

NAVSUP P-485 Volume I - Afloat Supply

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NAVAL SUPPLY PROCEDURES

NAVSUP Publication 485

VOLUME I

AFLOAT SUPPLY



NAVAL SUPPLY SYSTEMS COMMAND

Revision 3

NAVSUP P-485 Volume I - Afloat Supply

NAVY DEPARTMENT
NAVAL SUPPLY SYSTEMS COMMAND
5450 Carlisle Pike
PO Box 2050
Mechanicsburg, PA 17055-0791

21 October 1997

The instructions herein are issued for the information and guidance of the Naval Forces.

Revision 3 of this publication supersedes Revision 2 of 15 November 1989 and all changes thereto. Revision 3 also supersedes the NAVSUP Publication 567, Automated SNAP I Supply Procedures and all changes thereto.



M. E. ENLEY
CAPT, SC, USN
Deputy Commander
Naval Supply Systems Command

NAVSUP P-485 Volume I - Afloat Supply

RECORD OF CHANGE INFORMATION SHEET

This sheet is provided to insure an effective check on the currency of the volume. After effecting each change, enter the required information in the appropriate columns.

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**NAVAL SUPPLY PROCEDURES
NAVSUP PUBLICATION 485
VOLUME I
AFLOAT SUPPLY
CHANGE 6 TO REVISION 3**

**NAVY DEPARTMENT
NAVAL SUPPLY SYSTEM COMMAND
P.O. Box 2050
5450 Carlisle Pike
Mechanicsburg, PA 17055-0788
04 October 2005**

The instructions herein are issued for the information and guidance of all persons in the Naval Establishment and are effective upon receipt unless otherwise indicated.



**T. C. TRAAEN
CAPT, SC, USN
Deputy Commander
Naval Supply Systems Command**

SPECIAL INFORMATION

**The latest changes in procedures should be read prior to making the change.
Supply personnel should be informed as necessary of these latest changes.**

CHANGES IN PROCEDURES

The following is a summary of Change 6:

Updated procedures and references for Material Procurement.....	Chapter 3
Updated procedures and references for Material Receipt, Custody and Stowage	Chapter 4
Updated index as required	index

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SHEETS IN FORCE

NAVAL SUPPLY PROCEDURES (NAVSUP PUBLICATION 485)

VOLUME I - AFLOAT SUPPLY

The following is a list of sheets in force for Change 6 to Revision 3. It is to be used to certify the accuracy of the publication in accordance with the need for such verification (see Introduction). In the following list "R3" indicates revision 3 and a number indicates the change number.

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INTRODUCTION

to

Volume I - AFLOAT SUPPLY

PURPOSE

Afloat Supply Procedures establishes policies for the operation and management of afloat supply departments and shore based units of the fleet operating forces operating under afloat procedures. When reference is made to ships or afloat units in this publication, it applies to all units designated to use this publication. It is designed to assist supply personnel in the proper performance of their assigned duties and to aid them in understanding and performing their individual tasks associated with afloat supply operations.

The procedures contained in this publication are the minimum essential acceptable supply management procedures and are mandatory unless specifically stated as being optional. Additional controls may be prescribed by the Commanding Officer or Supply Officer when circumstances indicate the need for more stringent control. This publication is also intended as a training manual for officers and enlisted personnel and as a guide in handling supply problems that are not a matter of regulation.

Instructions applicable to subsistence are contained in Food Service Management (NAVSUP P-486). Instructions applicable to ship's stores are contained in Ship's Store Afloat (NAVSUP P-487).

AUTHORIZATION

The Commander of the Naval Supply Systems Command may authorize, in writing, deviations from the instructions contained in this publication, provided matter concerned is entirely under the cognizance of the Naval Supply Systems Command.

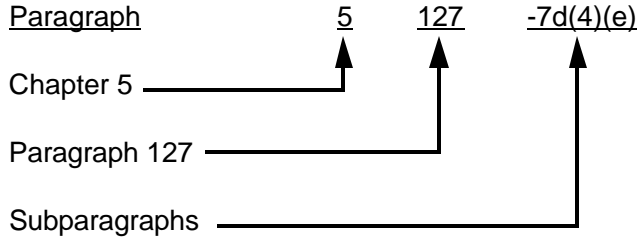
ARRANGEMENT OF SUBJECTS

The NAVSUP P-485, Naval Supply Procedures, consists of three volumes. Volume I -Afloat Supply, Volume II - Supply Appendices, and Volume III - Ashore Supply. Unless otherwise specified, all references to Appendices found in this manual are referring to the Appendices in Volume II. Additionally, a Glossary covering all three Volumes is located in Volume II. Volume III supersedes the NAVSUP P-437 (MILSTRIP/MILSTRAP Operating Procedures). Future changes to Volume III will incorporate the procedures currently found in the NAVSUP P-1, Volume II (Supply Ashore).

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PARAGRAPH NUMBERING SYSTEM

The four digit paragraph number and its subparagraph designations may be broken down as follows:



Reference to Afloat Supply Procedures in correspondence, messages, etc., will be shown in the following manner:

- Afloat Supply (NAVSUP P-485, Volume I), par. 5127
- Afloat Supply (NAVSUP P-485, Volume I), par. 5127-7d(4)(e)
- Afloat Supply (NAVSUP P-485, Volume I), par. 5125-5128

Paragraphs and subparagraphs may contain itemizations in which case reference to a specific item may be made as follows:

- Afloat Supply (NAVSUP P-485, Volume I), par. 5127-7d(4)(e); item 1.

The lowest unit of a paragraph or subparagraph breakdown applicable will be used.

PAGE IDENTIFICATION

PAGE NUMBERS

The pages of this publication are numbered in a separate series for each chapter and the index. The pages of a chapter are numbered in sequence with Arabic numerals from 1. Each page number is preceded by the number of the chapter. For example, the fifteenth page of chapter 1 is numbered 1-15. The index is numbered in sequence with Arabic numbers preceded by the letter "i".

RUNNING HEADS

To facilitate finding paragraphs in this publication, each page is identified with a running head. The number in the upper left corner of the left page indicates the number of the first paragraph on that page. The number in the upper right corner of the right page indicates the last paragraph on that page.

ILLUSTRATIONS

The purpose of illustrations in this publication is to amplify and augment the guidelines and procedures referred to in the text by means of charts, filled in forms, or other graphic displays. The names, dates, and figures are unofficial and are intended only to add clarity and realism.

TABLE OF CONTENTS AND INDEX

The organization of this publication makes it possible to locate desired information easily by referring to the table of contents in the front of the publication to determine general location, and to the table of contents at the beginning of each chapter for the specific location. Information which does not logically lend itself to location by this method may be located in the index at the end of this publication.

PERSONAL PRONOUNS AND ADJECTIVES IN THE TEXT

The personal pronouns “he” and “him”, and the personal adjective “his” normally are used in paragraphs of this publication which describe the duties or responsibilities of individuals or positions (e.g., the Secretary or an Assistant Secretary of the Navy, the Commanding Officer, the Supply Officer, the stock records storekeeper, etc). The use of such pronouns and adjectives precludes the need for repeating the position title in the second and subsequent sentences of these paragraphs, thereby making the text easier to read. However, since the duties and responsibilities described may be performed by or assigned to female personnel, the pronouns “he” and “him” and the adjective “his” in this publication always will be interpreted to mean “he or she”, “him or her”, and “his or hers” respectively.

CHANGES

Changes to this publication, numbered consecutively, are issued in page form to all activities on the automatic distribution list. The cover sheet of each change must be read carefully because the instructions appearing thereon vary from change to change. Pertinent “Special Information” or “Special Instructions” may be included. Instructions regarding insertion of the change in the publication are always included. In addition, revisions of policy or procedure are summarized and identified by paragraph number.

A notation indicating the change number, the date the change was received, and the signature of the person making the change will be placed in the appropriate columns on the Record of Change Information Sheet in the front of the publication.

New, revised, or deleted instructions summarized on the cover sheet are identified on the pages comprising the change by arrows placed vertically or horizontally in the binding or outside margin to identify the area of revision, as follows:

- ➔ line or lines on which a revision occurs
- ↓ line on which the revision begins
- ↑ line on which the revision ends

A down arrow placed on the last line of an organizational unit (paragraph, subparagraph, or item), and an up arrow placed on the first line of the following unit indicates deletion of a unit. Reference or non-procedural revisions of such insignificance as not to require a summary on the cover sheet of the change are not identified by arrows.

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RECOMMENDATIONS FOR IMPROVEMENT

All users of the Naval Supply Procedures (NAVSUP P-485) are encouraged to submit recommended changes for improving the publication to the Commander, Naval Supply Systems Command, via the appropriate chain of command. The following format, modified as necessary, may be used in submitting recommendations:

From: (Command or person originating recommendation)

To: Commander, Naval Supply Systems Command

Via: (Appropriate chain of command)

Subj: Improvement of NAVSUP P-485; recommendation for

1. The following recommendation for improvement of the NAVSUP P-485, Volume , pertaining to paragraph(s) is submitted.

(Signature)

Copy to:

(Recommendations originated afloat, send copies to the appropriate service force commander.)
(Recommendations submitted concerning procedures of inventory management, submit copy to the Inventory Control Point, which will forward comment, if appropriate, to the Naval Supply Systems Command within 15 days).

FIRST ENDORSEMENT on

From: (Appropriate via addressee)

To: Commander, Naval Supply Systems Command

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

(Signature)

Copy to:

(As appropriate)

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LIST OF SHEETS IN FORCE

A list of sheets in force in the publication is issued with each change. It is designed to serve the following purposes:

- a. Verification of the currency of the publication, in whole or in part (the publication, a chapter, a page), at anytime by anyone;
- b. A control for retention, location, and disposition of transition instructions and special information sheets;

GENERAL INFORMATION

The Afloat Supply Procedures (NAVSUP P-485, Volume I) is written and maintained by the Fleet Logistics Operations Branch (Code 4121H) of the Naval Supply Systems Command. While not to be misinterpreted as a bypass to the formal means of recommending changes, the editor of the P-485 (Volumes I and II) welcomes inquiries/recommendations from the Fleet towards improvement of the publication or clarification of data therein. The editor can be reached at DSN 430-7431, commercial 717 605-7431 or fax DSN 430-7045.

Distribution of the Naval Supply Procedures (NAVSUP P-485) is controlled by the Document Automation & Production Service (DAPS) Code 0513.

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NAVSUP P-485 ON CD-ROM

The Naval Supply Procedures are published on CD-ROM as part of the Naval Logistics Library (NLL), NAVSUP P-600. The NLL is published and distributed in April, August and December of each year and contains the complete NAVSUP P-485 including all published changes.

NAVSUP P-485 ON THE INTERNET

The Naval Supply Procedures are available on the Internet. The P-485 may be accessed through the Naval Logistics Library on the NAVSUP Home Page (<http://www.navsup.navy.mil>). The P-485 may be viewed, downloaded or printed using the Adobe Acrobat Reader Software (a free copy of this software may also be downloaded).

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PUBLICATION STOCKING

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NAVSUP P-485, Volume III	0530-LP-011-1780

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- 9: Financial Management**

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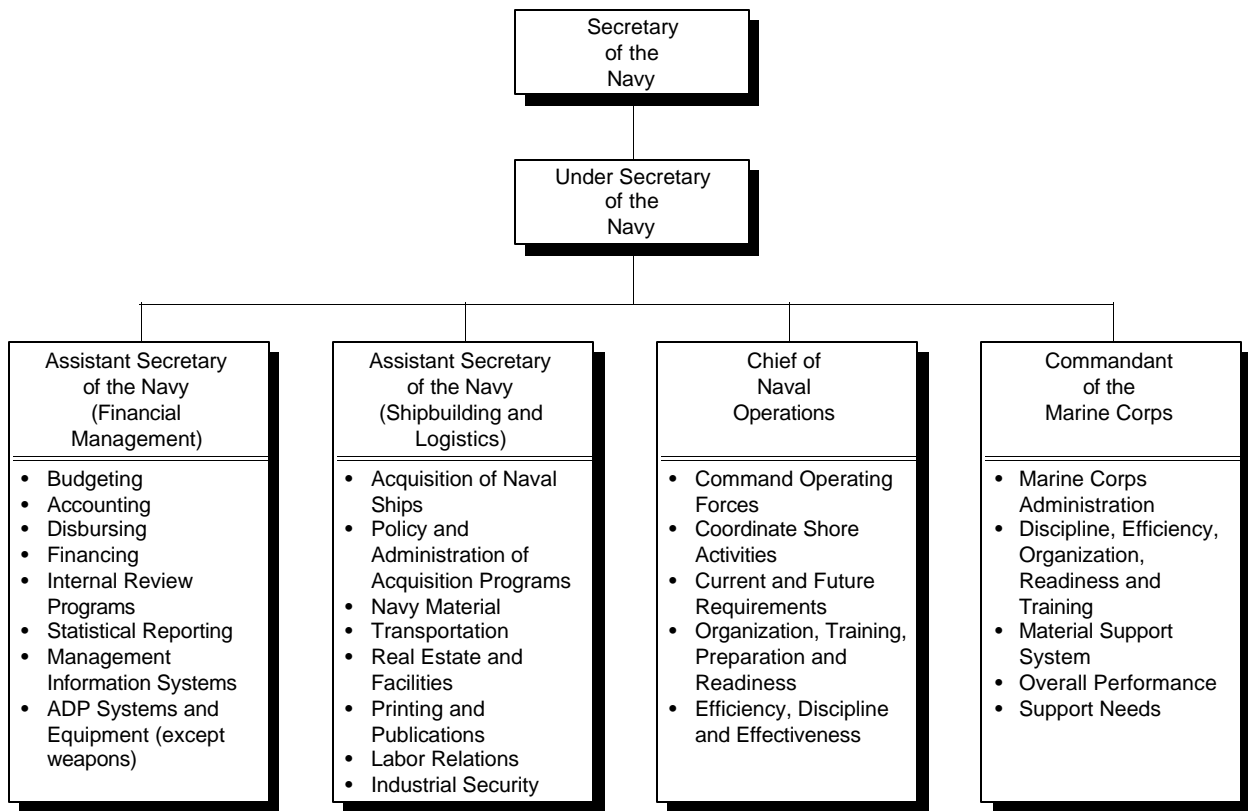
ORGANIZATION AND ADMINISTRATION

Part A: ORGANIZATION

Section I: NAVY DEPARTMENT AND SHORE ACTIVITIES

1000 GENERAL

The Department of the Navy is organized under the Secretary of the Navy. It operates under the authority, direction, and control of the Secretary of Defense. It is composed of the executive part of the Department of the Navy; the Headquarters United States Marine Corps; the entire operating forces, including naval aviation of the United States Navy and United States Marine Corps, and the reserve components of those operating forces; and all shore (field) activities, headquarters, forces, bases, installations, activities, and functions under the control or Supervision of the Secretary of the Navy. It includes the United States Coast Guard when the Coast Guard is operating as a service in the Navy.



1001 SECRETARY OF THE NAVY

The Secretary of the Navy is the head of the Department of the Navy. Under the direction, authority, and control of the Secretary of Defense, he is responsible for the policies and the control of the Department of the Navy, including its organization, administration, operation, and efficiency. The Secretary of the Navy is assisted by the Under Secretary of the Navy, the Assistant Secretaries of the Navy, the General Counsel and the Deputy Under Secretary of the Navy.

1002 UNDER SECRETARY OF THE NAVY

The Under Secretary of the Navy is designated as the deputy and principal assistant to the Secretary of the Navy, and acts with full authority of the Secretary in the general management of the Department of the Navy.

1003 ASSISTANT SECRETARY OF THE NAVY (FINANCIAL MANAGEMENT)

The Assistant Secretary of the Navy (Financial Management) is responsible for all matters related to the financial management of the Department of the Navy. This includes budgeting, accounting, disbursing, financing and internal review, progress and statistical reporting. The Assistant Secretary of the Navy (Financial Management) is also responsible for all matters related to management information systems and automatic data processing systems and equipment, except for ADPE integral to a weapons system. The Assistant Secretary of the Navy (Financial Management) is designated and appointed Comptroller of the Navy (pursuant to the provisions of section 5061 of Title 10, United States Code) and Senior Automatic Data Processing Policy Official of the Department of the Navy, and will supervise those offices and organizations assigned by the Secretary.

1004 ASSISTANT SECRETARY OF THE NAVY (SHIPBUILDING AND LOGISTICS)

1. RESPONSIBILITIES. The Assistant Secretary of the Navy (Shipbuilding and Logistics) is responsible for the overall supervision of all stages of the acquisition of naval ships funded by the appropriation "Shipbuilding and Conversion, Navy". Additional responsibilities include:

- a. All Department of the Navy Acquisition programs following full scale production decision (Milestone III);
- b. The business, contractual, manpower, and logistic support aspects of the Department of the Navy Acquisition programs, including policy and administration of affairs related thereto;
- c. The maintenance, alteration, supply, distribution, and disposal of material;
- d. All transportation matters;
- e. The acquisition, construction, utilization, improvement, alteration, maintenance, and disposal of real estate and facilities, including capital equipment, utilities, housing and public quarters;

- f. Printing and publications;
- g. Labor relations with respect to contractors with the Department of the Navy;
- h. Industrial security;
- i. The Mutual Defense Assistance program, as related to the supplying of material, including Foreign Military Sales;
- j. Supervision of offices and organizations as assigned by the Secretary.

1005 CHIEF OF NAVAL OPERATIONS

1. RESPONSIBILITIES. The Chief of Naval Operations (CNO) is the principal naval adviser to the President and to the Secretary of the Navy on the conduct of war, and the principal naval adviser and naval executive to the Secretary of the Navy on the conduct of the activities of the Department of the Navy. CNO also:

a. Commands, under the Secretary of the Navy, the operating forces of the Navy (consistent with the operational command vested in the Military Personnel commanders of unified or specified combatant commands); the Bureau of Naval Personnel (BUPERS); the Bureau of Medicine and Surgery (BUMED); and assigned shore activities; commanders of unified or specified combatant commands);

b. Exercises area coordination authority over all shore activities of the Department of the Navy to ensure that efforts afford adequate support to the combatant forces and are coordinated among themselves to assure economy and efficiency of operation;

c. Responsible for planning and providing for current and future requirements of the Navy (less assigned Marine Corps forces) for manpower, material, facilities, and services; plans for and determines the research, and provides for development, test, and evaluation needs which are adequate and responsive to long range objectives, immediate requirements, fiscal limitation, and advancing technology;

d. Ensures the organization, training, preparation, and readiness of Naval forces, including those to be assigned to unified or specified combatant commands, and also provides administrative and logistic support to the headquarters of the unified and specified commands (as well as their subordinate commands) which are assigned to the Department of the Navy; maintains water transportation services, including a sea transportation service for the Department of Defense;

e. Inspects and investigates components of the Department of the Navy to determine and maintain efficiency, discipline, readiness, effectiveness, and economy.

1006 COMMANDANT OF THE MARINE CORPS

The Commandant of the Marine Corps, under the Secretary of the Navy, commands the United States Marine Corps. The Commandant of the Marine Corps is directly responsible to the Secretary of the Navy for the Marine Corps administration, discipline, internal organization, training, efficiency, readiness, operation of its material support system, and overall performance of the Marine Corps. The Commandant of the Marine Corps is also responsible for planning and determining the support needs of the Marine Corps for equipment, weapons systems, materials, supplies, facilities, maintenance and supporting services.

1007 NAVAL SUPPLY SYSTEMS COMMAND

1. GENERAL. The Naval Supply Systems Command will provide for and meet those material support needs of the Department of the Navy that are within the assigned material support responsibility of the Naval Supply Systems Command. Except as otherwise provided by the charters issued to the other commands or by the Chief of Naval Operations, the Naval Supply Systems Command is responsible for the following functions:

a. Providing supply management policies and methods (technical guidance) to activities of the Navy and Marine Corps, including provisioning, cataloging, inventory management, distribution, materials handling, traffic management, transportation, packaging, preservation, receipt, storage, issue, and disposal functions. In the performance of this responsibility as it pertains to naval material, the Commander, Naval Supply Systems Command, will utilize the material management experience and capabilities of the other systems commands, derived from the accomplishment of their assigned material support responsibilities.;

b. Providing staff assistance to the Assistant Secretary of the Navy (Shipbuilding and Logistics) in matters relating to supply, distribution, and disposal of naval material; and in collaboration with the Commandant of the Marine Corps, providing coordination in the preparation of directives and positions on such matters having common application to both Navy and Marine Corps material;

c. Administering:

(1) the Navy Supply System;

(2) the Navy Publications and Printing Program;

(3) the Navy Resale Program;

(4) the Navy Ration Law;

(5) the Navy Working Capital Fund (NWCF, formerly NSF);

(6) field purchasing;

(7) supply, budgetary, fiscal, and statistical functions in support of assigned military assistance and international logistics programs;

(8) a centralized program to control the utilization of Navy storage facilities;

- (9) centralized control of Presentation Silver; and
- (10) postal policy and overseeing all aspects of mail service afloat.
- d. Performing assigned material support functions with respect to: material handling equipment, special clothing, food and other naval material for which such responsibility is not otherwise assigned;
- e. Performing supply management functions with respect to items of naval material which are assigned to the Naval Supply Systems Command for that purpose;
- f. Maintaining the official stores accounts for Navy material entrusted to the custody of an accountable officer;
- g. Managing, funding, and controlling, worldwide, the transportation of Navy property and the authorization and administration of the transportation and storage of property of naval and civilian personnel consistent with responsibilities assigned to the single manager agencies for transportation;
- h. Researching and developing efforts associated with the functions, methods, equipment, and materials assigned;
- i. Providing technical guidance with respect to preparation and service of food in galleys (except at naval hospitals), and providing assistance in the planning and layout of supply spaces ashore and afloat.

2. PROCUREMENT RESPONSIBILITIES

a. Cognizance. The Naval Supply Systems Command has cognizance of the procurement of materials and services throughout the department of the Navy for which no other procuring activity, office, or command is otherwise delegated procurement authority. In the discharge of this responsibility, the Commander, Naval Supply Systems Command may delegate appropriate procurement authority to personnel, both within and without his command, whom he designates as contracting officers. He may also authorize the heads of activities under his command to redelegate their procurement authority, or a portion thereof, to responsible personnel within their respective activities whom they designate as contracting officers.. Such authority will be exercised in accordance with limitations and requirements prescribed by the Commander, Naval Supply Systems Command and applicable regulations.

b. Material and Services for other Navy Procuring Activities. Within the limits of its capabilities, the Naval Supply Systems Command will procure material and services for other Navy procuring activities when requested to do so. The Naval Supply Systems Command is responsible for conducting the formalities of procurement by formal advertising for other Navy procuring activities to the extent provided in applicable regulations.

3. TECHNICAL GUIDANCE AND ASSISTANCE. The Commander, Naval Supply Systems Command, as the Navy's supply manager, will be responsible for the development and supervision of the Navy Supply System as an integrated and comprehensive entity. He is responsible also for combining into one overall system those supply and distribution systems composed of inventory managers, distribution activities, and methods of operation that function on the basis of centralized control of item assets and have as their objective responsive and efficient material support of the operating forces of the Navy, the hardware systems commands, and other offices and organizations.

1008 INVENTORY MANAGERS

1. GENERAL. Navy inventory managers are those organizational elements assigned the primary responsibility for the management of assigned groups or classes of items of supply. The primary function of a Navy inventory manager is to assure the proper balance between requirements and assets which will provide effective and efficient support to the fleet and the shore field activities of the Navy. Navy inventory managers include systems commands, project managers, bureaus, offices (including Military Sealift Command) and the Inventory Control Points (ICP) under the command of the Naval Supply Systems Command. A complete list of Navy inventory managers is contained in Appendix 18.

2. INVENTORY CONTROL RESPONSIBILITY. As inventory managers under the command of the Naval Supply Systems Command, the Navy Petroleum Office and the ICP exercise primary inventory control responsibility. Under Interim Contractor Supply Support (ICSS), the Hardware Systems Commands (HSCs) exercise primary inventory control responsibility for significant amounts of non-NSN items of supply. Inventory control responsibility requires the application of managerial supervision to integrate the actions involved in computation of quantitative and monetary requirements, initiation of procurement and disposal action, the positioning and repositioning of material, and the development of world wide quantitative and monetary inventory data. The inventory managers will participate directly in the various DOD and DLA inter-servicing and cataloging programs.

3. MATERIAL EXCLUDED. All material used by the Navy will be considered as items of supply and will be managed by the ICP except items assigned for management to a single agency or military service inventory manager for supporting retail stock or end use requirements of all the military services, and items managed by other Navy inventory managers.

1009 FLEET AND INDUSTRIAL SUPPLY CENTERS

1. FLEET AND INDUSTRIAL SUPPLY CENTERS. Fleet and Industrial Supply Centers (FISCs) provide a variety of logistics support services to Fleet, shore activities and overseas bases. FISCs are echelon 3 commands and report to the Commander, Naval Supply Systems Command via Commander, Fleet and Industrial Supply Centers (COMFISC). In managing consumer end-use material, FISCs are responsible for determining inventory levels, procuring, receiving, stowing, issuing, shipping or delivering material to the customer. The two overseas FISCs also manage and store an intermediate level of inventory and Navy wholesale inventory for the Navy Inventory Control Point that directly supports the Fleet. Fleet units send requisitions to the FISCs. FISCs will either issue the material or refer the requisition to the ICP. If the stock point makes an issue from wholesale stock, the FISC will report this transaction to the ICP. The ICP will use this Transaction Item Report (TIR) to determine future procurements and positioning of the replenishment stock. FISCs also contract out to provide Servmarts which function as retail outlets. Fleet customers can use the Servmarts on a walk-in basis or have material delivered. A Government Commercial Purchase Card (GCPC) is required to purchase material from Servmart. An on-line shopping tool through the internet provides a standardized global means for procuring Servmart material. FISCs are listed below:

- FISC San Diego (Lead FISC) FISC Puget Sound
- FISC Norfolk FISC Jacksonville
- FISC Pearl Harbor FISC Yokosuka

1010 NAVAL REGIONAL CONTRACTING CENTERS (NRCCS), FLEET AND INDUSTRIAL SUPPLY CENTERS (FISCS) WITH REGIONAL CONTRACTING FUNCTIONS

1. RESPONSIBILITIES. NRCCs and FISCs with regional contracting functions are responsible for centralized buying and other purchase related functions assigned by the Naval Supply Systems Command. Among these assigned functions is the responsibility to provide professional contracting guidance to afloat units when requested by the cognizant Fleet and/or Type Commander. This responsibility includes, but is not limited to the following:

- a. Conducting purchase training programs (buying activity with PMR);
- b. Providing technical contracting advice and assistance (any buying activity except for FISC San Diego);
- c. Providing legal counsel or service when required (any buying activity except for FISC San Diego);
- d. Assisting Type Commanders in reviewing and appraising afloat performance of purchasing functions (buying activity with PMR);
- e. Grant purchase authority to and perform Procurement Management Reviews (PMRs) of shore based Fleet activities (buying activity with PMR).

2. LOCATIONS. NRCCs with PMR responsibility are located in Philadelphia PA; San Diego CA; Naples Italy; and Singapore. NRCC Washington and FISCs with regional contracting functions are located in Norfolk, Jacksonville, Puget Sound, and Pearl Harbor. The Fleet and Industrial Supply Center located in San Diego has regional purchasing functions for procurement actions accomplished under Small Purchasing procedures.

1011 NAVAL SHIPYARDS

1. GENERAL. The Naval Shipyards (NSYs) Norfolk, Pearl Harbor and Puget Sound are Navy owned, operated, and funded industrial installations stocking a selected range of material for the support of assigned industrial and maintenance requirements. Material management supply functions are provided by respective FISCs, under partnership agreements. The Portsmouth Naval Shipyard is assigned a mission of stocking a selected range of Navy owned material for the support of Fleet units and Navy shore activities. Shipyards are under the management of the Commander, Naval Sea Systems Command.

1012 SPACE AND NAVAL WARFARE SYSTEMS CENTER (SPAWARSYSCEN)

→ 1. GENERAL. The primary mission of SPAWARSCEN (formerly NAVMASSO) is the development and maintenance of non-tactical automated data processing systems for Navy operating forces (Afloat and Ashore Activities) and Marine Aviation Logistics Squadrons (MALS). SPAWARSCEN is located in Norfolk VA with detachments in San Diego CA, Sigonella Italy, Yokosuka Japan, Charleston SC (formerly NISEEAST). Together they constitute the Afloat Central Design Agency (CDA) responsible for designing, developing, integrating, implementing, and sustaining Fleet logistic, financial, and maintenance automated information systems. Problems encountered by NALCOMIS, MFCS-PC, MFCS, RSUPPLY, SFM and SUADPS-RT users should be reported to SPAWARSCEN as appropriate. Management assistance teams consisting of supply and data processing technicians are available to provide advice and assistance to Fleet units and MALS on a scheduled basis and/or to meet emergency situations.

Section II: FLEET ACTIVITIES AND COMPONENTS PERFORMING SUPPLY FUNCTIONS

1025 FLEET COMMANDS

1. FLEET COMMANDERS. Fleet Commanders have the following logistic responsibilities:
- a. Promulgation of general logistic policies, plans, and orders for the support of Fleet and shore activities in the area;
 - b. Establishment of standards of logistics and logistic readiness;
 - c. Dissemination of information to subordinate commanders relative to operational logistic plans or projects;

- d. Coordination of logistic activities of subordinate commanders;
 - e. Conducting Integrated Logistics Overhauls (ILOs).
- ➔ 2. FLEET SUPPLY OFFICER. To assist in carrying out his logistic responsibilities, each fleet Commander has a professional adviser for supply and transportation matters, the fleet Supply Officer. The Atlantic Fleet Supply Officer heads a division of COMLANTFLT Headquarters (Code N41). The Pacific Fleet Supply Officer heads a division of COMPACFLT Headquarters (Code N4) and is the Deputy Chief of Staff (DCOS) for Logistics, Fleet Supply and Ordnance. The U.S. Naval Forces Europe Fleet Supply Officer heads a division of COMUSNAVEUR Headquarters (N42).

**1026 TYPE COMMANDERS WITH PRIMARY LOGISTIC RESPONSIBILITIES
EXTENDING BEYOND THEIR OWN TYPE ORGANIZATION**

1. GENERAL. Ship's of a fleet are grouped by ship types and are assigned to Type Commanders (TYCOMS) for purposes of administration. Certain TYCOMS have primary logistics responsibilities which extend beyond their own type organization. These are as follows:
- a. Atlantic Fleet:
 - Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT);
 - Commanding General, Fleet Marine Force, U.S. Atlantic Fleet (CGFMFLANT);
 - Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT);
 - b. Pacific Fleet:
 - Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC);
 - Commanding General, Fleet Marine Force, U.S. Pacific Fleet (CGFMFPAC).
- ➔ 2. DUTIES OF THE COMMANDER, NAVAL AIR FORCE, U.S. ATLANTIC FLEET. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMNAVAIRLANT, as logistic agent for aviation support, acts for COMLANTFLT in aviation supply matters (including support in aeronautical, photographic, and aviation material) to provide for aviation supply support to COMNAVAIRLANT units, to FMFLANT, to aviation shore activities overseas in the Atlantic Command region, and to such other aviation commands as may be assigned specifically to COMNAVAIRLANT for aviation logistics. COMNAVAIRLANT makes recommendations to COMLANTFLT on matters of policy or of significance involving aviation supply support in LANTFLT. Specific functions delegated to COMNAVAIRLANT include the following:
- a. Providing planning information to support bases relative to aircraft deployments;
 - b. Issuing aviation supply outfitting directives;
 - c. Controlling distribution of critical aviation materials;
 - d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;

- e. Implementing aviation supply policy and procedures directed by higher authority;
- f. Exercising operational and administrative control of fleet support aircraft;
- g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;
- h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;
- i. Providing information to COMLANTFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMLANTFLT.

3. DUTIES OF THE COMMANDING GENERAL, FLEET MARINE FORCE, U.S. ATLANTIC FLEET. CGFMFLANT will maintain responsibility and control of Marine Corps material in accordance with current directives.

4. DUTIES OF COMMANDER SUBMARINE FORCE, U.S. ATLANTIC FLEET. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMSUBLANT acts as logistic agent for the following submarine supply matters;

- a. Coordinates, monitors, and controls as appropriate the procurement allocation and distribution of submarine and fleet ballistic missile material;
- b. Coordinates with COMSUBPAC the allocation of critical submarine and fleet ballistic missile material to operating units of both forces;
- c. Arranges for and schedules the air movements of FBM submarine relief crews;
- d. In coordination with COMSCLANT, arranges and schedules the surface lift of fleet ballistic missiles and other submarine material to COMSUBLANT operating sites;
- e. Arranges for the movements of air cargo to submarine support sites.

→ 5. DUTIES OF THE COMMANDER, NAVAL AIR FORCE, U.S. PACIFIC FLEET. COMNAVAIRPAC will maintain responsibility and control of aviation material in accordance with current directives. In addition to regular Type Commander logistic responsibilities for ships and stations assigned, COMNAVAIRPAC, as logistic agent for aviation support, acts for COMPACFLT in aviation supply matters (including support in aeronautical, photographic, and aviation material) to provide for aviation supply support to COMNAVAIRPAC units, to FMFPAC, to aviation shore activities overseas in the Pacific Command region, and to such other aviation commands as may be assigned specifically to COMNAVAIRPAC for aviation logistics. COMNAVAIRPAC makes recommendations to COMPACFLT on matters of policy or of significance involving aviation supply support in PACFLT. Specific functions delegated to COMNAVAIRPAC include the following:

- a. Providing planning information to support bases relative to aircraft deployments;
- b. Issuing aviation supply outfitting directives;
- c. Controlling distribution of critical aviation materials;

- d. Establishing supply procedures, stock levels, and requisitioning channels for aviation material for fleet ships and bases;
- e. Implementing aviation supply policy and procedures directed by higher authority;
- f. Exercising operational and administrative control of fleet support aircraft;
- g. Issuing necessary instructions for the guidance of fleet units in requests for and utilization of fleet tactical aeronautical support services;
- h. Developing plans which provide for the expansion of fleet tactical aeronautical support capability as required;
- i. Providing information to COMPACFLT on schedules and random airlift opportunities. Allocation of available airlift among requesting commands will be made with due regard to priorities and effect on fleet readiness. Matters involving policy and airlift allocation which cannot be resolved in coordination with other commands, will be referred to COMPACFLT.

6. DUTIES OF THE COMMANDING GENERAL, FLEET MARINE FORCE, U.S. PACIFIC FLEET. CGFMFPAC will maintain responsibility and control of Marine Corps material in accordance with current directives.

1027 LOGISTICS RESPONSIBILITIES OF ALL TYPE COMMANDERS' STAFF SUPPLY OFFICERS

Supply Corps Officers on the staff of a Type Commander normally are responsible for the following functions:

- a. Keeping the Type Commander advised of supply requirements;
- b. Ensuring compliance with Navy Department and Fleet supply directives;
- c. Making recommendations to the Type Commander on matters regarding supply policies, procedures, and conditions of readiness affecting ships of the type command;
- d. Conducting inspections of supply functions as required;
- e. Supervising the replenishment of supplies from mobile supply units under the operational control of his Type Commander;
- f. Reviewing and taking action on requisitions requiring approval of higher authority.

1028 FORCE, GROUP, AND SQUADRON SUPPLY OFFICERS

When the supply requirements of any subdivision of the organization indicate the need for a Supply Corps Officer to perform necessary administrative duties, a staff Supply Officer may be assigned to the force, group, or squadron commander.

Section III: AFLOAT SUPPLY ORGANIZATION

1049 SUPPLY DEPARTMENT FUNCTIONS

1. GENERAL. Afloat supply functions are categorized into material support and service functions. Material support functions relate to operational and maintenance requirements, while service functions entail operating service functions.

2. MATERIAL SUPPORT FUNCTIONS

a. Material Included. Material support functions include procurement, receipt, stowage, issue, and accounting for the following types of material in accordance with directives and in quantities necessary for the operation of the ship:

- (1) Consumables;
- (2) Equipage;
- (3) Repair parts;
- (4) Inert nuclear weapons material and associated test and handling equipment (less procurement), tools, and consumables;
- (5) Fuel (preparation of procurement documents only);
- (6) Ships store and retail clothing stock (when facilities are provided);
- (7) Food items;
- (8) Medical and dental supplies, in MFCS ships. (Procurement only, in end use ships);
- (9) Navigational or intelligence charts, maps, and related publications.

b. Material not Included. The following types of material are not included under afloat supply department functions:

- (1) Ammunition, ammunition containers, and ammunition details will usually be the responsibility of the ship's Weapons Officer or Combat Systems Officer. The Type/Group Commander may direct that responsibility for cargo ordnance on board ammunition ships (AE, AOE, AOR, etc.) be assigned to the Supply Officer.
- (2) War reserve stockpile nuclear weapons and major assemblies obtained through operational channels will be the responsibility of the ship's Weapons Officer.
- (3) When there is a Marine Corps detachment aboard, Marine Corps material will be the responsibility of the Officer In Charge of the detachment.

3. SERVICE FUNCTIONS. Service functions include the operation of the following facilities:

- a. General mess, including food preparation and service;
- b. Ships store and related activities where facilities are provided aboard, including:



- (1) Vending machines;
- (2) Laundry;

- (3) Barber shop.
- ↑ c. Disbursing government funds (when a Supply Corps Officer has been specifically ordered to this duty);
- d. Wardroom mess (when a billet has been established for a Supply Corps Officer to be wardroom mess Officer);
- e. CPO mess.

1050 SUPPLY DEPARTMENT ORGANIZATION

1. GENERAL. Organization is the orderly arrangement of personnel by functions. Sound supply department organization is necessary to carry out the objectives of the department and will vary in accordance with the mission, physical characteristics, and complement of the ship. It is based on a division of activities and on the assignment of responsibilities and authority to individuals within the organization. When prescribed by the Type Commander, the supply department head will prepare a Supply Department Organization Manual which will contain a description of the functions of each component of the department and assign areas of responsibility and authority. It will also include tasks of key personnel.

2. ORGANIZATION CHART. The Supply Officer will prepare an organization chart dividing the department into divisions identified as S-1, S-2, S-3, etc. The chart will include identification of essential functions and a clearly defined channel of responsibility and authority. The divisions will vary depending on ships configuration, mission, and personnel assigned. Typical divisions of a Supply Department are as follows:

- a. General Stores/Material - The General Stores/Material Division functions include:
 - (1) receiving material;
 - (2) stowing material;
 - (3) issuing material;
 - (4) offloading material;
 - (5) inventorying material;
 - (6) ensuring cleanliness, upkeep and security of storerooms and cargo holds;
 - (7) ensuring classified repair parts are properly secured and access is restricted to authorized personnel only;
 - (8) operating Seamart;
 - (9) ensuring controlled material, DLRs, and pilferable items are separated from routine stock items;
 - (10) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- b. Stock Control - The Stock Control Division functions include:
 - (1) determination of stock requirements;

- (2) stock reorder processing;
- (3) processing and controlling receipt and expenditure documents;
- (4) financial accounting;
- (5) allowance processing;
- (6) maintaining supply automated system files;
- (7) load analysis;
- (8) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

c. Customer Service - The Customer Service Division functions include:

- (1) processing material requests;
- (2) purchasing;
- (3) maintaining material catalogs and technical publications, providing technical assistance to customers;
- (4) processing DTO receipts;
- (5) performing material obligation validations;
- (6) performing COSAL maintenance;
- (7) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

d. Supply Quality Assurance (SQA) - The Supply Quality Assurance Division functions include:

- (1) monitoring performance
- (2) reviewing NIS documents/warehouse refusals
- (3) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

e. Hazardous Material Control - The Hazardous Material Control Division functions include:

- (1) receiving, stowing and issuing hazardous material;
- (2) inventorying and accounting for all hazardous material and excess hazardous material onboard

f. Aviation Stores - The Aviation Stores Division functions include:

- (1) requisitioning, receiving, stowing, issuing, and accounting for aviation material;
- (2) maintaining NALCOMIS system files;
- (3) maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

- (4) receiving, temporarily storing, and shipping aviation Engineering Investigation (EI) exhibits.

- (5) managing DLR program;
- g. Food Service - The Food Service Division functions include:
 - (1) Operating all phases of the general mess including preparation and service of food and operation of food preparation equipment;
 - (2) Making authorized sales and transfers of food items;
 - (3) Receiving, stowing and issuing all food stocks;
 - (4) Determining requirements;
 - (5) Conducting inventories;
 - (6) Perform accounting for food items;
 - (7) Ensuring cleanliness, upkeep and security of assigned spaces;
 - (8) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- h. Wardroom Mess - The Wardroom Mess Division functions include:
 - (1) Procuring, receiving, issuing, and accounting for food service and other stores;
 - (2) Preparing and serving food;
 - (3) Ensuring cleanliness and upkeep of assigned spaces;
 - (4) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- i. CPO Mess Caterer - The CPO Mess Caterer functions include:
 - (1) Procuring, receiving, issuing, and accounting for food service and other stores;
 - (2) Preparing and serving food;
 - (3) Ensuring cleanliness and upkeep of assigned spaces;
 - (4) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.
- j. Ships Store and Retail Clothing - The Ships Store and Retail Clothing Division functions include (detailed guidance is provided in NAVSUP P-487):
 - (1) Determining requirements for retail items and operating supplies;
 - (2) Procuring, receiving, stowing, and issuing of retail items and operating supplies;
 - (3) Operating resale and service activities such as ships store, vending machines, laundry and barber shops;
 - (4) Conducting inventories;
 - (5) Accounting for operating supplies and retail items;
 - (6) Ensuring cleanliness, upkeep and security of assigned storage spaces;

(7) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

k. Disbursing - The Disbursing Division functions include:

- (1) Collecting and disbursing all public funds aboard ship;
- (2) Performing all afloat pay and allowance functions;
- (3) Maintaining military pay records and preparing money lists;
- (4) Preparing and verifying public vouchers as required;
- (5) Making payments and collections of all public funds;
- (6) Preparing financial returns;

(7) Maintaining files/records, and preparing required correspondence, reports, and returns for the above functions.

l. Postal - The Postal Division functions include:

(1) Determines transportation requirements for the receipt and dispatch of personal and official mail;

(2) Performs customer service financial transactions (i.e. Money Order sales; Stamp sales; Special services for personal mail);

(3) Performs directory services on undeliverable mail;

(4) Administers and maintains accountability of fixed stamp credit assigned to the command;

(5) Maintains proper safeguard of postal equipment and security of both personal and official ordinary and accountable mail;

(6) Maintains postal supplies, records and inventories;

(7) Monitors and ensures customs declarations requirements are made while operating in waters or foreign ports fifty miles OUTCONUS and if necessary collect customs duties;

(8) Administers customer complaints, inquiries and postal indemnity claims;

(9) Ensures cleanliness, upkeep and security of assigned spaces;

(10) Maintains files/records, and prepares required correspondence, and reports for the above functions;

(11) Reports suspected postal offenses and violations;

(12) Conducts mail transit time surveys; and

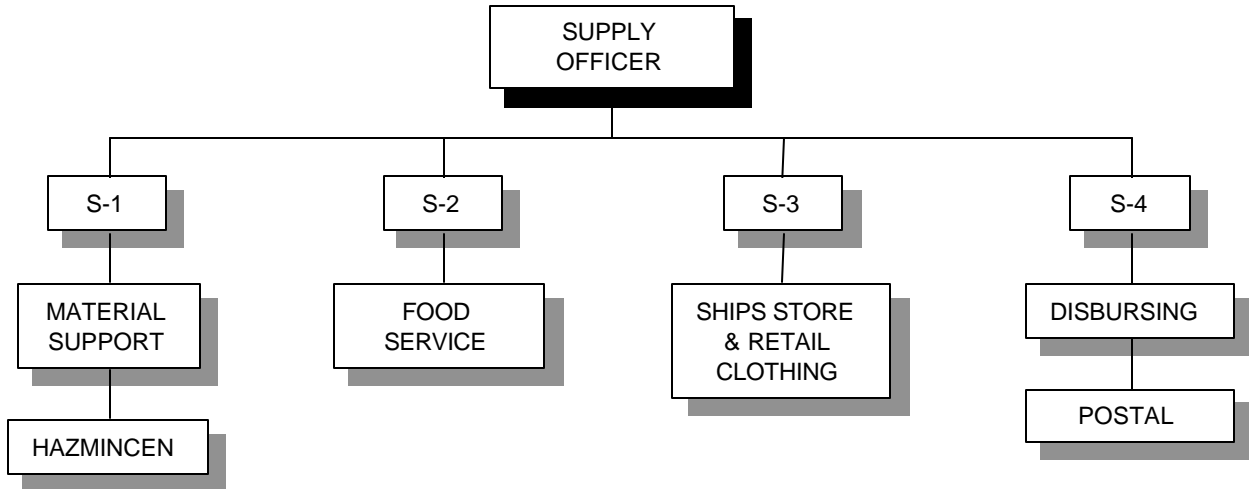
(13) Directs postal audits.

m. Training - The Training Division functions include:

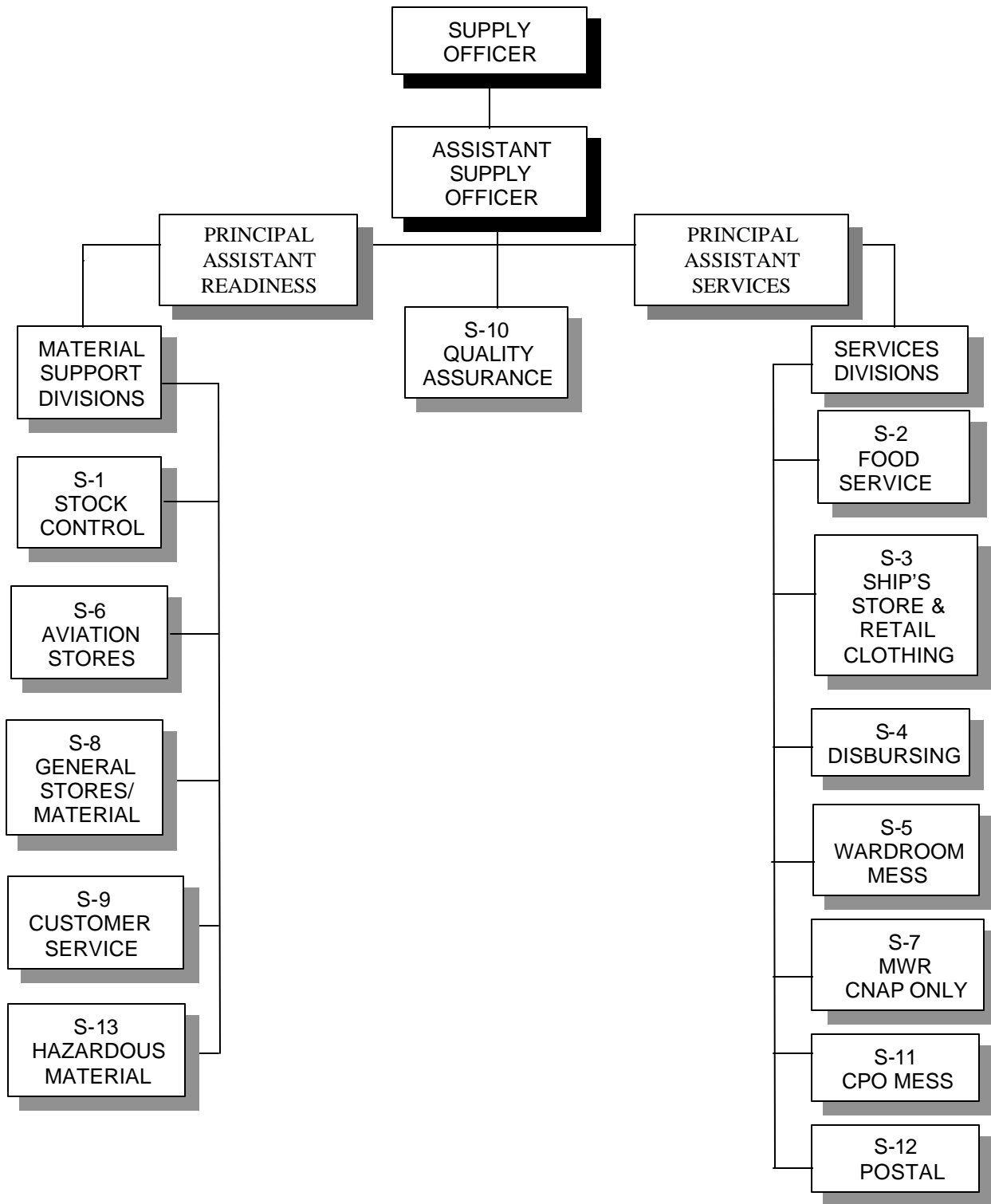
(1) Maintaining and administering a formal training program, which supplements on the job training to ensure a high state of readiness and to maintain continuity when personnel changes occur;

(2) Maintaining all records incident to the formal training program which includes curriculums by rating, lesson plans, schedules, individual training records, personnel advancement requirement forms, division officers' notebooks, and military training.

TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON A SMALL FLEET UNIT



TYPICAL ORGANIZATION OF A SUPPLY DEPARTMENT ON AN AIRCRAFT CARRIER



Section IV: FLEET SUPPORT

1065 INTRODUCTION

The operating forces of the Navy are charged with supporting national policy under all conditions, ranging from peacetime through unlimited armed conflict. The Navy Supply System is designed to support the operating forces under any conditions existing at any given time. Ships are loaded with sufficient supplies to assure a prescribed period of self sufficiency and to permit maximum retaliation when necessary. Shore bases and mobile support techniques are used to supply the operating forces as circumstances require.

1066 DEPLOYED FLEET SUPPORT

1. GENERAL. To the maximum extent possible, support of deployed fleet units is provided by forces afloat, including own ship and the Combat Logistics Force. Supplemental fleet support responsibilities are assigned to overseas bases.
2. ORGANIC LEVEL OF SUPPLY. The organic level of supply consists of the allowance materials a ship is authorized to stock to sustain operations under specified maintenance concepts for a stated period. Ship's allowance materials, when not in excess of authorized levels, normally are not subject to redistribution by a central inventory manager except when an emergency exists and redistribution is approved by the applicable operational commander.
3. ECHELONS OF RESUPPLY. The first echelon of resupply is that material positioned in ships of the Combat Logistic Forces (CLF). There is no first echelon of resupply for aviation peculiar material. The second echelon of resupply is that material stocked at ashore activities for resupplying the operating forces.

1067 COMBAT LOGISTIC FORCES (CLF)

1. COMPOSITION. The CLF includes the following ship types:
 - a. T-AFS Combat stores ship
 - b. T-AF Stores Ship
 - c. AO/T-A Oiler
 - d. AOR Replenishment oiler
 - e. AOE Fast combat support ship
 - f. AE Ammunition ship

2. SUPPLY SUPPORT. Depending on ship type and operational requirements, CLF ships may carry one or more of the following categories of material:

- a. Fleet Issue Load List (FILL)
- b. High Usage Load List (HULL)
- c. Tender and Repair Ship Load List (TARSELL)
- d. Ammunition
- e. Deckload
- f. Provisions
- g. Ships store merchandise (1Q cog)
- h. Bulk petroleum products

The categories of material carried by each ship type are specified in the Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998.

1068 ADVANCED BASES

1. INTRODUCTION. Advanced bases are activated, as necessary, in time of war for the purpose of supplementing support provided by Combat Logistic Forces (CLF) in order to cope with increased tempo of operations. They are of minimum size and scope sufficient to furnish the supply support which cannot be provided by the CLF or which is more feasibly provided ashore.

2. SUPPLY SUPPORT RENDERED BY THE ADVANCED BASE. The primary supply mission of the advanced base is the support of all shore based facilities in the area. Additional tasks, which will vary in accordance with the specific mission of the base, are the receipt and transshipment of material for task force and mobile support group ships, and the direct support of afloat units. Since an advanced base usually is composed of elements of the operating forces of more than one service, the responsibility to supply common use material and services to all elements will be assigned to one service. The supply support to be rendered by the Navy at an advanced base will depend upon the assignment of common use support responsibility.

1069 OVERSEAS BASES

1. GENERAL. An overseas base is a permanent naval base or other facility, located outside the United States, which is designed to support the fleet and overseas shore establishments. It differs from an advanced base, which is temporary in nature, in that it is a permanent facility. The general mission of overseas bases is prescribed by the management bureau, systems command, or office. The degree of supply support which overseas bases will furnish fleet units is described as follows:

- a. full supply support—complete fleet support of required items of any category of material designated to be stocked by the overseas base;

b. limited supply support—limited fleet support by the base restricted to specified categories of material or specified ships;

c. emergency supply support—limited fleet supply support within the capability of the base to provide restoration or continuance of essential operations. (Such support does not include topping off or routine replacement of repair parts or consumable materials. Material is not stocked for emergency support unless specifically directed.)

1070 FLEET SUPPORT IN UNITED STATES WATERS

1. GENERAL. Fleet units in United States territorial waters are supported by the permanent naval shore establishments, including Fleet and Industrial Supply Centers, Naval Shipyards, and other activities. This general principle does not preclude fleet commanders from using CLF ships, particularly oilers and tenders, for supporting other ships when feasible. The location and general mission of the shore activities in the United States supporting fleet units is prescribed by the Secretary of the Navy and promulgated in the Basic Naval Establishment Plan. The detailed mission of these activities is prescribed by the management bureau, office, or systems command and is usually promulgated as a numbered instruction. Standards of support are determined by the Navy Department and are promulgated in the Navy Department Program Objectives, Naval Supply Systems Command Program Objectives, and other planning documents.

2. FLEET SUPPORT FUNCTIONS. Fleet and Industrial Supply Centers will provide such fleet support functions as:

a. personally contact the ship immediately upon its arrival in port for the purpose of providing the Supply Officer with current information concerning available facilities and local procedures for obtaining supplies and services;

b. conduct internal follow-up as necessary to ensure that the required material is procured, assembled, and delivered alongside in time to meet the operating schedule of the ship;

c. furnish requisition status information and other material, such as copies of applicable shore contracts and shopping guides;

d. provide other services, such as technical library assistance and material identification assistance;

e. provide pre-deployment supply assistance to those ships designated by Type Commanders which includes:

(1) screening outstanding requisitions as requested by the fleet units and providing the latest status information; recommending alternate courses of action on outstanding requisitions, such as canceling and resubmitting for support from locally available material or upgrading existing priorities; providing for pierside delivery;

(2) upon written request from a deployed ship, hold material until ship's arrival and coordinate the necessary functions to ensure proper staging of material pending ship's arrival.

1071 FLEET SUPPORT POLICY AND RESPONSIBILITIES

1. CHIEF OF NAVAL OPERATIONS. The Chief of Naval Operations is responsible for providing fleet supply support policy and approving requirements for pre-positioned war reserve stocks.

2. BUREAU OF NAVAL PERSONNEL (BUPERS) AND BUREAU OF MEDICINE AND SURGERY (BUMED). The Chief of Naval Personnel and the Chief, Bureau of Medicine and Surgery review shipboard allowances for material under their technical and management control.

3. FLEET COMMANDERS. Fleet Commanders are responsible for the following functions relating to fleet support:

- a. utilize shipboard allowance lists as the basic stocking authority at shipboard level;
- b. authorize in excess loading of ships;

(1) for operations not supported by the Combat Logistics Forces or for operation in areas where scheduled replenishment is not practicable;

(2) to support embarked aircraft or other weapons during deployment periods for which Combat Logistic Forces support and scheduled replenishment is not planned;

(3) to meet unusual circumstances;

- c. police the utilization, maintenance, and validation of allowance and load lists, and initiate corrective action when necessary;

- d. provide logistic intelligence and state support requirements to the Naval Supply Systems Command for utilization in preparation and maintenance of allowance load lists including:

(1) the hulls or types of ships and equipment to be supported by specific tenders or repair ships;

(2) load list requirements dictated by special situations, missions, or new requirements;

(3) specific items or categories of items required as insurance items;

- e. provide for the collection of usage and demand data from fleet units for the preparation of allowance and load lists;

- f. enforce allowance and fleet load list discipline to ensure that stocks afloat do not exceed authorized levels;

- g. recommend pre-positioned war reserve stock requirements to the Chief of Naval Operations;

- h. designate ships and shore activities to carry insurance and high value items to be positioned for fleet support;

- i. conduct the Fleet Integrated Logistics Overhauls (ILO);

- j. Determine Fleet program support material requirements for overseas bases;
- k. Advise the Chief of Naval Operations as to the adequacy of Fleet and overseas base support;
- l. Inspect assigned immediate subordinate commands and establish inspection programs at lower echelons;
- m. Manage financial resources.

1072 OPERATION OF THE INTEGRATED NAVY SUPPLY SYSTEM

1. GENERAL. The Navy Supply System is integrated with the Defense Logistics Agency (DLA) Supply System; The DLA Supply System is explained in par. 1072-3. This paragraph will describe the operation of the Navy Supply System, the operation of the DLA Supply System, and the operation of the integrated Navy Supply System, in providing material required by the operating forces. It should be realized that the Navy and DLA Supply Systems are much more complicated than the following descriptions indicate. This paragraph will present only the skeletonized view of the system in order to assist in understanding the relationships of the various elements.

2. THE NAVY SUPPLY SYSTEM

- a. General. The term “Navy Supply System”, as used in this paragraph, describes that system under the direction of the Commander, Naval Supply Systems Command, consisting of inventory managers and Fleet and Industrial Supply Centers (FISCs), which functions to provide material to the operating forces of the Navy. The functions of inventory managers, including the Inventory Control Point (ICP) are described in par. 1008. The operation of FISCs and Naval Shipyards (NSYs) is described in pars. 1009-1011.
 - b. Inventory Control Point. The ICP manages material which is held in a distribution system composed of shore supply activities. The ICP provides the material required, based on transaction reports submitted by the Navy ashore supply activity. The ICP stock management responsibilities to the supply system are summarized as follows:
 - (1) Position material at various Navy ashore supply activities (e.g. FISCs, Naval Air Stations, Trident Refit Facility, and Contractor warehouses);
 - (2) Retain inventory control of material through an extensive stock reporting system;
 - (3) Provide technical assistance and cataloging services to the supply system (and to its customers).
- c. Fleet and Industrial Supply Centers. The primary contact points of the operating force for material support are the FISCs. Other contact points such as NSYs (see par. 1011) are not usually associated with direct Fleet support, but may be used when necessary. The material support functions of the FISCs are summarized as follows:
 - (1) Procure, receive, store, and issue material;
 - (2) Invoice customers for material issued;
 - (3) Report issues of material to the cognizant ICP.

(4) Report receipt of material to cognizant ICP.

d. Operation of the Navy Supply System. The illustration on the following page depicts the operation of the Navy Supply System from the receipt of a customer's requisition to the replenishment of stock. The items enumerated correspond to the numbered lines in the illustration:

(1) USS JOHN PAUL JONES submits a requisition to FISC San Diego, for a cognizance symbol 1H repair part.

(2) After researching their records and determining that the item is not in stock, FISC San Diego, refers the requisition to the proper inventory manager for cognizance symbol 1H material, NAVICP Mechanicsburg.

(3) NAVICP Mechanicsburg, after researching their master records and determining that the requested item is in stock at FISC Yokosuka, refers the requisition to FISC Yokosuka.

(4) FISC Yokosuka, issues the material to USS JOHN PAUL JONES.

(5) FISC Yokosuka, makes an issue transaction report to NAVICP Mechanicsburg.

(6) NAVICP, after applying the issue report to its master record, ascertains that FISC Yokosuka's stock of the item is below the required level and issues a contract to the XYZ Corporation for replenishment.

(7) The XYZ Corporation ships the material to FISC Yokosuka.

(8) FISC Yokosuka, makes a receipt transaction report to NAVICP Mechanicsburg.

3. THE DEFENSE LOGISTICS AGENCY SUPPLY SYSTEMS

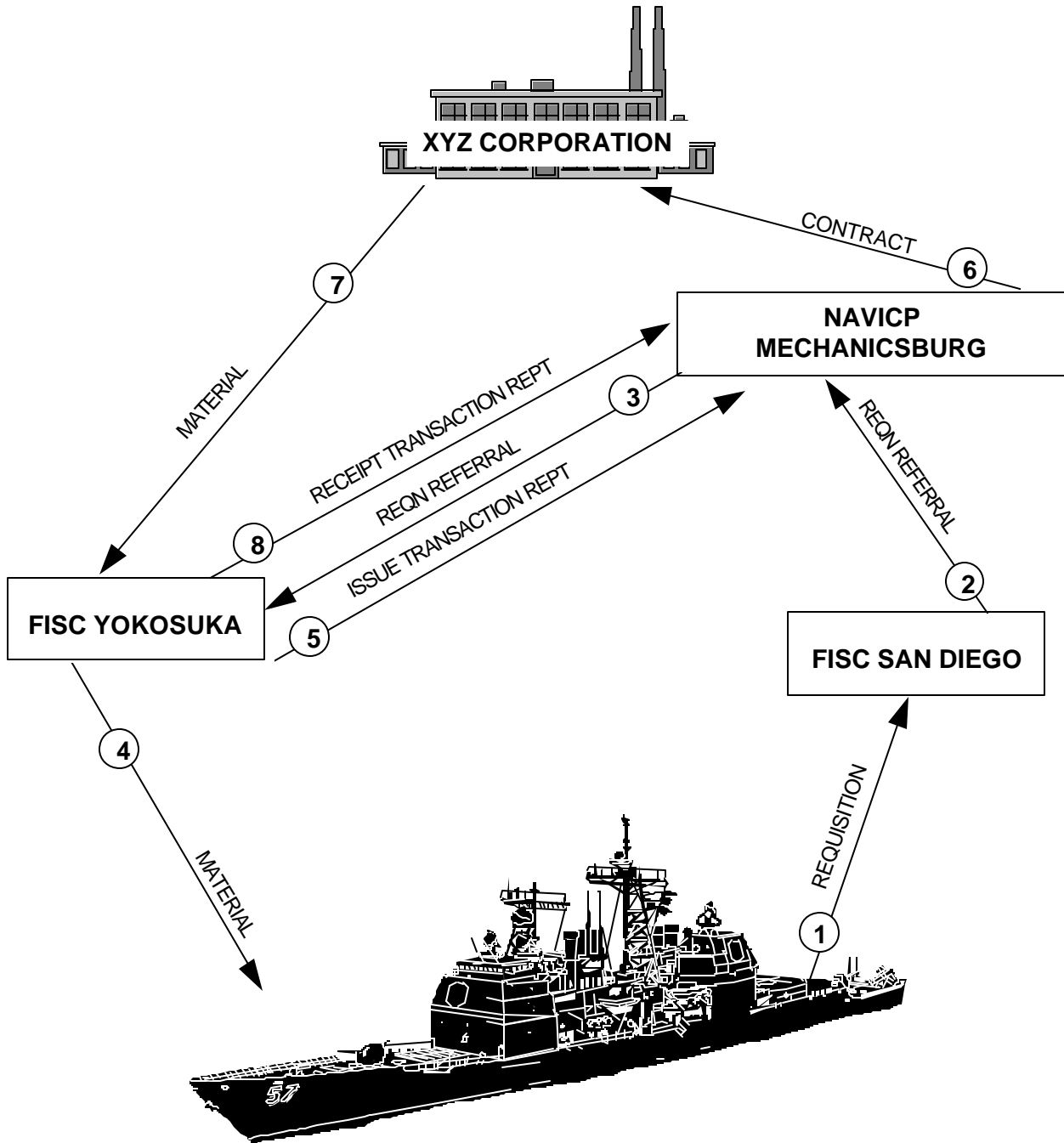
→ a. General. DLA is a supply support organization which is assigned management responsibility and control of items in common use by all military services. About 60 percent of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by the number 3 or 9 preceding the alphabetic cognizance symbol, except for cognizance symbol 3H material which is managed by NAVICP MECH and 9Q material which is managed by the General Services Administration (GSA). Management of the DLA supply system is exercised through DLA headquarters at Fort Belvoir, VA. The role of DLA headquarters in the DLA supply system can be compared to the role of the Naval Supply Systems Command within the Navy Supply System.

b. DLA Supply Centers. Defense Supply Centers (DSCs) perform the same functions for the Defense Supply System as the ICP performs for the Navy Supply System (see par. 1072-2b), except Defense Energy Support Center (DESC) has no responsibility for inventory control. There are five DSCs, each responsible for a certain type of material. They are:

(1) Defense Supply Center Philadelphia (DSCP) (formerly DPSC), PA- food items, medical supplies, and clothing;

(2) Defense Energy Support Center (DESC) (formerly DFSC), Washington, DC - bulk petroleum and bulk petroleum based chemicals;

THE NAVY SUPPLY SYSTEM



(3) Defense Supply Center Philadelphia (DSCP), Philadelphia, PA -(formally DISC) industrial type items (e.g., bearings, wire rope, and sheet metal);

(4) Defense Supply Center Richmond (DSCR), Richmond, VA - (formally DGSC) furniture, food preparation equipment, recreation equipment, packaged petroleum products, office supplies, and cleaning supplies.

(5) Defense Supply Center Columbus (DSCC), Columbus OH (Defense Electronics Supply Center (DESC) and Defense Construction Supply Center (DCSC) merged to form DSCC) - electronic and electrical equipment and repair parts, structural material and equipment, components, and repair parts;

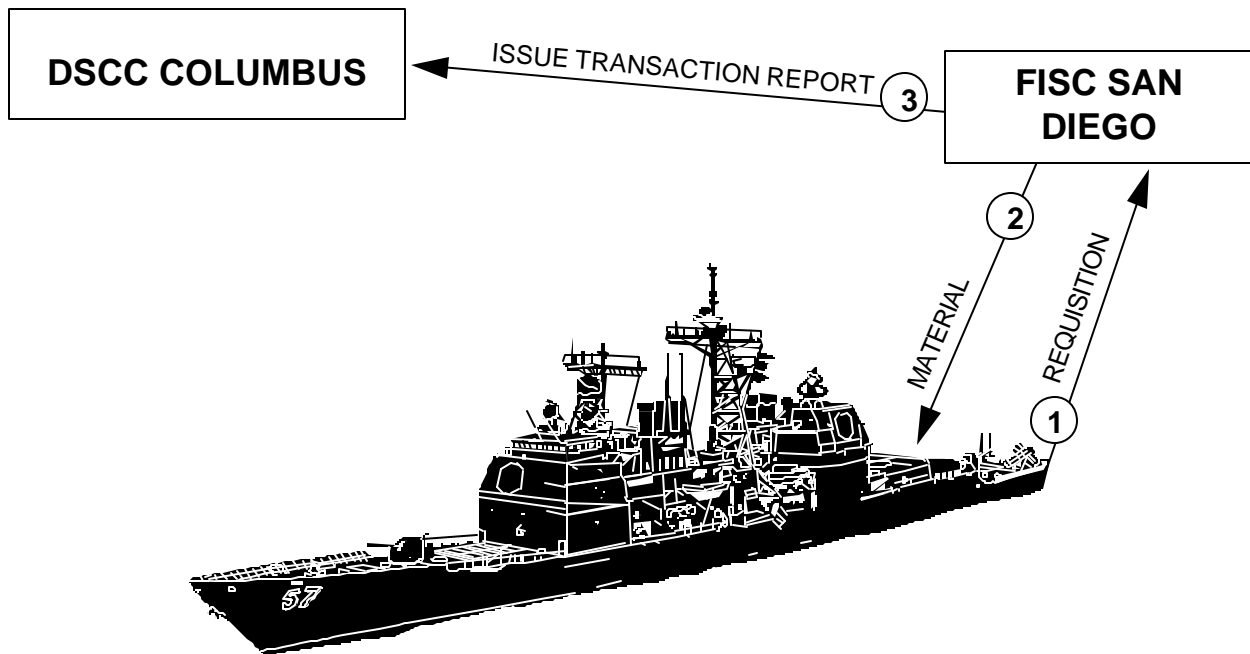
c. DLA Material Distribution Activities. Material distribution functions within the Defense Supply System are performed by Defense Depots (DDs). A defense depot is a storage point for DLA material. Issue of material from a DD is centrally controlled by the cognizant DSC and is based on a requisition received and processed centrally by the DSC. DDs cannot accept requisitions directly and issues are made only when directed by the DSC.

d. Operation of the DLA Supply System. The following illustration depicts the operation of the DLA supply systems in filling a requisition submitted by an afloat customer:

(1) USS JOHN PAUL JONES submits a requisition for cognizance symbol 9C material to FISC San Diego.

(2) FISC San Diego, issues the material from DLA stocks.

(3) FISC San Diego, reports the issue transaction to DSCC. In the foregoing example, it should be understood that although requisitioned from and supplied by a FISC, the material issued was owned and managed by DSCC.



e. Navy Retail Stock Points. The DLA materials that are stored and issued by Navy stock points are DLA owned and, therefore, managed as “wholesale” stock. All other DLA materials held by Navy stock points are Navy owned, inasmuch as they were purchased with Navy Working Capital Fund money from the cognizant DSC(s). These DLA materials are managed as “retail” stock, and the holding activities are known as Navy retail stock points. The management function at the retail level for Navy owned DLA material is performed by Navy retail offices (NROs). The NRO’s manage material by financial means only, i.e., they apportion Navy Working Capital Fund money to the Navy retail stock points for use in purchasing DLA material. The Naval Inventory Control Point, Mechanicsburg, Code 0133, is the principal NRO.

4. THE INTEGRATED NAVY SUPPLY SYSTEM. The illustration on the following page depicts the operation of the integrated Navy Supply System. The following items correspond to the numbered lines in the illustration;

- a. USS JOHN PAUL requisitions cognizance symbol 9N material from FISC San Diego.
- b. FISC, San Diego, after screening its stocks and determining that the requested material is not carried, refers the requisition to DSCC Columbus, the cognizant inventory manager.
- c. DSCC Columbus, after researching its master records and determining that the material is available at FISC Yokosuka, refers the requisition to FISC Yokosuka.
- d. FISC Yokosuka, issues the material to USS JOHN PAUL JONES.
- e. FISC Yokosuka, makes an issue transaction report to DSCC Columbus.
- f. DSCC Columbus, after applying the issue report to its master record, ascertains that stock of the item at FISC Yokosuka, is below the required level and issues a contract to the ABC Corporation for additional stocks of the item.
- g. The ABC Corporation ships the material to FISC Yokosuka.
- h. FISC Yokosuka, makes a receipt transaction report to DSCC Columbus.

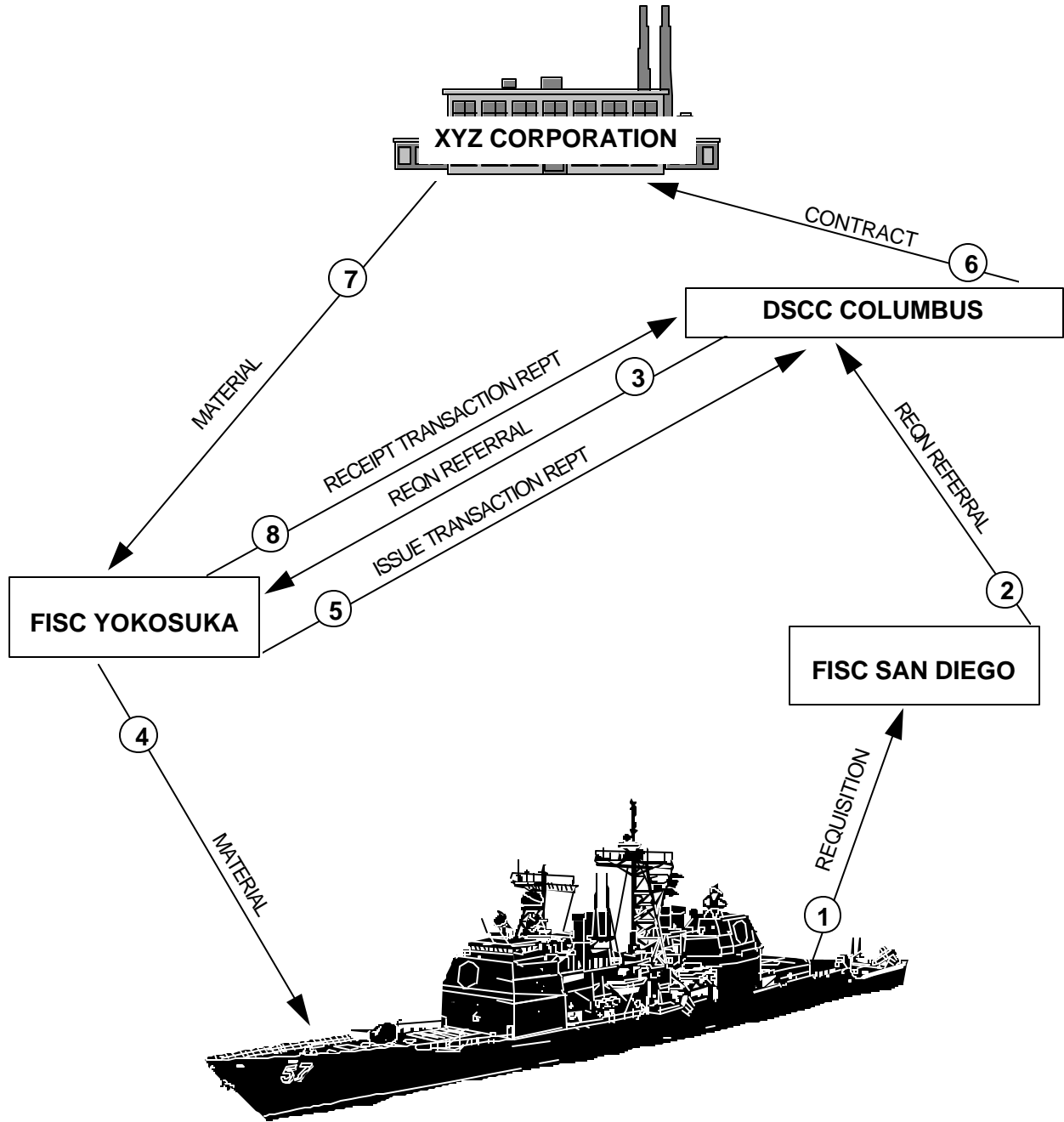
5. THE GENERAL SERVICES ADMINISTRATION (GSA). The General Services Administration (GSA) provides common use items, such as paint, paper, hand tools, and cleaning gear to the Navy. Navy interest items are listed in FEDLOG as cognizance symbol 9Q and are available at Fleet and Industrial Supply Centers (FISCs). Information concerning identification and procurement of GSA material is contained in par. 3442.

1073 NAVAL RESERVE TRAINING SHIPS

1. GENERAL. The supply functions of Naval Reserve Training Ships operate under the provisions of NAVSO Publication 3013-2; NAVSUP Publications 485, 486, and 487; and amplifying instructions of the respective Type Commanders. Naval Reserve Training Ships (NRT ships) are designated by the Chief of Naval Operations as:

- a. NRT ships in commission “in reserve” (Group 1),
- b. NRT ships in service “not in commission” (Group 2),
- c. NRT ships out of commission (used for classrooms) (Group 3).

THE INTEGRATED NAVY SUPPLY SYSTEM



Part B: ADMINISTRATION**Section I: PERSONNEL****1100 OFFICERS OF THE NAVAL SERVICE**

1. GENERAL. Officers of the United States naval service will be known as officers of the line, officers of the staff corps, and chief warrant officers. Officers of the staff corps of the Navy include, among others, officers of the Supply Corps. All officers of the naval service, regardless of designation or corps, have the necessary authority for the performance of their duties and will be obeyed by all persons, of any designation or corps, who are subordinate to them in accordance with regulations or orders from competent authority.

2. SUPPLY CORPS OFFICERS/WARRANT OFFICERS. The term "Supply Corps Officer/Chief Warrant Officer" refers to an officer/chief warrant officer of the Supply Corps.

1101 SUPPLY OFFICER

1. DEFINITION. . The term "Supply Officer" is used to describe the head of the Supply Department of a ship or other activity. The Supply Officer is either a Supply Corps officer assigned to that duty by competent authority or a line officer designated as such by the Commanding Officer.

2. LINE OFFICERS DESIGNATED AS SUPPLY OFFICER. On ships without a Supply Corps Officer assigned, the Commanding Officer will designate, in writing, a line officer to be the Supply Officer. The Commanding Officer will issue such letters of authority to the designated Supply Officer as may be required for the proper performance of his duties. The letters of authority will be (but are not limited to) the following (see par. 1188):

- a. letter of authority to perform as Supply Officer;
- b. letter of authority to perform as Food Service Officer;
- c. letter of authority pertaining to accountability for food service operations in accordance with NAVSUP Publication 486, Volume I, par. 1030-4.

3. DUTIES AND RESPONSIBILITIES. The Supply Officer is responsible to the Commanding Officer for the proper performance and administration of all Supply Department functions as follows (also see OPNAVINST 3120.32, Standard Organization and Regulations of the U.S. Navy, par. 328):

- a. the economical and efficient operation of the Supply Department;
- b. the procurement, receipt, stowage (when applicable), issues, and accounting for equipment, repair parts, and consumables required to support the ship;
- c. the operation and upkeep of equipment assigned to the Supply Department and the cleanliness and upkeep of assigned Supply Department spaces;

- d. the training and supervision of personnel assigned to the Supply Department;
- e. the certification for payment of lawful bills;
- f. operation and supervision of the general mess, including the procurement, preparation, and service of food;
- g. operation and supervision of the ships store except when the Ships Store Officer is designated, in writing, to be other than the Supply Officer;
- h. the performance of such other collateral duties as are assigned by the Commanding Officer.

Although responsibility and accountability for certain Supply Department functions may be delegated to subordinates in accordance with par. 1104, such assignments do not relieve the Supply Officer of his responsibility to the Commanding Officer for the proper performance of the functions so assigned.

1102 ASSISTANT SUPPLY OFFICER

1. GENERAL. The Assistant Supply Officer should be the next senior Supply Corps Officer and will be the principal assistant to the Supply Officer, acting as Supply Officer during periods when the Supply Officer is absent or incapacitated. Primarily, the Assistant Supply Officer will ensure the proper administration of the department and training of supply personnel.

1104 OTHER SUPPLY DEPARTMENT OFFICERS

1. GENERAL. Other Supply Corps Officers will be assigned to duties at the Supply Officers discretion, except that an officer will be assigned as Disbursing Officer by the Bureau of Naval Personnel only (see par. 1104-2). Officers assigned as Division Officers will be responsible directly to the Supply Officer for the proper operation and administration of their division. The assignment of an officer to accountable duty in no way relieves the Supply Officer from responsibility for the proper performance of the supply functions so assigned. The Supply Officer will establish controls to ensure that the duties assigned to subordinate Supply Corps Officers are being performed properly. The following controls are recommended minimum requirements:

- a. frequent inspections including spot inventories;
- b. frequent record review;
- c. training, to ensure that subordinate officers have broad knowledge of all phases of afloat supply operations;
- d. written instructions to define clearly the duties and responsibilities of subordinates.

2. **DISBURSING OFFICER.** A Supply Corps Officer may be ordered to a ship by the Bureau of Naval Personnel with the designation "Assistant for disbursing". When so designated, he will be responsible for the procurement, custody, disbursement, and collection of and accounting for government funds as authorized by the Comptroller of the Navy. In addition, he renders in his own name and on his own responsibility the financial returns as prescribed by the Comptroller of the Navy. The Supply Officer will exercise general administrative control over the disbursing activities but will not be accountable for any funds handled by the assistant for disbursing. On ships having no assistant for disbursing assigned, the Supply Officer, if an officer of the Supply Corps, will be ordered to additional duty as the Disbursing Officer. When the Supply Officer is other than an officer of the Supply Corps, the disbursing functions as such are not performed.

3. **SHIPS STORE OFFICER.** At the request of the Supply Officer, the Commanding Officer may assign financial accountability for ships store functions, including the rendering of returns, to subordinate Supply Corps Officers. Assignments made under this authority will terminate upon the relief or detachment of the Supply Officer who requested the assignment. Termination of assignment will occur also upon the relief or detachment of the officer designated under this authority. Officers assigned as Ships Store Officer will be responsible for all ships store functions. Ships store records and returns will be maintained and submitted in the name of the Ships Store Officer if the provisions of this paragraph have been complied with; otherwise, in the name of the Supply Officer.

4. **FOOD SERVICE OFFICER.** At the request of the Supply Officer, the Commanding Officer may assign financial accountability for food service functions, including the rendering of returns, to subordinate Supply Corps Officers. Assignments as Food Service Officer will be made in writing and a copy will be provided to the Type Commander. Assignments made under this authority will terminate upon the relief or detachment of the Supply Officer who requested the assignment. Termination of assignment will occur also upon the relief or detachment of the officer designated under this authority. Termination as Food Service Officer will be made in writing and a copy will be provided to the Type Commander. Officers assigned as Food Service Officer will be responsible for all food service functions. Food service records and returns will be maintained and submitted in the name of the Food Service Officer if the provisions of this paragraph have been complied with, otherwise in the name of the Supply Officer.

1106 ENLISTED PERSONNEL

1. **GENERAL.** The Supply Officer or his designated assistant will assign duties and responsibilities to enlisted Supply Department personnel. Personnel assignment to functions should be consistent with the qualifications prescribed by the enlisted rating structures. However, since the number and qualifications of Supply Department personnel vary in different ships, sound judgment must be exercised to ensure that assignments will afford maximum utilization of available resources. Additionally, the Supply Officer or his designated assistant and the appropriate Division Officer will screen the record and interview all enlisted personnel to ascertain if a history of conduct infractions, financial problems, substance abuse or generally aberrant behavior would preclude assignment of an individual to a sensitive position such as those requiring:

- a. the handling of cash and other instruments such as money orders and postage stamps;
 - b. initiation or completion of purchase orders;
 - c. acceptance or certification of material or services;
 - d. receipt, stowage, issue, inventory or off-load of classified, pilferable or repairable items;
 - e. keeping of financial logs;
 - f. other positions as appropriate.
- Fleet or Type Commanders will determine and promulgate guidance as desired concerning documentation of this screening process. Special attention should be given to individuals considered for assignment to multiple duties which provide an extra opportunity for abuse or compromise through lack of a working cross-check. The mess deck Master at Arms and food service attendants will be assigned in accordance with Food Service Management Manual (NAVSUP Publication 486), Volume I, par. 1030. All ratings will be considered as supply ratings when such personnel are assigned to the Supply Department and should be given the same screening as that utilized for sensitive supply positions.

1107 DUTY SUPPLY DEPARTMENT REPRESENTATIVES

1. DUTY SUPPLY OFFICER. A representative for the Supply Department will be assigned the duty each day to conduct Supply Department business outside of established working hours. This assignment will be made by the Supply Officer and the representative will be referred to as the Duty Supply Officer. Normally Supply Department personnel (Supply Corps Officers and senior enlisted personnel) will be assigned this duty. However, when the Supply Department complement is insufficient to satisfy this requirement, personnel from other departments may be designated as Duty Supply Officer, upon approval of the Commanding Officer. The Duty Supply Officer will be responsible for the following:

- a. remaining on board for the period of assigned duty;
- b. making required departmental reports;
- c. Holding necessary master keys for access to supply spaces;
- d. performing the duties of the head of department in absence of the Supply Officer;
- e. handling emergency business, such as receipt and inspection of stores, issues, and procurement;
- f. performing random inspections and security checks of Supply Department spaces;
- g. informing the Supply Officer of business occurring and action taken during his absence.

2. DUTY STOREKEEPER. When a duty storekeeper is required by the Supply Officer, a storekeeper will be assigned the duty each day and will act as assistant to the Duty Supply Officer in administering necessary business of the department when regularly assigned personnel are not in a duty status.

Section II: INSPECTIONS AND SECURITY**1115 NAVAL COMMAND INSPECTION PROGRAM**

→ The Naval Command Inspection Program is described in SECNAVINST 5040.3 (series). The concept of the Naval Command Inspection Program is that inspection visits of subordinate commands and units will be conducted periodically by the Immediate Superior in Command (ISIC) or the Immediate Unit Commander (IUC). Where both administrative and operational commanders are involved the inspection responsibility is that of the administrative ISIC/IUC.

1. The primary objectives of each inspection are to:
 - a. Evaluate the efficiency and effectiveness of Supply Department functions in support of the operating units assigned mission(s).
 - b. Determine the adequacy and quality of resources (i.e., personnel funds, facilities, equipment) available to the Supply Department.
 - c. Assess the effect of any resource or administrative deficiency(ies) on the unit's ability to perform its mission(s).
 - d. Recommend, via the chain of command, appropriate action to correct deficiencies.
2. Areas to be evaluated may include but are not limited to:
 - a. Standards of Conduct and Conflict of Interest,
 - b. Audiovisual Resources Management and Reporting,
 - c. Control of Organizational Issue Material,
 - d. Personnel and Material Upkeep and Cleanliness,
 - e. Resource Management,
 - f. Inventory/Material Management,
 - g. Unit Training.

1116 LOCALLY INITIATED INSPECTIONS

1. GENERAL. The responsibilities of the Commanding Officer, Executive Officer, heads of departments, and division officers in carrying out inspections are set forth in U.S. Navy Regulations. These inspections are essential to ensure maintenance of the high standards required of an effective ship. The usual forms of these inspections are outlined in par. 1116.

2. PERSONNEL INSPECTION

a. Inspections at Quarters. Each muster at quarters (see Art. 0708 Navy Regs.) will include an informal inspection by each Supply Department division officer of his division personnel. The inspector will give particular attention to individual cleanliness, haircuts posture, proper wearing of the uniform and overall military appearance.

b. Commanding Officers Inspection. The Commanding Officer is required to hold periodic personnel inspections (see Art. 0708. Navy Regs.) to ensure that personnel under his command present a neat, clean, and military appearance.

3. INSPECTION OF SHIP

a. Periodic Inspections of Shipboard Spaces. See article 0708, Navy. Regs. requires the Commanding Officer to conduct periodic inspections of shipboard spaces to determine material deficiencies and to ensure cleanliness. When he personally cannot inspect all spaces with a reasonable length of time, he will designate the zones which are to be inspected by department heads or other responsible officers.

b. Supply Duty Officer inspection. Prior to the Eight O'clock Reports, the Supply Duty Officer will satisfy himself that space and equipment of his department are secure and in satisfactory condition for the night. He may ascertain this either by personal inspection or by taking reports from division officers or responsible petty officers that they have inspected assigned spaces and equipment.

1117 SECURITY OF FILES, RECORDS, AND PUBLICATIONS

Supply Officers will ensure that required records and publications are safeguarded from loss or destruction. Such records and publications will be removed from the applicable supply space only when absolutely necessary. Any classified documents in the possession of Supply Department personnel will be handled in accordance with current shipboard instructions and the Department of the Navy Information Security Program Regulation (see OPNAVINST 5510.1 (series)).

1118 SECURITY OF SUPPLY DEPARTMENT SPACES

1. GENERAL. The following general security rules will apply to Supply Department spaces:

a. Materials in store always will be kept under lock and key except when the bulk of such material makes stowage under lock and key impractical;

b. Supply spaces will be kept locked when not attended by authorized personnel;

c. Responsibility for the security of spaces will rest with the person in charge of each space;

d. Permission for entry of persons ordinarily not authorized to have access to supply spaces will be obtained from the Supply Officer or his delegated assistant;

- e. No supply space will be secured in such a manner to impede access by use of ordinary damage control equipment during an emergency;
- f. Keys to supply space padlocks will not be taken from the ship;
- g. A key log will be maintained to identify the holders of keys removed from the key locker;
- h. Combinations to combination locks will not be recorded in writing except as prescribed in Ships Store Afloat (see NAVSUP Pub. 487, par. 1030);
- i. All key padlocks will be 1½ inch, pin tumbler type, with dead bolt either brass or bronze. The locks will be keyed individually and furnished with two master keys for each group and two grand master keys for each set.
- j. All key less padlocks will be the three combination manipulation resistance type 8077A, NSN 9Z5340-00-285-6523;
- k. Combinations on keyless padlocks will be changed at least every six months.

2. SPACE GROUPING AND SECURITY ADMINISTRATION. Supply Department spaces will be assigned to space groupings as described in the following subparagraphs (see illustration page 1-41).

a. Group I. Group I spaces consist of all Supply Department general stores spaces, including storerooms, special lockers, and related spaces, except when other security requirements are set forth by competent authority. Navy Working Capital Fund (material carried under Material Financial Control System (MFCS)) material stowage spaces are included in this group. Each lock will be opened by an original and a duplicate key different from the keys to any other space. The original key will be drawn from the general key locker at the beginning of the day, and will remain in the possession of the person in charge of the space during working hours. At the end of the working day it will be placed in the general key locker in the supply office. Except when authorized to be kept in a special duplicate key locker, duplicate keys will be kept in a duplicate key locker in the supply office or in the Supply Officers safe. A special duplicate key locker may be authorized by the Supply Officer when shipboard procedures require recurring use of Group I duplicate keys (e.g., for a supply support center). When a special Group I duplicate key locker is in use, procedures for and limits on the use of the duplicate keys will be posted on or near the Group I duplicate key locker. A master key, which will open all locks in Group I, will be in the custody of the Supply Officer. In addition, a duplicate master key may be placed in the custody of an officer or petty officer designated in writing by the Supply Officer.

b. Group II. Group II spaces consist of food service spaces including the galley, bake shop, bread room, vegetable preparation area, food service issue room, meat preparation area, refrigerated spaces, and food service storerooms. Each lock will be opened by an original and a duplicate key different from the key to another space. These keys will be handled in the same manner as keys for Group I, except that the keys to the galley, bake shop, bread room, meat preparation area, and vegetable preparation area will not be turned in to the key locker, but will be passed between galley supervisors upon relief. A master key, which will open all locks in Group II, but different from the master key to Groups I and IV, will be in the custody of the Supply Officer. In addition, a duplicate Group II master key may be placed in the custody of an officer or petty officer designated in writing by the Supply Officer.

→ c. Groups III and IV. Group III spaces consist of the ships retail and clothing stores, vending machines, and related bulk storerooms. Group IV spaces consist of the ships service activities, such as the barbershop, tailor shop, dry cleaning shop, and laundry. When cash transaction are made or material intended for cash sale is stowed in a group IV space, it must be secured as a Group III space (spaces used for stowage of ships store material carried under the Material Financial Control System (MFCS) are considered to be Group I spaces). All Group III and Group IV spaces will be secured in accordance with Ships Store Afloat (see NAVSUP Pub. 487), par. 1030.

d. Grand Master Key. A grand master key will be kept in the custody of the Supply Officer. The Supply Officer may authorize a duplicate grand master key to be passed between duty Supply Officers provided that strict accountability is maintained. The grand master key will open all locks in Groups I, II, and IV. It will not open Group III.

e. Spare Padlocks. Padlocks in master series come in sets of 10-20-40, etc. A set of sufficient quantity should be ordered to provide a surplus of ten percent padlocks when installing or replacing a master set series.

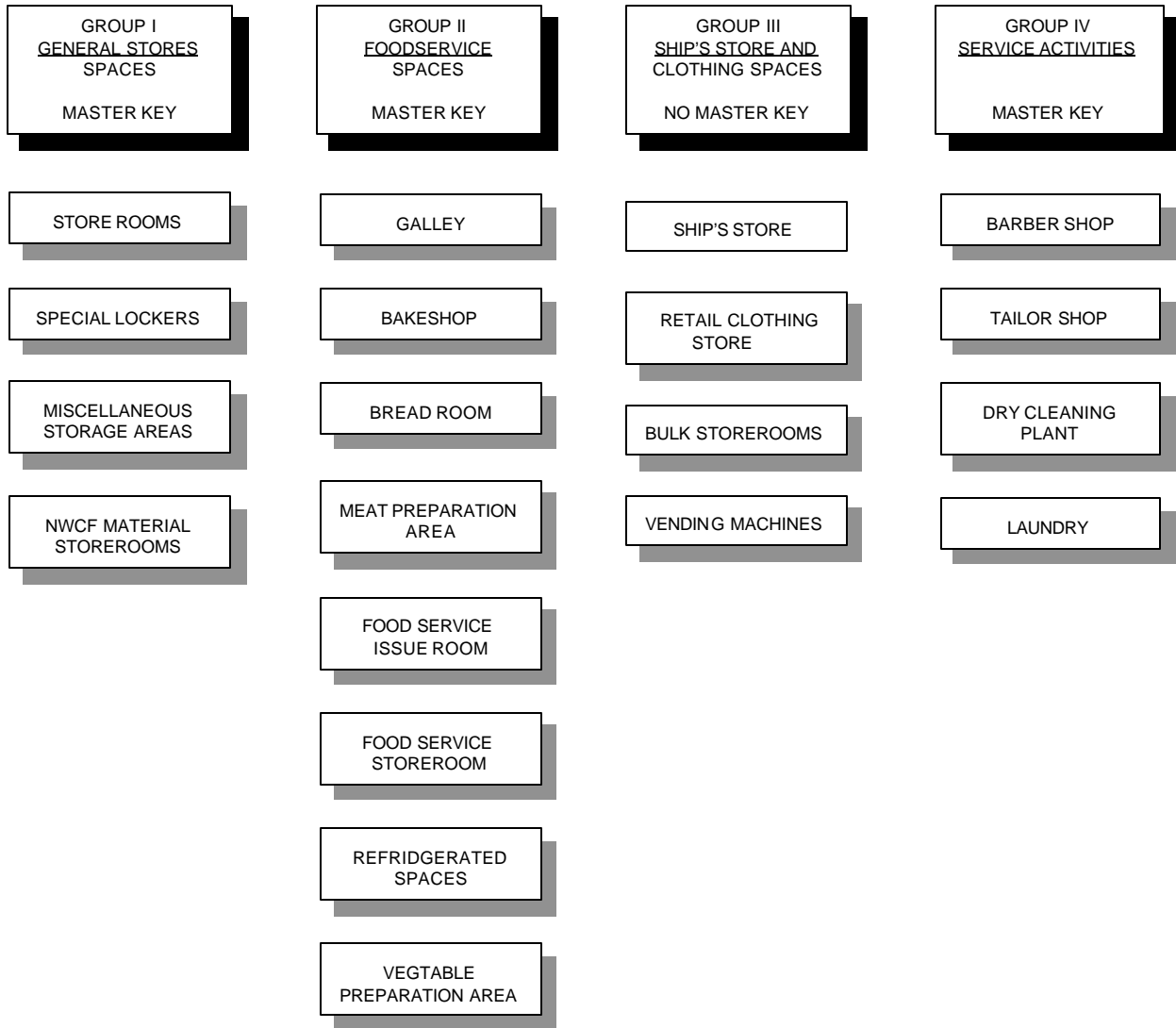
f. Separate Padlock Series within a Space Group. Separate padlock series sets will be used within a space group when the number of padlocks within a single series is insufficient to meet the requirements of the group. Keys will be maintained as prescribed in subpar. a, b, or c, as applicable.

3. ACCESS TO STORES BY HEADS OF DEPARTMENTS. For purposes of inspection and as directed by the Commanding Officer, heads of departments will be allowed access to Supply Department storerooms containing material which pertains to their departments. Heads of departments will not be given keys to Supply Department spaces but will be admitted by the Supply Officer or his designated representative.

4. MISCELLANEOUS

a. Supply Department Offices. The Supply Department offices are to be kept locked when not open for business. Distribution of keys to Supply Department offices will be at the discretion of the Supply Officer.

SUPPLY DEPARTMENT SPACE GROUPINGS



b. Key Lockers. The original keys to key lockers will be kept in the possession of the Supply Officer. Duplicate keys will be passed between duty Supply Officers or Supply Department duty petty officers as authorized by the Supply Officer.

c. Alcohol Locker. Alcohol requiring security storage will be kept in a locked chest or locker. The key or combination in the possession of the Supply Officer unless the Commanding Officer specifically designates, in writing, another officer as custodian of the alcohol locker. In such case, a copy of the letter is required to be kept on file in the supply office. If a key type padlock is used to secure the alcohol locker, it cannot be from a group or set of padlocks that would allow a master or grand master key to open it. The duplicate key or record of the combination will be maintained in accordance with the procedures prescribed for Group III spaces.

Section III: ACCOUNTABILITY AND RESPONSIBILITY FOR PUBLIC FUNDS AND PROPERTY**1135 ESTABLISHMENT OF ACCOUNTABILITY**

Title 31 U.S. Code 3302 provides (a) person having custody or possession of public money, including a disbursing official having public money not for current expenditure, shall deposit the money without delay, but not later than the 30th day after the custodian receives the money, in the Treasury or with a depository designated by the Secretary of the Treasury under law. The Secretary or a depository receiving a deposit shall issue duplicate receipts for the money deposited. The original receipt is for the Secretary and the duplicate is for the custodian. It is well founded by law and regulation that any person authorized to have public property in his custody or possession is responsible upon proper occasion to produce the property or evidence of its authorized disposition. In either case, the person having funds or property of the United States in his custody assumes a public trust that the funds or property will be utilized for purposes authorized by law or regulation.

1136 DEFINITIONS

1. **ACCOUNTABILITY.** The degrees of accountability to the United States cannot be set forth in detail because of the many fine distinctions contained in rulings of the courts, in opinions of the Attorney General, in decisions of the Comptroller General, etc. A final conclusion on any question of accountability generally depends upon the facts involved in that particular case; the rule expressed, although of general interest, may not be for general application.
2. **ACCOUNTABLE OFFICER.** The term "accountable officer" will be construed to mean an officer detailed to duty involving financial responsibility for public funds and property in his custody.
3. **ACCOUNTABLE OFFICER SUBMITTING RETURNS.** For the personal accountability returns, i.e., disbursing, ships store, retail clothing store, and subsistence returns, the term "Accountability" is defined as the obligation to render an accounting of property and funds imposed upon an officer. This officer is charged by law, lawful order, or regulation with the responsibility for keeping accurate records of public funds or property. He assumes a public trust that such funds or property will be utilized for purposes authorized by law or regulations. The property or funds may or may not be in his physical possession.
4. **ACCOUNTABLE PERSON NOT SUBMITTING RETURNS.** An accountable person not submitting returns is a person who, in the performance of the primary duties of his official position, designation, or assignment, and within the limits of the authority vested in him, is required to receipt for and to assume jurisdiction and continuous security over public funds or public property which may come into his physical possession because of his position, designation, or assignment. In addition, the accountable person is required to exercise immediate personal supervision of the stowage, the storage spaces, the maintenance of required records, and the proper disposition of the funds or property.

5. **RESPONSIBILITY.** Responsibility is defined as the obligation placed upon an individual by law, lawful order, regulation, or custom of the service to exercise custody, care, protection, and keeping of property, records, or funds entrusted to his possession or under his supervision and to carry forward an assigned task to a successful conclusion. In case of fire, shipwreck, or other disaster, it will be the duty of every accountable officer to secure and preserve the accounts of officers and men, public money, and such other public papers and property, in the order of importance, as circumstances permit.

6. **ISSUES TO OTHER NAVAL ACTIVITIES.** When requested by the Commanding Officer of a ship or activity, and if so ordered by his own Commanding Officer, an accountable officer will make purchases for, or issue public funds, stores, and clothing to, such ship or activity.

1137 ASSIGNMENT OF RESPONSIBILITIES

1. **GENERAL.** The responsibilities which the Supply Officer or Ships Store Officer may assign, those which cannot be assigned, and the minimum controls which must be exercised are described in the following paragraphs. The term "Monies" as used herein is limited to cash transactions incident to supply operations and does not include monies held by a disbursing officer. Subordinates who fail to properly carry out assigned responsibilities may be punished under the Uniform Code of Military Justice (Title 10 U.S. Code 801-940), Arts. 92, 108, 132 and such other articles thereof as may be applicable.

2. **ASSIGNABLE RESPONSIBILITIES.** The following responsibilities may be assigned to subordinates:

- a. custody, care, and protection of monies and property;
- b. proper documentation of receipt and issue of material and monies;
- c. custody and accurate maintenance of stock and financial control records;
- d. inventory control practice to insure prescribed stock levels;
- e. taking inventories and submission of inventory reports;
- f. preparation of required reports and property returns;
- h. rendition of required reports and property returns afloat when the pertinent provisions of par. 1104 have been complied with.

3. **NONASSIGNABLE RESPONSIBILITIES.** The following responsibilities cannot be assigned to subordinates:

- a. military and administrative responsibility to higher command;
- b. rendition of accurate accounting for public property and monies (except afloat when the pertinent provisions of par. 1104 have been complied with);
- c. coordination, guidance, and supervision of all assigned units;
- d. accomplishment of assigned duties and functions;

e. supervision and direction of subordinates in their efforts to carry forward assigned tasks to a successful conclusion.

4. CONTROLS. The following are the minimum controls which will be exercised by a responsible person to assure that responsibilities assigned to subordinates are being met:

a. prescribe, in the Supply Department organization chart or other written directive, the responsibilities assigned to key personnel;

b. make frequent inspections of spaces and operations to insure the effective performance of tasks assigned to subordinates and to render such direction, guidance, and instruction as may be necessary;

c. conduct frequent internal reviews to insure that adequate controls are being utilized by subordinates in compliance with current directives relating to funds and material;

d. conduct training and supervision of subordinate personnel to ensure that assigned responsibilities are being carried out.

1138 RETENTION OF RESPONSIBILITIES

Acceptance of responsibility by a subordinate makes that subordinate liable to account for the proper and prudent execution of the assigned responsibilities. Assignment of responsibilities to a subordinate in no way relieves the Supply Officer or other accountable officer of his responsibility for the proper performance of the responsibilities assigned to a subordinate. The officer assigning responsibility is in no way relieved of his responsibility to the Commanding Officer for the proper performance of the functions of the department; therefore, the department head will exercise fitting and proper supervisory and advisory controls over all department functions.

1140 PERSONS AUTHORIZED TO HAVE CUSTODY OF PUBLIC FUNDS

1. GENERAL. A limited number of persons are authorized to have access to public funds or are involved, in any manner, in acquisition, custody, or disposition of public funds. Unusual circumstances may arise, however, when public funds may come into the custody or possession of a person not authorized administratively to have possession of public funds. The provisions of general law applicable to all persons require that he take action immediately to transfer the funds to a depository or to a person authorized to receive the funds. The general responsibilities of persons in typical duty assignments and distinctions in scope of duties as well as lines of authority in connection with performance of duties relating to public funds are described in the DoDFMR, Vol 5.

2. COLLECTION OF PROCEEDS OF SALES OF MEALS FROM THE GENERAL MESS, RETAIL CLOTHING STORES, AND SHIPS STORE . In accordance with the DoDFMR, Volume 5, when submitting returns, an accountable officer, who in the discharge of his duties is responsible for the collection of official funds, may designate an individual as a collection agent to collect the proceeds from sales in connection with the following:

- a. retail clothing stores,
- b. ships stores,
- c. food items and meals from the general mess.

For instructions covering the revocation of the appointment of a collection agent, see the DoDFMR, Volume 5.

1141 REPORT OF EXCESS OR DEFICIT OF PUBLIC FUNDS OR PROPERTY

In accordance with Art. 1137, Navy. Regs., any deficit or excess of public funds or public property will be reported promptly to the Commanding Officer. The Commanding Officer is required to comply with Art. 0719, Navy. Regs.

1142 ABSENCE OR INCAPACITY OF ACCOUNTABLE PERSON

1. ACTION BY THE COMMANDING OFFICER

a. When Relief is not Required. A person may be accountable for public property in connection with supply functions or for public funds representing the proceeds of sales of clothing, ships store material, food items, meals sold from the general mess, or other items of supply. When such person becomes physically incapable of performing his duties or commences a period of authorized absence (leave or temporary additional duty), the Commanding Officer may permit, with the consent of that person, that the assigned duties be performed by another qualified person. If, in the opinion of the Commanding Officer, the best interests of the Government will not be served by this procedure, he/she will follow the procedures as prescribed in par. 1142-1b-d.

b. When a Relief is Required. In the event of the death, unauthorized absence, or mental incapacity (as determined by competent medical authority) of an accountable person as described in subpar. a, or when it is necessary to relieve such an accountable person for any cause, including arrest or suspension, the Commanding Officer will:

(1) take possession of the safe and the official keys of the relieved person, place a seal on the safe, and ensure the security of the funds, property, and spaces involved; and

(2) appoint an inventory board of not less than three officers to take an inventory of the vouchers, funds, and property then on hand; and

(3) appoint a temporary custodian for the vouchers, funds, and property of the incapacitated person until such time as an accountable person is formally appointed as a temporary or permanent relief; or

(4) appoint a temporary custodian of the vouchers, funds, and property involved, with accountable responsibility to perform the duties of the incapacitated person until otherwise directed by competent authority, if it is determined that business must be transacted before the appointment of or reporting of a regular relief; or

(5) appoint a relieving custodian to be accountable for the vouchers, funds, and property involved, and for performing the duties of the position.

If an accountable person is an officer of the Supply Corps, performing duties prescribed in subpar. a, the Commanding Officer will immediately inform the Naval Supply Systems Command (Director of Supply Corps Personnel) of the facts by message. As soon as practicable after the appointment of a custodian, acting accountable person, or relief, the Commanding Officer will forward a certified copy of the letter of appointment to the Naval Supply Systems Command (Director of Supply Corps Personnel).

c. Settlement and Administration of the Accounts of an Incapacitated Accountable Person

(1) By the Incapacitated Person. The Commanding Officer, at his discretion, may allow the incapacitated person a reasonable time in which to close his accounts and prepare his returns, if the circumstances permit. No records, vouchers, funds, or property necessary to close the account will be taken from the accountable person unless absolutely essential in the public interest, in which case a detailed receipt will be furnished to the accountable person by the person appointed to take charge of or to relieve the accountable person of his duties.

(2) By the Acting Accountable Person or the Relief. If directed by the Commanding Officer, the acting accountable person or the relief will take the necessary action to close the accounts and submit the returns of the incapacitated person.

d. Restoration to Duty of an Incapacitated Accountable Person. If an accountable person is restored to duty following his arrest, suspension, or other incapacity, and a custodian, acting accountable person, or a relief has been appointed as provided in subpar. b, the Commanding Officer will direct that a second inventory be taken as prescribed in subpar. 2 except that the inventory will be conducted by the two persons concerned rather than by an inventory board. The person restored to duty will be held accountable only for the vouchers, funds; and property then on hand, and the custodian, acting accountable person, or relief will be held accountable for the transactions which took place during his tenure of duty while acting for the incapacitated person.

2. ACTION BY THE INVENTORY BOARD

a. General. The inventory board will take an inventory of the public funds and public property for which the incapacitated person is accountable. Such inventory will be taken in the presence of the immediate custodians and the appointed custodian, acting accountable person, or relief and will turn over to him the public funds and public property of the incapacitated accountable person. An original and four copies of the inventory will be prepared, and each will be certified by all members of the board, as a true and accurate inventory. The appointed custodian, acting accountable person, or relief will retain a copy and will receipt the original inventory, which will be turned over to the Commanding Officer by the board. Each member of the board will retain one of the remaining certified copies. Inventories of other material, including general stores and repair parts, are not required unless specifically directed by the Commanding Officer.

Organization and Administration

1142

b. Public Funds. A complete inventory will be taken of all public funds for which the incapacitated person is accountable, including funds in the sales room cash registers. If the safe of the incapacitated accountable person is locked shut and the combination is not available, the safe will be sealed by the inventory board and the pertinent facts will be reported to the Commanding Officer. The Commanding Officer will decide whether the safe will be forced open by whatever means are available or whether it will remain sealed and the contents remain uninventoried until a qualified locksmith is available.

c. Money Vouchers and Records. A complete inventory will be taken of vouchers evidencing receipt, transfer, or disbursement of public funds and of the records of such transactions.

3. ACTION TAKEN BY THE CUSTODIAN, ACTING ACCOUNTABLE PERSON, OR RELIEF. The custodian, acting accountable person, or relief will assume custody of the public funds and public property held by his predecessor upon his receipting of the original of the inventory. He will operate and render returns under the same regulations and procedures as his predecessor.

4. RETURNS OF AN INCAPACITATED ACCOUNTABLE PERSON. The right of the incapacitated accountable person and of the custodian, acting accountable person and of the custodian, acting person, or relief will be fully protected so that in the event of differences discovered later the accountability may be fixed with accuracy. The acting accountable officer or relief will take action necessary to complete the vouchers, to close the accounts, and to maintain custody of the same and will settle the accounts and render the final returns of the incapacitated accountable person. Documents in connection with the settlement and administration of accounts of an incapacitated accountable person will be signed as follows:

(Name of principal)

By _____
Acting (appointed pursuant to Art. 0718, Navy. Regs.)

5. RETURNS OF AN ACTING ACCOUNTABLE PERSON. The acting accountable person will be responsible for rendering the reports and returns in the same manner as required for the person for whom he is appointed to act. The returns of the acting accountable person will not be merged with those of the officer for whom he is appointed or with the returns submitted by the regular relief after the regular relief assumes his duties.

Section IV: RELIEF OF SUPPLY OFFICER**1160 JOINT INSPECTION**

1. GENERAL. Prior to his detachment the Supply Officer will conduct an inspection of the Supply Department jointly with his relief. The joint inspection will include storerooms, operating spaces, office spaces, material, material handling equipment, automated supply systems, personnel, files and records, and organization and procedures. Should circumstances prevent the two officers from conducting a joint inspection, the relieving head of department will conduct the inspection and prepare the report required by par. 1163 as soon as possible, but not later than 20 days after taking charge.

2. SUPPLY DEPARTMENT SPACES AND MATERIAL. All spaces under the jurisdiction of the Supply Department will be jointly inspected to ascertain the material condition and cleanliness of the space and the condition of all equipment and machinery and to insure that no unauthorized personal gear is stored in the space. Additionally, during the inspection of spaces in which material carried on the Supply Officers records is stored (both Supply Department spaces and spaces under the control of other departments), attention will be paid to the arrangement, physical condition, and marking of the material stored therein and to the material locator system. Operating spaces will be inspected for operating methods and equipment utilization.

3. PERSONNEL. In addition to the inspection at daily quarters described in par. 1116, Supply Department personnel will be inspected informally while performing their assigned duties. In order to better acquaint himself with the qualifications of Supply Department personnel, the relieving Supply Officer should review the division officers notebook and service records of all assigned personnel.

4. FILES, RECORDS, PUBLICATIONS, AND OTHER DOCUMENTS. The Supply Department files and records will be jointly inspected. The relieving Supply Officer will ascertain if files and records are established and maintained in accordance with prescribed procedures. In addition, he will familiarize himself with such other Supply Department files and records that are established or maintained. Particular attention should be paid to such other areas as:

- a. the availability and currency of required publications and directives;
- b. all applicable letters of authority are on file;
- c. the training program, in order to determine if a comprehensive formal training program is in effect;

→ d. the completeness and accuracy of the Supply Department Organization Chart and Watch, Quarter, and Station Bill;

e. checking allowance document validity by a spot check of 10 allowance documents with the equipment nameplates.

5. ORGANIZATION AND PROCEDURES. A careful study will be made of the organization and procedures in effect within the Supply Department prior detachment of the outgoing Supply Officer. Both officers will discuss and review the existing manner of operation and evaluate recommendations for changes that either might feel desirable.

1161 INVENTORIES AND RETURNS

1. GENERAL STORES

a. Sample Inventory. An inventory of Supply Department stock of general stores material is not required upon relief of the Supply Officer; however, the relieving officer will conduct a sample inventory and location audit of a random selection of item to determine the validity of stock records. The recommended number of items for sampling, is as follows:

- (1) inventory 10 to 15 percent of the total SIM/DBI/POS items carried;
- (2) inventory ¼ of 1 percent of the total non-SIM/non-DBI/non-POS items carried insuring that at least 50 percent of the items selected have recorded usage;
- (3) location audit ¼ of 1 percent of the total line items carried;
- (4) inventory 10 percent of total repairable assets carried.

The inventory and locator accuracy rates determined by the sample inventory and location audit will be reflected in the relieving officers letter report to the Commanding Officer. An inventory accuracy rate of 90 percent and the locator accuracy rate of 95 percent are considered to be acceptable.

b. Inventory Schedule. The Supply Officer being relieved will furnish the relieving Supply Officer with the approved inventory schedule, showing which material has been inventoried during the fiscal year.

→ c. Review of Stock Record balances. The relieving officer will conduct a review of the stock records to determine the items and money value of allowed repair parts (including substitutes) which are currently NIS and not on order. The recommended review procedure is as follows:

- (1) Review of 100 percent of the SIM/DBI/POS stock. Record all NIS items not on order, and the funds required to requisition the high limit quantities of such items.
- (2) Conduct a random review (5 to 10 percent) of the non-SIM stock records (100 percent of the non-DBI/non-POS records in automated ships). Ensure that at least 10 percent of the items selected have recorded usage. Record the NIS items not on order, and the funds required to requisition minimum replacement unit quantities of such items.

2. FOOD ITEMS, SHIPS STORE, AND RETAIL CLOTHING. Food items, ships store, and retail clothing items will be inventoried and stores returns rendered in accordance with procedures contained in Food Service Management and Ships Store Afloat publications, when the Supply Officer is the accountable officer. The relieving Supply Officer will promptly open the accounts for stores transferred to him in his predecessors final returns.

3. MAINTENANCE ASSISTANCE MODULES (MAMS). MAMS will also be inventoried as repairables in proportion to total repairable assets, then, custody transferred to the relieving officer.

4. TEST BENCH INSTALLED. These repairables will be inventoried on the same basis as other depot level repairables and custody transferred to the relieving officer.

1162 OUTSTANDING AND PENDING BUSINESS

The officer being relieved will inform his relief of:

a. the number and status of unfilled Issue Group One requisitions and other requisitions which, in the opinion of the outgoing officer, warrant special attention;

b. the number and status of outstanding purchase orders;

c. unpaid dealers' bills on board;

d. Supply Department material survey requests awaiting action by the Commanding Officer;

e. unanswered correspondence;

f. cargo or freight on board for which the Supply Officer is responsible;

g. the amount of unexpended ships store profits;

h. outstanding loans to be repaid from the ships store profit of the ship;

i. amount of over issue or under issue in the general mess;

j. status of ships operating target (OPTAR) and any other funds which it may administer;

k. circumstances surrounding all unsatisfactory conditions within the Supply Department such as uncorrected discrepancies noted on the last supply management inspection, inoperative equipment, etc;

→ l. status of specific logistics and inventory management actions pending such as carcass bills.

1163 RELIEVING REPORT

1. GENERAL. Upon completion of the department material, personnel, and records inspection, the officers will submit a joint relieving letter to the Commanding Officer. The letter will include (see sample on following page):

- a. a request for approval of relieving date;
- ↓ b. a statement of any defects or deficiencies noted during the inspection;
- ↑ c. a statement regarding stock record accuracy, that they have reviewed the latest change notice processing and that the latest allowance file updates have been conducted;
- d. a statement indicating the number and replenishment cost of repair parts which are not in stock or on order and for automated ships, that a trial/dummy reorder review has been run to determine the dollar value and number of line items of storeroom stock deficiencies;
- e. a statement indicating they have reviewed the automated supply system user access listing;
- f. a statement indicating they have reviewed all automated supply system management reports and files and attesting to the accuracy and completeness of these reports and files;
- g. the general condition of the Supply Department;
- h. a statement of facts in dispute, if there is any disagreement between the officers as to the conditions discovered.

Should circumstances prevent the two officers from making a joint inspection, the relieving Supply Officer will make the inspection and prepare the required report within 20 days after reporting aboard.

1164 UPDATE OF SYSTEMS CONSTANT FILE/SITE ACTIVITY TABLE

- Because the Supply Officers name is automatically printed on many of the reports produced from automated supply systems, the Systems Administrator (FAS on SUADPS-RT/RSUPPLY Force Level ships) will be required to update the Systems Constant File/Site Activity Table to reflect information applicable to the new Supply Officer.

RELIEVING LETTER

10 November 1996

From: LT G. C. DAVIS, SC, USN, 001 23 4567/3100
 LT I. L. GARNER, SC, USN, 097 32 5896/3100

To: Commanding Officer, USS JOHN PAUL JONES (DDG-32)

Subj: Relief of LT G. C. DAVIS as Supply Officer of USS JOHN PAUL JONES by LT I. L. GARNER

Ref: (a) NAVSUP P-485, Volume I, par. 1163

1. Approval is requested for LT G. C. DAVIS to be relieved of his duties as Supply Officer of USS JOHN PAUL JONES by LT I. L. GARNER as of the close of business this date.
2. In accordance with reference (a), a joint inspection of the Supply Department has been conducted, and the following discrepancies were noted:
 - a. The ship's OPTAR balance was found to be understated in the amount of \$327.00 as a result of receiving nonchargeable material.
 -
 - g. Accurate department training records were not maintained. This condition will be rectified.
3. Stock record accuracy, as determined by a sample inventory and location audit, was found to be 95% effective.
4. The stock record balances of all (218) SIM repair parts and 10% (1,070) of the non-SIM repair parts were reviewed. The cost of requisitioning the high limit quantities of 14 SIM items found to be not in stock or on order is \$5,480. The cost of requisitioning minimum replacement unit quantities of 82 non-SIM items found to be not in stock or on order is \$8,110.
5. The overall condition of the Supply Department was found to be satisfactory.
6. There is no disagreement between these officers as to the conditions discovered.

G.C. Davis
 G. C. DAVIS
 I.L. Garner
 I. L. GARNER

DDG-32/00
 4400
 Ser: 416
 10 November 1996

FIRST ENDORSEMENT on LT G. C. DAVIS and LT I. L. GARNER ltr of 10 November 1996

From: Commanding Officer, USS JOHN PAUL JONES (DDG-32)
 To: LT G. C. DAVIS, SC, USN
 LT I. L. GARNER, SC, USN

1. Approved

R.G Dodson
 R. G. DODSON

Section V: RECORDS OF COMMUNICATION**1180 PREPARATION OF OFFICIAL CORRESPONDENCE**

1. GENERAL. Correspondence is defined as all recorded communications sent or received by any person in the Naval Establishment in the execution of the duties of his office. Uniformity is a necessity in the preparation of official correspondence. All official correspondence will be prepared in accordance with the instructions contained in the Department of the Navy Correspondence Manual and communications instructions and related publications issued by the Chief of Naval Operations. Official correspondence, including letters, directives, messages, and other similar matter will be typed or printed, if practicable. If a typewriter or word processing equipment is not available, the communication will be written legibly. Compatible with the public interests, correspondence will be kept to a minimum in the number of letters written, their length, and the number of copies prepared. Correspondence will be accurate, concise, and courteous in tone.

2. ORAL COMMUNICATION. When practicable, the transaction of official business will be facilitated by a maximum use of personal contact or telephone. When necessary, a brief memorandum for the record covering oral discussions will be incorporated in the official files. Messages or telephone calls will be used only when regular mail or electronic mail will not suffice.

3. NAVAL MESSAGES. A naval message will be used only when information is of an urgent nature and must be transmitted rapidly. Messages will not be used when necessary information or directives can reach their destination in time for proper action by letter or electronic mail. Naval messages will be prepared in accordance with communications instructions and related publications issued by the Chief of Naval Operations. Subject, paragraph, downgrading, and declassification markings to be used in classified messages are also prescribed by the Chief of Naval Operations. Details on the drafting and handling of messages are promulgated in shipboard instructions. Detailed instructions concerning the format of MILSTRIP messages are described in par. 3029.

1181 SECURITY OF OFFICIAL CORRESPONDENCE

Official correspondence that must be limited in circulation because of its security classification will be appropriately classified, marked, handled, transmitted, and filed in accordance with the instructions in the Navy Regulations and the Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1 series).

1182 FACSIMILE SIGNATURES

- Rubber stamp facsimile signatures will be accepted as proper signatures only when initialed by the person authorized to use the stamp. The Navy Department or the governing bureau has authorized Commanding Officers to designate some other officer to initial and use their facsimile signature when the Commanding Officer is unavailable. The authorized use of facsimile signature by another officer in no way relieves the senior officer of his responsibility. The officer whose signature appears thereon will personally hold the stamp and safeguard it from unauthorized use (see SECNAVINST 5216.5 series).

1183 OFFICIAL CORRESPONDENCE FILES

Copies of all official correspondence sent, the originals of all official correspondence received, and such other correspondence as will or may become the subject of future reference or action will be retained in files. This material will be filed by subject in accordance with the Department of the Navy Standard Subject Identification Codes. When retention of original signature or other handwritten information is not required, files may be retained in electronic format.

1184 RETENTION OF RECORDS

- 1. RETENTION OF ACCOUNTABLE DOCUMENTATION. Audit capability is required for a period of time following the processing of documents and data. It is necessary that records in support of inventories and actions directly affecting inventories be readily available to provide an audit trail to facilitate future inventory reconciliation, causative research and Financial Liability Investigation of Property Loss (DD Form 200). Type Commanders may authorize the use of electronic/optical storage for storage of issue and receipt source documents in lieu of paper storage. All afloat activities will retain the following records:
- a. Source documents/images which include accountability changes such as receipts, issues, shipments, transfers and supply condition code changes will be retained for the current and two prior fiscal years.
 - b. Information system transaction records will be retained for at least one year.
 - c. Physical inventory documentation/images which includes inventory counts, adjustment and reconciliation results will be retained for the current and two prior fiscal years.
 - d. Causative research documentation/images and findings will be retained for the current and two prior fiscal years. This includes DD Form 200, Financial Liability Investigation of Property Loss and back-up documentation that directly pertains to an individual physical inventory adjustment that was resolved or remains unresolved.
 - e. Financial reports shall be retained for the current and two prior fiscal years.

The authority and procedures for the retention and disposal of shipboard Supply Department records are prescribed in the publication, Disposal of Navy and Marine Corps Records, USN and USNS Vessels, Parts I and III, Sup. 1.

1185 SHIP AND SUPPLY DEPARTMENT INSTRUCTIONS

1. **GENERAL.** An effective supply support organization requires a considerable effort in interacting with all departments of the ship. Specific, detailed guidance or policy for certain operations must be provided in the form of ship and Supply Department instructions. The Supply Officer is required to prepare these instructions in accordance with the guidelines furnished in Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 series). Copies of instructions or plastic laminated placards prescribing sanitary regulations, safety precautions, and equipment operating instructions will be posted in conspicuous places where they may be readily seen by personnel concerned. The following subparagraphs outline ship and Supply Department instructions that the Supply Officer will prepare and keep current.
2. **SHIP INSTRUCTIONS.** The Supply Officer will prepare ship instructions covering, but not limited to, the following subjects:
 - a. Uniform Material Movement and Issue Priority System (UMMIPS);
 - b. turn in of DLR items;
 - c. supply/3M interface;
 - d. stocked, Q COSAL SNSL items "in use" in other departmental spaces (see par. 6009-2.);
 - e. purchasing Procedures and Authority (See NAVSUPINST 4200.85);
 - f. Material Obligation Validation (MOV).
3. **SUPPLY DEPARTMENT INSTRUCTIONS.** The Supply Officer will prepare Supply Department instructions, as required, covering the following subjects:
 - a. safety precautions and operating instructions for equipment operated by Supply Department personnel;
 - b. safety precautions and stowage procedures for hazardous materials;
 - c. safety precautions for food preparation, including the prohibition of the use of steel wool for cleaning food handling equipment;
 - d. sanitary regulations for the general mess and related spaces and ships store service activities (these regulations may be combined with instructions covering safety precautions and equipment operating instructions; however, all sanitary regulations must be approved in writing by the senior member of the Medical Department);
 - e. hours of operation for ships stores and related service activities;
 - f. regulations for the procurement, storage, custody, inventory, and sale of tax free tobacco products;
 - g. maintenance of a refrigerator log for entering temperature readings twice daily and at other times when considered necessary;
 - h. training program.

- i. system failure procedures;
- j. physical security;
- k. Maintenance Assist Modules (MAMs) procedures;
- l. bulkhead mounted spares procedures;
- m. Pre-Expended Bin (PEB) procedures;
- n. organizational issue material procedures.

4. AMPLIFICATION. Instructions covering other subjects will be prepared as considered necessary by the Commanding Officer or Supply Officer. However, procedures set forth in NAVSUP publications will not be duplicated except in unusual circumstances. Instructions prescribing safety precautions and operating instructions for equipment, safety precautions for food preparation, and sanitary regulations need not be prepared when plastic laminated placards incorporating the requirements of cognizant bureaus, offices, or systems commands are posted. Such placards are available as cognizance symbol _I material.

1186 TRAINING RECORDS

The Supply Officer will maintain and administer the Supply Department training program by coordinating the program with that of other departments and among divisions in his own department. He will ensure that the training to be given is adequate to maintain a high state of readiness and to maintain continuity when personnel changes occur. Division Officers and Leading Petty Officers are to prepare themselves properly for training they are required to give and to inform the Supply Officer of any areas which require training attention. Records must be maintained in accordance with the Standard Organization and Regulations of the U.S. Navy (OPNAVINST 3120.32 series), Chapter 8. The Division Officers will direct which optional records are to be maintained and will review all training records at least quarterly to ensure they are accurate and current.

1187 PUBLIC STATEMENTS

Because of the widespread interest in public relations and in order to promote the dissemination of pertinent information concerning supply matters, a copy of all written formal speeches, texts from radio and television programs, and professional papers prepared by naval personnel on supply, disbursing, fiscal, and related subjects will be forwarded to NAVSUP (Public Affairs Office). Clippings from local newspapers and periodicals concerning the Navy, the Naval Supply Systems Command, or the Supply Corps and press releases originating within the command also will be forwarded immediately to the NAVSUP Public Affairs Office if considered to be of interest at the command level. The material forwarded will be identified by the grade or rate and duty station of the author and will indicate when and where published. This requirement is in addition to the requirement to forward a copy of articles on professional subjects to the Secretary of the Navy. In addition, it does not affect other requirements or directives of the Secretary of the Navy or other cognizant authority relating to such matters as speeches, radio or television programs, recordings, professional papers, press releases, and articles or books for publication, including clearance, when applicable.

1188 LETTERS OF AUTHORITY AND/OR APPOINTMENT

1. GENERAL. Letters of Authority authorize designated personnel to act on behalf of another person or persons of higher authority. Letters of Appointment assign responsibility and authority to designated personnel to administer a specific function. The Supply Officer is required to maintain a current file of all such letters pertinent to the operations of the Supply Department. Functions for which written authorization may be required are described in the following subparagraphs and will be screened in accordance with par. 1106.

2. STORES DIVISION. Letters of authority and/or appointment are required to be retained in the stores division as follows:

a. Commanding Officers letter delegating authority to approve requisitions. Each letter shall specify the priority designator(s) which the designated subordinate(s) may approve.



b. Supply Officers letter, approved by the Commanding Officer, requesting storage of stock material in other departmental spaces (see par. 6009).



3. DISBURSING DIVISION. Letters of authority and/or appointment that are required to be retained in the disbursing division are as follows:

a. Commanding Officers letter appointing member to the cash verification board (see DoDFMR Vol 5, par. 030201).

b. Commanding Officers letter authorizing a person to sign pay record vouchers (see Navy Pay and Personnel Procedures Manual, par. 90405).

c. Commanding Officers letter authorizing the Disbursing Officer to procure foreign currency (see DoDFMR Vol 5, par. 030103-030105).

d. Commanding Officers letter authorizing the Disbursing Officer to approve requests for special payments (see Navy Pay and Personnel Procedures Manual, par. 40301-b).

e. Commanding Officers letter establishing the amount of cash that may be advanced to the ships store operator for change (see DoDFMR Vol 5, par. 030404).

f. Type Commanders letter authorizing the Disbursing Officer to hold additional amounts of cash at personal risk (see DoDFMR Vol 5, par. 030105).

4. FOOD SERVICE DIVISION. Letters of authority and/or appointment that are required to be retained by the food service division are as follows:

a. Commanding Officers letter designating the person authorized to receipt for food items in the absence of the Food Service Officer and his designated assistant (see NAVSUP P-486, Volume I, par. 4001).

b. Commanding Officers letter authorizing the Food Service Officer to make necessary changes in the approved menu (see NAVSUP P-486, Volume I, par. 7006).

c. Commanding Officers letter authorizing the sale of meals from the general mess (see NAVSUP P-486, Volume I, pars. 6250 and 6251).

d. Food Service Officers letter designating a cashier to receive payment for meals sold from the general mess (see NAVSUP P-486, Volume I, par. 6251).

e. Commanding Officers letter designating an assistant to the Supply Officer as the Food Service Officer (see NAVSUP P-486, Volume I, par. 1030).

f. A Mess Treasurers letter designating a person to approve breakouts for the private mess (see NAVSUP P-486, Volume I, par. 6220).

1189 LISTS REQUIRED FOR INVENTORY MANAGEMENT

↓ 1. GENERAL. For effective inventory management aboard ship certain lists may be required to be prepared and/or retained. When applicable, the stores division will maintain the original or a copy of the following documents:

↑ a. joint Supply Officer/department head list of items to be pre-expended from stock (see par. 6171);

b. a list, approved by the applicable department head, of personnel authorized to draw material from stock (see par. 6206-4);

c. joint Supply Officer/department head list of "Q" COSAL SNSL items "in use" in appropriate department spaces (see par. 6009-3).

Section VI: PUBLICATIONS

1190 LISTING AND ANNUAL REVIEW OF PUBLICATIONS ON HAND

1. LIST OF PUBLICATIONS ON HAND. The Supply Officer will ensure that a list of all official publications held by the Supply Department is maintained. The list will include the title of each publication, the number of copies, and the location of each copy. Reprints or changes to these publications should be distributed based upon the current listing.

2. ANNUAL REVIEW. Publications on hand will be reviewed at least annually to ensure that they are current and that a valid requirement still exists for that publication. When changes in current requirements occur, the issuing bureau, command, or office will be notified so that adjustments may be made in the applicable distribution lists.

1191 DISPOSITION OF EXCESS PUBLICATIONS

→ Excess publications will be disposed of locally. A letter will be sent to the issuing office to request desired changes in the applicable distribution list. Letters requesting changes in the distribution list for NAVSUP publications will be sent to the Document Automation & Production Service (DAPS) Code 0513, 5450 Carlisle Pike, PO Box 2020, Mechanicsburg PA 17055-0791. Letters requesting changes in the distribution list for NAVCOMPT publications will be sent to Office of the Comptroller of the Navy (Publications Branch), Washington, DC 20350.

Part C: RECOVERY AND DISPOSITION OF UNIFORM CLOTHING AND ALLOWANCE OF CIVILIAN CLOTHING FOR CERTAIN DISCHARGEES

1225 GENERAL

The Bureau of Naval Personnel Manual, Chapter 38, prescribes instructions for discharge of enlisted personnel. The instructions in the following paragraphs amplify procedures of the Bureau of Naval Personnel Manual with respect to the recovery and disposition of uniform clothing, and the allowance of civilian clothing for certain discharges. Certain articles of uniform clothing will be recovered from enlisted personnel who are discharged by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge.

1226 RECOVERY OF UNIFORM CLOTHING

Upon discharge of an enlisted man or woman by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge, all items of authorized clothing and distinctive parts of the uniform in his or her possession (regardless of the manner in which they were obtained) will be recovered except for the following:

From enlisted men:

- a. bag, duffel;
- b. belt, one;
- c. drawers, all;
- d. gloves, one pair (cold weather);
- e. raincoat, one;
- f. shoes, general purpose, one pair (one pair of low cut black shoes may be retained if shoes, general purpose, are not in his possession);
- g. socks, all;
- h. sweater, jersey (when inclement weather exists);
- i. undershirt, all.

From enlisted women:

- a. anklets, all;
- b. gloves, one pair;
- c. lingerie, all;
- d. raincoat, one;
- e. shirt, one;
- f. shoes, one pair;
- g. stockings, all;
- h. uniform, blue, one (all distinctive markings and buttons to be removed prior to release).

1227 DISPOSITION OF RECOVERED UNIFORM CLOTHING

All recovered items of uniform clothing will be turned over to the "lucky bag" (see par. 1304) and disposed of in accordance with the regulations of the afloat unit.

1228 ALLOWANCE OF CIVILIAN CLOTHING

1. GENERAL. When a person is discharged by reason of unsuitability, security risk, unfitness, or misconduct with an honorable or general discharge; or who are discharged for any reason with an undesirable, bad conduct, or dishonorable discharge, an outfit of civilian clothing will be procured and issued at no cost to the dischargée subject to the conditions outlined in this paragraph. The maximum outfit authorized is as follows:

- a. one suit coat or sport jacket (washable or non washable), or one windbreaker;
- b. one pair of trousers (washable or non washable);
- c. one shirt, washable (dress or sport);
- d. one necktie;
- e. one belt;

f. one raincoat or topcoat (authorized only in a season of cold weather, taking into consideration the dischargée's home of record).

The cost of such clothing will not exceed \$40, and all cases including costs above this amount will be submitted with justification to the Chief of Naval Personnel (Enlisted Performance Division) for review and prior approval. Dischargée's in possession of civilian clothing will be furnished additional clothing only to the extent necessary to constitute one outfit. Authorized articles of civilian clothing will be furnished without regard to the individual's liability or the amount of personal funds in his possession.

1229 METHOD OF PROCUREMENT

In localities where there is a recurring demand for issues of civilian clothing to discharged enlisted personnel, a fixed price indefinite quantity contract or a blanket purchase agreement is available for use throughout the supply activity serving the locality. In localities where no contracts are in force and there is no recurring demand for civilian clothing, individual purchase orders on DD Form 1155 will be placed when such requirements exist. Receipt for the clothing will be acknowledged on the purchase document at the time of issue. A copy of the receipted purchase document and the Commanding Officer's order directing the purchase will be forwarded to the Disbursing Officer with the vendor's invoice. The cost of clothing will be charged to the operating funds of the activity that effects the discharge. If such activity is a unit of the Ship Operating Forces or Mobile Construction forces, the cost will be charged to fund code _C; and if a unit of the Aviation Operating Forces, the cost will be charged to fund code 7E, 7F, or 7G, as appropriate (see Appendix 30).

Part D: PERSONAL EFFECTS

Section I: CLASSIFICATION OF AND RESPONSIBILITY FOR PERSONAL EFFECTS

→ 1255 CLASSIFICATION OF PERSONAL EFFECTS

1. GENERAL. Personal effects consist of the articles owned by an individual, as well as any articles of government property in his/her temporary custody. Personal effects are classified and described as follows:

a. Class 1 is Navy-owned, organizationally furnished clothing and equipment furnished on a loan or custody basis and subject to turn-in when no longer required. In determining what items in Class 1 are Navy-owned, consideration should be given to the fact that large quantities of such material have been sold by Navy activities to private individuals and to retail enterprises. When Navy ownership of items in Class 1 cannot be established conclusively, such items will be included in Class 5.

b. Class 2 is uniform clothing prescribed by U.S. Navy Uniform Regulations.

c. Class 3 is money.

d. Class 4 is negotiable and nonnegotiable instruments, such as bonds, checks, deeds, wills, receipts (including those covering safekeeping deposits), agreements, certificates, insurance policies, and bankbooks.

e. Class 5 is miscellaneous articles of intrinsic, sentimental, and utility value, such as jewelry, fountain pens, cameras, wallets, insignia, medals, photographs, foreign currency, books, diaries, personal grooming articles, flight logs and other personal papers, souvenirs, musical instruments, sports and athletic equipment, civilian clothing, wardrobe trunks and other containers suitable for shipment as baggage, firearms, motor vehicles, trailers, and household goods.

→ 1256 CATEGORIES OF PERSONAL EFFECTS

1. GENERAL. Personal effects are categorized as follows:

a. lost, abandoned, or unclaimed personal effects of persons whose identity or location cannot be determined; personal effects of Navy personnel who have been declared absentees or deserters; and personal effects unclaimed by the next of kin, heir, or legal representative, and which were the property of deceased persons not members of the Armed Services. Do not forward items of persons whose identity or location cannot be determined to Personal Effects Distribution Center. Dispose of the items IAW the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>);

b. personal effects of deceased or missing Navy personnel. A "missing person" is one who, because of the circumstances incident to his/her absence, is not declared an absentee or a deserter. The personal effects of absentees and deserters are considered to be abandoned personal effects in accordance with item 1a above;

- c. personal effects of persons determined to be mentally or physically incapacitated;
- d. personal effects unavoidably separated from owner;
- e. items of clothing and other personal effects which are deposited in the ship's lucky bag (see par. 1304) when such items are found a drift and ownership cannot be determined, or when such items are donated by the owner. Do not forward lucky bag items to Personal Effects Distribution Center. Dispose of the items in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>).

➔ **1257 RESPONSIBILITY FOR PERSONAL EFFECTS**

1. **COMMANDING OFFICERS.** Commanding Officers are ultimately responsible for the collection, inventory, and security of personal effects when circumstances require such action. They are responsible for initiating inquiries to determine and locate the owner of the effects, next of kin, heir, or legal representative of the owner for personal effects determined to be lost, abandoned, or unclaimed. In situations involving a person determined to be deceased or missing, PERS 621 is responsible for determining the next of kin, heir, or the legal representative of the owner. For additional information regarding deceased or missing person(s) see subpar. 4.

a. **Collection.** Gather the personal effects;

b. **Inventory.** In all instances when the command takes custody of personal effects, an inventory, NAVSUP Form 29, must be completed. The Commanding Officer will appoint an inventory board in writing, which will consist of the following:

- 1. For Enlisted Personnel, the Division Officer (even if held by a senior enlisted) and the Divisions Leading Petty Officer;
- 2. For Officers, the inventory board will consist of two Officers.

c. **Security.** See paragraph 1278.

When the command representative and/or CACO (see subpar. 3) are going on deployment, the Commanding Officer/TYCOM designates an alternate command representative and/or CACO who will handle the case IAW instructions from PERS 621. The Regional Casualty Coordinator will be notified when an alternate command representative and/or CACO is designated.

2. **SUPPLY OFFICERS.** Upon receipt of personal effects from inventory boards, Supply Officers are responsible for the custody, storage, security, shipment, and disposition of personal effects, and for the maintenance of adequate records.

a. **Custody.** Signature required on NAVSUP Form 29 upon receipt of effects from inventory board;

b. **Storage.** Locally procured (security area, or when appropriate non-temporary storage).

c. **Security.** See paragraph 1278;

d. Shipment. Deceased or missing person(s). The Personal Property Shipping Office, upon contact from the Command Representative/CACO, determines the HHG shipment mode. Any HHG shipment in litigation for deceased or missing person will be placed in non-temporary storage (NTS) at origin;

e. Disposition. See paragraphs 1300 through 1308;

f. Records. Maintain status and shipment file.

3. COMMAND REPRESENTATIVE/CACO. In all cases involving effects of persons in the Navy determined to be deceased or missing, the command representative (at origin) is responsible for completing the appropriate shipping documents and acting as the liaison on behalf of the next of kin (NOK)/legal recipient. The command representative is the liaison with the origin Personal Property Shipping Office. The command representative communicates with the assigned CACO (at destination) and provides information on shipment, storage and/or delivery of personal property. The assigned CACO (at destination) is the agent for the NOK and initiates the delivery of the personal property to the NOK/legal recipient via the Personal Property Shipping Office. The command representative is responsible to provide the following documentation (see 1257-4 below) to the origin Personal Property Shipping Office for shipment of personal effects:

a. letter of designation as Command Representative for effecting personal property move;

b. letter from NOK/legal recipient designating a delivery address;

c. copy of Report of Casualty (DD 1300) with a line of accounting, or memorandum from PERS 621 with a line of accounting data;

e. provide delivery instructions to the CACO at delivery point and;

d. complete shipping documents.

4. NAVAL PERSONNEL COMMAND (NAVPERS). In compliance with US Code, Title 38, Section 8501, the Naval Personnel Command, Casualty Assistance Branch, PERS 621 provides/determines the heir, next of kin, or legal representative of the owner in situations involving the personal effects of Navy personnel determined to be deceased or missing. PERS 621 is responsible for providing the following documentation/information regarding the deceased or missing person(s) personal effects:

a. the Casualty Assistance Message;

b. the appropriation needed to ship/store the personal effects and;

c. provide guidance and disposition instructions to PEDC regarding personal effects (locker items) received at PEDC from afloat units with a homeport outside of CONUS or from deployed units.

5. PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC). PEDC is responsible for storage, record keeping, shipment and/or disposal, of personal effects determined to be:

- a. lost, abandoned, or unclaimed personal effects located aboard a deployed afloat unit, or an afloat unit with a homeport located outside of CONUS;
- b. any lost, abandoned, or unclaimed personal effects erroneously sent to PEDC (see par. 1301).

PEDC, upon receipt of personal effects for a deceased or missing person, shall contact PERS 621 and provide shipment arrival notification. PERS 621 is responsible for providing shipping disposition regarding shipments of deceased or missing person(s).

Section II: INVENTORY AND SECURITY OF PERSONAL EFFECTS

→ 1275 INVENTORY

1. WHEN INVENTORY IS REQUIRED. Lost, abandoned, or unclaimed personal effects will be inventoried when the effects first come into the custody of a naval activity. Also, personal effects will be inventoried when the owner is determined to be deceased or missing. It is important in this instance that the inventory be completed as promptly as possible so the next of kin, heir, or legal representative will receive personal effects without undue delay. The personal effects of incapacitated persons will be inventoried when such action appears necessary or desirable to protect the interests of the incapacitated person.

2. ACTION BY THE INVENTORY BOARD. The inventory board shall be responsible for collecting, inventorying, sealing and delivering the personal effects to the supply office for safekeeping and disposition. The inventory board will take an accurate and complete inventory of the personal effects and will investigate and record any information which may assist in the settlement of the affairs of the estate of the owner. The inventory board will remove from the personal effects all classified material, which will be disposed of in accordance with the Department of the Navy Information Security Program Regulation (see OPNAVINST 5510.1 series). Articles injurious to personnel, such as small arms ammunition or other explosives, and articles which constitute a fire hazard will be rendered harmless if practicable. If such articles cannot be rendered harmless, they will be disposed of by qualified personnel. Extreme care will be exercised in describing articles of intrinsic or sentimental value, such as jewelry, precious stones, valuable paper keepsakes, etc. Such general terms as "Diamond", "Gold", and "Platinum" should not be used without qualifying remarks; as such articles may not in fact consist of these elements. Any articles of a sensitive or personal nature, i.e. pornographic or objectionable matter, will be handled as such. When questionable items (sensitive or of a personal nature) appear on the inventory, do not release to the NOK or legal representative of the owner until the CACO or releasing official advises the NOK or claimant of such material. If the NOK or legal representative of the owner declines the item(s), they are to be disposed of in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>).

Any information relating to unsettled financial transactions will be recorded in the section "Statement of Unsettled Financial Transactions" on the NAVSUP Form 29. A copy of each piece of correspondence relating to the identification and location of the owner, next of kin, heir, or legal representative, as well as any voluntary written statements received from creditors or debtors, will be attached to the original copy of the inventory. No official action will be taken by the Commanding Officer, inventory board, or Supply Officer to settle outstanding financial transactions recorded on the inventory. Any Government-owned equipment, articles or material will be removed from the personal effects and recorded on the NAVSUP Form 29 and handled in accordance with current instructions applicable to such equipment, article or material.

→ **1276 PREPARATION OF THE INVENTORY OF PERSONAL EFFECTS
(NAVSUP FORM 29)**

1. GENERAL. The inventory of personal effects will be listed on NAVSUP Form 29 (see sample page 1-67 and 68). A minimum of an original and five copies will be prepared. Information which cannot be included in the spaces provided in the NAVSUP Form 29 will be listed under appropriate captions, on continuation sheets of white paper. Additional copies of NAVSUP Form 29, as required, may be prepared and used for official purposes when certified to be a true copy by the Commanding Officer. The original and all copies of the NAVSUP Form 29 will be signed by both members of the inventory board and the convening authority before delivery to the Supply Officer or officer designated to receive the effects from the inventory board.

2. LIST OF PERSONAL EFFECTS. The inventory board will complete the section "List of personal effects" on the reverse of the NAVSUP Form 29. The Supply Officer or the designated officer will record on the reverse of the form the disposition of personal effects if the personal effects have not been returned to the owner. The following are examples of the type of data recorded in the blank space under the section "Remarks"

- a. Proceeds from sale of perishable items _____;
- b. Government property retained at _____;
- c. Articles (motor vehicles, boats, trailers, household goods, furniture, and furnishings) retained at _____ pending receipt of disposition instructions;
- d. Condition of clothing (i.e. cleaned). If not cleaned, provide an explanation.

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Organization and Administration

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PREPARATION OF NAVSUP FORM 29 (FRONT)

INVENTORY OF PERSONAL EFFECTS (Lost/Abandoned/Unclaimed) NAVSUP Form 29 (REV 5-78)			
THE PRIVACY ACT OF 1974. AUTHORITY: Title 5, U.S.C. Code 5724. USE OF SSN authorized by Executive Order 9397 of 22 November 1953: Title 4, U.S.C. Code 406. PRINCIPLE PURPOSE: to serve as a record of property impounded by the Government incident to a members death or disappearance. ROUTINE USES: (a) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (b) Serves as a source document for preparation of shipping documents used to return property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity, when names are the same, and this is a frequent occurrence.			
NAME (LAST, FIRST, MIDDLE)		SSAN	
JOHNSON, LARRY, BROWN		960 49 7301	
SHIP/STATION		DATE ACQUIRED CUSTODY	
USS JOHN PAUL JONES (DDG-32)		10 JAN 1997	
HOME OF RECORD			
973 "M" ST., S.E., WASHINGTON, D.C. 20381			
NAME & ADDRESS OF NEXT OF KIN/HEIR/LEGAL REP			
MR. JOSEPH L. JOHNSON (FATHER) 973 "M" ST., S.E., WASHINGTON, D.C. 20381			
REASON FOR INTERVENTION (SELECT ONE ITEM)			
<input checked="" type="checkbox"/> DECEASED <input type="checkbox"/> DECLARED AWOL/DESERTER <input type="checkbox"/> MENTALLY/PHYSICALLY INCAPACITATED			
<input type="checkbox"/> MIA <input type="checkbox"/> TRNSFRD ON LV OR TEMDU		<input type="checkbox"/> TRSFRD W/O BELONGINGS DATE 10 JAN 1997	
INVENTORY BOARD APPOINTED SENIOR: LT W. B. McDONALD	DATE OF APPOINTMENT	APPOINTED BY (TYPE NAME OF CO/OINC SIGNATURE) CDR R. C. Dodson	
OTHER: ET1 K. MORRIS	10 JAN 1997	COMMANDING OFFICER	
REC'D FR INVENTORY BOARD DATE: 10 JAN 1997	SIGNATURE/RANK/TITLE OF RECEIVING OFFICER I. L. Garner LT I. L. GARNER, SC, USN SUPPLY OFFICER	SHIP/STA (IF OTHER THAN AB)	
STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS			
OWED TO ABOVE-NAMED MEMBER BY	AMOUNT	OWED BY ABOVE-NAMED MEMBER TO	AMOUNT
NONE			
PERSONAL EFFECTS BEING SHIPPED TO:			
<input type="checkbox"/> NEXT KIN <input type="checkbox"/> LEGAL OWNER <input checked="" type="checkbox"/> PEDC CHEATHAM ANNEX <input type="checkbox"/> PEDC OAKLAND CA			
REMARKS (OVERSEAS/TYPED NAME OF CUSTOM INSPECTOR (IF APPLICABLE))			
CUSTOM INSPECTOR: SK2 DARYL (NMN) WILSON TRANSFERRED ON EXPENDITURE INVOICE R52192/7010/7012 TO: COMMANDING OFFICER, FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA JAPAN FOR FURTHER SHIPMENT TO: PERSONAL EFFECTS DISTRIBUTION CENTER FISC CHEATHAM ANNEX, WILLIAMSBURG VA CLASS 3 MONEY: TREASURY CHECK #7,943,298 ISSUED IN THE AMOUNT OF \$31.57, PAYABLE TO COMMANDING OFFICER, PEDC, FISC CHEATHAM ANNEX, WILLIAMSBURG VA FORWARDED: REGISTERED MAIL REGISTRY #421			

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PREPARATION OF NAVSUP FORM 29 (BACK)

NAME (LAST, FIRST, MIDDLE) JOHNSON, LARRY, BROWN		SSAN 960 49 7301	
ASSIGNED TO "W" DIVISION		DATE 10 JAN 1997	
LIST OF PERSONAL EFFECTS			
CLASS I BEDDING	DESCRIPTION	NUMBER	CLASS III - MONEY DENOM . NO. AMOUNT
	BLANKET		BILLS \$20 1 20 00
	COVER, PILLOW		10 1 10 00
	COVER, MATTRESS		1 1 1 00
CLASS II - CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	BAG, DUFFEL	1	
	BELT	2	
	BLOUSE/SHIRT		COINS SUBTOTAL
	CAP (BLK/LB/KHAKI)		\$1.00
	COAT (UTILITY/WINTER)	1	.50
	COAT (RAIN)	1	.25 1 25
	COAT UNIFORM (WINTER/SUMMER)	1	.10 2 20
	GLOVES/HANDBAG		.05 1 05
	HAT (COMBINATION)	1	.01 7 07
	HAT, COVERS (WH/BLK/KHAKI)	1	SUBTOTAL 57
	HAVELOCK		FOREIGN CURRENCY
	HOOD, RAIN		TOTAL 31 57
	INSIGNIA (AS REQUIRED)		CLASS IV - NEGOTIABLE & NON-NEGOTIABLE
	LINGERIE		INSTUMENTS VALUE
	NECKTIF	2	
	SCARF		
	SHIRT (WH/BLK/KHAKI)	1	
	SHIRT (UTILITY)	2	
	SHOE (DRESS)	1	
	SHOE (GYM/SAFFTY)		TOTAL
	SHORTS		CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTAMENTAL & UTILITY VALUE
	SKIRTS		RAZOR (NORELCO) (1 EA)
	SLACKS		WATCH (SEIKO) (1 EA)
	SOCKS	6	RADIO (PANASONIC) (1 EA) SER R-1492
	TROUSERS (UTILITY)	3	
	TROUSERS (BL/WH/KHAKI)	1	
	UNDERSHIRT	6	
UNDERDRAWERS	6		
INVENTORY BOARD			
SEAL NO.	SENIOR BOARD MEMBER W. B. McDonald LTJG W. B. McDONALD		
DATE OF INVENTORY 10 JAN 1997	OTHER BOARD MEMBER K. Morris ET1 K. MORRIS		
FOR USE OF SUPPLY OFFICER	DISPOSITION (if other than owner/bailee or shipment to other activity)		
APPROVED BY (signature of appointing officer)			
		REMARKS	

➔ **1277 DISTRIBUTION OF THE INVENTORY OF PERSONAL EFFECTS**

1. BY THE INVENTORY BOARD. The inventory board will distribute copies of the NAVSUP Form 29 as follows:

a. forward original and all copies with the personal effects to the Supply Officer or other designated officer (who must acknowledge receipt) and distribute remaining copies as prescribed below;

b. forward one copy to the convening authority;

c. file one copy in the owners service record, if available;

d. fax a copy to PERS 621 at 901-874-6654 or DSN 882-6654.

2. BY THE SUPPLY OFFICER. The Supply Officer or other designated officers, upon receipt of the effects from the inventory board, will enter the disposition information on all copies of the NAVSUP Form 29 and will sign and distribute the NAVSUP Form 29 as follows:

a. return two copies to the inventory board (see subpar. 1, item 1);

b. pack one copy inside each container (i.e., seabag, carton, etc.) with the personal effects;

c. if the personal effects are to be forwarded to the Personal Effects Distribution Center (PEDC), FISC Cheatham Annex, Williamsburg VA 23185, forward the original and two copies with a letter of transmittal to PEDC;

d. if the personal effects are shipped via registered mail or other means to the owner or the owners next of kin, forward a copy to consignee and retain the original. Personal effects of deceased or missing persons will not be sent via registered mail without authorization from the assigned CACO and/or PERS 621;

e. if the personal effects are those of a missing or deceased Navy member, forward a copy to the assigned Casualty Assistance Calls Officer (CACO) and a copy to the Commander, Navy Personnel Command (PERS 621), 5720 Integrity Drive, Millington, TN 38055-6210, or fax a copy to 901-874-6654 or DSN 882-6654;

f. file one copy in the expenditure invoice file with a copy of the shipping papers.

➔ **1278 SECURITY**

All persons concerned will ensure that necessary precautions are taken to prevent pilferage or damage to the personal effects. Supply Officers or designated officers receiving personal effects from inventory boards for safekeeping and storage will verify the items of personal effects with the NAVSUP Form 29 and will store the effects in locked controlled spaces and/or an approved government non-temporary storage facility (see par. 1257-2). Money, negotiable instruments, and articles of intrinsic value, such as jewelry, will be stored in a combination type safe. When transfer of custody of personal effects including cash, checks, and other valuables is made by hand, the receiving officer will acknowledge receipt by endorsing the original and all remaining copies of the NAVSUP Form 29. The delivering officer will retain a signed copy of the receipt. When personal effects are shipped or mailed, items of intrinsic value will be

shipped in a separate container/box via registered mail. A record of the transfer will be made on the document and on all remaining copies of the NAVSUP Form 29. The forwarding officer will retain a copy of the shipping document and registry receipt.

→ **1279 DETERMINATION OF NEXT OF KIN, HEIR OR LEGAL REPRESENTATIVE**

The Commander, Navy Personnel Command, Casualty Assistance Branch, PERS 621, in all cases involving personal effects of deceased or missing personnel, will determine the proper recipient in accordance with Title 38 U.S.C., Section 8501, which outlines the order of precedence for receipt of personal property.

Section III: DISPOSITION OF PERSONAL EFFECTS

→ **1300 SHIPMENT**

1. GENERAL. Although it is not necessary for the personal effects to be repaired, the personal effects will be cleaned or laundered, as appropriate, prior to being forwarded to the next of kin, the heir, or legal representative. When practicable, the Supply Officer first receiving the personal effects from the inventory board will take any necessary action to comply with this policy. However, the activity, which actually forwards the personal effects to the next of kin, heir, or legal representative, has the final responsibility to ensure that the personal effects are in a satisfactory condition. Any expense incurred by PEDC for cleaning or laundering of personal effects will be charged to the operation and maintenance allotment of the activity requesting services to be performed. Foreign currency and coins exceeding \$5 in value will be converted to United States currency, when practicable. Prior to shipment the Supply Officer will resolve any differences between the inventory board list and the personal effects to be shipped. When appropriate, the Brooks Model A (one piece) Cable Seal Lock which has been assigned NSN 5340-00-084-1570 and complies with MIL-S 23769 specifications, will be affixed. If a serial number cable seal lock is not available, a serial number ball type seal with a panned bolt and nut or a #5 American Wire Gage wire twist may be substituted. The serial number will be annotated on the shipping document.

→ **1301 DISPOSITION AND/OR DISPOSAL OF LOST, ABANDONED OR UNCLAIMED PERSONAL EFFECTS**

1. GENERAL. Any personal effects determined by the afloat (except deployed units and OCONUS homeport afloat units) Commanding Officer to be personal effects lost, abandoned or unclaimed will be disposed of, or shipped to the owner or legal representative using the following guidelines:

a. dispose of in accordance with the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, (<http://www.drms.dla.mil/publications/>);

b. ship to the owner or legal representative at owners or legal representative expense by traceable means. Shipment at Government expense or official mail is not authorized. Personal effects in this category will not be shipped to PEDC, FISC Cheatham Annex for disposal. When property in this category is erroneously shipped to PEDC, all costs incurred by PEDC for

handling (administrative costs, cleaning, packing etc...) is chargeable back to the command that erroneously and/or improperly forwarded the personal effects to PEDC.

2. DEPLOYED AFLOAT UNITS. Items of personal effects in this category seized during a deployment can be shipped, with proper documentation (NAVSUP Form 29), to PEDC, FISC Cheatham Annex, for disposal.

→ 1302 SHIPMENT OF PERSONAL EFFECTS OF PERSONS DETERMINED TO BE DECEASED OR MISSING

1. GENERAL. In this section, for clarification purposes, personal effects are items (locker items) located aboard an afloat unit. Household goods are all "other" personal effects belonging to the deceased or missing person(s).

2. PERSONAL EFFECTS – LOCKER ITEMS

a. Deployed Unit or Afloat Unit with Homeport Located Outside of CONUS. Personal effects located aboard a deployed unit or afloat unit with homeport located outside of CONUS will be handled and inventoried in accordance with paragraphs 1275 through 1278 and forwarded with proper documentation (NAVSUP Form 29) to PEDC, FISC Cheatham Annex, Williamsburg, VA 23185.

b. Afloat Unit Located in CONUS. Personal effects located aboard an afloat unit located in CONUS will be handled and inventoried in accordance with paragraphs 1275 through 1278 and shipped as directed by the Casualty Assistance message. If message guidance has not been received, contact PERS 621 at 1-800-368-3202 for assistance.

3. HOUSEHOLD GOODS.

a. Next of Kin (NOK), Heir, or Legal Representative is Known. When next of kin, heir, or legal representative is known, the Command Representative, as a liaison to the NOK, heir, or legal representative, requests shipment or non-temporary storage of the household goods through the responsible Personal Property Shipping Office. Do not ship to PEDC. Non-temporary storage is authorized for one-year (see JTFR par. U5372).

b. Next of Kin (NOK), Heir, or Legal Representative is not Known. When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the household goods will be placed in non-temporary storage at origin.

c. Personal effects of a deceased or missing person received at PEDC without a NAVSUP Form 29, dirty, and/or improperly packed will be brought to the immediate attention of the Naval Supply Systems Command, Code 053, and the Commanding Officer of FISC, Cheatham Annex. Upon receiving notification of such a shipment, the Commanding Officer at FISC, Cheatham Annex, with support of the Commanding Officer, FISC Norfolk, appoints and inventory board, completes the NAVSUP Form 29, and makes distribution of the NAVSUP Form 29 in accordance with this publication. Personal effects will be held at FISC, Cheatham Annex pending shipment delivery disposition from PERS 621.

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d. Inquiries regarding the personal effects and/or household goods of a deceased or missing person should be directed to PERS 621 at 1-800-368-3202.

➔ 1303 ADMINISTRATIVE GUIDANCE

1. INVOICE. When personal effects are transferred, by any means, to another naval activity or the PEDC, the Supply Officer will prepare a DD Form 1149 to document the transaction. A transportation control number will be assigned IAW DOD 4500.32-R, Vol. 1, Appendix C, Par. 9. The original, with an acknowledging receipt signature from the receiving activity, will be retained in the expenditure invoice file with a copy of the NAVSUP Form 29 attached. When direct shipment is made, a copy of the postal receipt, freight forwarder waybill or shipping document, will be retained with the DD Form 1149. The expenditure invoice number and the transshipping activity also will be recorded in the "Remarks" section of the NAVSUP Form 29. Secure a copy of the NAVSUP Form 29 and DD Form 1149 to the outside of the shipping container and place a copy inside of the package being shipped.

SAMPLE DD FORM 1149 FOR SHIPMENT OF PERSONAL EFFECTS

SHIPPING CONTAINER TALLY												
REQUISITION AND INVOICE / SHIPPING DOCUMENT												
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA, 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.								Form Approved OMB No. 0704-0246				
1. FROM (Include ZIP Code) (R52192) USS JOHN PAUL JONES (DDG-32)					SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE	6. REQUISITION NUMBER				
2. TO: (Include ZIP Code) (N62649) COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER, YOKOSUKA, JAPAN					7. DATE MATERIAL REQUIRED (YYMMDD)		8. PRIORITY					
3. SHIP TO - MARK FOR (N00228) PERSONAL EFFECTS DISTRIBUTION CENTER FISC CHEATHAM ANNEX WILLIAMSBURG, VA 23185					9. AUTHORITY OR PURPOSE NAVSUP P-485 PAR. 1303					11a. VOUCHER NUMBER & DATE (YYMMDD) R52192/7010/7012		
10. SIGNATURE J. L. GARNER, SC. USN					12. DATE SHIPPED (YYMMDD)		14. BILL OF LADING NUMBER					
13. MODE OF SHIPMENT					15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.							
4. APPROPRIATIONS SYMBOL AND SUBHEAD			OBJ. CL.	BUR. CONT. NO.	SUBAL LOT	AUTHORIZATION ACCTG ACTIVITY	TRANS TYPE	PROPERTY ACCTG ACTIVITY	COUNTRY	COST CODE	AMOUNT	
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND / OR SERVICES (b)					UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CON TAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1.	PERSONAL EFFECTS, PROPERTY OF: SN LARRY BROWN JOHNSON, 960-49-7301, USNR											
	RECEIVED BY: _____ DATE: _____											
	NOTE: CONTAINERS CONSIST OF: 1 EA SEABAG 1 EA SUITCASE 1 EA CARDBOARD BOX											
16. TRANSPORTATION VIA MATS OR MSTs CHARGEABLE TO						17. SPECIAL HANDLING						
ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	SHEET TOTAL			
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYMMDD)	BY	GRAND TOTAL		
	PACKED BY						POSTED	DATE (YYMMDD)	BY	20. RECEIVER'S VOUCHER NO.		
	TOTAL											

DD Form 1149, DEC 93 306/080
S/N 0102-LF-017-7900 (Navy Overprint 1994)

2. MONEY AND NEGOTIABLE INSTRUMENTS. The Supply Officer will remove money totaling \$5.00 (five dollars) or less and donate that money to Navy Relief at that site. Negotiable instruments will be deposited with the Disbursing Officer for safekeeping. All foreign currency will be exchanged for United States currency. If not, the foreign currency is classified as Class 5 personal effects. Money in excess of \$5.00 will be exchanged for a treasurers check drawn to the order of Officer in Charge, PEDC and be forwarded via registered mail to the PEDC. In addition, a copy of the letter of advice containing detailed description of the items shipped will accompany the shipment. The original of the letter of advice will be forwarded under separate cover to the PEDC.

→ **1304 PERSONAL EFFECTS OF PERSONS DETERMINED TO BE MENTALLY OR PHYSICALLY INCAPACITATED**

The personal effects of persons determined to be mentally or physically incapacitated will accompany them when hospitalized or transferred for special treatment (See JFTR, par. U5345). The activity responsible for the care of the incapacitated person will ensure that the personal effects are safeguarded until the person is released from care. If it is determined that it is not practicable to have money identified as part of the personal effects accompanying the person, the money will be turned over to the nearest Disbursing Officer who will issue a government check in accordance with the Navy Comptroller Manual, Volume 4, Chapter 2. Such disposition will be explained in the "Remarks" section of the NAVSUP Form 29.

→ **1305 "LUCKY BAG" ITEMS OF PERSONAL EFFECTS**

Single or scattered items of clothing and other personal effects deposited in the "Lucky bag" will be used locally or disposed of in accordance with the regulations of the afloat unit or activity administering the "Lucky bag". When it is not possible to determine the owner of "Lucky bag" items and the value is less than \$25 (as distinguished from situations in which the owner can be determined but not located), local disposition action may be taken immediately. Effects valued at more than \$25 will be held for a period of three months before local disposition action is taken. If such items are sold, the proceeds of the sale will be handled in accordance with the Navy Comptroller Manual, par. 043143. Commanding Officers will require the custodian of the "Lucky bag", or other designated person, to keep records of all items received into or expended from the "Lucky bag", and furnish an itemized receipt to the donor of the items, if known. Do not forward "Lucky Bag" items to PEDC. Dispose of Lucky Bag items IAW Defense Materiel Disposition Manual, (DOD 4160.21-M), guidelines.

→ **1306 DISPOSITION BY PERSONAL EFFECTS DISTRIBUTION CENTER (PEDC)**

Categories of shipments authorized for shipment to PEDC, as indicated in this chapter, shall be disposed of by PEDC in accordance with Defense Materiel Disposition Manual, (DOD 4160.21-M) or written local instructions.

1307 PERSONAL EFFECTS UNAVOIDABLY SEPARATED FROM OWNER

- Personal effects found after a person has been transferred or detached may be shipped to an appropriate destination at government expense if the personal effects were unavoidably separated from the owner (see JFTR, Vol 1, par. U5330D). Shipments of this nature may be made by any appropriate means, including registered parcel post. When it is necessary to transfer the personal effects ashore for further transportation, the transfer will be covered by a DD Form 1149 in accordance with par. 1303.

1308 PERSONAL EFFECTS OF MARINE CORPS PERSONNEL

- Lost, abandoned, or unclaimed personal effects and the personal effects of deceased or missing persons in the Marine Corps will be transferred with a copy of the DD Form 1149 (see par. 1303) to the nearest shore activity for transshipment to the nearest of the following activities:

Traffic Management Office
 Box 555004 Attn: MPE&BC
 Marine Corps Base
 Camp Pendleton, CA 92055-5004
 (760) 725-3090

or

Traffic Management Office
 1011 Ash Street, Door 6
 Marine Corps Base
 Camp Lejeune, NC 28542
 (910) 451-5660

Such shipments will be accompanied with a NAVSUP Form 29 prepared and distributed as described in pars. 1276 - 1277.

→ **1309 CLAIMS FOR REIMBURSEMENT FOR PERSONAL EFFECTS**

Claims received from the owner of the personal effects, next of kin, heir, or legal representative for money found in personal effects and the proceeds from the sale of the effects will be handled in accordance Personal Effects Distribution Center fiscal procedures detailed in Transportation of Personal Property (see NAVSUP P-490, Chapter 6, par. N6005).

→ **1310 CLAIMS FOR REIMBURSEMENT FOR PERSONAL PROPERTY**

Claims for reimbursement for personal property lost, destroyed, damaged, captured, or abandoned incident to military service will be submitted in accordance with Ships Store Afloat (see NAVSUP P-487, par. 7411).

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Part E: SUPPLY AND FINANCIAL MANAGEMENT (SFM)

Section I: INTRODUCTION

1400 OVERVIEW

This section provides an introduction to the Supply and Financial Management (SFM) program. The automated supply and financial management functions of SFM were developed in accordance with the manual policies and procedures set forth in each chapter of this publication. However, with the increased capabilities of the automated system, it has been necessary at times to expand or revise existing policy and procedures. Those areas which are unique or which have changed as a result of the automated supply functions will be defined and further explained in each related chapter throughout this publication.

1402 OBJECTIVES

The objectives of the automated afloat supply capabilities, performed using SFM, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore automated systems.

1405 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

- 1. SNAP II. The SFM subsystem is run on the Shipboard Non-Tactical Automated Data Processing II (SNAP II) system. SFM interacts with other subsystems when performing certain supply or financial management tasks. These subsystems and their relation to the SFM subsystem are as follows:
- a. System Management Subsystem (SMS) - SMS is the control subsystem of SFM. It provides informational support for SFM subsystem use and maintenance, processes messages between users, and controls user access to other subsystems. SMS is also used to update databases and to upgrade the SFM subsystem software. This subsystem's main function with SFM is providing entry into SFM through the SMS main selection menu and providing the ability to print out or delete prepared supply and financial management reports and files and control subsystem access.
 - b. Maintenance Data Subsystem (MDS) - Used in support of the ship's maintenance functions. This includes equipment identification, maintenance action deferral and accomplishment, parts ordering, and Current Ships Maintenance Project (CSMP). The MDS subsystem is used to access SFM when preparing maintenance type requirements. In addition, MDS interfaces with SFM in the area of automated support of the ship's COSAL. Fleet COSAL Feedback Reports (FCFBRs) and 4790CKs are processed through this subsystem.

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c. Integrated Logistics Management (ILM) Subsystem - Provides automated assistance in performing Integrated Logistic Overhauls (ILOs). This includes the ability to refine shipboard inventories of repair parts, to update related stock records and to identify material deficiencies and excesses. This subsystem interfaces with SFM in the area of inventory management.

d. Mobile Logistic Support (MLS) Subsystem - Provides support to CLF ships for managing loadout, issuing, invoicing, financial and statistical reporting, reordering, and all other supply functions for CLF operations under (MFCS). This subsystem provides supply and financial functions similar to SFM but is operated separately.

- 2. SNAP II hardware is being replaced by a rack mounted Tactical Box (Tac Box) connected to a local area network (LAN). As the new hardware is installed, the software is upgraded to Ported SFM which runs in a “graphical user interface environment/Windows” environment.

1410 SUBSYSTEM USERS

1. SUBSYSTEM MANAGER. The Supply Officer will be assigned as the subsystem manager and is responsible for the management of the SFM, ILM, and MLS subsystems as follows:

- a. assignment of user access to the subsystems;
- b. properly maintaining information in the subsystem files;
- c. overseeing production of all supply and financial reports;
- d. ensuring functional area users are properly trained in applicable functions.

2. SFM SUBSYSTEM COORDINATOR. An Officer or senior Petty Officer, who is a graduate of the SPAWARSYSCEN system coordinator course, is assigned to act as the SFM subsystem coordinator. This person has the broadest use of and access to the SFM subsystem and is the primary point of contact for SFM subsystem implementation and operation. Responsibilities include:

- a. monitoring the entire operation of the SFM subsystem and solving any problems;
- b. controlling who has access to the SFM subsystem;
- c. starting up and maintaining certain SFM unique information;
- d. ensuring functional area users are properly trained in applicable functions.

Most ships should assign a second (assistant) system coordinator to assist the system coordinator in performing the above responsibilities.

3. MDS SUBSYSTEM MANAGER. An Officer, Chief Petty Officer, or senior Petty Officer is assigned as 3-M Coordinator on board ship. This person is responsible for managing the administrative tasks for the ship's 3-M subsystem program, including assigning access to the MDS subsystem and generating MDS external reports. The 3-M Coordinator is a key player when performing automated COSAL support. Also, the 3-M Coordinator should train functional area users in appropriate MDS areas.

4. SUPPLY USERS. SFM supply users are those shipboard personnel to whom the Supply Officer assigns responsibilities of maintaining and controlling daily supply operations. Supply users are Supply Officers and storekeepers. These personnel are assigned access to the SFM supply and financial functions in accordance with the policy described in par 1510 and with the detailed procedures described in the Online SFM Users Manual.

5. SUPPLY CUSTOMERS. SFM supply customers are those shipboard personnel working in technical areas other than supply who are assigned to perform supply functions in their specific department, division, or work center. Supply customers include department heads and their designated officers and personnel including supply petty officers.

1411 SFM SUBSYSTEM SECURITY

All personnel requiring access to the subsystem will have a password and an assigned system access level. The Supply Officer is responsible for user access to the SFM subsystem. Passwords will be changed at least quarterly to maintain system security. Physical security instructions will be issued by the Commanding Officer. They will augment Navy wide ADP security measures contained in OPNAVINST 5510.1 (series).

1412 TROUBLE REPORT GENERATION

Any problems that occur with the SNAP II system on board ship should be reported via telephone to the SPAWARSYSCEN trouble desk in accordance with TYCOM instructions. If a problem cannot be resolved over the phone, a message defining the problem will be sent to SPAWARSYSCEN and the appropriate TYCOM. This message will state the system problem and, if known, any recommendations for problem solutions. A sample SFM trouble report message is illustrated on the following page.

1414 SFM ENHANCEMENTS

1. GENERAL. Recommendations for all SFM minor or major subsystem enhancements will be submitted to the appropriate TYCOM for review and endorsement in the form of a software change proposal. SPAWARSYSCEN should receive a copy from the ship or be an info addressee. Where possible, some quantitative measure of the expected effectiveness benefits should be furnished. Where appropriate, adverse effects of not accomplishing the project will also be shown. In those cases where computer cost savings are considered attainable but the originating activity cannot specifically determine the extent of such savings, this fact will be stated and the cost analysis will be provided by higher authority to determine the project feasibility. The change proposal should have supporting documentation attached and include a brief title of project; the applicable program or documentation; a detailed description/definition of the project; a recommended solution; and a point of contact.

→ **SNAP II TROUBLE REPORT**

FROM: (REPORTING SHIP)

TO: SPAWARSSYSCEN NORFOLK DET SAN DIEGO CA (PACFLT UNITS)
 SPAWARSSYSCEN NORFOLK VA (LANTFLT UNITS)

INFO: COMNAVSEASYSYSCOM WASHINGTON DC
 NAVSEACOMBATSYSYSENGSTA NORFOLK VA
 FTSCPAC SAN DIEGO CA
 SPAWARSSYSCEN NORFOLK VA
 SPAWARSSYSCEN NORFOLK DET MED SIGONELLA IT (DEPLOYED LANTFLT UNITS)
 SPAWARSSYSCEN NORFOLK DET YOKOSUKA JA (DEPLOYED PACFLT UNITS)
 (GROUP COMMANDER)
 (SQUADRON COMMANDER)
 (OPERATIONAL COMMANDER)
 (APPROPRIATE TYCOM)

(CLASSIFICATION) //N05230//

SUBJ: SNAP II TROUBLE REPORT NUMBER 1/04 INITIAL (SITREP-01, FINAL, ETC.)

1. PRIORITY (ESTIMATE OF THE SITUATION, ACTUAL PRIORITY WILL BE ESTABLISHED BY SPAWARSSYSCEN). USE THE FOLLOWING CRITERIA:

A. CRITICAL. THE PROGRAM/SYSTEM IS INOPERABLE. A WORK AROUND CANNOT BE DEvised. HIGHEST PRIORITY FOR RESOLUTION.

B. URGENT. ALTHOUGH A WORK AROUND IS AVAILABLE, IT RESULTS IN SIGNIFICANT CONSUMPTION OF TIME AND RESOURCES.

C. ROUTINE. ALL OTHER PROBLEMS ARE ASSIGNED THIS CATEGORY. PROBLEMS WILL BE RESOLVED AS RESOURCES PERMIT.

2. REPORTING ACTIVITY/UIC.

3. POINT OF CONTACT (NAME) AND TELEPHONE NUMBER (DSN, COMMERCIAL)

4. PROBLEM TYPE:

A. HARDWARE

B. APPLICATION SOFTWARE

C. SYSTEM SOFTWARE

D. DOCUMENTATION

E. PROCEDURES

5. PROBLEM DESCRIPTION (PROVIDE COMPLETE DETAILS)

6. SYSTEM CONFIGURATION DATA:

A. HARDWARE (LIST FAILED COMPONENT(S))

B. SOFTWARE (IDENTIFY SYSTEM, SUBSYSTEM, RELEASE, VERSION, MODULE, SEGMENT, OPTION, SCREEN, ETC.)

C. DOCUMENTATION (PROVIDE REFERENCE, DATE, CHANGE, NUMBER, PAGE, PARAGRAPH)

Section II: SUPPLY CONTROLS

1510 SFM SUBSYSTEM ACCESS

The access table shown below provides guidelines for determining supply user and customer access levels. SFM access levels will be assigned by the ship's Supply Officer. The primary considerations to be used when assigning authority levels will be training and experience on the SFM subsystem, as well as other factors which are outlined in par. 1106. A SFM subsystem access listing will be produced and reviewed by the Supply Officer each time access assignments are made. The current listing will be kept on file until a new one is produced. This listing will be an accountable document and may be requested for presentation during a Logistics Management Assessment (LMA). See Appendix 25, Report 080, for further details.

SFM ACCESS LIST

Menu Displays Related Functions	Users and Authority Based Upon Password and Access Code						
	SUPPO	LCPO	OPTAR SK	INV/ MGR	TECH EDIT SK	COSAL SK	STORE ROOM SK
Record Deletion Capability	Y	Y	N	N	N	Y	N
<u>Requirements</u>							
Generate 1250-1	X	X	X	X	X	X	X
Tech Edit	X	X	X	X	X		X
Requirements Review	X	X	X	X	X	X	X
Approve 1250-1	X						
Issue/Recording	X	X	X	X			
Matl Cross Ref/MTIS	X	X	X	X			
RFI Turn-in	X	X		X			
Cross Reference File	X	X	X	X	X	X	X
Status Posting	X	X	X	X			
Reqn Record/Review	X	X	X	X			
Reqn Approval (stock)	X	X	X				
Reqn Output	X	X	X	X			
Receipt Processing	X	X	X	X			
Requirement File Listings	X	X	X	X	X		X

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**Menu Displays
Related Functions**

**Users and Authority Based
Upon Password and Access Code**

	SUPPO	LCPO	OPTAR SK	INV/ MGR	TECH EDIT SK	COSAL SK	STORE ROOM SK
<u>Inventory</u>							
Stock Record Update	X	X	X	X	X	X	
Reorder Review	X	X		X			
Queued Reqn Output	X	X	X	X			
Inventory Reports	X	X		X			X
Global Level Setting	X	X		X			
Inventory Functions	X	X		X			
<u>Financial</u>							
Obligation Adjustments	X	X	X				
Grant Adjustments	X	X					
Zero Balances (Qtr)	X	X					
Zero Balances (End FY)	X						
Print Budget	X	X	X				
SFOEDL Processing	X	X	X				
Financial Reports	X	X	X				
BOR Adjustments	X	X	X				
<u>Supply Control</u>							
Constant Update	X	X					
Access Update	X	X					
Display Reports	X	X					
Output Tape Generation	X	X	X	X			
Reqn History Tape Processing	X	X					
Release Files to Tape	X	X	X	X			
ASI Tape Processing	X	X					

1511 SUPPLY FILES

The SFM subsystem has a number of supply and financial record types and files which are used to manage the ship's supply and financial management information and for creating management reports. These records, files, and reports replace many of the manual records, files, and documents described throughout this publication where manual systems are defined. A table showing the relationship among the automated records, files, and reports and the replaced manual files and documents is illustrated on the following page. For further details and illustrations of these reports/listings see Appendix 25.

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Manual File/Document Replacement	Automated File(s)	Automated Replacement Listing
Material Outstanding File (MOF)	CMPM, RQF,	Report 073, Outstanding Requisition File Listing With Status
Material Completed File (MCF)	CNF, COS, RQF, SOF,	Report 063, Requisition File Listing
Stock Record Battery NAVSUP 1114s	RQU ¹ , SRF, SOF	Report 042, Stock Status Listing
NIS/NC File	RQF, SOF	Report 120, Receipt Control Log
OPTAR Holding Files 1 and 2	BOF, CNF	Report 026, OPTAR Document Transmittal Letter
Requisition/OPTAR Log	CNF, RQF, RSF, SOF	Report 063, Requisition File Listing and Report 071, Requisition File History Listing
Historical Demand File (HDF)	CNF, RQF, RSF, SOF	Report 071, Requisition File History Listing
NAVCOMPT Form 2156	BOF, CNF	Report 025, OPTAR Document Transmittal Report
NAVSUP 1075 Locator Cards	RQU ¹ , SRF	Report 048 and Report 107, Stock Locator Listings
NAVCOMPT Form 2157	BOF, CNF, SOF	Report 021, Mechanized Budget OPTAR Report or Report 049, NAVCOMPT Form 2157, Message Report S&E Budget OPTAR
Departmental Budget Status Report	BOF, CNF	Report 085, Budget Status (FYTD)

¹ The RQU (an SMS data file) is used by all subsystems that place printable reports in the SMS print queue.

File Names

BOF	Budget OPTAR File
CMPM	Current Ships Maintenance Project Master File (MDS file)
CNF	Constants File
COS	COSAL File
RQF	Requirements File
RQU	Report Queue File (SMS file)
RSF	Requisition Status File
SOF	Ship's Organization File (SMS file)
SRF	Stock Record File
XRF	Cross Reference File

Descriptions of the above files are contained in the SFM Subsystem Specification.

1526 COSAL RECORD TYPES

SFM software allows for the maintenance of separate COSAL record types (stock record batteries) for Hull, Mechanical and Electrical (HME), Maintenance Assistance Modules (MAMs), Operating Space Items (OSI), Boat Haven (BH), Aviation (LAMPS), Strategic Weapons (SW), Reactor Plant (Q-COSAL) and Nuclear Weapons (NW). Each COSAL type code will be maintained as applicable to the class of ship in accordance with TYCOM directives. A COSAL file backup tape should be made at least monthly and immediately after running the Automated Shore Interface (ASI) tape, which is further described in Chapter 2.

1527 SFM EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If the SFM subsystem is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Supply and financial listings and reports should be printed and retained as indicated in Appendix 25 of this publication. While the SFM subsystem is not working, the automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. These updated listings must be kept separate so that the annotated information may be entered into SFM when the system is again operational. In addition to annotating the automated listings, temporary manual files must be developed to assist in timely and accurate update of the SFM subsystem. Distribution of these documents and maintenance of files will be accomplished in accordance with existing manual supply operation instructions. At a minimum, the following manual files must be set up and maintained in the event of prolonged system down time:

a. Issue File - This file will contain all hard copy 1250-1s which have not been generated in SFM and represents issues from storeroom stock since the system became non operational. It will be maintained in NIIN sequence. Once SFM is operational, these requirements must first be created in the system through the appropriate subsystem (i.e., MDS for repair parts). Then the issue must be recorded in issue recording. If a previously generated requirement was issued after the system went down, it need not be reentered before issue recording.

b. Requisition File - This file will contain the hard copies of requisitions sent to a supply activity and will be filed in requisition number sequence. All maintenance related DTO requisitions must be reentered into the SFM subsystem through the maintenance subsystem once SFM is operational. Consumable DTO requisitions may be entered through the MDS subsystem or directly into the SFM subsystem.

c. Receipt File - This file will contain all receipts which have not yet been posted into SFM and will be filed in document number sequence.

d. Status File - This file will be used as a holding file for status received until SFM is operational.

2. FINANCIAL REPORTS. If the SFM subsystem is not operational during, or extends through a financial reporting period, use the temporary files and annotate automated listings to prepare the required financial reports. A budget OPTAR report (BOR) must always be submitted whether prepared automatically or manually.

Part F: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING SYSTEM - REAL TIME (SUADPS-RT)

Section I: INTRODUCTION

1600 OVERVIEW

This section provides an introduction to the Shipboard Uniform Automated Data Processing System - Real Time (SUADPS-RT). The automated supply and financial management functions of SUADPS-RT were developed in accordance with the manual policies and procedures set forth in this publication. However, with the increased capabilities of the automated system, it has been necessary at times to expand or revise existing policy and procedures. Those areas which are unique or which have changed as a result of the automated supply functions will be defined and further explained in each related chapter throughout this publication.

1601 OBJECTIVES

The objectives of the automated afloat supply capabilities, performed using SUADPS-RT, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore automated systems.

1602 SHIPBOARD NON-TACTICAL AUTOMATED DATA PROCESSING (SNAP)

- ➔ 1. SNAP I. The SUADPS-RT application is run on the Shipboard Non-Tactical Automated Data Processing I (SNAP I) system. Several applications within the SNAP I system provide supply and maintenance data exchange to update their respective databases. These additional systems are:
 - a. Maintenance Resource Management System (MRMS);
 - b. Organizational Maintenance Systems-Real Time (OMMS-RT)
 - c. Naval Aviation Logistics Command Management Information System (NALCOMIS)
 - d. Logistics Applications of Automated Marking and Reading Symbology (LOGMARS)
 - e. Integrated Barcode System (IBS)
- ➔ 2. SNAP I hardware configuration consists of rack mounted Tactical Boxes (Tac Box) connected to a local area network (LAN).

1603 SYSTEM USERS

1. SNAP I SYSTEM COORDINATOR AND ASSISTANT. The SNAP I System Coordinator and assistant, normally an officer and a senior enlisted, are the overall managers of the DPS-6 hardware and the various software applications that are maintained on the DPS-6. The responsibilities and duties of the SNAP I System Coordinator are as follows:

- a. coordinating, monitoring, and scheduling SNAP I system production requirements with Functional Area Supervisors;
- b. maintaining familiarity with the capabilities of all SNAP I equipment;
- c. ensuring the operation and functional security of SNAP I equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating SNAP I assistance visits from SPAWARSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the SNAP I system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for SNAP I users;
- k. allocating ADPE resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between SNAP I systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. FUNCTIONAL AREA SUPERVISOR (FAS). The FAS for each SNAP I automated information system should be a junior officer or senior enlisted who is thoroughly familiar with all technical matters pertaining to his functional area (i.e., SUADPS-RT FAS should fully understand issue procedures, receipt procedures, expending procedures, etc.) The following is a listing of duties and responsibilities applicable to a FAS:

- a. approve, consolidate, or modify user batch requests via the automated batch facility;
- b. assign, modify, and delete user access privileges;
- c. provide adequate controls to ensure that the range and depth access granted to each functional user is consistent with the users duties;
- d. schedule and review reports and data to be submitted to external activities;
- e. ensure the validity and reliability of data files;
- f. control use of remote printers assigned to respective functional areas;
- g. ensure that effective training is accomplished for all users within assigned functional area;

- h. submit trouble reports to the SNAP I System Coordinator when appropriate;
 - i. ensure efficient use of on-line storage within assigned functional area;
 - j. ensure proper use of terminals and other data processing resources assigned to respective functional areas.
3. **WORK CENTER SUPERVISORS (WCS).** Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.
4. **JOURNEYMAN USERS.** Journeyman users are normally petty officers/ NCOs and nonrated personnel who perform the majority of functions (i.e., BMF and BRF maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., SUADPS-RT, ADM, IMMS-RT, OMMIS-RT, etc.)
5. **BASIC USERS.** SUADPS-RT basic users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1604 SECURITY

1. **SYSTEM SECURITY.** System security is provided in the form of computer passwords. Honeywell software provides the SNAP System Coordinator the capability to require passwords in conjunction with user IDs. This is designed to prevent unauthorized users access to the Honeywell General Comprehensive Operational System (GCOS). This allows movement within volumes, directories, and files and access to command language. ADP personnel are normally the only ship personnel authorized such abilities.
2. **APPLICATION SECURITY.** Functional application systems, such as SUADPS-RT, IMMS-RT, etc., provide security control in the form of a LOGON ID. Each LOGON ID is assigned by the respective Functional Area Supervisor and limits the range of subsystems within which the user can work.

1605 ADVISORY ASSISTANCE

SNAP I users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from NAVSEA, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSSYSCEN and SPAWARSSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1606 TROUBLE REPORTS

Trouble reports are forwarded to SPAWARSYSCEN, info the Type Commanders, when a certain function does not execute the way the process was designed. An example of this is the input of a receipt in the receiving subsystem of Logistics Management that sets the requisition completion date but does not remove the due. For additional information on trouble reports, refer to SUADPS-RT Support Procedures, Volumes I, II, and III or SPAWARINST 4130.12 (series).

➔ **1607 SOFTWARE CHANGES AND MODIFICATIONS**

When software improvements and error corrections are written, SPAWARSYSCEN sends out to the Fleet, normally in floppy disk medium, a software correction. Change proposals are initially sent to SPAWARSYSCEN who forwards the proposal to the functional manager (NAVSUP 4C2C for SUADPS-RT) via the chain of command.

Section II: SUPPLY CONTROL

1610 INTRODUCTION

1. GENERAL. SUADPS-RT is a menu-driven, on-line, interactive system operating in a distributed processing environment. The data base is made up of numerous individual files and is updated by individual transactions entered into the system at terminals or through batch mode by small individual programs called Transaction Processing Routines (TPRs). Several TPRs, run sequentially, are required to completely validate input data and post a single transaction to the applicable system files. Under SUADPS-RT, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. SUADPS-RT programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. managing depot level repairable;
- g. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- h. controlling shipboard inventories;
- i. reporting aviation and surface 3-M data.

1611 ORGANIZATION

1. GENERAL. SUADPS-RT is divided into four application subsystems as follows:

a. Inventory Management Subsystem. This subsystem contains programs to establish and update material files and process inventories, reorders, and offloads. Management functions include demand processing, SAMMA/SAL, excess cancellation requests, SEAMART and PEB item reviews, and pack-up management.

b. Logistics Management Subsystem. This subsystem contains programs to order DTO material, receive and issue stock, query system files, track DLR carcasses, and maintain control and validation files. Management functions include suspense processing, requisition file monitoring and history processing, and various logistics reports related to requisition files.

→ c. Financial Management Subsystem. This subsystem contains programs to record OPTAR allocations, process financial adjustments, update appropriation data, and produce OPTAR and financial reports.

→ d. Incoming Batch Transaction Subsystem. This subsystem is provided for large volumes of incoming transactions that cannot (or need not) be processed interactively. Data in this category can be monthly change notice actions from Navy Supply Information Systems Activity (formerly FMSO), incoming requisition status, or COSAL aids from NAVICP. This data may be received in the form of magnetic tape or diskette.

1612 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

1. GENERAL. Since several types of ships and shore activities utilize SUADPS-RT, certain screens, data elements, reports, and procedures may apply to only one type of ship or activity. The USID code is a mandatory data element in the Systems Constant File and is used by SUADPS-RT in the internal selection of appropriate screen formats, validation routines, transaction processing, and report generation. The Uniform System Identification (USID) Codes shown below are used throughout this and other SUADPS-RT publications to indicate applicability to a particular type of user activity:

<u>USID Code</u>	<u>Activity Type</u>
A	T-AFS
C	CV/CVN/LPH/LHA
M	MALS units
T	AS

1613 SUADPS-RT ACCESS

1. GENERAL. Before personnel can use the SUADPS-RT system, they must first be assigned a LOGON ID by the Functional Area Supervisor (FAS). The LOGON ID limits the range of subsystems within which the user can work. The following are guidelines for assignment of LOGON ID's:

a. SNAP I System Coordinator and Assistant - They are the overall managers of the SNAP I system, therefore, they will have the broadest access to the SNAP I system.

b. SUADPS-RT Functional Area Supervisor (FAS) - The FAS determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, the FAS should have complete access to all subsystems within SUADPS-RT.

c. Work Center Supervisors - Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.

d. Journeyman Users. Journeyman users will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of their WCS.

e. Basic Users. Since basic users will generally be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1614 SUADPS-RT REPORTS

1. SCHEDULING. Scheduling of requested reports is the responsibility of the Functional Area Supervisor. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be produced and published by the Supply Officer and distributed to all ADP and supply work centers. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements. A sample monthly schedule is shown on the following page.

2. REQUESTING REPORTS. Reports will be requested in accordance with the monthly schedule and methods established in the SUADPS-RT Support Procedures. Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing Request screen as prescribed in the SUADPS-RT Support Procedures, Appendix 20. Reports designed for internal use only will not be requested just to meet frequency requirements. When workload precludes proper processing action, the request for the report should be delayed until a later date.

3. APPROVAL. Prior to processing of the job by the Data Processing Center, the SUADPS-RT FAS must review and approve the request. This will be accomplished with the Batch Processing Job Review Function. These procedures are contained in the SNAP I Users Guide.

➔ MONTHLY SCHEDULE OF REPORTS

Daily: External record release (ie ZOC, TIR), Morning Reports							MONTH OF: <u>March</u>
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1 Change Notice	2 Change Notice DLR Print BRF/ BCM Return	3 MISC IQF Reports	4 Level Setting (including DLR) Level Setting (excluding DLR)	5 Cancellation Request for Excess Stock Due Fixed Allowance Management SAMMA / SAL	6 Automatic Reorder w/o ARRC DTO w/on-hand quantity (PRI 02)	7 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List	
8 MSLPNT	9 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	10 MSSR SEAMART Review Listing	11 DTO w/on-hand quantity (PRI-02) Automatic Reorder w/ARRC	12 MSSLL Print "NO" LMC SIMAR	13 Automatic Reorder w/o ARRC	14 Financial Update (weekly) FIF / MTE Delayed Receipt Report	
15 RHISP / RENAP	16 Automatic Reorder w/o ARRC	17 Mechanized Offload (as required) Automatic Reorder Stock DLR Print BRF/ BCM Return	18 Location Validation Automatic Follow-up DTO	19 Inventory Scheduling Aids (as required) Material Obligation Validation for Stock and DTO DLR Print BRF/RHF	20 Automatic Reorder w / o ARRC SAMMA / SAL	21 Financial Update (weekly) FIF / MTE Delayed Receipt Report Locator List	
22 MSLPNT	23 Automatic Reorder w/o ARRC DLR Print BRF/ BCM Return	24 Financial Update (monthly) FIF / MTE / FHP CRH / CHF OSO RRTMIS UMMIPS	25 RRTMIS DTO w/on-hand quantity (PRI 02)	26 Material Obligation Validation Automatic Reorder w/ARRC Internal MOV	27 Automatic Reorder w/o ARRC	28 Financial Update (weekly) FHF / MTE Delayed Receipt Report	
29 RHISP / RENAP (BRF Print)	30	31					

NOTE: BMF / BRF maintenance, such as IQF reports, MSSLL prints, file dumps, local print programs, etc., should be inserted into the schedule at the discretion of the Stock Control Officer, time

1615 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the SNAP hardware and SUADPS-RT software. System failure may be due to hardware (computer or peripheral equipment) or software (SUADPS-RT programs) problems. Short-term failures are not a significant problem with SUADPS-RT, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update files, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the SNAP System Coordinator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. **ADVISORY AND TECHNICAL ASSISTANCE.** System failures due to maintenance problems beyond the repair capability of the SUADPS-RT activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. Supply and SUADPS-RT assistance during these periods should be requested from the appropriate TYCOM. In the event of system failure due to SNAP or SUADPS-RT programs, trouble reports and requests for assistance will be submitted to SPAWARSYSCEN in accordance with pars 1605-1606.

1616 EMERGENCY FALLBACK PROCEDURES

1. **GENERAL.** If SUADPS-RT is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. SUADPS-RT Pending Files must be maintained so that the information may be entered into SUADPS-RT when the system is again operational. Further details are provided in the SUADPS-RT Part of each Chapter. The following records and forms must be available:

- a. Document Number Control Log,
- b. Material Requirement Request Form (DD Form 1348, or locally designed form),
- c. Off-line Requisition Log,
- d. Master Stock Status and Locator Listing and latest supplement,
- e. Complete requisition file printout and latest supplement,
- f. Hi Priority Requisition Listing with status,
- g. Latest Budget Report (SUADPS Report 21),
- h. Previous months budget OPTAR reports,
- i. DD Forms 1348-1A.

2. **INTERIM MANUAL FILES.** The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. **AIMD File (USID C & M Activities Only).** The AIMD File will be used to monitor the return of AVDLR material. The file will contain a copy of each AVDLR issue or DTO requisition for material sent to AIMD for repair and not returned.

b. **Budget File (BF).** The BF will contain copies of all end-use OPTAR obligation and expenditure documents. The file will be segregated by individual OPTAR, division or code, and document identifiers.

c. **DLR File.** The DLR File will be used to monitor the turn-in of NRFI material for induction into AIMD or shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received.

d. DTO Receipt File. The DTO Receipt File will contain a copy of each DTO receipt document. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report to the appropriate Defense Finance Accounting Service (DFAS).

e. Expenditure File. The Expenditure File will contain a copy of all DTO receipts, expenditures, and issues for the activity's departments and supported units. It will be used to compute the expenditure value on the monthly Budget OPTAR Report and NC 2051 message report. Documents will be segregated by fund code and document identifier.

f. High Priority File. The High Priority File will be in document number sequence. The file will contain all incoming status for high priority outstanding DTO requisitions. It will be used to prepare internal and external status reports.

g. Issues Pending File (Manual). The Issues Pending File (Manual) will contain a copy of each customer requirement forwarded to storage or procurement sections. The file will be maintained in Julian date and document number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and protect against lost documents.

h. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

i. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN reaching the Reorder Point (RP). The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

j. SUADPS-RT Pending File. The SUADPS-RT Pending File will contain the original of all transaction documents to be processed individually when SUADPS-RT is restored. Documents will be filed in DI and NIIN or document number sequence.

k. Turn-In File. One copy of each document for material returned to stock by the activity's work centers and supported units will be placed in this file. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report.

Part G: RELATIONAL SUPPLY (RSUPPLY) - UNIT LEVEL

Section I: INTRODUCTION

1700 OVERVIEW

This section provides an introduction to the Unit Level Relational Supply (RSUPPLY). The optimized supply and financial management functions of RSUPPLY were developed in accordance with the manual policies and procedures set forth in the Relational Supply Manual developed by SPAWAR Systems Center.

1701 OBJECTIVES

The objectives of the optimized afloat supply capabilities, performed using RSUPPLY, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore optimized systems.

1702 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

1. NTCSSII. The RSUPPLY application is run on the NTCSSII UNIX operating system. Several software applications within the NTCSS system provide supply and maintenance data exchange to update their respective databases. These additional application systems are:

a. OMMS-NG – Organizational Maintenance Management System – Next Generation. Provides online organizational level maintenance management, configuration management, and logistics management. The software provides Navy maintenance personnel with quick, convenient access to the maintenance information they need to ensure shipboard readiness information concerning configuration items and work candidates (formerly called maintenance actions or 2-Kilos) and ordering parts for equipment.

b. Integrated Barcode System (IBS). The IBS Program uses barcode technology that will enhance your inventory and receipt management efforts. Performs the following functions: location audits, inventories, relocating and consolidating material, scanning barcoded receipt documents, and printing barcoded stock number and location labels.

2. NTCSSII hardware configuration consists of Windows NT PDC/BDC, HPJ210 (TAC 4), and HP Printers.

1703 SYSTEM USERS

1. NTCSS SYSTEM ADMINISTRATOR. The NTCSS System Administrator normally a senior enlisted, is the overall managers of the NTCSS hardware and the various software applications that are maintained on the NTCSS. The responsibilities and duties of the NTCSS System Administrator are as follows:

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- a. coordinating, monitoring, and scheduling NTCSS system production requirements with the Supply Officer;
- b. maintaining familiarity with the capabilities of all NTCSS equipment;
- c. ensuring the operation and functional security of NTCSS equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the NTCSS system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for NTCSS users;
- k. allocating NTCSS resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between NTCSS systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. **LEADING STOREKEEPER.** Personnel assigned this duty should be a senior enlisted with a Navy Enlisted Classification (NEC) for the RSUPPLY Unit Level Manager's Course (NEC-2831). The Leading Storekeeper should have complete access to all subsystems within RSUPPLY and must be thoroughly familiar with all technical aspects pertaining to the storekeeper rating and RSUPPLY. Leading Storekeeper duties include, but are not limited to the following:

- a. **Batch Requests.** Approve, consolidate, and modify user batch requests using automated batch utilities;
- b. **Maintain and Update Tables.** Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information and Financial Control Tables;
- c. **Control User Access.** Assign, modify, and delete user access privileges within RSUPPLY;
- d. **Functional User Control.** Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;

- e. Reports. Schedule program runs to generate RSUPPLY output reports. May delegate this authority to other qualified users. Review reports and data for submission to external activities;
 - f. File Validity. Ensure the validity and reliability of automated data files in use within RSUPPLY;
 - g. Equipment. Control the use of remote printers and other peripheral equipment assigned to Supply divisions;
 - h. Training. Develop and conduct consistent user training using any pertinent information applicable to the storekeeper rating or RSUPPLY;
 - i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the NTCSS Administrator, TYCOM Points Of Contact, and SPAWARSYSCEN representatives to resolve RSUPPLY related problems;
 - j. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS124), and Picking Tickets (JSS118) batch jobs daily;
 - k. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Requirements Listing (JSL308), and Issue Pending Listing (JSL314) each morning.
3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the Leading Storekeeper for management of their work centers.
4. SUPPLY USERS. Supply users are normally petty officers and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning).
5. WORK CENTER WORKER. Assigned to Repair Part Petty Officer's (RPPO) or other maintenance personnel who request material and perform status checks for their respective work centers.

1704 SYSTEMS SECURITY (RSUPPLY)

1. Access Control and User Logon. Before any user can have access to Relational Supply (RSUPPLY) or Organizational Maintenance Management System-New Generation (OMMS-NG), one must be registered and have access to the Naval Tactical Command Support System II (NTCSS II). The NTCSS system level access is controlled by the NTCSS System Administrator (SA). When the user successfully connects to the NTCSS system, the user will be required to enter a NTCSS password on the logon screen.

2. Access to RSUPPLY. The Supply Officer/Leading SK will register any new users in RSUPPLY application and assign users the level of access required for job performance. The authorization established for each user will determine their capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper department, division, and work center codes to be used in posting transaction to inventory and financial records. It further defines each user's system access.

3. Individual Security Responsibilities. Each user has the responsibilities to ensure proper use, accountability, and protection of NTCSS computer resources and data. Passwords should not be shared or loaned to other individuals and should not be written down.

1705 ADVISORY ASSISTANCE

NTCSS users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from SPAWARSYSCEN, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSYSCEN and SPAWARSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1706 RSUPPLY TROUBLE CALLS (TCS)

SPAWARSYSCEN Norfolk (SSC-N) is responsible for all RSUPPLY AIS development and modification. Activities using the RSUPPLY system should send all Fleet Trouble Calls to SPAWARSYSCEN Norfolk Trouble Desk using the web except as noted below. Units are encouraged to contact TYCOM Point Of Contacts at the same time for technical analysis and guidance with regard to NTCSS AIS troubles. Often, this initial troubleshooting prevents the need for formal Trouble Report/Change Proposal submission. The FTC procedure is as follows:

a. Type <http://www.scn.spawar.navy.mil>. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.

b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.

c. SMTS will assign a TC number. Make sure to log the TC number for tracking/follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL**1710 INTRODUCTION**

1. GENERAL. RSUPPLY database is made up of numerous system tables and is updated by individual transactions inter-actively entered into the system at terminals or through batch job processing. Under RSUPPLY, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. RSUPPLY programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- g. controlling shipboard inventories.

1711 ORGANIZATION

1. GENERAL. The Relational Supply (RSUPPLY) System groups major functions into five subsystems, each of which contains similar processes. These five major subsystems are as follows:

- a. Site. The Site Management Subsystem contains many technical and validation tables RSUPPLY uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows the user to control all the information in the databases of logistics, inventory, and financial subsystems.
- b. Inventory. The Inventory Management Subsystem allows the user to accomplish routine maintenance for inventory information within the RSUPPLY such as maintaining material files, process inventory, reorders, offload and SIMARS management.
- c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures that includes generating MILTRIP requisitions, recording receipt and storage of material, issuing material to customers, processing incoming and outgoing supply status, and processing carcass-tracking inquiries and replies.

d. Financial. The Financial Management Subsystem covers all the automated supply procedures that includes recording OPTAR allocation, tracking OPTAR balances, posting financial adjustments, updating appropriation data, and producing financial reports.

e. Query and Utilities. The Query Management Subsystem provides the users with all the automated supply procedures that includes reviewing Material, Financial, Money Value Transaction ledgers, Stock Item Table (SIT) and Active Requisition Table (ART) inquiries. The Utilities Management Subsystem allows the users to perform Batch File transfer, create and run ADHOC Queries, and conduct batch review.

1712 RSUPPLY ACCESS

1. GENERAL. Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the Supply Officer or Leading SK. The LOGON ID limits the range of subsystems within which the user can work. The authorization established for each user will determine their capability for each business unit in RSUPPLY. This is accomplished by using the menu option, (SITE>Activity Controls>Users Access). The following guidelines for assignment of LOGON ID's:

a. NTCSS System Coordinator. Is the overall manager of NTCSS, therefore, they will have the broadest access to the NTCSS.

b. Supply Officer and Leading SK. Determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, they should have complete access to all subsystems within RSUPPLY.

c. Work Center Supervisors. Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.

d. Supply Users. Will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of the Supply Officer or Leading SK.

e. Work Center Workers. Since work center workers will be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1713 RSUPPLY REPORTS

1. SCHEDULING. Scheduling of required reports is the responsibility of the Leading SK. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be produced and published by the Supply Officer. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements.

2. Reports will be requested in accordance with the monthly schedule and methods established in the RSUPPLY Unit Users Manual (NAVSUP P-732). Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing

Request screen. Reports designed for internal use only will not be requested just to meet frequency requirements.

3. APPROVAL. Prior to processing of the job, the Supply Officer or Leading SK may have to approve the request. This is dependent on whether or not Approval Required is activated for the Batch Job in Control Parameter Update. This will be accomplished in the SITE subsystem with the Management>Site Internal>Batch Job Scheduling>Approval menu path. These procedures are contained in the NAVSUP P-732.

1714 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the NTCSS hardware and RSUPPLY software. System failure may be due to hardware (computer or peripheral equipment) or software (RSUPPLY programs) problems. Short-term failures are not a significant problem with RSUPPLY, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update tables, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the NTCSS System Administrator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. ADVISORY AND TECHNICAL ASSISTANCE. System failures due to maintenance problems beyond the repair capability of the RSUPPLY activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. In the event of system failure due to NTCSS or RSUPPLY programs, trouble reports and requests for assistance will be submitted to SPAWARSCEN in accordance with pars.1705-1706.

1715 EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If RSUPPLY is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. RSUPPLY suspense listings must be maintained so that the information may be entered into RSUPPLY when the system is again operational. The following records and forms must be available:

- a. Material Requirement Request Form (DD Form 1348, or locally designed form);
- b. Off-line Requisition Log;
- c. Master Stock Status and Locator Listing (JSL322);
- d. Complete active requisition file printout (JSL311);

- e. Other and EMRM budget balances;
- f. DD Forms 1348-1A.

2. INTERIM MANUAL FILES. The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. Issue File. The Issue File will be used to store all storeroom issues made while the system is not operational. Supply will use these to ensure that maintenance personnel enter material requests in OMMS-NG after the system becomes operational.

b. Grant File. The Grant will contain copies of all correspondence relating to the increase or decrease of EMRM or Other Grants. The file will contain a running tally of FYTD grants for both budget types.

c. DLR File. The DLR File will be used to monitor the turn-in of NRFI material for shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received. The file will also contain a copy of BC1 documents used to turn-in NRFI material to an ATAC.

d. Expenditure File. The Expenditure File will contain a copy of all 7000 series documents used to expend material.

e. Status File. The Status File will contain all downloaded status and any hard copy status received.

f. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

g. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN dropping below the Reordering Objective. The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

h. Receipt File. The Receipt File will contain the receipt documents to be processed when RSUPPLY is restored. Documents will be filed in document number sequence.

Part H: RELATIONAL SUPPLY (RSUPPLY) - FORCE LEVEL

Section I: INTRODUCTION

1800 OVERVIEW

This section provides an introduction to Relational Supply (RSUPPLY) Unit and Force Level. The optimized supply and financial management functions of RSUPPLY were developed in accordance with the manual policies and procedures set forth in the Relational Supply Manual developed by SPAWAR Systems Center.

1801 OBJECTIVES

The objectives of the optimized afloat supply capabilities, performed using RSUPPLY, are to provide supply personnel with the following: a reduction in the shipboard manual workload involved in performing supply tasks; a quick and flexible system which provides timely responses to supply inquiries and prompt performance of supply functions; an accurate and timely reporting of off-ship supply data; the ability to gather supply information only once; and the ability to interface data with other fleet and/or shore optimized systems.

1802 NAVY TACTICAL COMMAND SUPPORT SYSTEM II (NTCSSII)

1. NTCSSII. The RSUPPLY application is run on the NTCSSII UNIX operating system. Several software applications within the NTCSS system provide supply and maintenance data exchange to update their respective databases. These additional application systems are:

- a. NALCOMIS IMA – Naval Aviation Logistics Command Management Information System for Intermediate Maintenance Activities
- b. OMMS-NG – Organizational Maintenance Management System Next-Generation
- c. Integrated Barcode System (IBS)

2. NTCSSII hardware configuration consists of Windows NT PDC/BDC, HPJ210 (TAC 4), and HP Printers.

1803 SYSTEM USERS

1. NTCSS SYSTEM ADMINISTRATOR AND ASSISTANT. The NTCSS System Administrator and Assistant, normally an officer and a senior enlisted, are the overall managers of the NTCSS hardware and the various software applications that are maintained on the NTCSS. The responsibilities and duties of the NTCSS System Administrator are as follows:

- a. coordinating, monitoring, and scheduling NTCSS system production requirements with Functional Area Supervisors;
- b. maintaining familiarity with the capabilities of all NTCSS equipment;

- c. ensuring the operation and functional security of NTCSS equipment;
- d. reviewing user access privileges for application software;
- e. installing and implementing updated software and data files when received onboard;
- f. scheduling and coordinating NTCSS assistance visits from SPAWARSYSCEN;
- g. maintaining the hardware and software configuration implemented at that activity;
- h. ensuring the efficient use of on-line storage on the NTCSS system;
- i. ensuring scheduled and unscheduled maintenance is performed on equipment;
- j. monitoring training for NTCSS users;
- k. allocating NTCSS resources to the users as required, specified, or needed;
- l. submitting required trouble reports on hardware and software malfunctions;
- m. coordinating data transfer requirements between NTCSS systems and other activities;
- n. maintaining physical security in accordance with current directives.

2. **FUNCTIONAL AREA SUPERVISOR (FAS).** Personnel assigned to duties as a FAS should be senior enlisted who has completed Navy Enlisted Classification (NEC) courses or holds a RSUPPLY NEC-2830 (RSUPPLY Manager's Course) or NEC-2828 (RSUPPLY Force Level User Course). The RSUPPLY FAS should have complete access to all subsystems within RSUPPLY and must be thoroughly familiar with all technical aspects pertaining to supply site, inventory, logistics, financial management, query, utilities, and file functions. FAS duties include, but are not limited to the following:

- a. **Batch Requests.** Approve, consolidate, and modify user batch requests using automated batch utilities;
- b. **Maintain and Update Table.** Maintain RSUPPLY Site Subsystem: Activity Control, Technical Information, Maintenance Control and Financial Control Tables;
- c. **Control User Access.** Assign, modify, and delete user access privileges within RSUPPLY;
- d. **Functional User Control.** Provide adequate controls to ensure the degree of access granted to each functional user is consistent with the user's duties;
- e. **Reports.** Schedule program runs to generate RSUPPLY output reports. FAS may delegate this authority to program run to other users. Review reports and data for submission to external activities;
- f. **File Validity.** Ensure the validity and reliability of automated data files in use within RSUPPLY;
- g. **Equipment.** Control the use of remote printers and other peripheral equipment assigned to Supply Readiness divisions;
- h. **Training.** Develop and conduct constant user training using SSC-N RSUPPLY Force Level Technical Advisory messages and Summary of Changes from RSUPPLY Block upgrade. FAS should disseminate RSUPPLY related information to key Readiness personnel;

- i. Trouble Reports. Submit RSUPPLY Fleet Trouble Call (FTC), Trouble Report (TR), and Change Proposal (CP) on NTCSS hardware system and RSUPPLY application problems. Liaison with the O-IMA DBA, NTCSS Administrator, TYCOM Point Of Contact, and SPAWARSSYSCEN representatives to resolve RSUPPLY related problems;
 - j. Storage Capacity. Monitor RSUPPLY database capacity. Initiate database purge requests to SPAWARSSYSCEN via TYCOM as necessary;
 - k. Terminal Use. Ensure proper use of terminals and other data processing resources in RSUPPLY assigned areas;
 - l. Other Utilities and Programs. Become familiar with RSUPPLY ADHOC / Data Mining Facility (DMF) Utility utilization;
 - m. Activation. Activate Cumulative Transaction Ledger (CTL) (JSS105), Picking tickets (JSS110), NALCOMIS Outgoing (JSS181), Incoming/Outgoing Status/RUNZOC batch jobs daily;
 - n. Morning Reports. Produce and distribute Stock Control Review Listing (JSS225), Suspense Listing (JSL325), and Issue Listing (JSL314) each morning.
3. WORK CENTER SUPERVISORS (WCS). Each WCS, normally a division officer or senior enlisted, is responsible for a designated work area. Work center supervisors are assigned specific levels of access by the FAS for management of their work centers.
 4. WORK CENTER USERS. Work Center users are normally petty officers/ NCOs and non-rated personnel who perform the majority of functions (i.e., SIT and ART maintenance, receipt processing, and requisitioning) within their respective functional areas (e.g., LOGISTICS, INVENTORY, FINANCIAL, NALCOMIS, OMMS-NG, etc.)
 5. REPAIR PARTS PETTY OFFICER USERS. RPPO users are normally supply petty officers, repair parts petty officers or maintenance personnel who request material and perform status checks for their divisions and departments.

1804 SYSTEMS SECURITY (RSUPPLY)

1. Access Control and User Logon. Before any user can have access to Relational Supply (RSUPPLY), Optimized Naval Aviation Logistics Command Management Information System (O-IMA) or Organizational Maintenance Management System-New Generation (OMMS-NG), one must be registered and have access to the Naval Tactical Command Support System II (NTCSS II). The NTCSS system level access is controlled by the NTCSS System Administrator (SA). When the user successfully connects to the NTCSS system, the user will be required to enter a NTCSS password on the logon screen.
2. Access to RSUPPLY. The FAS will register any new users in RSUPPLY application and assign users the level of access required for job performance. The authorization established for each user will determine his capability for each business unit in RSUPPLY. This is important in controlling access to sensitive information as well as identifying the proper UIC, department, division, and work center codes to be used in posting transaction to inventory and financial

records. It further defines each user's system access. The FAS accomplishes this using the menu option, (SITE>Activity Controls>Users Access).

3. Individual Security Responsibilities. Each user has the responsibilities to ensure proper use, accountability, and protection of NTCSS computer resources and data. Passwords should not be shared or loaned to other individuals and should not be written down.

1805 ADVISORY ASSISTANCE

NTCSS users may request (from several sources) assistance in the operation, maintenance, and use of equipment and various functional software systems. Maintenance assistance is available from SPAWARSYSCEN, and (in some instances) Type Commander staffs. Type Commander Management Training and Assistance teams provide functional software assistance, while SPAWARSYSCEN and SPAWARSYSCEN detachments schedule assistance and training visits periodically to each user activity. Users should request assistance in accordance with Type Commander directives whenever needed.

1806 RSUPPLY TROUBLE CALLS (TCS)

SPAWARSYSCEN Norfolk (SSC-N) is responsible for all RSUPPLY AIS development and modification. Activities using the RSUPPLY system should send all Fleet Trouble Calls to SPAWARSYSCEN Norfolk Trouble Desk using the web except as noted below. Units are encouraged to contact TYCOM Point Of Contact at the same time for technical analysis and guidance with regard to NTCSS AIS troubles. Often, this initial troubleshooting prevents the need for formal Trouble Report/Change Proposal submission. The FTC procedure is as follows:

- a. Type <http://www.scn.spawar.navy.mil>. Click on Software Maintenance Tracking System (SMTS) on the list of links on the left side of the screen. Log on by entering first initial and last name (all lower case) in the User block or typing "guest". Password is not needed.
- b. When submitting trouble calls to SSC or TYCOM, have all pertinent information available such as brief/detail description of the problem, chronological timeline, name and version of software application installed onboard, information on Point of Contact.
- c. SMTS will assign a TC number. Make sure to log the TC number for tracking / follow-up purposes. FTC/TC can evolve into TR, CP, or remote/on-site technical assist.

Section II: SUPPLY CONTROL

1810 INTRODUCTION

1. GENERAL. RSUPPLY database is made up of numerous system tables and is updated by individual transactions inter-actively entered into the system at terminals or through batch jobs processing. Under RSUPPLY, the computer will perform most of the clerical functions of supply, such as posting receipts and issues, recording parts usage data, accumulating financial data, etc. RSUPPLY programs also perform supply management functions and produce reports necessary to maintain a high level of supply readiness. These functions and reports include, but are not limited to, the following:

- a. adjusting stock levels based on usage trends;
- b. identifying stock shortages and requisition preparation;
- c. identifying excess material and offload documentation;
- d. processing change notice actions and managing material files;
- e. preparing financial accounting reports;
- f. monitoring requisition status, follow-up on requisitions, and managing requisition files;
- g. controlling shipboard inventories.

1811 ORGANIZATION

1. GENERAL. The Relational Supply (RSUPPLY) System groups major functions into five subsystems, each of which contains similar processes. These five major subsystems are as follows:

a. Site. The Site Management Subsystem contains many technical and validation tables RSUPPLY uses to verify the information that enters the system and to provide additional detailed information for use in various processes. This subsystem allows the user to control all the information in the databases of logistics, inventory, and financial subsystems.

b. Inventory. The Inventory Management Subsystem allows the user to accomplish routine maintenance for inventory information within the RSUPPLY such as maintaining material files, process inventory, reorders, offload and SAMMA/SAL management.

c. Logistics. The Logistics Management Subsystem covers all the automated supply procedures that includes generating MILTRIP requisitions, recording receipt and storage of material, issuing material to both supported and non-supported customers, processing incoming and outgoing supply status, and processing carcass-tracking inquiries and replies.

d. Financial. The Financial Management Subsystem covers all the automated supply procedures that includes recording OPTAR allocation, tracking OPTAR balances, posting financial adjustments, updating appropriation data, and producing financial reports.

e. Query and Utilities. The Query Management Subsystem provides the users with all the automated supply procedures that includes reviewing Material, Financial, Money Value Transaction ledgers, Stock Item Table (SIT) and Active Requisition Table (ART) inquiries. The Utilities Management Subsystem allows the users to perform Batch File transfer, create and run ADHOC Queries, and conduct batch review.

1812 UNIFORM SYSTEM IDENTIFICATION (USID) CODES

1. GENERAL. The Uniform System Identification (USID) code is hard wired in the Activity Control Information and provides aid in determining the NWCF indicator to be assigned in Other Activity table. The USID codes shown below are used throughout this and other RSUPPLY publications to indicate applicability to a particular type of user activity:

<u>USID Code</u>	<u>Activity Type</u>
A	T-AFS
C	CV/CVN/LHA/LHD
M	MALS units
T	AS

1813 RSUPPLY ACCESS

1. GENERAL. Before personnel can use RSUPPLY, they must first be assigned a LOGON ID by the Functional Area Supervisor (FAS). The LOGON ID limits the range of subsystems within which the user can work. The authorization established for each user will determine his capability for each business unit in RSUPPLY. The FAS accomplishes this using the menu option, (SITE>Activity Controls>Users Access). The following guidelines for assignment of LOGON ID's:

- a. NTCSS System Coordinator and Assistant . The NTCSS System Coordinator and Assistant are the overall managers of NTCSS, therefore, they will have the broadest access to the NTCSS.
- b. Functional Area Supervisor (FAS). The FAS determines who has access to which parts of the system, controls priorities for running jobs, and acts as the focal point for system problem solving, therefore, the FAS should have complete access to all subsystems within RSUPPLY.
- c. Work Center Supervisors. Work Center Supervisors will be assigned an appropriate level of system access to accomplish the assigned tasks of their work center.
- d. Journeyman Users. Journeyman users will be assigned system access only to a level necessary to accomplish specific responsibilities, normally this assigned system access is less than that of their WCS.
- e. Basic Users – Since basic users will generally be non-supply personnel, access will be limited to entering a material requirement, performing a query or both.

1814 RSUPPLY REPORTS

1. SCHEDULING. Scheduling of requested reports is the responsibility of the Functional Area Supervisor. Reports will be scheduled in accordance with directives from higher authority and local requirements established by the Supply Officer. A monthly schedule of reports will be

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produced and published by the Supply Officer and distributed to all supply work centers. The monthly schedule will vary depending on type of activity, operational schedule, and unforeseen requirements. A sample monthly schedule is shown below.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 4em; font-weight: bold;">May 2004</div> <div style="font-size: 2em; font-weight: bold; color: red; opacity: 0.5;">SAMPLE SCHEDULE</div> </div>						
2	3 CHANGE NOTICE, SAMMA/SAL, MFCS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTOMATIC REORDER	4 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, SAMMA (RAO) DTO W/ON HAND QTY, CARCASS RPT	5 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, DTO RQN MON, MSSLL DELAYED RECEIPT	6 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	7 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CANC EXCESS DUE	8
9	10 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER REV, LIVE DAILY	11 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CARCASS RPT, DTO W/ON HAND QTY	12 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, REQN FOLLOW-UPS SURVEY LIST	13 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	14 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	15
16	17 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER	18 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, STOCK REQN FOLLOW-UP	19 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, EXCESS LOC LIST, DTO REQN MONITORING	20 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, LIVE DAILY FINANCIAL	21 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, REQN W/NO STATUS	22
23	24 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, AUTO REORDER REVIFW	25 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, CARCASS RPT, DTO DUES, SAMMA/SAL (RAB)	26 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST	27 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, MSSLL SHELF LIFE, REQN FOL-UPS DELAYED RECEIPT	28 MFCS, FACTS, SUSPENSE LIST, ISSUE LIST, STOCK CONTRL REV LIST, SAMMA/SAL, SUPP EFF., MASTER STOCK STATUS	29 RPT, AVCAL/COSAL RPT, LIVE END OF YEAR FINANCIAL REPORT
30	31		NOTE: 1. Schedule FITSDL Run on the 10 th & 25 th of the mo. 2. TIR daily			

2. Reports will be requested in accordance with the monthly schedule and methods established in RSUPPLY Users Guide. Authorized users will enter parameter selection data required by the applicable report screen and the Batch Processing Request screen. Reports designed for internal use only will not be requested just to meet frequency requirements.

3. APPROVAL. Prior to processing of the job, the RSUPPLY FAS must review and approve the request. This will be accomplished with the Batch Job Scheduling>Approval Function. These procedures are contained in the RSUPPLY Users Guide.

1815 SYSTEM FAILURE

1. GENERAL. System failure refers to any condition which makes it impossible to process supply transactions using the NTCSS hardware and RSUPPLY software. System failure may be due to hardware (computer or peripheral equipment) or software (RSUPPLY programs) problems. Short-term failures are not a significant problem with RSUPPLY, since it is a relatively simple matter to catch up after short periods. Long-term failures (actual or anticipated failures greater than 72 hours) do present problems since it may be impossible to process transactions, update tables, and produce reports for extended periods. The procedures outlined in this section and within each chapter present a basic manual system designed to allow the supply department to perform material support functions without computer assistance. These procedures may be modified to allow for individual activity organizations and requirements. Back-up processing procedures will be implemented as directed by the Supply Officer in consultation with the NTCSS System Administrator. A supply department instruction will be prepared incorporating these procedures with those developed locally.

2. ADVISORY AND TECHNICAL ASSISTANCE. System failures due to maintenance problems beyond the repair capability of the RSUPPLY activity will be reported, and assistance will be requested in accordance with current fleet and TYCOM instructions. In the event of system failure due to NTCSS or RSUPPLY programs, trouble reports and requests for assistance will be submitted to SPAWARSYSCEN in accordance with pars.1805-1806.

1816 EMERGENCY FALLBACK PROCEDURES

1. GENERAL. If RSUPPLY is not operational over an extended period of time, manual procedures should be used in order to maintain accurate supply records and reports. The Supply Officer is responsible for ensuring that an effective manual fallback system is maintained during system downtime. Automated listings must be updated as transactions take place by directly annotating the transaction on the correct listing. RSUPPLY suspense listings must be maintained so that the information may be entered into RSUPPLY when the system is again operational. Further details are provided in the RSUPPLY Users Guide. The following records and forms must be available:

- a. Document Number Control Log;
- b. Material Requirement Request Form (DD Form 1348, or locally designed form);
- c. Off-line Requisition Log;

- d. Master Stock Status and Locator Listing and latest supplement;
- e. Complete active requisition file printout;
- f. Hi Priority Requisition Listing with status;
- g. Latest Budget Report (RSUPPLY Report 21);
- h. Previous months budget OPTAR reports;
- i. DD Forms 1348-1A.

2. INTERIM MANUAL FILES. The manual files in the following subparagraphs will be maintained to control documents and prepare reports during long term system failures:

a. AIMD File (USID C & M Activities Only). The AIMD File will be used to monitor the return of AVDLR material. The file will contain a copy of each AVDLR issue or DTO requisition for material sent to AIMD for repair and not returned.

b. Budget File (BF). The BF will contain copies of all end-use OPTAR obligation and expenditure documents. The file will be segregated by individual OPTAR, division or code, and document identifiers.

c. DLR File. The DLR File will be used to monitor the turn-in of NRFI material for induction into AIMD or shipment to DOP. The file will contain a copy of each DLR issue or DTO requisition for which the NRFI carcass has not been received.

d. Expenditure File. The Expenditure File will contain a copy of all DTO receipts, expenditures, and issues for the activity's departments and supported units. It will be used to compute the expenditure value on the monthly Budget OPTAR Report and NC 2051 message report. Documents will be segregated by fund code and document identifier.

e. High Priority File. The High Priority File will be in document number sequence. The file will contain all incoming status for high priority outstanding DTO requisitions. It will be used to prepare internal and external status reports.

f. Issues Pending File (Manual). The Issues Pending File (Manual) will contain a copy of each customer requirement forwarded to storage or procurement sections. The file will be maintained in Julian date and document number sequence. It will be used by supply/logistics support centers to monitor the completion of customer requests and protect against lost documents.

g. Obligation File. The Obligation File will contain a copy of all DTO requisitions or purchase requests. It will be used to compute the obligation value on a monthly budget OPTAR report. Documents will be segregated by fund code.

h. Stock Replenishment File. The Stock Replenishment File will contain a copy of each issue document that resulted in the on-hand quantity of the NSN reaching the Reorder Point (RP). The file will be used to prepare stock replenishment requisitions. It will be maintained in NIIN sequence.

i. RSUPPLY Suspense File. The RSUPPLY Suspense File will contain the original of all transaction documents to be processed individually when RSUPPLY is restored. Documents will be filed in DI and NIIN or document number sequence.

j. Turn-In File. One copy of each document for material returned to stock by the activity's work centers and supported units will be placed in this file. The documents will be filed by cognizance symbol and will be used to prepare the NAVCOMPT 2051 Message Report.

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AFLOAT SUPPLY PROCEDURES

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CHAPTER 2

MATERIAL IDENTIFICATION

Part A: MATERIAL COGNIZANCE

Section I: GENERAL INFORMATION

2000 INTRODUCTION

There are over four million supply items in the Department of Defense Supply System. The Navy Supply System alone stocks over one million items. For proper requisitioning of a specific item from an activity ashore or from a unit of the Combat Logistics Force, and for that activity to provide the item requested, a common language has been developed, the Federal Catalog System. The instructions in this chapter provide a description of the material classification system of the Navy and the sources of information for material identification and procurement. The glossary provides definitions of terms used throughout the naval service in identifying, classifying, and inspecting naval material.

2001 COGNIZANCE OF NAVY MATERIAL

1. COGNIZANCE SYSTEM. A cognizance symbol is a two position numeric-alpha code that identifies a stock numbered item with the Navy inventory manager of the specific category of material in which the item is included, and also indicates whether the material is managed in an NSA stores account, an APA stores account, or a non stores accounts (see appendix 18). Although the cognizance symbol may be prefixed to stock numbers listed in FEDLOG, allowance lists, etc., it is not a part of the stock number and therefore, will not be included in the "Stock Number" field of supply documents or records.

2 CRITERIA. Inventory management of items which are procured repetitively and stocked for distribution, issue, or use will be vested in the Inventory Control Point (ICP) to the maximum degree possible within the limits of the following:

a. Bureau, Office, or Systems Command Cognizance Items. The following equipment, components, and supporting items are assigned for inventory management to the appropriate bureau, office, or systems command:

(1) equipment, components, or supporting items in a research and development stage;

(2) equipment and components for which budget and procurement requirements, quality control, or assignment to use require continuing logistics, engineering, or fiscal administration and control at the department level;

(3) equipment and components which are recognized as one time installations in that they are procured and issued for specific use, as opposed to being replenished and available for general use.

b. Naval Supply Systems Command Inventory Control Point Cognizance Items. Naval Supply Systems Command (NAVSUP) ICP cognizance items are items for which bureau, office or systems command management is not essential. The NAVSUP ICP assigned support responsibility for designated items will provide stocks of such items to its segment of the Navy Supply System or assure that the items are available from commercial sources or other government agencies as required. ICP controlled items consist of equipment, components, repair parts, consumables, installation material, items required for test and repair purposes, and other items for which requirements determination, quality control, funding, and issue control can be accomplished by the ICP. Items assigned to the ICP for inventory management are selected by NAVSUP with the advice of the appropriate bureau, office, or systems command.

c. Navy Retail Office Items. Navy Retail Office (NRO) items are items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO assigned Navy retail management responsibility for the items will fund and control stockage within the Navy retail system. These items consist of components, repair parts, consumables, installation material, items required for test and repair purposes, and other items for which requirements determination, procurement, etc., can be accomplished by a defense supply center on an integrated basis for all military services. Excluded from management by DLA are items subject to continuous redesign, items requiring repair by a major repair facility, items whose specialized design limits their application to a particular equipment, classified items, and selected other items, as mutually agreed to by the Navy and DLA. Items managed by a single defense supply center to DLA are assigned to a single NRO selected by the Naval Supply Systems Command.

Part B: MATERIAL CLASSIFICATION

Section I: GENERAL INFORMATION

2030 FEDERAL CATALOG SYSTEM

1. GENERAL. The Federal Catalog System encompasses the naming, description, classification, and numbering of all items carried under centralized inventory control by the Department of Defense and the civil agencies of the Federal Government as well as the publication of related identification data. Only one identification may be used for each item for all supply functions from purchase to final disposal. The Federal Catalog System also is used by North Atlantic Treaty Organization countries. The Defense Logistics Agency (DLA) administers the Federal Catalog System under the direction of the Assistant Secretary of Defense (Installations and Logistics).

2031 THE FEDERAL SUPPLY CLASSIFICATION SYSTEM

The Federal Supply Classification (FSC) is designed to permit the classification of all items of supply used by the Federal Government. Each item of supply will be included in one, and only one, FSC. The FSC is made up of 2 two digit numeric codes: the federal supply group and the federal supply class. The federal supply group identifies, by title, the commodity area covered by classes within the group. Each class covers a relatively homogeneous range of commodities. Federal supply groups and classes are defined in DLA Publication H-2. Federal supply groups are listed below:

<u>Group</u>	<u>Title</u>
10	Weapons
11	Nuclear ordnance
12	Fire control equipment
13	Ammunition and explosives
14	Guided missiles
15	Aircraft and airframe structural components
16	Aircraft components and accessories
17	Aircraft launching, landing, and ground handling equipment
18	Space vehicles
19	Ships, small craft, pontoons, and floating docks
20	Ship and marine equipment
21	Unassigned
22	Railway equipment
23	Ground Effect vehicles, Motor vehicles, trailers, and cycles
24	Tractors
25	Vehicular equipment components
26	Tires and tubes

<u>Group</u>	<u>Title</u>
27	Unassigned
28	Engines, turbines, and components
29	Engine accessories
30	Mechanical power transmission equipment
31	Bearings
32	Woodworking machinery and equipment
33	Deleted
34	Metalworking machinery
35	Service and trade equipment
36	Special industry machinery
37	Agricultural machinery and equipment
38	Construction, mining, excavating, and highway maintenance equipment
39	Materials handling equipment
40	Rope, cable, chain, and fittings
41	Refrigeration, air conditioning and air circulating equipment
42	Fire fighting, rescue, and safety equipment
43	Pumps and compressors
44	Furnace, steam plant, and drying equipment, and nuclear reactors
45	Plumbing, heating, and sanitation equipment
46	Water purification and sewage treatment equipment
47	Pipe, tubing, hose, and fittings
48	Valves
49	Maintenance and repair shop equipment
50	Unassigned
51	Hand tools
52	Measuring tools
53	Hardware and abrasives
54	Prefabricated structures and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
57	Unassigned
58	Communication, detection and coherent radiation equipment
59	Electrical and electronic equipment components
60	Fiber optics, materials and components
61	Electric wire, and power and distribution equipment
62	Lighting fixtures and lamps
63	Alarm and signal security detection systems
64	Unassigned

Material Identification

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<u>Group</u>	<u>Title</u>
65	Medical, dental, and veterinary equipment and supplies
66	Instruments and laboratory equipment
67	Photographic equipment
68	Chemicals and chemical products
69	Training aids and devices
70	General purpose automatic data processing equipment (including firmware), software, supplies and support equipment
71	Furniture
72	Household and commercial furnishings and appliances
73	Food preparation and serving equipment
74	Office machines, data processing equipment and visible record equipment
75	Office supplies and devices
76	Books, maps, and other publications
77	Musical instruments, phonographs, and home-type radios
78	Recreational and athletic equipment
79	Cleaning equipment and supplies
80	Brushes, paints, sealers, and adhesives
81	Containers, packaging, and packing supplies
82	Unassigned
83	Textiles, leather, furs, apparel and shoe findings, tents and flags
84	Clothing, individual equipment and insignia
85	Toiletries
86	Unassigned
87	Agricultural supplies
88	Live animals
89	Subsistence
90	Unassigned
91	Fuels, lubricants, oils, and waxes
92	Unassigned
93	Nonmetallic fabricated materials
94	Nonmetallic crude material
95	Metal bars, sheets, and shapes
96	Ores, minerals, and their primary products
97	Unassigned
98	Unassigned
99	Miscellaneous

2032 CATALOGING OF NAVY ITEMS

1. PROCEDURES. In accordance with federal law NAVSUP participates in the Federal Catalog System. Through the services furnished by the naval activities which manage the various material segments of the Navy Supply System, items are introduced into the system, revised as required, or purged from the system in accordance with rules and procedures developed under law, and in accordance with guidance furnished by NAVSUP and higher authority.

2. ITEMS TO BE INCLUDED IN THE FEDERAL CATALOG SYSTEM. National stock numbers are required for all items of supply which are centrally managed or procured for system stock. The national stock number will be used in all supply management functions and in supply publications in which the item is referenced.

3. ITEMS EXEMPTED FROM THE FEDERAL CATALOG SYSTEM. Items in the following categories are exempted from the Federal Catalog System and stock numbers will not be assigned without prior authorization from NAVSUP (except for local item control numbers authorized in par. 2034):

a. items procured on a one time basis for immediate use in research and development, experimentation, construction, or maintenance and not subject to centralized management, reporting or stock control;

b. items procured locally and intended solely for local use or consumption, and not subject to centralized management, reporting, or stock control;

c. printed forms, charts, manuals, books, etc., subject to central administrative and numbering controls within a bureau, office, or command;

d. primary capital end items of nonexpendable type such as ships or aircraft which support the basic military mission of the Navy and which are subject to direct operational and logistical control at the department level;

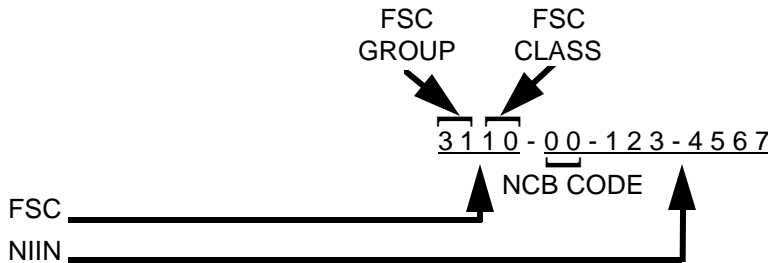
e. items obtained through overseas procurement and intended solely for overseas use;

f. items procured with non appropriated funds;

g. items in the Production Equipment Directory—Metalworking Machinery (FSCs 3411-3419 and 3441-3449).

4. NATIONAL STOCK NUMBER (NSN) FORMAT

a. NSN. An NSN is a 13 digit stock number assigned by the Defense Logistics Information Service (DLIS) (formerly DLSC), Battle Creek, Michigan, to identify an item of material in the supply distribution system of the United States. It consists of a four digit federal supply classification (FSC), and a nine digit national item identification number (NIIN). The NIIN consists of a two digit national codification bureau (NCB) code (see par. 2035) and seven digits which, in conjunction with the NCB code, uniquely identify each NSN item in the federal supply distribution system.



b. Special Material Identification Code (SMIC). A SMIC is a two position alpha or alphanumeric code that is assigned by the Commander, Naval Supply Systems Command to certain NSN items which require source of quality control, technical design or configuration control and/or special controls for procurement, receipt, inspection, test, storage, and/or issue. The SMICs currently authorized are listed and defined in Appendix 14. When a SMIC is assigned to an NSN item, the SMIC will be suffixed to the NSN in all supply documents and records.



2033 NAVY ITEM CONTROL NUMBERS (NICNS)/TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS)

1. PURPOSE. Items of material that are not included in the Federal Catalog System, but which are stocked or monitored in the Navy Supply System, are identified by Navy item control numbers (NICNs). NICNs are 13 character item identification numbers which are assigned by ICPs or other Navy item managers for permanent or temporary control of selected non-NSN items under their cognizance. An NICN consists of numerics in the first four positions; a two digit alpha code (NICN code) which identifies the type of NICN; and seven alphanumeric characters which, in conjunction with the NICN code, uniquely identify each NICN item. The following NICN codes are currently in use:

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Material Identification

NICN Code	Application	Examples	Authorized Requisition Document
LD	COG 0I stock number for directives	0526-LD-055-1920	DD 1348/NAVSUP 1250-1
LE	Poseidon items common to TRIDENT	1220-LE-F00-4016	DD 1348/NAVSUP 1250-1
LF	Cog 1I Stock number for forms	0108-LF-504-2201	DD 1348/NAVSUP 1250-1
LK	Aircraft change kit number	1234-LK-UA1-2345	DD 1348-6/NAVSUP 1250-2
LP	Cog 0I and 0P stock number for publication	0530-LP-485-0000	DD 1348/NAVSUP 1250-1
LS	SSP alteration kit number	1234-LS-123-4567	DD 1348-6/NAVSUP 1250-2
LX	Control numbers assigned by NAVICP PHIL field activities to certain items under their inventory control (see NAVICP PHIL Pub NAC 10)	1560-LX-NP1-2342	DD 1348-6/NAVSUP 1250-2
LL	All other control numbers assigned by:		
	ICP or Other Navy item manager	4930-LL-CA0-0001	DD 1348-6/NAVSUP 1250-2 (see par. 2033-2)
		4820-LL-HH0-7571	DD 1348-6/NAVSUP 1250-1/NAVSUP 1250-2 (see par. 2033-3)
	Any other activity	7520-LL-555-1234	DD 1348-6/NAVSUP 1250-2 (see par. 2034)

The first four digits of "LL" coded NICNs generally correspond to the FSC of similar NSN items. If the first four digits of the NICN are not known and if an appropriate FSC cannot be determined, "0000" will be entered as the first four digits of the NICN in supply records and transaction documents.

2. PERMANENT "LL" CODED NICNs. NICNs with "LL" in the fifth and sixth positions and a "C" in the seventh position are assigned by ICPs or other Navy item managers (including field activities) to identify and monitor certain non stocked non-NSN items which are not expected to generate sufficient demand to qualify for assignment of NSNs. Such NICNs are assigned to permit the maintenance of a complete and uniform inventory control point weapons system file, and to insure that selected items are considered for inclusion in future allowance lists. FISCs generally are required to purchase each requisitioned item that is identified by this type of NICN. However, since FISCs currently do not have the capability to translate permanent "LL" coded NICNs to applicable CAGEs and part numbers, it is necessary for such items to be requisitioned in DD Form 1348-6 format in accordance with par. 3026 or 3027, as appropriate.

3. TEMPORARY "LL" CODED NICNs

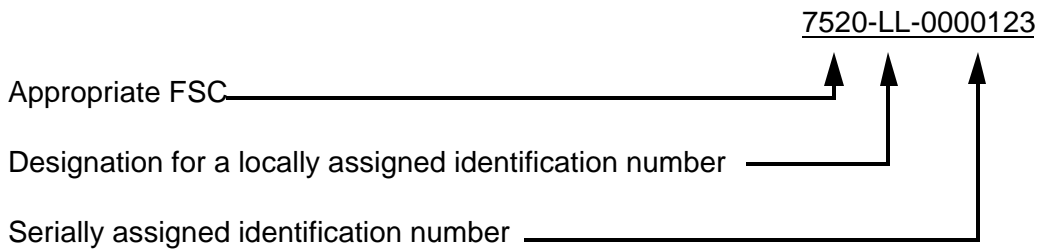
a. Purpose. NICNs with "LL" in the fifth and sixth positions and any letter except "C" in the seventh position are assigned by ICPs or other Navy inventory managers (including field activities) for temporary identification and control of selected non-NSN items pending assignment of NSNs by the Defense Logistics Information Service (DLIS) (formerly DLSC), Battle Creek, Michigan. The use of such NICNs enables item managers to establish and maintain automated file records, to facilitate procurement action, and to maximize automated processing of requisitions. Although NICNs of this type may be reflected in APLs and stock number sequence lists (SNSLs), they are not included in FEDLOG. Superseding NSNs ultimately will be included in FEDLOG as new adds without reference to the superseded NICNs.

b. Conversion to NSN. Temporary "LL" coded NICNs are reviewed periodically by cognizant item managers to ensure that appropriate action has been or is being taken to convert the NICNs to NSNs, or to delete the NICNs that are no longer required. A NICN TO NIIN cross reference list is published monthly by the Defense Logistics Information Service (DLIS) (formerly DLSC) on the FEDLOG CD-ROM. Additionally, when a requisition identifies an item by a temporary NICN which has been converted to an NSN, the supply status card sent to the requisitioner will include the superseding NSN in card columns 8-22 and status code BG in card columns 65-66. Upon receipt of such cross reference lists or supply status cards, afloat activities will update stock or custody records, locator records (if maintained), the COSAL, and retained copies of outstanding requisitions to reflect the superseding NSNs.

4. TECHNICAL MANUAL IDENTIFICATION NUMBERING SYSTEM (TMINS). The TMINS is a plan for classifying, indexing, and numbering Navy technical manuals which has been developed to encourage standardization and modernization. The 13-character number, patterned after the 13-digit national stock number, serves both as the technical manual identification number and as the number used to requisition technical manuals. TMINS numbers are authorized for use on DD Forms 1348 or message requisitions in DD Form 1348 format utilizing DI A04 or A0D, as appropriate (see par. 3024).

2034 LOCAL ITEM CONTROL NUMBER (LICN)

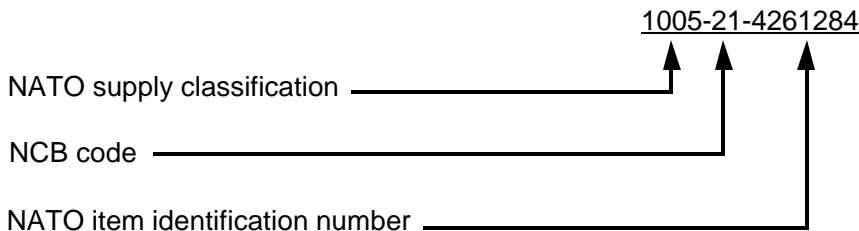
Technically, any item identification number assigned by an activity for its own use is an NICN. However, to distinguish between NICNs that are authorized in supply transaction documents (see par. 2033-1) and those that are not, the term “local item control number” (LICN) will be used in lieu of “NICN” in this publication to indicate the type of identification number that is not authorized in supply transaction documents. LICNs (formerly called local stock numbers) may be assigned to shipboard stocked consumable items which are not identified by an NSN, a NATO stock number, or another type of NICN. A LICN will consist of 13 characters. The first four will be numeric corresponding to the FSC of similar NSN items; the fifth and sixth will be “LL” and the remaining seven will be alpha numeric.



LICNs are authorized for local use only (i.e., for shipboard stock records, locator records, bin tags, issue documents, etc.). They are not authorized in requisitions in as much as such item identification numbers would be meaningless to the supply source. If replenishment of a LICN item is required, it must be requisitioned on DD Form 1348-6 in accordance with par. 3026.

2035 NORTH ATLANTIC TREATY ORGANIZATION (NATO) USE OF THE FEDERAL CATALOG SYSTEM

1. STANDARDIZATION AGREEMENT. The NATO Standardization Agreement 3151, which has been ratified by 15 NATO nations including the United States, provides for the adoption of the United States item identification system as the basis for the NATO item identification system within the armed forces of signatory countries. The method of application of this standardization agreement within each NATO country will remain a matter of national discretion. The format of a NATO stock number is as follows:



Material Identification

2. NATIONAL CODIFICATION BUREAU (NCB) CODES. The NCB codes currently assigned are as follows:

NCB

Code Country

00 United States

01 United States

11 Used for NATO standard items

12 Germany

13 Belgium

14 France

15 Italy

→ 16 Czech Republic

17 Netherlands

19 Brazil

→ 20 Canada

21 Canada

22 Denmark

23 Greece

24 Iceland

25 Norway

26 Portugal

27 Turkey

28 Luxembourg

29 Argentina

30 Japan

→ 32 Singapore

→ 33 Spain

→ 43 Poland

→ 51 Hungary

66 Australia

98 New Zealand

99 United Kingdom

Section II: SEABEE MATERIAL IDENTIFICATION

2036 INTRODUCTION

This section provides information regarding material identification and sources of information for Seabee-peculiar material. Allowance list descriptions and definitions are included.

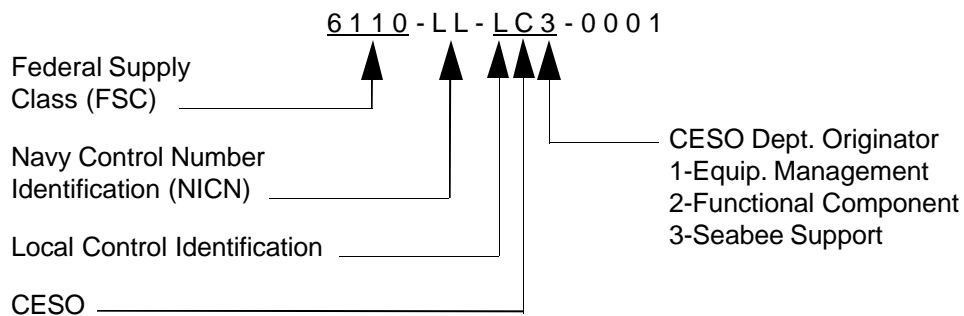
2037 NAVY ITEM MANAGER (2C COG)

The Construction Battalion Center, Port Hueneme, Civil Engineering Support Office (CESO), as Navy Item Manager for Seabee unique 2C COG materials, reviews, researches, and catalogs new items. The Construction Battalion Centers' Supply Department procure and stock these items.

2038 NAVAL CONSTRUCTION FORCE (NCF) PECULIAR STOCK NUMBERS

1. GENERAL. New NCF peculiar items are assigned either a Temporary Control Number (TCN), a Permanent Control Number (PCN), or a Technical Manual Identification Number as applicable.

2. TEMPORARY CONTROL NUMBER (TCN). A TCN is an interim number to permit item entry into the Construction Battalion Center (CBC)/Civil Engineer Support Office (CESO) systems pending the assignment of a National Stock Number (NSN) by the Defense Logistics Information Service (DLIS) (formerly DLSC).



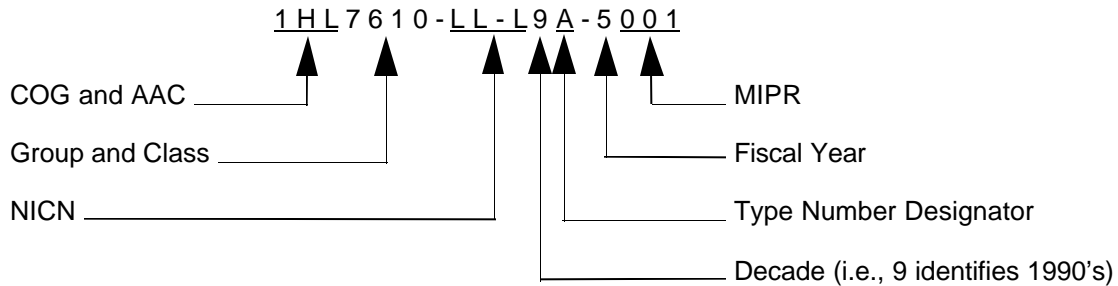
3. PERMANENT CONTROL NUMBER (PCN). A PCN is assigned to items which will not be given an NSN. PCNs are identified by an ALPHA character in the ninth digit of the control number (i.e. 9G 6110-LL-LCA-0001). The ninth digit identifies the originating department within CESO as follows:

- a. Equipment Management
- b. Functional Component
- c. Seabee Support

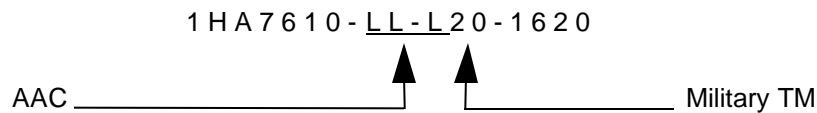
2039 CESE TECHNICAL MANUAL IDENTIFICATION NUMBER SYSTEM

1. GENERAL. CESO assigns stock numbers to commercial and military equipment technical manuals.

a. Commercial Equipment Technical Manual Number



b. Military Equipment Technical Manual Number



Part C: MANAGEMENT DATA LISTS, ALLOWANCE LISTS, AND LOAD LISTS

Section I: INTRODUCTION

2060 SCOPE

1. GENERAL. Material identification does not end with the assignment of a stock number. Customers of the supply system must be provided with some means of identifying their particular needs to the stock numbers which have been assigned to the desired items, and for determining the correct quantities of these items to carry on board. Identification of needs may be determined by using the following lists:

a. Management Data Lists provide current data required for requisitioning purposes; e.g., latest NSN, unit of issue, price, cognizant inventory manager, control codes, etc.

→ b. Allowance Lists contain the items authorized; e.g., repair parts and consumables, as well as the recommended on hand quantities. It also provides descriptive data, which associates material requirements to an NSN.

c. Load Lists reflect the range and depth of material carried by Combat Logistic Force (CLF) ships (including tenders) or bases assigned to support fleet units.

Section II: MANAGEMENT DATA LISTS

2070 FEDERAL LOGISTICS DATA (FEDLOG)

1. GENERAL. FEDLOG (CD-ROM or DVD) is available to access DOD logistics data. FEDLOG is an interactive query system using the following types of search criteria: Part Number; Commercial and Government Entity (CAGE) Code; National Item Identification Number (NIIN); National/NATO Stock Number (NSN); Permanent System Control Number (PSCN); Supplier Name; Item Name; Navy Item Control Number; Engine Number; and Master Repairable Item List (MRIL) Shipping Code.


2. CONTENTS. FEDLOG includes the basic management data necessary for preparing requisitions. It also includes an integrated historical record of deleted and superseded NIINs, with appropriate codes to indicate disposition action. The data is tailored to include Navy interest items and is the instrument for publishing data relative to stock numbers, units of issue, unit prices, shelf life codes, and other pertinent management information. Data on FEDLOG consists of management data extracts (see samples on pages 2-19 and 2-20) from the former FCS publications:

- a. Management List-Navy (ML-N);
- b. Management List-Consolidated (ML-C);
- c. Master Cross Reference List (MCRL);

Material Identification

2070

- d. Federal Item Logistics Data Record (FILDR);
- e. Identification List (IL);
- f. Interchangeability and Substitutability (I and S);
- g. Commercial and Government Entity (CAGE);
- h. Federal Supply Classification Groups and Classes (H2-1);
- i. Freight;
- j. Selected Federal Item Name Directory For Supply Cataloging Data (H-6);
- k. List of Items Requiring Special Handling (LIRSH);
- l. Master Repairable Item List (MRIL);
- m. Navy Item Control Number To National Item Identification Number (NICN-NIIN) Cross Reference.



Management Data Response for NSN 5998-01-276-6490

FOUO
 Effective Date: 1 Aug 2004


Today's Date: 31 Aug 04

Item Name: CIRCUIT CARD ASSEMBLY

PMI: A ADP: 0 CC:X DML:D DI: ESDC:B HMIC:N ENAC: < >

S/A	SOS	AAC	QUP	UI	Unit Price	E/A	MMYY	SLC	CIIC	RC	MGMT	CTL	USC	SLA
PC Phrase Statement					UI Conv Factor			OOU JTC						
DN	N35	H	1	EA	19415.00			0	7	H	7H--00-			L
R REFER TO NET PRICE					2064.00									

Colloquial Names:



🔍
Characteristics Data Response for NSN 5998-01-276-6490
FOUO

Today's Date: 31 Aug 04
Effective Date: 1 Aug 2004

Item Name: CIRCUIT CARD ASSEMBLY
Navy

MRC	Requirement Statement	Clear Text Reply
NAME	ITEM NAME	CIRCUIT CARD ASSEMBLY
ABHP	OVERALL LENGTH	7.000 INCHES NOMINAL
ABKW	OVERALL HEIGHT	0.500 INCHES MAXIMUM
ABMK	OVERALL WIDTH	6.330 INCHES NOMINAL
FEAT	SPECIAL FEATURES	CAPACITOR 46; RESISTOR 44; INTEGRATED CIRCUIT 18; DIODE 24; TRANSISTOR 6; PRINTED WIRING BOARD 1

Previous NSN
Next NSN
New Search

- ➔ 3. PROCURING. Document Automation and Production Service (DAPS-PHIL) manages all Navy subscriptions for FEDLOG, including requisition processing, payment matters, renewal notifications, customer inquiries and problems, and future enhancements to the FEDLOG system. FEDLOG subscriptions are stock numbered and are available online through the Navy Forms Online website at: <http://forms.daps.dla.mil/> or by normal MILSTRIP requisitioning procedures. MILSTRIP requisitions for subscriptions must be submitted using one of the FEDLOG subscription NSNs (see below) to RIC - SAF. For more information contact DAPS-PHIL at DSN 442-4742.

<u>Title</u>	<u>Stock Number</u>	<u>U/I</u>
FEDLOG CD DISKS 1-4 (Basic)	0140LF0277400	SET
FEDLOG CD DISK 5 (Char. Search)	0140LF0277900	EA
FEDLOG CD DISK 6 (Drawings)	0140LF0278200	EA
FEDLOG DVD	0140LF0278400	SET

- 4. MATERIAL CATEGORIES EXCLUDED. FEDLOG does not list all material categories. The sources of management data for the excluded material categories are as follows:

- a. Publications - Unabridged Navy Index of Publications and Forms (NAVSUP P-2002D), Cognizance Symbol I, available on the Naval Logistics Library (NLL) CD-ROM (NAVSUP P-600).

Material Identification

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- b. Ships Store - CARGO (NAVSUP P-4998) published by NAVICP MECH; Contract Bulletins; and Afloat Stock Catalog.
- c. Special weapons - OA and 8A cog material can be identified in the 95000 series COSALs.
- d. Subsistence - Department of Defense Sections of the Federal Supply Catalogs published by the Defense Personnel Support Center, Philadelphia, PA 19101; and Consolidated Afloat Requisitioning Guide Overseas (CARGO) (NAVSUP P-4998), published by NAVICP MECH.
- e. Training Equipment - Directory of Navy Training Equipment published by the Naval Training Systems Center, Orlando, FL 32813.

2071 MASTER REPAIRABLE ITEM LIST (MRIL)

1. GENERAL. The MRIL contains selected Navy managed items which, when unserviceable and not locally repairable, are required to be turned in to a Designated Overhaul Point (DOP) for repair and return to system stock (see pars. 8320-8325). The MRIL is published by the Defense Logistics Information Service (DLIS) on the FEDLOG CD-ROM/DVD and is made up of two parts as shown in the samples below and on the following page.

MRIL Data Response for NSN 5998-01-276-6490

Today's Date: 31 Aug 04
Item Name: CIRCUIT CARD ASSEMBLY

FOUO

Effective Date: 1 Aug 2004

Navy

LSI	SRC	COG	MCC	MODEL NUMBER	SMIC	SSC	RMC	RC	CIIC	MPD	RIP
N		7H	H				D	D	7	13	
SHIPPING DATA											
NOTES						SHIPPING CODE					
MAILABLE CAND						N47273					

Previous NSN

Next NSN

Shipping Data

New Search

2072 IDENTIFICATION LISTS (ILS)

1. GENERAL. ILS are developed and maintained by the Defense Logistics Information Service (DLIS) to provide approved national item description and related data required to identify or select items of supply. ILS are consolidated to include items of supply which are used by all services. ILS are published by DLIS on FEDLOG CD-ROM/DVD.

MRIL Response for Shipping Code C25068 FOUO

Today's Date: Effective Date:

1 of 3
Navy

SHIPPING INSTRUCTIONS

KAMAN AEROSPACE CORP.
 OLD WINDSOR RD.
 BLOOMFIELD, CT. 06002

SPECIAL MARKINGS

OVHL AND/OR REPAIR ON CONTRACT,DVD
 N00383-99-C-011A DTD 01-MAY-98

MILSTRIP SPECIAL ENTRIES

COL/BLOCK	TITLE	ENTRY
45-50	SUPPLEMENTARY ADDRESS	C25068
51	SIGNAL CODE	L
52-53	FUND CODE	Q3

Previous Code
Next Code
MRIL
New Search

2073 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CATALOGING HANDBOOK H4/H8

1. GENERAL. The CAGE Cataloging Handbook H4/H8 is published by Defense Logistics Information Service (DLIS) on the FEDLOG CD-ROM/DVD (see sample below). It contains the names, addresses and 5-digit Commercial and Government Entity (CAGE) Code of manufacturers which have previously or are currently producing items used by the Federal Government. The CAGE is used in conjunction with the part number, item number, symbol, or trade name assigned by the manufacturer to his product. Care must be exercised in selecting the CAGE, because some major manufacturers have more than one code assigned. Codes often are assigned to separate divisions or affiliates as well as to the parent company (see par. 3026.)

Supplier Data Response for NSN 5998-01-276-6490

FOUO

Today's Date: 31 Aug 04 Effective Date: 1 Aug 2004
 Item Name: CIRCUIT CARD ASSEMBLY

Navy

CAGE Code: 12339 Status: A Type: A CAO: S0101A ADP: HQ0338

Company Name and Address:
METRIC SYSTEMS CORPORATION

645 ANCHORS STREET

FORT WALTON BEACH FL 32548-9990 Phone: 850-302-3000
 UNITED STATES FAX: 850-302-3585

RPLM Code: ASSOC Code: 27973 AFFIL Code: S
 SIZE: B Primary Business: J Type of Business: N Woman Owned: Y
 SIC Codes: 3499, 3537, 3613, 3661

2074 CONSOLIDATED MASTER CROSS REFERENCE LIST (MCRL)

1. GENERAL. The MCRL is a consolidated cross reference list of all NSN items of supply in the Federal Catalog System (see par. 2030). The MCRL is published on the FEDLOG CD-ROM/DVD (see sample below).

Reference Number Data Response for NSN 5998-01-276-6490

Today's Date: 31 Aug 04
 Item Name: CIRCUIT CARD ASSEMBLY
 TYPE II: 4 INC: 61638 HCC:

FOUO
 Effective Date: 1 Aug 2004
 Navy

Part Number	CAGE	SC	I S C	RN CC	RN VC	D A C	RN AAC	SADC
5597993-29	12339	A	6	5	2	6	TX	
5597993-29	53711	A	6	3	2	A	TX	

All part numbers in alternate color indicate associated Engineering Data through MEDALS. Searching within MEDALS should be done by Document Number and/or Part Number

Previous NSN

Next NSN

Related NSN

New Search

2075 HAZARDOUS MATERIAL CONTROL AND MANAGEMENT PROGRAM (HMC&M)

The Hazardous Material Control and Management Program (HMC&M) CD-ROM contains both the Hazardous Material Information Resource System (HMIRS) and the Ships Hazardous Material List SHML. For further information see pars. 8210-8215.

2076 DEPARTMENT OF DEFENSE (DOD) SECTIONS OF THE FEDERAL SUPPLY CATALOG

DOD sections of the Federal Supply Catalog are published by Defense Supply Centers for use by military services. Each DOD section contains items in the FSC groups and classes assigned to a particular DSC, as well as the identification, price, and management data for the items listed. DOD sections of the Federal Supply Catalog are listed in the Unabridged Navy Index of Publications and Forms (NAVSUP P-2002D), available on the Naval Logistics Library (NLL) CD-ROM (NAVSUP P-600).

2077 GSA SUPPLY CATALOGS

1. GENERAL. GSA Supply Catalog Series serve as the major merchandising instrument of the Federal Supply Service (FSS) Stock Program. Since they are prepared for civilian agencies, fleet units must refer to FEDLOG for supply management data before processing requisitions for submission to GSA. The GSA Supply Catalog Series consists of the following:

a. GSA Supply Catalog Guide (Mailing List Code: OSSC-0005). Contains consolidated indexes listed both alphabetically and by NSN for all stock items listed in the four commodity catalogs and many items available through the Federal Supply Schedule program. Directs the user to the catalog that contains the listing of the item sought. Provides detailed information about the FSS stock program and requisitioning procedures.

b. GSA Supply Catalog - Tools (Mailing List Code: OSSC-0006). Contains listings of more than 8,000 common and special use tools. Includes alphabetical and numerical indexes and price list.

c. GSA Supply Catalog - Office Products (Mailing List Code: OSSC-0007). Lists a wide variety of items for office use, including paper supplies, standard and optional forms, and many items of equipment. Also includes alphabetical and numerical indexes and price list.

d. GSA Supply Catalog - Industrial Products (Mailing List Code: OSSC-0008). Contains descriptive listings of a broad range of items such as hardware, paints, adhesives, chemicals, machinery, building materials and cleaning equipment and supplies. Includes alphabetical and numerical indexes and price list.

e. GSA Supply Catalog - Furniture (Mailing List Code: OSSC-0009). Provides a single source of information for all furniture items presently stocked by FSS. Supersedes all other FSS furniture catalogs and should be used as sole guide for selecting stocked furniture and related items.

→ 2. CATALOGS. Units desiring these catalogs on a continuing basis should submit a FSS Publications Mailing List Application (GSA Form 457). GSA Form 457, if not available locally, may be requested from: GSA Centralized Mailing List Service (7CAFL), P.O. Box 6477, Fort Worth, TX 76115, or reproduced from the sample provided on the following page.

FSS PUBLICATIONS MAILING LIST APPLICATION

TO:
 General Services Administration (7CAFL)
 Centralized Mailing List Services
 P.O. Box 6477
 Fort Worth, TX 76115

1 (Agency name and address to which publications are to be mailed- DO NOT exceed four lines).

READ INSTRUCTIONS ON BEFORE COMPLETING THIS

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**Please enter your mail list record identification number above, when updating your mailing requirements.*

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	03	04	05	06	07	09	10	

3
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L.
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SIGNATURE Date

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1	3	7	9	10 11	12 13	14 15	16																27	29	30	34

29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59
C 1																														
A 2																														
R 3																														
D 4																														

SECTION I - Informational Publications
 If new applicant, do not complete star column(*). If not a new applicant, enter "A" for ADD, "C" for CHANGE, and "D" for DELETE in star column when requesting changes to your mailing list requirements.

Star Col. (*)	Mailing List Code	Number of Copies	INFORMATIONAL PUBLICATIONS
	OADP-00__		REGIONAL ADP SHAREGRAM enter "X" in applicable box(es) GSA region <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10
	ONEW-00__		REGIONAL NEWSLETTER enter "X" in applicable box(es) GSA region <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10

NAVSUP P-485 Volume I - Afloat Supply

Material Identification

2077

SECTION II - National and Regional Publications

If new applicant, do not complete star column (*). If not a new applicant, enter "A" for ADD, "C" for CHANGE, and "D" for DELETE in star column when requesting changes to your mailing list requirements.

Star Col . (*)	Publications Mailing List Codes	No. of Copies	Star Col . (*)	Publications Mailing List Codes	No. of Copies	Star Col . (*)	Publications Mailing List Codes	No. of Copies

2078 CATALOG OF NAVY AMMUNITION STOCK

1. GENERAL. The Catalog of Navy Ammunition Stock (TW010-AA-ORD-010) provides U.S. Navy activities, afloat and ashore, with a complete listing of non-nuclear ammunition components and related material. This publication is maintained, published and distributed by NAVICP MECH, under the joint direction of Naval Sea System Command (NAVSEA) and Naval Air System Command (NAVAIR). The microfiche is distributed semiannually on 1 January and 1 July and is comprised of four sections. The first three are catalog listings which indicate the Department of Defense Identification Code (DODIC)/Naval Ammunition Logistics Code (NALC), National Item Identification Number (NIIN), Index Number, and other management data for each Navy Item. The information in the first three sections is the same, but is sequenced differently in each section (i.e., the first section is in DODIC/NALC sequence; the second section is in NIIN sequence; the third section is in ammunition class and index number sequence; the fourth section is Net Explosive Weights in DODIC/NALC sequence). The data supplement (TW010-AA-ORD-020), also in microfiche, provides, in NIIN sequence, detailed physical characteristics and additional supply management data for certain ammunition items. The Navy Ammunition Logistic Code Book Volume I and Volume II (TW010-AA-ORD-020), which is published annually, contains information concerning the purpose, organization, and use of the publication; a glossary of abbreviations; a list of DODIC/NALCs; a list of deleted/superseded DODIC/NALCs; and complete round breakdown tables of Class S torpedoes, Class T surface launched guided missiles, and Class V air launched guided missiles.

2079 AFLOAT SHOPPING GUIDE (ASG)

1. GENERAL. The Afloat Shopping Guide (NAVSUP P-4440) is designed to assist Fleet personnel in identifying the National Stock Number (NSN) for items that are frequently requested by ships. It includes a detailed description of each item, and (when applicable) the stock numbers of substitute items. It also includes specifications for illustrations or diagrams of many types of material (see sample on following page). The ASG does not preclude the need for using Federal Logistics Data (FEDLOG) for verification of current stock numbers, unit of issue, unit prices, and the management data required in supply documents and records. The ASG can be accessed via the DLIS website at: http://www.dlis.dla.mil/navy/asg_guide.asp.

2. The DLIS website contains procedures for obtaining ASG (ASG) CD-ROMs or Hardcopies which are available for automatic distribution each time the ASG is published (subscription) or for one time only (single issue) of the CD-ROM or Hardcopy (see sample on following page):

<u>Sections</u>	<u>Federal Supply Group/Class</u>
1	2040-5180
2	5210-5680
3	5905-9920

AFLOAT SHOPPING GUIDE (ASG)

**GROUP 48
VALVES
CLASS 4820
VALVES, NONPOWERED**

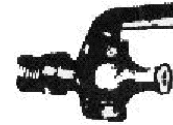
BIBB TYPE

BOOT DUST AND MOISTURE SEAL

Silicone Rubber Body, thru-hole style. Compression type mtg. 1.469 in. O/A H. .080 in. thk., 2.000 in. body OD, 2.875 in. base OD, 1.875 in. base ID, and .875 opening ID. Used on Valves, Pressure Regulating. Leslie Co Navy Sales Ref No. 37740.

00-615-6762

Threaded male pipe inlet. Brass body. Angle type with level handle. Spec MIL-C-1203, 150 PSI steam service.



125 PSI

00-826-2190	1/8-27NPT	MS35785-1
00-272-3340	1/8-27NPT	
00-197-4984	1/4-18NPT	MS35785-2
00-554-8391*	1/2-14NPT	MS35785-4

*Disc or stem flow control device.

00-272-3332	1/8-27NPTF	MS35787-1
00-272-3333	1/4-18NPT	
00-272-3335	1/2-14NPT	MS35787-4

COCK, DRAIN

AUTOMOTIVE TYPE

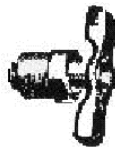
Threaded male pipe inlet. Brass body. For use in fluid pipping systems up to 150 PSI pressure.

Straight Internal Seat



00-684-0880	1/8-27NPTF	MS35782-1
00-720-4488	1/4-18NPTF	MS35782-2
00-174-0339	3/8-18NPTF	MS35782-3

Straight External Seat



00-752-9040	1/8-27NPTF	MS35782-4
00-849-1220	1/4-18NPTF	MS35782-5

Cross External Seat

00-276-9041	3/8-18NPT	MS35782-6
-------------	-----------	-----------

Threaded male pipe inlet. Brass body, T handle w/hose bib that accommodates 3/8 in. ID hose. Has 150 PSI liquid/gas rating.

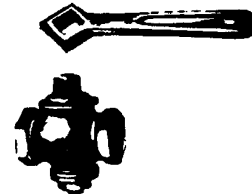


00-845-1096	1/4-18NPTF	MS35783-2
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COCK, PLUG

FEMALE ENDS

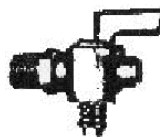
Threaded female pipe inlet. Brass body, 360 deg. plug turn. Furnished with square head wrench. For use in fluid piping systems. Spec MIL-C-1203.



00-274-3565	3/4-14NPT
-------------	-----------

PET TYPE

Threaded male pipe inlet. Brass body, F use in liquid or gas systems up to pressure as indicated below. Spec MIL-C-1203.



50 PSI

00-555-9761	1/8-27NPTF	MS35784-1
00-287-4268	1/4-18NPTF	MS35784-2
00-272-3346	3/8-18NPTF	MS35784-3
00-272-3347	1/2-14NPTF	MS35784-4

FEMALE to MALE

Threaded female and male pipe ends. Brass body. For use with fluid or gas to 125 PSI pressure.

CONTINUED ON FOLLOWING PAGE

Section III: ALLOWANCE LISTS**Subsection I: GENERAL INFORMATION****2089 USE IN FITTING OUT SHIPS**

1. BASIC DOCUMENTATION OF MATERIAL REQUIREMENTS. Allowance lists, which itemize and quantify each ship's material requirements, are extensively used to identify and procure allowed quantities of the thousands of items of equipage, repair parts, and consumables authorized to be placed on board a new construction, major conversion, or reactivated ship. Allowance lists also are used (by the cognizant ICP) to prepare the initial stock, custody, and/or locator records which the ship will require for proper inventory management of its authorized supply support materials.

- 2. RESPONSIBILITY FOR MATERIAL PROCUREMENT, ASSEMBLY, AND DELIVERY. The fitting out activity (FOA) designated by the CNO is responsible for assembly and on board delivery of allowance list material other than that which may have been placed on board at the building or conversion shipyard. However, the outfit supply activity (OSA) designated by NAVSEA is responsible for the procurement, assembly, and delivery of most government furnished materials to the FOA, or the shipyard, as appropriate. Certain materials such as forms, publications, and directives are automatically furnished by the inventory manager or the issuing office. The loading point designated by NAVAIR is responsible for the procurement, assembly, and on board delivery of aeronautical allowance list materials.
- 3. RESPONSIBILITY OF SHIP'S PROSPECTIVE SUPPLY OFFICER (PSO). When facilities and personnel necessary for the receipt, storage, custody, and security of material have been assigned to the control of the ship's PSO, he will advise the FOA via the prospective Commanding Officer (or other officer acting in such capacity) that he is ready to accept delivery of material. The PSO will ensure that all materials received are carefully checked; and that the items received are checked off in applicable allowance lists, posted to stock or custody records as required, and afforded adequate security until issued. Pre-commissioning supply assistance will be provided by personnel from FISC Norfolk.

2090 COORDINATED SHIPBOARD ALLOWANCE LISTS (COSALS)

1. GENERAL. The COSAL provides both technical and supply information which makes it an Integrated Logistics Support (ILS) document. It is a technical document to the extent that equipment/component/part nomenclatures, operating characteristics, technical manuals, etc., are described in Allowance Parts Lists (APLs) or Allowance Equipage Lists (AELs). It is a supply document in as much as it lists the items required to achieve maximum, self-supporting capability for an extended period of time. Information relative to subsistence, recreational equipment, medical material, hydrographic charts, resale clothing, ship's store merchandise, bulk fuels, lubricants, ammunition, small arms, weapons and night vision equipment are

published in unique lists prepared by the appropriate activity. Since the COSAL provides the ship with basic guidance for determining the items (and quantity of each item) which should be stocked by the supply department or held in the custody of other department heads, it is essential that changes be incorporated promptly and properly upon receipt, and that corrective action be taken when it is determined that any part of the COSAL is inaccurate or incomplete. The different types of COSALs and other allowance documents are described in subsequent paragraphs of this section. A COSAL is an authoritative document which lists:

- a. the equipment/components verified by Ship Configuration and Logistics Support Information System (SCLSIS) to be installed on a ship to perform its operational mission;
- b. the repair parts and special tools required for the operation, overhaul, and repair of equipment/components;
- c. the Operating Space Items (OSI) and consumables necessary for the safety, care, and upkeep of the ship itself.

2091 HULL, MECHANICAL, ELECTRICAL, ORDNANCE AND ELECTRONIC (HMEO&E) COSAL

1. PUBLISHING ACTIVITIES. The HMEO&E COSAL, except for Section F of Part III, is prepared and published by NAVICP MECH under the joint direction of NAVSUP and the cognizant hardware systems command. Section F of Part III, which lists publications and forms, is prepared and published by the Naval Publications and Forms Directorate (NPFD).

2. COMPUTATION OF ALLOWANCE QUANTITIES. All new construction/major conversion/modernization or overhauled ships, except FBM submarines, are provided an HMEO&E COSAL that has been prepared under the Fleet Logistic Support Improvement Program (FLSIP) in accordance with the policy and criteria outlined in OPNAVINST 4441.12 series. The only significant difference between the "FLSIP" COSAL and the "conventional" HMEO&E COSAL provided to FBM submarines is in the method used to compute the repair parts allowance quantities. In the "FLSIP" COSAL, allowance quantities are computed to meet the goals established in the OPNAVINST 4441.12 series; in the "conventional" COSAL for FBM submarines, allowance quantities are computed to meet the higher goals prescribed in OPNAVINST 4000.57 series. Neither COSAL includes any quantities in the allowance columns of the APLs, but the SNSLs in Part III of both COSALs indicate the ship's total allowance of each item authorized on board. Consolidation and inclusion of all allowance quantities in the SNSL permits a reduction in the total allowances of items used in multiple equipment without impairing the ship's endurance capability.

3. DATA CONTENT. The HMEO&E COSAL consists of an introduction and three parts. The Introduction describes the COSAL data elements, notes and codes. It contains samples of each page type and is a valuable reference for finding information throughout the COSAL. The 3 parts are explained in the following paragraphs.

2092 HMEO&E COSAL PART I

1. GENERAL. Part I contains the Summary of Allowance Parts/Equipage/Component Lists (SOAPL) and the indexes. In Part I the bottom of each page indicates the ship type and hull number, the COSAL publication date, and the consecutive page number. In the SOAPL and sections A & B, the pages are consecutively numbered in four separate series, with each page number preceded by a "A" (NAVICP PHIL managed), "E" (Electronic), "H" (HME), or "Z" (Ordnance) which indicates the type of equipment/system to which the page applies.

2. SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS (SOAPLS). The SOAPL is a numerical sequence listing, by identification number, of all APLs/AELs/ACLs that apply to the ship.

PART I - SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS (SOAPL)

SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS							
EQUIPMENT/COMPONENT/EQUIPAGE IDENTIFICATION NUMBERS							
017620041	030050010	051260318	061900047	070990003	130010008	140900046	151200524
017620128	030060005	051260331	070090004	070990064	131300293	140900049	151200525
017710001	030060006	057150025	070090005	070990066	131300466	140900052	151200530
017710003	030080004	057150032	070090017	070990067	131900029	140900054	151200551
1-480264002	1-870014002	1-9	2-470004015	2-550034012	2-820064002	2-870004013	
1-480264003	1-870014005	1-9	2-480024003	2-560004010	2-820064004	2-870004019	
1-480264005	1-870014007	1-9	2-510004001	2-560004015	2-860064007	2-870004025	
1-620010001	1-870014018	1-9	2-510004002	2-560004020	2-820064009	2-870004027	
DD 901		07-15-97	SUMMARY OF ALLOWANCE PARTS/EQUIPAGE/COMPONENT LISTS			H5	
SHIP TYPE & HULL NO.		DATE				PAGE	

① APL/ACLs, the AELs are on a follow on page.

3. INDEX, SECTION A. Section A of the Index is sequenced alphabetically by the APL/AEL/ACL noun name and partial characteristic description, with separate columns for the related APL/AEL/ACL number, service application, and other pertinent data. Information in Section A is the same as that in Section B, but is sequenced differently.

4. INDEX, SECTION B. Section B of the Index is sequenced alphabetically by the service application, with separate columns for the related equipment/component/equipage noun name, APL/AEL/ACL number, and other pertinent data. Information in Section B is the same as that in Section A, but is sequenced differently. The items listed below apply to the illustrations on the following page:

- ① Equipment/Component Military Essentially Code (MEC). The code appearing in this column is the Mission Criticality Code (MCC) (see NAVICPMECHINST 4441.170).
- ② Equipment/Component/Equipage Nomenclature/Characteristics. The noun name and partial characteristic description of each APL, AEL and ACL identification number.
- ③ Identification Number. The APL, AEL, or ACL.
- ④ Quantity. The allowance quantity of each equipment/component allowed for service aboard ship as defined by the applicable APL and ACL. The "Quantity" column is blank for all the AELs.
- ⑤ Column Number. The applicable column number in the Onboard Allowance Table from which the allowance is determined. This column applies to AELs only and is blank for all APLs and ACLs
- ⑥ Notes. Reserved for future COSAL use.
- ⑦ Allowance Support Codes (ASC). A five digit Alphabetic code. The first digit indicates the Technical Cognizance code (TCC). The second and third digits indicate Application Identification Number Activity Code (AINAC), and the fourth and fifth digits represent the Logistic Support Status Code (LSSC) of equipment/components.
- ⑧ Service Application/information. The service or major shipboard function in which the equipment/component/equipage operates or performs a service. The Service Application Code (SAC) is a variable five to ten digit code used by NAVICP MECH in the WSF to designate the service application of an equipment/component.
- ⑨ Allowance Support Codes. Provides definitions for item (7).

PART I - INDEX SECTIONS A & B

COSAL INDEX - PART I (SECTION A)							
EQPT/ COMP MEC	EQUIPMENT/COMPONENT/EQUIPAGE NOMENCALTURE CHARACTERISTICS	IDENTIFICATION NUMBER	QUAN- TITY	COL. NO.	NOTES	*ALLOW SUPT CODE	SEVICE APPLICATION/INFORMATION
2	AN/UPZ-27 FC 6P/O AN/UPX27	58393722FE	2			EESAC	RADAR
1	AN/UQN-4, SOUNDING SET, SONAR	58413914CL	1			JEPAU	SONAR
1	AN/URA-170, COMPARATOR-CONVERTER GROUP	58431608	3			EEPAA	RADIO
1	AN/URA-38A, ANTENNA COUPLER GROUP	58433778	2			EEPAA	RADIO
X	AN/USM-119 4611 AEL AN/USM-119	7-670050768	1			EEQAA	TEST
X	AN/USM-281 4308 AEL AN/USM-425(V)1, OSCILLOSCOPE	7-670052808	1			EEQAA	TEST

1	2	3	4	5	6	7	8
				9			

DD 901	07-15-97	1st Technical Bureau/Cognizance 2d & 3d. digits Program-Support Activity 4th & 5th digits Logistics-Support Status	I	A	E 1
SHIP TYPE & HULL NO.	DATE	*ALLOWANCE SUPPORT CODES	PART	SECTION	PAGE

COSAL INDEX - PART I (SECTION B)							
SEVICE APPLICATION/INFORMATION	EQPT/ COMP MEC	EQUIPMENT/COMPONENT/EQUIPAGE NOMENCALTURE CHARACTERISTICS	IDENTIFICATION NUMBER	QUAN- TITY	COL. NO.	NOTES	*ALLOW SUPT CODE
FCS 10005FCS	3	AN/UYK-7(V), COMPUTER SET DATA SYSTEM	58735398CL	1			JEPAU
	X	AN/UYK-7(V), TOOLS	7-110000006		1		JEQAA
	3	CP-1036(P)	62405278	1			JESAA
	3	CP-1036(P)/UYK-7, CENTRAL PROCESSOR	62405281	1			JEPAA
	3	CTT 35AHP; OJ-172(V)/UYK P/N 7085100-06	78298003FB	1			JEPAC
	1	CY-6797/UYK-7(V), CABINET, ELECTRICAL	62982331	1			JEPAA
	1	C-77148/SPG-51D, CONTROL, POWER SUPPLY (CWI)	49402881	2			MEPAA
	3	C-8408(P)/UYK-7(V)FC2	61399872	1			JESFE
	3	C-8408(P)/UYK-7, CONTROLLER UNIT	61399858	1			JEPAA
	4	PP-6395/UYK-7(V)FC6	79739015	3			JESAA

1	2	3	4	5	6	7
		9				

DD 901	07-15-97	1st Technical Bureau/Cognizance 2d & 3d. digits Program-Support Activity 4th & 5th digits Logistics-Support Status	I	B	E 1
SHIP TYPE & HULL NO.	DATE	*ALLOWANCE SUPPORT CODES	PART	SECTION	PAGE

5. INDEX, SECTION C. Section C of the index is arranged in sequence by APL/AEL to the Equipment Identification Code (EIC) and Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC). The items listed below apply to the illustration on the following page:

- 1 The Allowance Parts List (APL)/Allowance Equipage List Number (AEL).
- 2 The Application/Identification Number Activity Code (AINAC). This is the second and third character of the Allowance Support Codes (ASC).
Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative position in a shipboard system. These codes will be used by shipboard personnel in reporting maintenance actions under the Ships Maintenance and Material Management (3-M) Systems. NAVSEAINST 4790.4 Series defines standard EIC.
- 3 Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC). This column represents the Hierarchical Structure Code (HSC). The HSC is the breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, SCLISIS.
- 4 Service Application Code (SAC). A code used by NAVICP MECH to enter the service application of an equipment/component into the WSF. The SAC is used to group equipment, components, assemblies, etc., according to a particular service application onboard ship. NAVICPMECHINST 4441.170 series contains additional information.
- 5 Work Center. Work center assigned to accomplish maintenance requirements for a specified installed equipment.
- 6 Component Name. The noun name of each APL or AEL.
- 7 Maintenance Index Page (MIP). A coded page number of the master Preventive Maintenance System (PMS) Manual which indexes a set of maintenance requirement cards for a specific installed piece of ship equipment.
- 8 Record Identification Number (RIN) . If initialized under SCLISIS, assigned by the CDM. If non-initialized, assigned by NAVICP MECH.
- 9 Quantity Column. The quantity of each equipment/component aboard ship or the applicable reference column number for equipage.
- 10 Equipment Location. Identifies the location of the installed component within the end-use activity/ship.
- 11 Ser Number/Valve Mark/Electronic Symbol Number. The serial Number identifies a specific unit of production. The Valve Mark/Electronic Symbol Number identifies a specific valve or electrical component used within a system when multiple applications of the same component are present within the same system.

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Commercial and Government Entity (CAGE) Code. A five digit numeric code which identifies a specific manufacturer for an equipment/component. The ships 3-M Coordinator and work centers should take the responsibility to identify and maintain the CAGE for all equipment.

PART I - INDEX SECTION C

COSAL INDEX - PART I (SECTION C) - APL/AEL TO EIC TO AILSIN/FGC												
APL/AEL	AI NC	EQUIP ID CODE	AILSIN FUNCT GP CD	SERVICE CODE	WORK CENTER	COMPONENT NAME	MAINTENANCE INDEX PAGE	RECORD ID NO.	QTY COL	EQUIPMENT LOCATION	SER NO./VALVE MK/ELEC SYMB NO	FSCM
68506776	EP	R50Z000	42411AACBBID	80003SONAR	WS09	ID-1566/UQ		02249	1	02-46-0-C	A158	08548
690040002	SP	R30B000	46013AAAACXY	OAYEG	WS01	DRUM DRIVE		A2476	1	2-158-0-E		
690040003	SP	R30B000	46013AAAADGN	OAYEG		GEARBOX AS		A6132	1			
690040005	SP			OAYEG		GEARBOX AS		A6323	1			
69007301	EP	WN4E000	43611AXAAAIM	40006NANCY	ER01	IM-143A/PD	A-517/001	02262	17	01-85-2-L		00910
69007301	EP	WN4E000	43611AXAAAIM	40006NANCY	ER01	IM-143A/PD	A-001/273	03694	5	2-51-1-A	NONE	00910
690120009	SP	TL01000	56111AABADGN	OADMK	EA04	GEAR UNIT		A2477	1	3-155-0-E	3108	
690140002	SP			OAAQG		GEAR ASSY		A6372	1			
691980157	SP	FC01000	24111AAAAAGM	OAABP		GEAR ASSY		A2479	1			
692020076	SP	Y101000	58331AABACGM	OBCRM		GEAR ASSY		A5399	1	01-103-2		
692210001	SP	AD01000	58413AABABGN	OAPHI	EA01	GEAR ASSY		A2480	1	01-110-0-Q		
7-000000266	EQ		43311AHAAHS	30007IC	OE01	H-172/U99		01885	8	1-70-2-A	NONE	82872
7-000000302	EQ		44151ADFABHS	70001RADIO	OE01	H-33F/PT9		01978	2	01-79-2-Q	NONE	97101
7-000010042	EQ		44311AFAZDVS	40006NANCY	OE01	VS-188/SAT		03015	2	02-55-1	NONE	07321
7-000020012	EQ		43611ACAAA3Z	40006NANCY	ER01	AN/PDR-27R		03682	5	2-54-0-Q	A952	15249
7-000020066	EQ		43611ANAAA3Z	40006NANCY	ER01	AN/PDR-56C		01162	3	2-54-0-Q	A221	13107
7-000020080	EQ		43611AJAAA3Z	40006NANCY	ER01	AN/PDR-43B		01160	6	2-54-0-Q	A1224	6A638
DD 901					07-15-97					I	C	3
SHIP TYPE & HULL NO.					DATE					PART	SECTION	PAGE

6. INDEX, SECTION D. Section D of the index is arranged in sequence by Equipment Identification Code (EIC) to APL/AEL. The following items apply to the illustration below:

- 1 Equipment Identification Code (EIC). Assigned to equipment/components to indicate their relative positions in a weapons system. These codes are used by shipboard personnel when reporting maintenance actions under the Ship's 3-M Systems. NAVSEA 4790.4 series defines standard EIC.
- 2 The Allowance Parts List (APL)/Allowance Equipage List (AEL) Number.
- 3 The Application/Identification Number Activity Code (AINAC) is the second and third character of the Allowance Support Codes (ASC).
- 4 Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.

PART I - INDEX SECTION D

COSAL INDEX - PART I (SECTION D) - EIC TO APL/AEL															
EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC	EQUIP ID CODE	APL/AEL	AI NC	MCC
F30K000	882000577	SP	3	F30N000	612010200Z	SP	3	F401000	480020095	SP	3	F803000	883000273	SP	4
F30K000	882010078	SP	3	F30N000	612010216Z	SP	3	FF01000	750040012	SP	3	F808000	151201910	SP	2
F30K000	882010126	SP	3	F30N000	612020298	SP	3	F401000	882033246	SP	3	F808000	151203016	SP	2
F30K000	882010127	SP	3	F30N000	619510022	SP	3	F401000	882051212	SP	3	F808000	174750357	SP	2
F30K000	882030701	SP	3	F30N000	619510023	SP	3	F401000	882115598	SP	3	F808000	174750617	SP	2
F30K000	882030702	SP	3	F30N000	882000763	SP	3	F401000	882191863	SP	3	F808000	400220100	SP	2
F30K000	882030844	SP	3	F30N000	882041357	SP	3	F401000	882241739	SP	3	F808000	400220104	SP	2
F30K000	882033391	SP	3	F30Q000	016460011	SP	1	F501	057150171	SP	3	F808000	882040845	SP	3
F30K000	882040694	SP	3	F30R	017070048	SP	2	F501	750170014	SP	3	GBLE000	0-006020026	SQ	X
F30K000	882040769	SP	3	F303000	017070048	SP	2	F501	882240218	SP	3	GB00000	OR60620001	SS	2
F30K000	882040770	SP	3	F303000	040800045	SP	3	F501	882260524	SP	3	GB00000	OR77000001	SS	3
F30K000	882041358	SP	3	F303000	016021438	SP	4	F501000	057150171	SP	3	GB00000	OR80460001	SS	1
F30K000	882046027	SP	3	F303000	016170053	SP	4	F501000	057150171	SP	2	GB00000	OR80970001	SS	1
F30K000	882046524	SP	3	F303000	019160028	SP	4	F501000	057150171	SP	3	GB00000	OR81590001	SS	2
F30K000	882057729	SP	3	F303000	030300026	SP	4	F505000	016160741	SP	3	GB00000	OR82280001	SS	3
F30K000	882240043	SP	3	F303000	057300039	SP	4	F505000	151203015	SP	3	GB00000	OR82440001	SS	4
F30M000	0303500006	SP	2	F30N000	174750469	SP	4	F505000	151204437	SP	3	GB00000	OR82840001	SS	1
F30M000	2-560004055	SQ	X	F303000	219990132	SP	4	F505000	174750716	SP	3	GB00000	OR82900001	SS	1
F30M000	2-560004075	SQ	X	F303000	370010143	SP	4	F505000	212100109	SP	3	GB00000	OR83140001	SS	2

↑	↑	↑	↑
1	2	3	4

F30N	612010200Z	SP	3	F401000	030130331	SP	3	F801000	88116963	SP	3	GB1BC1C	006030077	SP	3
F30N000	48014006	SP	3	F401000	057990002	SP	3	F801000	882116966	SP	3	GB1BD13	006030032	SP	3
F30N000	612010025Z	SP	3	F401000	219990002	SP	3	F801000	882260200	SP	3	GB1BE13	006030028	SP	3
F30N000	621010032Z	SP	3	F401000	239990132	SP	3	F803000	051270722	SP	4	GB1BP16	006050020	SP	3
F30N000	612010060Z	SP	3	F401000	370030001	SP	T	F803000	051260724	SP	4	GB1BP19	006050019	SP	3
F30N000	612010128	SP	3	F401000	450100975	SP	3	F803000	883000272	SP	4	GB1BP2C	006030033	SP	3

DD 901	07-15-97	I	D	6
SHIP TYPE & HULL NO.	DATE	PART	SECTION	PAGE

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Material Identification

7. INDEX, SECTION E. Section E of the index is arranged in sequence by Automated Integrated Language System Identification Number (AILSIN)/Functional Group Code (FGC) to APL/AEL. The following items apply to the illustration below:

- ① Automated Integrated Language System Identification Number (AILSIN)/ Functional Group Code (FGC). This column represents the Hierarchical Structure Code (HSC). The HSC is the breakdown numbering system that defines the hierarchical structure of the configuration of the ship and its systems. Additional details for HSC creation are contained in the NAVSEA Technical Specification 9090-700B, SCLSIS.
- ② The Allowance Parts List (APL)/Allowance Equipage List (AEL) Number.
- ③ The Application/Identification Number Activity Code (AINAC) is the second and third character of the Allowance Support Codes (ASC).

PART I - INDEX SECTION E

COSAL INDEX - PART I (SECTION E) - AILSIN TO APL/AEL												
AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC	AILSIN FUNCTION GRP CD	APL/AEL	AI NC	
			4511 --- 49 --	57036615	EP	5821 --- M2 --	2-260014017	SQ	7601 --- 6K --	006400136	SP	
			4601 --- HS --	67000030	EP	5821 --- M2 --	2-260014074	SQ	7601 --- 9L --	0-006400006	SQ	
			4601 --- HS --	7-670000254	EQ	5821 --- M2 --	2-260024007	SQ	7601 --- 9L --	0-006400007	SQ	
			4601 --- 5A --	54066610	EP	5821 --- M2 --	2-260034005	SQ	7601 --- 9L --	006400005	SP	
			4811 --- CP --	49402717	EP	5821 --- M2 --						
			4811 --- CP --	49411764	EP	5821 --- M2 --						
			4811 --- OJ --	9120015500	EP	5991 --- JZ --						
			4811 --- OY --	49411539	EP	5991 --- JZ --						
			4811 --- OY --	56995320	EP	5991 --- JZ --						
			4811 --- RO --	49402585	EP	6601 --- 1N --						
2211 --- B5 --	30080002	SP	4811 --- UH --	49402586SA	EP	6651 --- LB --						
2211 --- 7S --	813020051	SP	4811 --- Y6 --									
2211 --- 7S --	813020100	SP	4811 --- OR --	OR44090001	ES	6651 --- 8Z --						
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↑ ①</div> <div style="text-align: center;">↑ ②</div> <div style="text-align: center;">↑ ③</div> </div>												
4413 --- 5E --	54390900	EP	5143 --- FV --	489980159	SP	7111 --- 0R --						
4415 --- C0 --	5711200F0	EP	5143 --- V7 --	882102395	SP	7111 --- 0R --						
4415 --- CY --	57112000FR	EP	5143 --- 3X --	061240001	SP	7111 --- 0R --						
4415 --- MT --	57112000FI	EP	5221 --- VI --	882051112	SP	7111 --- 2V --						
4415 --- PP --	57112000FK	EP	5221 --- VI --	882051137	SP	7111 --- 40 --						
4415 --- RT --	57112000FP	EP	5221 --- VJ --	882031214	SP	7121 --- HY --						
4415 --- RT --	84066101	EP	5221 --- VR --	882041809	SP	7122 --- FK --						
4415 --- 5E --	57112000	EP	5311 --- M7 --	174800157	SP	7122 --- K5 --						
4415 --- 5E --	58439200CA	EP	5311 --- Q1 --	016150172	SP	7122 --- K5 --						
END												
DD 901				07-15-97				I	E	1		
SHIP TYPE & HULL NO.				DATE				PART	SECTION	PAGE		

2093 HMEO&E COSAL PART II

1. SECTION A, ALLOWANCE PARTS LISTS (APLS). The APL is a technical document prepared for individual equipment/components which are on board. An APL lists all the repair parts installed in the equipment/component to which it applies, as well as other pertinent data. Allowance quantities for authorized storeroom stock are not shown in APLs, but are included in the SNSL or in the ISL (see par. 2094-1). APLs in Section A are sequenced by identification number and each page indicates the ship type and hull number, the COSAL publication date, and two types of page numbers. The page numbers appearing on the left side are consecutively numbered in four separate series, with each page number preceded by a "A" (NAVICP PHIL managed), "E" (Electronic), "H" (HME), or "Z" (Ordnance) which indicates the type of equipment/system to which the page applies. The page numbers appearing on the right side are the consecutive page numbers within each APL. APL numbers for HMEO&E equipment have nine digits; APL numbers for electronic equipment have eight digits. The items listed below apply to the illustration on the following page:

- ① Equipment/Component Nomenclature/Characteristics.
- ② Manual/Plan. The predominant technical manual and plan number.
- ③ Identification Number. The APL identification number which applies to a specific equipment/component.
- ④ Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component.
- ⑤ Accessory Components Applicable to a "Parent Equipment" are listed on the "Parent APL". Any additional Accessory Components not listed on the APL should be reported to NAVICP.
- ⑥ Reference/Symbol no. A number, other than a stock number, by which a part may identified; arranged in alphanumeric sequence. It may be a manufacturer's number, service part, drawing, piece or electric/circuit symbol number.
- ⑦ Federal Supply Code for Manufacturers (FSCM).
- ⑧ Item Name. The name listing of selected repair parts and/or related accessory components for the equipment/component.
- ⑨ Stock no. The National Stock No. (NSN) assigned to a specific repair part. When a NSN is not assigned, a T-NICN or P-NICN will be shown. The MCC and SMIC will also be shown here when applicable.
- ⑩ Military Essentiality Code (Part MEC). See NAVICPMECHINST 4441.170.
- ⑪ Source Code. See NAVICPMECHINST 4441.170.
- ⑫ Maintenance Code. See NAVICPMECHINST 4441.170.
- ⑬ Recoverability Condemnation code. See NAVICPMECHINST 4441.170.
- ⑭ Allowance Notes code. See NAVICPMECHINST 4441.170.
- ⑮ Qty in One Equipment/Component. The total population of the part within the equipment/component described by the APL. Decimal Quantity may be displayed on an APL when a non-definitive Unit of Issue (U/I) such as package is used (e.g., 1PG is used when 10 each of a package of 100 is required.)

- 16 Unit of Issue(U/I).
- 17 Allowance Item Code. See NAVICPMECHINST 4441.170.

Additional Data Area. When additional manual(s) and/or plan number(s) are applicable or appropriate, they will be listed in this area under an appropriate caption. These numbers are in addition to those listed in items 2 and 4. The phrase "included in" after a manual number indicates the component's parent equipment manual number. This data appears on a provisioning APL or GDAPL not on a COSAL APL, however, it is contained in the COSAL Section III D.

- 18 On-Board Allowance Table. APLs published as part of an allowance list for shipboard use and contained in Part II of the COSAL will not have quantities printed in the onboard allowance tables columns. In lieu of quantity the statement "SEE SNSL FOR ALLOW" will be printed in the columnar spaces provided for number of equipment/components.

PART II - SECTION A

ALLOWANCE PARTS LIST (APL)												
EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS				TECHNICAL DOCUMENT NUMBER	MANUAL	IDENTIFICATION NO.			DATE	PAGE		
PUMP CTFGL 400GPM 1425 PSI 7300RPM TD VLT					0947-107-8010	016031604			07-15-97	1		
CHARACTERISTICS					PLAN	ON BOARD ALLOWANCE TABLE						
MFR-WORTHINGTON MARINE AND INDUSTRIAL PRODUCTS INC A SUB						NUMBER						
NAVCOM PLAN-						OF EQUIPMENTS/COMPONENTS						
MFR DWG-RW140700						1	2	3	4	5-8	9-20	21-50
MFR ID-3UWS8												
PATTERN NO-174												
EQUIP SPEC-MILP17881												
NSN-												
LAPL-01-001												
CAPACITY-400GPM												
TOTAL DYNAMIC HEAD-1425PSI												
SPEED-7300RPM												
POWER RATING-509BHP												
IMPELLAR DIA-7.750 IN												
TYPE-4 STG												
MOUNTING-HORIZONTAL												
ROTATION-CW												
TYPE DRIVE-TD												
ENGSC-A												
FSCM-93232												
0744												
BEARING ASSY THR PV SGM 370010291												
*SERVICE APPL-FEEDWATER SYSTEM-MAIN FEED PUMP												
026243PC4												
93232 PACKING-PREFMD 2.300 ID 9Z 5330-00-599-7953												
O-RING CPLG SE HUB												
OTHER/ADDITIONAL MANUALS												
0947-107-7010												
END												
REFERENCE/SYMBOL NO.				ITEM NAME		STOCK NO.		U/I		1 2 3 4 5-8 9-20 21-50		
DD 901		H 18		PART II ALLOWANCE PARTS LIST (APL) SECTION A				016031604		07-15-97 2		
SHIP TYPE & HULL NO.		PAGE						IDENTIFICATION NO.		DATE PAGE		

2. SECTION B, ELECTRONICS ALLOWANCE PARTS LISTS (APLS) Section B is a breakdown of all maintenance significant parts in Circuit Symbol Number (CSN) sequence. It contains those CSNs which appear in the technical manual for the equipment, cross referenced to the applicable NSN, NICN, or other item identification number. Section B is published in microfiche form. The following items apply to the illustration below:

- ① Circuit Symbol Number. Also known as the Reference Symbol Number. This number is obtained from the equipment technical manual or drawings. When APLs are in Part Number (PN) sequence, the PN will also appear here.
- ② CAGE/FSCM and reference number, T-NICN/P-NICN/NIIN which applies to this CSN.
- ③ Source Maintenance, and Recoverability Code (SM&R). See NAVICPMECHINST 4441.170.
- ④ Number of applications with the same CSN.
- ⑤ The Equipment/Component APL identification number.
- ⑥ Nomenclature. The equipment for which the APL is prepared.

PART II - SECTION B

ELECTRONICS ALLOWANCE PARTS LIST SECTION B													
REFERENCE DESIGNATOR	NOTE	FIIN/ACN/FSCM-REF	SMR	APPL	ADD	REFERENCE DESIGNATOR	NOTE	FIIN/ACN/FSCM-REF	SMR	APPL	ADD		
REFERENCE DESIGNATOR - CIRCUIT SYMBOL OR PART NUMBER - BREAKDOWN OF UNITS / ASSEMBLIES SUPPORTED BY THIS APL											08 - 01 - 97		
1 ... 5 ... 10 ... 15 ... 20 ... 25 ... 29					1 ... 5 ... 10 ... 15 ... 20 ... 25 ... 29								
1A 2A 1A2 R - 34		05869 4171306-531	PA6ZZ	1	1A 2A 1A2 T - 4		05869 755002A7678-1	XB6ZZ		1			
1A 2A 1A2 R - 35		05869 4171306-975	PA6ZZ	1	1A 2A 1A2 T - 5		05869 755002A7678-3	XB6ZZ		1			
1A 2A 1A2 R - 36		05869 4171306-531	PA6ZZ	1	1A 2A 1A2 T - 6		05869 755002A7654-2	PA6ZZ		1			
1A 2A 1A2 R - 37		05869 4171306-975	PA6ZZ	1			6						
1A 2A 1A2 R - 38		05869 4171306-339	PA6ZZ	1	1A 2A 2		87990 755002A0750	PB2DD		1			
1A 2A 1A2 R - 39		05869 4171306-339	PA6ZZ	1	1A 2A 2 MP-	1	05869 4164650-22	PA6ZZ		1			
1A 2A 1A2 R - 40		05869 4171306-830	PA6ZZ	1	1A 2A 2 W -	1	05869 755002A7752-1	PA6ZZ		1			
1A 2A 1A2 R - 41		05869 4171306-400	PA6ZZ	1	1A 2A 2A1 BOTTOM CARD		87990 755002A0760	PB6DD		1			
1A 2A 1A2 R - 42		05869 4171306-830	PA6ZZ	1	1A 2A 2A1 C -	1	05869 755002Z705-5	PA6ZZ		1			
1A 2A 1A2 R - 43		05869 4171306-830	PA6ZZ	1	1A 2A 2A1 C -	2	05869 755002A7705-6	PA6ZZ		1			
1A 2A 1A2 R - 44		05869 4171306-531	PA6ZZ	1	1A 2A 2A1 C -	3	05869 755002A7705-7	PA6ZZ		1			
1A 2A 1A2 R - 45		05869 4171306-635	PA6ZZ	1	1A 2A 2A1 C -	4	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 46		05869 4171306-891	PA6ZZ	1			0						
1A 2A 1A2 R - 47		05869 4171306-443	PA6ZZ	1	1A 2A 2A1 C -	5	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 48		05869 4171306-699	PA6ZZ	1			4						
1A 2A 1A2 R - 49		05869 4171306-687	PA6ZZ	1	1A 2A 2A1 C -	6	05869 755002A7705-1	PA6ZZ		1			
1A 2A 1A2 R - 50		05869 4171306-699	PA6ZZ	1			8						
1A 2A 1A2 R - 51		05869 4171306-616	PA6ZZ	1	1A 2A 2A1 C -	7	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 52		05869 4171306-531	PA6ZZ	1	1A 2A 2A1 C -	8	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 53		05869 4171306-531	PA6ZZ	1			5						
1A 2A 1A2 R - 54		05869 4171306-510	PA6ZZ	1	1A 2A 2A1 C -	9	05869 755002A7705-3	PA6ZZ		1			
1A 2A 1A2 R - 55		05869 4171306-906	PA6ZZ	1			7						
1A 2A 1A2 R - 56		05869 4171306-906	PA6ZZ	1	1A 2A 2A1 C -	10	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 57		05869 4171306-952	PA6ZZ	1			9						
1A 2A 1A2 R - 58		05869 4171306-505	PA6ZZ	1	1A 2A 2A1 C -	11	05869 755002A7705-2	PA6ZZ		1			
1A 2A 1A2 R - 59		05869 4171306-733	PA6ZZ	1			9						
1A 2A 1A2 R - 60		05869 4171306-759	PA6ZZ	1	1A 2A 2A1 C -	12	05869 755002A7705-3	PA6ZZ		1			

SECTION B	I.D. NUMBER 56614606	NOMENCLATURE AN/PRC-104, RADIO SET	PAGE 16
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3. SECTION C, ALLOWANCE EQUIPAGE LISTS (AELS). The AEL is a technical document prepared for various categories of equipage for mechanical, electrical, electronic and ordnance systems. When an AEL is used for a system, it will include the items required for the operation of the system and/or the repair parts required for maintenance of the system. HMEO&E COSAL AELs are identified by a nine digit identification number, preceded by either an alpha or numeric character and a dash (-), and are sequence by identification number. The items listed below apply to the illustration on the following page:

- ① Equipment Nomenclature/Characteristics.
- ② Manual/Plan. The predominant technical manual and plan number.

③ Identification Number. The AEL Identification No. designates specific listings of material collectively known as equipage. The first digit of the AEL ID No. can be identified by either Alpha or Numeric (-) characters which indicate the cognizant preparation and maintenance activity and general equipage significance as follows:

Alpha	Numeric	Definition
A	0 -	Ordnance equipage
B	1 -	Space/system related equipage
C	2 -	Miscellaneous equipage
D	3 -	Automotive, construction, and materials handling equipage
E	4 -	Flag Allowance equipage
F	5 -	Special Project Office equipage
G	6 -	Nuclear Reactor Plant (NRP) equipage
H	7 -	Portable Electronic equipage
I	8 -	Trident equipage
J	9 -	Nuclear Weapons equipage

- ④ Characteristics. A general description, characteristics and/or other identifying information concerning the equipment/component. This may include special information and the criteria used to establish quantities in the On Board Allowance Tables.
- ⑤ Reference Number/Descriptive Data. Contains significant information, manufacturer's part number(s), reference number(s), special comments and references to other AELs, etc.
- ⑥ Item name. Arranged in alphabetical sequence, the name of each item, and when appropriate or applicable, additional nomenclature, dimension, etc., to adequately describe the item named.
- ⑦ Stock Number. The National Stock Number (NSN) assigned to the items named in item 6. When a NSN is not assigned, a T-NICN/P-NICN will be shown. The Material Control Code (MCC) will also be shown when applicable.
- ⑧ Security Classification. The Controlled Item Inventory Code (CIIC), see Appendix 9I.
- ⑨ Source Code. See NAVICPMECHINST 4441.170.
- ⑩ Maintenance Code. See NAVICPMECHINST 4441.170.
- ⑪ Recoverability/Condemnation Code. See NAVICPMECHINST 4441.170.

Material Identification

- ⑫ Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.
- ⑬ Custody Code. See NAVICPMECHINST 4441.170.
- ⑭ Unit of Issue (U/I). See Appendix 19.

Quantity. The quantity of an item either contained in or part of a system component or kit.

- ⑮ When used for certain AELs, the specific quantity of each individual piece or part contained within the equipment as a whole will be listed. The abbreviation Select (SEL) may appear in this column for certain items from which a selection or choice must be made.

On Board Allowance Table. This table consists of eight numbered columns in which quantities may be shown. The criteria used to establish the quantities shown in one/several and/or all of these columns may be defined in the information contained on each AEL, as

- ⑯ noted in the characteristics. In certain cases, the total shipboard allowance quantity will be determined by the sum total of all quantities appearing in designated columns of several AELs. In all cases, the applicable AEL Identification number(s) will be shown in the COSAL Index, Part I, Sections A and B. The acronym for As Required (AR) may appear in lieu of a specific quantity for certain items.

PART II - SECTION C

ALLOWANCE EQUIPAGE LIST (AEL) ③																				
EQUIPMENT COMPONENT NOMENCLATURE CHARACTERISTICS				TECHNICAL DOCUMENT NUMBER	MANUAL PLAN	IDENTIFICATION NO.				DATE	PAGE									
PUMP PLUMBERS FORCE ①						2-470004001				07-15-97	1									
CHARACTERISTICS ①						ON BOARD ALLOWANCE TABLE														
PLUMBERS FORCE PUMP WITH FOUR 3FT LENGTHS HOSE AND FOUR COUPLING ASSEMBLIES AND ADAPTERS ADAPTERS FOR USE IN CONNECTING PUMP AND HOSE TO CLEANOUT CONNECTIONS VARIANCE IN SIZE REQUIREMENTS PRECLUDES INSERTING QUANTITY IN COLUMNS OF ALLOWANCE X ADAPTERS ARE LISTED FOR INFORMATION X ADAPTERS MAY BE EQUAL TO AKRON BRASS CO STYLE 362 X ADAPTERS MAY BE MANUFACTURED ON BOARD SHIP WHEN REQUIRED NOT APPLICABLE TO SUBMARINES ④ FOR COLUMN WHICH APPLIES INDEX PART I COLUMN 1 - FOR 1 PUMP COLUMN 2 - FOR 2 PUMPS COLUMN 3 - FOR 3 PUMPS COLUMN 4 - FOR 4 PUMPS COLUMNS 5 THRU 8 BLANK FSCM-03950						SELECT	SOURCE	MAINT	REPLY	UNIT	U/I	QTY	COL. 1	COL. 2	COL. 3	COL. 4	COL. 5	COL. 6	COL. 7	COL. 8
ATT TO PUMP	ADAPTER-HOSE BRS	1HS0000-LL-CB8-1418	UPF	OZZ	E	EA	2													
ATT TO HOSE	ADAPTER-HOSE BRS	1HS0000-LL-CB8-1419	UPF	OZZ	E	EA	1													
WWC624TYA-0-750IN	FITTING HOSE	9C 4730-00-203-3545	UPA	OZZ	1	E	EA	4	8	12	16									
----25FT LENGTH	HOSE-NON METALLIC 15 FT	9C 4720-00-230-6481	UPC	OZZ	1	E	FT	12	24	36	48									
THE DEMING CO FIG594 TY	PUMP-RCIPG HND DRIVEN	9C 4320-00-368-3327	UPA	OZC	1	E	EA	1	2	3	4									
⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫	⑬	⑭	⑮	⑯									
REFERENCE/SYMBOL NO.	ITEM NAME	STOCK NO.	SELECT	SOURCE	MAINT	REPLY	UNIT	U/I	QTY	1	2	3	4	5	6	7	8			
DD 901	H 251	PART II ALLOWANCE EQUIPAGE LIST (AEL) SECTION C								2-470004001				07-15-97				1		
SHIP TYPE & HULL NO.	PAGE									IDENTIFICATION NO.				DATE				PAGE		

2094 HMEO&E COSAL PART III

1. SECTION A, SNSL OF STOREROOM ITEMS (SRI) OR INTEGRATED STOCK LIST (ISL). Section A contains the authorized allowance quantities of repair parts and equipment related consumables required to be stocked on board to support the equipment listed in Part I. Section A consolidates, in NIIN/NICN sequence, all allowed items listed in the APLs in Part II. The SRI will be superseded by the Integrated Stock List (ISL) after a ship completes a Integrated Logistics Overhaul (ILO). The ISL is basically the SRI updated to integrate modified allowances incident to configuration changes accomplished during the overhaul, as well as additional allowances justified by the ship's own demand data. It also indicates the storage location of each repair part. The ILO ISL is, in effect, the ship's temporary Post overhaul COSAL SNSL of Storeroom Items. When additional configuration changes occur after the cutoff date for input of the ISL, the ILO team reports the changes for inclusion in the post overhaul ISL. The post overhaul ISL, which supersedes the original ILO ISL as the primary allowance list, is mailed to the ship two to three months after the overhaul has been completed. The items listed below apply to the illustration on the following page:

- 1 Material Control Codes (MCC). See Appendix 9F.
- 2 Stock Number. The NSN arranged in NIIN sequence. Where an NSN is not assigned, a T-NICN OR P-NICN will be shown. The SMIC will also be shown when applicable.
- 3 Item name. Item name and, when appropriate or applicable, additional nomenclature, dimensions, etc.
- 4 Equipment/Component/Equipage Identification Number. The APL/AEL identification number(s) of all shipboard equipment(s)/component(s) equipage, on or in which the item is intended for use/repair purposes.
- 5 Unit of issue.
- 6 Allowance Quantity. The total onboard computed quantity of an individual storeroom item.
- 7 Allowance Notes Codes. See NAVICPMECHINST 4441.170.
- 8 Total Ships Population per Identification Number. The total shipboard population of the part, as installed in each individual APL/AEL listed.
- 9 Military Essentiality Code (MEC)/Mission Criticality Code (MCC). See NAVICPMECHINST 4441.170.
Supply Management Codes as follows: Shelf Life (SL) Code (see Appendix 9K); Shelf Life Action (SLA) Code (see Appendix 9J); Type of Storage Space (TSS) Codes (see NAVICPMECHINST 4441.170); Special Material Content (SMC) Code (see NAVICPMECHINST 4441.170); Controlled Inventory Item Code (CIIC) (see Appendix 9I).
- 11 Custody Code. See NAVICPMECHINST 4441.170.
- 12 Unit Price. Current price should be obtained from FEDLOG.
- 13 Derivation Code. A code used to reflect what determined the computed SNSL allowance (see NAVICPMECHINST 4441.170).

14 Unit Cube. Quantity when expressed in cubic feet and includes the manufacturer's original wrapping, box or crate.

PART III, SECTION A (SRI)

Table with columns: STOCK NO, ITEM NAME, EQUIPMENT COMPONENT/EQUIPAGE ID NO., U/I, ALLOWANCE QUANTITY, N O S I M, TOTAL SHIPS POPULATION PER ID NO., MIL. ESS. CODE, SUPPLY MGMT (S L A T S M C S C), UNIT PRICE, D E R I V, UNIT CUBE. Includes a legend at the bottom for DD 901, SHIP TYPE & HULL NO., DATE, SC-Security Class'n, SL- Shelf Life, TSS - Type of Storage Space, SLA- Shelf-life Action, SMC-Special-Mat'l Content, PART, SECTION, PAGE.

The items listed below apply to the illustration on the following page:

- 1 Stock Number. Current Cognizance Symbol and NSN, T-NICN, or P-NICN.
2 Nomenclature.
3 Application Code. APL number (will only show up to nine applications). This column will also show substitute data when applicable.
4 Unit of Issue.
5 ISL Quantity. On board allowance quantity is computed by the ILO team based upon information furnished by the inventory manager or from the recorded usage data. An asterisk will be printed alongside this quantity if there has been a change for this item from the original COSAL quantity based on usage or equipment configuration.

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Material Identification

- 6
Source Code. For ILO use only, Control Code "A", "D", "E", or "N", if applicable do not have shipboard application and should not to be confused with Source Codes used in the preparation of NAVSUP 1250s.
- 7
Location. Shipboard location.
- 8
Allowance Type (AT) Code. The ILO assigned At Code will be carried forward to the succeeding record when an ILO prepared stock record is filled. When the ship prepares a stock record for a new stock item added between ILO's, the appropriate AT Code will be entered.
- 9
Equipage, Repairables, or Consumable Code (ERC). See NAVICPMECHINST 4441.170.
- 10
Allowance Note Code (ANC). See NAVICPMECHINST 4441.170.
- 11
Military Essentiality Code (MEC). See NAVICPMECHINST 4441.170.
- 12
Non-Allowed. Prints for any item with Allowance Type Code "5" or "8". Non-Allowed items are not reordered for stock unless demand criteria for Allowance Type Code "4" or "8" is met.

PART III, SECTION A (ISL)

INTEGRATED STOCK LIST										
STOCK NUMBER	NOMENCLATURE	APPLICATION CODE	UNIT OF ISSUE	ISL QUANTITY	SOURCE CODE	LOCATION	AT	E R C	A N C	I V M E C
9Z 5360-00-314-7079	SPRING	8831926	EA	1		A0101	1	R		IV
9Z 5360-00-314-7183 1H 1440-00-314-9302	SPRING LENS	882220457 006220068	EA EA	7 1	A	A0101 A1668	1 5	R R	E R	IV NON-ALLOWED
9N 5905-00-315-1833	RESIST	62766739BA	EA	1			1	R		IV
9G 6210-00-316-1168 9Z 5305-00-316-2954	BOOT SCREW	52504678BA 017710005	PG EA	1 1			1 1	R R		3V IV
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↑ 1</div> <div style="text-align: center;">↑ 2</div> <div style="text-align: center;">↑ 3</div> <div style="text-align: center;">↑ 4</div> <div style="text-align: center;">↑ 5</div> <div style="text-align: center;">↑ 6</div> <div style="text-align: center;">↑ 7</div> <div style="text-align: center;">↑ 8</div> <div style="text-align: center;">↑ 9</div> <div style="text-align: center;">↑ 10</div> <div style="text-align: center;">↑ 11</div> <div style="text-align: center;">↑ 12</div> </div>										
9NM5905-00-318-3133	RESIST	613996378A	EA	1			1	R		IV
9Z 5330-00-318-4200 1HM5815-00-318-5059	PACKIN SPRING	5906660003 58138305	EA EA	12 1		A0227 C0007	1 1	R R		IV IV
9Z 3120-00-318-7238	SLEEVE	016031604	EA	1		A0101	1	R		IV
9G 6240-00-319-0173 9V 3020-00-319-2707	LAMP-G GEAR	78733710 0193310078	EA EA	1 1	A	A0101 A0101	1 5	R R		IV NON-ALLOWED
<div style="display: flex; justify-content: space-between;"> DD 901 DATE 07APR97 (POST-OVERHAUL) PAGE 274 </div>										

2. SECTION B, SNSL OF OPERATING SPACE ITEMS (OSI). Section B consolidates, in NIIN/NICN sequence, all operating space items listed in the AELs and APLs in Part II. It also indicates (for each item) the allowance quantity, the applicable AEL or APL number(s), the population of supported systems or equipment, and other pertinent data. The format of the Section B SNSL for OSI is identical to the format of the Section A SNSL for SRI shown on page 2-45.

3. SECTION CF, MAINTENANCE ASSISTANCE MODULES (MAMS). MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan and will be located in the appropriate operating and maintenance spaces. MAMs are assigned an Allowance Note Code (ANC) "N" and may also appear in Part III, Section A as a storeroom item if usage warrants backup support. The items are arranged in NIIN sequence. The format of the Section CF SNSL for MAMs is identical to the format of the Section A SNSL for SRI shown on page 2-45.

4. OLD STOCK NUMBER CROSS REFERENCE LIST. This section, which should be filed between sections CF and D, contains all of the stock number updates from the previous COSAL to the most current stock numbers. It is arranged in "old" stock number sequence. The items listed below apply to the illustration on the following page:

- ① Old NIIN/NICN appearing in the previous COSAL.
- ② Special Material Identification Code (SMIC) from previous COSAL.
- ③ New NIIN/NICN.
- ④ SMIC of new stock number.
- ⑤ Federal Supply Class (FSC) of new stock number.
- ⑥ Cognizance Symbol (COG) of new stock number.
- ⑦ Item Name.
- ⑧ Operation Space Item (OSI) "O" indicates item in Part III Section B of previous COSAL.
- ⑨ Note Code indicates specific instructions or information concerning allowance. See NAVICPMECHINST 4441.170.

PART III, OLD STOCK NUMBER CROSS REFERENCE LIST

OLD TO NEW STOCK NUMBER CROSS REFERENCE LIST								
OLD NIIN / NICN	SMIC	NEW NIIN / NICN	SMIC	FSC	COG	ITEM NAME	OSI	NOTE CODE
LL - HDU - 9620		00 - 116 - 9360		5120	9Q	ADAPTER-EXTENSION,S	0	X
LL - HDU - 9780		00 - 844 - 8187		5905	9N	RESISTER, FIXED, WIRE		
LL - HDW - 3966		00 - 501 - 8038		4925	1H	SPLICE, WIRE, FEMALE	0	1
LL - HDW - 3967		00 - 501 - 8041		4921	1H	SPLICING KIT, WIRE	0	1
LL - HDW - 3968		00 - 501 - 8049		4921	1H	CRIMPING TOOL, CONTA	0	1
LL - HDW - 5126		01 - 029 - 4217		6810	1H	ION EXCHANGE COMPOU		2
LL - HDW - 6828		01 - 012 - 7533		9150	9G	LUBRICATING CONDITI		E
LL - HDW - 7475		01 - 061 - 5291		5330	9Z	GASKET		
LL - HDW - 8596		01 - 010 - 7557		5910	9N	CAPACITOR-FXD .25MF		
LL - HDW - 8597		00 - 709 - 7455		5905	9N	RESISTER FIXED		
LL - HDW - 9363		00 - 561 - 9917		5120	1H	WRENCH, SPANNER	0	1
LL - HDW - 9379		00 - 550 - 6911		1220	1H	PROJECTION LAMP ASS		
LL - HDW - 9364	L1	01 - 033 - 7260	L1	4820	1H	STEM ASSEMBLY		2
LL - HDY - 0876	SS	01 - 056 - 1691	L1	4820	1H	STEM, VALVE		

↑	↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8	9

SHIP TYPE - HULL DD 901	UIC RX5971	DATE 07 - 15 - 97
		PAGE NO. 3

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5. SHIP VALUE LIST. This section, which should be filed between sections CF and D, is a statistical summary of item count and dollar value of the new COSAL. The total number of NSNs, the total allowance quantity, the total number of priced NSNs and the extended price of those NSNs is listed for each of the following categories (see illustration below):

- ① Totals by cognizance symbol for Storeroom Items only
- ② Totals by cognizance symbol for Operating Space Items only
- ③ Totals by cognizance symbol for Storeroom Items plus Operating Space Items
- ④ Overall shipboard totals for Storeroom Items only
- ⑤ Overall shipboard totals for Operating Space Items only
- ⑥ Overall shipboard totals for Storeroom Items plus Operating Space Items

PART III, SHIP VALUE LIST

COG	STOREROOM ITEMS ①				COSAL SHIP VALUE LIST ②				TOTALS ③			
	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE	TOTAL FSNS	ALLOWED QUANTITY	PRICED FSNS	EXTENDED \$ PRICE
9C	49	132	49	1675	10	39	10	3934	59	171	59	5609
	COG TOTAL				COG TOTALS				COG TOTALS			
9D	49	132	49	1675	10	39	10	3934	59	171	59	5609
	1	2	1	3	1	2	1	3	2	4	2	6
	COG TOTAL				COG TOTALS				COG TOTALS			
	1	2	1	3	1	2	1	3	2	4	2	6
7G	10	10	10	29430	1	1	1	915	11	11	11	30345
9G	95	278	95	4348	51	104	51	8108	146	382	146	12456
	COG TOTAL				COG TOTALS				COG TOTALS			
	105	288	105	33778	52	105	52	9023	157	393	157	42801
1H	146	398	146	23975	32	79	31	97695	178	477	177	121669
7H	36	45	36	134595	1	1	1	1290	37	46	37	135885
9H	2	2	2	2	6	6	6	7	8	8	8	9
SHIP TOTALS ④												
	1146	3157	1144	202483	173	434	1072	118028	1319	3591	1316	320512
SHIP TOTALS ⑤												
SHIP TOTALS ⑥												
SHIP TYPE - HULL DD 901				UIC RX5971				DATE 07 - 15 - 97				PAGE NO. 2

6. SECTION D, ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN. Section D is a list of alternate numbers (part numbers, drawing numbers, piece numbers, etc.) arranged in alphanumeric sequence, and cross referenced to the applicable NIIN/NICN. The CAGE, if applicable, is also indicated for each alternate number. The following items apply to the illustration below:

- ① Commercial And Government Entity (CAGE)/Federal Supply Code for Manufacturers (FSCM).
- ② Alternate Number. Primary and secondary alternate part numbers cross reference to NIIN/NICN.
- ③ NIIN / NICN. The latest NIIN/NICN for the alternate number in item 2.
- ④ First Alternate Number on Page. The first alternate number listed on the page.
- ⑤ Last Alternate Number on Page. The last alternate number listed on the page.

PART III, SECTION D

PART III SECTION D ALTERNATE NUMBER CROSS REFERENCE TO NIIN/NICN					
FSCM	ALTERNATE NR	NIIN/NICN	FSCM	ALTERNATE NR	NIIN/NICN
81349	M24308/24-2	01-061-9731	81349	M26655-2-0208	00-495-0042
81349	M24308/24-3	00-593-9415	17576	M2701-101	LL-HDL-U246
81349	M24308/24-4	01-049-5003	17576	M2722-1	00-622-8568
81349	M24308/24-5	01-011-7668	17576	M2725-101	01-032-9719
81349	M24308/25-1	01-069-6794	98920	M2726-34-001	00-196-2292
81349	M24308/25-5	01-071-1722	81349	M2726-34-001 BLACK	00-196-2292
81349	M24308/26-1	01-052-9436	80064	M2726-37-001	00-086-8922
81349	M24308/3-1	00-410-0251	81349	M2726-38-001	00-220-2213
81349	M24308/3-3	00-439-3748	81349	M2726-39-001	01-070-8414
81349	M24308/3-4	00-481-5560	96906	M2726-47-002	LL-CU2-6946
81349	M24308/3-5	00-493-0466	96906	M2726-47-003	LL-CU2-6947
81349	M24308/4-1	00-466-3394	81349	M2726-48-001	00-935-2312
81349	M24308/4-2	00-490-3743	80064	M2726-50-001	00-325-0469
81349	M24308/4-262	00-603-6737	81349	M2726-50-001	00-325-0469
81349	M24308/4-263	00-539-2398	81349	M2726-50-002	00-134-5268
81349	M24308/4-3	00-489-9999	81349	M2726-69-001	00-449-1189
81349	M24308/4-4	00-410-9252	81349	M2726150-001	00-325-0469
81349	M24308/4-5	00-490-8389	17576	M2727-101	01-043-2211
81349	M24308/4-7	01-031-6991	81349	M27426-1105D	01-062-1923
05574	M24368/2/001	01-054-7409	81349	M27426-1114D	LL-MB1-9708

↑ ①	↑ ②	↑ ③	↑ ①	↑ ②	↑ ③
		④		⑤	

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7. SECTION E, GENERAL USE CONSUMABLES LIST (GUCL). The GUCL is a list of generally used non-equipment related consumable items for initial outfitting of a ship's operating spaces and storerooms. The GUCL is prepared by NAVICP MECH only for new construction, major conversion modernization, or reactivated ships. Normally, it will not be published with or for subsequent COSALs. Under unique circumstance, an extract copy of particular type ship can be obtained by submitting a special request to NAVICP MECH, code 05531, DSN 430-2494. The GUCL is provided with three subsections.

a. Subsection 1 is furnished in NIIN sequence in two segments: hazardous and non-hazardous. The following items apply to the illustration below:

- ① Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170.
- ② Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL notes.
- ③ Material Code Indicators (MCI). See NAVICPMECHINST 4441.170 for unique GUCL notes.

PART III, SECTION E, SUBSECTION 1

COSAL PART III, SECTION E, SUBSECTION 1								
NIIN	NOMENCLATURE	U / I	UNIT PRICE	NOTES	DEPT	QTY	MCI	
9Q 3590 - 00 - 058 - 1837	BARBER KIT	KT	281.76		ZZ	<	B	
9Q 7920 - 00 - 061 - 0037	BRUSH SCRUB POT NYLN 5.5 X 2.5	EA	2.29		SU	2	M	
9Q 7920 - 00 - 061 - 0038	BRUSH SCRUB GALLEY NYLN 3X5W/H	EA	3.65		ZZ	<	M	
9Q 7240 - 00 - 274 - 3875	PAISTEEL 12 QT.	EA	2.34		SU	12	C	
9Q 7930 - 00 - 068 - 1669	DETERGENT GENERAL PURP 5GL	CO	2.16		ZZ	<	H	
9Q 7510 - 00 - 074 - 5100	TAPE PRESSURE SENSI GREEN 60YD	RO	9.22		WE	50	G	
					EN	24		
					ZZ	<	M	
					SU	24		
9Q 7330 - 00 - 078 - 5706	BOARD FOOD RUBBER 20X15X1	EA	15.21		ZZ	<	A	
9Q 7520 - 00 - 079 - 0286	MARKER FELT TIP-ORANGE	DZ	2.81		WE	8		
9Q 7510 - 00 - 297 - 6656	CELLULOSIC DUNNAGE 3"	RO	11.07		ZZ	<	G	
					WE	4		

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①
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②
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③

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Material Identification

b. Subsection 2 is sequenced by shipboard department, then nomenclature within the department. The following items apply to the illustration below:

- ① Quantity. For other than numerical quantity, see NAVICPMECHINST 4441.170 unique GUCL Notes.
- ② Notes. Alpha code indicates Type of Storage Space (TSS). See NAVICPMECHINST 4441.170

PART III, SECTION E, SUBSECTION 2

COSAL PART III, SECTION E, SUBSECTION 2						
DEPARTMENT NOMENCLATURE						
STOREROOM/STOWAGE SPACE						
HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE	
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL			6.44	
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT			4.62	
ADHESIVE LATEX LINDL-TILE	9Q 8040-00-582-4596	GL	3	G	5.82	
ADHESIVE LIQ-RUB PPR-MTG 4 OZ	9Q 8040-00-291-8625	JR			.49	
			↑	↑		
			①	②		
DEPARTMENT NOMENCLATURE						
ENGINEERING						
HAZARDOUS ITEMS	NSN	U/I	QTY	NOTES	U/PRICE	
ADHESIVE FBRS-GLS TAPE	9Q 8040-00-273-8708	GL	2		6.44	
ADHESIVE FOR NAT/SYN RUBBER 1 QT	9Q 8040-00-291-8381	KT	2		4.62	
ADHESIVE MUCILAGE W/BRUSH 4 OZ	9Q 8040-00-290-2849	BT	1		.60	
ADHESIVE POLYCHROPRENE BASE	9Q 8040-00-290-4301	QT	10		2.96	
ADHESIVE RTV SILICONE RUBBER	9Q 8040-00-255-4548	CA	1		1.56	
ADHESIVE SYNTHETIC BUNA-N	9Q 8040-00-262-9011	PT	2		1.76	
AMMONIUM CHLORIDE TECH	9Q 8040-00-281-2033	LB	3		1.08	
ANTISEIZE COUMPOUND	9Q 8040-00-286-5453	CN	1		7.48	
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c. Subsection 3 is a statistical summary of the total number of line items by material category, separated into hazardous and non-hazardous. It lists for OSI and SRI the total number of line items and the total weight, cube and price of those items.

PART III, SECTION E, SUBSECTION 3

COSAL PART III, SECTION E, SUBSECTION 3									
STATISTICAL SUMMARY EXTENDED TOTALS - HAZARDOUS									
COG	LINE ITEMS		WEIGHT		CUBE		PRICE		
	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI	
1H	1	0	10.50	.00	.270	.000	31.00	.00	
9G	116	8	3,274.67	334.44	116.038	14.196	3,242.52	309.41	
9L	1	0	2.08	.00	.100	.000	2.54	.00	
9Q	134	4	13,848.66	481.79	426.791	11.093	10,419.63	272.62	
	252	12	17,351.91	816.23	543.199	25.289	13,659.69	582.03	
									14,277.72
STATISTICAL SUMMARY EXTENDED TOTALS - NON HAZARDOUS AND HAZARDOUS									
COG	LINE ITEMS		WEIGHT		CUBE		PRICE		
	OSI	SRI	OSI	SRI	OSI	SRI	OSI	SRI	
XX	57	5	3,980.36	478.80	163.342	11.886	26,447.95	388.80	
9Q	1342	31	31,809.10	1,743.75	1,998.282	93.103	43,190.28	1,409.89	
9Y	4	1	87.60	21.90	.860	.215	73.80	18.45	
9Z	520	4	5,883.19	12.90	125.589	.854	9,918.60	199.32	
	2537	61	56,647.83	2,675.45	3,761.500	122.971	129,321.64	2,842.31	
									132,143.95
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8. SECTION F, FORMS AND PUBLICATIONS. Section F indicates the range and depth of forms considered necessary in the operating spaces and in storeroom stock to support routine maintenance and administrative operations during the ship's prescribed endurance period. Since publications are not normally stocked, the range and depth guide for publications is included in Section F for the operating spaces only. Section F contains two subsections. Subsection 1 is arranged in sequence by stock number, subsection 2 is arranged in sequence by title/nomenclature (see illustration on following page).

- ① Operating Space Item (OSI) Quantity. Recommended quantity for all Operating Space items; * indicates the requirement is less than the Unit of Issue and is included in SRI column.
 - ② Store Room Item (SRI) Quantity. Recommended quantity of Forms for storeroom stock. Since all publications are OSI, the SRI QTY is zero.
- Security Classification Code (SC). The codes and definitions are as follows:
- ③ 1 - Confidential
 - 2 - Confidential - Restricted Data
 - 3 - Secret
 - 4 - Unclassified
- ④ Requisition Restriction (RR). Limit quantity for a specific ship.
 - ⑤ Carrying Point (CP). Indicates the source of supply.
 - ⑥ Basic/Change (BC). Indicates the basic publication or change.

PART III, SECTION F

COSAL PART III, SECTION F, SUBSECTION 1										
STOCK NO INCLUDING COG S/N SEQUENCE	FORM / PUB NO.	TITLE/NOMENCLATURE	UI	OSI QTY	SRI QTY	SC	RR	CP	BC	
FORMS										
11 0101 - LF - 132 - 0070	NSEC 9881/8	DAMAGE CONTROL - FIRE PLUGS 2.10	PD	*	2	U		EF		
11 0101 - LF - 132 - 0080	NSEC 9881/9	DAMAGE CONTROL - RECORD OD PAGE REVISION D	PD	*	2	U		EF		
PUBLICATIONS										
01 0530 - LP - 016 - 1090	NSUP 7	INDEX (10110)	EA	2	0	U		EF	C	
01 0530 - LP - 050 - 5007	NSUP 505	PREPERATION OF HAZARDOUS MATERIALS FOR MILITARY	EA	2	0	U		EF	B	
01 0530 - LP - 052 - 0010	NSUP 520	ENLISTED DINING FACILITY MASTER AT ARMS HANDBOOK	EA	4	0	U	BG	EF	B	

COSAL PART III, SECTION F, SUBSECTION 2										
TITLE/NOMENCLATURE IN ALPHA SEQUENCE	STOCK NO	FORM / PUB NO.	UI	OSI QTY	SRI QTY	SC	RR	CP	BC	
FORMS										
PUBLIC RELATIONS - HOME TOWN NEWS AUTHORIZED	0104 - LF - 907 - 2406	NSO 5724/1	PD	*	2	U		EF		
PUBLICATION										
SHIPBOARD ELECTRONICS MATERIAL OFFICER (1520)	0104 - LP - 052 - 3900	NEDTRA 10478	EA	1	0	U				
SHIPS CONCEALMENT CAMOUFLAGE INSTRUCTIONS	0283 - LP - 101 - 7010	NS 250374	SE	1	0	U		EF		

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2095 POLARIS/POSEIDON WEAPONS SYSTEM/STRATEGIC WEAPONS SYSTEM (PWS/SWS) COSAL

1. GENERAL. The format of the PWS/SWS COSAL for Polaris, Poseidon, and Trident submarines is essentially the same as that of the HMEO&E COSAL (see par. 2091), with the following exceptions:

a. Part I, Index "A" is in drawing number or "top assembly" number sequence; and Index "B" is in APL number sequence.

b. Part II contains APLs only. No AELs are included since all operating space items listed in Part IIIB are reflected in the APLs as tools.

c. Part III Section C is a list of reference numbers, arranged in alphanumeric sequence, and cross referenced to applicable APL numbers and stock numbers.

d. Part III Section D is a list of superseded item identification numbers (NIINs) and/or related reference numbers, arranged in NIIN sequence, and cross referenced to superseding NIINs and/or related reference numbers.

2096 NUCLEAR WEAPONS COSAL

The format and use of the nuclear weapons COSAL is contained in Special Weapons Ordnance Publication (SWOP) 100-1A.

2097 REACTOR PLANT COSAL ("Q" COSAL)

1. DESCRIPTION. The reactor plant COSAL, or "Q" COSAL, is a document tailored to an individual ship which lists the equipment/components required for the ship to operate its reactor plant safely and reliably. It also lists the repair parts, special tools, chemicals, and other miscellaneous portable items necessary for the operation, overhaul, and repair of reactor plant equipment. The "Q" COSAL is not a technical document. When nuclear trained shipboard personnel are determining which repair parts are acceptable for reactor plant use, the appropriate technical manuals, drawings, or other technical correspondence must be consulted prior to using the "Q" COSAL. Due to Reactor Plant Manual changes, technical messages, etc, it is possible for items to be listed in the "Q" COSAL for which use has been prohibited or restricted. Such situations should be reported to NAVICP MECH (Code 87) with a copy to NAVSEA (CODE 08), and an Allowance Change Request initiated. Additionally, the "Q" COSAL does not include all items which could be required for operation, repair or maintenance of reactor plant systems or components (e.g. general purpose hand tools).

2. FORMAT. The "Q" COSAL is prepared in the same format as the HMEO&E COSAL (see par. 2091) with the following exceptions:

a. All allowed repair parts, special tools, equipage, and other miscellaneous material is listed in one SNSL and items are not classified as OSI.

b. Each page contains a pseudo UIC in the lower left hand corner. The pseudo UIC, consisting of the letter "X" plus four numeric digits, enables NAVICP MECH to segregate reactor plant information from normal HME&O information. The pseudo UIC is for NAVICP MECH use only and should not be referenced on any documentation generated by the ship.

c. The "Q" COSAL includes many situations where two or more NSNs are interchangeable within an equipment/component. The identification of interchangeable parts is provided on the applicable APL/AEL and will appear as follows:

(1) The superseding repair part is identified by a note code "S". Both the note code "S" and the note code "2" items are acceptable for the intended application.

(2) The superseded repair part will be identified by a note code "2". Both the note code "S" and the note code "2" items are acceptable for the intended application. The onboard allowance, if any, will appear against the note code "2" item until the supply system assets are exhausted.

(3) Descriptive data/instructional entries are furnished on both old and new items which identify the authorized alternate item.

d. The "SX" "Q" COSAL Record List contains stock numbers that are applicable to reactor plant components managed by NAVSEA 08. "SX" is used to describe items which are "2S" cognizance and "X1" SMIC.

➔ **2098 NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS**

Ships that have not yet received an HMEO&E COSAL which includes AELs for portable radioactivity detection, indication, and computation RADIAC equipment will determine their allowances from the NAVSEA RADIAC Equipment allowance for ships (NAVSEA SE700-AA-MAN-100/RADIAC), the RADIAC Policies and Procedures Manual (RPPM). This manual is updated and reissued annually by NAVSEA 04LR based on shipboard requirements approved by the Chief of Naval Operations. The quantity of RADIAC equipment authorized for each ship type is listed in the appropriate "Allowance Code" column. Allowance Code and Ship Types are as follows:

NAVSEA PORTABLE RADIAC EQUIPMENT ALLOWANCES FOR SHIPS

Allowance Code and Ship Types
<ol style="list-style-type: none"> 1. CV (less CV-19) 2. CV-19 Class, LHA 3. CG-4, -5, -10, -11, -12 4. AE-26 and later, AFS, AO-98 & -99, AOE, AOR, AR, AVM, CG-16 and later, DDG, LCC, LKA, LPA, LPD, LPH, LSD 5. AE-21 through -25, AF, AG, AGF, AGFF, AO (less A0-98 & -99), AOG, ARD, ASR, DD, FF, FFG, LST, WAGB, WHEC 6. AGEH, AGSS (less AGSS-555), ARS, ATF, ATS, MSC, MSO, SS, WAGO,WLB, WMEC, WTR 7. AGP, PG, WLM, WLV, WPB 8. T-AK (FBM Re-supply)
Notes
<ol style="list-style-type: none"> A. Nuclear Warfare and Nuclear Weapons handling allowance(AN/PDR-27() for certified Nuclear Weapons capable ship. B. Radiography allowance for AD only. C. Weapons handling allowance for certified nuclear weapons capable ships. D. Watch repair shop allowance for AD and AR only. E. Submarine rescue Allowance for ASR only. F. Add one (1) for AGF-3. H. Not allowed for PG class. J. Aircraft maintenance Radiography CV, CVT, LPH-2, -3, -7, -9, -10, -11, -12, LHA-1 & -2. L. CV,AD and T-AK (FBM Re-supply). Nuclear weapons handling allowance. To be filled only when these ships are Certified nuclear weapons capable. M. AIR MONITOR, PORTABLE: <ol style="list-style-type: none"> 1. For Allowance Codes 1 & 2: Required for CV'S only: For quantity shown, subject two for CV-67, subtract one for CV-63, and add three for CV-66. 2. FOR ALLOWANCE CODE 3: Required for all CODE 3 ships. 3. FOR ALLOWANCE CODE 4: Required by AO-98 & 99, AOE, AOR, CG-26 through -34, DDG-35, -36, AND -37 (only). Not required for other ALLOWANCE CODE 4 ships. 4. FOR ALLOWANCE CODE 5: Required by AO-51, DD-937, -938, -940,- 941, -943, -948, AND -950 (only), FF's (except FF-1037, -1038, -1040, -1041, -1043, and -1045). FFG-4 (and later). Not required for other ALLOWANCE CODE 5 ships. 5. FOR ALLOWANCE CODE 8: Required for all (T-AK FBM Re-supply). N. AVM-1 allowance is 2 only (See NOTE A).

2099 OTHER ALLOWANCE DOCUMENTS

1. SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL). The SPETERL identifies the latest known test equipment required to perform preventative and corrective maintenance at the organizational and intermediate levels on a total shipboard basis. The SPETERL provides information about test equipment quantities required and reported onboard, equipment/system application, AEL numbers, suitable substitutes, and excess/deficiency status. In addition to Portable Electrical/Electronic Test Equipment (PEETE), the SPETERL also includes Special Purpose Electronic Test Equipment (SPETE), Built In Test Equipment (BITE), and selected electro-Mechanical Test Instruments (MTI). The SPETERL identifies and incorporates requirements for all categories of Test and Monitoring Systems (TAMS) in a single document. The SPETERL is prepared by NWS Earle.

The below listed items apply to the illustration on the following page:

- ① SCAT (Sub-category). A four digit numeric code used to identify a range of measurement requirements by generic or functional grouping (oscilloscope, voltmeter, generator, etc).
- ② SCAT DESCRIPTION. A description of the minimum technical requirements of the SCAT code.
- ③ COG SYN. Cognizance symbol of the NSN for the first standard model in the SCAT code.
- ④ FSCM. The CAGE code.
- ⑤ TEST EQUIPMENT MODEL NUMBER. An alpha-numeric identifier of an item of test equipment. This identifier may be a military or commercial model/type/part number.
- ⑥ PRIORITY. A two digit numeric code used to identify the priority for test equipment within a SCAT code (see NAVICPMECHINST 4441.170A).
 - STD (Standard) (06-21). Denotes the most advanced and satisfactory equipment approved for service use. These are preferred for procurement.
 - SUB STD (Substitute Standard) (22-37). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD equipment.
 - LTD STD (Limited Standard) (38-71). Denotes equipment approved for service use which do not have satisfactory military characteristics as STD or SUB STD equipment but are usable substitutes.
 - O (Obsolescent) (72-94). Denotes equipment which no longer has satisfactory military characteristics but which must be continued in service pending availability of replacement(s).
 - OBS (Obsolete) (95-99). Denotes equipment which have been declared unsuitable for its original military purpose. Disposal of obsolete equipment will be expedited.
- ⑦ ALLOWANCE EQUIPAGE LIST NUMBER. The AEL for quantities of one to eight of that particular test equipment model.
- ⑧ ACC (acceptable) QTY. Quantity of test equipment on board with priority in the STD or SUB STD categories.
- ⑨ LTD (limited) QTY. Quantity of test equipment on board with priority in the LTD STD category.
- ⑩ OBS (obsolescent/obsolete) QTY. Quantity of test equipment on board with priority in the O or OBS categories.
- ⑪ EXC (excess) QTY. Quantity of test equipment on board which is in excess to the total required.
- ⑫ DEF (deficient) QTY. Quantity of test equipment needed to fill a SCAT deficiency.
- ⑬ TOTAL RQD. Quantity of test equipment required for the applications shown.
- ⑭ PMS. The letter in this column indicates that the SCAT code/test equipment is required for Planned Maintenance System (PMS) tests on a daily (D), weekly (W), monthly (M), quarterly (Q), semiannual (S), unscheduled (U), routine (R), or other periodic basis.
 - EQUIPMENT/SYSTEM APPLICATION. The prime equipment, weapons system, workshop, or other specific application for which the test equipment is required. Requirements for prime electronic equipment are factored and shown as "ELECTRONIC SUBTOTAL". When there are more than 25 applications, "GENERAL PURPOSE ELECTRONICS" is printed as the application.
- ⑮ PE (prime electronic) QTY. Quantity of prime electronic equipment on board or to be installed.
- ⑰ PRIME EQUIP LOCATION/SHIPALT. The location by deck, frame and compartment of the prime equipment supported as reported by SCLSI. For new or planned installations, the applicable SHIPALT is shown.
- ⑱ FOOTNOTE. A numeric code used to provide comments applicable to a SCAT code or prime equipment application. An explanation of footnotes is provided with each SPETERL.

SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST (SPETERL).

SHIP PORTABLE ELECTRICAL/ELECTRONIC TEST EQUIPMENT REQUIREMENTS LIST													PAGE 043		
S P E T E R L													22 APR 97		
TEST EQUIPMENT QUANTITIES BASED ON WSF DATA OF 11/08/96															
USS DUARTE DD 901															
SCAT FUNCTIONAL DESCRIPTION OF CODE SCAT CODE REQUIREMENT													PRIME EQUIP		
COG	FSM	TEST EQUIPMENT MODEL NUMBER	PRIOR	ALLOWANCE EQUIPAGE LIST NO.	ACC	LTD	OBS	EXC	DEF	TOTAL	P	EQUIPMENT/SYSTEM APPLICATION	PE	LOCATION/SHIPALT	FOOT
SYN			ITY		QTY	QTY	QTY	QTY	QTY	RQD	S		QTY		NOTE
4953		POWER METER AUDIO 20W 20HZ-20KHZ													
Z	1	24655 1840-A	013	7-670050809EQ	1							AN/PRC-41	1	01-116-1-Q	
		NE-2A/U	023	7-670052279EQ								AN/PRC-41	1	02-93-3-Q	
		14140 OP-962	023	7-670050810EQ								AN/URC-93(V)1	1	01-77-0-Q	
					1							ELECTRONICS SUBTOTAL			
												SCAT 4953 TOTALS			
4795		POWER METER UWAVE 20W REQUIRES MOUNTS & ATTNS													
Z		24480 435B-12	013	7-670053500EQ								AN/PRC-96	3	01-79-1-C	50
		04901 4200	014									Q AN/SLQ-32(V)3	1		
		28480 432A-E42	014	7-670053597EQ								Q AN/SLQ-32(V)3	1	05-90-0-Q	
		28480 435A-E12	023	7-670053418EQ								AN/SPM-23	1	01-116-0-Q	51
		28480 436A-022	024									Q AN/SPS-10B	1	03-100-0-Q	
		11332 4017C	028	7-670051937EQ								AN/SPS-49(V)1	1	02-96-2-C	51
		11322 4017C1	028	7-670052787EQ	2							M AN/SRN-6A	1	01-128-2-Q	
		11332 476	028									AN/UPX-27	3	03-100-0-Q	
		28480 432A	029	7-670052172EQ								AN/USQ-93	1	CG-16-1361K	
		28480 435B-E30	030												
		28480 435A-001	031	7-670052995EQ											
		11332 4017B	036	7-670052254EQ											
		11332 460B	036	7-670052826EQ	3							3 ELECTRONICS SUBTOTAL			
		28480 431C	036	7-670050813EQ	2							1 435A IN SPM-23			
		28480 431B	037	7-670050812EQ								1 MK 15 CIWS 2 SYS-CG,FF			957
		28480 432B	037	7-670053648EQ								2 MK 76 MODS 9-10-CG, CGN			
		28480 435A-009	037	7-670053262EQ	2							SM-2 FOR TERRIER -CG, DDG			56
		AN/USN-177B	038	7-670050811EQ											
					9	2		4		7		SCAT 4795 TOTALS			

2. INTERIM APLs/AELs AND ALLOWANCE APPENDIX PAGES (AAPs). When a new component or equipage item is installed or placed onboard a ship during an overhaul or availability, the alteration activity (shipyard, Supervisor of Shipbuilding Conversion and Repair (SUPSHIP), or repair facility) will screen its files of applicable APLs/AELs to determine whether the new component or equipage item is already included in an APL/AEL. If it is, the alteration activity will reproduce a copy of the APL/AEL and stamp it "INTERIM APL" or "INTERIM AEL." In the on board allowance table columns of an "INTERIM APL," the alteration activity will also circle the quantity of each item which the ship is authorized to carry (i.e., items which indicate a maintenance code that is applicable to the type of ship in which the new equipment has been installed). If a new component or equipment item is not already included in an existing APL/AEL, the alteration activity will prepare AAPs, each of which will be stamped "APPENDIX PAGE," for the new component or equipage item. The interim APLs/AELs and AAPs are provided to the ship upon completion of its overhaul or availability and will be included in the ship's HMEO&E COSAL. These documents become the official APLs and AELs until the COSAL is republished (or new APLs/AELs are furnished) by the allowance list maintenance activity. Interim APLs/AELs and AAPs constitute authority to carry the additionally allowed

items or quantities required to support new components or equipage items. Detailed instructions and illustrations applicable to interim APLs/AELs are contained in NAVSEAINST 4441.3 series.

3. SUMMARY LISTS OF COMPONENT CHANGES/EQUIPAGE CHANGES. A Summary List of Component Changes (SLCC) and a Summary List of Equipage Changes (SLEC) are separate documents which provide a composite record of all component changes or all equipage changes required in a ship's HMEO&E COSAL incident to work accomplished by an alteration activity, or to COSAL verification performed by an ILO team during the ship's overhaul or availability. Upon completion of the ship's overhaul or availability, the alteration activity will provide the ship and the appropriate allowance list maintenance activity with copies of the summary list, accompanied with applicable interim APLs/AELs and AAPs. The summary lists, when received on board, will be filed with the ship's HMEO&E COSAL. Detailed instructions and illustrations applicable to SLCCs/SLECs are contained in NAVSEAINST 4441.3 series.

4. BOAT COSAL FOR LHA/LHD SHIPS. LHA and LHD class ships are provided with a separate COSAL tailored to support the landing craft assigned. This COSAL is similar in format to other COSALs. The applicable Surface Force Type Commander is responsible for notifying the ship and NAVICP MECH of any changes in the type of craft to be supported.

5. MARINE AVIATION LOGISTICS SQUADRONS (MALS) COSAL. MALS are provided with COSALs to support aviation ordnance systems and air tactical control units. These COSALs are developed by NAVICP MECH and are prepared in the same format as other COSALs. Instructions for maintaining these COSALs are provided in the USMC Aviation Supply Desk Top Procedures.

2100 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL)

- ➔ 1. GENERAL. The AVCAL, which is discussed in detail in NAVICPINST 4441.15 (series), is developed and published by the Naval Inventory Control Point, Philadelphia. The AVCAL lists the items and quantities of aeronautical material authorized to be stocked by CV/CVN/LHA/LHD ship types to support the maintenance and operations of embarked aircraft. It is tailored for each ship; and the items listed are selected from all Allowance Requirement Registers (ARRs)/Allowance Lists (ALs) (see par. 2101) that apply to the embarked aircraft. The allowance quantities are based on the ship's demand records and the support doctrine contained in OPNAVINST 4441.12 (series). The AVCAL includes allowances for the Maintenance Support Package (MSP) concept. It does not include support for the Integrated Operations Intelligence Center (IOIC), photographic equipment, or catapult and arresting gear. These equipment/systems are supported by APLs/AELs which, although prepared and distributed by NAVICP PHIL, are to be included in Part II of applicable HMEO&E COSALs published by NAVICP MECH. The allowance quantities, which are derived from pertinent ARR/ALs, will have been included in the SNSLs in Part III of such COSALs. The AVCAL is comprised of the eight basic parts described in the following subparagraphs.

2. **ARR INDEX.** A consolidated listing of all ARRs used to compile the AVCAL. An index is produced upon completion of override processing.
3. **AECL VALIDATION LIST AND ADDENDUM.** Prepared in ARR List Code sequence, the AECL Validation List shows major component application to specific type aircraft. Additional data elements provided include Joint Electronics Type Designation System (JETDS), nomenclature or part number, aircraft model code, positions 3, 4, and 5 of the SM&R code, quantity installed by aircraft type, and total aircraft population. An AECL addendum which lists ARRs in support of the aircraft deckload but not identified in the Outfitting Directive is developed upon completion of override processing.
4. **GROSS QUANTITY VALIDATION LISTS.** Multiple gross requirements listings display ARR quantities applicable to line items prior to optimization. The data is arrayed in both NIIN sequence and in NIIN sequence within ARR List Code. The ARR List Code, component code, allowance quantity, and column selected for each item, including those items with zero allowances are shown. If the line item is common to multiple ARRs, each application and associated data will be displayed.
5. **MANUFACTURERS' CROSS-REFERENCE REPORTS.** Multiple listings in NIIN sequence and in Commercial and Government Entity (CAGE) Code and part number sequence of all items considered in the ARR gross computation. The data elements provided include CAGE and part number, national stock number (NSN), ARR List, and component codes.
6. **AVCAL REQUIREMENTS REVIEW LISTING.** This listing displays all items considered in the AVCAL, including those with zero allowances, after the mechanized optimization process. This list is in NIIN sequence and indicates the program decision made relative to requirements determination. The data provided includes ARR List and component code or demand indicator, separately identified AVCAL, demand and ARR quantities, assets onhand, unit price, and extended price. Where an item has multiple ARR applications, it will be identified by "MULT" in the ARR field. The listing is to be used as a point of departure in requirements negotiations.
7. **NET REQUIREMENTS REPORT.** This listing is produced upon completion of override processing and sequenced by NIIN within ARR List Code. When assets appear on the Ships AVCAL Asset Demand Tape (SAVAST), this listing represents deficiencies. Where no assets appear, listing represents the total AVCAL quantity. The data elements provided in this listing include ARR List Code, NSN, unit of issue, requirement (i.e. deficiency), unit price, extended deficiency values, Julian date, and serial number. Line item and dollar value summaries will be printed for each ARR List Code.
8. **AVCAL FINAL ALLOWANCE REPORT.** Listings of all items considered in the AVCAL less zero allowance candidates. The report is in NIIN sequence and is produced upon completion of override processing. The data elements contained therein include ARR List/component codes, NSN, unit of issue, ARR quantity, final AVCAL quantity (i.e., the preliminary net plus override decision), demand quantity, and onhand quantity.

9. INTERCHANGEABILITY REPORTS. Multiple listings tailored to the AVCAL containing carried items cross-referenced to interchangeable items as found in ASO technical files. The reports are sequenced in NIIN, part number, and family group code. Data contained therein includes the AVCAL NSN, registered alternate, family group and relationship codes, CAGE, and part numbers.

2101 ALLOWANCE REQUIREMENTS REGISTERS (ARRS), ALLOWANCE LISTS (A/Ls), AND TABLES OF BASIC ALLOWANCES (TBAs) FOR AVIATION MATERIAL

1. GENERAL. Allowance Requirement Registers (ARRS), Allowance Lists (A/Ls), and Table of Basic Allowances (TBAs) are prepared by NAVAIR or NAVICP PHIL under the joint direction of NAVAIR and NAVSUP. Brief descriptions of ARRs, A/Ls, and TBAs are provided in the following subparagraphs. These allowance documents are commonly called "Sections", and each Section is separately identified by the alphabetic(s) following "00-35Q" in the NAVAIR publication number. For example, an ARR numbered "00-35QB" usually will be referred to as the "Section B" ARR. A list of the most common ARRs, A/Ls, and TBAs is provided in par. 2101-5. Each list includes:

- a. a set of detailed instructions for its application and use;
- b. the latest available information concerning interchangeable/superseding/superseded items;
- c. a table of logistic data showing the weight and cube of each item listed;
- d. instructions for submitting recommended changes.

2. ALLOWANCE REQUIREMENT REGISTERS (ARRs). ARRs list the repair parts, accessories, and other materials which, based on anticipated flight hours, will be required to support aircraft maintenance and operations for a 90 day period. Some ARRs are tailored to specific aircraft, aircraft engines, or aircraft equipment; others are common to various types of aircraft; and others apply to shipboard equipment/systems used to support aircraft flight operations. ARR allowances are "firm" only at the time of initial outfitting, inasmuch as all ARRs applicable to embarked aircraft are subsequently used to compute the "stock material" allowances in the AVCAL.

3. ALLOWANCE LISTS. A/Ls list maintenance support equipment such as test stands, aircraft jacks, lubricating guns, wrenches, drills, testers, and voltmeters. A/L material normally are maintained as organizational property in the custody of the using department(s). Although A/L items and quantities are not mandatory, deviations must be approved by COMNAVAIRLANT/COMNAVAIRPAC, as appropriate; and also by NAVAIR if cognizance symbol 2V, 4E, 8E, or 7R applies.

4. TABLES OF BASIC ALLOWANCES (TBAs). TBAs list the shop equipment and maintenance materials required for performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, Navy tactical control squadrons, and drone type activities.

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5. LIST OF ARR, A/Ls, TBAs. The following is a list of the most common ARR, A/Ls, and TBAs. A complete list is contained in the Navy Stock List of Publications and Forms (NAVSUP P-2002).

<u>Section</u>	<u>NAVAIR Pub. No.</u>	<u>Contents</u>
A (ARR)	00-35QA-1	General aviation and MSP materials common to various types of aircraft.
B (ARR)	00-35QB series	Repair parts (airframe, engines, accessories) peculiar to specific types of aircraft.
BR (ARR)	00-35QBR series	Repair parts (airframe, engines, accessories, electronics) peculiar to specific target aircraft or drone helicopters. (Prepared in lieu of separate pubs for Sections B and R).
D (ARR)	00-35QD series	Repair parts and special tools for maintenance support of catapults on aircraft carriers (CVs).
E (ARR)	00-35QE series	Repair parts and special tools for maintenance support of arresting and barrier gear on aircraft carriers
F (ARR, A/L)	00-35QF series	Aircraft launching accessories and visual landing aids.
G (A/L)	00-35QG-016 series	General support equipment and hand tools required for organizational and intermediate levels of aircraft maintenance.
H (A/L)	00-35QH series	Flight operational material such as flight clothing, parachutes, oxygen life jackets, compasses, etc.
↓ J (A/L)	00-35QJ-1	Aircraft model spotting templates for use of Air Department personnel on CVs/CVNs/LHAs/LHDs in simulating deck spotting of aircraft for aircraft operations.
↑ N (ARR)	00-35QN series	Repair parts peculiar to specific models of turbojet and turbo shaft aircraft engines.
P (A/L)	00-35QP-1 through 11 series	Photographic equipment and materials required by certain activities.
P (ARR)	00-35QP-20 series	Repair parts for the photographic components of the Integrated Operational Intelligence Center (IOIC), and for certain mobile photographic laboratories.

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<u>Section</u>	<u>NAVAIR Pub. No.</u>	<u>Contents</u>
P (ARR)	00-35QP-30 series	Repair parts for airborne photographic systems.
R (ARR)	00-35QR-4	General electronic materials required for maintenance of various avionics equipment and systems.
R (ARR)	00-35QR-6	Aviation electronic accessories common to designated aircraft classes.
R (ARR)	00-35QR series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aeronautical electronic equipment.
X (ARR)	00-35QX series	Repair parts, spare components, assemblies, and subassemblies peculiar to specific aircraft armament, fire control, instrument, or electrical systems.
Z (ARR)	00-35QZ series	Repair parts for portable electric power plants, precision measuring equipment, and ground support equipment (GSE).
(TBA)	00-35T series	Equipment and maintenance materials required to support the mission(s) of a specified aviation squadron or units.

2102 AVIATION MAINTENANCE MATERIAL READINESS LIST (AMMRL)

1. GENERAL. AMMRL is the title of the overall program which provides the data required for effective management of support equipment at the organizational and intermediate levels of aircraft maintenance. The AMMRL program includes the parts described in the following subparagraphs.
2. SUPPORT EQUIPMENT RESOURCES MANAGEMENT INFORMATION (SERMIS). The SERMIS is the repository of master data for printing Individual Material Readiness Lists (IMRLs) and provides in use asset visibility to the Support Equipment Controlling Authority (SECA), ICPs, Naval Aviation Depot Operations Center (NAVAVNDEPOTOPSCEN), Naval Air Engineering Center (NAVAIRENGCEN) and Commander Naval Air Systems Command (COMNAVAIRSYSCOM).
3. INDIVIDUAL MATERIAL READINESS LIST (IMRL). The IMRL is a consolidated allowance list specifying end items and computed authorized quantities of support equipment required for maintaining the material readiness of an aircraft maintenance activity. An IMRL is constructed by extracting applicable portions of SERMIS data. The on hand quantity listed in the IMRL is based on physical inventories and reported by IMRL Transaction Reports.

2103 CONFIGURATION VALIDATION

➔ 1. GENERAL. To ensure adequate on board supply support, it is essential that each ship's COSAL reflect the actual configuration of the ship; i.e., the actual equipment/systems installed. The COSAL is generated from the ship's configuration status stored in the Weapon Systems File (WSF) at NAVICP MECH. In order to ensure the COSAL is complete and accurate, configuration validations are conducted and the data stored in the WSF is matched to the equipment/systems physically located on board the ship. Any discrepancies noted are documented and the WSF is corrected. A validation of the total ship is conducted 18 to 21 months prior to the ships regular overhaul by Fleet Technical Support Center Atlantic (FTSCLANT) and Fleet Technical Support Center Pacific (FTSCPAC) teams as part of the Ship Equipment Configuration Accounting System (SECAS) Program, with assistance from ship's force to act as escorts, to assist in opening equipment, locating equipment, etc. The teams validate all ordnance and electronics equipment, including test equipment, and modifications thereto, and selected hull, mechanical and electrical (HM&E) equipment (exceptions: SSBNs and Nuclear Propulsion Systems are not included in the SECAS, but are validated by Strategic Systems Program teams in accordance with SSPINST 4441.3 series and NAVSEA 08, respectively).

2. UPDATING THE WSF. Upon completion of the site validation by the SECAS teams, the WSF is updated with all necessary changes. When the WSF is current, reports are provided to the ship listing all the electronics equipment and their modification status. These reports, which contain essentially the same information but in different sequences, are as follows:

<u>SECAS Report No.</u>	<u>Sequence</u>
502.1A	Type Designation (nomenclature)
502.1B	Type Designation (test equipment only)
502.1C	SCAT (test equipment only)
502.1R	Type Designation (total electronic with applicable field change status)
503.1	Location (deck, frame, compartment)
506.1	Type Designation (system and components listed together)
506.2	Category (system and components listed together)

COSAL will reflect the configuration of the HM&E equipment on the ship, and should be utilized as the configuration listing until such time as a SECAS HM&E report is available. The new COSAL also will include the new equipment to be installed during the overhaul. The SECAS Reports 502.1A/B/C should be reviewed upon receipt and every six months thereafter. Additional information is provided in Volume 4 of the SECAS Program Manual Shipboard Operations (TMINS number T0752-AA-MAN-040/SECAS).

2104 COSAL MAINTENANCE

1. GENERAL. Proper maintenance of the ship's COSAL(s) is vital to adequate support of installed shipboard equipment. Once a ship's installed equipment have been validated, reported, and reflected in an updated COSAL, it is incumbent upon the ship's Supply Officer to ensure that any subsequent equipment installations, removals, or modifications are reported to the ICP and Type Commander, and that the ship's COSAL is revised accordingly. When equipment population or configuration changes are accomplished during the ship's regular overhaul (ROH) or a complex overhaul (COH), the ILO team or the shipyard will be responsible for initiating the required reports and COSAL revisions in accordance with NAVSEAINST 4441.3. When such changes are accomplished between overhauls, the ship will be responsible for initiating the reports and COSAL update in accordance with the following subparagraphs and Volume 4 of the SECAS Program Manual (TMINS Number T0752-AA-MAN-O4O/SECAS).

2. EXCEPTIONS. Instructions in this paragraph do not apply to:

a. FBM submarines and FBM tenders when special procedures are prescribed in SSPINST 4400.3, SSPINST 4423.50, SSPINST 4441.3, SSPINST/COMSUBLANTINST 4490.1, and/or NAVSUP/SSP/NAVSEAINST 4441.6;

b. TRIDENT strategic weapons systems (SWS) for which special procedures are being developed;

c. reactor plant equipment for which special procedures are prescribed in NAVSEAINST 9210.25;

d. field changes installed and reported by SPAWAR field change technical teams.

e. Nuclear Weapons 95000 series COSALs

3. CONFIGURATION CHANGE REPORTING

a. Configuration Changes. To enable the allowance list maintenance activity to prepare and publish timely COSAL revisions which reflect a ship's configuration change, it is essential for each equipment/component installation, removal, or modification accomplished between regular overhauls to be promptly reported in a Ship's Configuration Change Form (OPNAV 4790/CK Rev 5/80) in accordance with Ship's 3-M Manual, Volume II (OPNAVINST 4790.4).

b. COSAL Errors. The OPNAV Form 4790/CK will also be used to report COSAL errors, such as listed equipment/components which are not on board, unlisted equipment/components which are on board, differences between the identification data in the COSAL and the nameplate data on the installed equipment/components, etc. The 4790/CK Form will be completed in accordance with the Ship's 3-M Manual.

c. Distribution. OPNAV Form 4790/CK will be distributed in accordance with instructions contained in the Ship's 3-M Manual. The copy of the OPNAV Form 4790/CK to be retained by the Supply Officer will be retained in COSAL maintenance action number sequence.

4. COSAL ADJUSTMENTS INCIDENT TO CONFIGURATION CHANGES.

a. Equipment Additions (Other Than Population Increases). When the installation of new equipment results in the issuance of a new APL, an interim APL, or an AAP, the following actions will be taken:

(1) Enter the APL/AAP number in the SOEAPL, and list the new equipment in Part I, Indexes A and B.

(2) Compare the organizational maintenance items and quantities in the new APL/AAP with the SNSL or ISL (organizational maintenance items in the APL/AAP are designated by maintenance code 2, 3, 4, 5, or 6). If the APL/AAP item is not listed, add the item to the SNSL or ISL in the same quantity as that shown in the APL/AAP. If the APL/AAP item is listed but the quantity is less than the APL/AAP quantity, revise the SNSL or ISL to indicate the quantity in the APL/AAP. If the SNSL or ISL quantity is greater than the APL/AAP quantity, no change is required.

(3) Submit NAVSEA outfitting requisitions for net allowance deficiencies in accordance with par. 3365.

(4) Prepare stock records for newly authorized items.

(5) Insert the APL/AAP in Part II, Section A, in numerical sequence.

b. Equipment Population Increases. When an equipment installation merely increases the population of an equipment already on board, the following actions will be taken:

(1) In Indexes A and B of Part I, increase the applicable equipment quantity to reflect the additional equipment.

(2) Examine the applicable CD-ROM APL to determine if additional quantities of repair parts are authorized for stock, and if so, revise the SNSL or ISL to indicate the quantity shown in the appropriate "ON BOARD ALLOWANCE TABLE" column of the APL.

(3) Submit requisitions in accordance with par. 3365 for net allowance deficiencies.

(4) Attach a copy of the CD-ROM APL to the related hard copy APL in Part II, Section A.

c. Equipment Removals (Other Than Population Decreases). When the total population of an equipment is removed from the ship, the following actions will be taken:

(1) Delete the applicable APL number in the SOEAPL; the equipment listed in Part I, Indexes A and B; and the APL pages in Part II, Section A.

(2) Delete any repair parts listed in the SNSL or ISL which apply only to the APL that is being totally deleted; transfer the repair parts as excess; and remove the applicable stock records from file.

(3) If the repair parts listed in the SNSL or ISL are related to APLs in addition to the one being totally deleted, line out the APL number for the removed equipment only; retain the repair parts on board; and leave the applicable stock records in file.

d. Equipment Population Decreases. When an equipment removal merely reduces the population of an on board equipment, the only COSAL adjustment required is to reduce the applicable equipment quantity in Indexes A and B of Part I to reflect the quantity of identical equipment remaining on board.

e. Equipment Modifications. When an on board HME equipment is modified, the existing APL for the equipment normally will be replaced with a new APL if the modification is major, or revised if the modification is minor. When an on board electronic or ordnance equipment is modified, the existing APL normally will be supplemented with an electronic field change APL or an ORDALT APL, as appropriate; and the supplemental APL will specify the adjustments required in the basic APL. Since APLs resulting from an equipment modification usually reflect additions of some components and/or repair parts, and deletions of others, COSAL adjustments incident to an equipment modification will be made in accordance with pertinent instructions in par. 2104-4.

5. COSAL SCREENING INCIDENT TO DEMANDS FOR NOT CARRIED (NC) ITEMS. The ship's HMEO&E COSAL is designed to support HMEO&E equipment on board, and the supply department is expected to stock all allowed repair parts which the ship has the capability to install (i.e., items in the SNSL or ISL, which is derived from the various APLs in Part II, Section A). Therefore, when a requested repair part is not carried by the supply department and is not listed in the COSAL SNSL or ISL, the Indexes in Part I and the APLs in Part II will be screened to ascertain whether or not the parent equipment/component is supported. If it is not supported, the issue request will be annotated as prescribed in par. 6207-2, the unsupported equipment will be reported as a COSAL error in accordance with par. 2104-3b, and the applicable APL will be obtained in accordance with par. 2104-8.

6. APL MAINTENANCE. APL deficiencies, which cause supply problems, could be the result of repair parts not listed, data missing (such as TM Number, components, characteristics, data, etc.), or APL containing errors such as wrong manufacturer, wrong nomenclature, wrong tech manual, erroneous Maintenance Capability Level Code assigned, etc. Deficiencies of this nature may be corrected through the submission of a Fleet COSAL Feedback Report (NAVSUP Form 1371 Rev 4/80) which will be prepared and submitted in accordance with the COSAL Use and Maintenance Manual (NAVICPMECHINST 4441.170 series).

7. REVIEW OF COSAL RELATED CORRESPONDENCE. Much COSAL related correspondence is directed to every ship. Some of it is always routed to the Supply Officer (e.g., NAVICP/SSP instructions, notices, and bulletins relevant to allowance documents; responses to CCRs and ACRs; APL/AEL revisions incident to fleet CASREPs and 3-M usage data). Other correspondence, which is less supply oriented but equally important to COSAL maintenance, may not always be routed to the Supply Officer (e.g., SHIPALTs, ORDALTs, SHPALTs; hardware system command (HSC) directives). All COSAL related correspondence which has or will have any impact on supply support should always be reviewed by the Supply Officer so that, when appropriate, prompt COSAL revisions and timely procurement actions can be initiated. If all such correspondence is not currently routed to him, the Supply Officer should request appropriate changes in the ship's correspondence routing procedures.

8. REQUESTS FOR APLs/AELs. When an initial or revised APL or AEL for a newly installed or modified equipment/system has not been received, or when a replacement is needed for an APL or AEL that is mutilated, illegible, or missing, it should be requested from the nearest tender, repair ship, Naval Shipyard, FISC or from the cognizant Type Commander. If the ship is not in the vicinity of such sources, it will be requested from NAVICP MECH. Requests for APLs or AELs may be submitted by telephone, message, letter, electronic mail or OPNAV 4790/CK.

2105 ALLOWANCE CHANGE REQUESTS (ACRS)

1. GENERAL. It is the ship's responsibility to recognize and promptly request necessary allowance list changes, if such changes have not been previously directed or authorized by the cognizant Type Commander, or other appropriate authority. However, prior to submittal of an ACR, the CD-ROM APLs/AELs should be reviewed (when practicable) to determine whether or not the desired change is already reflected in an APL or AEL that is more current than that on board. Although responsibility for initiating ACRs rests with the Commanding Officer, the Supply Officer normally is expected to prepare the ACRs for repair parts (including repairables) and to assist in the preparation of ACRs for equipment and equipage. Revisions of published allowance lists may be required for various reasons, including but not limited to:

- a. material failure rates which are significantly greater or less than initially estimated;
- b. new operating areas or conditions which require different levels of support;
- c. mission assignments which require additional equipment, equipage, and/or repair parts;
- d. technological improvements in equipment/systems and repair parts which can provide the ship with additional capabilities.

2. NAVSUP FORM 1220-2 (ALLOWANCE CHANGE REQUEST). Except as otherwise provided in par. 2105-3 - 4, the NAVSUP Form 1220-2 is the prescribed document for requesting item additions/deletions or quantity increases/decreases in all published allowance lists (an item may be an equipment/component, repair part or equipage). The NAVSUP Form 1220-2 will be prepared in accordance with the instructions printed on the reverse of the form (see sample on following page), and will be submitted via the Type Commander to the cognizant ACR processing control point (see illustrations on pages 2-71 and 2-72). If the NAVSUP Form 1220-2 applies to a reactor plant item refer to enclosure (4) of NAVSEAINST 9890.25 and the Introduction of the "Q" COSAL.

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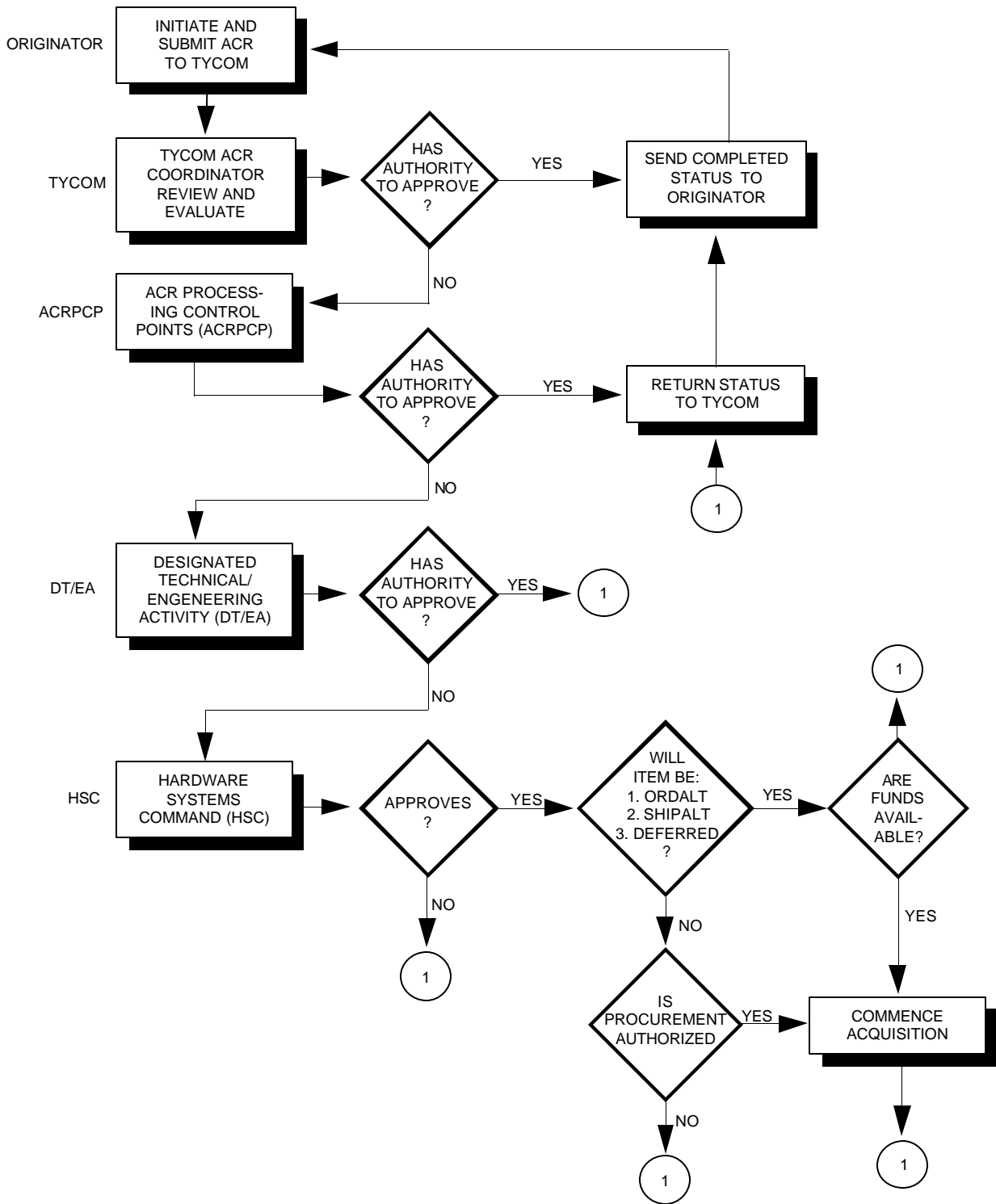
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ALLOWANCE CHANGE REQUEST

ALLOWANCE CHANGE REQUEST NAVSUP 1220-2 (12-76) S/N 0108-LF-501-2206						Instructions on Reverse		Please type or print	
1. FROM: CO, USS JOHN PAUL JONES (DDG-32) FPO San Francisco, CA 96601 TO: Commanding Officer NAVSEALOGSUPENACT, Mechancisburg, PA 17075 VIA: Commander Naval Surface Forces, U.S. Pacific Fleet San Diego, CA 92155						2. Date/Serial Number 6/3/97 DDG32/005			
						3. APL/XXXXXXXXNUMBER 480110093			
						4. Status of Requested/Allowed item <input checked="" type="checkbox"/> Item on board <input type="checkbox"/> Item deletion <input type="checkbox"/> Item not on board			
5. National Stock Number (NSN) or FSCM & Part Number		6. Equipment/Component (E/C) or item Nomenclature		7. Unit of Issue	8. Unit Price	9. Present Qty Allowed	10. New Total Qty	11. Estimated value of charge	
9G/2940-00-287-1931		FILTER, FEED PRESSURE		EA	6.66	4	8	26.64	
12. Justification (Mandatory) Four feed pressure filters are installed in each of the ship's two emergent diesel generators. Since these generators are run simultaneously, all eight filters usually are required to be replaced at the same time. Therefore, an allowance of eight filters is necessary to permit onhand availability of what is considered to be the "minumum replacement unit".									
13. Copy To: COMNAVSURFPAC						14. Signature <i>I. L. Garner</i> I. L. GARNER, LT, SC, USN By direction			
15. First Endorsement <input type="checkbox"/> Approval Recommended <input type="checkbox"/> Disapproved <input type="checkbox"/> Other									

LOGIC DIAGRAM FOR ROUTING ALLOWANCE CHANGE REQUESTS



PROCESSING CONTROL POINTS FOR ALLOWANCE CHANGE REQUESTS

<u>Shipboard System(s)</u>	<u>Equipment</u>	<u>Components, Repair Parts, and Equipage (including Test Equipment)</u>
Hull, Mechanical, Electrical & Electronic	NAVSEALOGCEN	NAVSEALOGCEN
Ordnance, Fire Control, & SONAR	NAVSEALOGCEN	NAVSEALOGCEN
FBM Weapons System	SSP (SP 206)	SSP (SP 206)
Nuclear Propulsion	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)	NAVICP MECH (Code 87) Copy to NAVSEA (SEA O8H)
Medical	NAVMEDMATSUPCOM	NAVMEDMATSUPCOM
Material Handling Equipment	NAVICP MECH (Code 1041)	NAVICP MECH (Code 500)
Photographic	NAVAIR (AIR 547) Copy to NAVAIR (AIR 4121B)	NAVAIR (AIR 547)
➔ Meteorological	SPAWAR PMW 185	NAVSEALOGCEN
Catapult, Arresting Gear, Optic Landing Systems, & Spotting Templates	NAVICP PHIL Copy to NAVAIR (AIR 4121B)	NAVICP PHIL
Aviation	NAVAIR (AIR 412)	NAVAIR
Portable Electrical/ Electronic Test Equipment	NAVSEA (04-DS)	
Ordnance Handling Equipment	NAVSURFWARCEN, Indian Head Det Earle, Code 71PM	

3. ALLOWANCE CHANGE REQUESTS - FIXED (ACR-F) FOR NAVICP MECH AND NAVICP PHIL MANAGED DLR ITEMS. NAVICP MECH and NAVICP PHIL managed depot level repairables (DLRs) are not authorized to be stocked as SIM/DBI material, but are managed under fixed allowance procedures. When the currently allowed quantities of DLRs need to be revised due to increased or decreased demand, authorization for the required changes must be requested in accordance with the following subparagraphs.

a. NAVICP MECH Managed Items. NAVICP MECH managed DLR items are identified in the MRIL by material control code (MCC) E, H, or X, and cog symbol 7E, 7G, 7H or 7Z. ACRs for demand based quantity increases/decreases of NAVICP MECH managed DLR items will be submitted by message in accordance with the demand criteria and message format specified in NAVICP MECHINST 4440.450. ACRs for non demand based quantity increases/decreases will be submitted by NAVSUP Form 1220-2 in accordance with par. 2105-2. The prescribed message format is as follows:

```

FM (ENTER SHIP NAME)//
TO (ENTER COGNIZANT TYPE COMMANDER) //N41//
INFO NAVICP MECHANICSBURG PA//055//
UNCLAS //N04400//
SUBJ: ALLOWANCE CHANGE REQUEST - FIXED
REF/A/DOC/NAVICP MECHINST 4440.450 (SERIES)//
NARR/
1. (ENTER NATIONAL STOCK NUMBER)
2. (ENTER DATE/SERIAL NUMBER OF THE ACR-F (HULL NR. +
CONTROL NR.)
3. (ENTER APL/AEL/RIC AND DATE IF AVAILABLE, NAMEPLATE
DATA IF APL/AEL/RIC IS NOT AVAILABLE, "MULTIPLE" IF MORE
THAN ONE EQUIPMENT)
4. (ENTER ITEM NAME)
5. (LIST THE PAST TWELVE MONTHS DEMAND (DATE/QTY/"C" IF
FOR CASREP-INDICATE IF DEMAND IS "RECURRING" OR "NON-
RECURRING")
6. (ENTER CURRENT QUANTITY ALLOWED)
7. (ENTER REQUESTED ALLOWANCE QUANTITY)
8. (ENTER CURRENT QUANTITY ON HAND)
9. (ENTER CURRENT "ON ORDER" QUANTITY)
10. (ENTER JUSTIFICATION, DO NOT ENTER MILSTRIP OR
APPROPRIATION DATA
POC/M.B. JONES/SKCS/PRIPHN: 619-457-1638/-/CODE
03X22/SECPHN: 557-1638/-//
    
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c. NAVICP PHIL Managed items. NAVICP PHIL managed DLR items are identified in the MRIL by MCC E, H, or X, and cognizance symbol 0Q, 0R, 1R, 4Z, 6K, 6R, 7R or 8N. ACRs for item additions/deletions or quantity increases/decreases of NAVICP PHIL managed items will be submitted by message or letter in accordance with see NAVICP PHILINST 4441.15 (Series).

4. DEMAND BASED REPAIR PARTS (OTHER THAN DLR ITEMS). Unless otherwise directed by the Type Commander, an ACR is not required for additional repair parts (range adds) which qualify to be stocked in accordance with par. 6169, or for increased quantities (depth increases) of repair parts which are designated, or are qualified to be designated, as SIM or DBI in accordance with par. 6168 or the Type Commanders instructions. Nor is an ACR required to be submitted to delete or reduce such adds or increases if they should later be determined to be in excess. Required changes in allowances of repair parts which are not demand based or which are designated as DLR items must be requested in accordance with par. 2105-2 or 3, as appropriate.

2106 ALLOWANCE OF RECREATION MATERIAL

1. GENERAL. In general, standard allowance lists have not been established for recreation material aboard existing ships (an allowance list is used, however, for initial outfitting of recreation equipment for new construction ships). Type/Force Commanders are provided a "Shipboard Recreation Equipment List" for further distribution to all fleet units as guidance for recreation equipment procurement. It is the responsibility of the Commanding Officer to procure such authorized material as he considers necessary or desirable for the health and contentment of the personnel attached to the command. Except as otherwise provided in par. 3438 procurement of recreational equipment, supplies, and services identified in pars. 116 and 213 of the Special Services Manual (BUPERSINST 1710.11 series) normally will be charged to the ships OPTAR (see NAVCOMPT par. 075260). However, when OPTAR funds are unavailable, inadequate, or unauthorized, recreational materials and services may be charged to recreation funds provided that:

a. unit recreation funds are used (see Note), ships/units that do not have recreation funds (e.g., submarines and Naval Mobile Construction Battalions) but which participate in the composite recreation funds of a supporting base, may request recreational support from the appropriate recreation fund administrator;

b. the desired expenditures are not included among the prohibited items listed in article 607 of the Special Services Manual, and are for recreational purposes only;

c. procurement is approved by the recreation fund administrator in accordance with the provisions of article 601 of the Special Services Manual.

Subsection II: NAVAL CONSTRUCTION FORCES (NCF) ALLOWANCES**2107 SEABEE ALLOWANCE LISTS**

1. GENERAL. Seabee allowance lists, which are discussed in detail in COMSECONDNCB/COMTHIRDNCBINST 4400.3 (series), are published and promulgated to identify the necessary supplies, equipment, and parts to support NCF units in the event of a contingency deployment. NAVICP MECH and Civil Engineer Support Office (CESO) are jointly responsible for the development and update of COSALs. CESO has sole responsibility for the development, publication and biennial update of the NCF Table of Allowances (TOAs).

2108 TABLE OF ALLOWANCE (TOA)

1. INTRODUCTION. The TOA is the primary authorized allowance document of the NCF. It is the listing of the personnel, equipment, material, and facilities allowances approved by the Chief of the Naval Operation (CNO). Separate TOA's are developed for the various levels of NCF organization (i.e. Naval Construction Regiment (NCR), Naval Construction Training Center (NCTC), Naval Mobile Construction Battalion (NMCB), etc.); for the different units (i.e. Construction Battalion Unit (CBU), Amphibious Construction Battalion (ACB), Construction Battalion Maintenance Unit (CBMU), etc.); and for special employments (i.e. Diego Garcia Det., etc.). Most TOA's also constitute an Advance Base Functional Component (ABFC) NCF module. Paragraph 2110 describes the ABFC system.

2109 CONSOLIDATED SEABEE ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL is a document prepared for a unit/activity listing the equipment or components required to perform its operational assignment, and the material support for the repair and upkeep of that equipment. The allowance is computed to allow the unit to be self sufficient for 90 days or 1800 construction hours. The CESE COSALs are prepared and maintained for each camp site and updated for each battalion rotation. Requests for updates are initiated through CESO by the Atlantic and Pacific Equipment offices. CESO reviews and process the request for submission to NAVICP MECH. NAVICP MECH will publish separate COSALs on any or all of the NAVSUP modifiers and assemblies listed in TOA Section 25. Each COSAL is identified by a unique Unit Load (UL) number and NAVSUP modifier, i.e. ULM20 MOD 98 Augment.

2. FORMAT. The first page of each COSAL identifies the UL, NAVSUP Modifier, augment or organic, and the level of maintenance.

a. Part I, Equipment Indices

Section A, USN Number Sequence

Section B, Equipment Code Sequence

Section C, APL Number Sequence

b. Part II, Allowance Parts Lists (APL)

Section A, Parts Peculiar Allowance Parts Lists (Mod 98 COSALs Only)

Section B, Parts Common Allowance Parts Lists (Mod 96 and Mod 97 COSALs only)

c. Part III, Stock Number Sequence Listing (SNSL)

Section A, Parts Peculiar Items (Mod 98 only)

Section B, Parts Common Items (Mod 96 and 97 only)

Section C, Part Number Cross Reference to Stock Number

Section D, Stock Number Cross Reference to Part Number

3. ALLOWANCE CHANGES. The battalion is responsible for promptly requesting necessary allowance changes if the APL or the COSAL does not satisfactorily support the equipment or the mission. The Supply Officer is normally responsible for preparing the Allowance Change Request (ACR), while each cognizant department is responsible for submitting the recommended changes to the Supply Officer.

2110 ADVANCE BASE FUNCTIONAL COMPONENT (ABFC) SYSTEM

1. GENERAL DESCRIPTION. The ABFC system is the tool used by the Navy to provide logistic support to the Civil Engineer Support Plans. A component is a grouping of personnel and material assigned to perform one specific function or to accomplish a particular mission at an advance base. The component and their associated facilities and assemblies are complete entities which are detailed to the NSN level. Through specifying the requirements in terms of ABFC's, the user can rapidly and concisely communicate his needs to material and logistics managers. An itemization of the material in each ABFC is presented in its respective Advanced Base Initial Outfitting List (ABIOL). The responsibility for documentation of the material and for providing information about the content of an ABFC comes under the direction of the CNO and is delineated in the table of Advanced Base Functional Components (OPNAV 41P3A).

Section IV: LOAD LISTS

2120 FLEET ISSUE LOAD LIST (FILL)

- ➔ The FILL projects the material requirements for resupply support of all deployed forces of the Atlantic and Pacific Fleets. It is based on actual past demands of those items most commonly requested by the Fleet units, plus a limited number of additional items included for support of designated weapons systems and equipment. As set forth by CNO, FILL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90 day period. FILL material is positioned aboard combat stores ships (AFS and T-AFS).

2121 CONSOLIDATED AFLOAT REQUISITIONING GUIDE OVERSEAS (CARGO)

- ➔ 1. GENERAL. The CARGO (NAVSUP P-4998) is issued two (2) times per year by NAVICP MECH. It consists of the following four chapters:
 - a. COMNAVSURFLANT/COMNAVSURFPAC Supply Sources and Requisitioning instructions,
 - b. NEXCOM - Ships Store Afloat Requisitioning and Load List,
 - c. NAVSUP - Subsistence Requisitioning Tables, and
 - d. NAVICP - The Fleet Issue Load List (FILL).

2122 TENDER AND REPAIR SHIP LOAD LIST (TARSL)

- 1. GENERAL. The TARSL is prepared by NAVICP MECH and reflects the material authorized to be stocked by tenders (AS) in support of their assigned missions. TARSLs include the following categories of material:
 - a. equipment related items (items required by the tender to repair or alter equipment/ components installed in the supported units);
 - b. industrial items (general use items required for the direct support of shops and industrial service provided by tender);
 - c. items of resupply required for the support of assigned submarines.

2123 FLEET GUIDES

The Sixth Fleet Logistics Manual (COMSERVFOR SIXTHFLTINST 4000.1) and the Pacific Fleet Requisitioning Guide (COMPACFLTINST 4235.3) are promulgated by Service Force Commanders (Atlantic/Pacific), outlining applicable requisitioning procedures.

2124 TENDER LOAD LISTS (TLL) FOR 2S COG/X1 SMIC REACTOR PLANT COMPONENTS

1. GENERAL. NAVSEA 08 officially establishes for certain tenders a 2S Cog/X1 SMIC reactor plant component TLL which is individually tailored to support the tender's assigned nuclear powered ships. Subsequent additions to or deletions from the range and depth of 2S Cog/X1 SMIC reactor plant components in a TLL will be made only at NAVSEA 08 direction.

2. TLL MAINTENANCE REQUIREMENTS. Tenders authorized to carry 2S Cog/X1 SMIC components in a TLL act as intermediate stocking activities; the tender is not required to obtain NAVSEA 08 authorization to issue a component from the TLL. However, tenders should obtain justification for each TLL issue in accordance with par. 3259 as this information will be required when requisitioning a TLL replacement from NAVSEA. Tenders which hold 2S Cog/X1 SMIC component TLL will ensure that on hand ready for issue quantities plus on order quantities of these components are equal to the full NAVSEA 08 prescribed TLL allowance for each component at all times. Tenders will promptly requisition replacement 2S Cog/X1 SMIC components directly from NAVSEA 08 to replenish components issued from TLL (see par. 3259-7).

3. ANNUAL INVENTORY PROCEDURES. Tenders authorized to carry 2S Cog/X1 SMIC component TLLs will conduct an annual physical inventory of the 2S Cog/X1 SMIC components held in TLL. The tender will submit to NAVSEA 08H by 30 July each year, a report which lists;

- (1) National Stock Number (NSN);
- (2) the TLL allowance for the NSN;
- (3) the serial number of each ready-for-issue component;
- (4) the document number and quantity of any outstanding 2S COG/X1 SMIC component TLL requisitions.

Part D: MISCELLANEOUS SOURCES OF IDENTIFICATION

2145 GENERAL INFORMATION

1. **COMMERCIAL CATALOGS AND INSTRUCTION BOOKS.** Commercial catalogs and instruction books or pamphlets are issued by the manufacturer and contain information which is of value in the preparation of procurement documents for nonstandard material. These catalogs and instruction books provide a further source of identifying information and should be used as a supplement to Navy publications to provide a quick and accurate method of identifying commercial equipment, repair parts, and accessories.

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

3. **NAMEPLATES.** Material identification, particularly portable and installed equipment, is facilitated by reference to nameplates attached to the equipment. Information provided includes the manufacturer's name, make or model number, serial number, size, voltage, etc.

4. **DRAWING NUMBERS.** Certain technical materials are identified by a drawing or sketch number assigned by the controlling bureau or systems command or by the manufacturer. When requisitioning nonstandard items the drawing number, when available, will be included in the technical data being supplied in the Non-NSN Requisition (DD Form 1348-6) to assist in positive identification.

5. MARKINGS

a. **Electronic Material.** Various items of electronic equipment are identified by Joint Communications Electronics Committee (JCEC) nomenclature (e.g., AN/UYK-5(V)) or Navy type or model number as well as stock number and serial number. In addition, major units of fire control radar equipment, as identified by mark and modification numbers.

b. **Ordnance Material.** Ordnance material usually is given a mark and modification number, a drawing number, and a piece number. These serve to identify the part and facilitate reference to ordnance publications. Ordnance equipment also may be serially numbered, giving individual identity to units that are physically alike. This number is stamped into certain ordnance equipment, such as small arms, to facilitate identification of the manufacturer and to place responsibility for custody.

c. **Metal.** Federal Standard 183b (FEDSTD 183b) sets forth guidelines for continuous identification markings of iron and steel products. Marking requirements and applications are set forth in Table 1 of FEDSTD 183b (see illustration on following page).

CONTINUOUS MARKING INFORMATION

Subject to the limitations of column 2, markings showing producers name or trademark, commercial designation, specification data and heat number shall be printed, stamped, or otherwise legibly marked on the product. Where tags are specified, all the requiring marking shall be shown thereon. Heat number is required when consistent with industry practice for product involved. Equivalent numbers, such as slab or lift numbers which are traceable to heat numbers, may be used.

(1) Item	(2) Application
Bars (cut lengths only)	All squares, rectangles, hexagons, and octagons 1/2 inch or more in width of flat and all around 1/2 inch or more in diameter shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of bar. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings. Billets, forgings, blooms, slabs, and shapes included with bars in certain specification are to be marked in accordance with the requirements of the material specification and not this standard
Extruded shapes and shaped tubing	All extruded shapes and shaped tubing shall be marked in constantly recurring symbols at intervals not greater than 3 feet throughout length of extrusion of shaped tubing. Secured lifts, bundles, and containers of sizes not required to be marked shall be tagged in two places with the required identification markings.
Plates, sheets, and strips(cut lengths only)	All plates, sheets, and all strips 1 inch or more in width shall be marked in rows of constantly recurring symbols at intervals not greater than 3 feet throughout the length of product. Printing in adjacent rows shall be alternately staggered. Number in rows shall be determined by width of product as follows: <ul style="list-style-type: none"> a. For corrosion and heat resistant and alloy steels: <ul style="list-style-type: none"> 12 inches or less- not less than 1 row Over 12 to 24 inches- not less than 2 rows Over 24 to 36 inches- not less than 3 rows Over 36 to 48 inches- not less than 4 rows Over 48 inches- an additional row for every 12inches. b. For carbon and high strength low alloy steels: <ul style="list-style-type: none"> 24 inches or less- not less than 1 row Over 24 to 48 inches- not less than 3 rows Over 48 inches- not less than 3 rows
Tubular	All tubular products 1/4 inches or more in outside diameter shall be marked in constant recurring symbols at intervals not greater than 3 feet throughout lengths of product. Secured lifts, bundles, and containers of sizes not required not to be marked shall be tag in two places with the required identification markings.

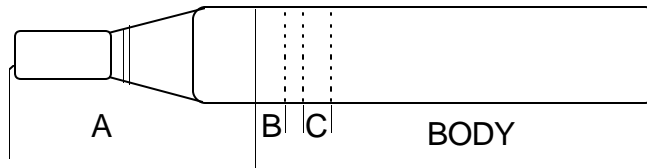
Material Identification

d. Gas Cylinders. Compressed gas cylinders are color coded as a visual aid for identifying the materials contained therein. The basic cylinder color identifies one of the following nine classes of material:

Basic Class	Cylinder color	Class of material
1	Yellow	Flammable materials
2	Brown	Toxic and poisonous materials
3	Blue	Anesthetics and all liquid chemicals and compounds hazardous to life and property but not normally productive of dangerous quantities of fumes or vapors
4	Green	Oxidizing materials which readily furnish oxygen for combustion (except air) and fire producers which react explosively or with the evolution of heat in contact with many other materials
5	Gray	All materials, not dangerous in themselves, which are asphyxiating in confined areas or which are generally handled in a dangerous physical state of pressure or temperature
6	Red	All materials provided in compressed gas cylinders exclusively for use in fire protection
7	Black	Combination of oxygen and other gases
8	Buff (tan)	Industrial
9	Orange	Refrigerants

In addition to its basic color, each cylinder is marked with a combination of colored stripes to identify a particular compressed gas as shown in the illustration below. The chart on the following page illustrates the color markings used to identify various types of gas.

COLOR IDENTIFICATION



COLOR IDENTIFICATION

TYPE OF GAS	COLOR MARKINGS			
	A	B	C	BODY
Acetylene	Yellow	Yellow	Yellow	Yellow
Air (Oil-pumped)	Black	Green	Green	Black
Air (Water-pumped)	Black	Green	Black	Black
Ammonia	Brown	Yellow	Orange	Orange
Argon (Oil-pumped)	Gray	White	White	Gray
Argon (Water-pumped)	Gray	White	Gray	Gray
Argon-Oxygen	Gray	Green	Gray	Gray
Butane	Yellow	Orange	Yellow	Yellow
Butane-Propane mixture	Yellow	Orange	Yellow	Yellow
Carbon Dioxide	Gray	Gray	Gray	Gray
Carbon Dioxide (Fire only)	Red	Red	Red	Red
Chlorine	Brown	Brown	Brown	Brown
Dichlorodifluoromethane (Freon 12)	Orange	Orange	Orange	Orange
Dichlorotetrafluoromethane (Freon 114)	Orange	Orange	Orange	Orange
Ethylene Oxide	Yellow	Blue	Buff	Buff
Ethylene Oxide-Carbon Dioxide (Carboxide)	Buff	Blue	Buff	Buff
Helium (Oil free)	Buff	Gray	Gray	Gray
Helium (Oil-pumped)	Gray	Orange	Gray	Gray
Hydrogen	Yellow	Black	Yellow	Yellow
Monobromotrifluoromethane (Fire only)	Red	White	Gray	Red
Monobromotrifluoromethane (Freon 22)	Orange	Orange	Orange	Orange
Nitrogen (Oil-pumped)	Gray	Black	Gray	Gray
Nitrogen (Water-pumped)	Gray	Black	Black	Gray
Oxygen (Medical)	White	Green	Green	Green
Oxygen (Aviators Breathing)	Green	White	Green	Green
Oxygen (Technical)	Green	Green	Green	Green
Oxygen-Nitrogen	Black	White	Green	Green
Propane	Yellow	Orange	Yellow	Yellow

2146 AVIATION PUBLICATIONS

1. ILLUSTRATED PARTS BREAKDOWN (IPB). When requested by NAVAIR, an Illustrated Parts Breakdown (also known as an Illustrated Maintenance Parts List or an Illustrated Parts Catalog) is prepared by the manufacturer of each model aircraft, engine, accessory, or other aviation equipment. It is printed and distributed by the authority of NAVAIR, and provides an exploded view of each procurable assembly, thereby enabling quick and positive identification of each component and detail part comprising the assembly. The items are arranged continuously in a disassembly sequence with the illustrations placed as near as possible to their appropriate listing. As slight variations in format exist among various IPBs, the information and instructions contained in the preface of each IPB should be reviewed prior to using the publication. IPBs are listed and cross referenced to an aircraft model, engine type, or equipment part number in the Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002) and NAVAIR Publication 00-500A and B (Naval Aeronautical Publications Index). IPBs are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DOD Single Line Item Requisition System Document (DD Form 1348 or NAVSUP Form 1250-1).
2. BLUEPRINTS AND DRAWINGS. Blueprints and drawings show descriptive data of each major assembly, subassembly, and detail of airplanes, engines, accessories, and other aviation equipment. They show the part number, the name, a bill of materials, and other details of identification. Microfilm copies of prints and Army-Navy drawings which aid in identification are available through Naval Air Development Center, Warminster, PA. Microfilm copies of aeronautical drawings are available through the Naval Air Technical Services Facility, Philadelphia. Paper copies of A/N Standards drawings are available through the Naval Publications and Forms Center, Philadelphia.
3. NAVICP PHIL BULLETINS. The NAVICP PHIL bulletins contain aviation supply news, such as, projected supply plans, supply policies and procedures, and critical material lists. The bulletins also include notes on the technical aspects of the following types of material:
 - a. aviation standard materials;
 - b. airframes and armament;
 - c. accessories and instruments;
 - d. electronics and electrical;
 - e. preservation, packaging, and packing;
 - f. tools and ground handling equipment;
 - g. power plants and propellers.

The NAVICP PHIL bulletins are distributed monthly by NAVICP PHIL to aviation activities.

4. MAINTENANCE MANUALS. Maintenance manuals which are published under the direction of NAVAIR for each model aircraft, engine, or aeronautical equipment, basically contain information of maintenance significance; however, standards, specifications, and part numbers, which frequently appear in the publications, are helpful in identifying material requirements. Service instructions, overhaul instructions, maintenance instruction manuals, calibration manuals, structural repair manuals; corrosion control manuals, Illustrated Parts Breakdown Manual, and combination manuals are examples of maintenance manuals. Maintenance manuals are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 A and B (Naval Aeronautical Index). Maintenance manuals are assigned cognizance symbol I stock numbers and are procured from the Naval Publications and Forms Directorate, Philadelphia, on a DD Form 1348 or NAVSUP Form 1250-1.

5. NAVAIR TECHNICAL DIRECTIVES. NAVAIR technical directives direct the accomplishment and recording of individual modifications and/or one time inspections of NAVAIR weapon systems and related equipment. Types of NAVAIR technical directives are as follows:

a. NAVAIR Technical Notes and Technical Orders, which are usually specific and cover a wide range of subjects.

b. NAVAIR Bulletins, which cover methods, policies, practices, and changes affecting a wide range of subjects. Normally, item part numbers and nomenclature, as well as names of manufacturers are given.

c. NAVAIR Changes, which cover modifications of aircraft, engines, and other specific equipment. Stock numbers or part numbers, item nomenclatures, and names of manufacturers are included. NAVAIR technical directives are listed and cross referenced to an aircraft model, engine type, or equipment part number in NAVSUP P-2002 and NAVAIR Publication 00-500 C and D (Naval Aeronautical Publications Index). Technical directives are procured from Naval Publications and Forms Directorate, Philadelphia, on a Requisition and Invoice/Shipping Document (DD Form 1149). As technical directives do not have stock numbers assigned, they will be identified by directive title and issuance date.

6. CONTRACTOR'S SERVICE BULLETINS. Contractor's service bulletins include contractors' recommendations for modification or repair of specific equipment. They cover a wide range of equipment and usually contain part numbers, nomenclature, and names of manufacturers.

7. NAVAL AVIATION PUBLICATIONS PUBLISHED IN CD-ROM. This CD-ROM contains all of the NAVICP PHIL managed stock numbered items. The data is indexed and can be searched by NIIN, part number, NIIN to family group code, model code and NIIN to Packaging data. The NAVICP PHIL Publications included in the CD-ROM are as follows:

a. P-2300 - NAVICP PHIL Managed Stock Numbered Repairable Items.

b. P-2310 - NAVICP PHIL Managed Stock Numbered Consumable Items.

- c. P-2330 - NAVICP PHIL NIIN to Family Group Code Cross Reference.
- d. C0018 - NAVICP PHIL NIIN to Model Code Cross Reference.
- e. C0030 - NAVICP PHIL NIIN to Packaging Data Cross Reference.

8. AVIATION CROSS REFERENCE LISTINGS.

a. Consolidated Remain in Place Listing (CRIPL). In some instances it is not feasible or advisable to remove a repairable component until a replacement has been received. Items that fall into this category are identified in the Consolidated Remain in Place Listing (CRIPL). The CRIPL used by aviation activities is published by NAVICP PHIL based on input from the carriers, MALs, or TYCOMs, after screening by NAVAIR.

b. Individual Component Repair List (ICRL). The ICRL is a detailed statement of IMA component repair capability at aviation activities. Master ICRL data is maintained in the NAVICP PHIL data base and is published quarterly to all participating IMAs and Systems Commands. NAVAIRINST 4790.18 (series) gives policy and procedures for ICRLs. Capability data is provided to NAVICP PHIL by the individual IMAs. The ICRL contains existing repair capability data on items processed by the IMA based on past experience. The ICRL will also contain repair capability data based on SM&R codes. The ICRL identifies fixed allowance items capable of being repaired locally, targeted for future repair, or for which future repair is not planned. It is also used in the process for determining fixed allowance quantities and changes to fixed allowances.

2148 ORDNANCE PUBLICATIONS

1. GENERAL. The primary reference sources used in the identification of ordnance material are FEDLOG, the Illustrated Parts Breakdown of Ordnance Equipment, Naval Ordnance Allowance Lists, photo prints, and blueprints. When these sources are not adequate, Naval Sea Systems Command pamphlets, instruction books, and bulletins can be used.

2. ILLUSTRATED PARTS BREAKDOWN (IPB) OF ORDNANCE EQUIPMENT. The IPBs of Ordnance Equipment describes and illustrates the various parts in each ordnance equipment. The Index of Naval Ordnance Publications (NAVORD Publication OP-0) contains an index of all illustrated parts breakdowns which have been released for distribution. IPBs for nuclear weapons and associated equipment are indexed in Navy Special Weapons Ordnance Publication (SWOP) 0-1B.

3. PHOTO PRINTS AND BLUEPRINTS. Photo prints and blueprints show descriptive data, drawing and piece number, and other details of identification for component parts, subassemblies, and assemblies that comprise the major equipment.

4. ORDNANCE PAMPHLETS, INSTRUCTION BOOKS, AND BULLETINS. Ordnance pamphlets, instruction books, and bulletins provide methods, policies, practices, and changes affecting a wide range of subjects. Information on these publications is contained in the Index of NAVORD Ordnance Publications (NAVORD Publication OP-0).

5. SHIP ARMAMENT INSTALLATION LIST (SAIL). The Ship Armament Installation List (SAIL) documents the configuration of installed, non-expendable ordnance equipment. It reflects the configuration data resident in the Weapons System File (see NAVICP MECHINST 4440.170 series).

a. Preparation. The Naval Sea Systems Command prepares the initial SAIL by identifying the ordnance systems and equipment scheduled for installation. Actual equipment delivery, installation, and ordnance alteration (ORDALT) status is obtained from NAVSEA acquisition managers, the In-service Engineering Agents (ISEAs), and supervisors of shipbuilding (SUPSHIP).

c. Updating. Configuration change reports from custodians of installed ordnance (ships and activities) and from special NAVSEA audit teams are utilized with modernization/overhaul planning data to maintain the configuration records utilized to produce the SAIL. The applicable computer based files are updated monthly to reflect additions and deletions of installed ordnance, and changes to ORDALT applicability and accomplishment status.

d. Distribution. The SAIL is automatically distributed semi-annually for active fleet ships, reserve ships, and shore activities. Special requests for re-issuance can be made by the equipment custodian following significant changes. Special requests for a copy of the SAIL, which is produced in paper copy and tailored to a specific hull, may be addressed to the Naval Weapons Station (code 523) Concord, CA 94520. A revised SAIL supersedes all previous issues.

2149 UNABRIDGED NAVY INDEX OF PUBLICATIONS AND FORMS, COGNIZANCE SYMBOL I

The Unabridged Navy Index of Publications and Forms, Cognizance Symbol I (NAVSUP P-2002D) is published by the Naval Publications and Forms Directorate, NAVICP PHIL (NPDF). This publication contains requisitioning procedures and sources of supply to assist in the determination of how and where cognizance symbol I material may be obtained. Also included is information on the availability of local general use (material control code L) cognizance symbol I material used repetitively by two or more activities within a command, naval district, or other area; information on special types of cognizance symbol I material not listed in the NAVSUP P-2002D; and source data for printed material which is not cognizance symbol I material.

2150 GENERAL DISTRIBUTION APL/AEL BANK (GDAPL)

1. GENERAL. The GDAPL is a CD-ROM which contains every APL/AEL developed and published by the Navy which has shown usage within the previous three year period. The GDAPL offers a variety of access and retrieval capabilities which provides a convenient and efficient means for obtaining data previously available on microfiche. The GDAPL CD-ROM, produced by NAVICP MECH, supersedes the following products formerly available in microfiche format:

- a. HM&E APLs/AELs;
- b. Ordnance APLs/AELs;
- c. Mobile Equipment (Material Handling Equipment) APLs/AELs;
- d. Electronic APLs/AELs;
- e. Master Index of APLs (MIAPL);
- f. NSN/NIIN to RIC;

PART E: SPECIFICATIONS AND STANDARDS

2175 PURPOSE AND USE OF SPECIFICATIONS

Military and federal specifications are used primarily for procurement of materials and services. They are intended to clearly and accurately describe the essential technical requirements for materials and services (including preservation, packaging, packing and marking requirements) and the procedures by which suppliers compliance will be determined. Specifications are developed in coordination with program and systems design engineers. Material is tested and inspected by the military inspection system to ensure compliance with the applicable specifications.

2176 PURPOSE AND USE OF STANDARDS

Military and federal standards are developed to establish basic design criteria, engineering and technical limitations, and uniform data management practices; to guide the selection of materials engineering practices processes, and methods in order to minimize variety to assure the required reliability, maintainability, interchangeability, and compatibility. Standards developed within DOD are intended to accommodate the essential requirements of military departments and agencies and are revised as necessary to reflect advances in technology and changes in military requirements. Inventory managers implement these standards by relating them to items of supply required for support of Navy programs.

2177 SPECIFICATION INDEX

The DOD Index of Specifications and Standards (DODISS) lists standardization documents issued in both Federal and military series which are applicable to Navy material. The DODISS "hard copy" is approximately five inches thick (without binders), and consists of the following three sections: Part I - Alphabetical Listing, Part II - Numerical Listing, and Part III - FSC - Federal Supply Class Listing. The DODISS microfiche has the same sections consisting of 22 fiche. This mode is recommended for fleet units who have microfiche viewing capabilities. The DODISS includes all data necessary to maintain specification files current and should be consulted prior to ordering specifications and standards. The DODISS and the standardization documents listed in the DODISS may be obtained from the Naval Publications and Forms Directorate, Philadelphia, PA (see par. 3467).

2178 TYPES OF SPECIFICATIONS AND STANDARDS

1. **FEDERAL SPECIFICATIONS.** Federal specifications describe the characteristics of materials and supplies used by the Navy as well as other government departments. They are developed under the direction of the General Services Administration (GSA). In some instances, federal and military specifications may exist for the same item, with slight technical variations between them. In such cases, an engineering decision is required in determining which to use. An example of a federal specification is, FF-T-791 (Turn buckle).

2. MILITARY SPECIFICATIONS

a. **Coordinated Military Specifications.** Coordinated military specifications (formerly known as JAN) are those which have been developed and approved by DOD for use by two or more departments or agencies in procurement of materials and services. These specifications are identified by the letters "MIL", followed by the first letter of the approved item name and a serial number; for example, MIL-P-82500 (Power supply rectifier).

b. **Limited Coordination Military Specifications.** Each bureau, command, office, or service is permitted to develop a limited coordination specification for immediate procurement of items applicable to a single service or office. This type of specification is approved only by the preparing activity and is identified by a suffix symbol which indicates the preparing activity for example, MIL-R-900 (Ships).

3. SPECIAL ACTIVITY SPECIFICATIONS

- a. **Naval Sea Systems Command.** NAVSEA issues the following special type specifications:
- (1) General Specifications for Ships of the U.S. Navy,
 - (2) General Specifications for Conversion of Merchant Ships to Naval Auxiliaries,
 - (3) Ship Specifications for individual ships.

b. **Naval Facilities Engineering Command (NAVFAC).** NAVFAC lists two series, one a Y-series of specifications and the other a series of special type specifications. Both series cover construction procedures, but also include material specifications which are outside the Defense Standardization Program of document standardization.

4. **MILITARY STANDARDS.** A military standard (formerly known as JAN) is a prescribed engineering method or related practice which when referenced in a contract, becomes a mandatory procedure for suppliers to follow in furnishing material to the military. An example is Mil-Std-100 (Engineering Drawing Practices).

Part F: SUPPLY AND FINANCIAL MANAGEMENT (SFM)/RELATIONAL SUPPLY (R-SUPPLY) UNIT LEVEL FUNCTIONS

Section I: GENERAL

2200 INTRODUCTION

1. **GENERAL.** This section provides policy regarding the areas of automated COSAL maintenance. Automated COSAL maintenance is performed using the Supply and Financial Management (SFM) and Maintenance Data Subsystem (MDS) for the Shipboard Non Tactical ADP Program II (SNAP II) system; and the Organizational Maintenance Management System – Next Generation (OMMS-NG) and Relational Supply (R-SUPPLY) for all optimized systems. The functions of these two systems as they relate to COSAL maintenance are discussed in this section. Specific details on how to perform automated COSAL maintenance functions are provided in the SNAP II SFM On-Line User's Manual and the MDS On-Line User's Manual or the R-SUPPLY Unit User's Manual (NAVSUP P-732) and OMMS-NG On-Line Help files.
2. **RESPONSIBILITIES.** The Supply Officer is the Configuration Manager for afloat activities and is responsible for ensuring COSAL maintenance is performed as required. The 3M Coordinator (MDS Subsystem/OMMS-NG Manager) and Leading Storekeeper (SFM Subsystem Manager/R-SUPPLY Functional Area Supervisor) provide assistance to the Supply Officer and will normally perform automated COSAL maintenance. Duties of these managers are addressed in par. 1410.

2201 CONFIGURATION DATA MANAGERS DATABASE – OPEN ARCHITECTURE

1. **GENERAL.** The Configuration Data Managers Database - Open Architecture tracks the status and maintenance of naval equipment and their related logistics items (drawings, manuals, etc.) on ships and naval activities around the world. The term "open architecture" is used to denote the fact that CDMD-OA is a client/server-based system, not dependent upon any vendor's proprietary hardware or software; data may flow to and from CDMD-OA provided that open protocols are used. The status of a given piece of equipment (i.e. installed, altered, deleted, etc...), determines the range and depth of spare parts carried, making this tracking extremely important in terms of cost, shipboard stowage space and weight, and operational availability.
2. CDMD-OA was designed specifically to aid the tracking of configuration data by shore-based Configuration Data Managers (CDMs). The Naval Sea Systems Command (SEA 04TD) initiated the development of CDMD-OA to decrease the time required to process configuration data between the ship, the CDM, and the Naval Inventory Control Point (NAVICP). The client/server architecture of CDMD-OA provides a queryable single repository for all naval configuration and logistics. CDMD-OA incorporates the latest technological innovations to maintain data integrity and speed transmission of updates between CDM's, NAVICP, and afloat units.

2202 REVISED ALTERNATIVE DATAFLOW

1. GENERAL. Revised Alternative Dataflow (RAD) is a system for file transfer incorporating both satellite and land line technology. It replaces the manual procedures, paper processing, and tape transfer of data previously required for configuration management processes. RAD shortens the time required for data to complete the Navy logistics and supply-processing loop. The RAD system provides connectivity for public and private shipyards, ships, shore sites, and contractors.
2. RAD is the data file transfer and tracking mechanism for the Configuration Data Managers Database – Open Architecture (CDMD-OA) system. Its operation connects logistics data between in-service engineering agents (ISEA), integrated logistics overhaul (ILO) sites, configuration data managers (CDM), and the Naval Inventory Control Point (NAVICP). In addition, RADWeb transmits all supply and configuration data to and from shipboard systems. RAD is the standard interchange product for transferring maintenance, configuration, and logistics information within the ship's configuration logistic support information system (SCLSIS) community.
3. RAD provides a fleet-standard interface for sending Current Ship's Maintenance Plan (CSMP) upline reports, parts usage data, and Planned Maintenance System (PMS) feedback and retrieving automated shore interface (ASI) files electronically. Files can be transmitted via the Revised Alternative Dataflow Web site (RADWeb) or the CDMD-OA Graphical User Interface (GUI).

2203 AUTOMATED SHORE INTERFACE (ASI)

1. GENERAL. Automated Shore Interface (ASI) is the process for updating an activity's configuration and logistics database and to aid in synchronization of configuration and logistics data between the ship's database and the Weapons System File (WSF). Through the batch ASI process, equipment configuration updates, APL suppression or cancellations, pen and ink changes, allowance update and other logistics changes are updated against ship's automated files.
2. RESPONSIBILITIES. The Supply Officer is designated as the Configuration Manager onboard Navy ships. The Ship's 3M Coordinator and Leading Storekeeper shall ensure the timely processing of ASI configuration and logistic data. The ASI files shall be downloaded from the RADWeb and processed in OMMS-NG from the following website:

Pacific units: <https://radpac.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm>
Atlantic units: <https://radlant.cdmd.navy.mil/radasp/Ship/ShDefaultShip.htm>
3. OUTPUT. Output from OMMS-NG Batch Job File will be processed in R-SUPPLY. The Supply Functional Area Supervisor or Leading Storekeeper will process the output file from OMMS-NG via JSS135 (R-SUPPLY Force Level) or JSS117 (R-SUPPLY Unit Level).

Section II: COSAL MAINTENANCE

2205 BACKGROUND

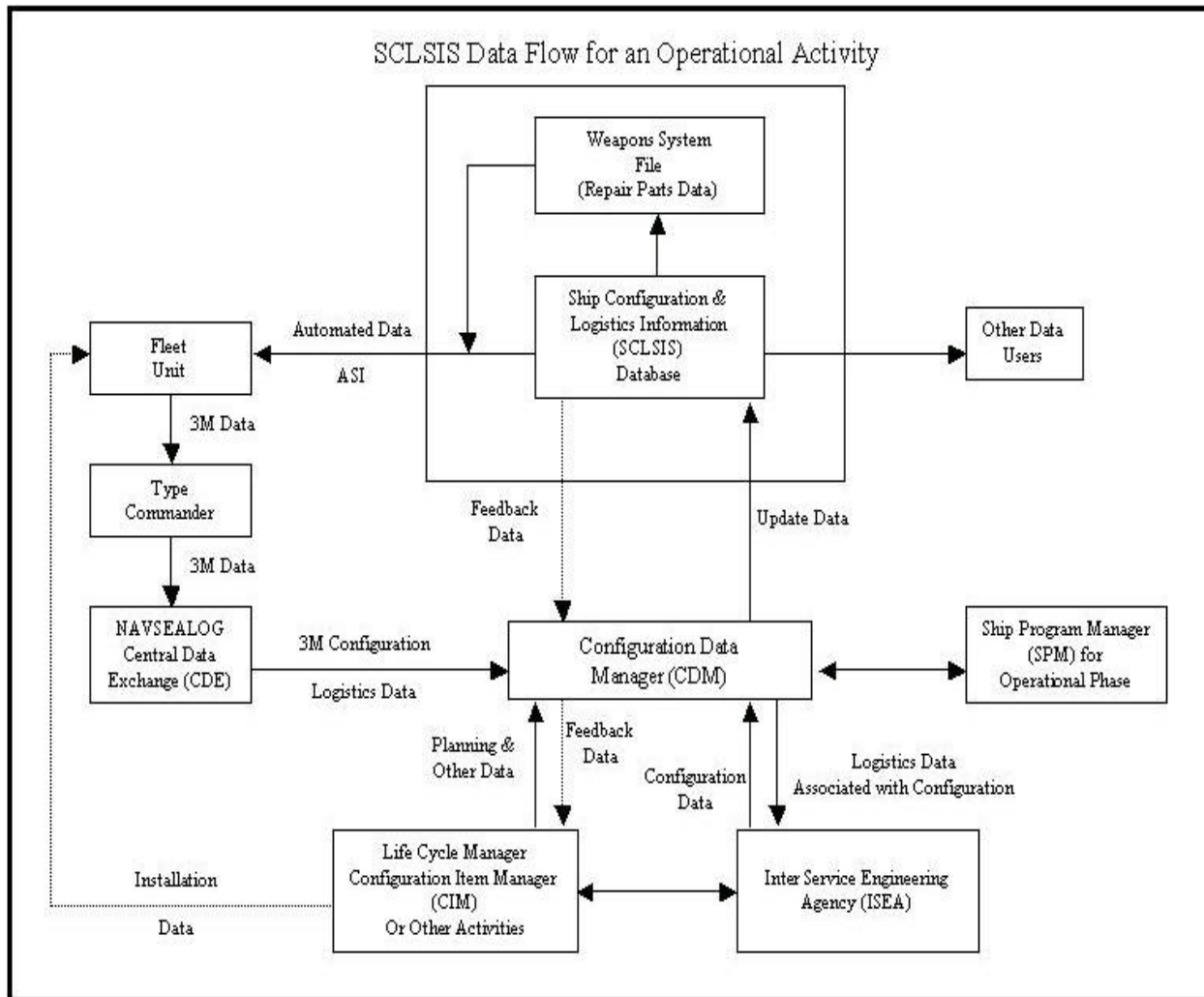
1. GENERAL. Logistic support for Navy ships is driven by the equipment known to be currently installed on board (configuration) and those planned for addition or replacement. The automated COSAL provides the ship with basic guidance for determining the range and depth of items which should be stocked by the supply department or held in the custody of other department heads. It is essential that any changes to configuration be incorporated promptly and that corrective action be taken when it is determined that any part of the automated COSAL is inaccurate or incomplete.

2. WEAPON SYSTEMS FILE. The Weapon Systems File (WSF), maintained at NAVICP MECH, is the master configuration record which contains configuration, repair parts allowances, and the technical data required to develop the ship's COSAL.

3. COSAL TYPE CODES. Activities normally maintain more than one COSAL type. These different COSAL types are identified by COSAL Type Codes. These COSAL Type Codes, their description and their relation to the manual COSAL sections are illustrated below. The applicable COSAL Type Codes for SNAP II activities must be specified in the SFM Constants File. COSALs in R-SUPPLY are referred to as Allowance Loads. The applicable Allowance Loads for R-SUPPLY activities must be specified in the R-SUPPLY Constants File.

COSAL Type Code	Description	Related Manual COSAL or COSAL Section
HME/O	Hull, Mechanical, Electrical, Ordnance and Electronic	HME/O COSAL
MAM	Maintenance Assistance Modules	Part III, Section CF
BH	Boat Haven	Boat Haven COSAL
Q-COSAL	Nuclear	Reactor Plant COSAL
OSI	Operating Space Items	Part III, Section B
SW	Strategic Weapons	Strategic Weapons COSAL
NW	Nuclear Weapons	Nuclear Weapons COSAL

4. AUTOMATED INFORMATION SYSTEMS (AIS). Automated Information Systems (AIS) have been designed to allow activities to automatically update their applicable portion of the WSF. In order to maintain agreement between the activity's configuration data base and the WSF for timely and accurate logistic support, a closed loop system has been developed for reporting and tracking configuration changes, and for the automatic processing of authorized external updates to the activity's COSAL and the ship's equipment files (SEF). This "closed loop" system, SCLISIS, begins with the normal 3M Up-Line reporting cycle. The normal 3M Up-line reporting includes all configuration change transactions for adding or deleting equipment from the equipment file; making corrections to the equipment file; generating COSAL feedback reports; and requesting additional logistic support. This will ultimately include PMS documentation, technical manual support, and allowance quantities for specific equipment(s). The success of this process naturally depends upon the reliable support of all shipboard maintenance personnel. The following illustration represents the SCLISIS data flow and ASI process.



5. SCLSI/ASI PROCESS.

a. Data is put into SCLSI using the 3M Up-Line reporting procedures. The data flow is from the ship to the TYCOM and then to the Central Data Exchange (CDE) located at Naval Sea Logistics Center (NAVSEALOGCEN). The CDE consolidates the configuration and logistics data and routes it to the appropriate Configuration Data Manager.

b. The CDM is solely responsible for the accuracy and maintenance of configuration data for a particular ship class. All data entries into the WSF/SCLSI databases are made by the CDM. The CDM conducts all necessary research on information submitted for database inclusion and then updates the SCLSI database as necessary.

c. As custodian of the SCLSI database, NAVICP processes transactions as directed by the CDM, calculates allowance changes and extracts related supply support information. All SCLSI database updates, whether initiated by the ship or the CDM, will result in generation of an output record being sent to the ship via the ASI process.

2215 ASI PROCEDURES

1. GENERAL. Once the activity downloads the ASI product from the RADWEB application, the 3M Coordinator and Leading Storekeeper must process the ASI.

2. PROCEDURES. In processing the ASI, the Supply Officer, 3M Coordinator, and Leading Storekeeper will meet to coordinate the proper processing of the ASI and associated reports. Each ship will perform the following:

a. Review requisition defaults in the SFM Constants File or the R-SUPPLY Requisitions/Offload Values in order to ensure that deficiency requisitions are properly coded and prepared in the correct format (see par. 6424).

b. Load and Process the ASI in accordance with the ASI Processing Guide.

2225 CROSS REFERENCE FILE UPDATES

As a part of the ASI process the SFM cross reference file (XRF) is updated automatically with new or superseded NSNs. The ships XRF is interactively updated through the SNAP II terminal when cross reference relationships are determined to exist between stock records.

2227 QUALITY ASSURANCE PROCESS (RECONCILING DISCREPANCIES)

1. GENERAL. With ASI processing, listings are produced which summarize SRF (allowance) and SEF (configuration) updates. Additional information regarding these reports are provided in the SPAWARSSYSCEN MDS On-line Users Manual. This data should be compared with the transaction ledger (stock record file (SRF) updates) run immediately after ASI processing and also with the SEF analysis report (configuration data). More information on the transaction ledger is contained in Appendix 25 .

2. Equipment File Analysis Report. The Equipment (EQU) File analysis report is an MDS subsystem report. This report, however, is critical for analyzing the automated COSAL update. Part A of the report is in APL sequence and includes the type, nomenclature, and equipment count for each APL. Also included in this section is a total count of APLs not in the COSAL file, and a percentage of APLs not in the COSAL. Part B of this report analyzes equipment APLs which are not contained in the SNAP II COSAL file (COS). Part C of this report provides an analysis of COSAL APLs which are not in the APL file. Additional details regarding the SEF analysis report are contained in the SNAP II MDS On-Line Users Manual. Once these corrective actions to update the EQU and APL are completed, COSAL deficiencies may be requisitioned. If major problems are discovered during this audit, the Supply Officer should contact the system coordinator and/or the 3M coordinator to initiate any required ASI corrective action.

Section III: IMPACT ON MANUAL METHODS**2237 MANUAL FALLBACK PROCEDURES DURING SYSTEM DOWNTIME**

During system downtime, the SEF summary report produced at the conclusion of ASI processing in conjunction with the Summary of Effective APLs/AELs (SOEAPL) produced from OMMS-NG, and a complete Stock Status Listing, (SFM Report 042/R-SUPPLY JSI216), will be used to provide supply support for the ship. Any information which will impact upon configuration management during system downtime, should be manually maintained until the system is operating and the updates to the appropriate automated files can be made. More information regarding SNAP II system fallback procedures is provided in par. 1527.

Part G: SHIPBOARD UNIFORM AUTOMATED DATA PROCESSING - REAL TIME (SUADPS-RT) FUNCTIONS

Section I: ALLOWANCE PROCESSING

2300 COORDINATED SHIPBOARD ALLOWANCE LIST (COSAL)

1. GENERAL. The COSAL process is the act of updating an activity's allowance items by either adding new COSAL records, deleting items no longer required, or changing the current allowance for items already established on the BMF. These changes are received from the Naval Inventory Control Point Mechanicsburg (NAVICP MECH) in tape medium and processed against the activity's BMF in accordance with subparagraph 2.

2. PROCEDURES. To process the tapes received from NAVICP MECH, the Process Allowance List Records Program must be used. This program may be accessed through the Update Material/Service Data Screen (SFS100) by selecting option seven. The update tapes will be processed through batch processing using the Batch Job File (BJF). New records will be established automatically, changes will be matched to the BMF and the applicable data elements will be updated. The following tapes may be received from NAVICP MECH:

a. Establish or Change BMF Allowance Records Tape. This tape will contain a record of each change (with COSAL indicator set) to the allowance quantity and a record for each new item. The data in the tape will be validated for configuration and compared with applicable validation tables. After the data is validated, the BMF or QCF will be searched for a corresponding NIIN record. If an item is identified by a manufacturer's part number, the PNF will be used to cross-reference the part number to a NIIN. Records that do not match will be recorded to the SSP; they will be listed by document identifier and will include an error message, stock number, current Julian date, current time, error code E, and card image with user's ID. This program will process depending on whether the change involves a BMF, QCF, or existing record that can be updated. Also, if a record must be built, the relationship between the change and the BMF/QCF allowance indicator, allowance quantity indicators, and allowance quantities will affect this process. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for allowance and load list tape processing.

b. Establish or Change BMF Record Data Tape. This tape contains the changes that will update the BMF. When completed, the appropriate APL, AEL, part number, and validation data changes will have been made to the COSAL. Refer to SUADPS-RT Support Procedures, Volume I, Chapter 2 for APL and APR update tape processing.

3. REVIEW AND ACTION. The effects of allowance processing on the BMF should be reviewed, comparing the SAMMA/SAL before COSAL processing to the SAMMA/SAL produced immediately after for items appearing on the exception list, the number of records added to or deleted from the COSAL allowance, and material in an offload condition. Additionally, automatic reorders (see par. 3800) should be generated to replenish stock for changed allowance ROs and newly established items.

2301 AVIATION CONSOLIDATED ALLOWANCE LIST (AVCAL) (USID C AND M ACTIVITIES ONLY)

1. GENERAL. Aeronautical material support allowances are established initially by AVCAL outfitting (see par. 2100) and subsequently updated through the AVCAL re-outfitting process (RE-AVCAL). The development of the AVCAL is a complex process and involves joint participation by the Naval Inventory Control Point Philadelphia (NAVICP PHIL), Type Commander, and the activity's supply and maintenance personnel. AVCALs will be reviewed and revised prior to each CV/CVN/LHA/LHD deployment and during complex overhauls or restricted availabilities. Marine Aviation Logistics Squadrons (MALS) AVCALs will be reviewed and revised in accordance with schedules determined by appropriate type and Fleet Marine Force commanders. Policy, procedures, responsibilities, guidelines, and other information pertinent to the AVCAL re-outfitting process are contained in NAVICPINST 4441.15 (series). In addition, Type Commander's instructions have been developed to assist activities in accomplishing the various tasks related to the RE-AVCAL process and performing quality assurance checks upon completion.

2302 LOAD LIST ALLOWANCES

1. GENERAL. Load list allowances (FILL, TARSSL, TLL) change as requirements and operating conditions change, as well as when revised allowance quantities are forwarded to each activity. TYCOM instructions provide the frequency and other conditions specifying when load list updating is required.

2. LOAD LIST AND SUPPLEMENTAL LOAD LIST TAPES. A number of tapes can be received depending on the activity's USID as follows:

- a. Navy Supply Information Systems Activity (formally FMSO) Load List (USID T activities),
- b. NAVSISA Supplemental Load List (TARSSL USID T),
- c. FILL Verification Tape (USID C, and T activities),
- d. FILL Tape (USID A).

3. PROCEDURES. When the load list tapes are received, the Load List Update Tape Processing Transaction Screen or the Incoming Batch Processing Transaction Screen can be utilized for SUADPS-RT processing (see the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2, and Appendix 20). In either case, the correct selection must be made from the Incoming Batch Processing Transaction Screen based on USID. SUADPS-RT validates a number of data fields and a transaction will suspend (SSP File) if validation fails. Suspense transaction processing is described in the SUADPS-RT Support Procedures Manual, Volume I, Chapter 2. Upon completion of processing, BMF load list quantities will reflect the quantity authorized on the input tape. Load list processing will affect the following categories on the BMF depending upon tape and transaction coding and BMF conditions:

- a. Range adds - initial allowances for new load list items;

Material Identification

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- b. Range deletes - items determined as no longer required for load list support;
- c. Depth increases - increases in authorized allowance quantities for current load list stock;
- d. Depth decreases - decreases in authorized allowance quantities for current load list stock;
- e. Verification item - tape and BMF load list allowance quantities are the same, no change to BMF record;
- f. Unauthorized items - items which have BMF load list allowance quantities which are not authorized for load list stock.

2303 MARINE AVIATION LOGISTICS SQUADRON (MALS) COSAL

1. GENERAL. The MALS COSAL (see par. 2099-5) is updated every three years. NAVICP MECH will forward a deck of Equipment/Component Validation Cards (NAVSUP Form 1311) to each MALS for validation against actual on-hand equipment. Each item will be validated against the applicable equipment and annotated with changes as required. A NAVSUP Form 1311 will be prepared for each equipment/contained in the deck received from NAVICP MECH. The annotated deck will be returned to NAVICP MECH in accordance with the date specified in the forwarding letter. NAVICP MECH will use the annotated NAVSUP Form 1311 cards to update the MALS COSAL and produce COSAL AID tapes. The tapes received from NAVICP MECH will be processed by the MALS as discussed in SUADPS-RT Support Procedures Manual, Volume I, Chapter 2 and par. 2300 of this manual. Additional information concerning the processing of COSAL aids received from NAVICP MECH is contained in the USMC Aviation Supply Desk Top Procedures (ASDTP).

2304 SUPPLY PROCESSING DURING INTEGRATED LOGISTICS OVERHAUL (ILO)

- 1. GENERAL. The steps taken prior to entering a yard period are critical to the overall success of the overhaul. Specific instructions are provided by NAVSEA Publication SL105-AA-PRO-060 and appropriate Type Commander instructions. For outfitting of newly constructed ships refer to NAVSUPINST 5450.109. ILO periods can range from a few months to years and are conducted at various overhaul sites in the United States and abroad. During the life cycle of a ship, it will normally go through multiple ILO periods. ILOs include the following processes:
- a. Ensuring that the ship's true configuration is supported in its respective allowance (i.e., COSAL, AVCAL, and Load),
 - b. Ensuring stock levels meet new COSAL, AVCAL, or Load requirements,
 - c. Ensuring the ship's supply operational readiness.

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