptable substitutes, and fuels procured for L-FORM are charged to the CMOB when used for ship's propulsion, steam or power generation.

c. Fleet/TYCOM units will establish obligations for fuel based on data reported in the Fuel OPTARWEB TL feeder and reconciled with the NEURS Report. Ships are billed for issue quantities reported by the issuing activity. Therefore, the Supply Officer shall ensure that any issue, receipt or turn-in quantity discrepancy is immediately resolved so the NEURS, the TL and the DD Form 1149 report will be accurate and match. To do this, the Chief Engineer must include the Supply Officer in the routing of the NEURS report before EOM submission. An information copy of all public vouchers with substantiating documents for procurement from non-Navy sources of material or services chargeable to the CMOB will be forwarded to the Fleet/TYCOM. A DD Form 1155 will be prepared for each purchase of fuel from a foreign/local purchase source (including foreign tankers if not part of a NATO Fuel Exchange Agreement (FEA)). The completed DD Form 1155 and the dealer's invoice will be forwarded to

Defense Finance & Accounting Service-Columbus Center  
Fuels Accounting and Payments Division  
Attn: DFAS CO-SFFI  
P.O. Box 182317  
Columbus, OH 43218-6251

d. The DON Ships' Bunker Easy Acquisition (SEA) Card Program and Swipe SEA Card Program are organizationally aligned within the NAVSUP Corporate Operations Directorate. The Consolidated Card Program Management Division (CCPMD), NAVSUP 034, will provide centralized operational control and management of DON financial card programs and selected electronic transaction systems.

(1) The SEA Card Program provides an efficient ordering and payment mechanism for bunker fuel needs. It uses commercial processes and electronic technology to automate the SF Form 1449 process. It simplifies the contract and non-contract contract process, provides timely payments to vendors and minimizes paperwork.

(2) The Swipe SEA Card Program provides a method for qualifying small vessels that are unable to meet the minimum lift requirements of a DLA Energy bunker contract to obtain fuel outside the micro-purchase threshold of \$3,000 to a maximum of \$150,000 per transaction. The card is intended for use at marinas where small boats can refuel. Defense Federal Acquisition Regulation (DFAR) Case 2009-D019 provides the approval for DoD to exceed the purchase threshold of \$150,000.

e. When a SWIPE SEA Card or SEA Card is used to procure fuel from Defense Energy Support Center (DESC) commercial contract sources the DD Form 1155 will be created and submitted electronically to DFAS-Columbus (CO): [dfas\\_columbus@dfas.mil](mailto:dfas_columbus@dfas.mil). The dealer's invoice will be submitted to DFAS-CO separately by the SEA Card provider. See paragraph 16500 below for preparation of procurement documents.

f. Open Market Business Rules: When placing requests for quotes (RFQ) in SEA Card Open Market please keep in mind the following:

(1) RFQs should be created/opened as early in the procurement process as possible. The RFQ should remain open a minimum of 24 hours until closing.

(2) A minimum notice of 48 hours is required for barge delivery; 24 hours' notice for truck and pipeline delivery. This is the time between award/placing the order and required start of delivery.

(3) Generally it takes several hours between RFQ closing time and award time. Therefore, at least 72 hours lead time (between creation of the RFQ and required start of delivery) is recommended on most RFQs. We also discourage closing an RFQ on a Friday.

(4) For SEA Card Open Market RFQs requiring fueling at overseas (non-U.S.) locations, the quantity unit of issue must be in metric tons (MT), not U.S. gallons (USG). Please use the general conversion factor 1 MT = 315.3 USG.

(5) DLA Energy serves as the contracting shop for RFQs in SEA Card and these requests must close during DLA Energy business hours (M - F, 0800 - 1500 EST, excluding federal holidays). Closings early in the morning (before 1000 hours) are preferred.

(6) These rules were developed to expedite the SEA Card ordering, solicitation and award processes. Please ensure that the rules are followed for future RFQs.

(7) This notice is available on the CCPMD SEA Card webpage [https://www.navy.mil/ccpmd/sea\\_card/policies](https://www.navy.mil/ccpmd/sea_card/policies).

16200. BUNKER FUEL SOURCES. There are five separate sources of billable bunker fuel as listed below. Receiving fuel from other end-use Navy ships is generally a non-billable event. The NEURS will show a receipt and issue, but no TL is required for this type of receipt.

- a. Government Stocks Ashore: FLCs, DLA Fuel Depots, etc.
- b. Government Stocks Afloat: MSC, Naval Fleet Auxiliary Force, DESC contracted tankers, etc. This category includes DLA owned fuel on CVN, LHA and LHD class ship applying only to JP5 fuel.
- c. Bilateral Exchange Agreements: Foreign navy oilers and prearranged sources in foreign ports where U.S. stocks and bunker contracts do not exist.

d. Government Bunker Contracts: Foreign and domestic sources under contract either to DESC or to local Navy activities. Fuel purchases for contracts under DESC will be created using the SEA Card Order Management System (SCOMS), a user-friendly tracking system that allows for easier and more efficient fuel order management. For detailed SEA Card procedures, refer to the SCOMS Vessel User Manual: <https://www.seacardsys.com/help/forms/SCOMS-VesselManual.pdf>.

Ordering Officers and Approving Officials receive 24/7 customer support when using SCOMS. SEA Card contact information for concerns related to billings, transactions, vendor locations, account changes or requests, or technical issues is available:

Toll-Free: 1-866-308-5475 (for domestic locations)

Collect: +1 913-451-2400 (when OCONUS)

Fax: +1 913-217-9308

Mail: SEA Card<sup>®</sup> Program, 8650 College Boulevard, Overland Park, Kansas 66210

Web: [www.seacardsys.com](http://www.seacardsys.com)

e. Local Purchase CONUS or OCONUS. Only to be used in extreme emergencies with Fleet/TYCOM approval due to excess costs associated with bringing fuel to the ship (e.g., barges, trucks, etc.).

16300. PRIORITIES IN DETERMINING FUEL SOURCES. U.S. Navy ships will obtain bunkering from government-owned stocks, where available. In some locations where U.S. stocks do not exist, use of bilateral exchange agreements may be possible. Where such stocks are not available, but government commercial bunker contracts are in effect, these contracts must be used. Use the port search feature of SCOMS/SEA Card website to determine where contracts exist. NAVSUPINST 4026.1 provides sources of U.S. government-owned fuel in CONUS and overseas ports.

16400. LOCAL PURCHASES OF BUNKER FUEL. When none of the above options are available, local purchase is authorized when the following conditions are met:

a. U.S. government stocks, fuel exchange agreements and DESC commercial bunker contract sources are not available.

b. Operational considerations prevent delay of fueling operations until U.S. government owned or DESC contracted sources for fuel are available.

c. All local purchases of fuel require advance approval from the Operational Commander and NAVSEA. Because of the expense of locally procured fuel, this must be an urgent requirement that cannot be filled using the above sources.

16500. PREPARATION OF PROCUREMENT DOCUMENTS. Requisition document numbers for fuel contract delivery orders are prepared by the ship's Supply Department on an Order for Supplies or Services (DD Form 1155). The DD Form 1155 is generated automatically within the SEA Card website program for DESC bunker contracts. Forms for fuel are electronically sent to DFAS-CO for payment when delivery details are approved by an approving

official. DD Form 1155s for non-SEA Card orders are created in emergency procurement situations. The paid vouchers will be contained the Disbursing Officer returns and S-1 Division records. The following describes required information on the DD Form 1155 for end-use ship purchase transactions on DESC bunker contracts and local purchases of bunker fuels.

- a. Block 1: Contract/Purchase Order/Agreement Number. If the order is placed under a DESC bunker contract, enter the DLA contract number. If open market purchase, contract number will be SP0600-FY-D-0000 (replace the FY with the current FY).
- b. Block 2: Delivery Order No. Blank or as applicable. This number is assigned locally consisting of four digits one alpha and three numerical, example A123. The Electronic DD Form 1155s processed through SCOMS will automatically assign a delivery order number.
- c. Block 3: Date of Order. Enter the date the order was placed with the contractor.
- d. Block 4: Requisition/Purchase Request No. Enter a complete MILSTRIP requisition number (i.e., service designator and UIC of the requesting ship, Julian date and serial number). The requisition Julian date must be the same as the date of delivery. See Figure 16-1A.
- e. Block 5: Blank.
- f. Block 6: Issued By. Enter the name, hull number, and DoDAAC of the requesting ship/Fleet unit. Include the ship's complete mailing address and telephone number.
- g. Block 7: Administered By. For bunker contracts established by DESC, enter DESC, 8725 John J. Kingman Rd., Suite 2941, Ft Belvoir, VA 22060-6222. For local purchases, enter the name and address of the appropriate TYCOM.
- h. Block 8: Delivery FOB. Enter an X in the destination block.
- i. Block 9: Contractor. Enter the contractor's complete name and mailing address to which payment is to be made.
- j. Block 10: Delivery to FOB Point By. Enter the required delivery date.
- k. Block 11: Check If Applicable. Place an X in the appropriate block if applicable.
- l. Block 12: Discount Terms. Describe discount terms if offered.
- m. Block 13: Mail Invoices To. "See block 15".
- n. Block 14: Ship To. Enter the name and complete address of the delivery location.
- o. Block 15: Payment Will Be Made By.

Defense Finance and Accounting Service-Columbus Center  
Fuels Accounting and Payments Division

Attn: DFAS-CO-SFFB  
P.O. Box 182317  
Columbus, OH 43218-6251

p. Block 16: Type Of Order. Place an X in the delivery block if Block 1 is a DLA contract and the Supply Officer is acting as the Ordering Officer. Place an X in the purchase block if this is a local purchase of fuel. Obtain the quote reference that established the price, commodity and delivery conditions. In addition, this is a two-party contract and the vendor must sign to complete the formal agreement.

q. Block 17: Accounting and Appropriation Data. Use the following accounting data for all commercial purchases of fuel from Defense Fuel Supply Center (DFSC) bunker contracts and local purchases of fuel.

Appropriation and Subhead	97X4930.5CF0
Object Class	261
Bureau Control Number	BLANK
Sub-allotment	1
Authorization Accounting Activity	S33150
Transaction Type Code	BLANK
Property Accounting Activity	BLANK
Cost Code (12 digits)	R/V and UIC of ship receiving fuel, followed by appropriate Fund Code (39, 43) and four (4) zeros.

r. Block 18: Item No. Enter the item number from DLA contract. For local purchase, leave blank.

s. Block 19: Schedule of Supplies/Services. Enter product, (e.g., MGO, etc.); Signal Code: A; Fund Code: 39 or 43 (active/reserve).

t. Block 20: Quantity Ordered/Accepted. Enter the quantity of fuel ordered/accepted.

u. Block 21: Unit of Issue. Enter the unit of issue. Normally MT. Each commodity has a unique MT to gallons for your TL; contact your FMA for these values, if needed.

v. Block 22: Unit Price. Leave blank for DLA bunker contracts. DFAS will use escalating tables to determine proper price. Your TL will always pick up the standard price in CFMS as set by the Fleet/TYCOM accounting office.

w. Block 23: Amount. Leave blank if purchase is under contract. Under no circumstances should a ship pay cash for fuel received under a bunker fuel contract. If the fuel was obtained by executing an open market purchase, then state price paid by the ship.

x. Block 24: Sign.

y. Block 26: Place an X in Inspected, Received and Accepted Blocks. Sign and date.

16600. REQUISITION/ACCOUNTING PROCEDURES. When obtaining fuel from various sources, Supply Officers and Leading LSs will validate requisitioning and accounting procedures. The following applies to requisitioning fuel:

a. Fuel obtained from government working capital fund stocks is funded by the CMOB open allotment.

b. All commercial purchases (CONUS or OCONUS) of ship's fuel, including deliveries from foreign ships, are processed through the Defense Working Capital Fund (DWCF) vice the CMOB open allotment. (See Figure 16-1A).

c. All delivery charges such as barge charges, tug services, etc., associated with the delivery will be billed to the ship's OPTAR.

d. Use the appropriate requisition serial number from Appendix B.

e. Lube oil requirements will be funded from the ship's OPTAR, citing Fund Code 2nd position 9. The next R-Supply work center requisition serial number will be used to obligate funds. The requisition/obligation criteria for charging lube oil to OPTARs follows:

(1) OTHER OPTAR: When topping off lube oil sumps or crankcases, use OTHER OPTAR Fund Code 2nd position 9.

(2) EMRM OPTAR: When lube oil is consumed/used in the completion of valid corrective or preventative maintenance action (JCN assigned) such as servicing main propulsion diesel relief valves or flushing lube oil purifiers and reduction gears, use EMRM OPTAR Fund Code 2nd position R.

(3) Several classes of ships (LSD41 and LPD17) utilize commercial grade lube oil under COMNAVSURFPAC/COMNAVSURFLANT centrally funded programs with MSC and Shell Oil. Ensure the Chief Engineer and Main Propulsion Assistant order this properly via engineering guidance. Do not obligate your OPTAR funds for this purpose.

f. Fuel for boats and craft assigned to a staff or activity without a parent ship to provide fuel support will be procured with OPTAR funds citing Fund Code 2nd position 9 instead of the CMOB. Staff or other TYCOM activity boats or craft provided fuel by a ship meeting the criteria will not charge OPTAR funds since the cost of the fuel will be reported by the ship through submission of the monthly NEURS report.

16700. DETENTION/DEMURRAGE/BACKHAUL/DOWNGRADE CANCELLATION FEES.

Certain associated charges accrue as a result of the ship or activity failing to meet delivery criteria of a commercial contract for bunker fuel. All of these charges are paid from OPTAR citing Fund Code 2nd position U by the activity at which they occur.

a. Detention is a charge by the commercial carrier for holding commercial trucks and tractors/trailers beyond the allowed free time. Surface Force units incur detention charges when MOGAS, bulk lube oil, ordnance material, etc., are delivered by commercial trucks, and the trucks delivering these items are kept waiting.

b. Demurrage is similar to detention, except that it applies to holding rail cars and barges beyond the allowed free time. Under the SEA Card program, the term, demurrage is applied for any additional holding time beyond allowed free time.

c. Backhaul/Downgrade charges are incurred when delivery is refused for all or part of a product and it must be returned to the delivering activity. These charges normally amount to the minimum contract price.

d. Overtime costs incurred during fueling/de-fueling are chargeable to the ship's OPTAR, citing Fund Code 2nd position U.

e. Cancellation charges are associated with SEA Card buys where the ship's schedule precludes delivery of the fuel. NAVSUP will process the payment and request LOA information from the unit.

f. The ship will certify the bill for payment from OPTAR funds. Where charges are questionable, notify TYCOM, info COMNAVSURFPAC N44/COMNAVSURFLANT N01F, via message and request assistance and resolution. Maintain all original documents onboard pending resolution.

g. Incurring detention, demurrage, back-haul, downgrade, or overtime charges are not considered adequate justification for an OPTAR augment. Cancellation charges, if extensive, should be elevated to your FMA for review and possible proactive augment.

h. Disputed charges with DESC contractors will be determined by the DESC Contracting Officer in conjunction with the ship and the merchant with their supporting documentation. NAVSUP will support SEA Card challenges as needed. Contact your FMA or the Fleet/TYCOM fuel lead for assistance.

16800. FUEL EXCHANGE AGREEMENTS. Receipt or issue of fuel under a Fuel Exchange Agreement (FEA), DLA Energy 4026 (series) and NAVSUP P-485, para 8414, require a copy of all documentation to be mailed immediately upon completion of the transaction to Defense Finance & Accounting Service-Columbus Center, Fuels Accounting and Payments Division, Attn: DFAS-CO-SFFB, P. O. Box 182317, Columbus, OH 43218-6251. A message will also be sent to DFAS Columbus, info the TYCOM. Ensure your NEURS report, receipts section, is also aligned with this message:



- a. SUBJ/RECEIPT OF FUEL UNDER A FEA// or /ISSUE OF FUEL UNDER A FEA//.
- b. UIC of USN ship.
- c. Name and nationality of foreign vessel or shore station issuing or receiving fuel.
- d. Nationality of vessel/shore activity.
- e. Fuel quantity issued/received (in U.S. gallons).
- f. Date of issue/receipt.
- g. Grade of product issued/received.
- h. Document number used.
- i. Supplementary address: N00612.
- j. Signal code.

**16900. FINANCIAL IMPROVEMENT AND AUDIT READINESS FUELS REPORTING.** In support of FIAR audit readiness, ships must adhere to the published guidance and instruction governing the maritime fuel consumption and accounting process. This includes policies and procedures for life cycle management (creation, maintenance, use and disposition) of records as established by the DON records management program.

To establish and retain clear audit trails, each financial transaction must be documented, correct and balanced. The fuels accountant must know how to produce reliable reports, know exactly where all the paperwork is filed and be able to produce the documentation within 48 hours, and detail the entire documentation process, including who performs each step and what paperwork is produced.

**16901. Three Way Match.** For FIAR audit readiness, ships must be prepared to justify or demonstrate a three-way match between the purchase order, the goods receipt and the invoice receipt to justify the values obligated for fuel purchases and MILSTRIP requisitions. In the case of fuel, the purchase order is the obligation amount recorded in the NEURS/MFOM report, with the DD Form 1149 as the backup document. The NEURS/MFOM report also provides the goods receipt validation while the invoice is a function of the expenditure as received by DFAS.

In an audit, the fuels audit team will need to provide a copy of the DD Form 1149 from the receiving and supplying ship/fuel farm to justify the fuel that was received and the corresponding NEURS/MFOM report, which was the supporting information for the B1 (fuel purchase record) obligation. The fuels analyst must provide a screen shot of the document in STARS-FL to justify the expenditure or the 610 (STARS-FL expenditure code) amounts that is related to the original obligation. The 610 invoice should demonstrate a three way match.

## FIGURE 16-1A. CMOB FUEL AND UTILITIES ACCOUNTING DATA

The Navy uses essentially three “types” of fuel: Capitalized Inventory Fuel, Commercial Fuel, and End-Use Fuel.

End-Use Fuel is non-capitalized fuel, generally for smaller activities and purchased by the Fleet TYCOMs. Some ships, such as oilers, carry both capitalized and end-use inventory. The latter for support of their own requirements, and the former to replenish other ships. Use the following accounting data for end use purchases from U.S. Government-stocked fuel/utilities:

### COMNAVSURFLANT Active Fleet

Fuel 17\*1804.60BD 000 53825 F 060951 2D V(UIC) 00\*\*\*\*\*/39  
Utilities No longer CMOB funded

### COMNAVSURFLANT Reserve Fleet

Fuel 17\*1806.60BD 000 53825 F 060951 2D V(UIC) 00\*\*\*\*\*/43  
Utilities No longer CMOB funded

### COMNAVSURFPAC Active Fleet

Fuel 17\*1804.70BA 000 00070 F 068688 2D R(UIC) 00\*\*\*\*\*/39  
Utilities No longer CMOB funded. See paragraph 7209.

### COMNAVSURFPAC Reserve Fleet

Fuel 17\*1806.70BA 000 00070 F 068688 2D R(UIC) 00\*\*\*\*\*/43  
Utilities No longer CMOB funded. See paragraph 7209.

\* Insert the last digit of applicable fiscal year

\*\*\*\*\* Insert four-digit Julian date and serial number. (See Appendix B.)

Commercial Fuel is purchased when a ship cannot access military installation fuel resources. Ships order fuel from DLA-approved sources using the DD Form 1155 (Order for Supplies or Services) or the SEA Card<sup>®</sup> Program, which automates the DD Form 1155 process. The DLA bills the Navy for the purchase. Ships procuring fuel for end use from commercial sources or foreign governments not covered by a Fuel Exchange Agreement (FEA) cite this NWCF accounting data:

### Active Fleet

97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK # (UIC) 390000

### Reserve Fleet

97X4930.5CF0 261 BLNK 1 S33150 BLNK BLNK # (UIC) 430000

# Insert the applicable service designator (R/V)

Working Capital Fund (WCF) fuel refers to any fuel belonging to either a Navy Working Capital Fund (NWCF) account or a Defense Working Capital Fund (DWCF) account. WCF fuel belongs to the designated WCF until transferred for end use by a ship. WCF fuel is found as cargo fuel on oilers and as JP5 on CVN/LHA/LHD platforms. WCF fuel inventory and transactions are reported in accordance with separate reporting directives but not via NEURS. End-use fuel

belongs to the Navy/CMOB after transfer from WCF. NWCF Fleet Oiler Ships procuring fuel from commercial sources/foreign governments not covered by an FEA cite this accounting data:

**Fleet Oiler**

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK # (UIC) UZ0000

NWCF Ships Carrying JP5 fuel in NWCF

97X4930. 5CF0 261 BLNK 0 S33150 BLNK BLNK #(UIC) 00\*\*\*\*\*UZ

# Insert the applicable service designator (R/V)

\*\*\*\*\* Insert four-digit Julian date and serial number

**FIGURE 16-1B. CMOB FUEL ACCOUNTING DATA**

**Serial Numbers:** Serial numbers are standardized Navy-wide based upon the fuel type and the activity receiving the fuel. Serial numbers indicated on the chart below will always be used or as amended by the DD Form 1149 Fuel TL and PDF documents provided with the Fuel OPTARWEB program.

Bulk Lube Oil Not An Open Allotment

TRANSACTION	F76	JP5	BULK LUBE OIL	MGO (SEA Card®)	NON-FUEL (SEA Card®)
Requisition from: CVN/LHA/LHD	6600	1999	6601		
Requisition from all other ships	6500	6501	6502		
Sales to Foreign ships (Use DD Form 1149 and document in Expenditure Log)	6700	6701	6702		
Offloads (include in Expenditure Log)	7600	7601	7602		
SEA Card® Contract Purchase (MGO)		6505		6503	6900

## **CHAPTER 17 – AFLOAT TRAINING GROUP AND THE CONTINUOUS MONITORING PROGRAM**

17000. INTRODUCTION. Understanding the roles of ATG and CMP is crucial to the success of the Supply Department. Honest self-assessment during all phases of the training cycle should be done using the COMNAVSURFORINST 5040.1 (series) to maintain an effective operation. CMP is a critical tool used by ATG and TYCOM to monitor unit health, provide targeted training and determine eligibility for Blue “E” and LREA qualification. Updated regularly and used properly, CMP assists the Supply Department in analyzing key metrics that have a major impact on readiness. By identifying trends and addressing training shortfalls units can significantly increase net and gross effectiveness through aggressive CMP management.

17100. MISSION OF THE AFLOAT TRAINING GROUP. The mission of ATG is to provide the ISICs and afloat Commanding Officers with unit level training for command training teams and watch standers to carry out the Intermediate Deployment Training Cycle (IDTC) basic training phase objectives. The primary goal is to train the ship's crew to train themselves. To this end, ATG assists the ISIC and Commanding Officer in maintaining afloat unit level proficiency through the use of Effectiveness Assists and Limited Training Teams (LTT). ATG points of contact can be found in Appendix N.

17200. LOGISTICS TRAINING CYCLE. All ships need to be ready to respond to world events. To help ensure that the Supply Department is ready to respond to any event, the Supply Officer and his/her team must be constantly focusing on processes and honest self-assessment. Supply Departments should conduct a self-assessment of afloat supply operations at least every six months using the COMNAVSURFPAC/COMNAVSURFLANTINST 5040.1 (series). The goal of the self-assessment is to identify weaknesses, conduct training and correct discrepancies. Certification, which is required at least every 36 months, is achieved by satisfactory performance at the SMC SUP 1.4 event per the COMNAVSURFPAC/COMNAVSURFLANTINST 5040.1 (series) and COMNAVSURFPACINST 3502.1 Tab V. Prior to SMC and deployment, the Supply Department should schedule visits from the NFMT, FAT/NEXCOM and ATG Logistics Teams. Four to six months prior to the SMC SUP 1.4 event Supply Officers should schedule a pre-SMC assessment with the supporting ATG.

17300. LOGISTICS TRAINING. ATG provides various logistics training courses and assist visits. Classroom training course schedules are provided quarterly via Naval Message and include training on a variety of afloat supply topics. Ships are encouraged to attend these classes to enhance their knowledge of supply procedures and become familiar with R-Supply/OMMS-NG/FSM3/ROM 3 automated afloat supply operations. Contact the local ATG Logistics Training Team to schedule classes or onboard assist visits.

17400. CONTINUOUS MONITORING PROGRAM. CMP consists of two elements:

a. CMP extractor programs are installed on every ship for S1, S2 and S3. They are the primary tools used by the ship to streamline processing of most daily/monthly/quarterly reports and improve shipboard processes.

b. The CMP website is the master repository for data from the ship CMP Extractor R-Supply Programs and other sources. The website is primarily used by TYCOMs, ISICs, COMNAVSURFPAC/COMNAVSURFLANT N41/N44 Teams and ATG to monitor ship performance and data trends. Based on the data trends for a particular ship, ATG will offer assistance and training.

17401. CMP Requirements. Where required below, submit CMP report files via direct file submission (DFS) located on the top of the CMP homepage: <https://cmp.ncdc.navy.mil/>. During periods of non-connectivity files may be emailed to the local CMP shore duty representative. For special cases, ships may also use the U. S. Army Aviation and Missile Research Development and Engineering Center (AMRDEC) Safe Access File Exchange (SAFE) server at <https://safe.amrdec.army.mil/SAFE> to submit their CMP reports. When doing this, the ship should send an email notification to the CMP email address indicating they are using the SAFE server along with justification.

a. CMP reports will be submitted weekly (between 0001 Friday and 2359 Sunday) and the last working day of the month.

(1) S1 Division: Run the onboard S1 CMP Extractor and submit CMP data file via the CMP website.

(2) S1 Division: For ships running the universal data extractor (reports ending in .cr and .csb) both the R-Supply report and the Ship's Balances Report will be run, and submitted separately. Any ships running legacy extractors (reports ending in .cf) will submit as normal.

(3) Postal: Input weekly postal information into the CMP website if carrying a postage meter onboard.

b. Monthly:

(1) S1 Division: On the last working day of the month run and submit the Ships Balances Reports (ending in .csb) from the universal data extractor after the monthly Budget OPTAR Report has been processed. Ships running a legacy extractor will just run the extractor and submit the report.

(2) S3 Division: After monthly inventories are complete, run the S3 CMP Extractor within the ROM system and submit via DFS or email.

(3) S4 Division: Between the 1st and 5th of the month input disbursing data into CMP.

(4) Supply Officer: Between the 1st and 5th update or confirm unit POC information on the CMP website.

(5) Supply Officer: Between the 1st and 5th review and update Surface Warfare Supply Corps Officer (SWSCO) tracking information.

(6) Supply Officer: Between the 1st and 5th update the latest unit SMC scores.

c. Ships will maintain a hard copy of the monthly CMP Pulse Point Summary Reports for S1 and S3 Divisions. The hard copy reports will match the CMP data submitted to the CMP website for each month. Maintain reports for the past 12 months. By maintaining a hard copy history for 12 months, the ship's leadership can review trends even if web access is not available.

d. Ships are required to have the S1 CMP extractor software on a CD. CMP extractor software and applicable user's guides can be downloaded from the CMP website.

e. Ships will use CMP in their day-to-day operations and take action to investigate and correct supply processes that effect CMP pulse point areas. Ships will refer to current ATG guidance in processing/correction of the CMP pulse point data reflected in the daily CMP reports. Providing useful information to the Supply Department to help them improve support to the ship is the objective of CMP. There are times when a CMP pulse point area will be yellow or red, even though the ship has taken all appropriate action. Further action to manipulate data to make a CMP pulse point green will not be tolerated and may negatively impact the ship's departmental award and/or SMC grade. For example, manually loading status that does not match WEBVLIPS or One Touch Support (OTS) or issuing materials that are excluded from the quantity per application (QPA) rule such as light bulbs, gaskets, O-rings, fuses, etc. one at a time to artificially improve effectiveness numbers are examples of gaming. The Supply Officer and ship's chain-of-command, including ISIC and TYCOM, must see the real picture in order to take action required to improve operational support.

17402. CMP Extractor Programs. CMP software is installed on every surface ship covering the following areas:

a. S1 Division: CMP Extractor programs are available for ships running R-Supply (Unit Level), R-Supply (Force Level) and Micro-SNAP. The S1 CMP Extractor provides the Supply Officer and Leading LSs with detailed pulse point data extracted from the supply automated management system, R-Supply/Micro-SNAP. CMP is a great tool for identifying weak areas and to fix problems in supply and financial management. The S1 CMP Extractor should be used every day by LSs to improve their operation.

b. S3 Division: Unlike the S1 CMP Extractor, the S3 CMP Extractor is built into the ROM application. The S3 CMP report should be reviewed by the Sales Division and Supply Officer monthly to track stock turn and financial status of the S3 operations.

c. For detailed usage of CMP pulse point processing for all Supply Divisions and the latest CMP Extractors refer to the requisite CMP user guides.

## **CHAPTER 18 - LITTORAL COMBAT SHIP SUPPLY SUPPLEMENTAL PROCEDURES**

18000. INTRODUCTION. The purpose of this chapter is to provide additional guidance unique for Littoral Combat Ship (LCS) Supply Procedures. It establishes guidelines for logistics operations used by the Littoral Combat Ship Squadron (LCSRON), Logistics Support Team (LST), LCS On-Hull Crew, LCS Off-Hull Crew and TYCOM in support of the LCS program. TYCOM goals and policies set forth in the previous chapters must be adhered to as applicable.

18100. BACKGROUND. The key enabler to LCS logistics success is to maximize efficiencies created by distance support. This includes managing the IT systems ashore, R-Supply, FSM3, etc. The LST functions as a virtual supply organization and functions as the interface with the ship and LCSRON for all sea frame supply actions. The Supply Officer is the ship's senior supply representative for all on and off-ship logistic support requirements.

### 18200. FINANCIAL MANAGEMENT

#### a. LCSRON

- (1) Provide financial management oversight of LCS budget OPTAR grant.
- (2) Ensure obligated amounts and LST execution is within fiscal constraints.
- (3) Coordinate with LST to ensure LCSRON maintains a clear picture of budgetary and logistics issues for ships attached.
- (4) Review and maintain copies of monthly BOR messages.
- (5) Submit Annual Financial Management Plan and OPTAR augment requests to COMNAVSURFPAC/COMNAVSURFLANT Comptroller.

#### b. LST

- (1) Submit BOR and all financial reports to TYCOM via CFMS.
- (2) Submit financial TL report TYCOM via CFMS.
- (3) Download SFOEDL report from CMP, reconcile and submit challenges to TYCOM via CMP.
- (4) Process financial Listings, grants, allocations, TIR, levels and financial reports.
- (5) Submit weekly CMP financial reports.

#### c. COMNAVSURFPAC/COMNAVSURFLANT

- (1) Provide budget OPTAR Grant to LCS UIC and info the LCSRON.



18201. Official Representation Funds

a. LST

- (1) Receive initial ORF request with required information from On-Hull Crew.
- (2) Draft and submit ORF request message to the numbered Fleet Commander in AOR governing Fleet guidance and SECNAVINST 7042.7 (series).
- (3) Ensure ORF is executed and reported. Coordinate with the On-Hull Crew as necessary.
- (4) Provide detailed guest list, receipts, and all other required documentation for which ORF was used to LCSRON N41 within 72 hours of receipt.
- (5) Maintain accountability for ORF and reporting requirements.
- (6) Keep LCSRON informed of ORF requests.

b. On-Hull Crew (Acting Supply Officer)

- (1) Submit ORF request with required information to LST per governing Fleet guidance and SECNAVINST 7042.7.
- (2) Provide detailed guest list, receipts and all other required documentation for which ORF was used to LST within 72 hours of completion of the event.

18202. Distinguished Visitor Visits

a. Sponsoring Activity or Fleet

- (1) Provide list of attendees visiting the ship to LCSRON no later than 21 days prior to the event.
- (2) Provide funding for visitors meals as determined by NAVSUP P-486 to LST no later than 7 days after the event.

b. LCSRON

- (1) Provide list of attendees to LST upon receipt.
- (2) Coordinate event with sponsoring activity or Fleet.

c. LST

(1) Beep & Eat (B&E): Distinguished Visitor (DV) meals are unique for the LCS. The Navy needed a creative solution to achieve cashless meal collections on the minimally manned Littoral Combat Ship (LCS) and Naval Supply Systems Command delivered B&E. The new B&E solution borrows from the best aspects of online ticketing and payments. The

resulting self-service experience allows the LCS to get the business of sales, payments and collections done with very little workload afloat. **Aboard the LCS itself, the simple business process is beep your card and eat for collections.** There are no cash collections for meals on the LCS and the LST is charged with monitoring this process.

18203. SFOEDL/OVR Listing

a. LST

- (1) Download the monthly SFOEDL and OVR from CMP.
- (2) Post all SFOEDL differences to R-Supply for the current and prior fiscal year.
- (3) Advise the LCSRON if charges will result in an over-obligation of funds.
- (4) Validate and process all SFOEDL listings. Submit challenges for erroneous charges to the TYCOM via CMP.
- (5) Validate and process OVR transactions. Submit the annotated OVR to the TYCOM via CMP.

18204. Port Visit Cost Report in LogSSR

a. LST

- (1) Receive port visit receipts from the HSP.
- (2) The HSP enters the port cost information into the port visit website: Logistics Support Services Repository (LogSSR).
- (3) Submit a naval message reporting port visit costs within five days of departing the port. (Only when required by the numbered Fleet Commander.)

18300. PROCUREMENT

a. LCSRON

- (1) Monitor purchase requests.
- (2) Utilize 3-M maintenance requirements entered in OMMS-NG.

b. LST

- (1) Procure all material and services for On Hull Crews. Obligations of \$10,000 or more will require Commodore LCSRON approval.
- (2) Receive and process Credit Card Purchase Request forms and order material using the sample purchase card form (Figure 2-1).

c. On-Hull Crew

(1) Submit all requests for non-standard material and services to the LST using the purchase card form (Figure 2-1).

d. Off-Hull Crew

(1) Submit all material and service requirements to LCSRON using local GCPC purchase request form.

(2) While deployed, the LST will utilize the locally assigned Logistics Support Representative (LSR) to procure consumable items. Use the LST as a backup if the LSR/ is unable to fulfill the Supply Officer's requirement.

(3) When not deployed, the Supply Officer will use the LST to procure requirements.

18301. Suspense/Issue Pending Listing

a. LST

(1) Process the suspense/issue pending listings. Ships maintenance process includes ship's force work order approval procedures.

(2) Validate requirements to ensure maintenance actions start with the correct equipment/APL (actually working on the item in the work order).

(3) Validate NIIN, part number, unit of issue, Cog and unit price using FEDLOG.

18302. Stock Reorder Listing

a. LST

(1) Review stock reorder listing daily.

(2) Forward listing to TYCOM N41 weekly or as directed for review and approval except in the case of an emergent requirement.

(3) Release reorder upon approval by TYCOM.

(4) Monthly review NIINs with ARRC flags set. These items require management review and should not be included in the Automatic Reorder as ARRCs seriously affect a ship's readiness and weapons system support.

(5) Run automatic reorder excluding items with ARRC flags set once a week.

(6) Review and annotate Reorder Review listing including material requiring special requisitioning.

(7) Review and release reorder.

b. COMNAVSURFPAC/COMNAVSURFLANT N41

(1) Review and approve the reorder review before running the live reorder.

18303. Priority Material Office and Global Distance Support Center Coordination

a. LST

(1) Coordinate with PMO and GDSC for DTO requirements.

(2) Update status on Daily Status Report.

(3) Disseminate Daily Status Report to essential personnel.

18304. CASREPs

a. LST

(1) Inform On-Hull Crew via Daily Status Report of CASREP parts status.

b. On-Hull Crew

(1) Utilize the appropriate ship's cognizant Department Head to provide basic information to LCSRON 3-MC/SMMO; detailing situation and corrective action needed via an Automated Work Notification (AWN).

(2) Prepare CASREP message utilizing 3-MC and information provided by LST/3-M system.

(3) Revert to Naval Message during occurrences where there is limited or no off-ship connectivity.

(4) ISP CASREP management is provided under maintenance.

18305. Cannibalization

a. LCSRON

(1) Coordinate active or system cannibalization requests with other supply support activities as per TYCOM 4440.12 Equipment Cannibalization Instruction.

(2) In coordination with the local maintenance center, provide recommendations with respect to repair options vice replacement via cannibalization.

b. LST

(1) Coordinate with PMO, TYCOM or Global Distance Support Center (GDSC) in the identification of alternate sources of supply for material being screened for potential cannibalization.

18400. MATERIAL AND SERVICE ORDER DELIVERY, RECEIPT AND REPORTING

a. LST

(1) Coordinate with regional FLC LSR to deliver material to ship while in CONUS. The LST will coordinate material delivery to the ship while deployed as per Fleet freight routing message.

18401. Receiving Material

a. LST

(1) Receive and post stock and DTO receipts from ship.

b. On-Hull Crew

(1) Ensure material delivered to the ship is received and accounted for by the LCS Supply Officer or his designated representative.

(2) Circle, sign, print name, rank and date receipts.

(3) While deployed or away from homeport process all receipts using FACET procedures.

(4) During disconnected operations use email to notify the LST of receipt.

(5) Deliver hard copy receipts to LST in timely manner.

18402. Underway Replenishments

a. LCSRON

(1) Approve and transmit Logistics Request (LOGREQ).

b. LST

(1) Coordinate with LCSRON OPS for ship's schedule. Provide LOGREQ inputs to LCSRON.

c. On-Hull Crew

(1) Supply Officer will provide LOGREQ inputs to LST and coordinate UNREP evolution onboard ship.

18403. Process Supply Discrepancy Reports/Quality Deficiency Reports

a. LST

(1) Receive inputs from ship.

(2) Process Supply Discrepancy Report (SDR) SF 364 as per NAVSUP P-485, para 4270 and NAVSUPINST 4440.179A.

(3) Process Quality Deficiency Report (QDR) SF 368 as per NAVSUP P-485, para 4274, SECNAVINST 4855.6 and NAVSUPINST 4400.189.

(4) Submit QDR to NAVSUP WSS Mechanicsburg, Code N80422. The LST will send copies of Category I and Safety Category II QDRs to TYCOM.

(5) Use a QDR control log to track status of outstanding QDRs.

b. On-Hull Crew

(1) Provide QDR/SDR input to LST.

18404. Stowing/Issuing Material

a. LST

(1) Coordinate assistance needed in stowing stock.

(2) Coordinate, if available, stevedore service to bring material onboard while deployed.

(3) Use the MOF and Cargo On-Hand (COR) Report to determine if the On-Hull Supply Officer will require personnel augmentation to receive and stow incoming material.

b. On-Hull Crew

(1) Stow stock items and issue DTO material to necessary divisions.

(2) Ensure Divisional/Departmental Supply Petty Officers circle, sign, print name and date receipt.

(3) Issue stock materials to department when in receipt of an issue directive.

18405. Transaction Item Reports

a. LST

(1) Daily submit TIR to Material Financial Control System (MFCS) to record financial transactions and material movement.

(2) Manage LCS NWCF inventory from ashore and research missing TIR transactions to resolve Unreconciled Balance (URB) conditions.

b. On-Hull Crew

(1) Report to LST all emergency issues of stock ensuring that the maintenance indicator block is checked when issuing material that does not already have an issue directive.

18406. Missing, Lost, Stolen or Recovered Government Property

a. LST

(1) Keep a completed copy of DD Form 200 and provide a copy to LCSRON N41.

b. LCSRON

(1) Initiate the DD Form 200 and assign an Investigating Officer.

(2) Receive input from ship, draft and transmit OPREP3 Navy Blue message as per NAVADMIN 064/00 for any instances involving: Arms, Ammunitions and Explosives or other destructive devices regardless of value; or classified/sensitive material.

c. On-Hull Crew

(1) Provide input to LCSRON for OPREP3 Navy Blue Message.

(2) Complete hardcopy DD Form 200 as per NAVSUP P-485.

(3) Ship Commanding Officer approves all DD Form 200 surveys.

(4) Complete DD Form 200 and keep the original hardcopy DD Form 200 onboard.

(5) Submit copy to LST.

18407. Financial Liability Investigation of Property Loss

a. LST

(1) Prepare an electronic DD Form 200 as per NAVSUP P-485 and forward to the On-Hull Crew for approval for stock item discrepancies identified during LST conducted inventories.

(2) Keep a completed copy of DD Form 200 and provide copy to LCSRON N41 for verification.

(3) Sign the DD Form 200 as the Appointing Authority.

b. On-Hull Crew

(1) Supply Officer will sign the DD Form 200 as the responsible officer and route to the ship Commanding Officer to sign as the approving authority.

(2) Supply Officer will keep a signed hardcopy DD Form 200 onboard and submit a copy to LST.

(3) For all other items identified onboard that meet the survey criteria as per NAVSUP P-485, the On-Hull Supply Officer will initiate and complete the DD Form 200.

18408. Excess Material ATC 6

a. COMNAVSURFPAC/COMNAVSURFLANT

(1) Identify ATC 6 material and direct ship offload. Offload document will be coordinated with LST.

18409. Not Ready for Issue DLR Management

a. LST

(1) Utilize eRMS as part of DLR management.

(2) Coordinate the pickup of NRFI DLRs with the On-Hull Supply Officer in addition to ensuring proper documentation is prepared.

b. On-Hull Crew

(1) Coordinate with LST or LSR for turn-in to the nearest ATAC.

(2) Ensure all NRFI carcasses are received prior to issuing DTO/Stock requisitions. All carcasses will be maintained in a secure supply location until disposition instructions are received by LST.

18410. Remain in Place Processing for DLRs/MAMs

a. LST

(1) Process Remain In Place (RIP) requests submitted by crew or LCSRON.

(2) Prepare and submit a message to change the NAVSUP WSS RIP listing.

(3) The message is required for DLRs requisitioned with Advice Code 5S vice 5G for non-RIP worthy items. Use format provided in Appendix D, Figure D-1 of this instruction.

b. On-Hull Crew

(1) Fill out RIP request.



18411. Communications Security Materials System. Reference Electronic Key Management System (EKMS) 5, Chapter 6.

a. LCSRON

(1) EKMS Manager at LCSRON generates the COMSEC Material Report (SF 153). On the SF 153, the following should be annotated: Serial Number of the failed unit, Beyond Capable Maintenance (BCM)/Replacement Requisition Number and NSN of the failed unit.

b. LST

(1) Fill out a DD Form 1348 for transfer of material from the ship.

c. On-Hull Crew

(1) EKMS Manager/authorized personnel will place the failed unit in a shipping container. One copy of the DD Form 1348 will be attached to the outside of the shipping container and a second copy of the DD Form 1348 will be attached inside.

(2) EKMS Manager/Authorized personnel will provide one copy of DD Form 1348 to the Supply Officer with applicable shipping information. Once the item has been shipped, the EKMS Manager/authorized personnel will provide a signed Proof Of Shipment (POS) document to the Supply Officer and when it is received, must provide the Supply Officer a copy of the DD Form 1348 with the proof of delivery information.

(3) Failure to complete this transaction with the Supply Officer will leave open requisitions in the supply system.

(4) The Supply Officer will submit the DD Form 1348 shipping document as proof of delivery to the LST and the LST will process the D6R in R-Supply upon receipt of the DD Form 1348 shipping document.

(5) COMSEC retrograde must be shipped via registered mail.

18412. Status Processing

a. LST

(1) Review and manage daily status for ANORS and CASREPS from PMO.

(2) Update daily status message and Outstanding Requisition File (BRF).

18413. Supply Effectiveness Report

a. LST

(1) Run and review weekly Supply Effectiveness Report.

(2) Research reasons attributing to low gross and net effectiveness to prevent future occurrences.

(3) Submit Supply Effectiveness Report as scheduled to TYCOM.

(4) Refer to latest Annual CONMAVSURFLANT/COMNAVSURFPAC Comptroller Financial Guidance.

18414. Levels Settings

a. LST

(1) Manage Levels Settings as directed by TYCOM.

18415. Internal Material Obligation Validation. Any deviations will be communicated to LCSRON N41.

a. LST

(1) Use R-Supply to generate the internal MOV listings on the first workday of every month and send to LCSRON Leading LS for annotation. Upon LCSRON Leading LS validation and return, the LST will process the internal MOV by the 15th of each month.

b. LCSRON Leading LS

(1) Coordinate with the ship to validate outstanding requisitions on the internal MOV and return the annotated files to LST by the 10th of each month.

c. On-Hull Crew

(1) Supply Officer will distribute internal MOV to the cognizant Department Head for validation and reply to LCSRON Leading LS by the 10th of each month.

18416. External Material Obligation Validation

a. LST

(1) Download the external MOV file quarterly from WEBSALTS or OTS and process the external MOV per NAVSUP P-485, paras 3590-3599. This involves separating MOV listings into SRI and DTO requisitions.

(2) For DTO requisitions: Transmit External MOV listing to the On-Hull Supply Officer for distribution to Department Heads and receive MOV responses from the On-Hull Supply Officer.

(3) For SRI requisitions: Review and validate outstanding stock requisitions over 10 days old.

(4) Receive MOV responses from the On-Hull Supply Officer and compile external MOV response message and transmit via SALTS or OTS. Notify On-Hull Supply Officer of actions taken due to MOV responses.

b. On-Hull Crew

(1) Verify with external MOV responses with LST and provide ship's concurrence prior to cancellation of requisitions.

18417. Material Lost in Shipment

a. LST

(1) If the ship is in port at home port and the item is a storeroom item (SRI), an LST representative should go aboard ship and perform spot inventory for item and, if item is not located an SDR is required.

(2) If item is a DTO item or an SRI item while ship is underway or in port, away from home port. LST direct On-Hull Crew to perform spot inventory, and if item is not located, an SDR is required.

(3) If an SDR is required follow paragraph 19115 of this instruction process Supply Discrepancy Reports (SDR/QDR).

(4) If item is a DLR, or exceeds a \$2500 value threshold, a Financial Liability Investigation of Property Loss (DD Form 200) is also required.

18418. Inventories

a. LST

(1) Develop inventory and LAP audit schedule approved by LCSRON Supply Officer. Refer to NAVSUP P-485, paras 6061 and 6064 and latest TYCOM directives.

(2) Scheduled inventories will be conducted during crew turnovers and while in homeport.

18419. Location Audit Processing

a. LST

(1) Schedule LAP prior to inventory.

(2) The LST will be used to the maximum extent possible for all inventory and validity checks – particularly those that can wait until the LCS is pier side in homeport.

(3) Perform LAP prior to inventory.

(4) Conduct in-port inventories and conduct LAP inventory.

b. On-Hull Crew

(1) Conduct LAP while underway.

(2) When possible, the On-Hull Crew will observe/monitor personnel performing physical inventory.

(3) Conduct monthly spot check and report results to LST. Inventories that must be done by the Supply Officer while underway will be sent electronically to LST for reconciliation processing and analysis.

(4) Conduct monthly spot checks. Spot check listings will be submitted from LST. The On-Hull Crew will report results to LST.

18420. Process Gains by Inventory and Losses by Inventory

a. LST

(1) Process gain by inventory and loss by inventory per NAVSUP P-485. All GBI/LBI inventory adjustments are done ashore.

b. On-Hull Crew

(1) Report any known gain by inventory/loss by inventory (GBI/LBI) resulting from issue/receipt to LST to record any discrepancies.

18421. Perform Shelf Life Review for Shelf Life Code Type I and II

a. LST

(1) Establish an effective Shelf Life Program including all special shelf life materials such as aviation/HAZMAT Type I/AMMAL/ADAL, etc.

(2) Perform a monthly shelf life review.

(3) Ensure Type I (non-extendable) shelf life items had been properly expended and disposed of upon expiration and Type II (extendable) shelf life items were properly extended upon expiration and testing.

(4) Provide copy of MSSLL of all shelf life expired dates to On-Hull crew.

(5) Maintain inventory and shelf life data.

(6) Provide ship with extension data, coordinate replacement of expired shelf life and coordinate offload of expired shelf life.

b. On-Hull Crew

(1) Remove from inventory or annotate as directed by LST and extend Type II shelf life items as directed by LST.

(2) Report expiration dates of newly received HAZMAT to LST, request extensions through LST and assist with offload of expired shelf life.

18422. Monthly Change Notice

a. LST

(1) Perform Monthly Change Notice and pen/ink changes as a result of the Monthly Change Notice on NWCF storeroom assets as necessary.

(2) Take appropriate actions on NWCF stock and inform On-Hull Crew of changes.

(3) Conduct changes, update changes of on-hand assets (i.e., NSN, U/I, QTY, etc.) as applicable, verify with on hand experts concerning changes, and physical on hand inventory changes, only when the ship is in homeport.

b. On-Hull Crew

(1) Process storeroom action as directed by LST.

18423. Annual Price Change

a. LST

(1) At the beginning of the fiscal year, upload annual price change data into R-Supply.

18424. Authorized Medical Allowance List and Authorized Dental Allowance List

a. LCSRON (Medical Department)

(1) Provide overall oversight and monitor consumption data onboard the ship. The LCSRON Medical Department will approve medical material requests from ship and forward to LST for processing.

b. LST

(1) Receive medical requirement via LCSRON Medical Department, place order via prime vendor or MILSTRIP, and coordinate delivery to ship.

c. On-Hull Crew (Independent Duty Corpsman)

(1) Use SNAP Automated Medical System (SAMS) to identify and select items for purchase, and manage shelf life medical items.

(2) Offload expired medicines and turn in to the Medical Prime Vendor for credit.

- (3) Forward purchase request to LCSRON Medical Department.
- (4) Circle, sign, and date all receipts for medical material received onboard.

18425. Government Commercial Purchase Card Management. GCPC purchases for LCS are the responsibilities of the LST. When deployed for more than 45 days away from homeport supplies not more than \$3,500 and services not more than \$2,500 may be procured by the LCS Supply Officer. LCS Supply Officer must notify the Approving Official or the Agency Program Coordinator weekly. Refer to paragraph 2302 and COMLCSRONINST 4200.2, On-Hull Supply Officer Local Internal Operating Procedures for the use of GCPC.

18426. Overlay Procedures for Barcode Supply

a. On-Hull Crew

(1) When directed by LST, the On-Hull Supply Officer will complete overlay procedures and report to LCSRON and LST when complete. Overlays should be done monthly after completing ASI processing, i.e., the following Thursday.

18427. Disconnected Ops

a. LCSRON (LOSC)

(1) Receive report of system outage from ship or LST and make report of outage via email to Commodore, Deputy, Chief Staff Officer and Department Heads via email.

(2) Report and track status on the Daily Status Report until system is restored.

b. LST

(1) Coordinate with ship or LST to continue supply operation onboard.

c. On-Hull Crew

(1) Notify LOCs and LST via phone call, of any system outages.

(2) Coordinate with LST method to track expenditures.

18428. Continuous Monitoring Program

a. LCSRON

(1) Monitor CMP.

b. LST

(1) Provide timely data applicable to LCS CMP.

18429. Logistics Request

a. LCSRON

- (1) Receive LOGREQ input.
- (2) LCSRON N3 will gather inputs from LST and LCSRON N-Codes.
- (3) Establish and maintain good lines of communication with the receiving AOR to offer guidance, if needed.
- (4) Prepare and release LOGREQ message no later than 30 days prior to a port visit with action copy to Fleet Area Commander, information copy to USDAO, U.S. Embassy, LCSRON, TYCOM, and LST.

b. LST

- (1) Provide LOGREQ input to LCSRON.
- (2) Email sanitized copy of the LOGREQ to the HSP.

c. On-Hull Crew

- (1) Provide LOGREQ input no later than 30 days prior to port entry to LST/LCSRON via email or phone.

18430. Crane Services

a. LST

- (1) Schedule services as per the ship's schedule and availability.
- (2) Provide funding documents to NAVFAC.

b. On-Hull Crew

- (1) Consolidate requirements for cranes where possible.

18431. Vehicles. Each crew is only authorized three (3) vehicles: a Commanding Officer's sedan, a pickup truck and a 15-passenger van. Additional requirements must be submitted to LST and approved by LCSRON.

a. LST

- (1) Schedule vehicles as per the ship's schedule and availability.
- (2) Provide funding documents to NAVFAC.
- (3) Coordinate ship requirements with HSP.

b. LSR

(1) Coordinate picking up vehicles (one sedan, one van and one pick-up truck) from NAVFAC and deliver to ship.

(2) Collect keys from ship and return vehicles to NAVFAC.

c. On-Hull Crew

(1) Supply Officer will have duty drivers refuel rental vehicles using fuel cards provided with leased government vehicles.

(2) When in CONUS, ensure duty drivers have a valid driver's license, receive vehicles from LST, turn in vehicle keys to LST upon departure from port and complete accident reports if necessary.

(3) When OCONUS, receive vehicles from HSP, return vehicles/keys to HSP upon departure from port and complete accident reports if necessary.

18432. Phones

a. LCSRON

(1) Utilize LCSRON N41 to audit long distance and other charges.

b. LST

(1) Provide funding documents to Naval Computer and Telecommunications Area Master Station (NCTAMS), as required.

c. On-Hull Crew

(1) Receive government cell phones through LST, FLC contracting or from HSP.

18433. Utilities

a. LST

(1) Provide funding documents to Public Works Center as required.

18434. Fleet Freight Routing

a. LCSRON

(1) Ensure N41 and N3 receive copy of fleet freight routing (FFR) for situational awareness and schedule confirmation. The LCSRON will ensure FFR is prepared as per NAVSUP GLS Norfolk VA 201458Z MAR 06.

b. LST



(1) Submit and update FFR instructions according to the ship's schedule to provide clear and complete cargo routing to NAVTRANSUPPCEN or Theater Routing Promulgators.

(2) Ensure TYCOM, PMO, and NAVSUP WSS expeditors are information addressees on all applicable messages; and provide updated information via Daily Status Report.

18435. Fuel Ordering and Purchase

a. LCSRON

(1) Receive inputs for LOGREQ

b. LST

(1) When ship is deployed overseas, operational commands in the 7th Fleet AOR shall make every attempt to refuel at sea or in designated DLA contracted ports to the maximum extent possible. Use of SEA Card is also encouraged if refueling at sea (RAS) or DLA Energy Bunker Contract is not available. HSP should only be used as a last resort.

(2) Send order confirmation to unit, confirm with unit quantity of fuel delivered, approve/dispute fuel charges and modify order.

(3) Send modification to unit, confirm with unit quantity of fuel delivered, confirm requested changes from unit, and approve/dispute erroneous fuel charges.

c. On-Hull Crew

(1) Identify fuel requirements as part of LOGREQ including: quantity, port, acceptable delivery mode, delivery date and time.

(2) Identify changes to and modify or cancel order. Reasons may include identified security risk.

18500. HAZMAT SOP, ORGANIZATION, MANNING AND TRAINING

a. LCSRON

(1) Conduct initial and annual crew HAZMAT awareness training. Off-Hull Crewmembers will attend quarterly refresher training.

(2) Lead inspection preparations (SMC, INSURV, NSC and 3-M).

b. LST (CHRIMP Tech)

(1) Appoint and qualify the FLC CHRIMP Afloat Technician as HAZMAT Coordinator.

(2) Ensure HAZMAT coordinator attends afloat HAZMAT coordinator, Hazardous Material Control & Management (HMC&M) technician and CHRIMP/Navy ERP technician courses.

(3) Execute HAZMAT functions and HMC&M program oversight as HAZMAT coordinator in support of afloat HAZMAT coordinator in accordance with all applicable HAZMAT instructions.

(4) Ensure sufficient personnel are trained to support afloat HAZMAT coordinators in HMC&M.

c. On-Hull Crew

(1) Ensure HAZMAT coordinator attends Afloat HAZMAT Coordinator, HMC&M Technician, and CHRIMP/Navy ERP Technician courses (NEC 9595).

(2) Execute functions as afloat HAZMAT coordinator in accordance with all applicable HAZMAT instructions.

(3) Attend initial and annual crew HAZMAT awareness training.

(4) Participate in HAZMAT inspection preparations.

d. Mission Module Detachment - Aviation Detachment

(1) Appoint and qualify two HAZMAT supervisors (for mission systems operating two maintenance shifts (day-night)).

(2) Execute functions as HAZMAT supervisor in accordance with all applicable HAZMAT instructions.

(3) Attend initial and annual crew HAZMAT awareness training.

18501. HAZMAT Pulse Points

a. LCSRON

(1) Conduct an evaluation of the HMC&M Program every 18 months to coincide with SRA period.

b. LST (CHRIMP Tech)

(1) Collaborate with On-Hull Crew in conducting a ship-wide physical inventory of all HAZMAT.

(2) While replenishing HAZMAT, compare findings with Ships Hazardous Material List (SHML) and take appropriate actions on all differences.

(3) Review HAZMAT list to ensure that CHRIMP efforts are optimized to minimize HAZMAT stowage locations and eliminate excessive or unauthorized quantities of HAZMAT.

(4) Provide weekly status of HAZMAT program and provide annual HAZMAT listing review as per NAVSUP P-485.

c. On-Hull Crew

(1) Maintain HAZMAT program per CHRIMP Manual NAVSUP P-722.

(2) Provide assistance to LST (CHRIMP Tech) during annual review and inventory of HAZMAT.

18502. Hazardous Material Minimization Center

a. LST (CHRIMP Tech)

(1) Provide a Material Safety Data Sheet (MSDS) at the time of HAZMAT delivery.

(2) Monitor compliance with respect to HAZMAT storage, compatibility/segregation, inventory, labeling, and stock onboard.

(3) Coordinate shelf life, offload, storeroom inspections and Authorized Use List (AUL) requirements.

(4) Provide annual HMIRS CDs to On-Hull Supply Officer.

(5) Conduct satellite locker reviews upon arrival and prior to departure in Navy ports, as required.

b. On-Hull Crew

(1) Maintain HMIRS CDs and MSDS binders.

(2) Monitor compliance with embarked units and report violations to the chain of command and LST.

(3) Enforce compliance in HAZMINCEN storage, compatibility and segregation, inventory, labeling, first-in first-out issuance, returns, shelf life, offload, daily storeroom inspections, and Authorized Use List requirements.

(4) Ensure contractors bringing HAZMAT onboard report to HAZMAT Coordinator; and upon completion of work, ensure contractor's excess HAZMAT is taken ashore with them.

(5) Evaluate lighting, ventilation system and PPE.

c. Mission Module Detachment - Aviation Detachment

(1) Maintain compliance with the HAZMINCEN SOP and all applicable instructions.

(2) Appoint HAZMAT supervisors as the only personnel authorized to order, pick-up and return HAZMAT.

18503. Cleaning Product Dispensing

a. LST (CHRIMP Tech)

(1) Coordinate the replenishment of stocked cleaning products with the afloat HAZMAT coordinator, as necessary.

b. On-Hull Crew

(1) Submit HAZMAT requirements to the LST HAZMAT coordinator for approval.

(2) Replenish cleaning product dispensing units.

18504. Satellite Locker Inspection

a. LCSRON (Safety Officer)

(1) Approve satellite HAZMAT locker locations.

b. LST (CHRIMP Tech)

(1) Conduct satellite locker reviews in Navy ports.

(2) Provide report of review to On-Hull Crew.

(3) Keep documentation of review findings and required corrective action.

c. On-Hull Crew

(1) Collaborate with the ship's Safety Officer to conduct monthly satellite locker inspections and division spot checks.

(2) Report findings and required corrective action to cognizant Department Heads.

(3) Inventory MP/MM HAZMAT satellite locker prior to MP disembarkation.

d. Mission Module Detachment - Aviation Detachment

(1) Maintain satellite lockers as per with this and other applicable instructions.

(2) Conduct weekly satellite locker inspection and if required, correct discrepancies. Inspection shall include: prohibited, obsolete, excess and expired HAZMAT. Prior to MP/AVDET disembarkation, HAZMAT satellite locker will be inventoried with On-Hull Supply Officer.

18505. Order/Receive Authorized HAZMAT

a. LST (CHRIMP Tech)

(1) Coordinate the replenishment of stocked HAZMAT with the afloat HAZMAT coordinator.

(2) Notify the afloat HAZMAT coordinator of all HAZMAT deliveries.

(3) Ensure HAZMAT requirements are approved on the T-SHML.

(4) Conduct monthly HAZMAT internal MOV.

(5) Liaison with FLC Ashore HAZMAT Program Offices for all HAZMAT services required.

b. On-Hull Crew

(1) Submit non-routine HAZMAT requirements to the LST for forwarding to CHRIMP.

(2) Report excess HAZMAT (duplicate shipments or excess quantities) to the LST.

c. Mission Module Detachment - Aviation Detachment

(1) Submit HAZMAT requirements to the LST 90 days prior to deployment.

(2) Submit all routine and non-routine HAZMAT requirements to the LST.

(3) Maintenance Support Team (MST)

(4) Liaison with FLC Ashore HAZMAT Program Offices for all HAZMAT services required.

(5) Identify and provide justification of new HAZMAT requirements to the LST in order to generate and submit a Ship's HAZMAT Feedback Report (SFR).

18506. Inventory Control System for Windows/Ships Hazardous Material List/Relational Hazardous Inventory Control System

a. LST (CHRIMP Tech)

(1) Maintain and update HICSWIN and RHICS.

(2) Prepare and route a SFR for all HAZMAT not listed on the SHML via the ship's Commanding Officer or Executive Officer.

(3) Review and submit SFRs to NAVSUP WSS.

b. On-Hull Crew

(1) Maintain the container management module in HICSWIN.

(2) Utilize HICSWIN daily to manage, track, and control inventory, location and returns.

(3) Report discrepancies to the LST.

(4) Provide backup of HICSWIN database to the LST weekly.

18507. Offload/Consolidation of Used HAZMAT

a. Maintenance Support Team (MST)

(1) Include HAZMAT offload requirements in LOGREQ.

(2) Ensure any contracting requirement includes HAZMAT control and offload procedures for items brought onboard by contractor and shipyard representatives.

(3) Provide copy of contract to the LST and afloat HAZMAT coordinators.

Contract shall include the following language:

(a) "All HAZMAT brought onboard by shipyard personnel or contractors will not be stored onboard and will be removed upon completion of work and at the close of each workday."

(4) Removal and/or disposal of all shipyard or contractor HAZMAT shall be coordinated by the shipyard and contractor respectively, prior to the ship getting underway.

b. LST (CHRIMP Tech)

(1) Generate offload documents, direct disposition action, and coordinate offload of prohibited, obsolete, used, excess, or expired HAZMAT, including mission modules and/or aviation detachment prior to disembarkation.

c. On-Hull Crew

(1) Collaborate with LST for HAZMAT offload.

(2) Safely consolidate and segregate contaminated material and solid HAZMAT (e.g., batteries) for offload.

(3) Used HAZMAT shall be returned to its satellite locker or flammable liquid storeroom for stowage prior to offload.

d. Mission Module Detachment - Aviation Detachment

(1) Return used HAZMAT to the satellite locker or flammable liquid storeroom for stowage prior to offload.

(2) Prior to debarkation, conduct a joint mission package satellite locker inspection with the On-Hull Crew to ensure excess HAZMAT is consolidated in approved containers and stored in approved locations.

18508. HAZMAT Spill Kit

a. LST (CHRIMP Tech)

(1) Replenish HAZMAT spill kit and two oil and hazardous substance spill kits (one for every two repair lockers), as required.

b. On-Hull Crew

(1) Report HAZMAT spill kit use and shortages to the LST.

(2) Conduct quarterly spot checks of HAZMAT spill kits to determine replenishment requirements during crew turn-over.

18509. HAZMAT Technical Library of References

a. LCSRON

(1) Maintain the HAZMAT technical library disc provided by LST.

(2) The LCSRON Safety Officer shall maintain current versions, remain familiar with, and provide the afloat HAZMAT coordinator online access for the following references:

(a) Environmental and Natural Resources Program Manual (OPNAVINST 5090.1).

(b) Occupational Safety and Health Program Manual for Forces Afloat (OPNAVINST 5100.19).

(c) Stowage, Handling and Disposal of Hazardous General Use Consumables (NSTM Chapter 670).

(d) Pollution Control (NSTM Chapter 593).

(e) Preservation of Ships in Service-Surface Ship/Submarine Application (NSTM Chapter 631).

(f) Storage and Handling of Hazardous Material (NAVSUP P-573).

(g) San Diego Afloat Environment Quick Response Guide, Navy Southwest Region, July 2004 <http://www.cnrsw.navy.mil/Environmental/AEQR.doc>.

(h) Public Works Office Contacts for Mayport, FL.  
<http://www.nsmayport.navy.mil/Public%20Works/PW%20Manual.htm>.

(i) Pollution Prevention Afloat (P2A) Equipment Points of Contact.

b. LST (CHRIMP Tech)

(1) Maintain current versions, remain familiar with, and provide the afloat HAZMAT coordinator online access for the following references:

(a) HAZMAT User's Guide (OPNAVINST 5100.28).

(b) Stowage, Handling and Disposal of Hazardous General Use Consumables (NSTM Chapter 670).

(c) Pollution Control (NSTM Chapter 593).

(d) CHRIMP Manual (NAVSUP P-722).

(e) Afloat Desk Guide (HICSWIN Desk Guide).

(f) Afloat Supply Procedures (NAVSUP P-485 Vol. I).

(g) Preservation of Ship in Service Surface Ship/Submarine Application (NSTM Chapter 631).

(h) Storage and Handling of HAZMAT (NAVSUP P-573).

(i) SPMIG Master List (PMS CD Set).

(j) MILSPEC Cross Reference List (CD Set).

(k) MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409).

(l) Supply Operations Manual (COMNAVAIRFORINST 4440.1).

(m) COSAL Use and Maintenance Manual (NAVICPINST 4441.170B).

(n) Consolidated Afloat Requisitions Guide Overseas (NAVSUP P-4998).

(o) Maintenance Material Management (OPNAVINST 4790.2J Vol. V Chapter 20).



(p) HAZMAT/Hazardous Waste Minimization, Reutilization and Disposal Guide (Navy Mid-Atlantic Region, Revised March 2008)  
[https://www.cnrc.navy.mil/navycni/groups/public/@pub/@mida/documents/document/cnip\\_049775.pdf](https://www.cnrc.navy.mil/navycni/groups/public/@pub/@mida/documents/document/cnip_049775.pdf).

(q) San Diego Afloat Environment Quick Response Guide, Navy Southwest Region, July 2004 <http://www.cnrsw.navy.mil/Environmental/AEQR.doc>.

(r) Public Works Office Contacts for Mayport, FL  
<http://www.nsmayport.navy.mil/Public%20Works/PW%20Manual.htm>.

(s) P2A equipment points of contact.

c. On-Hull Crew

(1) Utilize and remain familiar with references listed:

(a) HAZMAT User's Guide (OPNAVINST 5100.28).

(b) Stowage, Handling and Disposal of Hazardous General Use Consumables (NSTM Chapter 670).

(c) Pollution Control (NSTM Chapter 593).

(d) CHRIMP Manual (NAVSUP P-722).

(e) Afloat Desk Guide (HICSWIN Desk Guide).

(f) Afloat Supply Procedures (NAVSUP P-485, Vol. I).

(g) Preservation of Ship in Service Surface Ship/Submarine Application (NSTM Chapter 631).

(h) Storage and Handling of HAZMAT (NAVSUP P-573).

(i) SPMIG Master List (PMS CD Set).

(j) MILSPEC Cross Reference List (CD Set).

(k) MILSTRIP/MILSTRAP Desk Guide (NAVSUP P-409).

(l) Supply Operations Manual (COMNAVAIRFORINST 4440.1).

(m) COSAL Use and Maintenance Manual (NAVICPINST 4441.170B).

(n) Consolidated Afloat Requisitioning Guide Overseas (NAVSUP CARGO P-4998).

(o) Maintenance Material Management (OPNAVINST 4790.2J, Vol. V, Chapter 20).

(p) HAZMAT/Hazardous Waste Minimization, Reutilization and Disposal Guide (Navy Mid-Atlantic Region, Revised March 2008.)  
[https://www.cnic.navy.mil/navycni/groups/public/@pub/@mida/documents/document/cnip\\_049775.pdf](https://www.cnic.navy.mil/navycni/groups/public/@pub/@mida/documents/document/cnip_049775.pdf).

(q) San Diego Afloat Environment Quick Response Guide (Navy Southwest Region, July 2004). <http://www.cnrsw.navy.mil/Environmental/AEQR.doc>.

(r) Public Works Office Contacts for Mayport, FL  
<http://www.nsmayport.navy.mil/Public%20Works/PW%20Manual.htm>.

(s) P2A equipment points of contact.

18600. SHIP SERVICES. No traditional ships services will be offered on LCS platforms.

18601. Self-Serve Laundry

a. LCSRON

(1) Refer self-serve laundry maintenance actions to the LST during in-port periods, as required.

b. LST

(1) Procure laundry consumable items (e.g., detergents, bleach, spray starch, fabric softener) from list provided by the On-Hull Crew.

c. On-Hull Crew

(1) Request self-serve laundry maintenance actions via SKED 3.2, Awn or Eight O'clock reports, as necessary.

18602. Basic Sundries, Emblematic, Health and Comfort Items

a. LCSRON

(1) Receive and maintain all inventories and audits from On-Hull Crew Supply Officer.

b. LST

(1) Provide On-Hull Crew assistance and a list of prime vendors for procuring MWR merchandise.

c. On-Hull Crew

(1) Utilize the MWR locker manager to order and maintain stock levels and cash accounts.

(2) Conduct inventories and audits during crew turnover.

(3) Forward completed inventories and audit results to LCSRON.

18603. Barber Shop

a. LCSRON

(1) Manage additional barber training available from LST (30 day school).

b. On-Hull Crew

(1) Identify one primary and one alternate barber to be placed on the collateral duty list (COMLCSRONINST 1650).

(2) Ensure proper barber training is obtained via SH C-School.

(3) Maintain a sufficient supply of tools to allow proper sanitation between patrons.

(4) Each barber must receive a physical examination from the Independent Duty Corpsman (IDC).

(5) The IDC must approve and post in all applicable spaces sanitary regulations for all service activities (barbershop, laundry, and MWR Locker).

(6) The IDC will conduct monthly sanitation inspections of barber areas.

18604. Recreation Funds Custodian

a. LCSRON

(1) Ensure proper management of MWR Program funds.

(2) Ensure representative attends MWR Fleet Recreation Management Course.

(3) Schedule and conduct a MWR Program audit during crew swap with COMNAVSURFPAC/COMNAVSURFLANT MWR (Fleet Recreation).

b. On-Hull Crew

(1) Ensure recreation funds custodian attends the MWR Fleet Recreation Management Course.

(2) Procure merchandise, manage property, and perform duties and responsibilities per BUPERSINST 1710.16. Management and administration includes references, letters of designation, and official correspondences.

(3) Ensure appropriate use and accountability of all MWR funds.

(4) Deposit cash/checks collected from the sale of MWR Locker merchandise weekly.

(5) Conduct audit on all aspects of the MWR Locker Operations weekly. On-Hull Crew will maintain records of completed audits when submitting the Commanding Officer's Monthly MWR Locker Management Report.

(6) Manage resources that achieve an optimal balance of accountability and service.

c. Off-Hull Crew

(1) Ensure recreation service custodian attends the MWR Fleet Recreation Management Course.

(2) Procure merchandise, manage property, and perform duties and responsibilities per BUPERSINST 1710.16. Management and administration includes: References; Letters of Designation; and official correspondences.

(3) Ensure appropriate use and accountability of all MWR funds.

(4) Deposit cash/checks collected from the sale of MWR Locker merchandise when the opportunity arises but not to exceed when funds are in excess of \$200.00.

(5) Conduct audit on all aspects of the MWR Locker Operations weekly. Off-Hull Crew will maintain records of completed audits when submitting the Commanding Officer's Monthly MWR Locker Management Report.

18605. MWR Locker

a. LCSRON

(1) Oversee the MWR Locker program and ensure audits are conducted by means of Commanding Officer's Verifying Report.

b. LST

(1) Provide On-Hull Crew assistance and a list of prime vendors for procuring MWR merchandise.

c. On-Hull Crew

(1) Order MWR Locker merchandise and maintain stock levels and cash accounts.

(2) Maintain security of Group III spaces. Group III spaces consist of any space that contains MWR Locker merchandise or funds. Two locks are required on Group III spaces. Use a keyless combination padlock (NSN 5340-00-285-6523) and a dead bolt door lock on all doors leading into Group III spaces.

(3) Configure all storerooms so only the accountable custodian has access.

(4) Change combinations to keyless padlocks every 6 months and upon relief of the responsible custodian.

(5) Responsible custodian will maintain the key. The second key will be in a signed by both Supply Officer and the responsible custodian, sealed in an envelope kept in the Supply Officer's state room.

18606. MWR Locker Cash Handling/Collection Procedures

a. LCSRON

(1) At no time take custody of cash, merchandise or property procured by the ship's MWR program.

b. On-Hull Crew

(1) Publish a written instruction for cash handling and collection procedures.

(2) Commanding Officer appoints a Verifying Officer in writing.

(3) Submit a MWR Locker Change Funds audit report to the Commanding Officer, copying LCSRON. Under no circumstance will the MWR Locker Manager extend credit to the customer. The Supply Officer will audit the MWR Locker Manager's collection cashbook weekly.

18607. MWR Locker Manager

a. On-Hull Crew

(1) Manage the MWR Locker.

(2) Secure cash in the MWR storage locker in a money lock box.

(3) Ensure money box and storage locker are double locked at all times.

18700. FOOD SERVICE OPERATIONS

a. The Food Service Officer is the On-Hull Crew Supply Officer. The Supply Officer's duties and responsibilities include:

(1) General supervision of food service operations

(2) Promulgate instructions that set food service safety, precautions, sanitary regulations and equipment operating procedures

b. The LST Officer is the accountable and responsible officer for the physical inventory of the food.

c. The LST Officer will submit FSM3 returns monthly to NAVSUP no later than the 15th vice the 5th of reporting period due to beep and eat posting occurs on or about the 9th day of the following month.

d. The Supply Officer and the Leading CS onboard the LCS are accountable to the U.S. Government for maintaining inventory control and preventing pilferage.

e. Because all food items will be pre-expended, the Supply Officer and the CS will ensure food items are arranged so that the oldest stock will be issued out first, according to date of pack and condition of product.

18701. Food Service Management System. LST Officer will maintain the Food Service Management System (FSM3) for all LCSs. The FSM3 system is an automated method for Navy food service personnel, both afloat and ashore, to perform automated menu production, receipt, inventory, issue and accounting of subsistence items and other functions associated with the operation of a general mess. Reference: FSM 3.0 User Manual.

a. LCSRON

(1) Receive muster report from ship.

b. LST

(1) Associate ports with prime vendor.

(2) Edit recipes, if necessary.

(3) Modify recipes or instructions, if ship's request is approved.

(4) Manage activities' inventory.

(5) Update the number of days a Food Item Code (FIC) category needs to endure.

(6) Add, delete, and edit users: grant permissions and activities.

(7) Add, delete, and edit user's galley.

(8) Add, delete, and edit activity constant information.

(9) Add, delete, and edit storeroom information.

(10) Add, delete, and edit vessel types.

(11) Add, delete, and edit ports.

(12) Add, delete, and edit prime vendors.

(13) Add, delete, and edit prime vendor allowances.

- (14) Add, delete, and edit food allowances at the beginning of the quarter.
  - (15) Add and edit table of charges.
  - (16) Add, delete, and edit markup rates at the beginning of each quarter.
  - (17) Add, delete, and edit ration conversion factors at the beginning of each quarter.
  - (18) Add or delete a global FIC substitution.
  - (19) Add, delete, or edit a FIC.
  - (20) Add, delete, or edit recipes.
  - (21) Manage the number of days an FIC category needs to endure.
- c. On-Hull Crew
- (1) Transmit Muster Report.
  - (2) Request to modify recipe instructions.

18702. Navy Standard Core Menu Development. Menu development will be established at NAVSUP by a team of subject matter experts including a corporate chef, registered dietitian, Natick Labs, active duty CS, NFMT, DLA Troop Support and Fleet feedback. Menu development conferences are held twice a year, notification provided by NAVSUP through TYCOM and/or LCSRON.

- a. NAVSUP Enterprise
  - (1) Develop and release the Navy Standard Core Menu.
  - (2) Approve items and modifies menu accordingly.
  - (3) Upload the Navy Standard Core Menu into FSM3.
  - (4) Add, delete and edit Navy Standard Core Menu, as needed.
- b. LCSRON
  - (1) Ensure maximum participation during menu development.
  - (2) Approves menu after processed by the Navy Standard Core Menu Program Manager.
- c. LST
  - (1) Review recommended changes from ship.

(2) Add local food items using, for example, DD Form 1155 or DD Form 1149 where no prime vendor is available.

(3) Forward changes to LCSRON and TYCOM for approval.

(4) Consolidate menu recommendations and forward them to NAVSUP.

d. On-Hull Crew

(1) Conduct Menu Review Board once per on haul period per crew and forward minutes/recommendations to LST for consolidation and forward to LCSRON and TYCOM.

18703. Requisitioning. Refer to NAVSUP P-486, Chapter 4.

a. LST

(1) Inform appropriate LSR of requisition.

(2) Execute endurance, sustainability and/or reverse endurance functions (Ashore User Manual, section 4.3, 4.4, and 2.1).

(3) Create replenishment and submit as preliminary orders (via the TRANSMIT link within the Orders Module of the FSM3 application) (FSM 3.0 User Manual).

(4) Allow ships three days to provide feedback (accept/change orders).

(5) If ship provides feedback, validate and approve modifications.

(6) If no receipt of feedback from ship or if ship provided feedback, create a rough prime vendor requisition. SIK Accountable Officer will order provision within a pre-determined SIK buy budget for each LCS ship. Order from appropriate source upon receipt of verification from On-Hull Supply Officer.

(7) Prepare and submit smooth requisition using FSM3.

(8) Verify with stores operator order progress.

(9) If Supply Officer cannot provide subsistence receipt confirmation to MSD (LST) through handheld RFID device, fax or scan copy of receipt with circle, sign and date of receipt information.

b. On-Hull Crew

(1) Review requisition from LST against inventory and return to LST for ordering provision.

(2) Receive and verify notifications from LST and review requisition against inventory.



(3) Make changes as appropriate and the ship's Supply Officer/FSO has three days to approve or modify the order.

(4) Ensure requisition due-in is in FSM3 database.

18704. Receipts. The receipts module handles the coordination of deliveries in-port, overseas, and at sea. It provides the visibility of all outstanding and received items. An outstanding receipt in the receipts module means an order has not arrived; received receipts means the order has arrived.

a. LST

(1) Coordinate deliveries based on ships schedule and location to have the prime vendor or in-company CLF replenish stores while in homeport, deployed and at sea.

(2) Establish and coordinate provisions deliveries with the HSP in non-Navy ports.

(3) Provide stevedores in port when required.

(4) Post all receipts.

(5) Ensure all orders are received or cancelled and posted using FSM3.

(6) File receipts and NAVSUP Form 1336.

(7) Responsible for maintaining hard copy receipts.

b. On-Hull Crew

(1) Emergency provision procurements by the Supply Officer (Afloat Food Service Officer) or Leading CS will be allowed, with coordination with LST, NAVSUP and BUPERS.

(2) Circle, sign and date all receipts and submit to LST to make appropriate FSM3 entries.

18705. Contract for Stevedores in Homeport

a. LST

(1) Provide stevedores during provision deliveries as appropriate.

b. On-Hull Crew

(1) Assist and direct food delivery stowage.

(2) CS will stow all food with assistance from the stevedores.

(3) Ship will coordinate the movement of stores through working party when overseas or at sea.

18706. Expenditures. The purpose of the expenditure (losses and pending losses) sections is to account for items that are lost due to physical deterioration (damage in handling, fire, water, periodic shelf life review, etc.). This application will allow the user to account for this loss in quantity and price, edit information regarding the item and view previous losses of the item (NAVSUP P-486, para 6002).

18707. Expenditures Less Than \$500

a. LST

(1) Process, generate and approve the Financial Liability Investigation of Property Loss (DD Form 200).

b. On-Hull Crew

(1) Notify LST of any losses or pending losses to items that are showing any signs of physical deterioration.

18708. Expenditures Exceeding \$500

a. LCSRON

(1) Review DD Form 200 for losses or pending losses exceeding \$500 and have it signed by the Accountable Officer.

b. LST

(1) Prepare DD Form 200. Ensure the questions regarding who, what, when, where and how are completely answered; and pictures are taken of items being surveyed.

(2) For all DD Form 200 surveys exceeding \$500, follow NAVSUP P-486, para 6001.7. Provides an expenditure number for the DD Form 200 per NAVSUP P-485, para 5001.

(3) If surveys exceed \$500, provide a copy to ISIC and TYCOM.

(4) Receive notification for food disposal, and place an order for replacement.

c. On-Hull Crew

(1) When survey recommends disposal of food, a witness shall actually observe the disposition. This individual will not be in the Supply Department chain of command and will be an E-7 or above.

(2) Inform LST of pending survey for ordering purposes.

(3) When survey recommends unfit for human consumption, a signature of medical representative is required.

(4) Supply Officer will notify LST for the disposal of food for reorder.

- (5) Supply Officer will initiate the process as per NAVSUP P-486, para 6001.7.

18709. Head Count. The purpose of the head count is to manage the meals served daily to enlisted, officers and any other authorized personnel onboard the vessel. Credit sales are used for all officers and the record is maintained on the Beep and Eat Report by individual names. All visiting personnel and other authorized guests must make provisions for payment through temporary beep and eat accounts.

- a. LCSRON
  - (1) Provide LST with sailing list.
- b. LST
  - (1) Enter head count in FSM3 daily.
  - (2) Monitor ship's daily head count in FSM3 .
- c. On-Hull Crew
  - (1) Provide daily headcounts to LST.

18710. Food Production. The preparation process involves creating a Food Preparation Worksheet (NAVSUP Form 1090). Among other information, this NAVSUP Form 1090 tracks the number of portions to prepare for breakfast, lunch and dinner and provides food preparation instructions to the Galley Watch Captain and other food service personnel. All food received on all LCSs will be automatically expended.

a. Pre-expending will be done by utilizing the Food Item Request/Issue Document (NAVSUP Form 1282) and using the issue all button in FSM3 and adding food items and quantities to the NAVSUP Form 1282 manually if the Food Item Code (FIC) is not found under issue after all receipts have been posted. Maintain pre-expended food in NAVSUP Form 1282 as per NAVSUP P-486. Pre-expending does not authorize LCSs to close out the fiscal year over issue. Pay special attention during deployment, during any operational month and specially August and September to manage food costs.

- b. LST
  - (1) Monitor the production of NAVSUP Form 1282 and NAVSUP Form 1090.
  - (2) Pre-expend/post the Food Item Request (NAVSUP Form 1282).
- c. On-Hull Crew will maintain and utilize the current LCS 21-Day Navy Standard Core Menu.
  - (1) Galley will be temporary closed inport/homeport when scheduled for depot maintenance or ship's restricted availability. LCS personnel can subsist through either nest

feeding: Afloat galley or ashore Navy Food Service Facility. The crew may be placed on full BAS as a last resort.

18711. Sale of Meals. All officers and ship riders will create a beep and eat account at <https://beepandeat.navsup.navy.mil>. No cash will be accepted for the sale of meals onboard any LCS. In the event of a system outage onboard, CSs will use a manual NAVSUP Form 1046 and report the headcounts to the LST.

a. LCSRON

- (1) Require all ship riders to establish a beep and eat account before arriving.

b. LST

- (1) Collect checks from riders in the event of a beep and eat system outage.
- (2) Provide Ship's Supply Officer a list of paid riders.
- (3) Deposit all cash/checks to PSD NAVSTA.

c. On-Hull Crew

(1) All attached officers will be required to create a beep and eat account and will be charged for all meals. The officers are responsible for paying their mess bills on line by the next pay period.

(2) In the event of a system outage, copies of monthly meals sold on credit (NAVSUP Form 1046) will be provided to the ashore LST SIK Accountable Officer.

18712. LCS Storeroom Security. NAVSUP P-485, article 1118 requires Type II dry provisions storerooms to be secured with authorized locks. Because of the emergency egress from the engine room through the storeroom a tamper seal will be used instead of a lock.

18713. Inventory. LCSs are authorized to pre-expend food items; however, any food items that are not pre-expended must be documented/reflected in the Inventory Adjustment Documents (NAVSUP Form 1059) and will be retained as part of the monthly closeout. LST will utilize NAVSUP Form 1282 to post pre-expended food items daily or as required. The total pre-expend of food items for every month will be posted in (NAVSUP Form 1059), as well as in Receipts and Expenditures (NAVSUP Form 367) and to be reflected in General Mess Summary Document (NAVSUP Form 1359).

18714. Daily Record Keeping and Financials. Sale of General Mess Meals (NAVSUP Form 1046). These functions are managed in the beep and eat website (<https://beepandeat.navsup.navy.mil>). In the event of a system outage, the ship will maintain a manual NAVSUP Form 1046 for all officers and ship riders.

a. LST

(1) Claim appropriate special allowance (must be activated for each day an allowance is applicable).

(2) Modify ration credit formula as necessary. If any differences in formula, LST activates/deactivates.

(3) LST may get daily RIK(Routing Identifier for MILSTRIP orders)/allowed from Waterfront Support, ship, etc. LST plugs in allowed.

(4) Post General Mess headcounts (RIK).

(5) Post Cash Sales headcounts and dollar amounts collected from beep and eat.

(6) Post surcharge headcounts from beep and eat.

b. On-Hull Crew

(1) Completes daily NAVSUP Form 1046 (in the event of a beep and eat outage).

(2) Retain daily RIK/Allowed signed by LCSRON Admin Officer.

(3) Send LST Cash Sales headcounts and dollar amounts collected from DSR.

(4) Due to pre-expending, NAVSUP Form 1282s and NAVSUP Form 1090s will not be required for retained returns for LCS ships.

18715. Required Records Keeping and Financials. General Mess Summary (NAVSUP Form 1359): At the end of each month, a General Mess Summary (NAVSUP Form 1359) must be generated and sent to NAVSUP Headquarters for an evaluation of the month's activity for each individual hull. The NAVSUP Form 1359 summarizes the activity of the FSM3 program for each LCS.

a. NAVSUP Enterprise

(1) Process NAVSUPNOTE 7330.

b. LST

(1) Post deposits.

(2) Establish prime vendor contract number.

(3) Update International Date Line.

(4) Collect and hold ship riders' mess payment until ship's return to port.

(5) Post deposits upon ship's return to port.

(6) Deposit collected moneys to Disbursing.

(7) Retain all food service directives.

(8) The LST SIK Accountable Officer will submit food service financial returns in his or her name monthly as per NAVSUP P-486 and NAVSUPNOTE 7330.

c. On-Hull Crew

(1) Retain all modified food service directives.

18716. Monthly Records Keeping and Financials.

a. The LST Officer will maintain/print out the following financial returns:

(1) General Mess Summary Report (NAVSUP Form 1359).

(2) Record of Receipts and Expenditures (NAVSUP Form 367).

(3) General Mess Control Record (NAVSUP Form 338).

(4) Inventory Adjustment Documents (Stores Consumed) (NAVSUP Form 1059).

(5) Inventory Adjustment Documents (Book Inventory Print at monthly Closeout) (NAVSUP Form 1059).

(6) Cash Meal Payment Book (NAVSUP Form 1544) (only as applicable).

(7) Recapitulation of Meal Record (NAVSUP Form 1292).

(8) Items Received (Requisition Log) (NAVSUP Form 1336).

(9) Requisition and Invoice/Shipping Document (DD Form 1149).

(10) Order for Supplies or Services (DD Form 1155).

(11) Financial Liability Investigation of Property Loss (DD Form 200).

(12) Cash Collection Voucher (DD Form 1131).

(13) Beep and Eat Reports.

(14) Food Items Invoices/Receipts.

b. Food Service Financial Returns are subject to be reviewed/audited by ATG for monthly records review.

c. The LST Officer will ensure prior fiscal year deposit (NAVSUP Form 1359), refer to NAVSUP P-486, para 7303 and will have the following functions:

(1) Ensure last deposit for the reporting period is posted.

- (2) Ensure all regular receipts are posted or deleted.
- (3) Ensure all breakouts are posted and accepted.
- (4) Provide monthly report to the LST Officer with information copy to LCS Waterfront Support and ship with the following:
  - (a) Part I – Financial Management:
    1. General Mess Summary (NAVSUP Form 1359) managed in FSM3.
    2. General Mess Summary Document - Prior Fiscal Year Deposit (NAVSUP Form 1359) managed in FSM3.
    3. Receipts and Expenditure Log (NAVSUP Form 1367) via FSM3.
  - (b) Part II – Inventory Management:
    1. Inventory Adjustment Documents (NAVSUP Form 1059) via FSM3.
    2. General Mess Control Report (NAVSUP Form 338) via FSM3.
    3. Requisition Log (NAVSUP Form 1336) via FSM3.
    4. Stores Consumed (NAVSUP Form 1059) via FSM3.
  - (c) Part III - Food Service Records and Returns:
    1. Sale of General Mess Meals (NAVSUP Form 1046) via FSM3 and on Beep and Eat Report.
  - (d) Part IV – Food Service Preparation and Sanitation (Input from ship):
    1. Maintain stock records and ensure sufficient food stocks.
    2. Maintain general mess records.
    3. Submit reports and maintain financial returns.
    4. Review monthly financial return.
    5. Retain monthly financial returns per NAVSUP P-486 for future audits and assessments.
    6. Maintain receipt documents, DD Form 1155s, and contract purchase receipts in separate folders with FSM3 receipt print out.
    7. Maintain Stores Consumed (NAVSUP Form 1059) on file to track usage of pre-expended food items.

d. On-Hull

- (1) Responsible for keeping LST informed as conditions differ from planned.
- (2) Supply Officer will receive monthly report from LST and provide copy to the Commanding Officer.
- (3) Supply Officer submits Part V – Food Service Preparation and Sanitation Report to LST.

e. LCSRON

- (1) Receive a copy of Supply Department Supply Officer's Monthly Report.

18717. Space Sanitation

a. LCSRON

- (1) Determine set parameters when cleaning service is required.
- (2) A designated N41 representative will perform a quarterly food service sanitation walkthrough separate or in conjunction with IDC sanitation walkthroughs in port, homeport only.
- (3) N7 will provide all personnel with initial and refresher courses in sanitation following current NAVMED Instructions.
- (4) N7 will require CSs to attend space sanitation training.

b. LST

- (1) Prepare funding document when required for cleaning services.

c. On-Hull Crew

- (1) Responsibility for food borne illness resulting from improper or careless preparation, serving, or storage of food rests with the Supply Officer.
- (2) The Supply Officer will ensure all personnel receive initial and refresher courses in sanitation following current NAVMED instructions.
- (3) Rules and regulations for general cleanliness, equipment and utensil sanitation, clean working uniforms, properly storing material, and sanitary procedures for preparing and serving food will be strictly enforced by the Supply Officer.
- (4) The Supply Officer or Leading CS will make thorough daily inspections of all food service personnel and food service spaces. These inspections will ensure compliance with all food service rules and procedures as outline in NAVMED P-5010-1.



(5) The Executive Office or designated representative will perform daily messing and berthing inspections.

(6) Due to limited manning, maintaining space sanitation is an all hands responsibility.

d. The Off-Hull Crew will have the following functions:

(1) The Supply Officer will ensure all personnel receive initial and refresher courses in sanitation following current NAVMED Instructions.

(2) CSs need to attend Space Sanitation Training.

18718. Plastic Disposal Plan. The trash room will be opened after each meal by two personnel, one to man the pulper and another to handle plastic. The manning will be assigned by the off going section leader.

a. Crew's plastic will be processed as follows:

(1) Individuals will bring the plastic they have gathered. The plastic will be cleaned in the deep sink located in the space.

(2) Bottles will be crushed (by the individuals bringing it down).

(3) Galley plastic will be processed by the CSs in the same manner listed above.

(4) Clean plastic will be loaded inside an odor barrier bag.

(5) The odor barrier bag will be crushed down with as much air removed as possible prior to closing down the space after each meal.

(6) The bags will be collected and stored in the storage cage in the trash room.

(7) These bags will be offloaded at the earliest possible point (During in-port periods or VERTREPs).

18719. Records Audit/Inspection

a. LCSRON

(1) N41 or designated representative will conduct space sanitation inspection for deployment certification.

(2) N41 will schedule pre-deployment supply certification.

b. LST

(1) For future audits and assessments, retained quarterly financial returns will be assembled and filed per NAVSUP P-486.

(2) Keep receipt documents, DD Form 1155s and contract purchase receipts in separate folders with FSM3 receipt print out.

(3) Maintain hardcopy of stores receipt report with vendor invoices.

c. On-Hull Crew

(1) Daily walk-through.

(2) Prepare for pre-deployment supply certification.

(3) Manage shelf life.

(4) Present material condition, sanitation, and food service equipment for inspection.

(5) Work with Engineering Department for maintenance and overall operation of food service equipment.

18720. Food Service and Galley Equipment. A systematic program for replacing worn, obsolete, unreliable, insupportable or unsuitable equipment must be established to identify requirement for scheduling replacements, developing budget justifications and facilitating early procurement of long lead time materials or equipment.

a. Mess Decks

b. LCSRON

(1) Conduct periodic sanitation inspections while in-port.

c. On-Hull Crew

(1) Control general mess access.

(2) Maintain cleanliness of messing areas.

(3) Maintain beverage service.

(4) Conduct scullery operations.

18721. Safety

a. The LCSRON 3-MC will note all PMS discrepancies and forward them via a feedback report to NAVSEA. N7 will provide training in the proper emergency procedures and use of emergency/safety device.

b. The Maintenance Support Team (MST) will conduct scheduled maintenance on hydrostatic testing of steam jacketed kettles and high compression steam cookers and steam

relief valves. Temperature measuring device shall be calibrated by the manufacturer's specifications as necessary to ensure their accuracy.

c. The On-Hull Crew will inspect fire safety equipment (such as CO<sub>2</sub>/PKP bottles) and ensure it is within periodicity. The On-Hull Crew will report discrepancy to waterfront support 3-MC and ensure the following are in place and in proper operating condition:

- (1) Safety devices including interlock switches.
- (2) Shielded toggle switches.
- (3) Temperature/pressure gauges.
- (4) Steam relief valves.
- (5) Machinery guards.
- (6) Additionally, the On-Hull Crew will:
  - (a) Ensure personnel operating equipment are aware of and trained in the proper emergency procedures and use of applicable emergency/safety devices.
  - (b) Ensure support stanchions, toggle pins, or safety support chains are in place.
  - (c) Ensure safety hazards such as slipper floors, hot pipes, and live steam do not exist.
  - (d) Ensure all operating and safety instructions are posted appropriately.
  - (e) Ensure there are no electrical shock hazards in any food service space.
  - (f) Ensure emergency lighting for exits and above the inside door of general mess spaces and dry provisions storerooms are installed and in good operating order.
  - (g) Ensure a remote activating station for installed fire-fighting system is clearly labeled and located at the exit to the door away from equipment.
  - (h) Ensure pull chains on the steam jacketed kettles were readily accessible without the risk of being burned from the steam relief valve.
  - (i) Ensure grease trap pans are provided with latch to prevent slipping out during heavy seas.
  - (j) Ensure food service personnel are provided with protective clothing (rubber gloves, aprons, face shields and chemical safety goggles) for the performance of their duties.
  - (k) Ensure knives and cutlery are stored and secured in provided knife racks.

18722. Culinary Specialist Training

a. The LCSRON will ensure proper training is being documented and will establish and maintain an effective CS PQS Program.

b. On-Hull Crew

(1) Conduct on the job (OJT) training and sanitation training.

(2) Conduct LCS food service training: NAVSUP Form 1090, NAVSUP Form 1282, procedures in communicating to LST, receipt processing, etc.

(3) Maintain the following records: Record of physical exam and food handlers training certificates and receipts.

c. Off-Hull Crew

(1) Establish a short and long range training program.

(2) Conduct regularly scheduled constructive food service training, prepare, update and approve all lessons plan for each curriculum topic.

(3) Conduct sanitation training for all personnel and ensure they have received a minimum of four hours initial and four hours annual refresher training.

(4) Ensure food service training certificates are current for all food service personnel and maintain the following records:

(5) Record of physical exam.

(6) Food handlers training certificate.

18723. Crew Augmentation. LCS Core Crews are manned with four CSs per 95 embarked personnel. An augment of one additional CS is authorized for every additional 25 personnel embarked onboard.

a. LCSRON N41

(1) Receive written request for augmentation from On-Hull Crew. If the requested augmentation period does not exceed 30 days, LCSRON will attempt to source from Off-Hull Crews, Replacement Sailors or the Unplanned Loss Pool, provided it does not impact the members training track.

(2) If no LCS Program organic sailors are available or the augmentation period exceeds 30 days, LCSRON N41 will request a TAD Assist from TYCOM N1.

b. On-Hull Crew

(1) Submit written request to LCSRON N41 at least 60 days prior to the desired augmentation period.

18800. POSTAL SERVICES

a. LST

(1) Coordinate with Postmasters of cities where the ship will stop to ensure the mail reaches the ship in a timely manner.

18801. Draft MRI Messages

a. LCSRON

(1) The LCS ISIC N3 will provide schedule and any changes to the LST. LCSRON Ship Secretaries will provide an Alpha Roster to LST at LST.FISCSD@navy.mil.

b. LST

(1) Draft and release the MRI, activate and deactivate crews FPO addresses as necessary, and ensure Navy Regional Mail Center (NRMC) is provided with current alpha roster for each crew.

18802. Delivery of Mail in Homeport

a. LCSRON

(1) Currently all official mail goes to the ship due to address in the SNDL.

b. Navy Regional Mail Center

(1) Sort and deliver personal mail to ship and On-Hull Crew. The NRMC will sort Off-Hull Crew mail for pick up by LCS ISIC N1.

c. On-Hull Crew

(1) Supply Officer will receive and distribute all mail received by the ship.

d. LST

(1) Coordinate mail pickup and delivery of personal mail with the On-Hull Supply Officer and the LSR.

18803. Delivery of Mail While Deployed

a. LCSRON Ship Secretary

(1) Will forward all official mail directly to crew fastest means possible (i.e., traveler, scan and email or mail).

b. LST

- (1) Coordinate with LCSRON and NRMC to ensure unit MRI is up to date.
- (2) Coordinate delivery of mail to the ship using LSR or HSP.

(3) NRMC will monitor unit MRI and Joint Military Postal Activity (JMPA) mail changes. Provide changes in procedures for the routing and dispatch of Navy mail to the serving JMPA and other commands, as appropriate. Review AOR mail on hand reports generated by each Fleet Mail Center (FMC), Mail Control Activity (MCA), postal concentration center, Consolidated Mail Facility (CMF) and cargo on hand reports for mail awaiting movement. (Reference: OPNAVINST 5112.6E.)

- (4) Forward mail, as required, to hull as per MRI.

c. On-Hull Crew

- (1) Operations Officer will inform LCSRON OPS for any ship's schedule changes.

(2) Supply Officer will receive mail, hold mail call, and transfer out all outgoing mail to CLF ships, other ships, U.S. Postal Service, HSP (except registered mail), or LSR for processing. Registered mail should only be given to the LSR or U.S. Postal Service.

18804. Directory Services

a. LCSRON

(1) The LCSRON N1 will provide directory service for all LCS official and crew mail.

18805. Crew Mail Orderly

a. LCSRON

- (1) Oversee the postal operation.
- (2) Establish physical security for the protection of mail.
- (3) Transport incoming/outgoing mail to/from.

b. On-Hull Crew

- (1) Establish physical security for the protection of mail.
- (2) Coordinate transportation of incoming/outgoing mail with LST.

18806. Official Mail

a. LCSRON

(1) Turn in official mail to NRMC that requires further transfer to hull as per unit MRI and send LCSRON outgoing mail to NRMC.

b. Navy Regional Mail Center

(1) Provide limited postage prepaid envelopes and boxes for mailing Navy-wide exam worksheets or urinalysis samples (only for use in ports without FLC support).

c. On-Hull Crew

(1) Supply Officer will receive incoming mail and send outgoing.

d. Off-Hull Crew

(1) Supply Officer will receive incoming mail from LCSRON and send outgoing mail to LCSRON.

e. LST

(1) Ensure postage prepaid envelopes and boxes are onboard prior to deployment.

18807. Registered Mail

a. Incoming Registered Mail

(1) The LCSRON N1, On-Hull, Off-Hull must establish a registered mail log book with the following information: registered mail number, date received, name of person the mail belongs to and signature of person receiving registered mail. Logbook should be used for all official and personal registered mail.

b. Outgoing Registered Mail Off-Hull Crew will hold outgoing registered mail until upon arrival to a port with U.S. Postal Services or a Military Post Office.

18808. Mailing Addresses. All Mission Package Detachments will use the same permanent crew address as the On-Hull Crew while embarked onboard a LCS ship.

a. Official Mail Address: All official mail will go to LCSRON. This address is to be used for all official mail correspondence only.

Sample Address:

Commanding Officer  
USS FREEDOM LCS-1 Crew 101  
3325 Senn RD STE 7,  
San Diego, CA 92136-5049

b. Permanent Crew Address: This address can be used for in homeport or deployed, On-Crew and Off-Crew. This address is to be used for crew mail only. Unit Number and Zip +4 will be assigned by USPS. Crews will be numbered in sequential order per hull type. (E.g.

FREEDOM class will be 101, 102, etc. and INDEPENDENCE class will be 201, 202, etc. for BLUE and GOLD Crews respectively).

Sample Address:

BM3(SW) John P. Jones  
USS FREEDOM LCS-1  
Crew 101  
FPO AP 96601-XXXX

c. Hull Address: Each hull will have its own unique FPO address, valid only in the Military Postal System, not USPS. The NRMC will be the only activity authorized to use the FPO address.

18809. Postal Supplies

a. LCSRON

(1) Coordinate with Hull/LST to ensure all pre-deployment supplies are onboard LCS.

b. FLC NRMC

(1) Make up a list of postal supplies for ships deploying and replace On-Hull Crew Postal supply as required.

c. On-Hull Crew

(1) Report consumption of postal supplies to LST for stock replenishment.

18810. Postal Training

a. LCSRON

(1) Coordinate with LST to ensure all crews have training before deployment.

b. Navy Regional Mail Center

(1) Provide pre-deployment training for all postal matters including proper mail addressing.

c. On-Hull Crew

(1) Ensure all crew members are available for postal training and the proper use of mailing addresses.



**APPENDIX A. SUPPLY OFFICER'S MONTHLY REPORT  
TO THE COMMANDING OFFICER**

6 March 2012

From: LT I. L. Garner, SC, USN, XXX-XX-4567/3100  
To: Commanding Officer, USS ALWAYS UNDERWAY (DDG-199)

Subj: SUPPLY OFFICER'S MONTHLY REPORT FOR FEBRUARY 2012

Ref: (a) COMNAVSURFPAC/COMNAVSURFLANTINST 4400.1, App A

Encl: (1) Supply Officer's Monthly Report to the Commanding Officer as of 29 February 2012  
(2) NAVCOMPT Form 153 – February 2012  
(3) Continuous Monitoring Program Pulse Points – February 2012  
(4) Carcass Tracking Transaction Report (From CMP) – February 2012  
(5) Gain by Inventory/Loss by Inventory Reports – February 2012  
(6) Pending Stock Survey Listing – February 2012

1. As per reference (a), enclosures (1) through (6) are submitted for your review and disposition.

I. L. GARNER  
LT, SC, USN

**Supply Officer's Monthly Report to the Commanding Officer as of 29 February 2012**

**PART I - FINANCIAL MANAGEMENT**

**1. OPTAR Status**

	<b>EMRM</b>	<b>OTHER</b>	<b>TOTAL</b>
CURRENT FYTD GRANT	\$526,000.00	\$147,000.00	\$673,000.00
FYTD GROSS OBLIGATION	\$138,307.00	\$82,728.00	\$221,036.00
UNOBLIGATED BALANCE	\$387,692.00	\$64,271.00	\$451,963.00
PERCENT OBLIGATED	26%	56%	33%
PERCENT OF FY ELAPSED	25%	25%	25%

Changes to OPTAR funding: EMRM augment \$200,000

**2. Material Outstanding Validation (MOV)**

a. Internal MOV

- (1) Number of requisitions reviewed (100% total required monthly): 397
- (2) \$ value/number of cancellations generated: \$125.13/2
- (3) \$ value/number of confirmed cancellations received: 75.00/1
- (4) The following work centers did not return their MOV listing:
  - (a) EM01
  - (b) CF01

b. External MOV (MOV's sent by ICPs on the 20th of JAN, APR, JUL, OCT):

- (1) Number of requisitions reviewed (100% total required quarterly): 563
- (2) \$ value of cancellations generated: \$652.32

**3. Summary Filled Order Expenditure Listing (SFOEDL)**

[Must be processed within 10 days of receipt, no later than 15th]

<b>FY</b>	<b>DATE RECEIVED</b>	<b>DATE PROCESSED</b>	<b>CUMULATIVE TOTAL (COL. 23 OF BOR)</b>
2011	8MAR12	12MAR12	\$673,000.00
2012	8MAR12	12MAR12	\$221,036.00
<b>CURRENT MONTH PROCESSED: AUGUST 2012</b>			
Total Dollar Value (Month)			\$21,069.32
Total Dollar Value Above Threshold Charges			\$15,560.00
Total Dollar Value Challenges			\$1,042.32
Pending Credits From Challenges			\$345.00

**4. Government Commercial Purchase Card Program**

a. AO Certification Inclusive dates: (example: 21JAN2012 – 26JAN2012)

[Must be certified within 5 days of receipt]

<b>BUDGET TYPE</b>	<b>DATE RECEIVED</b>	<b>DATE PROCESSED</b>	<b>PERIOD TOTAL</b>	<b>FYTD TOTAL</b>
EMRM	20FEB12	25FEB12	\$1,234.78	\$65,234.78
OTHER	20FEB12	25FEB12	\$3,196.78	\$41,196.78

- b. APC Mandatory Monthly Audit
  - (1) Audit completion date: 29FEB12
  - (2) All transactions conducted in compliance with NAVSUP and FIAR requirements: Yes
  - (3) Discrepancies:
    - (a) B001: Missing invoice
    - (b) B002: Missing copy of DD Form 1155
    - (c) B007: Sales tax charged
    - (d) B025: HAZMAT purchased without proper approval
  - (4) Commanding Officer's Management Report submitted: 28FEB12

c. All Citibank/ Defense Acquisition University (DAU)/ethics training requirements, instructions, and letters of authority are current: Yes

## PART II - INVENTORY MANAGEMENT

### 1. FY12 Inventory Schedule

INVENTORY TYPE	SCHEDULED	DATE COMPLETED	# ITEMS	ACC. RATE (%)	NOTES
SIM/DBI/POS	14NOV11-20NOV11	20NOV11	350	98%	
BMS	10DEC11-15DEC11	20DEC11	5	100%	1
CLASSIFIED	10JAN12-15JAN12	15JAN12	1	100%	
HAZMAT	14FEB12-19FEB12	25FEB12	195	76%	2
DLR (B STRM)	10OCT11-14OCT11	12OCT11	824	99%	3
DLR (E STRM)	3SEP12-10SEP12				
SIM/DBI/POS	6AUG12-13AUG12				
BMS	10SEP12-15SEP12				

Note 1: Inventory conducted earlier due to custodian transferring.

Note 2: Low accuracy rate caused by incorrect issuing procedures. Training conducted.

Note 3: Surveys completed.

### 2. Monthly Spot Inventories (As Required)

INVENTORY TYPE	# ITEMS	ACC. RATE (%)	REMARKS
SIM/DBI/POS	111	99%	
DLR (B STRM)	50	100%	
NON-SIM/NON-POS	250	96%	\$4,825.00 LBIs generated, no survey
MAMS (CF01)	802	100%	Relief of CSO
MAMS (EA01)	36	100%	Relief of EN2 Gear

### 3. Shelf Life Review Completed: Yes

### 4. COSAL

ASI NUMBER	DATE RCVD	DATE PROCESSED	DEFICIENCIES ORDERED	ACTION TAKEN TO # APL
454	10FEB12	10FEB12	Yes	Yes
455	10FEB12	10FEB12	Yes	Yes

**5. Cost Avoidance**

- a. 2M PREP
  - (1) Number of requisitions trapped: 21
  - (2) Number of requisitions repaired onboard: 2
  - (3) Number of requisitions repaired by local RMC: 8
  - (4) Dollar value of savings (current month): \$21,250.00
  - (5) Dollar value of savings (FYTD): \$108,650.00
- b. RRAM
  - (1) Dollar value of savings (current month): \$4,368.00
  - (2) Dollar value of savings (FYTD): \$72,125.00

**PART III – NAVY WORKING CAPITAL FUND (FORCE LEVEL SHIPS ONLY)**

**1. Redistributable assets onboard (RAB) and redistributable asset on order (RAO) as a percent of authorized inventory:**

Category	Ships Condition	Standard
RAB-NSA/APA	3%	3%
RAO-NSA/APA	1%	1%

**2. Supply Readiness reflected as adage of inventory on hand:**

Category	Ships Condition	Standard
Range O/H	96%	95%
Depth O/H	91%	90%

**PART IV – POSTAL OPERATION**

**1. Postal Officer’s review conducted (weekly):**

- a. 03FEB12
- b. 10FEB12
- c. 17FEB12
- d. 24FEB12

**2. Supply Officer’s review conducted (monthly): 15FEB12**

**PART V – FOOD SERVICE RECORDS AND RETURNS**

**1. Weekly spot inventories conducted:**

DATE	LINE ITEMS	% VALIDITY	REMARKS
6FEB12	61	98%	Improper breakouts
12FEB12	74	96%	Improper breakouts
19FEB12	70	81%	Receipts not posted
26FEB12	80	100%	No discrepancies

**2. General Mess Control Record current within 3 days: Yes**

**3. Over/under issue: Under issue on 1359 by \$83.68.**

4. **Over/under issue:** Under issue on 338 by \$83.68.
5. **Days of Dry/Frozen/Chill presently onboard (number):** 17/15/6
6. **Current mess bill for February 2012:** \$2,436.80

**PART VI – FOOD SERVICE PREPARATION AND SANITATION**

1. **Assigned/Authorized number of Food Service Attendants:** 16/16
2. **Last Supply Officer inspection of food service spaces conducted:** 29FEB12 (Daily)
3. **Last Medical Department sanitation inspection conducted:** 25FEB12 (Monthly)
4. **Reefers last cleaned and defrosted:** 27FEB12
5. **Reefers maintaining required temperatures:** Yes

**Part VII – SHIP’S STORE MANAGEMENT REPORT**

1. **Sales:**

SOURCES	CURRENT MONTH	ACCOUNTING PERIOD TO DATE
Retail Store Sales	\$1,234.78	\$6,534.78
Retail Gross Profit Percentage	15%	15%
Retail Vending Sales	\$560.25	\$2,000.00
Retail Vending Gross Profit Percentage	15%	15%
Drink Vending Sales	\$824.00	\$3,000.00
Drink Vending Gross Profit Percentage	46%	45%
AT&T Phone Card Machine	\$240.00	\$400.00
Contributions	\$60.00	\$60.00
<b>Total Sales</b>	<b>\$2,919.03</b>	<b>\$11,994.78</b>

2. **Inventory:**

a. Authorized Inventory:

AUTH I/P INV (Crew Size x \$102)	AUTH U/W INV (Crew Size x \$204)	CURRENT INV	OVER/UNDER VALUE
\$33,660.00	\$67,320.00	\$57,400.00 (U/W)	Under \$9,920.00

b. Stock Turn:

Stock Turn	Month 1	Month 2	Month 3	Month 4
Actual	.25	.75	1.05	1.44
Goal	.33	.67	1.00	1.33

c. Spot Inventory of Bulk Storeroom (5% of Line Items)

DATE	LINE ITEMS	% VALIDITY	REMARKS
7FEB12	50	100%	No discrepancies
12FEB12	60	80%	Improper breakouts
19FEB12	50	100%	No discrepancies
26FEB12	60	96%	Improper breakouts

d. Last Physical Inventory taken on 26FEB12

- (1) Discrepancy report (Ship's Store): **\$0.00**
- (2) Discrepancy report (Soda Vending): **\$0.00**
- (3) Discrepancy report (Candy Vending): **\$0.00**
- (4) Discrepancy report (Vending-Other): **\$0.00**

e. Overall financial or inventory difference as shown on NAVCOMPT Form 153

- (1) Level 1 (<\$1,500 & <1% of sales): **None**
- (2) Level 2 (>\$1,500-2999 & >1.01-2.99% of sales): **None**
- (3) Level 3 (>\$3,000 & >3% of sales): **None**

f. Emblematics

- (1) Total emblematic inventory authorized (15% of total stock): **\$ 2,762.21**
- (2) Emblematic inventory on hand: **\$ 2,686.69**
- (3) **Over/Under** emblematic inventory authorized: **\$ 75.52**

g. I have posted our CMP data to TYCOM website. Yes

3. **Navy Cash:**

a. I reviewed and compared Navy Cash end of the day, end of the month, and monthly transactions summary reports with ROM II/ROM 3 reports. Yes

b. All unresolved differences have a memo detailing the reason (known or unknown) for the difference signed by the Sales Officer and Disbursing Officer, filed in RK file CO2/CO3/CO4. Yes

c. I have reviewed cash sales invoice memorandums (DD Form 1149) and ensured that they agree with Navy Cash end of month, monthly transaction summary reports, and ROM reports. Yes

4. **Receipts and Pricing:**

a. All receipt documents for the current month were forwarded to DFAS per NAVSUP P-487. Yes

b. I ensured that random spot checks of prices and UPC validity in the ship's store were accomplished during the month.

DATE	NUMBER OF ITEMS CHECKED	VALIDITY	OBJECTIVE
7FEB12	25	100%	100%
12FEB12	25	100%	100%
19FEB12	25	100%	100%
26FEB12	25	100%	100%

**5. Profit:**

CATEGORY	CURRENT ACCT. PERIOD	PREVIOUS ACCT. PERIOD	OBJECTIVE
MARKDOWNS AND SURVEYS	1.05%	3%	< 2%
LAUNDRY CLAIMS	0	0	0

Note : Due to candy machine being inoperable from JUL-SEP, additional surveys and markdowns were conducted to move expiring and expired stock remaining.

**6. Reconciliation:**

- a. All DFAS letters on unpaid dealer's bills and other letters of reconciliation are answered. Yes
- b. Unmatched Expenditures
  - (1) Total dollar value of unmatched expenditures: **\$1556.78**
  - (2) Unmatched expenditures over 2 years: **\$0**
- c. End of accounting period (EOAP) records submitted to DFAS no later than 15th day following EOAP. Yes

**7. Safety, Security and Material Discrepancies:**

- a. Last inspection of ship's store spaces conducted on: 26FEB12
- b. All spaces had locks and emergency procedures were posted as required by NAVSUP Pub 487. Yes

**8. Comments:**

SERVICES/EQUIPMENT	CURRENT MONTH	PREVIOUS MONTH
Bulk Laundry	30 lbs.	192lbs
Table Clothes/Napkins	39/926	16/442
Pressed Laundry	94	76
Barber Haircuts	46	59
Barber No Shows	0	0
Navy Cash	Operational	Operational
Laundry Equipment	Operational	Operational

Note: Provide a brief explanation of significant problems/items.

**PART VIII – DISBURSING**

1. **Supply Officer review of Disbursing Officer's records:** 17FEB12
2. **Date of last surprise cash verification conducted (quarterly requirement):** 26JAN12
3. **Disbursing Officer balanced Daily Statement of Accountability (DD Form 2657) daily and at end of month:** Yes
4. **Dishonored check status and action taken:**

**5. Navy Cash negative balance:**

MEMBER	AMOUNT	STATUS	DATE	ACTION TAKEN
ANDREWS, A.N.	\$10.00	PAID	29SEP07	
RODRIGUEZ, N.O.	\$5.00	PAID	30SEP07	

**6. Date of last unconfirmed deposit:** 29FEB12

**7. Date of last SF 1219 message sent:** 27FEB12

**8. Date last returns mailed:** 27FEB12

**9. Date last Navy Cash spreadsheet sent:** 27FEB12

**10. Date and amount of last Cash Held At Personal Risk Letter:** 1FEB12/\$5000 (Letter required semi-annually on April 1st and October 1st)

**11. Total Cash onboard:** \$4500.50

**PART IX – MANNING**

**1. Prospective Losses:**

NAME	DEPARTURE DATE	PROSPECTIVE COMMAND
LS1 SMITH	25MAR12	FLC SAN DIEGO

**2. Prospective Gains:**

NAME	REPORT DATE	DETACHING COMMAND	SPONSOR
CS2 COOK	27MAY12	USS NEVERSAIL	CS1 VILLA

**3. NEC Requirements:**

NEC	TITLE	REQUIRED	ONBOARD
2829	R-SUPPLY	3	3
2831	R-SUPPLY SUPERVISOR	3	3
9595	HAZMAT	1	4
3001	INDEPENDENT DUTY FLEET POSTAL CLERK	2	1
2905	DISBURSING	1	1
3529	FOOD SERVICE ADMINISTRATOR	2	8
3527	ADV CULINARY TECHNIQUES	1	4
3131	ROM II	2	3
3122	SHIP'S BARBER	2	7

**PART X – SUPPLY OFFICER AUDITS**

Provide a summary of audits completed this month and to include FIAR sample Key Supporting Documents (KSDs).



SUPPLY OFFICER COMMENTS:

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EXECUTIVE OFFICER COMMENTS:

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COMMANDING OFFICER COMMENTS:

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**APPENDIX B. DOCUMENT NUMBER ASSIGNMENTS**

**R-Supply Unit Level (CY-04) Activities**

Requisitions for Equipment Maintenance A001-C999 NON-DLR

Related Material (EMRM OPTAR) including APA Material and DLR Requisitions D001-D999 DLR

Requisitions for consumables, other chargeable material, medical/dental, chargeable services other than for bunker fuel delivery charges (OTHER OPTAR) 0001-5999

Requisitions for OI Cog, hydrographic material, and other miscellaneous non-chargeable material 6000-6499

Requisitions for NAVSEA funded material E001-E999

Requisitions for LAMPS pack-up replenishment, and LAMPS DTO use document numbers described in aviation instructions

R-Supply Unit Level/Viking/Patriot – Ships undergoing R-Supply conversion to Viking/Patriot need to adhere to NAVSUP P-485, Appendix 8 document number and serial number assignment. Ensure alpha characters I or O are not used in serial number construction. Document containing letters I or O in the requisition serial number cannot be processed in STARS-FL resulting in problem disbursement.

**Force Level/R-Supply CY-04/Viking/Patriot Activities**

Requisitions for Equipment Maintenance Related Material (EMRM) and OTHER OPTAR requirements Serial numbers based on established activity organizational table set in R-Supply and OMMS-NG

Requisitions for aviation requirements (input through NALCOMIS interface) repairable and consumable Serial numbers based on established activity organizational table set in R-Supply and NALCOMIS

NWCF stock replenishment (included initial outfitting NAVSEA/OPN and Aviation/APN6) 0001-1999

Expenditure of NWCF stock material 0001-1999

**All COMNAVSURFPAC/COMNAVSURFLANT Activities**

COMNAVSURFPAC Ships Only: Requisitions for utilities chargeable to Fleet Commander open allotment	6800-6999
CASREP Requisitions	W001-W999
Expenditure invoices of end-use material other than ammunition	7000-7499
Requisitions and expenditures for ammunition	8000-8999
Requisitions for food service	9 + 3 digit provisions item number
Requisitions for ship's store	9700-9999
Requisitions for reclaimed free issue material	N001-N999

**Requisition numbers for bulk POL**

1. Construct requisition numbers for bulk POL as outlined below if unable to use the PDF DD Form 1149 program provided to all ships in FY15. The maritime document numbers and LOAs are provided in this tool.

a. UIC:

- (1) Inter-ship Transfers: cite UIC of receiving activity.
- (2) Receipts from shore activities, offload for credit, surveys: cite ship's UIC.

b. Julian date is determined as follows:

- (1) FAS UNREPs: Julian date of first line over.
- (2) Transfers to/from other activities: Julian date when pumping begins.
- (3) Transfers from cargo to ship's use: LHA/LHD use Julian date for the last day of the month for reporting own ship's fuel consumption at a minimum. With the new fuel TL program, weekly reporting can be supported subject to the volume of JP5 transferred by V4 Division.

c. Serial Numbers:

- (1) Requisitions issued from CVN/LHA/LHD:

<b>POL Commodity</b>	<b>Ser Nr</b>
F76/FND	6600

F44/JP5 1999

L06 6601

(2) Requisitions from all other ships less SSN/SSBN:

**POL Commodity Ser Nr**

F76/FND 6500

F44/JP5 6501

LO6/9250 bulk lube oil (USNS tankers only) 6502

F46/MUR (MOGAS) (USNS tankers only) 6506

(3) Requisitions for operating gains or gains by receipt

**POL Commodity Ser Nr**

F76/FND 6503

F44/JP5 6504

LO6/9250 bulk lube oil (USNS tankers only) 6505

F46/MUR (MOGAS) (USNS tankers only) 6507

(4) Surveys

**POL Commodity Ser Nr**

F76/FND 7500

F44/JP5 7501

LO6/9250 bulk lube oil (USNS tankers only) 7502

F46/MUR (MOGAS) (USNS tankers only) 7506

(5) Operating losses or losses by receipt

**POL Commodity Ser Nr**

F76/FND 7503

F44/JP5 7504

LO6/9250 bulk lube oil (USNS tankers only) 7505

F46/MUR (MOGAS) (USNS tankers only) 7507

(6) Sales to Foreign Ships or Other Government Agencies (reported in NEURS)

**POL Commodity** **Ser Nr**

F76/FND 6700

F44/JP5 6701

LO6/9250 bulk lube oil (USNS tankers only) 6702

F46/MUR (MOGAS) (USNS tankers only) 6703

(7) Offload (Turn-in Ashore or Afloat for Credit)

**POL Commodity** **Ser Nr**

F76/FND 7600

F44/JP5 7601

LO6/9250 bulk lube oil (USNS tankers only) 7602

F46/MUR (MOGAS) (USNS tankers only) 7603

(8) Requisitions for barge charges incidental to fuel delivery use serial number 6508.

2. Should the same type transaction occur more than once in a single day, use the next Julian date for ordering. Keep in mind you may have to adjust to match the supplier's document number.

3. The following examples provide clarification:

a. Procurement of F76 by USS FARRAGUT for own ship's use: V23150-3275-6500 Fund Code 39.

b. Procurement of F44 by USS FARRAGUT for aviation support: V23150-6275-6501 Fund Code 39.

c. Procurement of L06 by USS FAIRFAX COUNTY for own ship's use: V20032-6275-6502 Fund Code S9.

4. The 6502 serial number applies only when obtaining bulk 9250 lube oil from a USNS tanker. Bulk lube oil is chargeable to ship's OPTAR. Do not cite TYCOM open allotments.

## APPENDIX C. CASUALTY REPORT SUPPLY PROCEDURES

1. General. Procedures for submitting CASREPS and for requisitioning material required to correct CASREPS are in NWP 1-03.1 (formerly NWP 10-1-10), TYCOM directive (COMNAVSURFPAC/COMNAVSURFLANT MSG 192033Z OCT 12) and NAVSUP P-485, paras 3028-3030. This appendix provides amplifying guidance.
2. CASREP Preparation. Supply Related Information on CASREPs/UPDATEs.
  - a. Priority Material Office Bremerton WA (PMO) is the NORS (CASREP) and ANORS point of entry (POE) for all SURFOR units, including MHC/MCM units.
  - b. Submit all NORS and ANORS MILSTRIP to PMO via Integrated Supply Information System (ISIS) Online. Log on to ISIS Online at <https://pmohq.navy.mil>.
  - c. In addition to ISIS Online, high priority requisitions may be passed to PMO via email to [PMOHQ.CDO@navy.mil](mailto:PMOHQ.CDO@navy.mil), [PMOHQ.CDO.FCT@navy.smil.mil](mailto:PMOHQ.CDO.FCT@navy.smil.mil), over the telephone at 360-476-7285/7286/7287, or naval message to PLAD PRIORITY MATOFF BREMERTON WA. CASREP MILSTRIP request must include the following exception data: DTG of the CASREP message, CASREP category, CASREP number, APL, JCN, Equipment Identification Codes (EIC) and part number.
  - d. The following must be included as information addressees on all CASREP and CASREP related messages (e.g., initial, updates, and casualty corrections) to assist in expediting efforts: COMNAVSURFLANT NORFOLK VA//N411/N411A// or COMNAVSURFPAC SAN DIEGO CA//N41//; PRIORITY MATOFF BREMERTON WA//; PRIORITY MATERIAL OFFICE DET NORFOLK VA //; NAVSUP WSS//.
  - e. Include as Information Addressees: DESRON, FLC and RMC as necessary.
  - f. Do not submit CASREPs via SALTS due to message classification.
  - g. Verify Data Set PARTSID: Using the ship's COSAL, verify the APL cited corresponds to the equipment/system that is being reported. Make sure a parent APL is not cited. A parent APL does not provide enough specific information for the equipment/component that has the casualty. If the APL number for equipment is known, but the APL is not in the COSAL, cite the number in data set PARTSID, and in data set remarks (RMKS) cite the source of the APL number. In addition, initiate action to obtain COSAL support and order spare part deficiencies per COMNAVSURFPAC/COMNAVSURFLANTINST 4400.1A.
  - h. List requisition information for material required for correcting the casualty, under the 1PARTS/1STRIP data sets as follows (NWP 1-03.1 applies) (see Figure C-1):
    - (1) Data Set 1PARTS: If no material requirements exist when submitting a CASREP, omit this section. If material requirements exist, identify required material by numbering items consecutively with Data Line (DL) numbers (e.g., DL01, DL02, etc.) and by providing the following:

(a) Cog and NSN from the APL: If an NSN is not available, show the CAGE and part number in data set AMPN. If the parts data is obtained from a technical manual, review the equipment APL to determine if an NSN has been assigned since the technical manual was printed.

(b) RQD: Quantity required for correcting the casualty.

(c) COSAL allowance quantity: If allowed material is not onboard, see subparagraph (2), 1PARTS AMPN, below.

(d) ONBD: Quantity onboard.

(e) Nomen: Nomenclature of the NSN or circuit symbol (CS) for electronic/ordnance items.

(2) AMPN/Reason Parts Not Onboard: Include all parts required to repair the equipment (including parts available onboard ship) in the 1PARTS data set. A corresponding 1STRIP line is not needed for every 1PARTS line. To avoid confusion, use the AMPN section of the CASREP message immediately following 1PARTS to report items issued from onboard stock (see Figure C-1). It is essential all parts used to correct a CASREP be reported in this manner. Frequency of demand to satisfy CASREP requirements is an important factor in increasing shipboard allowances. Parts frequently required to correct CASREPS also receive additional management attention at inventory control points.

(3) Data Set 1PARTS AMPN: If parts are allowed but insufficient quantities are onboard, include data set AMPN (by DL number) citing the reasons for the deficiencies. The following are examples of data set AMPN entries:

(a) Initial allowance-ILO deficiency/Requisition Number/Status/Follow-up date.  
(i.e., ILO deficiency/2280-0234/314BBS9C4362/3300)  
(i.e., Initial allowance/2281-E234/314BBS9C4362/3300)

(b) Issued or LBI/Date/Reorder Requisition Number/Status/Follow-up date.  
(i.e., Issued 3320/3321-A234/360BVS9E4060)  
(i.e., LBI 3320/3321-A234/360BVS9E4060)

(c) Issued/Date/Failure to replenishment due to lack of funding.  
(i.e., Issued 3320/Not replenished due to lack of EMRM funding)

(d) Defective material issued date/Requisition Number/Status/Follow-up Date/  
DMR date.  
(i.e., Defective material issued 3300/3300-B234/None/3330/DMR 3305)  
(i.e., Defective material issued 3260/3260-B123/021BBS9E4220/None/DMR 3305)

(e) Other (provide sufficient details to allow analysis)

(4) Data Set 1STRIP: Provide the following information for each required item listed in data set 1PARTS:

(a) DL Number.

(b) Document ID: CASREP (current Julian date and a mandatory W (Whiskey) serial number) requisition number. Document numbers that were assigned must match the MILSTRIP document numbers requisitioned and they must be submitted through the supply system via ISIS Online.

(c) QTY: Quantity ordered.

(d) PRI: Requisition priority.

(e) RDD: Required Delivery Date. The RDD on the INITIAL CASREP and CASREP UPDATE messages must show the three-digit Julian date form (e.g., 149). The RDD on CASREP MILSTRIP messages should reflect "999" or "N" and number of days until the part is required onboard (i.e., N09 - must have item within 9 days) as appropriate.

(f) Routing identifier code must be PFZ (PMO Bremerton WA).

(g) Means of submitting the requisition (e.g., ISIS Online, email, telephone, bearer, message DTG, etc. or the latest known requisition status for CASREP updates).

(h) Data Set RMKS: Data set RMKS may be used by the Supply Officer for any comments or remarks pertaining to identification or date of delivery of required parts. General comments such as "Request expediting assistance for earliest possible delivery" serve little purpose. Specific comments that would assist in material procurement and/or delivery are most appropriate. For example, "Request contact ABC Corp., Norfolk, VA. Originator purchased same motor from ABC in June 1992 under ABC part number 618-2C."

(i) To assist in parts delivery, list the ship's schedule to extend at least one month past the ETR listed in data set ESTIMATE.

### 3. Preparation and Submission of CASREP MILSTRIP Requisitions

a. Timely Submission: Submit CASREP requisitions immediately after determining what items are required to correct the casualty and exhausting every effort to acquire material from local source. Do not delay submission of requisitions pending actual transmission of the CASREP provided such transmission is imminent, nor is it necessary to delay CASREP submission until all parts requirements have been ascertained and ordered. Order all parts required to correct the casualty even when required material is not readily available in the supply system.

b. Means of Submission:

(1) Submit all CASREP MILSTRIP requisitions via PMO ISIS Online at <https://isis.pmoHQ.navy.mil>.



(2) In case there is a problem with website connectivity, use the following methods of transmission and provide specific justifications why they were utilized (i.e., INMARSAT down, etc.):

(a) Via email submission: [pmohq\\_cdo@navy.mil](mailto:pmohq_cdo@navy.mil).

(b) Via phone:

COMM: 1-360-476-285/7286/7287

DSN: 439-7285/7286/7286

Toll Free: 1(800)258-7492

(c) Via FACSIMILE COM: (360)476-7311 DSN: 439-7311.

(d) Via GENADMIN NAVAL MILSTRIP MESSAGE

c. All CASREP MILSTRIP requisitions must be assigned a W (Whiskey) serial number and must include the correct CASREP category and the CASREP number to match the corresponding CASREP message.

d. Submission of MILSTRIPs by GENADMIN message is the last option. It may only be utilized when website connectivity problem arises (i.e., INMARSAT down, etc.). Units must provide detailed explanations, justifications and or reasons in the GENADMIN CASREP MILSTRIP messages, emails or phone calls why it was used.

e. Assigning Priorities: All ships are authorized to use Urgency of Need Designator A (FAD II units use Priority 02, FAD III units use Priority 03) for C-2, C-3, and C-4 NORS requisitions.

f. CASREP Requirement for an Item Already on Order: In some cases, a part required for a CASREP will already be on order under a low priority document number as the result of stock replenishment action or a DTO requirement. Submit a new NORS MILSTRIP requisition unless positive, satisfactory shipment status has been received on the existing outstanding requisition. If the existing (DTO/STK) requisition does not have shipment status, submit a cancellation request to the last known holder of the requisition. If the requisition involves a DLR requirement, use the appropriate advice code, state carcass turned-in under the existing requisition number on the new CASREP requisition number and keep on the CASREP file for future reference. If the item already on order was requisitioned in previous fiscal years, the Supply Officer will only cancel at TYCOM direction. In this case, the Supply Officer and TYCOM must consider the financial implications, as the previous year's funding is not executable.

g. Funding CASREP/NORS Requirements: Refer to Waterfront Support/Readiness directives for financial management.

h. Requisition POE: For LANT/PAC commands, when in port always stock check local FLC/FLC DET and units for FIMAR assets before submitting a CASREP. If material is available, submit requisitions using advice code 5K. If material is not available, submit both NSN and non-NSN requirements (NORS/ANORS requisition) to PRIORITY MATERIAL OFFICE Routing Identifier Code PFZ via ISIS Online, per NAVSUP P-485, para. 3029. Include DTG of the CASREP message, CASREP category (C-2, C-3 or C-4), CASREP number (98-xxx), APL, JCN, EIC and part number. Do not info DLATS, FLC, or DLA. Do not use SALTS.

4. CASREP/NORS Requisition Format. Requisition format is addressed in ISIS Online. Refer to NAVSUP P-485, para 3028 for further guidance.

5. CASREP/NORS Requisition Follow-Up

a. Review: The nature of NORS requirements dictates they are reviewed by the Supply Officer/Assistant Supply Officer/Stores Officer daily so follow-up action, if necessary, can be prompt. The use of ISIS Online to obtain current status and request for improved ESDs should be considered the first step in verifying and obtaining current status for all NORS/ANORS requisitions. If the ISIS Online database is not providing acceptable supply status of MILSTRIP requisitions, call or email PMO OIC for assistance.

b. Follow-up actions for NORS requirements: If no status has been received within the periods established in NAVSUP P-485, para 3508, contact Priority Material Office by telephone and obtain the latest status. If telephone contact is not possible, send email follow-up request to [cdo@pmohq.navy.mil](mailto:cdo@pmohq.navy.mil) and info COMNAVSURFPAC SAN DIEGO CA//N41// or COMNAVSURFLANT NORFOLK VA//N41//. Offline follow up requisitions are not required or desired for requirements submitted to Priority Material Office. Should global MILSTRIP follow-ups be generated, ships must manually delete all IPG-1 follow-ups for NORS requirements submitted to Priority Material Office. Additionally, COMNAVSURFPAC/COMNAVSURFLANT Code N412 monitors and tracks requested follow-up requisitions. Release of AT1 MILSTRIPs for requisitions previously submitted to Priority Material Office may result in duplicate shipments of material and corresponding duplicate charges to OPTAR.

c. Enter the updated status manually into R-Supply/Micro-SNAP using document identifier AE1 or NAR/YE1 (to document phone conversations) as appropriate.

d. Reordering canceled CASREP requisitions: On occasion, a supply activity will cancel a CASREP requisition and MILSTRIP status in the C or R series (such as CE, RC, etc.) will be received. In such cases, promptly correct the reason for the cancellation or rejection and submit a new requisition and a CASREP update.

6. CASREP Retention Requirements. The following procedures are relevant to the administration of CASREP-related files:

a. CASREP files:

(1) A Copy of the ISIS daily Fleet Status Report will be maintained onboard for 7 days.

(2) Ships are required to maintain a CASREP status board in the Supply Support Office that will display the status of outstanding CASREPS.

b. CASREP Administration: Appoint experienced LS as the CASREP Coordinator/LS and assign her/him responsibility for maintaining and updating the files. This individual should make frequent contact with the ship's Fleet CASREP expediter to exchange information and coordinate expedite actions on outstanding NORS requisitions.

c. Duty Section Personnel: All duty Supply Officers and LSs will know how to initiate CASREP requisitions in ISIS and as per current TYCOM directive. Supply Officers and Leading LSs are required to conduct training to refresh personnel on the latest and current changes in the CASREP/MILSTRIP requisition submission procedures.

d. Report to the Commanding Officer: The Supply Officer will make a daily report to the Commanding Officer on the status of outstanding CASREP requisitions. CASREP parts status will be reported on the daily Supply Department Eight O'clock Report form; include CASREP number, equipment/system name, requisition numbers and outstanding requisition status. Figure 1-1 provides the format for the Eight O'clock Report.

e. CASREP Updates: Indicate receipt of parts and the latest status of outstanding requisitions in the data set AMPN immediately following the ESTIMATE data set. Upon material receipt, transmit a CASREP Update, unless a CASCOR is anticipated within 12 hours, showing requisition status as "RCVD (date)" for each applicable DL in the data set ESTIMATE AMPN. Omit DLs for material previously reported received. Acknowledge receipt of material via the ISIS Online website utilizing the confirmation screen in the requisitions section.

f. Action upon CASCOR: Upon submitting a CASCOR, take aggressive action to cancel outstanding NORS requisitions that are no longer required.

7. Ship-To-Ship (Active) Cannibalization. The process by which the removal of components or equipment installed in active ships is installed in another. Last resort measure used only in exceptional cases when all other sources were exhausted and mission/cost justify such action. Active cannibalizations must be approved by the Waterfront Support/Readiness Commander. Active cannibalization process is as follows: Units coordinate with their waterfront support/readiness to determine a source ship for active cannibalization within the same group or squadron. The ship initiates a message requesting cannibalization action with approval from Waterfront Support/Readiness Commander. For further information regarding cannibalizations, please refer to COMUSFLTFORCOM 4790.3.

**FIGURE C-1. SAMPLE INITIAL CASREP - SUPPLY INFORMATION**

CASUALTY/INITIAL-97002/MK15 CIWS/EIC:GV00000/CAT:2//  
 ESTIMATE/302359ZJAN97/RECEIPT OF MATERIAL NLT 29JAN97//  
 ASSIST/NONE//  
 PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//  
 TECHPUB/NAVSEA 0956-LP-012-3456//  
 1PARTS  
 /DL NATIONAL RQD COSAL ONBD CIRCUIT  
 STOCK NO.  
 /01 7H 5999-01- 001 001 001 -  
 200-2507  
 /02 7H 5999-01- 001 000 000 -  
 200-2508  
 /03 7H 5999-01- 001 001 000 -//  
 239-4130  
 AMPN/DL01 ISSUED FM STOCK.  
 DL02 - NO ALLOWANCE.  
 DL03 - ISSUED 6320/6321-D234/342BBN357060)//  
 1STRIP  
 /DL DOCUMENT ID QTY PRI RDD ACTIVITY REQN STATUS  
 /02 V52703-7007-W017 001 02 015 PFZ 071500ZJAN98  
 /03 V52703-7007-W018 001 02 015 PFZ 071500ZJAN98//

Figure C-1

SAMPLE CASREP UPDATE - SUPPLY INFORMATION

CASUALTY/UPDATE-01-97002/MK15 CIWS/EIC:GV00000/CAT:3//  
 ESTIMATE/302359ZJAN97/RECEIPT OF PARTS NLT 29JAN97//  
 AMPN/DL02 RCVD 7014; LATEST STATUS DL03: 014BANBZ017. REPAIRS CANNOT  
 BE COMPLETED UNTIL ADDL PARTS RCVD.//  
 ASSIST/NONE//  
 PARTSID/APL:006090051/-/JCN:V52703-CG11-0055//  
 TECHPUB/NAVSEA 0956-LP-012-3456//  
 CHANGE/1PARTS  
 /DL NATIONAL STOCK NO. RQD COSAL ONBD NOMENCLATURE  
 /04 7H 1285-01-195-2761 001 001 000 -  
 /05 UNKNOWN 001 000 000 -//  
 AMPN/DL04-ILO DEFICIENCY/5280-0234/314NMNUV7360). DL05-NO ALLOWANCE,  
 PART NR 098-022 PROVIDED BY NAVSSES PHILA.//  
 CHANGE/1STRIP  
 /DL DOCUMENT ID QTY PRI RDD ACTIVITY REQN STATUS  
 /04 V52703-7017-W023 001 02 025 PFZ 171630ZJAN98  
 /05 V52703-7017-W024 001 02 025 N35/PFZ 171640ZJAN98//

## APPENDIX D. DEPOT LEVEL REPAIRABLES

1. Objective. To provide guidance concerning the issue, turn-in, requisitioning, and inventory management of DLRs. The primary objective of this program is to improve availability of DLRs, resulting in improved Fleet readiness. This program is designed to provide financial incentives for end-users, improve carcass tracking procedures and provide a valuable resource to base decisions about the procurement and repair of DLRs.
2. Background. The migration of DLRs from APA to the NWCF increases flexibility in funding procurement and repair of DLRs and provides for shorter budget lead-time. Individual OPTAR holders receive an economic incentive to provide effective management via a two price system. Additionally, the program provides a carcass tracking system and database to enhance management decisions while identifying problems.
3. Shipboard DLR Policy. The inventory control point procures DLRs on the premise that NRFI DLRs will be quickly shipped to the designated collection point. The Supply Officer is responsible for ensuring compliance with DLR directives and procedures relative to departmental turn-ins. To do this, implement a comprehensive and continuous DLR training program for supply and maintenance personnel. In addition, keep the Commanding Officer informed of DLR program support through the Supply Department's daily Eight O'clock Report and Monthly Report to the Commanding Officer. DLRs discovered missing will be aggressively researched, surveyed and processed within 10 working days of discovery. Research should include contacting TYCOM DLR representative for assistance in locating possible turn-ins, to minimize DLR carcass charges.
4. DLR Procurement. DLRs are centrally managed by NAVSUP WSS-Mechanicsburg (M) and Philadelphia (P). Submit requisitions for DLRs according to NAVSUP P-485. Requisitions must cite an appropriate Advice Code (A/C).
  - a. The following A/Cs are the most commonly assigned:
    - (1) 5A: Item required to replace missing or damaged DLR (survey required).
    - (2) 5G: NRFI carcass will be turned into the supply system on an exchange basis.
    - (3) 5D: Item is required for initial outfitting/installation or increased allowance. No NRFI carcass will be turned into the supply system. Do not use A/C 5D without prior approval from TYCOM except when processing ASIs or MCMARs.
    - (4) 5S: Remain-in-Place (RIP) certification. NRFI carcass will be turned-into the supply system upon receipt of requested item.
    - (5) 5X: For use with DARS requisitioned for NWCF stock.
    - (6) 52: For COMNAVSURFPAC ships only: Applicable to 5S/2B combination. Exchange requisitions with delayed carcass return intended and substitute items not acceptable.

b. The following refers to the Remain-in-Place (RIP) program for NAVSUP WSS-M managed DLRs:

(1) NAVSUP WSS-M validates all 5S requisitions for NAVSUP WSS-M managed DLRs and changes the Advice Code from 5S to 5G for non-RIP worthy items. Carcass tracking will start immediately for those requisitions. Requisition processing by NAVSUP WSS-M will continue uninterrupted. After submitting a requisition for a non-RIP-worthy item that is assigned RIP code of N, X or left blank in the Master Repairable Item List (MRIL), a message/email justification must be submitted to NAVSUP WSS, Attention: Code N8424, Subject: Request for Change to NAVSUP WSS RIP Listing. NAVSUPINST 4440.182 provides the format and technical information required by NAVSUP WSS-MTO to update the MRIL. In addition, provide the document number of the requisition. Send message/email justification within 48 hours of requisitioning (See Figure D-1).

(2) When a replacement DLR is required before turning in the NRFI item, the following criteria will apply:

(a) Item must be RIP worthy (assigned RIP Code C, M, P, S, Y, or V in the MRIL).

(b) A repairable item turn-in certification must be prepared.

(c) A skeletonized DoD single line Issue Release/Receipt Document (DD Form 1348-1A) will be prepared and filed with the RIP certification by department/W/C in document number sequence and will serve as a tickler to make sure the NRFI carcass is received from the requesting W/C. This will be labeled as a suspense file and will be maintained separate from other DLR documents to aid in reconciliation/audit of the carcass tracking report/DLR shipment log.

c. Other than valid RIP items, turn in DLR carcasses to the Supply Department before issuing or requisitioning the material.

d. Pricing System: Units will requisition DLRs through a two-price system (standard and net price).

(1) Standard price: Obligated by the requisitioner and billed by the issuing stock point when no NRFI carcass is available for turn-in. Requisitions citing advice code 5A will be billed at standard price.

(2) Net Price: Obligated by the requisitioner when a NRFI carcass is being turned in, or will be turned in. Advice codes 5G and 5S will be billed at net price.

e. Fund Code: Units will requisition DLRs citing Fund Codes \_1/\_3/\_B/\_O or JZ/VZ/QZ (NWCF ships) as applicable. Requisitions for GPETE will cite Fund Codes 2nd position B or 2nd position E as applicable. As fund codes relate to specific expense elements, care must be exercised in their assignment to ensure proper expenditure of funds. LAMPS and CLF ships must ensure LSs are familiar with COMNAVSURFPAC/COMNAVAIRFOR 4420.1 for support of LAMPS/CLF helicopters.

f. APA Repairables: Even number cognizance symbols denote material carried in APA. APA material is funded directly from appropriations and is not chargeable to the ship's OPTAR. Although viewed as free to afloat commands, most APA material are high dollar value DLRs and must be afforded the same strict accountability given to NSA (7-Cog) DLRs. APA DLR carcasses must be turned-in to the ATAC HUB or NODE in the same manner as 7-Cog DLRs.

Exceptions to this rule are NAVSEA managed major shipboard electronic equipment (2F Cog) and NAVSEA managed major shipboard ordnance equipment (2J Cog), which are turned into FLC DET Cheatham Annex, Williamsburg, VA. Lost APA DLRs must be surveyed and if replacement is required, reorder with advice code 5A. NAVSUP WSS carcass tracking also applies to APA DLRs. For statistical purposes, NAVSUP WSS monitors commands' losses of APA DLRs even though OPTAR funds are not affected. Supply and maintenance personnel must be keenly aware of their responsibility for safeguarding highly technical and costly DLRs, regardless of how they are funded.

#### 5. Required DLR Records and Files

a. Carcass Tracking Report (R-Supply/JSL326): This report is for recording all turn in and shipments of NRFI DLRs. Document numbers in this section will duplicate document numbers assigned to replacement requisitions, except in the case where the expenditure numbers are used. Run this report weekly and compare with the copies of DD Form 1348-1A (BC2 shipping documents) in the DLR Expenditure Invoice File to account for NRFI turn-ins. These reports are correctly maintained by updating departmental turn-in and shipping information in R-Supply.

b. DLR Expenditure Invoice File: The DLR Expenditure Invoice file will contain the expenditure documents (DD Form 1348-1A) with original signatures. Keep the file in document number sequence and separate from other expenditure invoice files. The expenditure log and invoice file serve as the basic audit trail for possible future carcass tracking follow-ups, therefore a periodic reconciliation between the log and file must be done at least quarterly to verify their accuracy and completeness.

c. DLR RIP Messages/Emails: Below are outgoing and responses.

(1) ATAC Manifests

(2) BC2 OR D6A shipping documents

DLR files and records will be kept for the current and 2 prior fiscal years.

#### 6. DLR Transfers and Shipments

a. Inter-ship Transfers: The Supply Officer or appointed Assistant Supply Officer will approve DLR transfers. Do not transfer MAMS unless approved by the TYCOM (for COMNAVSURFLANT, contact Code N412E; for COMNAVSURFPAC, contact Code N415). Complete DLR transfers as follows:

(1) The issuing ship will issue and forward the DLR to the requesting command, accompanied by DD Form 1348-1A with the requesting ship's MILSTRIP data.

(2) Whenever feasible (especially inport) the requesting ship will forward to the issuing ship the NRFI carcass accompanied by a work candidate (2K) and DD Form 1348-1A citing an expenditure document number or proof of delivery to ATAC HUB or NODE, CLF ship, or transshipment activity.

(3) "A" or "B" summary will be generated for the issuing ship when the Budget OPTAR report is run.

(4) The issuing ship will maintain communications with the receiving ship until a proper NRFI return is exchanged.

(5) For complete DLR transfer procedures refer to latest COMNAVSURFLANT /COMNAVSURFPAC Force Supply Message 271746Z NOV 12

b. Issues from NWCF Ships: The end-user will provide a funded requisition to the NWCF ship and will turn-in the carcass through the normal ATAC HUB or NODE. These transactions are exactly like issues from a stock point. Do not send the carcass to the issuing NWCF ship.

c. DLR Shipments: The ATAC Program

(1) The ATAC program simplifies the retrograde process. It provides traceability and accountability, establishes centralized retrograde processing at the hubs, ensures Transaction Item Reports (TIR) are sent to NAVSUP WSS for all retrograde material and reduces delays in movement and processing of retrograde. Other features include accountability by signature control for in port and pier side pickup at major port facilities. To verify if DLR turn-ins were posted in the ATAC system, ships can access the Web MRIL Reporting System (WMRS) website: <https://mril.navsisa.navy.mil/erms/>.

(2) To save OPTAR funds (costly postage), Supply Officers must hold retrograde DLRs onboard, including mailable carcasses, for transfer at the first available opportunity via pier side pick-up or direct delivery to the ATAC HUB or NODE, or to the nearest shore supply activity or CLF ship for transshipment to the ATAC HUB or NODE. Ships holding DLR retrograde must ensure controls are in place to prevent loss or damage to the carcasses and must document the reason for delaying material turned in.

## 7. DLR Survey

a. Regardless of dollar value, all DLR items must be investigated to learn why the loss occurred so a DD Form 200 can be prepared. Supply Officers will ensure a thorough search for the missing DLR has been done before assigning A/C 5A to replacement requisitions. Because surveys for missing DLRs have the potential to be mission degrading, the approving authority may not be delegated and will remain with the Commanding Officer.

b. Commands are required to survey damaged DLRs regardless of dollar value and not to be disposed of locally. It will be turned into the ATAC HUB or NODE in the same manner as NRFI carcasses. The Designated Overhaul Point (DOP) and not the end user will determine condemnation of the item. Prior to surveying DLRs, ensure all efforts have been exhausted and SDRs submitted as per NAVSUP P-723, paras 06116 and 06125.



c. For cognizance symbol 7Z GPETE, provide one information copy of the FLIPL, attached to a copy of the requisition (when requisitioning a replacement item), to NAVSUP WSS (Code N2313).

d. (For COMNAVSURFLANT ships only) Forward a copy of the FLIPL, signed by the Commanding Officer, to COMNAVSURFLANT (N411B2) for each DLR loss.

8. DLR Carcass Tracking – NAVSUP WSS In-Transit Accountability

a. No problem has the potential of producing such devastating effects to a command's OPTAR as inattention to detail in the repairables management monitoring system. Carcass tracking systems are designed to maximize carcass visibility and availability throughout the supply system. NITA is a web-based carcass tracking module maintained within the eRMS database. It replaces all BK transactions (BK1, BK2, BK3, BK4) and is designed specifically to manage all DLR requisitions and NRFI returns. It enables direct communication with NAVSUP WSS carcass tracking and item managers. Each requisition will be assigned a bill date of 45 days from the submission of a 5G requisition or if an issue is reported against a 5S requisition. To close carcass tracking, a NRFI must be returned to the supply system where it will no longer be tracked in NITA.

b. When commands requisition DLR items using an exchange advice code, they are required to return a NRFI carcass back to the supply system. When NAVSUP WSS receives notice that an exchange-coded requisition has entered the system, they establish a Carcass Tracking Record (CTR) in NITA. Until NAVSUP WSS receives a TIR indicating a carcass has been turned in, they keep the file open for possible additional carcass charges to the ship's OPTAR.

c. DLRs Lost in Shipment: Follow procedures of paragraph 4002. Additionally, if a DLR item not shipped by traceable means is overdue, and the requirement still exists, then submit another requisition with advice code of 5G/5S. NAVSUP P-485, paras 8331-8335, provides proper format procedures and guidance for automated carcass tracking. Report shipping discrepancies attributable to or the responsibility of the shipper on a Supply Discrepancy Report (SF 364) (formerly ROD). Refer to NAVSUP P-485, para 4270. DLR and OPTAR LSs must be aggressive in reviewing and working this report, resolving all discrepancies with NAVSUP WSS.

d. The DLR Carcass Tracking Transaction Report (CTTR): This report is a summary of the ship's open DLR CTTR transactions for a given period of time. Available in CMP, the report shows:

- (1) Actual bills – No turn-in posted; 45 days or older.
- (2) Pending carcass bills – DLR requisitions with no turn-in posted.
- (3) Investigation – DLR requisitions under review.
- (4) Surveys.

The report brings NAVSUP WSS and shipboard carcass tracking records into agreement. DLR and OPTAR LSs must aggressively review and work this report, resolving all discrepancies with NAVSUP WSS.

e. NAVSUP WSS Carcass Value Billings. The following accountability thresholds are hereby established. For subparagraphs (1) through (3), the 1, 15, and 20% threshold of total DLR obligations FYTD are an automatic disqualification for eligibility for the Supply Blue "E". Units with one or two carcasses/surveys will put the ship into the excess threshold category due to the high dollar value. These units will be evaluated to determine if effective DLR management practices are in place and being followed.

(1) Carcass charges exceeding 1% of DLR obligations FYTD are disproportionate. Ships exceeding 1% are ineligible for the Logistics Management Excellence Award (Supply Blue "E") due to loss of accountability unless specifically granted a waiver by COMNAVSURFPAC/COMNAVSURFLANT N41. To obtain a waiver, a ship must either act to reduce charges below threshold or clearly demonstrate extenuating circumstances beyond the ship's control, which resulted in charges exceeding the threshold. The ship also must demonstrate the effectiveness of the current DLR management program.

(2) Carcass charges exceeding 15% of DLR obligations FYTD is a serious loss of accountability. A JAG Manual investigation into DLR management practices ship-wide should be considered to identify and correct erroneous/negligent practices contributing to the loss.

(3) Carcass charges exceeding 20% of DLR obligations FYTD is an extreme case. COMNAVSURFPAC/COMNAVSURFLANT may request that the ISIC, with TYCOM assistance, initiate a shipboard review of DLR management practices, command climate and all DLR transactions FYTD.

9. Aviation Supply Support of LAMPS/CLF Ships. COMNAVSURFPAC/COMNAVAIRFOR Instruction 4420.1 provides in-depth policy for the management of aviation support inventories and Turn-Ins of AVDLR Retrogrades.

10. DLR Training. COMNAVSURFPAC/COMNAVSURFLANT N412, and ATGs offer DLR training. Supply Officers, Stores Division Officers, Leading LSs and DLR LSs shall attend this training. Additionally, internal DLR training will be conducted for all LSs and Repair Parts Petty Officers who routinely handle DLRs. Professional development for all officers and Chief Petty Officers must also include a basic knowledge of DLR management.

11. Miniature/Micro-Miniature Progressive Repair Enhancement Program

a. Shipboard supply personnel must be familiar with 2M procedures and coordinate DLR handling and repair efforts with shipboard or shore based Modular Test and Repair Facility (MTRF) technicians when appropriate. In the same manner aviation DLRs are repaired at an aviation intermediate maintenance department, shipboard DLRs may be repaired at MTRF, either on or off ship. In theory, if a failed DLR is successfully repaired and reinstalled, no DLR carcass ever existed, because no replacement DLR was requisitioned, either for DTO or for stock. In reality, the failed DLR is still an expensive and scarce item and requires the same attention to detail as an RFI DLR or a regular DLR carcass. The potential savings available from

2M are significant, requiring a cooperative effort from maintenance and supply personnel to achieve the maximum benefits.

b. The function of the 2M program is to provide testing, diagnostics, and repair capabilities to accomplish repair on electronics at the organization and intermediate (O and I) levels. All failed circuit card assemblies (CCA) and electronic modules (EMs) are candidates for 2M screening and repair at the O- and I-levels.

c. COMFLTFORCOMINST 4790.3 (Joint Fleet Maintenance Manual) requires 2M repair technicians to screen and attempt repair of all CCAs/EMs within their training and capability, regardless of cognizance symbol or APL source, maintenance and recoverability code. Under the progressive repair concept, CCAs/EMs are first screened and repaired at the O- and I-levels, if possible. When repair requirements are beyond the O-level capability, the CCAs or EMs must be forwarded to the I-level where enhanced repair capabilities reside. If not repairable at the I-level, the failed item is forwarded to the ATAC HUB or NODE. NAVSUP P-485 authorizes 2M repair technicians to certify CCAs/EMs ready-for-issue. Doing tests and repair at the shipboard level increases self-sustainability and enhances readiness. An additional benefit is the OPTAR savings incurred by ensuring only defective CCAs/EMs are replaced and turned-in to the supply system for repair.

12. Electronic Retrograde Management System. eRMS is a web-based retrograde processing application providing asset visibility from cradle to grave during the entire transit of the asset. It is a management program designed specifically for users to:

- a. Identify retrograde.
- b. Initiate Transaction Item Reporting (TIR).
- c. Create bar-coded turn-in/shipping document (DD Form 1348-1).
- d. Create shipping manifest and Military Shipping Label (DD Form 1387).
- e. Identify constrained retrograde.
- f. Identify hazardous and classified retrograde.
- g. Create engineering investigation (EI) turn-in/shipping documents, quality discrepancy report (QDR) turn-in/shipping documents and aircraft engine shipping and tracking documentation.
- h. Create repair and return (R&R) bar-coded shipping document (DD Form 1348-1).
- i. When a turn-in Issue Release/Receipt Document (DD Form 1348-1; Document ID BC2, BGJ, BEI, BQD) is created and manifested, a Transaction Item Report (TIR) is generated when Proof of Shipment (POS) is posted by the turn-in activity. Posting POS turns off carcass tracking simultaneously initiating a stock in transit (SIT), and the material is delivered to the ATAC for transshipment and additional packing only. The turn-in activity is relieved of

accountability by posting POS/Proof of Delivery (POD) to eRMS and assigns accountability for the material to ATAC. The web shipping discrepancy reporting (SDR) system is then used to follow up on any transaction where SIT was initiated and no subsequent POS/POD was provided. Carcass tracking will remain intact for items requisitioned where no turn-in was made.

**FIGURE D-1. REMAIN IN PLACE  
LISTING CHANGE REQUEST SAMPLE MESSAGE**

R 061410Z MAR 13 PSN 340067K20  
FM USS GRAVELY  
TO RUOIAAAA/NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG PA  
INFO RUOIAAAA/COMNAVSURFLANT NORFOLK VA  
RUOIAAAA/COMAFLOATRAGRU NORFOLK VA  
RHBVGV/ISS GRAVELY  
BT  
UNCLAS //N04419//  
PASS TO OFFICE CODES:  
NAVSUP WEAPON SYSTEMS SUPPORT MECHANICSBURG PA//M01424//  
COMNAVSURFLANT NORFOLK VA//N41//  
COMAFLOATGRU NORFOLK VA//N41//  
MSGID/GENADMIN/GRAVELY/-/MAR//  
SUBJ/REQUEST FOR CHANGE TO NAVSUP WSS RIP LISTING//  
REF/A/NAVSUPINST 4440.182 (SERIES)//  
AMPN/REMAIN-IN-PLACE LIST FOR NAVSUP WSS-MANAGED DEPOT LEVEL  
REPAIRABLES (DLR)s.//  
RMKS/1. PER REF A, REQUEST THE FOLLOWING ITEM BE ADDED TO  
NAVSUP WSS RIP LIST:  
A. 278058-01 RFD, V/UHF2 UNIT  
B. CIRCUIT CARD ASSEMBLY  
C. N/A  
D. NSN 5998 01 551 9423  
E. FSCM 09XP2  
2. JUSTIFICATION FOR ADDITION: RIP CODE N  
3. REASON FOR DELETION: N/A  
4. REMARKS: REMOVAL WILL CAUSE LOSS OF ABILITY TO DF  
VHF/UHF. DOC NUMBER V23164-3051-W068 APPLIES.//  
BT  
#0682  
NNNN

**FIGURE D-2. REMAIN IN PLACE  
LISTING CHANGE REQUEST SAMPLE MESSAGE EMAIL FORMAT**

From: Activity/Ship - [Example: USS SAN FRANCISCO)

To: [navsupwss\\_rip.fct@navy.mil](mailto:navsupwss_rip.fct@navy.mil)

Info: [Identify any activity email addresses you want included for distribution purposes]

SUBJ: REMAIN-IN-PLACE CHANGE REQUEST: 7R1620017922655/ USS SAN  
FRANCISCO

1. IAW NAVSUPINST 4440.182A, IT IS REQUESTED THAT THE FOLLOWING ITEM BE  
ADDED TO/DELETED FROM THE RIP LIST:

- A. SYSTEM/EQUIPMENT IDENTIFICATION APPLICATION (INSTALLED SYSTEM):
- B. UNIT/MODULE/PART IDENTIFICATION:
- C. REFERENCE SYMBOL NUMBER (WHERE APPROPRIATE):
- D. COG/MCC/NSN:
- E. VENDOR/CAGE/FSCM AND PART NUMBER:

2. JUSTIFICATION FOR ADDITION: MUST SPECIFY ONE OR MORE OF THE  
FOLLOWING CRITERIA AND INCLUDE ADDITIONAL AMPLIFYING DETAILS IN  
PARAGRAPH 6.A.1-6.

3. REASON FOR DELETION:

4. REMARKS/AMPLIFYING DETAILS:

5. ACTIVITY POINT OF CONTACT:

- A. NAME:
- B. BILLET:
- C. EMAIL ADDRESS:
- D. PHONE:

## **APPENDIX E. MINIATURE/MICRO-MINIATURE PROGRESSIVE REPAIR ENHANCEMENT PROGRAM**

### **1. General**

a. Stock and DTO requisitions for Fleet Level Repairable (FLR), DLR, Consumable (9-Cog) circuit card assemblies and electronic modules requirements (CCA/EM) listed in the 2M MTR ISEA Naval Undersea Warfare Center (NUWC) GOLD and PURPLE DISK databases will be held from the supply system as a trapped 2M PREP/MTRA eligible repair requirement.

b. Supply Officers shall ensure the supply support process is in place for repair induction, monitoring and reporting disposition of shipboard and shore 2M PREP/MTRA repair status. The interactive reporting to the 2M PREP/MTRA website for a successful repair will close and de-obligate OPTAR funds. When all repair resources are exhausted, the Supply Officer will report a repair failure reason to trigger the untrapping and referral of a requisition to the supply system for issue.

c. Shipboard maintenance department 2M MTR programs have existing screening policies and processes in place to ensure CCA/EM's are screened for possible 2M MTR diagnostic testing and repair prior to Supply Department requisitioning a replacement. Maintain close liaison with shipboard 2M MTR W/C to ensure expedient initial reporting of 2M PREP/MTRA trapped requirements failing 2M repair and releasing true stock and DTO requirements without delay.

d. Shore 2M PREP/MTRA Fleet Maintenance Activities (FMA) is the resource for 2M PREP/MTRA progressive enhanced repair. It is mandatory for ships to utilize shore repair after onboard repair is exhausted (JFFMM Ch.8). Supply Officers establish liaison with Shore 2M PREP/MTRA points of contacts.

### **2. Establishment of 2M PREP/MTRA Website Account**

a. COMNAVSURFPAC/COMNAVSURFLANT units are required to establish online access to the MTRA/2M PREP website to manage and report trapped 2M PREP requirements. 2M trap notification emails will be sent to the suppo@ship.navy.mil account, ship's SALTS account and applicable Waterfront Support/Readiness. Acknowledge receipt of the email notification; however, to report repair dispositions and trigger the release of the requisitions, use the Birdtrack 2M PREP/MTRA website.

b. A PKI certificate is required for the 2M PREP/MTRA website. Go to <https://www.birdtrack.navsup.navy.mil> and the access request box to select is 'MTRA/2M PREP/MTRA'. It will take about 2-3 days for NAVSISA to grant access. Use the website to trigger repair dispositions and maintain visibility of all requisitions that are trapped via the manage circuit card link.

c. Supply Officers will manage the 2M PREP/MTRA requirements and report repair dispositions via the MTRA website. In the event of bad internet connectivity which will hinder online MTRA reporting requirements, Supply Officers will email COMNAVSURFPAC N41 2M PREP/MTRA managers to assist in the reporting of repair dispositions.

### 3. Categories For Afloat Units

a. Underway: Primarily deployed or FDNF ships. Ships are activated underway starting 30 days before deployment and through the end of deployment. When program setting is underway, stock and DTO requisitions are referred to the supply system for issue when shipboard repair failure disposition is reported to the 2M PREP/MTRA website.

b. In-Port: For ships not in a scheduled deployment window. Ships activated In-Port are obligated to induct all trapped CCA/EM requirements to the shore-based FMA for repair when shipboard 2M MTR repairs are exhausted.

### 4. Repair Categories

a. Shipboard - Organizational O-level 2M certified technicians are equipped with 2M/MTR repair resources.

b. Shore-Based – Intermediate I-level FMAs certified 2M MTR/PREP technicians with enhanced shore-based 2M repair resources.

### 5. 2M PREP/MTRA Process For Ships Program set as Underway

a. GOLD DISK eligible requirements are trapped upon release of the A0 MILSTRIP requisition. MILSTRIP status of “BD/NBE” applies. MTRA TRAP notification email is sent to the Supply Officer. Supply Officer will acknowledge the receipt of the email by clicking the link provided.

b. Supply Officer notifies LSs of the newly trapped requisition. The LS will immediately validate if the carcasses have already been through shipboard 2M screening.

(1) If yes, the LS will report repair failure to un-trap the requisition for release into the supply system.

(2) If the initial validation yields that the shipboard W/C has not screened the requirement through 2M MTR, direct the EM/CCA for induction into shipboard 2M MTR W/C.

c. If shipboard repair successful and system op-test checks good, the Supply Department reports successful repair to the MTRA program. De-obligate funds.

d. 2M MTR W/C personnel will update Supply Department if the repair has failed. Report to the 2M PREP/MTRA website the fail reason code and the requisition will be un-trapped and referred to the supply system for issue. Ensure 2M screening form documents of repair failure accompanies carcasses for Supply Department action.

### 6. 2M PREP/MTRA Process For Ships Program set as In-Port

a. Requirements failing shipboard repair will obligate Supply Department to induct CCA/EM DLR, FLR and CONSUMABLE 9 Cog non-RFI assets to shore 2M PREP FMAs for progressive repairs.



b. GOLD DISK eligible requirements are trapped upon release of the A0 MILSTRIP requisition. MILSTRIP status of "BD/NBE" applies. MTRA TRAP notification email is sent to the Supply Officer. Supply Officer will acknowledge the receipt of the email by clicking the link provided.

c. Supply Officer notifies LSs of the newly trapped requisition. The LS will immediately validate if the carcasses have already been through shipboard 2M screening.

(1) If yes, the LS will report repair failure to un-trap the requisition for release into the supply system.

(2) If initial validation yields that shipboard W/C has not screened the requirement through 2M MTR, direct the EM/CCA for induction into shipboard 2M MTR W/C.

d. If shipboard repair is successful and the system OPTEST checks good, the Supply Department reports successful repair to the MTRA program. De-obligate funds.

e. If shipboard repair fails, process DLR, FLR or consumable 9-Cog non-RFI assets for shore 2M PREP FMA repair induction.

f. LSs will maintain files of inducted carcasses for shore repair. Make follow-ups to shore point of contacts for repair status.

g. If shore repair is successful, shore 2M PREP/MTRA FMA W/C will notify the LS to pick up repaired asset and notify the Supply Officer, via a "REPAIR COMPLETE" email.

h. Issue repaired asset to ship's W/C for a system OPTEST. If OPTEST checks good, the Supply Department reports a validated successful repair to the MTRA program. De-obligate funds.

i. Shore 2M MTR W/C personnel will contact the LS if the repair has failed and notify the Supply Officer, via a "REPAIR FAILED" email. Shore FMA W/C s will trigger the release of the trapped requirement for referral of the requisition to the supply system for issue.

j. Fleet maintenance activities will retain FLR and consumable 9-Cog non-RFI assets failing shore repair.

k. DLR assets failing shore 2M PREP/MTRA repair will be picked up by ship's LS to process carcasses for mandatory DLR turn-in to ATAC.

#### 7. 2M PREP/MTRA Repair Cycle Validation Requirements

a. Respond via 2M PREP/MTRA website to trapped requisition emails no later than one day after receipt.

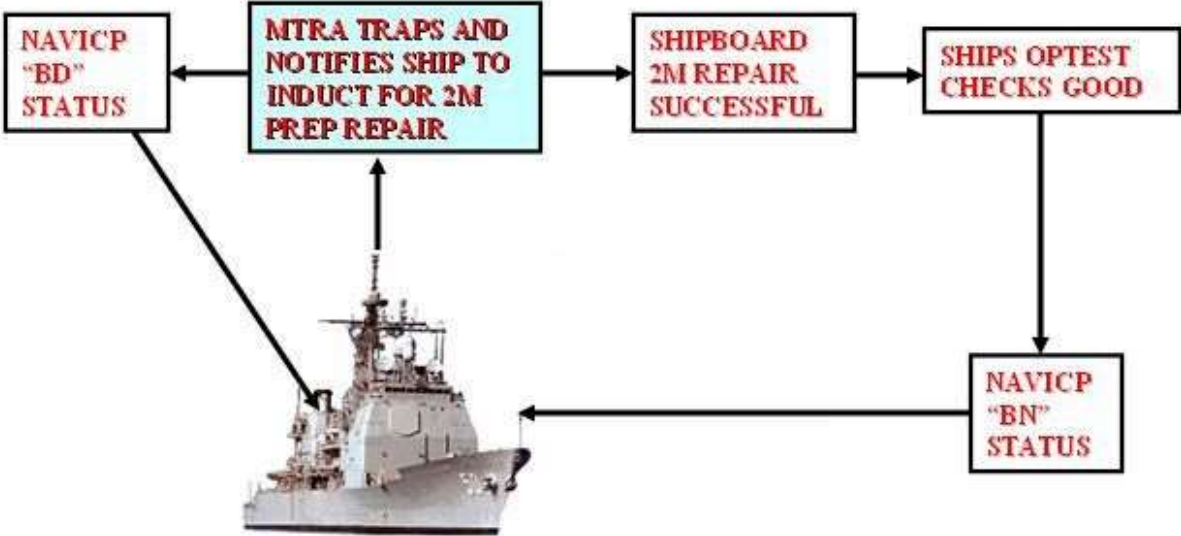
b. Establish a folder for each trapped requirement similar to the carcass tracking folder for DLR requirements. Populate record folders with repair induction tracking. Include information

regarding failed repair attempts at shipboard and shore activity. If part is a DLR, the folder turns into your carcass tracking folder.

- c. Extract your trapped records daily from the online MTRA website and validate requirements with 2M MTR shipboard and shore point of contacts.
- d. Requirements with status of repaired, failed repaired or that have no carcass for inductions such as survey, OSO transfer, remain in place and material no longer required should not remain trapped for more than one day after determining appropriate disposition.
- e. Allow a maximum of three work days to test and assess; the repair attempt should follow soon after. This is joint Fleet maintenance policy for 2M MTR and that is what Supply Officers expect when validating and following up on assets inducted for 2M repair. Do not allow to over-age trapped requirements more than time needed for 2M MTR to complete test and repair efforts. Allowing real time the release of true stock and DTO requirements for supply system issue and also allow the de-obligation of OPTAR funds for repaired successful requirements.
- f. Successful 2M PREP/MTRA repair disposition reporting to the website will de-obligate expended funds and make available recouped OPTAR funds for other mission essential requirements.
- g. Trapped records should not be older than 5 work days for shipboard repair or shore induction.
- h. Expediting supply requirements via DOC ID AF1, AFC, ATA, and AT1 while requisitions are still trapped in the 2M PREP/MTRA will yield a BF no record status response. Do not send MILSTRIP follow-ups until 2M PREP/ MTRA process reporting refers requirements to supply system.
- i. LHA/LHD Aviation Fleet Maintenance (AFM) requirements (AVCAL STOCK, AIMD, and embarked squadron AFM DTO). Do not delay trapped 2MPREP/MTRA AFM requisitions. Un-trap AFM requirements with a failed reason "OTHER - REMARK: AVIATION FLEET MAINTENANCE (AFM) REQUIREMENT."

**FIGURE E-1. GOLD DISK EM/CAA PROCESSING SCENARIOS**

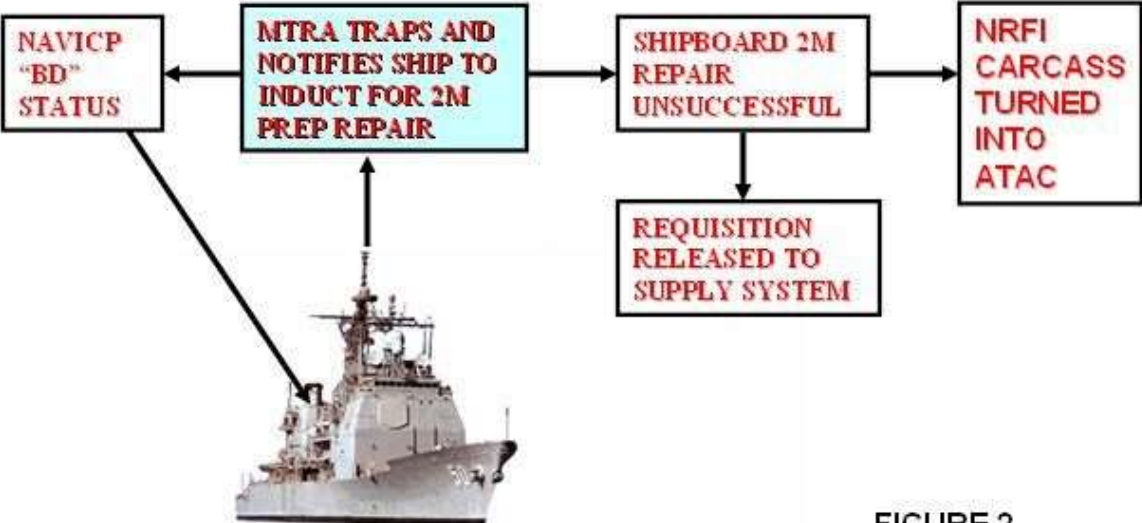
**SHIPBOARD REPAIR SUCCESSFUL FOR SHIPS MTRA STATUS ARE UNDERWAY OR IN-PORT**



**(AO) GOLD DISK EM/CCA IS ORDERED**

**FIGURE 1**

**SHIPBOARD REPAIR UNSUCCESSFUL FOR SHIPS MTRA STATUS UNDERWAY**



**(AO) GOLD DISK EM/CCA IS ORDERED**

**FIGURE 2**

SHORE 2M PREP REPAIR UNSUCCESSFUL FOR SHIPS MTRA STATUS IN-PORT

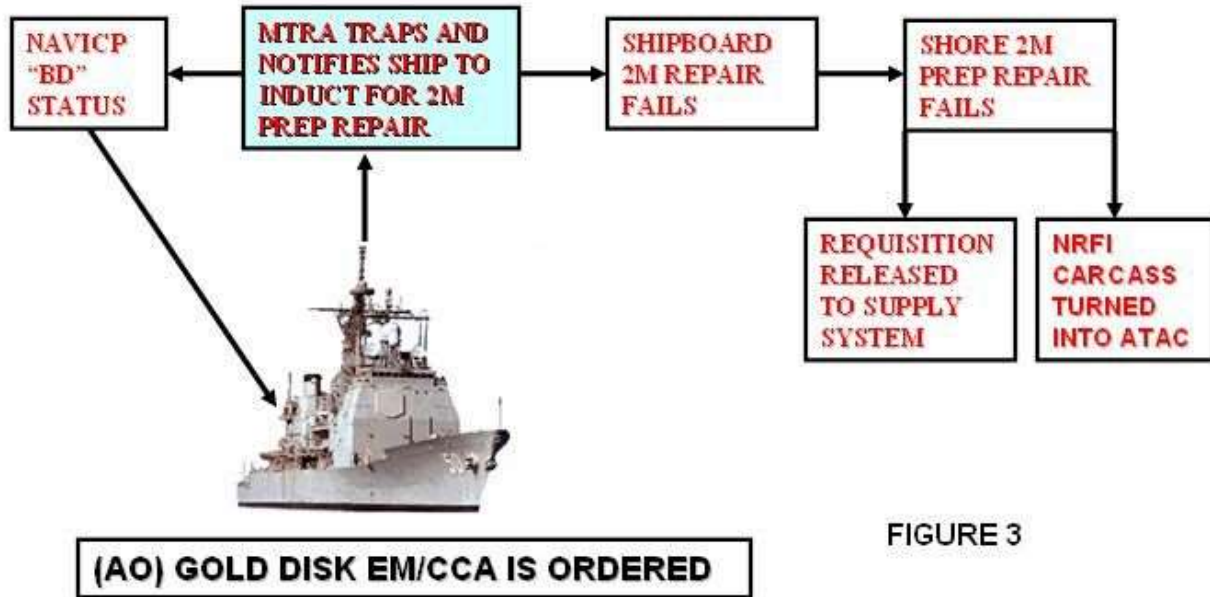


FIGURE 3

SHORE 2M PREP REPAIR SUCCESSFUL OPTEST GOOD FOR SHIPS MTRA STATUS IN-PORT

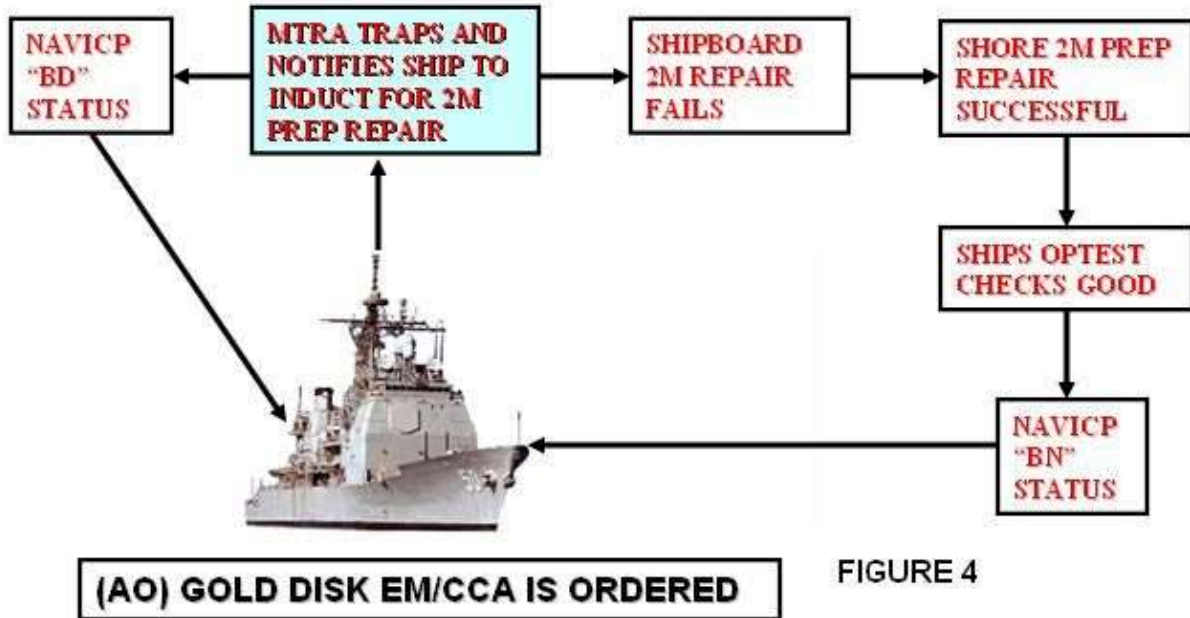


FIGURE 4

## **APPENDIX F. FINANCIAL MANAGEMENT REQUIREMENTS PLANNING**

1. Goals. A sound financial management plan is necessary to achieve the following goals:
  - a. Derive maximum benefit from available funds for mission and material readiness.
  - b. Make sure unfunded requirements are less urgent than funded requirements.
  - c. Properly time-phase funds to meet operational schedule requirements.
  - d. Maintain prescribed stock levels.
  - e. Make sure funds are available to meet contingency requirements.
  - f. Program funds for routine replacement of equipage and consumables.
  - g. Instill fiscal responsibility in all managers.
2. Concept. Cost consciousness and conservation are essential factors in financial planning and management. All personnel must be cognizant of the impact of their actions on available funds. Accordingly, the financial planning and management system should be a participatory system, with the Commanding Officer, Executive Officer and all Department Heads being active participants and managers. An AFRP is developed by first considering the principal evolutions scheduled for the fiscal year. The first quarter requirements then may receive a more detailed plan. The AFRP must be somewhat rigid yet dynamic if it is to meet its objectives. Continually review requirements and periodically update the plan to compensate for unforeseen or changing circumstances. As a minimum, the AFRP should receive a detailed review and update quarterly. Once the plan is formulated, the departmental budget provides a mechanism for monitoring execution of the plan. Timely information from the Supply Officer is needed to permit proper monitoring. However, Department Heads are required to report and justify major deviations so the plan will remain current and be a viable management and control mechanism.
3. Procedure. The following is a suggested approach for developing the AFRP. Whatever approach is used, the full support of the Commanding Officer is essential in making the plan work. Issue a budget call requesting specific budget information and define command policies, procedures, and goals.
  - a. Determine Resources: Identify the nature, amount and timing of the funds for the fiscal year. Determine any fund restrictions or special purposes (e.g., the separation of OPTAR into EMRM and OTHER fund codes). Determine any changes in funding responsibility (e.g., TYCOM centrally funded program). Summarize this information in the budget call to the departments.
  - b. Determine Major Schedule Milestones: Identify graphically over the fiscal year, major operational events and inspections which will impact on funding, including deployment, major Fleet exercises, ROH, FEP, PRAV, INSURV, LOA, UD, AVCERT, Command Inspection, C5RA, etc. Determine estimated costs associated with these events and determine when the

funds will be required (i.e., funds for pre-deployment load-out and preparing for and following INSURV). Include major event data in the budget call.

c. Determine Responsibility for Ship's Centrally Managed Items: Numerous high usage, high cost, deteriorative and pilferable items may require special management and funding responsibility. Replacement of these items is predictable and shall be planned. Following is a partial list of such items:

Blankets	Sound-Powered Phones	Cleaning Gear
Linen	Lube Oil	Lashing Gear
Pillows	Damage Control Gear	Paper
Mattresses	Bunk Parts	Tile
Vehicle Rental	Bottled Gas	Power Tools
Office Equipment Repair	Postage	Forklift Batteries
Telephone Toll Charges	Rags	Life Jackets
Reserve For SFOEDL	Foul Weather Gear	Life Lines
Stock Replenishment	Mooring Lines	Safety Equipment
Water Taxi Rental	UNREP Gear	Toilet Paper
Office Equipment Rentals	Flight Deck Gear/Clothing	Paint

Responsibility for managing and budgeting for these items should be vested in one department for efficiency and better overall control of material and conservation of funds. Assignment of budgeting and funding responsibility to one department does not prevent reprogramming of funds if a different department is negligent in its internal control of the material entrusted. These assignments may already appear in the unit's organization manual/ instructions. If not, assign responsibility in the budget call.

d. Determine Tentative Departmental Funding Targets: Within the total expected funding and based on the past four to six quarters' historical data, with similar periods appropriately weighed, the Supply Officer should assign tentative funding targets to the departments. In addition to the tentative target, assign an increment and decrement representing alternative funding levels above and below the tentative target, respectively. An increment of 10% and a decrement of 15% is suggested (i.e., assigned target is \$10,000, increment level (enhanced funding) is \$11,000 and decrement level (funding cut) is \$8,500). Separate targets may be provided for each category of funds granted in the basic OPTAR (EMRM/OTHER) depending on the command's funding policy for repair parts and centrally managed programs. Specify the tentative targets and increment/decrement levels in the budget call. The past quarterly spending data used to determine the target may also be included for information.

e. Determine, Prioritize and Time-Phase Requirements: Department heads and subordinates will decide and itemize all their requirements, considering the nature and purpose of funds and other special guidance in the budget call, historical data, top ten critical equipment, PMS schedule, special programs, centrally funded items for which they are responsible, etc. The requirements lists may include nice-to-have items in addition to the essential supplies. Once requirements have been identified, associated prices should be determined or estimated. Accurate pricing is critical. Next, requirements should be prioritized. The same requirement may be split and different priorities assigned to each segment (i.e., 50 gas masks are budgeted; 20 are required immediately, 20 more are needed but not as urgently, the last 10 are nice-to have). Once the total requirements have been determined, the requirements must show the quarter in which procurement is desired. Some items are needed each quarter in uniform increments throughout the year (i.e., PMS material, cleaning gear); some are needed at a specific time (i.e., office equipment rental at the beginning of the year, pre-deployment preps); and some may not be particularly time sensitive (i.e., habitability upgrade, typewriter replacement). The requirements list should indicate priority, requirement description, quantity, quarterly cost, total cost and cumulative costs for the specific and all higher priorities. For requirements exceeding the decrement level (i.e., requirements at the margin), justification for the items and impact if not funded should be required. This information will be very important for ship-wide prioritization. Ranking must be realistic (i.e., do not place high priority items below assigned target as an unfunded material requirement in an attempt to obtain additional funds). Prioritization and ranking enables the AFRP to remain executable if additional funds become available or funds are reduced. (For COMNAVSURFLANT ships only) Quarterly phasing plan should result in no more than 10% unobligated balance at end of first, second and third quarters. Consider the following factors when determining quarterly grants required for AFRP:

(1) Large unobligated balances at the end of each quarter, particularly the first quarter, generate low obligation rates for TYCOM and inhibit justifying additional funding or obligation authority.

(2) End of fiscal year augments to zero out storeroom deficiencies and for phased replacements tend to lower first quarter obligations.

(3) Holidays (Thanksgiving, Christmas and New Year's Day) noticeably affect first quarter spending. For ships in port, obligations slow dramatically by mid-December.

(4) For Joint Task Group(s) Maritime Interception Force (MIF), Marine Expeditionary Force (MEF), Fleet Exercise (FLEETEX), Composite Training Unit Exercise (COMPUTEX) the obligation rates increase two to three months before major deployments and through the first half of deployments. The rates level off during the second half, and ultimately decrease after return to homeport.

(5) For Counter Drug Ops (CD OPS), Standing Naval Forces Atlantic (SNFL), United Nations International Treaty Association (UNITAS), West Africa Training Cruise (WATC) and Baltic Operations (BALTOPS), there is minimal logistics support during deployment for consumable requirements. AFRP quarterly phasing should reflect a higher grant required for the quarter preceding deployment and a lower grant during months of the deployment.

(6) Plan and budget for port cost expenditures such as telephones and vehicle rental. Bus rental is mandated in certain ports.

f. Review and Approve Departmental Targets: When the Supply Officer receives the responses of the Department Heads to the budget call, the Supply Officer should review the requirements, screen out those which may be obtained from alternative funding sources (IMA, OPN) and prepare a consolidated list of requirements for review and approval by the Commanding Officer. During this review process, marginal analysis takes place to identify the departmental requirement that, if funded next, will provide the greatest benefit toward mission readiness. The review process is likely to involve several meetings of the Commanding Officer, Executive Officer, and Department Heads. Although considerable time may be required, a sound financial plan can avert future crisis management.

g. Match Approved Plan to Anticipated TYCOM Funding: After the unit's total requirements fall within the expected funding level and are approved by the Commanding Officer, an attempt should be made to match funds requirements to the quarterly TYCOM funding schedule. Augments, advances, and recoupment requests, though noted in the AFRP, must be submitted to TYCOM.

h. Publish and Execute the AFRP: Upon prioritization and approval of the time-phased requirements to be funded, the AFRP is issued for execution. Although a good financial management plan must be dynamic, if it is not monitored and upheld, its effectiveness and usefulness as a management tool is reduced. Department Heads are responsible for monitoring execution of the AFRP.

i. Update the Plan: Operating schedule changes and other events may make the plan obsolete before year's end. Accordingly, update the plan when major changes occur, but no less than quarterly. A recommended time to use the review process is following the preparation of the first departmental budget report of the last month of each quarter. This gives time to review most of the current quarter actual data and establish an updated plan for the subsequent quarter before it starts.



**APPENDIX G. FUND CODE DECISION TABLE**

Before assigning a fund code based on the Fund Code Decision Table, ask the following questions:

1. Is this part listed on an APL?
2. Is this part listed in a technical manual?
3. Is this part listed on a manufacturer or shipyard drawing?
4. Is this part being used to repair equipment, regardless of whether or not it is APL supported?
5. Is this part being used in the repair of a piece of equipment?
6. Is this part being used in or with the primary system?
7. If ordering a tool, is it considered a special tool applicable only to the equipment being repaired and specifically listed on the APL?

a. If the answer to any of these questions is yes, then the item should be considered a repair part and EMRM OPTAR funding should be used.

b. For R-Supply Force and Viking activities, all EMRM requirements will be initiated in OMMS-NG. The requirements will then interface to R-Supply for issuing. The fund code is dictated by ERC in the Stock Item Table. If the ERC is R or C, then EMRM Fund code will be assigned. If the ERC is C, the item can also be ordered from R-Supply.

c. If the answer to all these questions is no proceed to the below Fund Code Decision Table. OTHER OPTAR funding should be used.

<b>GROUP/ CLASS</b>	<b>MATERIAL</b>	<b>UNDER \$100</b>	<b>OVER \$100</b>
1450	Guided Missile Handling and Service Equipment	2nd position C	2nd position E
20__	Ship and Marine Equipment	2nd position 2	2nd position 2
3230	Tools and Attachments for Woodworking Machines	2nd position 2	2nd position 2
34__	Metal Working Machinery Tools and Attachments	2nd position 2	2nd position 2
3940	Blocks, Tackle, Rigging, Slings	2nd position 2	2nd position 2
4020	Fiber Rope, Cordage and Twine	2nd position C	2nd position E
40__	Rope, Cable, Chain and Fittings	2nd position 2	2nd position 2
42__	Fire Fighting, Rescue and Safety Equipment	2nd position C	2nd position E
4510	Plumbing Fixtures and Accessories	2nd position 2	2nd position 2

47__	Pipe, Tubing, Hose and Fittings	2nd position 2	2nd position 2
4930	Lubrication & Fuel Dispensing Equipment	2nd position 2	2nd position 2
51__	Hand Tools	2nd position 2	2nd position 2
52__	Measuring Tools	2nd position 2	2nd position 2
53__	Hardware and Abrasives	2nd position 2	2nd position 2
55__	Lumber, Millwork, Plywood and Veneer	2nd position 2	2nd position 2
56__	Construction and Building Materials	2nd position 2	2nd position 2
58__	Communication and Detection Equipment	2nd position C	2nd position E
5965	Headsets, Handsets, Microphones and Speakers	2nd position C	2nd position E
59__	Electrical and Electronic Equipment Components	2nd position 2	2nd position 2
6135	Batteries, Dry	2nd position C	2nd position C
61__	Electric Wire, Power, and Distribution Equipment	2nd position 2	2nd position 2
6230	Electric Portable and Hand Lighting Equipment	2nd position C	2nd position E
6240	Electric Lamps	2nd position C	2nd position C
6250	Ballasts, Lampholders and Starters	2nd position C	2nd position C
6260	Non-Electrical Lighting Fixtures	2nd position C	2nd position E
62__	Lighting Fixtures	2nd position 2	2nd position 2
6320	Shipboard Alarm and Signal Systems	2nd position 2	2nd position 2
6350	Aircraft Alarm and Signal Systems	2nd position 2	2nd position 2
65__	Medical, Dental Equipment and Supplies	2nd position 7	2nd position 7
66__	Instruments and Lab Supplies	2nd position C	2nd position E
6750	Photographic Supplies	2nd position C	2nd position C
67__	Photographic Equipment	2nd position C	2nd position E
68__	Chemical and Chemical Products	2nd position C	2nd position C
71__	Furniture	2nd position C	2nd position E
7220	Floor Coverings	2nd position 2	2nd position 2
7230	Draperies, Awnings and Shades	2nd position 2	2nd position 2
72__	Household/Commercial Furnishings and Appliances	2nd position C	2nd position E
73__	Food Preparation and Serving Equipment	2nd position C	2nd position E

74__	Office Machines; Visible Recording Equipment	2nd position C	2nd position E
(Note: For ADP equipment, see paragraph 8700.)			
75__	Office Supplies and Devices	2nd position C	2nd position E
7910	Floor Polishers and Vacuum Cleaning Equipment	2nd position C	2nd position C
80__	Brushes, Paints, Sealers, & Adhesives	2nd position 2	2nd position 2
81__	Containers, Packaging and Packing Supplies	2nd position C	2nd position C
83__	Textiles, Leather, Furs, Tents and Flags	2nd position C	2nd position C
84__	Clothing, Individual Equipment and Insignia	2nd position C	2nd position E
85__	Toiletries	2nd position C	2nd position C
91__	Fuels, Lubricants and Oils	2nd position 9	2nd position 9

## **APPENDIX H. OTHER PROCUREMENT, NAVY BUDGETING PROCEDURES FOR OPERATING FORCES SUPPORT EQUIPMENT**

1. Purpose. This appendix provides guidance for budgeting, funding, and procuring investment equipment through the OPN appropriation and publishes procedures for using OPN funds.

2. Background

a. Periodically, TYCOM submits an OPN Operating Forces Support Equipment (OFSE) apportionment request for the forthcoming fiscal year and a budget request for the following fiscal year.

b. Equipment or systems with an aggregate cost of \$250,000 or higher require the expenditure of OPN dollars vice O&MN dollars (i.e., OPTAR). Failure to adhere to these funding restrictions could result in a violation of 31 USC 1301 and 31 USC 1517 revised statutes.

c. Unlike O&MN/O&MNR funding, line item justification is required for OPN funds and submitting activities must provide detailed justification and complete material identification of OFSE requirements to ensure favorable budget consideration. Statements such as beyond economical repair are not sufficient to justify replacing existing equipment. Provide repair cost estimates or survey findings to support these statements.

d. OPN funds can only be used for investment items that were identified in the budget and approved. Therefore, when budgeting for OFSE, a thorough review of current and projected requirements is essential.

3. Definitions. The following categories of equipment shall be included in the OPN budget submission:

a. OFSE is defined as non-technical, general-purpose investment equipment in support of forces afloat, which must meet the following criteria:

(1) A unit price of \$250,000 or more.

(2) General purpose, non-consumable, investment items that are not centrally managed by an inventory manager (i.e., does not have an NSN assigned).

(3) Repairable.

(4) Allowed Onboard Equipment: The applicable APL/AEL must be indicated on the OFSE request. If the equipment is not allowed, submit an Allowance Change Request (ACR) per paragraph 6604 of this instruction for approval before submitting the OFSE request.

(5) Figure H-1 provides a list of commonly requested OFSE items. Figure H-2 describes categories of equipment specifically excluded from OFSE submission. Complete the OFSE Worksheet (Figure H-3) for each OFSE requirement.

b. Duplicating and Office Copying Equipment: OPNAVINST 5600.21 charges the Defense Automated Printing Service Detachment Office (DAPSDO) with technical review and approval of all reprographic transactions within the Department of the Navy. OPN (OFSE) funding is the appropriate channel for funding these requirements when equipment cost is \$250,000 or more.

c. Information Technology Equipment (ITE): See Chapter 8 for detailed guidance.

4. Submission of Requirements. TYCOM will direct annual budget call for OFSE requirements. All units will send OFSE requirements during these budget calls, ensuring inclusion of all OPN equipment requirements for the fiscal years involved. Letter reports are required with the justification sheets and supporting documents. Required data is too detailed for message transmission. However, an abbreviated report may be sent by message if all backup documentation cannot arrive by the deadline date, to be followed by letter submission within two weeks. Negative reports are required and may be sent by message. When technical data is not available for deployed units, submit estimated costs.

a. Report Format of Letter Submission: Requirements will be forwarded to TYCOM as follows:

- (1) For new requirements of OFSE, prepare the applicable worksheet (Figure H-3).
- (2) Validate previously submitted unfunded requirements to avoid cancellation.
- (3) Prioritize OFSE requirements separately by fiscal year.

b. Report Format of Message Submission: Interim message reports must include the following information:

- (1) Funding Priority (numerical sequence).
- (2) Nomenclature.
- (3) APL/AEL (mandatory).
- (4) Manufacturer.
- (5) Model/Type/Cog and NSN, if applicable for reference if NSN no longer attainable.
- (6) Quantity.
- (7) Unit Cost.
- (8) Total Cost.
- (9) New or Replacement.
- (10) Description, including accessories.

(11) Detailed justification.

Information pertaining to validated OPN requirements may be summarized in message or email format.

5. Ship's/Unit's Effort. Except in cases of emergency, commands responding to the annual budget call will be given funding priority for OPN requirements. Unfunded requests for emergent OPN funding received during the fiscal year will be included in the following budget submission. To take full advantage of the acquisition opportunities available, some foresight is required in identifying equipment that will require replacement during out years. Consider present age of the equipment, estimated useful life remaining, repair costs incurred/projected and any amplifying procurement or replacement information available. This review will improve input validity and more accurately define the command's total OPN funding requirements.
6. Follow-on Action. Unless otherwise advised, all OPN requirements received in response to the budget call will be included in the budget submission. TYCOMs will provide the reason for not forwarding individual requirements.
7. Procurement Procedures. TYCOM will subsequently issue direct fund cite documents to CFMS or the individual commands to initiate procurement action for approved OFSE requirements. Forward a copy of the procurement document to TYCOM as soon as procurement action is initiated. Also, advise date material received and invoice certified for payment.

## FIGURE H-1. LIST OF COMMONLY REQUESTED OFSE ITEMS

Air Conditioner	Brow
Camel	Collator 1/
Composer 1/	Copier
Cutter, Paper 1/	Dishwasher
Disintegrator (Paper Shredder)	Dry Cleaning Plant
Dryer, Laundry	Duplicator
Electrostatic Plate Maker 1/	Embossing Machine
Fire Suppression Equipment	Flatwork Ironer
Galley Equipment 2/	Gangway
Garbage Grinder	Gaylord Hood Vent
Generators	Headliner 1/
Hard Copy Adapter 1/	Hoist (Electric, Pneumatic)
Laminating Machine	Medical/Dental Equipment 3/
Microfilm Camera	Microfilm Processor
Microfiche Reader/Printer	Multilith Offset Printing Press 1/
Offset Duplicators 1/	Paper Cutter 1/
Phototypesetter 1/	Plate Maker 1/
Press, Laundry	Safe
Sleever	Stencil Cutting Machine
Stencil Mimeograph Printer	Telecopier
Transformers	Videotape Machine
Videotape Recorder Set	Washer, Laundry
Waste Disposer (Incinerators)	Water Coolers (Drinking)
Water Heater	Welding Machine
Wire Stitcher 1/	T51 Color Head 1/

1. Printing Equipment. All ships with an authorized printing plant must send an approval request to DAPSDO, Washington, D.C. before buying printing equipment. Following ship types qualify for printing equipment: LHA, LHD, LPD, and LCC. Shore based activities will send printing requests to the local DAPSDO.
2. Galley Equipment. Most galley equipment have assigned NSNs. Refer to Shipboard Food Equipment Catalog for a generic NSN which represents a functionally interchangeable family of like equipment (ovens, grills, ice machines, etc.) before sending an OPN requirement.
3. Medical/Dental Equipment. Submit requests for all medical/dental items per BUMEDINST 4235.7.
4. Centrally Managed Programs. OFSE is only a small portion of the total OPN funds. The majority of OPN funds are held by centrally managed programs. Examples of these programs and their administering office are listed below:

PROGRAM

ADMINISTERING OFFICE

Ships Support Equipment	NAVSEASYSKOM
Training Support Equipment (includes training devices)	CNET
Shipboard and Shore Electronics, Communications, and Cryptographic Aids	NAVSPAWAR
Ordnance Support Equipment	NAVSEASYSKOM
Aviation Support Equipment	NAVAIRSYSKOM
Civil Engineering Support Equipment (passenger carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment) carrying vehicles, ambulances, trucks, trailers, construction and weight handling equipment, railroad and specialized mobile equipment)	NAVFACENGKOM
Supply Support Equipment	NAVSUPSYSKOM
Photographic Equipment	NAVAIRSYSKOM
Meteorological Equipment	NAVAIRSYSKOM
Material Handling Equipment	NAVSUP WSS

5. Funding Exclusions. The following is a list of items that may not be procured with OPN funds (except when centrally funded as part of critical outfitting for new units):

a. Furniture and Furnishings: These items are considered expense items and are funded by the O&MN appropriation. The user should budget for these items with OPTAR funds.

b. Other Support Items: Oil pollution abatement items such as oil containment booms, utility boats, oil skimmer units, vacuum trucks, donut systems, bilge service subsystems (coalescer units) and automatic alarms and controls to provide protection against polluting oil spills are managed and budgeted by NAVSUPSYSKOM. See OPNAVINST 5090.1B for details.

c. Shipboard Information Training and Entertainment (SITE) Closed Circuit TV Systems: CNO, Office of Chief of Information, OPNAV (Code 007C) manages SITE systems and associated equipment. The Chief of Information supports only approved standardized shipboard equipment.

d. Major End-Items: Weapon system managers govern major end-items of expensive, durable equipment. Systems Commands budget and provide these items. Address requirements for these items to the cognizant Systems Command or the Naval Facilities Engineering Command.



**FIGURE H-2. BUDGET/APPORTIONMENT WORKSHEET**  
**OTHER PROCUREMENT, NAVY**  
**B. A. 7 OPERATING FORCES SUPPORT EQUIPMENT**

_____	_____	_____	
ACTIVITY/SHIP NAME	UIC NUMBER	FISCAL YEAR	
_____		_____	
EQUIPMENT NOMENCLATURE		APL/AEL NUMBER	
_____	_____	_____	
PRIORITY	MANUFACTURER	MODEL/TYPE	
_____	_____	_____	_____
QUANTITY	UNIT COST	INSTALLATION COST	TOTAL COST
_____	_____	_____	_____
NEW	REPLACEMENT	NO. ON HAND	

ITEM DESCRIPTION:

DETAILED JUSTIFICATION:

ACTIVITY/SHIP CONTACT:	NAME	PHONE NO.
	_____	_____

TYCOM ACTION:

_____	FUNDED REQN NR _____
_____	INCLUDED IN FY _____ BUDGET
_____	INELIGIBLE FOR OFSE (OPN) FUNDING
_____	UNAUTHORIZED FOR OPN FUNDING
_____	INSUFFICIENT FUNDS

## APPENDIX I. PRE-DEPLOYMENT ANALYSIS ASSIST VISIT

1. Pre-Deployment Analysis Assist Visit (COMNAVSURFLANT Ships Only). Approximately 180 days before ship's deployment, ATGLANT N41 per direction from COMNAVSURFLANT N41 will schedule a Pre-Deployment Analysis (PDA) assist visit to the deploying ships. The following will be reviewed:

a. Supply and Financial Management:

(1) MOF with Status - Open JCN/Consumable Items (R-Supply JSL311/Micro-SNAP RPT 073).

(2) MOF Close JCN/JCN Not On CSMP (R-Supply JSL311/Micro-SNAP RPT 073).

(3) MOV (DTO/STK) (R-Supply JSL311/Micro-SNAP RPT 165).

(4) NIS DTO with STK On Hand (R-Supply only) (JSL305).

(5) Tech Edit Listing/Suspense Listing (R-Supply JSL307, JSL325/Micro-SNAP RPT 045).

(6) Requirements Listing/Suspense Listing (R-Supply JSL308/JSL325).

(7) Cancel Excess STK Dues (R-Supply JSI203/Micro-SNAP RPT 165).

(8) Trial Reorder Review (R-Supply JSI208/Micro-SNAP RPT 029).

(9) Summarized Inventory Management Asset Report System (SIMARS) and Range/Depth Report (Micro-SNAP SIMARS/ R-Supply JS219/JS215).

(10) Financial Management (Transmittal/BOR submission/SFOEDL and OVR Processing).

(11) Global Levels Setting (R-Supply JSI205/Micro-SNAP RPT 131).

(12) Demand Processing Parameters and Monthly Supply Effectiveness Report (R-Supply JSI233/Micro-SNAP RPT 132).

(13) Pre-deployment Reports (R-Supply JSI226, JSI227/Micro-SNAP RPT 181,184).

(14) HME Storeroom Allowance Review (BMD ships only or when directed by TYCOM for other ships).

(15) Critical Equipment List (CEL) Update.

(16) DLR Carcass Tracking.

(17) FILL Data Update and CARGO Routing Information.

(18) DMS/APC/Monthly Change Notice Processing.

(19) Required Publications, Manuals and Instructions.

b. Configuration Management:

(1) ASI Processing.

(2) Configuration Management Database/Reports:

(a) OMMS-NG/CDMD-OA Configuration Database Validation

1. OMMS-NG Configuration Data Not in CDMD-OA.

2. CDMD-OA Configuration Data Not in OMMS-NG.

3. Summary of Effective APLs (SOEAPL).

4. Configuration Items with Installation Status codes of "E & P".

c. Other areas addressed are DLR, inventory and financial management, XMAM management, and shipboard training for LSs and Repair Parts Petty Officers.

(1) NTCSS Management: Database groom and training.

2. Pre-Deployment Analysis Assist Visit (COMNAVSURFPAC Ships Only). R-Supply (Unit Level) ships will coordinate with ATG San Diego, N41 Logistics for a pre-deployment analysis assist visit at least 180 days prior deployment. The following will be reviewed:

a. Supply and Financial Management:

(1) Pre-Deployment Stock Status Report (JSI226).

(2) Fleet Issue Load List (FILL) Utility Tape.

(3) Demand Parameters and Requisitions/Offload Values.

(4) Global Levels Setting.

(5) DBI/SIM Items.

(6) Material Outstanding File with status and Closed JCNs (JSL311).

(7) Material Outstanding File with AS1 status.

(8) NIS DTO with STK on hand quantity (JSL305).

(9) Monthly Change Notices and Annual Price Change.

- (10) Trial Reorder Review.
  - (11) Stock Record Maintenance.
  - (12) OVR/SFOEDL Processing.
  - (13) Transmittal/Budget OPTAR Report frequency and retention.
  - (14) Required Publications, Instructions, Naval Messages and COMNAVSURFPAC Financial Advisories.
  - (15) Latest ATGSD Quarterly GCPC Program Review.
  - (16) Appropriation Data.
- b. One-on-one training for LSs as needed.
  - c. NTCSS groom if needed. Contact (619)556-5790.
  - d. A detailed Summary report will be provided to the Supply Officer.
3. Integrated Financial Analysis (IFA)/Effectiveness Assist Visit (COMNAVSURFPAC Ships Only): R-Supply (Unit Level) ships will coordinate with ATG San Diego, N41 Logistics and schedule IFA/Effectiveness Assist Visit 2 to 3 months prior to the ship's scheduled Logistics Limited Team Training (LLTT) visit. The following will be reviewed as a part of an IFA/Effectiveness Assist Visit:
- a. Integrated Financial Analysis (IFA)
    - (1) Transmittal/Budget OPTAR Report submission, accuracy, frequency and retention.
    - (2) OVR/SFOEDL Processing Procedure.
    - (3) Outstanding requisitions with Closed JCNs.
    - (4) Cancel Excess Stock Dues.
    - (5) Internal and External MOVs.
    - (6) AFRP.
    - (7) SMARTS Program.
    - (8) Reports Frequency and retention.
    - (9) Appropriation Data.

b. Effectiveness Analysis

- (1) Demand Parameters and Requisitions/Offload Values.
- (2) Reorder Review Listing (JSI208).
- (3) Stock Status Exception Listing (JSS120).
- (4) Levels Setting Frequency and Retention.
- (5) Requirement Review Listing (JSL308).
- (6) Tech Edit/Item Verification Process/Listing (JSL307).
- (7) Stock Control Review Listing (JSL318).
- (8) SIM/DBI Items maintenance.
- (9) Shelf Life Program.
- (10) Expenditure Listing (Survey, Transfers, LBI/GBI).
- (11) DLR Carcass Tracking Report (JSL326).
- (12) AD HOC Queries.
- (13) DTO Dues with Material on Hand.
- (14) Monthly Supply Effectiveness Report (JSI233).
- (15) Limit Flags and Automatic Reorder Restriction Codes.
- (16) Control Parameter Updates.
- (17) Stock Record Maintenance.
- (18) MOF for DTO and Stock.
- (19) Issue Listing.
- (20) Average Customer Wait Time.
- (21) JSS117 ASI Listings (4 parts).
- (22) R-Supply Listings Frequency and Retention.

- (23) MAM/XMAM.
  - (24) Report Queue.
  - (25) Batch Job Queue.
  - c. One-on-one training for LSs as needed.
  - d. A detailed IFA/Effectiveness Summary Report will be provided to the Supply Officer.
  - e. NTCSS groom if needed. Contact (619)556-5790.
4. Deficiency to Reorder (DEF to RO) Point Analysis via CMP: 60 to 90 days before deployment, COMNAVSURFPAC Readiness will screen DEF to RO against RRAM inventory assets for issue to Force units at no cost. COMNAVSURFLANT team screens valid stock deficiencies against RRAM assets for issue to deployers 180 days prior to deployment.
5. Critical Item Management Program: The Critical Item Management Program (CRIMP) was established in 1986 to make sure deploying ships have a full allowance of Onboard Repair Parts (OBRPs) of the most critical CASREP causing NSNs for specified combat systems. TYCOMs conduct combat systems analysis annually to determine which NSNs and Navy Item Control Numbers (NICNs) are generating the highest frequency of CASREPs. Analysis is performed on CASREP data provided by NAVSUP WSS. NSNs/NICNs become CRIMP candidates if they generated three or more CASREPs in the past 12 months and are allowed as OBRPs. Other technical factors such as best replacement factor (BRF) are also considered. If an item is not an allowed OBRP, Naval Sea Logistics Center (NAVSEALOGCEN) is contacted to perform a Navy wide analysis and consider establishing the item as an allowed OBRP. The timeline for CRIMP review is as follows:
- a. Annually COMNAVSURFPAC/COMNAVSURFLANT will:
    - (1) Submit top ten Equipment Identification Codes (EIC) for applicable systems to NAVSUP WSS-M to obtain CASREP data for last year.
    - (2) Review the top ten CRIMP CASREP causing NSNs/NICNs.
    - (3) Analyze data received from NAVSUP WSS-M for NSNs/NICNs that have caused two or more CASREPs and are allowed OBRPs.
    - (4) Develop CRIMP list and prepare letter or email and enclosures or attachments to applicable ship.
    - (5) Review/update quarterly for all ships.
  - b. Three months before a major deployment COMNAVSURFLANT will forward CRIMP lists to applicable ships via SALTS. Upon receipt of CRIMP list deploying ships will:

(1) Assign LMC “CR” (Critical Repair) to the applicable SRCs/BMFs/SRFs to focus special attention on the items.

(2) Physically inventory CRIMP items.

(3) Within 10 working days of receipt of the CRIMP list, provide actual inventory quantities of CRIMP items on hand and existing outstanding requisition number(s) and status for items below allowance to COMNAVSURFLANT. Do not order deficiencies until notified by COMANVSURFLANT that research has been completed and a list of material to be ordered by the ship is provided.

(4) Screen residual asset pools (RRAM) for available material to fill CRIMP deficiencies aboard ship.

6. SCLISIS Validations/Audits: The purpose of conducting Ships Configuration and Logistics Support Information System (SCLISIS) audits on selected ships is to determine the quality of the configuration and logistics data in the SCLISIS database. The SCLISIS validations are done in conjunction with the TYCOM requesting optimized shipboard allowances using the targeted allowance technique method. This is accomplished by a sight validation of equipment configuration or by a record check against verified sources. The audit will check the accuracy of the APL reflected in the configuration files that provide piece part support and the functional configuration data elements. The validation will establish a baseline for measuring SCLISIS effectiveness. A validation can also identify possible problem areas that could be resolved during the Configuration Overhaul Planning process for availability. An audit will give quantitative results to be measured against the validation results. Trend analysis of audit results may better define problem areas during availability or during the operating cycle. The validations and audits will be conducted by FTSCCLANT, FTSCPAC, NAVSEA and the Configuration Data Manager (CDM).

## **APPENDIX J. SUPPLY OFFICER AUDITS**

### **SCHEDULED S-1 FUNCTIONS AND REPORTS MANAGEMENT**

#### **1. S-1 Daily Review**

- a. CMP Extractor processing.
- b. Tech-Edit/Item Verification Listing (R-Supply CY-04/Micro-SNAP).
- c. Requirements Listing (R-Supply CY-04/Micro-SNAP).
- d. Suspense Listing (MRE/MRI and Supply Status Exception - Viking/Patriot).
- e. Requisition Release.
- f. MOF Listing with Closed JCNs.
- g. Status Exception Report (R-Supply CY-04 only/Micro-SNAP).
- h. Stock Control Review Listing (R-Supply CY-04/Viking/Patriot only).
- i. SALTS Download Report.
- j. Update CASREP status from ISIS.
- k. Review OPTAR balance.
- l. Reorder Review Listing.
- m. Eight O'clock Report.
- n. Material Receipt Acknowledgement (MRA) processing.
- o. Pending Issue/Issue Pending Quantities Listing (R-Supply Viking/Patriot).

#### **2. S-1 Weekly Review**

- a. MOF Listing – No ESDs/expired ESDs.
- b. MOF Listing – shipping status (AS1/AB1/AU1).
- c. Follow-Ups/Cancellations submission (do not send automatic follow-up).
- d. NITA Carcass Charges and R-Supply DLR Shipment/Carcass Tracking Report.
- e. Spot inventories.
- f. OMMS-NG XMAM CIL (review of duplicate RINs, etc.).



- g. Stock/DTO Due Reconciliation (R-Supply Viking and Patriot ships only).
- h. CMP data processing/submission (every Friday and last working day of the month).
- i. TL processing/submission (every Friday and last working day of the month or when directed by TYCOM).
- j. DTO w/outstanding on hand QTY.
- k. Departmental budget status (every Friday and last working day of the month or as required).
- l. ASI processing (anytime when ASI is pending for download in RADWEB exist).

3. S-1 Monthly Review

- a. Cancel Stock Dues.
- b. Supply Effectiveness Report (refer to latest Annual COMNAVSURFLANT/COMNAVSURFPAC Comptroller Financial Guidance).
- c. MSSLL with the following:
  - (1) ARRC (MSSLL AT-1 with ARRC of CG/CJ/CK/CY/CU).
  - (2) Shelf Life (Type I/II material).
  - (3) LMC.
  - (4) NIINs with substitutes (AT-1/AT-9 cross reference).
- d. SAMMA/SAL (R-Supply Viking/Patriot ships only).
- e. SFOEDL/OVR Processing.
- f. Internal MOV.
- g. AV PU DLR Shipment Report (with AV PU loaded or capable ships).
- h. AV PU Deficiency Report (with AV PU loaded or capable ships).
- i. LBI/GBI Listing.
- j. Pending/Completed Survey Listing.
- k. Supply Officer's Monthly Report.
- l. GCPC Program Audit Tool (PAT) Transactions of Interest Review from Citi-Bank.

- m. Purchase Card Internal Audit.
  - n. Monthly Change Notice processing.
  - o. Defective Material Summary (DMS).
  - p. FEDLOG monthly update.
  - q. MAM random inventory.
  - r. XMAM training with MAM custodians.
  - s. OMMS-NG XMAM CIL review.
  - t. Mechanized BOR processing (last working day of the month).
  - u. RPPO/LS Training.
  - v. FITSDL download/submission (10th and 25th of the month for R-Supply CY04, daily for R-Supply Viking/Patriot and quarterly for baseline).
4. S-1 Quarterly Review
- a. Phased replacement items.
  - b. External MOV (JAN/APR/JUL/OCT).
  - c. AFRP update.
  - d. HAZMAT review:
    - (1) Storage location check.
    - (2) HICSWIN review for expired shelf life.
    - (3) HAZMAT deficiencies as per TSHML by ship class.
  - e. Continuing Services/Purchase Card (C9999) Funding Review.
  - f. ATG Purchase Card Audit.
  - g. MSSLL Report (location and NIIN sequence).
  - h. MSSLL Report (with excessive locations).
  - i. Global Levels Setting (refer to TYCOM guidance).
  - j. SIM/DBI Review (refer to TYCOM guidance).
  - k. Demand Parameter Setting (refer to TYCOM guidance).

1. SIM/DBI Stock Status Review (refer to TYCOM guidance).
5. S-1 Semi-Annual Review
  - a. SIM/DBI inventory.
  - b. DLR inventory.
  - c. Bulk Head Mounted Spares inventory.
  - d. Purchase Card Semi-Annual Review.
  - e. Standards of conduct training.
6. S-1 Annual Review
  - a. Annual Price Change Notice.
  - b. AFRP (OCT execution).
  - c. Ship-wide HAZMAT inventory.
  - d. Presentation silver inventory (if applicable).
  - e. Classified material inventory.
  - f. Radioactive material inventory.
  - g. ATG XMAM training.

## R-SUPPLY (UNIT LEVEL) S-1 PULSE POINTS FOR SMALL AFLOAT PLATFORM

### **Daily:**

- Activate CTL and DD Form 1348 Doc queue.
- De-activate CTL and DD Form 1348 Doc queue.
- Item Verification/Tech Edit.
- Review the Requirements Review Listing.
- Initiate and release requisitions.
- Process/Post stock issues.
- Process Re-order Review (If funding available).
- Process receipts/release DRA/DRB acknowledgment.
- Process incoming supply status/review status exception listing.
- Review MOF PRI 01-03.
- Review MOF (Requisitions with Closed JCN).
- Print and review Stock Control Review Listing.
- Review OPTAR balance.
- WEBSALTS download.
- Update Eight O'clock Report.

### **Weekly:**

- OPTAR TL as directed by TYCOM.
- Review MOF: Requisition Number Sequence, AS1 Status; JCN Seq.
- Review Carcass Tracking Report.
- DTO with outstanding onhand quantity.
- Run and submit CMP Extractor Report (between Friday and Monday).
- RPPO/LS training.

**Monthly:**

- Certify GCPC invoices (19th of each month).
- Cancel excess stock due.
- ASI processing.
- Internal MOV.
- Print and review LMC, Limit Flags and ARRCs listing.
- Print and validate SMIC for expiring shelf life items.
- DMS processing.
- Process Monthly Change Notice.
- Budget OPTAR Report (last working day of the month).
- Submit CMP Extractor Report (Bet the 1st and 5th).
- Print Supply Effectiveness Report.
- Print and review GBI/LBI reports.
- Print and review Pending Stock Survey Listing.
- Print Completed Stock Survey Listing.
- Print Completed Requisitions Listing.
- Print Issue Listing.
- Update Commanding Officer's Monthly Management Report.

**Misc. Intervals During the Month:**

- FITSDL (10th and 25th of the month).
- Process OVR.
- Process SFOEDL.

**Quarterly:**

- FITSDL (Full download/New Baseline: 10<sup>th</sup> day of each quarter).

- External MOV.
- ATG Purchase Card Record Review.
- Stock Status Locator Listing (NIIN).
- Update Financial Management Plan.
- Master Stock Status Locator Listing.
- Expenditure Log (complete).

**Semi-Annually**

- SIM/DBI inventory.
- MAM's inventory.
- Purchase Card Semi-Annual Review.

**Annually:**

- Classified materials inventory.
- DLR inventory.
- HAZMAT inventory.
- Annual Price Change (Oct 1).
- Presentation silver (every odd year).
- Standards of conduct training.
- End Of Fiscal Year Close Out.
- Update Appropriation Data (Oct 1).
- Annual Financial Management Plan.

**As Required:**

- SIMARS.
- Global Levels Setting (Trial D-150; Live D-120 prior to deployment).
- FILLTAPE (Jun and Dec /Prior to Deployment).
- Pre-Deployment Stock Status (180 days prior to deployment).

- COSAL Percentage Analysis.
- DRA/DRB acknowledgement.
- Requisition Follow-Ups (AF), Modifiers (AM) and Cancellations (AC).
- Spot inventory.
- Inventory by location.
- Scheduled inventory.
- Material relocations.
- Master Stock Status Locator Listings for DBI, HAZMAT, FILL, SLC, ATC, LMC and Classified Items.
- Master Stock Status Report.

**APPENDIX K. HOST/PARENT RESPONSIBILITIES  
 FOR CROSS-FLEET OPERATIONAL SUPPORT**

1. Background. With increased cross-Fleet operations, the requirement exists to delineate responsibilities of host and parent TYCOMs for supporting Fleet units. This appendix should aid operating and support commanders in identifying and clarifying which TYCOM has action responsibility for support matters that arise through the work-up and deployment cycle.
2. Definitions. The following definitions apply:
  - a. Parent TYCOM: The TYCOM who is the controlling custodian of the supported unit.
  - b. Host TYCOM: The TYCOM who has logistic cognizance by virtue of the deployment or exercise location.
3. Pre-Deployment/Pre-Exercise Responsibilities. The parent TYCOM will make sure all units are combat ready before deployment. For cross-Fleet operations during pre-deployment/pre-exercise work-ups [i.e., refresher/type training, operations readiness evaluation, preparing for overseas movement (POM), etc.], administrative responsibilities belong to the parent TYCOM.
4. Deployment Responsibilities. For cross-Fleet operations during deployment, the specific responsibilities for parent and host TYCOMs are as follows:

<b>Area</b>	<b>Parent</b>	<b>Host</b>	<b>Joint</b>	
Administrative Support		XX		Note a
ADPE/WPE Assistance		XX		
Cannibalization Actions	XX			Note b
Crypto Materials Distribution			XX	Note c
Fuel Replenishment Support		XX		
Legal Affairs Support			XX	Note d
Maintenance Support				
Industrial Coordination			XX	Note e
Funding	XX			
OPORDER Distribution			XX	
OPTAR Funding	XX			
PAO Assistance	XX			
Personnel Matters	XX			
Postal Support		XX		
Supply Requisition			XX	Note f
Expediting/Assist				
Supply Support		XX		
TADTAR/TEMADD Funding	XX			
Status of Readiness and Training				
System (SORTS)		XX		Note g
Weapons/Ammo Replenishment		XX		
Pre-deployment/Deployment Readiness Reports	XX			
Intelligence Support				
Publication Allowance	XX			
Intelligence Systems	XX			Note h
SSO Administration			XX	
Personnel Augmentation	XX			



5. Notes

- a. TYCOM instructions, guidance messages, etc. for particular areas of concern (reporting requirements, request for support matters, etc.) should be addressed to the host TYCOM.
- b. Parent TYCOM responsibility, host kept advised and assistance requested if required.
- c. USFLTFORCOM/COMPACFLT COMSEC Material System (CMS) instructions should be consulted before ordering CMS material.
- d. Legal affairs management will be guided by the policies and procedures established in Force Regulations, except that maximum utilization of available resources is preferred; e.g., non-judicial punishment (NJP) appeals, court-martial records of trial, etc. will be forwarded to nearest supervisory authority for appropriate action. Because of the frequent need for subsequent action on legal matters after a unit has returned to the parent TYCOM's jurisdiction, the parent TYCOM shall be kept advised of any significant matter through the inclusion of the parent TYCOM as an information or copy to addressee on all messages/correspondence relating.
- e. Parent TYCOM/Fleet Commander retains responsibility for funding depot maintenance for units in all theaters. Placement and coordination of maintenance within the theater rests with the area logistics coordinator, assisted by both parent and host TYCOM as requested. Units shall include both parent and host TYCOMs on all casualty reports and maintenance related correspondence.
- f. Units include both parent and host TYCOM as action addressee on all NORS/ANORS requisitions and casualty reports. Parent TYCOM will monitor and expedite those requisitions passed to CONUS supply activities, keeping host TYCOM advised and requesting assistance when required.
- g. Units include parent TYCOM as an info on all reports.
- h. Parent TYCOM/Fleet Commander retains responsibility for intelligence systems. Maintenance becomes a joint responsibility.

**APPENDIX L. AUGMENT REQUEST FORM**

1. Template. The following form will be used by the ship/unit and the Comptroller Department to submit and process augments requests. Embedded in the attached spreadsheet are spreadsheets to identify unfunded OTHER/consumable requirements and unfunded training requirements which are required when submitting an augment for OTHER or TADTAR funding.

Augment Request Form (v4.0)						
Date of Request			Ship	Comptroller	CO: _____	
Ship/Unit/Staff			External MOF (DTO)		SUPPO: _____	
Hull	#N/A	#N/A	External MOF (Stock)			
UIC	#N/A		Internal MOV		Leading LS: _____	
Home Port	#N/A		Date of last CMP (S-1):			
FRP Phase			Last TL # (S&E):			
	EMRM		OTHER		TADTAR	
	Ship	Comptroller	Ship	Comptroller	Ship	Comptroller
Grant (FYTD)						
Current Balance						
SFOEDL Charges (Prev. Month)						
SFOEDL Charges (FYTD)						
ULO's (FYTD)						
DLR Carcass Charges (FYTD)						
DTO Unfunded (Net Price)						
Reorder Review Unfunded (Net Price)						
Augment Requested						
Functional Staff Validated						
FMA Recommended						
Comptroller Approved						
Justification: Impact to mission if funding not provided. Address all negative financial issues identified above.  (Accurate, Defendable, Auditable)  Note: If additional space is needed for the justification, go to the bottom of the form to the appropriate section.						
Financial Management Analyst (FMA) Notes						
Budget Lead Notes						
Comptroller Notes	EMRM NOTES: OTHER NOTES: TADTAR NOTES:					

<b>EMRM (Add'l Justification)</b>	
<b>OTHER (Add'l Justification)</b>	
<b>TADTAR (Add'l Justification)</b>	

The ship/unit is responsible for filling in the applicable green sections (e.g. EMRM, OTHER, and/or TADTAR) that pertains to the augment request. A ship/unit can submit an augment for all three types of funding on one request. The form can be routed via paper or paperless onboard your ship prior to submitting it to the augment request mailbox. Some of the data is pulled from CMP. If a ship does not have access to CMP, fill in as much information as possible and annotate in the justification section that you did not have access to the Internet.

2. Form Fields. The following is an overview of each field. If submitting an augment request for OTHER or TADTAR, the appropriate embedded excel file must be completed to defend the augment (failure to include itemized listings for OTHER or TADTAR will result in the augment being returned). The consumable requirements, unfunded embedded spreadsheet should also be utilized when requesting an augment for port costs. All costs paid for utilizing the ships OPTAR must be itemized. List cost as Port A, Port B, etc. so as to not cause a security violation. If a ship/unit does not have connectivity to the internet version of CMP, make annotation of this in the justification section so the budget analyst can pull the most recent data on behalf of the ship. The following is an explanation of the ship required cells:

a. **Ship/Unit/Staff:** Use the drop-down menu to select your appropriate ship/unit. The following fields will then be auto-populated.

- (1) Hull
- (2) UIC
- (3) Home Port

- (4) Budget Analyst (Name, Phone, Email)
- (5) Accounting Analyst (Name, Phone, Email)
- b. FRP Phase: Use the drop-down menu to select the ship's current FRP Phase.
- c. MOF DTO/STK: For the MOF, use the drop-down menu to select the status of your MOF. This information should be pulled directly from CMP. Identify how well the ship is managing the MOF with correct/up-to-date status. If either is in the red, the MOF will be required to be updated and an updated CMP submission provided prior to releasing additional funding.
- d. MOV: Use the drop-down menu to select the status of your MOF. This data is pulled directly from CMP and identifies outstanding requisitions with closed or cancelled JCNs. These result in lost buying power as there are funds obligated on parts that are no longer required. Requisitions will need to be canceled (if not in shipping status), funds recouped and an updated CMP submission prior to releasing additional funding.
- e. Date of last CMP (S-1): This data is pulled directly from CMP and indicates the most recent S-1 CMP Extract that was submitted.
- f. Last TL # (S&E): The most recent Supplies and Equipage (S&E) TL # that was submitted to CMP.
- g. Grant (FYTD): The grant in R-Supply which should be the same as what is in CFMS/CMP.
- h. Current Balance: The current balance of funding on the day of submission.
- i. SFOEDL Charges (Prev. Month): SFOEDL charges for the previous month for the funds that are being requested. Most SFOEDL charges are preventable with proper internal controls. Excessive SFOEDL charges will require an explanation along with detailing what processes were put in place to minimize future SFOEDL charges.
- j. SFOEDL Charges (FYTD): SFOEDL charges for your ship/unit for the current fiscal year. Most SFOEDL charges are preventable with proper internal controls. Excessive SFOEDL charges will need to be explained along with detailing what processes were put in place to minimize future SFOEDL charges.
- k. DLR Carcass Charges (FYTD): The total DLR Carcass Charges that your ship has received in the current fiscal year. This is used to identify lost buying power and improper management of DLRs. A process is required to be in place to prevent carcass charges. After a ship receives carcass charges, the ship should aggressively work to have these charges reversed. Any charges will require explanation in the justification section prior to additional funds for an augment being released.

l. **DTO Unfunded (Net Price):** The amount of DTO requirements that are unfunded using net price for DLRs.

m. **Reorder Review Unfunded (Net Price):** The amount of reorder review requirements that are unfunded using net price for DLRs.

n. **Augment Requested:** The amount of funds for the type of funds (EMRM, OTHER, and/or TADTAR) the ship is requesting.

o. **Justification (Accurate, Defendable, Auditable):** This section should be used to defend the requested augment and provide additional details on financial management issues identified (MOF, MOV, SFOEDL, and carcass charges). Specific details should be included to defend the augment request (e.g., what equipment will be down, what certification will be effected, etc.). If the space provided is insufficient to provide the details needed to defend the ship’s requirement, there is additional space provided after the Comptroller notes on the second page.

p. Filled Augment Request Form:

<b>Augment Request Form (v4.0)</b>						
Date of Request	8-May-14		Ship	Comptroller	CO: _____	
Ship/Unit/Staff	Philippine Sea		External MOF (DTO)	88.50%	89.58%	SUPPO: _____
Hull	CG88 PSE		External MOF (Stock)	77.00%	79.25%	
UIC	Y21423		Internal MOV	96.80%	96.53%	
Home Port	Mayport		Date of last CMP (S)	8-May-14	5-May-14	Leading LS: _____
FRP Phase	1		Last TL # (S&E):	31	31	

	EMRM		OTHER		TADTAR	
	Ship	Comptroller	Ship	Comptroller	Ship	Comptroller
Grant (FYTD)	4,123,000.00	4,123,000.00				
Current Balance	35,181.55	360,365.95				
SFOEDL Charges (Prev. Month)	36,760.73	40,388.66				
SFOEDL Charges (FYTD)	119,852.23	73,364.62				
ULO's (FYTD)	685,063.81	685,063.81				
DLR Carcass Charges (FYTD)	0.00	0.00				
DTO Unfunded (Net Price)	281,000.00	159,475.00				
Reorder Review Unfunded (Net Price)	1,353.54	0.00				
Augment Requested	450,000.00					
Functional Staff Validated						
FMA Recommended	450,000.00					
Comptroller Approved	400,000.00					
<b>Justification: Impact to mission if funding not provided. Address all negative financial issues identified above.</b>  (Accurate, Defendable, Auditable)  Note: If additional space is needed for the justification, go to the bottom of the form to the appropriate section.	Increased EMRIM amount needed due to unscheduled equipment failures resulting in CASREP's. Additional EMRIM funding required obligate, DTO/Stock requirements and provide supply for remainder month of May.					
Financial Management Analyst (FMA) Notes	Recommend \$450,000 ISO CASREP's and bugdown backlog and continued operations through May.					
Budget Lead Notes	Concur w/FMA.					
Comptroller Notes	<b>EMRM NOTES:</b> Funding provided in support of buying down ships backlog. Ensure execution of funding complies with CNSL's FY-14 Financial and Funding Priority Guidance. <b>OTHER NOTES:</b> <b>TADTAR NOTES:</b>					

**APPENDIX M. CREDIT CARD PROGRAM CONTROLS**


**COMNAVSURFLANT Training Information Tab**

CREDIT CARD PROGRAM								
<b>SHIP'S NAME:</b>								
<b>FISCAL YEAR:</b>								
<b>HA:</b>								
<b>APC:</b>								
<b>AO:</b>								
<b>Hierarchy:</b>	00701-00017-00060-00041-00003							
<b>CARDHOLDERS</b>	<b>RATE AND NAME</b>	Letter Of Designation	DD 577	DAU CLG001 (One time)	DON TRAINING (Bi-annual)	ETHICS TRAINING (Annual)	CON 237 (One time)	SF 1402
1	Cardholder 1							
2	Cardholder 2							
3	Cardholder 3							
4	Cardholder 4							
5	Cardholder 5							
6	Cardholder 6							
7	Cardholder 7							
<b>NAME</b>		<b>PHONE NUMBER</b>		<b>EMAIL</b>				
Donna Carey - Level 4 APC		757-836-3348		donna.l.carey@navy.mil				
Gary Glover - Alt Level 4 APC		757-836-3334		gary.g.glover.ctr@navy.mil				
Citi Bank		1-800-790-7206 x 1		ccjax1helpdesk@citi.com				


**COMNAVSURFPAC Training Information Tab**

CNSP CREDIT CARD PROGRAM								
<b>SHIP'S NAME:</b>								
<b>FISCAL YEAR:</b>								
<b>Hierarchy:</b>	00701-00017-00070-00040-00003							
<b>HA</b>	<b>RATE AND NAME</b>	HEAD OF ACTIVITY COURSE						
<b>APC</b>	<b>RATE AND NAME</b>	Letter Of Designation	DON PC TRAINING FOR THE APC (EVERY 2 YEARS)	DAU CLG001 (One time)	ETHICS TRAINING (Annual)	GCPC OVERSEAS SHIPMENT TRAINING PCRI 10 (One time)		
<b>AO</b>	<b>RATE AND NAME</b>	Letter Of Appointment	DD 577	DON PC TRAINING FOR THE AO (EVERY 2 YEARS)	DAU CLG001 (One time)	ETHICS TRAINING (Annual)	CERTIFYING OFFICER LEGISLATION FOUNDATION TRAINING (One time)	GCPC OVERSEAS SHIPMENT TRAINING PCRI 10 (One time)
<b>CARDHOLDERS</b>	<b>RATE AND NAME</b> OVERWRITE Cardholder # with cardholder name to populate spreadsheet	Letter Of Designation	DD 577	DAU CLG001 (One time)	DON PC TRAINING FOR THE CH (EVERY TWO YEARS)	ETHICS TRAINING (Annual)	GCPC OVERSEAS SHIPMENT TRAINING PCRI 10 (One time)	
1	Cardholder 1							
2	Cardholder 2							
3	Cardholder 3							
4	Cardholder 4							
5	Cardholder 5							
6	Cardholder 6							
7	Cardholder 7							
<b>NAME</b>		<b>PHONE NUMBER</b>		<b>EMAIL</b>				
Citi Bank		1-800-790-7206 x 1		CCJAX1HelpDesk@citi.com				

COMNAVSURFLANT Account Summary Tab

ACCOUNT SUMMARY PAGE					
Click to go to log					
	Cardholders	Other Purchases	EMRM Purchases	Other To Be Certified	EMRM To Be Certified
<a href="#">1</a>	Cardholder 1	\$50.00	\$10.00	\$0.00	\$0.00
<a href="#">2</a>	Cardholder 2	\$50.00	\$10.00	\$50.00	\$10.00
<a href="#">3</a>	Cardholder 3	\$50.00	\$10.00	\$50.00	\$10.00
<a href="#">4</a>	Cardholder 4	\$50.00	\$10.00	\$50.00	\$10.00
<a href="#">5</a>	Cardholder 5	\$50.00	\$10.00	\$50.00	\$10.00
<a href="#">6</a>	Cardholder 6	\$50.00	\$10.00	\$50.00	\$10.00
<a href="#">7</a>	Cardholder 7	\$50.00	\$10.00	\$50.00	\$10.00
	<b>GRAND TOTAL:</b>	\$350.00	\$70.00	\$300.00	\$60.00
	<b>Bulk funding Total</b>	\$1,000.00	\$1,000.00		
	<b>Funding Balances</b>	\$650.00	\$930.00		
<b>Bulk Funding Tracker</b>					
TL#	Other (PC)	EMRM (PR)			
001	\$1,000.00	\$1,000.00			

COMNAVSURFPAC Account Summary Tab

CNSP ACCOUNT SUMMARY PAGE					
Click to go to log					
	Cardholders	Other Purchases	EMRM Purchases	Other To Be Certified	EMRM To Be Certified
<a href="#">1</a>	Cardholder 1	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">2</a>	Cardholder 2	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">3</a>	Cardholder 3	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">4</a>	Cardholder 4	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">5</a>	Cardholder 5	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">6</a>	Cardholder 6	\$0.00	\$0.00	\$0.00	\$0.00
<a href="#">7</a>	Cardholder 7	\$0.00	\$0.00	\$0.00	\$0.00
	<b>GRAND TOTAL:</b>	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Bulk funding Total</b>	\$0.00	\$0.00		
	<b>Funding Balances</b>	\$0.00	\$0.00		
<b>Bulk Funding Tracker</b>					
TL#	Other (PC)	EMRM (PR)			

Cummulative total of each PC and/or PR document on each TL should be typed in the perspective blocks.  
 SFOEDL CHARGES SHOULD BE ADDED IN

**COMNAVSURFLANT Purchase Card Log**

Cardholder 1 FY14 PURCHASE CARD LOG																														
SPECIAL ATTENTION ITEMS										FUNDING STATUS																				
<table border="1"> <tr> <td>Other</td> <td>EMRM</td> </tr> <tr> <td>Total Certified</td> <td>\$60.00 \$10.00</td> </tr> <tr> <td>Total Not Certified</td> <td>\$0.00 \$0.00</td> </tr> <tr> <td>Total Outstanding</td> <td>\$0.00 \$0.00</td> </tr> <tr> <td>Certified not received</td> <td>\$0.00 \$0.00</td> </tr> </table>										Other	EMRM	Total Certified	\$60.00 \$10.00	Total Not Certified	\$0.00 \$0.00	Total Outstanding	\$0.00 \$0.00	Certified not received	\$0.00 \$0.00	<table border="1"> <tr> <td>SHP'S OTHER BULK FUNDING</td> <td>\$1,000.00</td> </tr> <tr> <td>SHP'S EMRM BULK FUNDING</td> <td>\$1,000.00</td> </tr> <tr> <td>SHP'S OTHER BULK FUNDING BALANCE</td> <td>\$0.00</td> </tr> <tr> <td>SHP'S EMRM BULK FUNDING BALANCE</td> <td>\$0.00</td> </tr> </table>			SHP'S OTHER BULK FUNDING	\$1,000.00	SHP'S EMRM BULK FUNDING	\$1,000.00	SHP'S OTHER BULK FUNDING BALANCE	\$0.00	SHP'S EMRM BULK FUNDING BALANCE	\$0.00
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SHP'S EMRM BULK FUNDING BALANCE	\$0.00																													
<a href="#">Home</a>																														
PURCH NDI	PURCH DAT	DE	W	Funds	COMPANY NAME	ITEM NOMENCLATURE	EST. COS	ACTUAL COS	RECEIVED BY	DATE RCV	DATE CERT	REMARKS																		
				Other			50.00	50.00		8/1/13	8/1/13																			
				EMRM			10.00	10.00		8/1/13	8/1/13																			

**COMNAVSURFPAC Purchase Card Log**

Cardholder 1 FY14 PURCHASE CARD LOG																														
SPECIAL ATTENTION ITEMS										FUNDING STATUS																				
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<a href="#">Home</a>																														
PURCH NDI	PURCH DATE	DEPT	WC	Funds	COMPANY NAME	ITEM NOMENCLATURE	EST. COST	ACTUAL COST	RECEIVED BY	DATE RCV	DATE CERTFD	REMARKS																		
				Other																										
				EMRM																										



**APPENDIX N. ATG POINTS OF CONTACT/PHONE NUMBERS**

<b>Location</b>	<b>Commercial Phone Number</b>
ATGPAC, San Diego	619-556-5798/5764/6435
ATGPAC, Middle Pacific	808-472-8881 ext. 335
ATGPAC, West Pacific	808-315-243-6225
ATGLANT, Norfolk	757-444-9608/9611/9610
ATGLANT, Mayport	904-270-6344 ext. 3063

## **APPENDIX O. FORCE/ACTIVITY DESIGNATOR ASSIGNMENTS**

### **1. FAD I**

a. Surface Force units, activities and programs as separately assigned by higher authority. Programs must be approved for FAD I priority by the Secretary of Defense as set forth in Chairman of the Joint Chiefs of Staff Instruction 4110.01 (series), Uniform Material Movement and Issue Priority System-Force/Activity Designators.

### **2. FAD II**

a. U.S. combat, combat ready and direct combat support units deployed or operating from areas outside the 50 states and adjacent waters, Panama and such other areas as may be designated by the Joint Chiefs of Staff.

b. (COMNAVSURFPAC ships only) Units commencing the Integrated Phase or 30 days prior to deployment, whichever occurs first in accordance with OPNAVINST 3000.15A, para 3, and during assignments to SEVENTH and/or FIFTH Fleets. See COMPACFLT Message R231010Z MAR 15 for additional guidance.

c. (COMNAVSURFLANT ships only) Units will assume FAD II status 180 days prior to deployment. See COMNAVSURFOR Message P311956Z JUL 02 for additional guidance.

d. Units assigned to the following operations 30 days prior to deployment and during the specified operational period:

(1) Mobile Security Team, Fleet Anti-Terrorism Security Team, Combat Camera Team, and working security dog expeditionary deployments (in excess of four months).

(2) Law Enforcement Operations/Drug Interdiction.

(3) Federal Emergency Management Agency missions related to domestic emergency response and recovery operations.

(4) Major Third Fleet exercises (on an exception basis) when operational assignments are commensurate with Seventh and Fifth Fleet operational assignments and when tasking exceeds 30 days in duration.

(5) Ready-Duty Ballistic Missile Defense (BMD) operations, regardless of duration unless FAD I has been assigned by higher authority.

(6) Domestic Integrated Air Defense System missions assigned by the Global Force Management Program, Annex C, outlined in the annual message series from U.S. Joint Forces Command.

e. Pacific Fleet Units when assigned to the Eastern Pacific or Middle Pacific Ready-Duty Forces.

f. Upon execution of numbered Operational Plan (OPLAN), forces assigned to the task organization of the executed OPLAN unless FAD I has been assigned by higher authority.

g. Dedicated surveillance units.

h. New construction ships, only in specific cases approved by the CNO, when it is anticipated that the ship will chop to Seventh Fleet or equivalent operational assignments within 90 days of commissioning.

i. Units or programs assigned FAD II by other authority.

### 3. FAD III

a. All other U.S. combat ready and direct combat support forces outside CONUS not included under FAD II.

b. Those CONUS forces (including Reserve Forces) and units designated to deploy in support of national security objectives between 31 and 90 days, units in possession of a valid warning alert, or prepare to deploy order.

c. Industrial repair activities providing direct logistic support for forces assigned FAD I through III.

d. New construction/modified ships at 60 days prior to first builder's trial.

e. Combat Training Activities.

### 4. FAD IV

a. Those CONUS forces (including Reserve Forces) and units designed to deploy in support of national security objectives that are greater than 91 days.

b. Industrial repair activities providing direct logistic support to forces in a state of combat readiness for deployment into combat during the period D+30 to D+90.

### 5. FAD V

a. All other U.S. forces or activities including staff, administrative and base supply activities.

b. To facilitate optimum material readiness, the authorized higher FAD may be assumed a maximum of 90 days before the scheduled deployment outside CONUS or other authorized elevation from a lower to a higher FAD.

c. Activities performing work on ships during restricted availabilities are authorized to use the FAD of the ship being worked on for material ordered for that work.

## APPENDIX P. ACRONYMS

2M PREP: Miniature/Micro-Miniature Progressive Repair Enhancement Program	AMSU: Aviation Material Screening Unit
3-MC: 3-M Coordinator	ANORS: Anticipated Not Operationally Ready Supply
A/C: Advice Code	AO: Accountable Officer
AA&E: Arms, Ammunition, and Explosives	AO: Authorizing Official
ACB: Afloat Contract Bulletin	AOR: Area of Responsibility
ACCM: Aviation Corrosion Control Material	APA: Appropriation Purchases Account
ACOS: Assistant Chief of Staff	APC: Agency Program Coordinator
ACR: Allowance Change Request	APDS: All Purpose Dating Stamp
ACR-F: Allowance Change Request-Fixed	APL: Allowance Parts List
ADAL: Afloat Dental Allowance List	APPO: Alternate Postal Petty Officer
ADP: Automated Data Processing	AQRC: AVCAL Quality Review Conferences
AECL: Aircraft Equipment Configuration Listing	AR: Allowance Reviews
AEL: Allowance Equipage Lists	ARG: Amphibious Readiness Group
AFM: Aviation Fleet Maintenance	ARMS: Automated Resources Management System
AFRP: Annual Financial Requirement Plan	ARO: Auxiliary Resale Outlets
AG: Aegis	ARRC: Automatic Reorder Restriction Code
AIMD: Aviation Intermediate Maintenance Department	ASE: Aviation Support Equipment
AIMS: Aviation Inventory Management System	ASI: Automated Shore Interface
AIS: Automated Information System	ASL: Automated Ship's Store Afloat Catalog Listing
AIT: Alteration Installation Team	ASM: Administrative Support Manual
ALRP: Aviation Logistics Readiness Plan	ASMR: Aviation Support Management Report
AMAL: Afloat Medical Allowance List	ATAC: Advanced Traceability and Control
AMC: Air Mobility Command	ATC: Allowance Type Code
AMCR: Aircraft Material Condition Report	ATG: Afloat Training Group
AMMRL: Aircraft Maintenance Material Readiness List	ATGLANT: Afloat Training Group Atlantic
AMPN: Amplification line in a CASREP message	ATGPAC: Afloat Training Group Pacific
AMPS: Automated Military Postal System	ATGSD: Afloat Training Group San Diego
AMRDEC: U.S. Army Aviation and Missile Research Development and Engineering Center	ATIS: Automated Technical Manual Information System
	ATM: Automated Teller Machines
	AUL: Authorized Use List
	AV: Aviation
	AVN: Aviation

AVCAL: Aviation Consolidated Allowance List  
AVCERT: Aviation Certification  
AVDET: Aviation Detachment  
AVDLR: Aviation Depot Level Repairable  
AWN: Automated Work Notification  
AWP: Awaiting Parts  
B1: Batch for DOC Detail (a valid fuel purchase record)  
BAH: Basic Allowance for Housing  
BALTOPS: Baltic Operations  
BAS: Basic Allowance for Subsistence  
BCS: Barcode Supply  
BCM: Beyond Capable Maintenance  
BI: Business Intelligence  
BLA: Business Logistics Applications  
BM: Bulkhead Mounted Spares  
BMD: Ballistic Missile Defense  
BMF: Basic Material File  
BMVSGA: MILSTRIP Receipt Acknowledgement of Material Obligation Validation Aids  
BOR: Budget Operating Target Report  
BOS: Base Operating Support  
BPS: Business Process Standard  
BRF: Best Replacement Factor  
BSO: Budget Submitting Offices  
BUPERS: Bureau of Naval Personnel  
C5RA: Control, Communications, and Computer Readiness Assessment  
C&H: Charter and Hire  
C4ISR: Command, Control, Communications, Computer, Intelligence, Reconnaissance  
CAGE: Commercial and Government Entity  
CARGO: Consolidated Afloat Requisitioning Guide Overseas  
CASCOR: CASREP Correction  
CASREP: Casualty Report  
CBR: Chemical, Biological, and Radiological  
CCA: Circuit Card Assembly  
CCE: Class Common Equipment

CCPMD: Consolidated Card Program Management Division  
CD OPS: Counter Drug Ops  
CDM: Configuration Data Manager  
CDMD-OA: Configuration Data Manager Data – Open Architecture  
CDO: Centralized Disbursing Office  
CE: Certification Evaluations  
CEIL: Controlled Equipage Item List  
CEL: Critical Equipment List  
CERM: Casualty Emergency Replenishment Material  
CESE: Civil Engineering Support Equipment  
CFFC: Commander Fleet Forces Command  
CFMS: Command Financial Management System  
CFR: Code of Federal Regulations  
CFWP: COMFAIRWESTPAC  
CH: Card Holder  
CHOP: Change of Operational Commander  
CHRIMP: Consolidated HAZMAT Reutilization and Inventory Management Program  
CHT: Contaminated Holding Tank  
CIL: Configuration Item List  
CIO: Command Information Officer  
CIS: Commercial Industrial Services  
CLF: Combat Logistics Force  
CLIN: Contract Line Item  
CMF Consolidated Mail Facility  
CMOB: Centrally Managed Operating Budget  
CMP: Continuous Monitoring Program  
CMS: COMSEC Material System  
CNIC: Commander Navy Installations Command  
CNO: Chief of Naval Operations  
CO: Commanding Officer  
COD: Carrier Onboard Delivery  
Cog: Cognizance Symbol  
COMFLEACT: Commander, Fleet Activities

COMNAVSUPSYSCOM: Commander,  
Naval Supply Systems Command  
COMNAVSURFLANT: Commander  
Naval Surface Force Atlantic  
COMNAVSURFPAC: Commander  
Naval Surface Force Pacific  
COMPUTEX: Composite Training Unit  
Exercise  
COMRATS: Commuted Rations  
COMREL: Overseas Community  
Relations  
COMSEC: Communications Security  
Materials System  
CONUS: Continental United States  
COOP: Continuity of Operations Plan  
COP: Configuration Overhaul Planning  
COPE: The Custodian of Postal Effects  
COR: Cargo On-Hand Report  
COR: Contracting Officer's  
Representative  
COSAL: Coordinated Shipboard  
Allowance List  
COTS: Commercial Off-The-Shelf  
CPF: COMPACFLT  
CPO: Chief Petty Officer  
CPU: Computer Processing Units  
CRA: Continuing Resolution Authority  
CRIF: Cargo Routing Information File  
CRIMP: Critical Item Management  
Program  
CS: Culinary Specialist  
CSG: Carrier Strike Group  
CSIP: Combat Systems Improvement  
Program  
CSMP: Current Ship's Maintenance  
Project  
CSP: Career Sea Pay  
CSRR: Combat System Readiness  
Review  
CT: Carcass Tracking  
CTF: Commander Task Force  
CTR: Carcass Tracking Record  
CTRA: Consolidated TMDE Test  
Equipment  
CTTR: Carcass Tracking Transaction  
Report

CV: Certification Validation  
CVP: Contractor Vendor Pay  
CVT: Cash Verification Team  
CY: Calendar Year  
DAPSDO: Defense Automated Printing  
Service Detachment Office  
DASR: Disbursing Accountability  
Summary Report  
DAU: Defense Acquisition University  
DBI: Demand Base Item  
DCTL: Daily Cash Transaction Ledger  
DCU: Document Control Unit  
DDCIO N: Deputy Department of the  
Navy Chief Information Officer Navy  
DDS: Direct Deposit System  
DDSN: Document Data Serial Number  
Def-To-RO: DLR Deficiency to  
Requisitioning Objective  
DESC: Defense Energy Support Center  
DFAR: Defense Federal Acquisition  
Regulation  
DFAS: Defense Finance and Accounting  
Service  
DFM: Navy Distillate  
DFS: Direct File Submission  
DFSC: Defense Fuel Supply Center  
DIFM: Due-In-From-Maintenance  
Report  
DISBO: Disbursing Officer  
DJMS: Defense Joint Military Pay  
System  
DL: Data Line  
DLA: Defense Logistics Agency  
DLATS: Defense Logistics Agency  
Transaction Services  
DLR: Depot Level Repairable  
DMM: Domestic Mail Manual  
DMO: Defense MilPay Office  
DMR: Date Material Required  
DMS: Defective Material Summary  
DoD: Department of Defense  
DoDAAC: Department of Defense  
Activity Address Code  
DoDFMR: DoD Financial Management  
Regulations  
DON: Department of the Navy

DOP: Designated Overhaul Point  
DRA: MILSTRIP Material Receipt Report  
DRB: Doc ID for response to overdue receipt acknowledgement  
DRMO: Defense Reutilization Management Office  
DRRS-N: Defense Readiness Reporting System- NAVY  
DSCP: Defense Supply Center Philadelphia (now called DLA Troop Support)  
DTDR: Disbursing Transactions Detail Report  
DTG: Date, Time Group  
DTO: Direct Turnover  
DTS: Defense Travel System  
DV: Distinguished Visitor  
DW: Data Warehouse  
DWCF: Defense Working Capital Fund  
E&C: Existence and Completeness  
ECATS: Electronic Catalog  
EDI: Electronic Data Interchange  
EI: Engineering Investigation  
EIC: Equipment Identification Codes  
EKMS: Electronic Key Management System  
EM: Electronic Module  
EMALL: DoD Electronic Mail  
EMO: Electronics Maintenance Officer  
EMRM: Equipment Maintenance Related Material  
EOA: End of Availability  
EOD: Explosive Ordnance Disposal  
EOM: End of Month  
EPOS: Electronic Point of Sale  
ERC: Equipage, Repair Part, Consumable  
eRMS: Electronic Retrograde Management System  
ERP: Enterprise Resource Planning  
ESD: Estimated Shipping Date  
ESG: Expeditionary Strike Group  
EXLIM: Expense Limitation  
EXREP: Expeditious Repair  
FACET: Fleet Audit Compliance Enhancement Tool  
FAD: Force/Activity Designator  
FAQ: Fixed Allowance Quantity  
FAT: Fleet Assistance Teams  
F76: Naval Distillate  
FBWT: Funds Balance with Treasury  
FCFBR: Fleet COSAL Feedback Reports  
FDARG: Forward Deployed Amphibious Ready Group  
FEA: Fuel Exchange Agreement  
FEG: Field Examination Group  
FEP: Final Evaluation Period  
FFP: Firm Fixed Priced  
FFR: Fleet Freight Routing  
FFV: Fresh Fruit & Vegetables  
FIAR: Financial Improvement and Audit Readiness  
FIC: Food Item Code  
FIFO: First In, First Out  
FILL: Fleet Issue Load List  
FIMARS: Force Inventory Management Analysis Reporting System  
FIP: Financial Improvement Program  
FITSDL: Force Inventory Drawdown  
FLC: Fleet Logistics Center  
FLEETEX: Fleet Exercise  
FLIPL: Financial Liability Investigation of Property  
FLR: Fleet Level Repairable  
FLTINST: Fleet Instruction  
FMA: Financial Management Analyst  
FMC: Full Mission Capable  
FMO: Office of Financial Operations  
FMP: Fleet Modernization Program  
FMR: Financial Management Regulations  
FMS: Financial Management Service  
FND: Fuel Navy Distillate  
FOSAT: Fitting Out Supply Assistance Team  
FOUO: For Official Use Only  
FP: Force Protection  
FPI: Federal Prison Industries, Inc.  
FRP: Fleet Response Plan

FRV: Flame Resistant Variant  
FSA: Food Service Attendant  
FSCR: Financial Statement Compilation and Reporting  
FSM: Food Service Management  
FSM3: Food Service Management System  
FSO: Food Service Officer  
FTEAP: COMPACFLT Test Equipment Allowance Program  
FTSC: Fleet Technical Support Center  
FY: Fiscal Year  
FYTD: Fiscal Year to Date  
GBI: Gain by Inventory  
GCPC: Government-Wide Commercial Purchase Card  
GDSC: Global Distance Support Center  
GEIR: General Purpose Electronic Test Equipment (GPETE) End Item Replacement  
GLE: Galley and Laundry Equipment  
GLS: Global Logistics Support  
GM: General Mess  
GMT: Greenwich Mean Time  
GOTS: Government Off the Shelf  
GPC: Government Purchase Card  
GPETE: General Purpose Electronic Test Equipment  
GR: Goods Receipt  
GSA: General Services Administration  
GSM: Global System for Mobile Communications  
GUCL: General Use Consumable List  
HAZMAT: Hazardous Material  
HAZMINCEN: Hazardous Material Minimization Center  
HAZMIN: Hazardous Material Minimization  
HHG: Temporary Household Goods  
HICSWIN: HAZMAT Inventory Control System for Windows  
HM&E: Hull, Mechanical, and Electrical Systems  
HM: Hospital Corpsman  
HMC&M: Hazardous material Control & Management

HME: Hull, Mechanical, Electrical  
HMIRS: HAZMAT Information Resource System  
HMPO: Hazmat Program Office  
HSC: Hardware Systems Command  
HSP: Husbanding Service Provider  
HW: Hazardous Waste  
IBOP: International Balance of Payment  
IBS: Integrated Bar Code Scanner  
ICRL: Individual Component Repair List  
IDC: Independent Duty Corpsman  
IDIQ: Indefinite Quantity Contract  
IDTC: Indefinite Delivery Type Contract  
IEM: Inactive Equipment Maintenance  
IFA: Integrated Financial Analysis  
ILO: Integrated Logistics Overhaul  
ILS: Integrated Logistics Support  
IM: Inventory Manager  
IMA: Intermediate Maintenance Activity  
IMM: International Mail Manual  
IMRL: Material Readiness List  
IN: Indianapolis  
INMARSAT: International Maritime Satellite  
INPRO: In Process  
INSURV: Board of Inspection and Survey  
IOP: Internal Operating Procedures  
IPA: Independent Party Auditors  
IPB: Illustrated Parts Breakdown  
IPE: Industrial Plant Equipment  
IPG: Issue Priority Group  
IR: Installment Report  
ISAL: Interim Supply Allowance List  
ISEA: In-Service Engineering Agent  
ISIC: Immediate Superior in Command  
ISIS: Integrated Supply Information System  
ISSIP: Issue in Progress  
IT: Information Technology  
ITAAP: Information Technology Acquisition Approval Process  
ITE: Information Technology Equipment  
ITEMPO: Individual Personnel Tempo



ITPR: Information Technology  
Procurement Request  
JAG: Judge Advocate General  
JCN: Job Control Number  
JFMM: Joint Fleet Maintenance Manual  
JFTR: Joint Federal Travel Regulations  
JMPA: Joint Military Postal Activity  
JON: Job Order Number  
JP: Jet Fuel  
JQR: Job Qualification Requirement  
KPI: Key Performance Indicators  
KSD: Key Supporting Documents  
LAMPS: Light Airborne Multi-Purpose  
System  
LAN: Local Area Network  
LAP: Location Audit Processing  
LATAM: Latin America  
LBI: Loss by Inventory  
LCM: Life Cycle Management  
LCPO: Leading Chief Petty Officer  
LCS: Leading Culinary Specialist  
LCS: Littoral Combat Ship  
LCSRON: Littoral Combat Ship  
Squadron  
LCAC: Landing Craft, Air Cushioned  
LCU: Landing Craft, Utility  
LIRSH: List of Items Requiring Special  
Handling  
LIS: Lost In Shipment  
LLTT: Limited Logistics Team Trainer  
LMAIS: Logistics Maintenance  
Automated Information System  
LMC: Local Management Code  
LOA: Light Off Assessment  
LOA: Line of Accounting  
LOC: Logistics Operation Center  
LOGREQ: Logistics Request  
LogSSR: Logistics Support Services  
Repository  
LPD: Amphibious Transport Dock Ships  
LPO: Leading Petty Officer  
LREA: Logistics Readiness Excellence  
Award  
LS: Logistics Specialist  
LSC: Logistics Support Center  
LSD: Dock Landing Ship

LSR: Logistics Support Representative  
LST: Logistics Support Team  
LTT: Limited Training Team  
LWOS: Loss without Survey  
MAM: Maintenance Assistance Module  
MATCONOFF: Material Control  
Officer  
MBF: Military Banking Facility  
MCA: Mail Control Activity  
MCC: Material Control Codes  
MCM: Mine Countermeasures  
MCMRON: Mine Countermeasures  
Squadron  
MDS: Maintenance Data System  
MEF: Marine Expeditionary Force  
MEU ACE: Marine Expeditionary Unit  
Aviation Combat Element  
MFCS: Material Financial Control  
System  
MFOM: Maintenance Figure of Merit  
MGO: Marine Gas Oil  
MHC: Minesweeper, Coastal  
MHE: Material Handling Equipment  
Micro-SNAP: Micro-Shipboard Non-  
Tactical Automated Data Processing  
System  
MIF: Maritime Interception Force  
MILSPEC: Military Standard  
MILSTRIP: Military Standard  
Requisitioning and Issue Procedures  
MIP: Maintenance Index Page  
MIT: Material in Transit  
MLSR: Missing, Lost, Stolen, or  
Recovered  
MOA: Memorandum of Agreement  
MOF: Material Outstanding File  
MOGAS: Automotive Gasoline  
MOV: Material Obligation Validation  
MPC: Military Postal Clerk  
MRA: Material Receipt  
Acknowledgement  
MRAC: Material Receipt  
Acknowledgement  
MRC: Maintenance Requirement Cards  
MRE: Meals, Ready to Eat  
MRI: Mail Routing Instruction

MRIL: Master Repairable Item List  
MRU: Minimum Replacement Unit  
MSAT: Maintenance Support Analysis Team  
MSC: Military Sealift Command  
MSDS: Material Safety Data Sheets  
MSSLL: Master STK Status Locator Listing  
MSSRR: Master Stock Status Report  
MST: Maintenance Support Team  
MT: Metric Tons  
MTF: Military Treatment Facility  
MTIS: Material Turned into Store  
MTLRAC: Material Receipt Acknowledgment  
MTO: Make To Order  
MTR: Mandatory Turn On  
MTRA: Module Test Repair Activity  
MTRF: Modular Test and Repair Facility  
MVO: Money Value Only  
MWR: Morale, Welfare & Recreation  
NALCOMIS: Naval Aviation Logistics Command Management Information System  
NAMP: Naval Aviation Maintenance Program  
NAMSOP: Naval Aviation Maintenance Program Standard Operating Procedures  
NARA: National Archives and Records Administration  
NAS: Naval Audit Service  
NATO: North Atlantic Treaty Organization  
NAVAIR: Naval Air Systems Command  
NAVAIRTERMS: Naval Air Terminal (now replaced by Air Mobility Command (AMC) Terminal)  
NAVFAC: Naval Facilities Engineering Command  
NAV-IDAS: Navy Information Dominance Approval System  
NAVBEACHGRU: Naval Beach Group  
NAVSEA: Naval Sea Systems Command

NAVSEALOGCEN: Naval Sea Logistics Center  
NAVSHIPYD: Naval Shipyard  
NAVSTA: Naval Station  
NAVSUP WSS: Naval Supply Command Weapon Systems Support  
NAVSUP: Naval Supply Command  
NAVSUPINST: Naval Supply Command Instruction  
NAVSUPSYSCOM: Naval Supply Systems Command  
NC: NAVCOMPT  
NC: Not Carried  
NCIS: Navy Criminal Investigative Services  
NCTAMS: Naval Computer and Telecommunications Area Master Station  
NEC: Navy Enlisted Classifications  
NEO: Non-Combat Evacuation Operation  
NEPO: NAVFAC Expeditionary Program Office  
NEURS: Navy Energy Usage Reporting System  
NEXCOM: Navy Exchange Command  
NFC: Numbered Fleet Commander  
NFMT: Navy Food Management Team  
NFRS: Navy Financial Reporting System  
NIAPS: Navy Information Application Product Suite  
NICN: Navy Item Control Number  
NIIN: National Item Identification Number  
NIS: Not In Stock  
NITA: NAVSUP WSS in Transit Accountability  
NJP: Non Judicial Punishment  
NORS: Not Operationally Ready Supply  
NRCC: Naval Regional Contracting Center  
NRMC: Navy Regional Mail Center  
NRFI: Not Ready for Issue  
NRP: Nuclear Reactor Program

NRRE: Navy Readiness Reporting Enterprise  
NSA: Naval Supervising Activity  
NSC: Naval Safety Center  
NSE: Naval Support Element  
NSF: Non-Sufficient Funds  
NSN: National Stock Number  
NSCM: Navy Standard Core Menu  
NSTM: Navy Ships Technical Manual  
NTCSS: Naval Tactical Command Support System  
NWCF: Navy Working Capital Fund  
NWP: Navy Warfare Publications  
NWU: Navy Working Uniform  
O&MN: Operation and Maintenance, Navy  
O&MNR: Operation and Maintenance, Navy Reserve  
OCONUS: Outside the Continental United States  
OBRP: Onboard Repair Parts  
OFFAR: Off-line For Alternate Review  
OFFTR: Off-line for Technical Review  
OFFMP: Off-line For Manual Processing  
OFRP: Optimized Fleet Response Plan  
OFSE: Operating Forces Support Equipment  
OFVAL: Off-line For Validation  
OG: Olive Green  
OGE: Office of Government Ethics  
O-IMA: Optimized Intermediate Maintenance Activity (O-IMA)  
OJT: On the Job Training  
OMM: Official Mail Manager  
OMMS: Organizational Maintenance Management System  
OMMS-NG: Organizational Maintenance Management System–Next Generation  
OOD: Officer on Duty  
OPLAN: Operational Plan  
OPN: Other Procurement, Navy  
OPREP3: Operational Report 3  
OPTEMPO: Operational Tempo  
ORF: Official Representation Fund

OSI: Operating Space Items  
OSO: Other Supply Officer  
OSBP: Off Ship Bill Pay  
OST: Order/Shipping Time  
OTC: Officer in Tactical Command  
OTS: One Touch Support  
OVR: Obligation Validation Review  
P2A: Pollution Prevention Afloat  
PAR: Preliminary Allowance Reviews  
PAT: Purchase Card Program Audit Tool  
PB: Postal Bulletins  
PB4F: Planning Board for Finance  
PB4T: Planning Board for Training  
PCC OTC: Paper Check Conversion Over the Counter  
PCPN: Purchase Card Policy Notice  
PDA: Pre-deployment Analysis  
PDT: Portable Data Terminal  
PFO: Postal Finance Officer  
PKI: Public Key Infrastructure  
PMCC: Passenger, Mail, Cargo Coordinator  
PMK: Phase Maintenance Kits  
PMO: Priority Material Office  
PMR: Planned Maintenance Review  
PMS: Planned Maintenance System  
PO: Purchase Order  
POA&M: Plan of Action and Milestones  
POC: Point of Contact  
POD: Proof of Delivery  
POE: Partial Order Established  
POE: Point of Entry  
PoE: Power over Ethernet  
POM: Postal Operations Manual  
POS: Point-of-Sale  
POS: Proof of Shipment  
POT&I: Pre-Overhaul Test and Inspection  
POTS: Plain Old Telephone System  
PPBES: Planning, Programming, Budget, and Execution System  
PPD: Program Planning Documents  
PPE: Personal Protection Equipment  
PPO: Postal Petty Officer

PQDR: Product Quality Deficiency Report  
PQS: Personnel Qualification Standards  
PRAV: Pre Restricted Availability  
PREP: Progressive Repair Enhancement Program  
PS: Personnel Specialist  
PSD: Personnel Support Detachment  
PTG: Procedures Training Guide  
PTS: Product Tracking Services  
PUK: Pack-Up Unit Kit  
PV: Prime Vendor  
QDR: Quality Discrepancy/Deficiency Report  
QPA: Quarterly per Application  
QTY: Quantity  
R&R: Repair and Return  
RAB: Redistributable Assets Onboard  
RAD: Revised Alternative Dataflow  
RADIAC: Radiation Detection, Indication and Computation  
RADWEB: Revised Alternative Data Flow (web version)  
RAO: Redistributable Asset On Order  
RAS: Refueling At Sea  
RDD: Request for Delivery Date  
RE: Repetitive Events  
RECON: Reconciliation  
REQNS: Requisitions  
RFI: Ready for Issue  
RFQ: Request for Quote  
RHIB: Rigid-Hulled Inflatable Boat  
RHICS: Relational Hazardous Inventory Control System  
RIC: Routing Identifier Code  
RIK: Routing identifier for MILSTRIP orders  
RIN: Record Identification Number  
RIP: Remain In Place  
RK: Records Keeper  
RMC: Regional Maintenance Center  
RMKS: Remarks  
ROB: Receipt on Board  
ROD: Report of Discrepancy  
ROH: Regular Overhaul  
ROM: Retail Operations Management

ROV: Repair of Vessels  
RPPO: Repair Parts Petty Officer  
RRAM: Real-Time Reutilization Asset Management  
RSRSR: Repairable Stock Requisition Status Report  
R-SUP: R-Supply  
RWO: Reimbursable Work Order  
S&E: Supplies and Equipage  
SAFE: Safe Access File Exchange  
SAL: Shipboard Authorized Levels  
SALTS: Standard Automated Logistics Tool Set  
SAMMA: Stores Account Material Management Afloat  
SAL: Ship Authorized Levels  
SAMS: SNAP Automated Medical System  
SASS: Supplemental Aviation Spares Support  
SBR: Statement of Budgetary Resources  
SCAT: Subcategory (electronics)  
SCIL: Special Category Item List  
SCLISIS: Ships Configuration and Logistics Support Information System  
SCMC: Configuration Maintenance Course  
SCN: Ship Conversion, Navy  
SCOMS: SEA Card<sup>®</sup> Order Management System  
SCP: Service Contract Provider  
SCS: Stock Control Supervisor  
SDR: Supply Discrepancy Report  
SECNAVINST: Secretary of the Navy Instruction  
SFM: Supply and Financial Management  
SFOEDL: Summary Filled Order Expenditure Difference Listing  
SFR: Ships Hazardous Material List Feedback Report  
SH: Ship's Serviceman  
SHIPALT: Ship Alteration  
SHML: Ships Hazardous Material List  
SIK: Subsistence In Kind  
SIM: Selected Item Management

SIMARS: Summarized Inventory Management Asset Report System  
SIT: Stock in Transit  
SITE: Shipboard Information Training and Entertainment  
SKED: Schedule  
SLAC: Shelf Life Action Code  
SLC: Shelf Life Code  
SM&R: Source, Maintenance, and Recoverability  
SMARTS: Ships and Marine Aviation Logistics Squadrons Automated Reconciliation Tracking System  
SMC: Supply Management Certification  
SMD: Ship Manning Document  
SME: Subject Matter Experts  
SMIC: Special Material Identification Code  
SNAP: Ships Non-Tactical ADP Program  
SNFL: Standing Naval Forces Atlantic (NATO)  
SOA: Start of Availability  
SOEAPL: Summary of Effective APLs  
SOH: Start of Overhaul  
SOP: Standard Operating Procedures  
SORTS: Status of Readiness and Training System (was DRRS-N)  
SOV: Service Obligation Validation  
SPAWAR: Space and Naval Warfare Center  
SPCCINST: Ships Parts Control Center (replaced by NAVICP MECH) Instruction  
SPETERL: Ship Portable Electrical/Electronic Test Equipment Requirements List  
SPMIG: Standard PMS Material Identification Guide  
SPO: Split Pay Option  
SPV: Subsistence Prime Vendor  
SRA: Selected Restricted Availability  
SRA: Shop Replacement Assembly  
SRC: Stock Record Card  
SRF: Stock Record File  
SRI: Storeroom Item

SRS: Second Repair Site or Supply Response Section  
SSO: Ship Security Officer  
SSPN: Ship's Store Profits Navy  
SSVA: Surgical System Validation and Analysis  
STARS-FL: Standard Accounting and Reporting System, Field Level  
STIC: Ship's Tool Issue Center  
STK: Status Locator Listing  
STKROB: Stock Review Onboard  
STORES: Accounting Systems  
SURFLANT: Commander, Naval Surface Force Atlantic  
SURFSUP: Surface Force Supply Procedures  
SWSCO: Surface Warfare Supply Corps Officer  
SYSCOM: Systems Command  
T-AKE: Dry Cargo/Ammunition Ship (owned and operated by MSC)  
T-AO: Oiler (owned and operated by MSC)  
T-AOE: Fast Combat Support Ship (owned and operated by MSC)  
TA: Type Availability  
TAC: Transportation Account Code  
TADTAR: Temporary Additional Duty Travel Target  
TGAnet: Treasury General Account Deposit Reporting Network  
TAT: Targeted Allowance Technique  
TAV: Total Asset Visibility  
TBI: Test Bench Installation  
TCMD: Transportation Control and Movement Document  
TD: Technical Directives  
TDR: Transportation Discrepancy Report  
TECH-MAN: Tech Manual  
TECRA: Test Equipment/Calibration Readiness Assessment  
TEMADD: Temporary Additional Duty  
TFS: Treasury Financial Services  
TIR: Transaction Item reports

TL: Fuel Financial Transmittal or  
Transmittal Letter  
TM: Technical Manual  
TMDE: Test, Measurement, and  
Diagnostic Equipment  
ToTN: Transportation of Things, Navy  
TSHML: Tailored Ships HAZMAT List  
TYCOM: Type Commander  
U: Utilities  
UAE: United Arab Emirates  
UD: Underway Demonstration  
UDE: Universal Data Extractor  
UIC: Unit Identification Code  
UMIDS: Uniform Microcomputer  
Disbursing Systems  
UMMIPS: Uniform Material Movement  
and Issue Priority System  
UNITAS: United Nations International  
Treaty Association  
UNREPS: Underway Replenishments  
UPC: Universal Product Code  
URB: Unreconciled Balance  
USDA: U.S. Department of Agriculture  
USDAO: United States Defense Attaché  
Offices  
USFFC: Commander, U.S. Fleet Forces  
Command  
USG: US Gallons  
UTC: Coordinated Universal Time  
VBSS: Visit, Board, Search, & Seizure  
VERTREP: Vertical Replenishment  
VOD: Vertical Onboard Delivery

VPOOL: Velocity Pool  
VTC: Video teleconference  
VVoIP: Voice and Video Over IP  
W/C: Work Center  
WATC: West Africa Training Cruise  
WAWF: Wide Area Workflow  
WEBSALTS: Web Enabled Standard  
Automated Logistics Tool Set  
WEBsked: Web-Enabled Scheduling  
System  
WEBVLIPS: Web Visual Logistics  
Information Processing System  
WF3: Correspondence File  
WMRS: Web MRIL Reporting System  
WRA: Weapons Replaceable  
Assemblies  
WSF: Weapons System File  
WSPD: Weapon System Planning  
Documents  
WSS: Weapons System Support  
WWX: World Wide Express  
XBT: Ship's Expendable  
Bathythermograph  
XMAM: Pseudo Maintenance  
Assistance Module  
XO: Executive Officer  
X SMIC: Pseudo Special Material  
Identification Code  
ZOC: Internal Document Identifier for  
Release File

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