

FLEET ASSISTANCE TEAM NORFOLK PRE-DEPLOYMENT BRIEF





FLEET ASSISTANCE TEAM NORFOLK



TEAM LEADER

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TEAM MEMBERS

SHC (SW/AW/IW) HERNANDEZ
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SH1 (SW/AW/IW) AWANBI
757-443-2531

SH2 (SW/AW) HIGHSMITH
757-443-2527

SH2 (SW/AW) MARTIN
757-443-1226

FRONT DESK
757-443-2520

EMAIL ADDRESS
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MAILING ADDRESS
NAVSUP FLC Norfolk
Fleet Assist Team
1968 Gilbert Street
Suite B620 Code 430
Norfolk, VA 23511-3392

- **Start deployment load-out early**
- **Review Procurement process Overseas / Prime Vendors (1Q items)**
 - Ship's Store bulletin SS17-005
 - Ship's Store bulletin SS17-019
- **Manage Emblematic Percentage**
 - Not to exceed the 15% limitation
 - As inventory decreases, the emblematic percentage will increase
- **Inventory CADs & SIM cards**
- **Review and understand closeout procedures for Navy Cash**
- **Vending Machines / Laundry Equipment**
- **Process unmatched expenditures (UME)**
 - Communicate often and early with DFAS auditor(s)

To-do before deployment:

- Purchase backup Point of Sale (POS) and Back Office
- Decorations should be procured through NEXCOM Ships Store Program



To-do before deployment:

- Schedule grooming for ship owned vending machines
- Procure spare parts

Vending Repairs Overseas:

- All vending machines repairs regardless of overseas AOR will be requested through Felecia Townes as soon as any issue arises - Felecia.Townes@nexweb.org



To-do before deployment:

- Ensure equipment are 100% operational
- Ensure full load of barber supplies are on board
- **Use OPTAR to purchase equipment**
 - Commercial Source – M.A. Notch, Norva, and Apopka
- **Use supply system during deployment**
- **NSN for Barbercide is **NSN 6840-01-235-3948****

To-do before deployment:

- Ensure equipment 100% is operational
- Ensure full load of laundry supplies and chemicals are on board
- Procure extra spare parts for Ecolab system
- Use supply system during deployment
- Contact NEXCOM if equipment goes down or spare parts are needed
- Ecolab – Mark S. Timmreck
- TERRITORY MANAGER
- VIRGINIA BEACH DISTRICT
- ECOLAB 4855 INTERNATIONAL BLVD
- SUITE 103 FREDERICK, MD 21703
- M 7577487429 T 8003525326
- E mark.timmreck@ecolab.com
- Use ship's OPTAR to buy laundry supplies
- NSN for divisional laundry bags is **8405-00-616-9576**



Item #	Product	NSN	Comments
17905	Solid Surge Plus NP	7930-01-436-8050	Detergent
16016	Solid OxyBrite	7930-01-418-1439	Bleach
16005	Solid Navisour	7930-01-436-7911	Alt: Solid Neutralizer
16060	Solid Super Star NP	7930-01-567-5162	Use in SS-I on VIP washers
61502222	Brite White	7930-01-494-2986	Pail of 250 packets
16570	Stainblaster Starter Kit	7930-01-538-8151	Includes mounting stand
10187	Stainblaster G	7930-01-538-6046	Medicine; shoe polish
16610	Stainblaster R	7930-01-538-6049	Rust
16236	Stainblaster S	7930-01-538-6048	Oil, ink
16049	Stainblaster A	7930-01-538-5602	Blood
10327	Stainblaster B	TBD	Bleach based
16769	X-Static	7930-01-538-6047	Solid anti-static/softener block



AT&T PHONE CARDS



- SSAC Listed. (ASL)
- **\$25,000** limitation on purchase orders.
- Do not activate all cards at one time.
- Inactivated phone cards comes in 50 cards per box and assigned with a P# account used for activation.
- Strict accountability on cards.
- AT&T calling cards will also work.

AT&T Point of Contact

Phone: 1-800-477-9176(in US)

716-871-5107(overseas)

email: <mailto:gppcorders@elsmail.net>



- Utilize the Excess Stock list as the **initial source of procurement** (posted on the neco website @ www.neco.navy.mil)
- **CONUS:** Vendors recommended deployment load-out will be based on ship's previous sales and deployment history
- Start load-out at least 60 days prior to deployment if possible
- Factor all other ship's evolution and vendors' time frame for stores onload
- Vendors may allot for merchandise pre-count at the warehouse
- Utilize Ocean Terminal for future shipment of any contract items excluding tobacco and luxury items
 - Factor ship's port of destination (Always subject to change)
 - Submit Ocean Terminal orders under Zone 'G'
 - Expect 30-60 days of stores receipt based on ship's port of destination (Always subject to change)
- Ensure the ship's CRIF (Cargo Routing Info. File) is updated often
- Ensure procurement process for overseas are followed



5TH FLEET PROCUREMENT OPERATIONS

- ROM III generates a purchase order and requisition log
- In order to create the MILSTRIP the order must be confirmed
- ROM III automatically adjust amounts for surcharges
- When receiving orders other than contract receive each item as **EA with the UNIT price of 1 item**
 - Example: Order Quantity is 25 CS of Pepsi at \$258.00. Receipt Quantity is 600 EA at \$0.43.

****Questions: Contact FAT Norfolk before receiving non-contract items****



5TH FLEET PROCUREMENT OPERATIONS



- Receipt from Prime Vendor are more difficult as the ship may have two different costs for each item.
- CTF-53 sends each ship a Prime Vendor catalog with available item and cost price
- CTF-53 may also send a DLA report to the ship that lists each item that they paid for (Stores Report)
- Prime Vendor delivery should include an inventory manifest or invoice with the material
- Ships will match line items against the requisition orders and receive the quantity shown on the vendor invoice and confirm the requisitions in the ROM II/3 system
- Reference NEXCOMINST 4062 para 7100 for procedure in correcting cost/quantity

The receipt price or cost should be taken from the catalog or CTF (Stores Report). If it is not available, use the Prime Vendor's invoice and increase the cost for each line item by 4.6% to avoid an unmatched expenditure. ROM III operations will automatically generate calculations



5TH FLEET PROCUREMENT OPERATIONS

- For requisitions afloat to prime vendor, ROM assigns each line item a requisition number from their requisition log
- The ship should enter the requisition into ROM, confirm it, and generate the MILSTRIP document(s) received
- MILSTRIP along with a 1149 is used for requesting procurement
- The transferring ship will send a manifest document
- Proper procedural adherence will minimize UME

****See sample of MILSTRIP format on Additional Information****



5TH FLEET PROCUREMENT OPERATIONS



Reporting:

- . Each requisition/item received must have an individual receiving report
- . Receiving report should show the quantity and cost on the DD Form 1149 or Prime Vendor invoice
- . Cost will be either the DD form 1149 cost or (if from a Prime Vendor); the stores report cost or the invoice cost increased by 4.6%.

Bahrain Point of Contact

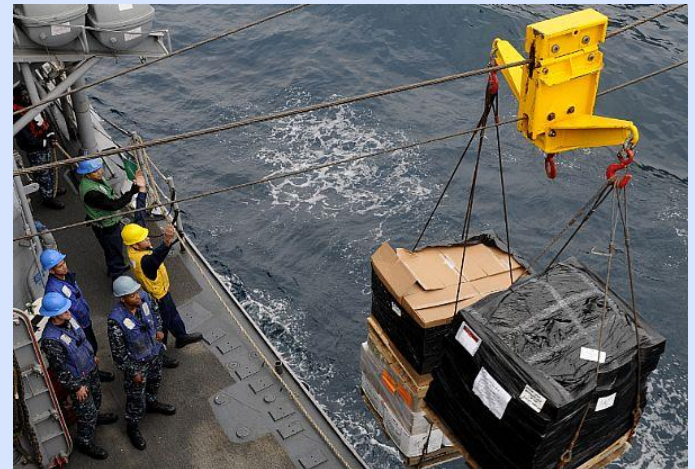
Ms. Vickie Mackey

email: Vickie.mackey@nexweb.org

SOURCES OF SUPPLY

- **ACB and ASL**
- **Prime Vendor**
 - **On station T-AFS**
 - **AO/TAO/AOE Support**
- **Direct To Ship Program**
- **Distribution NEX**

Foreign confections and soda cannot be imported into the United States.





S3 PRACTICE REMINDERS

- Perform weekly spot inventories
- Conduct audits on weekly reports
 - *Cash Over/Short EPOS
 - *Profitability Report
 - *Print Stock Record in Store 1 (pay attention to items with negative qty)
 - *B01/B05 reports with receiving reports and monthly transmittal
- Review Line B22 of NAVCOMPT 153 for erratic figures (Automated Acct. Adjustment)
- Attend Navy Cash functional training
- Ensure date and time zone on ROM and EPOS computer match with the Navy Cash GMT time on disbursing

S3 PRACTICE REMINDERS

- Do not change the date and time on EPOS and ROM computer
Even when ships cross the International Date Line
- Use 857 from NECO website before receiving the 1155 in ROM
- Ensure registers are closed daily
- Check ROM Wiki page before submitting Navy 311
- Accounting Adjustments to other Appropriations can cause
NAVCOMPT 153 lines B09/B30 not to match
- S3 and S2/S1 should work out costs prior to confirming transfer
Do not assume the cost will be the same, especially overseas

****Contact FAT with any questions or assistance needed****



Maintain a “**Lessons Learned**” package

- Provide a copy to Fleet Assistance Team
- Tool to aid with future briefs for new deployers.

CONUS Assistance (call, write, email)

Fleet Assistance Teams – Norfolk, San Diego, Mayport, Yokosuka & Pearl Harbor
Afloat Training Groups and Type Commanders
NEXCOM Ships Store Program

6th Fleet Assistance: NEX Naples (Med Ports, Bahrain, Persian Gulf)

- Canned vending (sodas)
- Direct to Ship – Fleet Foreign Merchandise Program
- Liquor (Naples Only)
- Vending Machine Repairs
- Concessionaires
- Email: franco.coppola@nexweb.org

On Ship: Document Library and Resource CD



FLEET ASSISTANCE TEAMS

San Diego - Mayport - Pearl Harbor - Japan

SAN DIEGO

SHCM (SW/AW) DARIANO

619-556-5733

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SHC (SW) DOUGUE

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EM1 (SW) OUTLAW

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MAYPORT

SH1 (SW/IW) ADKINS

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PEARL HARBOR

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JAPAN

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SH1 (SW/AW) CORIANA, ROBERTO

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NEXCOM SHIPS STORE PROGRAM

Vice President

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Ship's Store Specialist (SSPN)

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Ms. LaToya Mitchell

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Lead Fleet Liaison

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Accounting Technician

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Ship's Store Specialist

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Merchandising Specialist

Mr. Roger Chalupa

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ADDITIONAL CONTACTS

ATG Norfolk

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Mr. David Gross

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Webpage

<https://atg.ncdc.navy.mil/toolbox/private/index.htm>

Navy Cash

Mr. Hugh Chin

757-443-1189

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PSC (SW) Boubacar Djibo

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Mr. Delma Robinson

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AIRLANT

Mr. Ken Carter

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OVERSEAS POCs



- **Naples, Italy** - Franco Coppola
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Phone: 011-39-081-813-5298 DSN: 314-629-4715
- **NEX Bahrain** – Vickie Mackey
Email: vickie.mackey@nexweb.org

***All requests must be sent to Mr. Coppola**

**** POC info subject to change - will be updated via pre-deployment briefs and other means of communications.**



ADDITONAL INFORMATION

The document library contains documents needed for daily operations.

- Ensure to save pertinent documents to Desktop in case of NIAPS outage.



ROM RETAIL OPERATIONS MANAGEMENT

MAXWELL, ERIC - Enterprise User

Inventory Order / Receive Financials Reports System

Document Library

Existing Records

Document Title	Date Added	Document Description
1Q BUSINESS RULES 7TH FLEET	02/23/2016	1Q BUSINESS RULES
7th Fleet Sales & Services Team Directory	02/18/2016	7th Fleet Point of Contacts
Afloat User's Guide	06/26/2014	ROM3 User Guide for Afloat Users
Ashore User's Guide	06/26/2014	ROM3 User Guide for Ashore (Enterprise) Users
Audit, Signs, Visual, Renovation, Checklist	07/23/2014	Audit Sheet, Signs, Visual, Renovation, Checklist
Back of the 153 Spreadsheet	04/06/2016	Excel spreadsheet for the Back of the 153.
Coffee bar	07/02/2014	Coffee Bar Management & Policy NEXCOMINST 4067.9, Coffee Profit Calculator and Creamice Profit Calculator
DD-1155 (SPECIAL)	09/03/2014	DD-1155 (SPECIAL)
DD-1155 (SPECIAL-CONTINUATION SHEET)	09/01/2015	ITEM CONTINUATION SHEET FOR SPECIAL DD 1155 ITEMS GREATER THAN 3 PER REQUEST
DFAS Checklist	07/11/2016	DFAS Returns' checklist.
Emblematic Worksheet	08/03/2016	Instructions on how to calculate G1 emblematic percentage
Forms	06/09/2014	NAVSUP, DD Forms, Stand Forms, Request Letters, Laundry Logs
Handheld Reset Instructions	07/09/2014	Steps to clean boot the CN3 handheld and reset the device
Laundry Dryers	05/16/2014	Laundry Dryers
Laundry EDRO Dryers	05/16/2014	Laundry EDRO Dryers
LAUNDRY LOGS	02/23/2016	BULK LOG, CPO LOG, EQUIP LOG, OFFICER LOG
Laundry Parts and Barber Chair	05/22/2014	Parts Illustration, Barber Chair, Dry Cleaning, Safety Placard, Water Level Switch
Laundry Presses	04/24/2014	Laundry Presses
Laundry Self Service SWT021 Automatic Washer	05/16/2014	Laundry Self Service SWT021 Automatic Washer
Laundry Self Service SWT021 Washer	07/02/2014	Laundry Self Service SWT021 Commercial Washer
Laundry Self Service	05/16/2014	Maytag Use and care, Stack Parts, Speed Queen Trouble Shooting and Ship Board Equipment
Laundry Washer 100 & 150 Washer	05/20/2014	100 & 150 lbs Washer and Series 4A, 4B PLC Control

System
Accounting Closeouts
Activity Constants
Contract Management
Dept/Categories
Documents
Locations
Replication Status
Users
Vendors



https://mynavsup.csd.disa.mil/webcenter/portal/rom3/Issues/page17?_adf.ctrl-state=zij9g8qin_1&_afLoop=30849090600467500#!%40%40%3F%20%3D30849090600467500%26%20%3Dzij9g8qin_5

Issue #	Issue	Impact	Recommendation
001	Cost Code on NWCF LOA. The cost code portion of the NWCF line of accounting does not show the last eight digits of the document number.	Afloat	For now, the Cost Code field will be populated with zeros (ex. '000000000000'). A future release will contain a fix for this issue.
002	Accessing Transfers after creating a new Survey - A server error is received if you access "Transfers" after creating a new Survey.	Afloat	After starting a session, conduct any Transfers before you create new Surveys. Or, after creating a survey, close your browser, relaunch ROM3, and then conduct the transfer. A future release will contain a fix for this issue.
003	Emergency Procurement creates unique, duplicate standard items when ordering both non-standard and standard items.	Afloat	For now, only non-standard items should be ordered through Emergency Procurement. If a standard item is ordered, a duplicate copy of the item will be created with a unique stock number. A future release will contain a fix for this issue.
004	Occasionally, when ordering a custom emblematic item, attempting to print an unconfirmed 1155 results in a server error. This is caused by the purchase order not being saved.	Afloat	While viewing the order, click "Save and Review Later", then reopen and print unconfirmed 1155. A permanent fix for this issue is being researched.
005	Paging Through Transactions in Manage Sessions - Attempting to change the page, or the rows per page, while viewing transactions within the Manage Session module results in a server error.	Afloat	Use the register journal to browse through multiple transactions. (Access under the 'Register' menu.) A future release will contain a fix for this issue. Alternatively, you may be able to change the sort order of the transactions in Manage Sessions to access the desired record. (Click any of the column headers to sort by that column, click the header a second time to reverse the sort order.)



006	Large Misc. Adjustments in Accounting Adjustments - The Misc. Adjustment field only allows six characters. This may not be enough if you are trying to make a large adjustment such as "- 1002.61".	Afloat	If a large amount needs to be entered, it may be necessary to create two Accounting Adjustments for the same receipt. For example, the first misc. adjustment would be "-1002" the second would be "-0.61" for a total of -\$1002.61. A future release will increase the number of characters that can be typed into this field.
007	Document Library - Old versions of documents will not be deleted from the document library.	Afloat	NEXCOM will include a version number when publishing an updated version of an existing document on the Document Library. Make sure to select the most recent copy of the file.
008	Special Orders Without Replication - Special Orders are typically processed by NEXCOM and replicated to the ship. If replication is down for an extended period of time there is a workaround.	Afloat	For special orders, the ship will create and confirm an "Emergency Procurement" in ROM3, ensure that "Other" is checked so transportation charges can be added. Ship provides a copy of the DD1155 and any other supporting information to NEXCOM. NEXCOM will order the merchandise. When the ship receives the invoice, the ship will use that information to edit the information on the P.O. during the receipt process.
009	Issues To/From Use - Information is missing on the DD-1149.	Afloat	For these transactions, after they have been entered into ROM3, a skeletonized DD-1149 document must be prepared and included with end of accounting period financial returns submitted to DFAS.
012	Net Difference on the 'Back of the 153' report - The "Net Diff" and "% Diff" columns on the Back of the 153 report are incorrect. The current calculation subtracts "Inv Over(Short)" from "Over(Short) Cost" when it should in fact add the two values.	Afloat	At this point no action is necessary, simply be aware of the issue. The calculation will be corrected on the ROM3 ashore server for DFAS and ATG access. A future release will contain a fix for this issue afloat.
013	Embarked Crew Size - The "Embarked Crew Size" field in Activity Constants cannot be zero. A zero entry will cause errors, including the message "FAILURE - Divide by zero error encountered" when attempting to close out the month.	Afloat	If you do not have embarked crew on your ship, set this field to "1" rather than "0". A future release will contain a fix for this issue.



014	Sub Cs/Pk on Requisitions - The Sub Cs/Pk may not be properly applied when adding items to PRIME/OSO/Appropriation/Emergency Procurement Requisitions.	Afloat	Be sure to review the "Sell QTY" column prior to confirming the order. If the Sub Cs/Pk is not being calculated correctly, use the "Add Non-Standard Items" button to manually create a new item with the correct information. A future release will contain a fix for this issue.
015	Breakout Transfer Form - If items are added to an existing breakout before initiating, their retail price will display as "\$0.00" on the transfer form.	Afloat	Simply close the breakout, reopen the breakout and reprint the transfer form; all prices will be properly displayed. A future release will contain a fix for this issue.
016	FPO Address Fields - The Post Office now requires additional address information for FPO shipments, ROM3 currently does not have these fields.	Afloat	As needed, enter the new FPO address in the "Pierside Address" fields in Activity Constants. Then, before confirming your order, select "Pier Side Address" as the "Ship To" address; this will print the FPO address on the order. A future ROM3 release will contain the additional FPO address fields.
017	0 QTY on Survey DD-200 Form - Surveys containing more than ten items may show a QTY of 0 for some items when reprinting the DD-200 form.	Afloat	Before reprinting the DD-200, change the "Rows Per Page" dropdown to "All". This ensures that all quantities are properly displayed. A future release will contain a fix for this issue.
018	"Final Inventory Report" not available. - The "Final Inventory Report" was not included in the initial release of ROM3.	Afloat	This report will be included in the next ROM3 release.
019	Adding Multiple Items to Survey - A server error is received if you search for a stock number, add an item, then search for another stock number and try adding the second item.	Afloat	Leave the search field blank so that the search returns all items. You can add multiple items through this single search without issue. A future release will contain a fix for this issue.
020	GF Assessment BUPERS % - Be aware, ROM3 calculates the BUPERS % Assessment based on the Core Crew Size + Embarked Crew Size.	Afloat	Double check your activity constants. ROM3 displays your assessment percentages; they update as you change the Core/Embarked Crew Size values. Adjust the Embarked Crew Size as need to correct your percentages. For example, if you have 280 core crew, and a total of 380 when deployed, your Embarked Crew Size should be 100.



021	Quadrupled Register Session - A register session, its collection, and its transactions appear to be quadrupled. This is caused when, after clicking 'Save', the status is changed and 'Save' is clicked again before the page has finished loading.	Afloat	Submit a Navy311 ticket stating that you have a quadrupled register session and requesting the Delete Collection script. This script will be provided for your ITs to execute and will resolve the issue. A permanent fix for this issue will be included in the next ROM3 release.
022	Cannot Print Accounting Adjustment 1149 - The "Print 1149" button does not appear for cash-only Accounting Adjustments for ROM-II receipts.	Afloat	Send an email to navsup_bsc_rom3@navy.mil with the date and receipt number of the accounting adjustment. The missing DD-1149 will be e-mailed to you. A permanent fix for this issue will be included in the next ROM3 release.
023	Journal of Receipts - Journal of Receipts report may show duplicate entries, causing the total to be incorrect.	Afloat	Lineout any duplicate entries and pen & ink the correct total before submittal. Alternatively, submit a Navy311 request and a corrected Journal of Receipts will be e-mailed to you. A future release will contain a fix for this issue afloat.
024	Item Management - On-Hand/On-Order Item Management: Retail Price Change The option for Periodic Price Changes does not work as designed. Refrain from use of Periodic Price change until the next release of ROM3 is deployed.	Afloat and Ashore	Use the Retail Price text box to make all price changes.
025	User timeout experienced when trying to access pages in Manage Sessions or Register Journal, prohibiting the user from accessing any of the pages.	Afloat	Send an email to navsup_bsc_rom3@navy.mil stating that the ship is experiencing the time-out issue, so that a patch can be sent for the local ITs to deploy.
026	Inventory - Duplicate inventory items from incorrect unit of issue on receipt.	Afloat	Once a full inventory has been confirmed, complete two spot inventories. The first inventory should be made to spot OUT the incorrect Vendor Unit of Issue item. The second inventory should be made to spot IN the correct quantity of NEXCOM designated Unit of Issue item.
027	Application - Opening multiple ROM3 browser tabs on the same computer while working in ROM3 application can cause unexpected results.	Afloat	While working in ROM3, ensure that there is only one browser tab running the ROM3 Application on the user computer.



028	B14 Report not matching the 153 - In Inventory Counts, when scrolling to the bottom you will see that Total Gain/Loss "does" match the 153, but the total at the bottom of the B14 Consolidated Report does not. This is because vending sales are not included in the report.	Afloat	When taking records over to ATG you can now explain the difference. To get a report that shows the missing amount, simply change the Inventory Location to "9800 Canned Vending" and click "Generate Printable Report." A future release will contain a fix for this issue.
029	Duplicate Inventory Items - When performing the Add Additional Items task to add to a Physical Inventory, selected items initially appear twice when added, and the page displays an incorrect count of the items added to the inventory.	Afloat	This is an error only in how the inventory list is initially displayed (the items are added correctly, but displayed incorrectly). Duplicate items will disappear from the list once the user clicks Save & Review Later or Initiate Inventory.
030	On Initiation of an Inventory, entering a "0" (zero) for an inventory count and clicking the "Save and Review Later" button displays incorrect information.	Afloat and Ashore	Clicking Submit Counts will validate and accept the value and will display inventory counts. Items can still be modified or adjusted by the reviewing authority.
031	Refunds Disabled - There is an issue with refunds occurring in a different session than when a purchase was made. Because of the issue, refunds are not being properly recorded. To prevent this, the "Issue Refund" functionality has been disabled.	Afloat and Ashore	The fix to this issue will be included in the next release, and refund functionality will be restored.
032	1155 Showing Wrong Name - When printing the 1155, the DISBO/SUPPO name and activity address may display a previous DISBO/SUPPO or may display the term "PLACEHOLDER".	Afloat	Send an email to navsup_bsc_rom3@navy.mil and we will send a script so that the printout will display the correct names and addresses from the 1155. The fix to this issue will be included in a future release, and will allow the display of information applicable to the time frame for each of the orders.
033	System - User Override Code containing alphabetic characters cause errors.	Afloat	Generate Register override codes that only contain numeric characters to keep register errors from occurring.



034	System - Record Collections in Cash.	Afloat	While reconciling cash collections in Manage Session from the Register function, enter the actual value of funds collected in the "Cash Collected" field only, and NOT in the "Navy Cash Collected" field.
035	Breakouts Location Error - When trying to print the Transfer Form 973 for confirmed breakouts there is a server error. And when looking on the Item Details page, one of the locations is incorrect. This is caused by the location being disabled so that it doesn't appear in the drop-down lists. The form will usually default to 9501.	Afloat	Print the PDFs just by going to System -> Locations, then enabling the disabled location again. It will now show on the Breakout Item Details page. You can then disable the location after printing. A future release will contain a fix for this issue.
036	DD200 Cannot Display a Second Item Page - When too many items are created in a single Survey, a second item page for the DD200 will be created. The second page will be a copy of the quantity, unit, unit of issue, and amount from the first item page with no items being displayed.	Afloat	Avoid putting too many items on a single Survey. Split items up to avoid generating a second DD200 item page. We recommend a maximum of 25 items on each Survey. A future release will contain a fix for this issue.
037	Accounting Closeout Receipt TX File Showing Blank - When downloading the receipt transmittal text file, the text file comes up blank. This issue is caused by incorrect characters when manually typing the expenditure number.	Afloat	When manually writing the expenditure numbers, be sure to double check before submitting them. There should be 14 characters separated by "tacs"(-). If there is an incorrect amount, there will be issues for ROM3 retrieving it from the database and DFAS won't be able to read the expenditure.
038	Server crash when receiving an order - The server crashes in mid-receipt after clicking the Confirm & Submit button on the Receiving an Order page. This means there was an error on one of the items. Do NOT try and receive the order again, the items have been added to inventory and will be duplicated.	Afloat	Submit a Navy311 ticket. Receive the items one at a time until you have identified the item that is causing the error. Cancel the problematic item and create a new order to receive it.
039	Emblematic % on the 153 Report - The emblematic % is not calculated correctly on the 153.	Afloat	The calculation has changed to: Total Cost of Emblematic Items in Inventory, divided by the B28 Value. Please contact Fleet Assist to provide an Emblematic % Calculation worksheet.



040	Cannot Print NEXCOM Special Order 1155 - The "Print DD-1155" button does not appear for NEXCOM Special Orders.	Afloat	Send an email to NEXCOM (yourshipstore@NEXWEB.ORG) with the date and receipt number of the Special Order. The missing DD-1155 form will be e-mailed to you.
041	Quadruple Breakout Items - When saving a Breakout, the items show up quadrupled. This is caused by the items being processed twice, either by having more than one window open or the user switching workstations in the middle of a process and not logging off.	Afloat	Do not confirm the breakout. Submit a Navy311 ticket with a screenshot of the breakout and create a new one. Avoid using ROM3 to process transactions while having multiple browsers and multiple tabs open. Log out of ROM3 when walking away to avoid a situation where someone comes behind and hits save for you. A future release will contain a fix for this issue
042	Error Printing Cash Over/Short Summary Report - Generating Cash Over/Short Summary Report results in a Runtime Error. This error occurs when Cash Collected > Book Sales and the Over(Short) column is positive.	Afloat	Change the dates around so that the Over(Short) isn't positive or open the store until you make enough in Book Sales that aren't collected yet. If you need a certain date range, send an email to FLC. ASHORE users can print it for you. A permanent fix for this issue will be included in the next ROM3 release.
043	Server Error when attempting to Print Discrepancy Report – When creating a Full Inventory, a large number of items included on the Discrepancy Report will result in a Server Error when trying to print.	Afloat	After the user confirms the inventory and replication is current the report can be printed by Ashore users. We are currently working on a workaround for this issue.
044	Stock Turn Ratio Report is incorrect – Stock Turn Ratio Report and Stock Turn on the 153 is showing less/more than it should be.	Afloat	Stock Turn Ratio Report and Stock Turn on the 153 have been updated ASHORE. The formula to get the ratio is: (Total of past 12 months' sales)/ (Average of past 13 months ending inventory) Numbers are calculated at the Retail Price not B28.
045	Receipt printer causes a delay POS transactions – If the receipt printer is NOT working and there is a printer listed on the System>Devices page this will cause a delay in completing the transaction as the system will start a process attempting to connect to the printer until the process times out and then will complete the transaction.	Afloat	If the receipt printer is not plugged into the register, navigate to System>Devices>Register and clear the text box for 'Receipt Printer ID'. Also, in Register>Receipt Configuration you can set the Receipt Printing Threshold amount higher.



046	Error when confirming an Inventory at 1600+ items – While attempting to confirm an inventory while using display ALL items in a 1600+ location you may get an error message.	Afloat and Ashore	Change the rows to 100 rows per page or shorten it after you enter in all your numbers and you will be able to process the confirm. The amount of items being displayed while processing causes an error. It's possible to go page by page and the numbers are still saved.
047	Sometimes after an Inventory crashes after clicking Confirm, a duplicate Inventory will be created.	Afloat	If this occurs, please submit an NAVY 311 ticket to NAVSUP BSC with the Inventory number that crashed on confirmation so they can verify that your inventory quantity was not doubled.
048	Delete Unconfirmed Survey – An error occurs when trying to access an unconfirmed survey.	Afloat and Ashore	Submit a Navy311 ticket stating that you are not able to delete an unconfirmed survey without getting errors and are requesting the Delete Unconfirmed Surveys script. This script will be provided for your ITs to execute and will resolve the issue. If you have any other surveys in-process, please complete them before sending the ticket.
049	Delete Unconfirmed Breakout – An error occurs when trying to access an unconfirmed breakout	Afloat and Ashore	Submit a Navy311 ticket stating that you are not able to delete an unconfirmed breakout and keep getting errors and are requesting the Delete Unconfirmed Breakouts script. This script will be provided for your ITs to execute and will resolve the issue. Complete any other breakouts still in-process.
050	Delete Unconfirmed Physical Inventory – An error occurs when trying to access an Unconfirmed, Initiated or Submitted Inventory.	Afloat and Ashore	Submit a Navy311 ticket stating that you are not able to delete an unconfirmed inventory and keep getting errors and are requesting the Delete Unconfirmed Physical Inventory script. This script will be provided for your ITs to execute and will resolve the issue. If you are in the middle of an inventory in any other location please complete and confirm it prior to sending the ticket.



MILSTRIP FORMAT



FOR THE PROPER MILSTRIP FORMAT, VIEW THE EXAMPLE BELOW.

A01NZZ30000NRLL00169 CS00025R2168603459999RYSTOCKANZ 1QEP5123505K

**DOUBLE SPACE (BLANK)
BETWEEN 9 AND C**

**SINGLE SPACE(BLANK)
BETWEEN Z AND 1**

- A. A01NZZ3 (Standard on all requisitions)**
- B. STOCK NUMBER, always 13 digits (0000NRLL00169)**
- C. DOUBLE SPACE (Standard on all requisitions)**
- D. UNIT OF ISSUE, always 2 digits (EA, CS, PK)**
- E. QUANTITY, always 5 digits (00001, 00010, 00900)**
- F. SHIP'S UIC, always 6 digits including letter (R12345)**
- G. JULIAN DATE, always 4 digits (0001, 0031, 0365)**
- H. REQUISITION SERIAL NUMBER, always 4 digits (9900,9990, 9999)**
- I. RYSTOCKANZ (Standard on all requisitions)**
- J. SINGLE SPACE, (Standard on all requisitions)**
- K. 1QEP512 (Standard on all requisitions)**
- L. REQUIRED DELIVERY DATE, always 3 digits (last 3 digits of Julian date)**
- M. 5K (Standard on all requisitions)**

Make sure Zero's (0) and the letter (O) are used properly. For example, a zero is used for the document ID (A01), the letter (O) is used for supplementary address (YSTOCK). IF NOT USED CORRECTLY, SYSTEM WILL NOT PROCESS YOUR ORDER. Automatically done in ROM3 with exception of stock #.

****MORE DETAILED INFORMATION ON MILSTRIP CAN BE FOUND IN THE EXTRA SLIDES.****

MILSTRIP COMPONENTS DIAGRAM

Document Identifier Routing Identifier National Stock Number

A0A S9S S 8905001335887 _ _

Media & Signal Code

SPACES: If front part is 20 characters then you'll need 2 spaces.
If front part is 21 characters you'll need 1 space.

Unit Of Issue Quantity Unit Julian Date Demand Code Sup. Address Signal Code

LB 00052 N57007 81120001 RN57007 B NZ _

DOCUMENT NUMBER

Fund Code 1Q- NZ
9M-PZ

SPACE

9M: Food Order
1Q: Ship's Store Project Code Priority Code Advice Code

9M EP5 08121 2J

RDD: Put CONSL
Date Not The RAS
Event

MILSTRIP COMPONENT CONT.

Contract Number From Prime Vendor Catalog

```

ASD 9M.txt - Notepad
File Edit Format View Help
SPM30008D3157
AOAS9SS891501E213634 LB00100N2319310839118RN40442AC4 9MLP513092
AOAS9SS891501E213630 LB00030N2319310839122RN40442AC4 9MLP513092
AOAS9SS891501E213593 LB00030N2319310839124RN40442AC4 9MLP513092
AOAS9SS891501E213595 LB00060N2319310839126RN40442AC4 9MLP513092
AOAS9SS891501E213597 LB00060N2319310839128RN40442AC4 9MLP513092
AOAS9SS891501E213601 LB00040N2319310839130RN40442AC4 9MLP513092
AOAS9SS891501E213604 LB00120N2319310839132RN40442AC4 9MLP513092
AOAS9SS891501E213607 LB00050N2319310839134RN40442AC4 9MLP513092
AOAS9SS891501E213611 LB00100N2319310839136RN40442AC4 9MLP513092
AOAS9SS891501E213614 LB00020N2319310839138RN40442AC4 9MLP513092
AOAS9SS891501E213622 LB00120N2319310839140RN40442AC4 9MLP513092
AOAS9SS891501E213629 LB00060N2319310839142RN40442AC4 9MLP513092
AOAS9SS891501E213620 LB00030N2319310839144RN40442AC4 9MLP513092
AOAS9SS891501E616487 CO00036N2319310839146RN40442AC4 9MLP513092
AOAS9SS891501E096429 CN00120N2319310839148RN40442AC4 9MLP513092
AOAS9SS8915000851650 CN00048N2319310839150RN40442AC4 9MLP513092
AOAS9SS891501E093289 CN00060N2319310839152RN40442AC4 9MLP513092
AOAS9SS8905014193218 LB00600N2319310839164RN40442AC4 9MLP513092
AOAS9SS891501E297998 CO00048N2319310839156RN40442AC4 9MLP513092
AOAS9SS891501E613582 CO00048N2319310839158RN40442AC4 9MLP513092
AOAS9SS891501E213590 LB00150N2319310839160RN40442AC4 9MLP513092
AOAS9SS891501E199971 LB00060N2319310839162RN40442AC4 9MLP513092
AOAS9SS892001E360170 PG00080N2319310839108RN40442AC4 9MLP513092
AOAS9SS892001E598920 CS00030N2319310839110RN40442AC4 9MLP513092
AOAS9SS8905011252288 LB00135N2319310839112RN40442AC4 9MLP513092
AOAS9SS890501E605388 LB00100N2319310839114RN40442AC4 9MLP513092
  
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MILSTRIP COMPONENT CONT.

SHIP'S
MILSTRIP

A01S9S3*****
CATALOG #

EA00025U0000170129992RSTOCKANZ1QEP5050435K

uic

MILSTRIP

UNIT OF ISSUE QTY ORDERED Julian DATE RFR #

catalog

catalog example...

SPE30315A0001896001E122016N 11 7.85BX9397647 INCREMENT OF 5 BEV, CARB, COLA,
SWT, (COKE), 12 OZ CAN, 24 CANS/BOX

↑
Do NOT include

Unit of ISSUE

Send regular orders to Commodities NIPR email.

M-BA-CTF53CLO@me.navy.mil

If NIPR is down send order request to SIPR.

M-BA-CTF53-CLO@me.navy.mil

HAVE A SAFE DEPLOYMENT

