MCO 4400.177G
ASL
29 JUL 2014

MARINE CORPS ORDER 4400.177G

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES WITH CONTINUOUS
      PROCESS IMPROVEMENT (SHORT TITLE: ASDTP w/ CPI)

Ref: (a) MCO 5215.1K
      (b) SECNAV M-5210.2
      (c) SECNAV M-5210.1
      (d) SECNAV M-5216.5
      (e) SECNAVINST 5211.5E
      (f) NAVSO P-3013-1
      (g) NAVAIR 00-35QH-2
      (h) NAVSO P-3013-2
      (i) ASKIT User's Manual (NOTAL)
      (j) NAVSUPINST 4200.99B
      (k) 18 U.S.C. 287
      (l) 10 U.S.C 932
      (m) NAVSUP P-732 (NOTAL)
      (n) COMNAVAIRFORINST 4440.2
      (o) NAVICPINST 4441.1C
      (p) MARFORPACO 4790.15 (NOTAL)
      (q) COMNAVAIRPACINST 4790.21F (NOTAL)
      (r) COMNAVAIRLANTINST 4790.20F
      (s) OPNAVINST 5239.1C
      (t) MCO 13670.1C
      (u) NALCOMIS Security Plan (NOTAL)
      (v) MCO 2020.1
      (w) NAVSUP P-485
      (x) SECNAVINST 5510.36A
      (y) NAVICPINST 4440.450
      (z) NAVSUP P-723
      (aa) DOD 4500.9-R, "Defense Transportation Regulation Part
           II Cargo Movement," November 2004
      (ab) SECNAVINST 4855.5B
      (ac) COMNAVAIRFORINST 4790.2B
      (ad) NAVSUP P-700
      (ae) MIL-HDBK-263B (NOTAL)
      (af) MIL-STD-1686C
      (ag) NAVAIR 01-1A-23
      (ah) NAVSUP P-484
      (ai) DLAR 4140.55
      (aj) NAVSUPINST 4440.179
      (ak) MCO 3125.1B
      (al) DOD FMR 7000.14-R

(am) NAVAIR 17-600-193-6-2
(an) MIL-HDBK-773A
(ao) NAVAIR 00-25-100
(ap) NAVICPINST 4441.170
(aq) NAVSUPINST 4423.19 (NOTAL)
(ar) NAVICPINST 4235.36 (NOTAL)
(as) MCO 1510.74A
(at) NAVMASSO DAP Manual (NOTAL)
(au) COMNAVAIRLANTINST 7310.1W
(av) OPNAVINST 4790.15E
(aw) SECNAVINST 4855.3B
(ax) SECNAVINST 4855.5B
(ay) DLAR 4155.28
(az) DOD 4140.27-M, "Shelf-Life Management Manual," May 5, 2003
(ba) DLAD 4155.37
(bb) DOD 4000.25-1-S1, "MILSTRIP Routing Identifier and Distribution Codes," April 28, 2004
(bc) DOD 4100.39-M, "Federal Logistics Information System (FLIS) Procedures Manual," January 2009
(bd) TM 3125-OI/1 TBA Manual
(be) SECNAVINST 5500.4G
(bf) DoD 5400.11-R Department of Defense Privacy Program

Encl: (1) Aviation Supply Organization Chart
       (2) Marine Corps Aviation Supply Desk-top Procedures
       (3) Appendix

1. <u>Situation</u>. This Manual revises the standardized supply procedures for use by aviation supply personnel within a Marine Aviation Logistics Squadron (MALS) Aviation Supply Department (ASD)per references (a) through (bf).

2. <u>Cancellation</u>. MCO 4400.177F.

3. <u>Mission</u>. This Order provides the standardized procedures and policy for the daily function of aviation supply operations. Implementation of the procedures by all MALS is mandatory to ensure standardization. Policy and procedural guidance is contained in enclosures (1) through (3).

4. <u>Execution</u>

    a. <u>Commander's Intent and Concept of Operations</u>

        (1) <u>Commander's Intent</u>. The ASDs will be standardized across the Marine Corps in the conduct of aviation supply operations and use of continuous process improvement (CPI) tools. Sustained focus on Continous Process Inmprovement CPI initiatives will improve an Aviation Supply Department's ability to provide aviation logistics support and increase aircraft readiness. All ASDs throughout the Marine Corps will use CPI tools to the greatest extent possible.

        (2) <u>Concept of Operations</u>

            (a) This Manual provides procedures for the procurement, receipt, expenditure, inventory and financial management of materials and services by all MALS utilizing the Relational Supply (R-Supply) and the Optimized Naval Aviation Logistics Command Management Information System (OPT-NALCOMIS).

            (b) This Order contains numerous revisions and should be reviewed in its entirety.

(c) This Order will be updated periodically to keep it current and viable; however, deviations may be requested for unique local situations when they occur.

(d) All interim approvals for ASDTP procedural deviations will ultimately be reviewed at the ASDTP Review Conference.

(e) The policies and procedures in this Manual apply to all MALS Commanders, to all Aviation Supply Officers (AvnSupOs) and officers in charge in an ASD and to HMX-1.

(f) Any deviation from the instructions in this Manual must be authorized by Headquarters, United States Marine Corps Aviation Logistics Support (ASL).

(g) Changes to this Manual will follow instructions in MCO P5215.1, Marine Corps Directives System. Changes will be recorded on the Record of Changes page provided for that purpose.

(h) All references pertaining to listings/reports/files may be maintained as either electronic or hard copy files, except those that require annotation or signature. Those requiring annotation or signature must be maintained as hard copy.

(3) Organization

(a) This Order is organized into chapters identified by an Arabic numeral as listed in the overall contents.

(b) Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section; the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number (e.g., 3101.3a(2), refers to chapter 3, section 1, general major paragraph number 01, subparagraph 3a(2)).

(c) Pages are numbered in separate series by chapter number, with the chapter number preceding each page number, (e.g., the fourth page of chapter 2 is shown as 2-4).

b. Subordinate and Element Missions

(1) ASL shall be responsible for the accuracy, currency, modification, and distribution of this Manual.
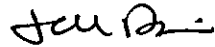
(2) MALS Commanders and AvnSupOs shall be responsible for the timely entry of changes and the physical maintenance of copies of this Manual.

5. Administration and Logistics. Recommendations concerning the contents of this Manual will be forwarded to the Commandant of the Marine Corps (ASL-31) via the appropriate chain of command. Records created as a result of this Order shall be managed according to National Archives and Records Administration approved dispositions per reference (c) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

6. <u>Command and Signal</u>

   a. <u>Command</u>. This Order is applicable to the Marine Corps Total Force.

   b. <u>Signal</u>. This Order is effective the date signed.

J.M. DAVIS
Deputy Commandant
for Aviation

DISTRIBUTION: PCN 10205250100

LOCATOR SHEET

Subj: MARINE CORPS AVIATION SUPPLY DESK-TOP PROCEDURES WITH CONTINUOUS
PROCESS IMPROVEMENT (SHORT TITLE: ASDTP W/ CPI)

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

TABLE OF CONTENTS

Appendix

Aviation Supply Department (ASD)

Supply Personnel and Administration Division (SPAD)

Supply Accounting Division (SAD)
- Squadron Accounting Branch (SAB)
- Aviation Operations Maintenance Branch (AOMB)
- Navy Working Capital Fund Branch (NWCFB)

Supply Management Division (SMD)
- Audit Branch (AB)
- MALSP Support Branch (MSB)
- Database Administration Branch (DBAB)

Repairables Management Division (RMD)
- Repairables Control Branch (RCB)
- Repairables Delivery Branch (RDB)
- Repairables Storage Branch (RSB)
- Awaiting Parts Branch (AWP)
- Supply Shipping Branch (SSB)

Supply Response Division (SRD)
- Technical Research Branch (TRB)
- Expeditor Reconciliation Branch (ERB)

Consumables Management Division (CMD)
- Supply Receiving Branch (SRB)
- Consumables Delivery Branch (CDB)
- Consumables Control Branch (CCB)
- Pre-Expended Branch (PEB)
- Consumables Storage Branch (CSB)
  - Consumables Issue Section (CIS)
  - Consumables Storage Section (CSS)

Squadron Support Division (SSD)
- Customer Assistance Branch (CAB)
- Custody Records Branch (CRB)

Chapter 1

Supply Personnel and Administrative Division (SPAD)

Chapter 1

Supply Personnel and Administrative Division (SPAD)

1000. Functions

1. SPAD is responsible for the administrative control of all personnel assigned. Personnel within the division perform clerical functions and maintain the master files for messages, orders, correspondence and directives for the Aviation Supply Department (ASD).

1001. General

1. Duties

        (1) SPAD will maintain the following files and logs per the applicable SSIC as contained in reference (c):

        (2) Current command Billet Identification Code (BIC) tables of for the MALS and squadrons assigned to the Marine Air Group (MAG).

        (3) ASD Personnel Board.

        (4) ASD Personnel File.

        (5) Correspondence File.

        (6) Completed Message File.

        (7) Individual CPI Training Files.

    a. PAD will review and publish the Morning Report via Marine Online (MOL).

    b. Maintain and publish the ASD Recall Roster.

    c. Record division assignment of incoming enlisted personnel as directed by the Aviation Supply Chief (AvnSupChf).

    d. Record division assignment of incoming officer personnel as directed by the AvnSupO.

    e. Provide clerical assistance for the ASD as directed by the AvnSupO/Assistant Aviation Supply Officer (AAvnSupo)/AvnSupChf.

    f. Maintain and distribute copies of correspondence, directives, instructions, notices and applicable changes to the appropriate divisions.

    g. Post incoming messages to the Daily Message Board via electronic or hard copy.

    h. Maintain an ASD Distribution File.

    i. Maintain an Administrative Reports Control System.

    j. Maintain and submit required reports/schedules.

        (1) Command Chronology.

(2) Training Reports/Schedules (green-side).

(3) Wing Personnel Status Report.

(4) Local command requirements.

(5) Defense Readiness Reporting System Marine Corps (DRRS-MC)

    k. Maintain a File For Authority/Appointment Letters/Messages.

    l. Maintain direct liaison with the MALS CPI Office.

1002. <u>Procedures</u>

1. <u>Maintain the Current MALS/Squadron BICs</u>. The Master Copy of the current MALS and applicable squadron BICss will be maintained on file in SPAD. Ensure current MALS supply personnel numbers are reflected in Figure 1-2 at the end of this chapter.

2. <u>Maintain an ASD Personnel Board</u>. The ASD Personnel Board will be organized as shown in the current ASD Organization Chart shown in Page V. The Table of Organiation T/O number for the MALS ASD will be shown on top of the board. Personnel will be shown by division with the rank/grade, last name, initials, MOS, Billet Identification Code (BIC), and status (TAD, UA, Due Out, Details, Leave, etc.) of each individual.

3. <u>ASD Personnel File and Recall Roster</u>

    a. In accordance with reference (bf), SPAD will ensure Personally Identifying Information (PII) is safeguarded from unauthorized release. PII is defined as any information about an individual which can be used to identify a person uniquely and reliably, including but not limited to name, address, telephone number, email address, biometrics, date of birth, race, religious affiliation, etc.

    b. SPAD will ensure files containing PII data stored on a network shared drive, removable storage device, CD-ROM, DVD or laptop are encrypted and password protected. Manual records and printed documents will be marked "For Official Use Only" and maintained in a secure location when not in use. In accordance with references (c) and (e), documents no longer required will be destroyed by shredding. Under no circumstances will documents containing PII data be placed in recycling bins or trash.

    c. <u>ASD Personnel File</u>. SPAD will maintain the ASD Personnel File. This file may be either manual or mechanized and will consist of the information listed below.

(1) Full Name.

(2) Grade.

(3) Electronic Data Interchange Personal Identifier (EDIPI).

(4) Military Occupational Specialty (MOS).

(5) Billet Assigned.

(6) Date Joined.

(7) End of Active Service (EAS).

(8) Date of Rank (DOR).

(9) Date of Birth (DOB).

(10) Over Seas Control Date (OSCD).

(11) Security Clearance.

(12) Security Access.

(13) Recall Address.

(14) Recall Phone.

(15) Duty Section.

(16) History of Details.

(17) CPI Training File.

(a) Job Qualification Requirements (JQR) Checklist.

(b) Copies of Navy Knowledge Online (NKO) Certificates.

(c) CPI Classroom Instruction Certificates/Event Participation Certificates.

(18) Other Data Locally Required.

d. Publish the ASD Recall Roster. Monthly, SPAD will publish a recall roster for the ASD. This roster will contain the name, rank/grade, address, phone number and duty section of all ASD personnel.

4. Maintain the ASD Correspondence Files. Correspondence Files will be maintained in accordance with instructions contained in references (b) and (c). SPAD is the ASD's central repository for all internal and external policies and guidance. Original copies will be maintained in SPAD.

5. Maintain a Completed Message File. SPAD will maintain an electronic or hard copy Completed Message File for the ASD. This file will be separated by Action, Info and Has Been Sent (HBS) Messages. This file will be maintained per reference (c).

6. SPAD will review and publish the Morning Report via MOL. SPAD will review the Morning Report each morning via MOL to ensure all personnel are accounted for. If MOL is not available, SPAD will review, receive, consolidate and submit the ASD Morning Report. This consolidated report will be submitted to the MALS S-1 in the format/time required.

7. Coordinate the administrative process for personnel going PCS, TAD, PTAD, FAP or on leave. SPAD will coordinate with the MALS S-1 to ensure leave papers, PCS, TAD, PTAD and FAP orders are processed and typed in a timely manner. If leave requests are submitted using MOL via the chain of command, SPAD will not be involved in the process.

8. Record division assignment of incoming personal as directed by the AvnSupO/AvnSupChf. SPAD will ensure all incoming personnel report to the AvnSupO/AvnSupChf for division assignment. Additionally, SPAD will ensure all personnel records reflect up-to-date division assignment.

9. Submit training reports/schedules to MALS S-3 as required. SPAD will submit locally required training reports and schedules to the MALS S-3.

10. Provide clerical assistance for the ASD as directed by the AvnSupO/AAvnSupo/AvnSupChf. SPAD will provide clerical assistance for the ASD as directed by the AvnSupO/AAvnSupo/AvnSupChf and distribute it in the appropriate distribution boxes ensuring compliance with reference (d).

11. Distribute copies of correspondence, directives, manuals and applicable changes to appropriate divisions.

    a. Appendix AA lists publications, orders and instructions pertinent to the operation and management of the ASD and web sites addresses for obtaining these documents.

    b. SPAD will distribute all incoming correspondence and directives. This distribution will be accomplished by providing incoming material to the appropriate divisions and obtaining the signature of the division Officer In Charge (OIC) or Staff Non Commissioned Officer In Charge (SNCOIC).

    c. SPAD will maintain a Master Directive File of all applicable orders, instructions, notices, bulletins and manuals to include those available on CD-ROM or available electronically.

    d. Directives will be separated by issuing activity and filed by instruction number, in ascending sequence.

    e. Each command/activity's website issuing orders or instructions will periodically be reviewed to ensure the instructions/orders are current, or utilize a mechanized program called the Publication Library Management System (PLMS). PLMS can be downloaded at www.usmc.mil. This checklist and program will be utilized to ensure files are current and all needed orders are on hand or on order. Quarterly, SPAD will review all bulletins and notices for self-cancellation dates and remove outdated material.

12. Post incoming messages to the Daily Message Board. Using an electronic or hard copy message distribution processing system, SPAD will identify and distribute/post all Action, Information and HBS Messages received by the ASD for the individual division OIC/SNCOICs. Each division OIC/SNCOIC is responsible for reviewing messages/correspondence distributed each day and ensuring appropriate action is taken. Annotations denoting action taken can be made in the message distribution processing system.

13. Maintain an ASD Distribution File. This file will consist of boxes labeled for each division to assist in the orderly distribution of correspondence, messages, etc.

14. Maintain an Administrative Reports Control System. SPAD will maintain an Administrative Reports Control System for the ASD. The format is shown in Figure 1-1. This requirement may be mechanized as long as all information shown in figure 1-1 is available and allows for effective reports control.

15. <u>Maintain and submit required administrative reports/schedules</u>. SPAD will maintain and submit any/all ASD required administrative reports/schedules (i.e., Command Chronology, green side training reports, Wing Personnel Status Reports, local command requirements and those designated by the AvnSupo/AAvnSupo/AvnSupChf).

16. <u>Maintain a File for Authority/Appointment Letters/Messages</u>. At a minimum per reference (w), volume 1, paragraph 1188), this file will contain all letters/messages of authority/appointment pertinent to ASD operations (i.e., Current Letter of Acceptance, Authorization to Expend Funds, Designation as Accountable Officer for Supply System Stock Surveys, Authorization to Review/Approve SERVMART Requests, Authorization to Approve Open Purchase Requests and Authorization to Sign Official Correspondence "By Direction").

17. <u>Maintain ASD CPI Core Competency Team</u>. ASD is required to maintain a Core Competency Team of qualified CPI Green Belt and Theory of Constraints (TOC) Experts. The Core Competency Team shall be equivalent to two certified CPI Green Belts/TOC experts for the ASD. Once assigned, certifications must be achieved within 12 months. SPAD will also ensure basic indoctrination training for the entire ASD to include 100% of personnel to be Yellow Belt trained within 90 days of check-in.

18. <u>Maintain direct liaison with the MALS CPI Office</u>. SPAD will coordinate with the MALS CPI Office on such functions as:

    a. Coordination of assignments to CPI events.

    b. Assignment to CPI-related school seats.

Aviation Supply Department Administrative Reports Control System					
Report Title	Reference	Frequency	Due	Submit To	Responsible Division/Branch

Figure 1-1.--Format for Administrative Reports Control Board.

Table of Organization--Officers:

SUMMARY	MAJ	CAPT	LT	CWO/W0	TOTAL
MOS	6602	6602	6002	6604	*****
BIC AUTH:					
S/G AUTH:					
O/H					
+/-					

Table of Organization--Enlisted:

SUMMARY	MGYSGT	MSGT	GYSGT	SSGT	E5	E4	E3-E1	TOTAL
MOS	6672	6672	6672	6672	6672	6672	6672	*****
BIC AUTH:								
S/G AUTH:								
O/H								
+/-								

FAP/SAP/GAP

a. Total personnel assigned to MALS*   _____

b. Total quotas assigned to MALS*   _____

c. Total personnel assigned to Supply   _____

d. Total quotas assigned to Supply*   _____

e. Supply % of MALS personnel**_____% Fair Share   _____

   *Obtain from MALS S-1
   **Divide "C" by "A" and multiply by 100

Figure 1-2.--Format for Table of Organization Chart.

Chapter 2

Supply Accounting Division (SAD)

Chapter 2

Supply Accounting Division (SAD)

200. Organization. The Supply Accounting Division (SAD) is organized as follows and as illustrated in Figure 2-1:

1. Squadron Accounting Branch (SAB)

2. Aviation Operations Maintenance Branch (AOMB)

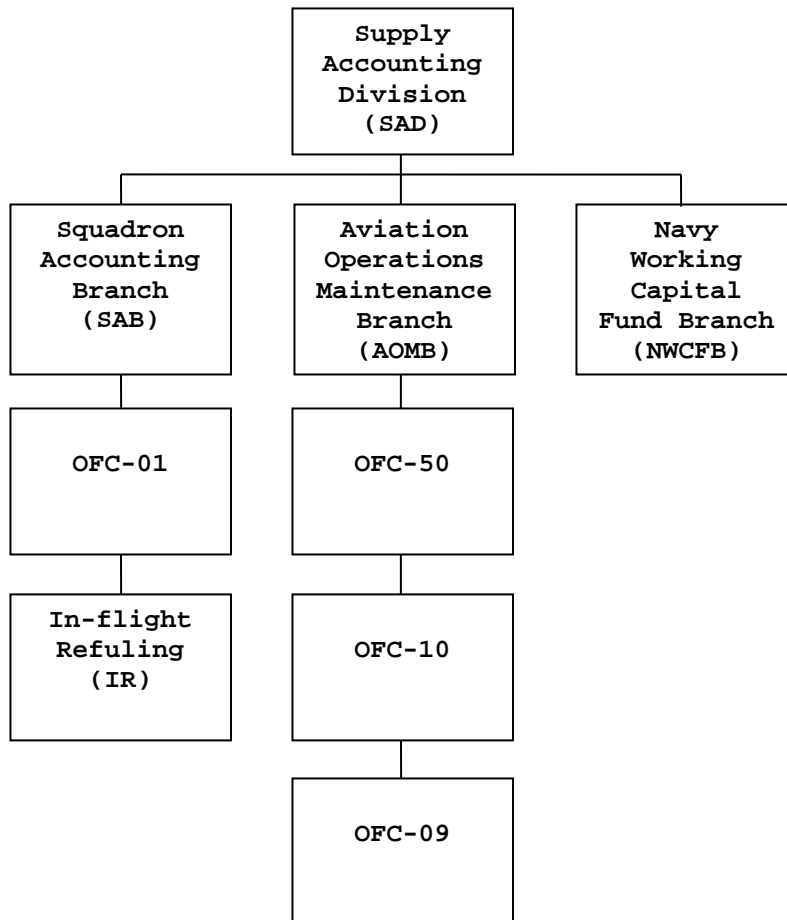3. Navy Working Capital Fund Branch (NWCFB)

Figure 2-1.--SAD Organization Chart.

2001. <u>Functions</u>

1. SAD is responsible for all tasks related to maintaining and reporting the financial accounts granted to the ASD. In those instances where more than one branch is tasked with maintaining the same file, a central filing system will be utilized.

Note: BP-28 is a financial account; however, it is managed and monitored by the unit's respective Marine Forces (MARFORs) since the funds are granted by Naval Supply Systems Command (NAVSUP). SMD ensures the grants are established, goals are met and balances are reported up line.

2. The division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient by using the available tools provided in appendix X. The division OIC/SNCOIC will:

    a. Ensure personnel attend divisional technical training at a minimum of three times a month.

    b. Ensure personnel attend departmental technical training once a month.

    c. Validate and sign technical training lesson plans prior to conducting training in accordance with appendix X.

    d. Ensure all applicable paper work as outlined in chapter 3, paragraph 3101.11 is turned into SMD Audit Branch (AB).

    e. Lesson Plans signed by OIC/SNCOIC, attendance rosters, tests and a copy of the monthly technical training schedule will be retained for one year.

3. The division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities.

4. The division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

5. The division OIC/SNCOIC will ensure all documents and/or computerized files containing PII data are maintained and disposed of in accordance with chapter 1, paragraph 1002.3.

6. The OIC/SNCOIC will be held accountable for the timely submission and accuracy of all financial reports. Therefore, the OIC/SNCOIC will be the only authorized personnel to submit all financial reports and listings to the chain of command. Corrected Budget OPTAR Reports (BOR) are sometimes necessary due to flight hour changes, but corrected BORs for administrative errors will not exceed 5% of the total original closeout BORs submitted thus far for the fiscal year.

7. The division OIC/SNCOIC will ensure SAD clerks have access to Aviation Storekeeper Information Tracking System Web (ASKITWEB), R-SUPPLY, NALCOMIS, Wide Area Work Flow (WAWF), Marine Sierra Hotel Readiness Program (M-SHARP), Purchase (PR) Builder, Aircraft Inventory and Readiness Reporting System (AIRRS), OneTouch, DOD-EMALL, Aviation Into-Plane Reimbursement (AIR) Card Website and the Fuel Enterprise System/Fuel Automated System (FES/FAS).

Additionally, the OIC/SNCOIC will have access to Standard Accounting and Reporting System – Field Level (STARS-FL).

8. The division OIC/SNCOIC will ensure the AIR Card Statements of Understanding (SOU) and AIR Card Training Certificates are properly received from all pilots and aircrew. Current rosters of all pilots and aircrew will be maintained by the OIC/SNCOIC.

9. The division OIC/SNCOIC will be able to audit the local form used to submit the current Status Of Funds (SOF) and will ensure no Fund Code has a negative balance without authorization.

10. The division OIC/SNCOIC will review and annotate listings containing all estimated fuel documents and defuel transactions.

Chapter 2

Section 1: Squadron Accounting Branch (SAB)

2100. <u>General</u>. SAB is responsible for maintaining and reporting OFC-01 and In-Flight Refueling Funds allocated to the ASD. SAB is divided by Operating Target (OPTAR) (as illustrated in figure 2-1):

1. OFC-01 – Aviation Flight Equipment and Fuel Mechanized.

2. In-flight Refueling Coordinator (applies to refueling squadron only).

Chapter 2

Section 1: Squadron Accounting Branch (SAB)

PART A: OPTAR Functional Category-01 (OFC-01)

2110. <u>General</u>

1. <u>Responsibilities</u>. SAB OFC-01 will utilize mechanized accounting procedures using the Aviation Storekeeper Information Tracking (ASKIT) Web System to maintain and report OFC-01 expenditures, grants and flight hours as promulgated in this section. Funds allocated as OFC-01 are for the support of Flight Operations (FLTOPS). Authorized use of OFC-01 funds is outlined in reference (f) in conjunction with Type Commander (TYCOM) directives.

2. <u>Duties</u>.

    a. SAB will perform the following duties:

        (1) Manage flight equipment requisitions.

        (2) Review and process non-standard procurement requests.

        (3) Review and follow-up on requisitions in the Pending Data Entry File (PDEF).

        (4) Receive, validate and process fuel charges.

        (5) Receive and process AIR Card charges.

        (6) Prepare, review and submit Transmittal Letters (TL).

        (7) Receive and post flight hours.

        (8) Prepare, review and submit a Status of Funds (SOF).

        (9) Prepare, manage and inventory flight packets.

        (10) Reconcile Non-Fuel Requisitions.

        (11) Process Financial Support Listings.

        (12) Perform Financial Integrity Verification.

        (13) Receive, post, and report OPTAR Grants.

        (14) Prepare, review and submit Budget OPTAR Reports.

        (15) Perform Material Obligation Validation (MOV) responses.

    b. SAB will maintain the following files:

        (1) Financial Files.

        (2) Requisition Files.

        (3) Flight Packet Files.

Duty	Frequency	Reference
1. Manage Non-Fuel Requisitions	Daily	2111.1
2. Load Status to ASKITWEB	Daily	2111.1c
3. Review and Process Non-Standard Procurement Requests	Daily	2111.2
4. Review and Follow-up on Requisitions in the Bearer Suspense File (BSF)	Daily	2111.3
5. Receive, Validate and Process Fuel Charges	Daily	2111.4
6. Receive and Process AIR Card Charges	Weekly	2111.5
7. Prepare, Review and Submit TLs	Weekly	2111.7
8. Receive and Post Flight Hours	Weekly	2111.10
9. Prepare, Manage and Inventory Flight Packets	Weekly	2111.9
10. Prepare, Review and Submit a SOFs	Weekly	2111.8
11. Reconcile Non-Fuel Requisitions	Monthly	2111.11
12. Process Follow-ups	Monthly	2111.11a
13. Process Financial Support Listings	Monthly	2111.12
14. Perform Financial Integrity Verification	Monthly	2111.13
15. Receive, Post and Report OPTAR Grants	Monthly	2111.14
16. Prepare, Review and Submit Budget OPTAR Reports	Monthly	2111.15
17. Perform MOV Responses	Quarterly	2111.16

Figure 2-2.--SAB Duty Schedule.

2111. Procedures

1. Manage Flight Equipment Requisitions. Personnel designated as naval aviators, naval flight officers, naval flight surgeons (while in a flying status), naval aviation operators or student pilot personnel under orders to basic flight training are eligible to receive articles of flight clothing and flight operational equipment as authorized in reference (g). SAB will receive requests from customers of supported squadrons, MAGs and MAWs ensuring only authorized personnel are issued flight clothing and flight operational equipment. Specific procedures for processing flight equipment can be found in the ASKITWEB System Manual or Help Option. Source documents will be maintained per reference (c) as appropriate. There are two types of flight equipment requirements the customer may have:

a. <u>Personal Issue</u>. A Personal Issue is when the issue of flight equipment affects an individual's custody status. The customer will present their Naval Air Training and Operating Procedures Standardization (NATOPS) Flight Jacket at the time of request. SAB will review the flight orders to determine if the customer is permanent issue or temporary issue. Entries shall be made in the Record of Flight Equipment Issues (OPNAV 3760/32BB) for all initial and replacement personal issues. Any flight equipment requests presented by the squadron for initial issue which should have been obtained from previous training commands will require a hard copy of the naval message sent to the previous command informing them of the material shortfall. Temporary issue personnel receive their flight equipment on a sub-custody basis from their unit's Flight Equipment Pool. They must return this flight equipment to the local flight equipment pool upon permanent change of squadron or flight status.

b. <u>Pool Issue</u>. The purpose of the Flight Equipment Pool is for emergency replacement of Non-RFI items, enlisted crew members not assigned permanent flight status and for one-time issue for flights as authorized by local commanders. All pool requirements will be routed through the Custody Records Branch (CRB) within the Squadron Support Division (SSD). CRB will determine and/or validate what the authorized allowances are according to reference (g) and whether ample on hand quantities exist as cited by current inventories. Once approved by CRB, the SAB will assign funding to the requisition.

(1) Routine requisitions will be processed using a pre-post scenario. When it is known material is not available for issue and the document must be passed off station, the MILSTRIP Box Window will be checked vice the 1348 Box. This will build a record in the PENDING MILSTRIP File. When the MILSTRIP Option is used, a requisition record is built and the supply system A0_ is generated.

c. <u>Process Status for Flight Equipment Requisitions</u>. SAB will receive electronic status files for squadron flight equipment requests from the SAA which are downloaded from Requisition Status Management System (RSMS) on a daily basis. These status files will be electronically processed daily into ASKITWEB for each applicable squadron. In addition, SAB will obtain up to date status records from internet sources (One Touch Support, etc.) for outstanding flight equipment requisitions which will be loaded to ASKITWEB manually in accordance with Appendix S. Specific ASKITWEB procedures for loading status electronically and manually can be found in the ASKITWEB System Manual or Help Option.

d. <u>File Signed 1348s in the Completed Transaction File (CTF)</u>. Daily, SAB will ensure all signed 1348s and OPNAV 4790/11s for flight equipment completed non-fuel requisitions are filed. These can be filed manually in document number sequence or electronically if a Fleet Image Management System (FIMS) is used.

2. <u>Review and Process Non-Standard Procurements</u>. SAB will receive squadron requests from SSD for AOM administrative supplies and applicable procurements. SSD will make a determination on the proper payment method based on the material/services being requested and the amount. The purchase card shall be used to buy and/or pay for all authorized requirements under the micro-purchase threshold.

a. <u>Establish Block Funding Documents.</u> SAB will establish block funding documents for the purpose of reducing the cost to the Government for individual line item expenditures incurred during a billing cycle. Personnel will obligate funds in ASKITWEB using a single document number established as a C9999 Continuing Services Type Transaction. These block funding documents will be used for the billing of non-standard procurements under the micro-purchase threshold. See the ASKIT Manual for specific C9999 processing procedures. Enter in the Original Price Field a value which will be sufficient to capture the estimated cost chargeable to cover a three month period. Additionally, enter remarks which will assist you in identifying the purpose of the block funding document. SAB will establish an individual non-fuel requisition for each purchase made through contracting.

b. <u>Receive Review and Process Requests.</u> SAB will receive non-standard procurement requests from SSD. After screening the request to ensure items/services are within the scope of an OFC-01 requirement, determine which document number and Line of Accounting (LOA) will be assigned to the request. It is paramount to ensure the <u>EXACT DOCUMENT NUMBER AND LOA</u> of the obligation document is assigned to the request; then forward it to the SAD OIC/SNCOIC for signature. Place a copy of the signed request in the BSF and return the original to the SSD. The customer has 72 hours to return a signed receipt to SAD.

(1) Upon return of the non-standard procurement, SSD will review the receipt to ensure all charges are within the scope of the request and only those items specifically authorized for purchase have been made. Those items not authorized for purchase will be retained and efforts to effect a turn-in and credit will be made. SAB will also validate the receipt and ensure all items are authorized using the BSF copy as a reference point. Discard the BSF copy, review the invoice price and enter ASKITWEB and Standard Accounting and Reporting System – Field Level (STARS-FL) to determine if sufficient funds are available. If not, then process an amendment to the document in ASKITWEB, adding sufficient funds (contingent upon grant authorization). After adding the amendment, post the charge for the amount of the returned receipt documentation.

(2) This will reduce the availability of funds for that document thus providing an accurate availability of funds. Place a copy of the receipt documentation in the CTF and return the original copies to SSD for filing in the purchase card holder/contracting file.

3. <u>Review and Follow-Up on Requisitions in the BSF</u>. Administrative supplies received will be held in the BSF until the receipts are returned. The customer has 72 hours to return the receipt. Daily, SAB will review the BSF and follow-up with the customer to ensure they meet this requirement. Administrative Supply Requests should not sit in this file more than 72 hours unless extenuating circumstances have been documented.

4. <u>Receive and Process Fuel Charges</u>. Accuracy in reporting fuel charges is essential for the management of the Flying Hour Program (FHP). SAB will make the effort to collect as many fuel receipts as possible. Flight packet training will be provided to the squadrons every six months at which point the importance of pilots turning in fuel receipts will be emphasized. The squadron Flight Packet Responsible Officer (RO) will designate a fuel chit drop-off for the pilots upon completion of flights and collect them on a daily basis. SAB will reconcile with the RO at least weekly and pick up all fuel receipts. Also on a weekly basis, these fuel receipts will be

reconciled and matched to their corresponding financial transactions found on the FES. After validation, FES charges will be processed in ASKITWEB. Detailed instructions for processing FES fuel charges are contained in Appendix P.

    a. <u>Processing In-flight Refueling Transactions</u>. The Parent MALS of tanker squadrons routinely submit Naval Messages to non-supported squadrons of other MALS which have received in-flight refueling as explained in Part B.

    b. The receiving MALS SAD must use the Naval Message to reconcile In-flight refueling charges found on the FES.

5. <u>Receive and Process Aviation Into-Plane Reimbursement Card (AIR Card) Non-Fuel Charges</u>. The AIR Card is the preferred method of payment for aviation fuel purchases and flight line services. The SAD OIC/SNCOIC will be appointed as the AIR Card Approving Officer/Certifying Officer (AO/CO). This appointee will complete an Accountable Official Nomination Form and DD Form 577 (both found on the Consolidated Card Program Management Division Website) authorizing them to certify invoices. A copy of these forms will be sent to Defense Finance and Accounting Service (DFAS) and Defense Energy Support Center (DESC). Payments are accomplished through a split billing process. Fuel purchases with the AIR Card are certified by DESC-RRF and then they send the inter-fund bills to DFAS for payment. AIR Card Non-Fuel Purchases (flight line services) are certified by the ACO using a prompt payment certification form which is sent to DFAS for payment. SAB will obligate funds in ASKITWEB on a 7F requisition for each separate AIR Card invoice using a document series which matches the last four digits of the billing reference number.

6. <u>Certify Non-Fuel AIR Card Invoices and File</u>. The AIR Card invoices are available on the AIRSEACARD Website which the ACO will have to register for. Weekly, the ACO will download the AIR Card Invoice Report which will be used to ensure all invoices are processed for prompt payment. Ensure the receipt, invoice, prompt payment certification form/WAWF and all supporting documentation are filed in the AIR Card Certification File for six years and three months. Refer to Appendix V for detailed instructions on certifying AIR card invoices.

7. <u>Prepare, Review and Submit Transmittal Letters (TL)</u>. The TL is an official listing of obligations (DI Z0A) and cancellations (X0A) which require weekly submission to the TYCOM's official accounting system STARS-FL.

    a. <u>Preparing the TL</u>. SAB will prepare the TL electronically in ASKITWEB. Refer to the ASKITWEB System Manual or Help Option for specific procedures on TL processing. TLs will be prepared in accordance with the TL due dates established by the TYCOM and provided in the Fiscal Year Guidance Message. It is important to maintain continuity of TL numbers, meaning all operating units are on the same TL number at the same time. For this reason the current direction is an OFC-01 TL will be prepared whether there are transactions or not. Refer to TYCOM guidance for future direction on this issue.

    b. <u>Reviewing TLs</u>. Prior to submitting the TL, it must be reviewed and signed by the SAD OIC/SNCOIC. Things to consider when reviewing the TL are: excessive Z0A/X0As, excessive quantities, excessive prices, valid Fund Code

(7F), document series should run in sequence in most cases and TL numbers should be in sequence from the last TL submitted.

c. Submitting TLs. After reviewing the TL, it will be submitted using the WEBSALTS (URL) System; however, TYCOMs may prescribe other methods of submission when appropriate. Refer to the ASKITWEB System Manual or Help Option for specific procedures on submitting TLs via WEBSALTS. The signed and submitted TL will then be placed in the TL File. Because ASKITWEB is a web-based program, it's possible the system may be unavailable on the TYCOM TL due date. If the TL cannot be submitted on the scheduled due date, SAB will follow one of the following procedures.

(1) If ASKITWEB is down for any period, it is permissible to prepare and submit a TL as soon as the system returns to operating condition. The TYCOM should be notified by an electronic means that the TL will be forthcoming (preferred method is via Naval Message). Prepare and submit the next TL on its scheduled date.

(2) Units anticipating it will be unable to transmit on the scheduled date should prepare and submit a TL in advance of the due date. Advance TLs should be prepared as close as possible to the original due date.

NOTE: The following file name format will be utilized: i.e. V55576 TL01 FY11 per reference (f).

d. Prior Years. A fiscal year is considered a prior fiscal year after the 12th month of execution (i.e. FY 2011 is a current year from Oct 1 2010 – Sep 30 2011 and a prior year beginning on Oct 1 2011). A Prior Year TL will be prepared, reviewed and submitted once monthly (during the third monthly TL submission for the current fiscal year) in months in which a transaction (Z0A and/or X0A) has occurred which affects chargeable obligations (Column 22) of the BOR. If no obligations or cancellations occur for the prior fiscal year, a zero value TL is not required. Valid prior year obligations are limited to amendments on existing documents and obligations to account for unmatched disbursements. The prior year TL must be reviewed to ensure obligations for new requirements have not been created.

8. Prepare, review and submit a Status of Funds (SOF). A SOF provides higher headquarters with an up to date OPTAR balance broken out by Fund Code, Account Group/Sub-account Group and reimbursable funding.

a. Prepare the SOF. Ensure all daily processing, flight equipment, non-standard requests and FES fuel downloads have been completed prior to preparing the SOF. SAB will prepare the SOF by using the totals displayed in the fuel and non-fuel OPTAR summaries from ASKITWEB. The SOF will be prepared in accordance with the format established by higher headquarters.

b. Review the SOF. Before submitting the SOF to higher headquarters, the SAD OIC/SNCOIC will perform a thorough review. Things to consider when reviewing is to validate the allocation with the last grant message, ensuring the obligations do not exceed the allocation and comparing the current SOF with the last submission to identify any cost spikes. Any abnormalities such as the cause of an OPTAR obligation exceeding the allocation and the corrective action being taken should be reported along with the SOF.

c. Submit the SOF. After reviewing the SOF, it will be submitted in accordance with the due dates established by higher headquarters. File the

SOF either as a hard copy or electronically for the current and one prior fiscal year.

9. Prepare, manage and inventory flight packets. The issue and recovery of flight packets is the responsibility of the SAB. Flight packets will be issued to squadron Commanders who have ultimate responsibility for their proper utilization. The squadron Commander will assign an officer as the Flight Packet Responsible Officer (RO). SAB will maintain the letter designating the RO.

NOTE: The Accounting OIC/SNCOIC must stress to the Flight Packet RO the importance of turning in of all documentation used to procure fuel and services. All flight packets will contain instructions to assist pilots of aircraft involved in extended flights to obtain material or services which may be necessary for the continuation of flight.

    a. Flight packets will contain documents necessary to procure parts and fuel from both military and civilian sources as outlined in Wing/TYCOM instructions, paragraph 2111.5 and Air Card Procedures in Appendix V.

    b. Documentation for lodging and meals for personnel will not be provided as each person on travel is required to carry a Government Travel Charge Card (GOVCC) in accordance with the Travel and Transportation Reform Act (TTRA).

    c. Accountability. Flight packets will be inventoried by the SAB clerk at least weekly. Strict accountability will be established for control of flight packets and their documents. For each aircraft, the SAB will ensure 100% accountability of flight packets assigned as reflected on the latest AMSRR. Also, ensure all necessary documents identified in reference (w), are contained in each flight packet by using the Flight Packet Inventory Sheet as a guide. SAB will document this weekly inventory by having the Flight Packet RO sign the inventory sheet and file it in the Flight Packet File. The SAD OIC and squadron ROs will maintain security of the flight packets by keeping them locked in a secure location.

    d. Items included. Each aircraft making extended flights will be provided (at a minimum) with a flight packet containing the requirements identified in the reference (w), Volume I Chapter 3.

    e. ASKITWEB input will not be performed until a document is used from the flight packet.

        (1) When documents are used from a flight packet, SAB will use the Documents Option and select Fuel or Requisition. Any documents used will be replaced.

        (2) Once the document(s) are loaded in ASKITWEB, they will be filed in the appropriate file.

    f. Guidance and instructions on the responsibility of pilots, operations officers, and AvnSupOs for document utilization is provided in the applicable reference (au).

    g. SAB will provide training in handling of flight packets at a minimum of every six months. Training must be documented and kept in the Flight Packet File.

h. Maintain Flight Packet File. The Flight Packet File will contain at a minimum the following:

(1) Flight Packet RO Letters.
(2) Accountable Official Appointment/Acknowledgement Letter.
(3) Approving Official (AO) Letter of Assignment.
(4) Certifying Official Card (DD FORM 577).
(5) Last six months of weekly flight packet inventories (signed by the Flight Packet RO and SAD OIC/SNCOIC).
(6) Cardholder (pilots) SOU.
(7) Certificates of training:
    (a) Card Users (pilots).
    (b) Accountable Official Certification Course (Approving Official and Certifying Official).
    9c) SAB Clerks.
(8) Semi-annual Flight Packet Training.
(9) The latest AMSRR showing the current squadron aircraft inventory.
(10) Applicable references.

10. Reconcile and post flight hours. Flying squadrons are required to manage flight hours using M-SHARP. This web based training management system is designed to support all units which fall under the Aviation Training and Readiness Program. Per reference (ak), M-SHARP users shall maintain the integrity of their hours data for budgeting and accounting purposes.

a. SAB will review flight hours reported in M-SHARP Sortie Based Training Plan (SBTP) Extract File for proper management of OFC-01 and preparation of the BOR. The OFC-01 BOR is the Squadron Commander's official financial record of obligations and execution of flight hours for assigned aircraft reported to TYCOM via Marine Aircraft Wing (MAW) and the MARFORs.

b. Squadrons are budgeted for fuel based on programmed flight hours multiplied by the specific aircraft burn-rate. Burn-rate is how many gallons per hour (on average) a given type of aircraft will utilize during an hour of flight. Due to this dependency on flight hours, it is essential SAB enter squadron executed hours into ASKITWEB at the end of each month.

c. Late Hours. It is common for flight hours to change in M-SHARP from what was originally reported on the BOR due date (this could happen for all previous months). SAB will reconcile Fiscal Year To Date (FYTD) flight hours in ASKITWEB with those reported in M-SHARP. If the FYTD hours do not match, then reconcile each month to determine where the adjustment took place. Enter adjustments into ASKITWEB and make note that late hours will be annotated on the next BOR for hour adjustments made to previous months.

(1) If the adjustment hours are for a month prior to the current month BOR, it will be necessary to report this in Line 38 as Late Hours followed by the number of hours adjusted, month of adjustment, Type Equipment Code (TEC) and hours category.

(2) Hour adjustment for current month. If the hour adjustment occurs for the current month in between the BOR's due date and the deadline for corrected BOR, it may be necessary to submit a corrected BOR. Refer to TYCOM instructions to determine the hour adjustment criteria required for a corrected BOR (ex. If the current month flight hours are adjusted by 15 hours or more, a corrected BOR must be submitted by the fifth working day). If it

meets the criteria, then enter the adjustment for the current month in ASKITWEB and generate the corrected BOR. If the hour adjustment does not meet the criteria for a corrected BOR, the hours may be reported as Late Hours on the following month's BOR.

11. <u>Reconcile Flight Equipment Requisitions</u>. The SAB will reconcile flight operations requisitions as required by paragraph 5201.6 - 5201.8 of this Order. The ASKITWEB OPTAR LOG or Outstanding UFO with/without Status Reports should be printed and reconciled with the Squadron's Flight Equipment Section at least monthly. During this reconciliation the Squadron Flight Equipment OIC/SNCOIC will communicate which outstanding requisitions are still required and those which can be cancelled. Upon completion of the reconciliation, the Squadron Flight Equipment OIC/SNCOIC will sign the OPTAR LOG or Outstanding Unfilled Order (UFO) with/without Status Reports. SAB will take necessary follow-up action and file the reconciliation in the Outstanding Unfilled Order File for the current and one prior fiscal year.

   a. Process follow-ups. All outstanding flight equipment requisitions will be reviewed for follow-up at least monthly. The ASKITWEB OPTAR LOG or Outstanding UFO with/without Status Reports should be printed and used to determine which documents require follow-up. Determining which requisitions need follow-up and the type of follow-up to submit will be accomplished in accordance with reference (w). Each requisition on the report will be annotated with the action taken (follow-up sent, what type and to whom). This report will be signed and dated by the clerk conducting the review, reviewed and signed by the SAD OIC/SNCOIC and filed in the Outstanding Unfilled Order File (replacing the report previously done).

   b. A MILSTRIP record of each follow-up must be created in ASKITWEB and the SAB will ensure it is transmitted via WEBSALTS. Refer to the ASKITWEB System Manual or Help Option for specific procedures on processing follow-ups.

12. <u>Process Financial Support Listings</u>. Every month DFAS produces two financial support listings, UOLs and SFOEDLs, for each OPTAR holder to download from WEBSALTS and process. These listings are a result of STARS reconciliation between obligations from the Fleet OPTAR holders and expenditures from vendors. The financial listings are produced approximately the fifth of every month and must be promptly downloaded from WEBSALTS. In effect, these listings function as balancing the checkbook. Proper management and processing of these listings is necessary to identify erroneous charges and invalid unfilled orders.

   a. <u>Unfilled Order Listing (UOL)</u>. This listing contains all financially outstanding documents for the activity. UOLs provide the unit with a list of those obligations processed by TYCOM as received by them via the TLs. It contains those records, for which material has not been received, only a partial receipt of material and material which has been received but not matched to a corresponding expenditure. It represents the portion of the obligation still outstanding from the originally submitted Z0A record. Although this listing is distributed monthly, SAB will continuously process the listing throughout the month and recoup funds as appropriate. Refer to Appendix O for UOL processing procedures. The following provides general guidance:

(1) Begin by eliminating records on the UOL with a Julian date up to 60 days before the processed date. Research is not required for these records and will be annotated as less than 60 days.

(2) Review records which contain a date in the POE/SUM Field of the UOL. A date in this column indicates some type of payment action has occurred in STARS-FL. Review the SFOEDL of the month listed in the POE field to determine if remaining funds can be recouped. If research on the SFOEDL and ASKITWEB indicates the remaining funds are a result of a price change or quantity change then funds may be recouped. If a partial receipt of material has occurred and status indicates future shipment will occur then funds must remain in place and annotate the record with the latest status. If the document is a valid working document in the supply system, annotate the latest status obtained from One Touch Supply.

(3) Review all remaining UOL records progressively from high to low dollar values. Causative research is required when determining whether or not the clerk may recoup those funds listed on the UOL. It must be understood when material has in fact been received, funds may not be recouped for this commitment regardless of whether it has processed on a SFOEDL or not. Contact the NAVSUP WSS Billing Office to resolve the outstanding billing issue. Only the portion of funds which will not be expended may be recouped. The exception to this rule is when it can be proven the TL was in fact received after the processing of the SFOEDL and a duplicate obligation/expenditure now exists (Unmatched Expenditure on the SFOEDL and a obligation is resident on the UOL matching the expenditure).

b. Summary Filled Order/Expenditure Difference Listing (SFOEDL). This listing displays variances between obligations and expenditures. If the obligation dollar value matches the expenditure dollar value then it is a financial wash and will not appear on the SFOEDL. If the expenditure dollar value is more or less than the obligation dollar value, then the difference will appear on the SFOEDL. Differences will appear for each fiscal year in which they occur. Regardless of the situation, all SFOEDL differences will be posted to ASKITWEB. Account solvency will not be the deciding factor. OPTAR holders will research each difference above the $250.00 threshold to determine if they are valid or require challenging. The posting, reviewing and validation of SFOEDLS will be completed within 10 days following the processed date of the SFOEDL. The statement, Posted and Processed, name and date will be recorded adjacent to the FYTD Difference on the listing. After processing is complete, the signed SFOEDL will be reviewed by the SAD OIC/SNCOIC. Part of this review will include ensuring the FYTD SFOEDL difference matches between the listing and column 23 of the OPTAR. After performing the review, the SAD OIC/SNCOIC will sign/date the listing and file it in the Financial Support Listings File. Refer to Appendix O for specific SFOEDL processing procedures. The following provides general guidance:

(1) Begin by posting the 7F Monthly Difference to ASKITWEB. Research all differences for Non-fuel Requisitions above the $250.00 threshold to determine if they are valid or require challenging. Annotate each difference indicating the action taken. All challenged differences will be returned to the TYCOM on the Challenge Response Page.

(2) All fuel transactions charged to the OPTAR will appear on the SFOEDL. Validate fuel expenditures on the SFOEDL by matching them with source documents (i.e. Fuel Chits, Fuel farm tally, DD 1898 and AIR card receipts) in the Outstanding Fuel File (OFF). These source documents should

be annotated with the FES document identified during FES validation. Each
source document matched on the SFOEDL will be moved to the Completed Fuel
File (CFF) and the SFOEDL will be annotated as a verified match. If the
source document is not found in the OFF then research the CFF to determine if
the current SFOEDL expenditure is a duplicate charge. If the source document
is not found in either file, then research the FES to determine the validity
and obtain information such as the processor of the fuel so they may be
contacted to obtain the source document. If valid, these documents may be
accepted as a first time charge. Once the source document is received it
will be placed in the CFF. Annotate each difference indicating the action
taken. All challenged expenditures will be returned to the TYCOM on the
Challenge Response Page.

13. <u>Financial Integrity Verification File (FIVF)</u>. SAB will perform a random
verification of fuel receipts against the CFF. After the completion of each
month, 25 random documents will be selected from the Electronic CFF found in
ASKITWEB. The hard/soft copy fuel receipts used during the FES validation of
the randomly selected documents should be found in the hard/soft copy CFF.
If the hard/softcopy fuel receipt is not found, determine the fuel vendor
location by reviewing ASKITWEB or FES then contact them to retrieve a copy of
the fuel receipt. A ledger showing the amount of matched and unmatched fuel
receipts will be filed in the FIVF.

14. <u>Receive, post and report Operating Target (OPTAR) grants</u>. A grant is an
authorization of funding passed down to subordinate commands by OFC, Fund
Code, Account Group/Sub-account Group and reimbursable. These funds are for
specific budgeted or programmed requirements. Obligations will not exceed
grants for the duration of the appropriation, normally five years, without
authorization from higher headquarters. Requirements for additional funding
will be identified as far in advance as possible. Quarterly and Fiscal Year
obligation rates will meet percentages established by higher headquarters.
Excess funds will be reported to higher headquarters for possible
redistribution or reprogramming.

    a. <u>Receive</u>. Upon receipt of the OPTAR grant, SAB will review and
validate the grant message. Ensure the amendment number and amount reflects
continuity with the previous grant message. Respond to higher headquarters
advising them of grant receipt notification. File the grant message in the
Allocation File.

    b. <u>Post</u>. After receiving and validating the grant, SAB will promptly
post it to ASKITWEB. OFC-01 funding is passed down to the MALS level. It is
the duty of SAB to determine how to break this grant down to the squadron
level. Fuel funding per squadron will be budgeted based on the number of
programmed flight hours for the month times the appropriate aircraft burn-
rate. Flight equipment will be budgeted based on needs identified by the
squadrons. Using this criteria, grants will be posted to each individual
squadron's ASKITWEB account. The cumulative grant amount of all squadrons
should equal the Net Total OPTAR (NTO) grant authorization from higher
headquarters.

    c. <u>Report</u>. All subsequent reports (SOF and BOR) will reflect the latest
grant authorization received from higher headquarters.

15. <u>Prepare, review and submit the Budget Operating Target (OPTAR) Report (BOR)</u>

a. <u>Prepare</u>. The BOR (NAVCOMPT 2157) reports official fiscal year to date financial totals to the TYCOM. Throughout the month, as flight equipment requisitions and fuel requisitions are placed in ASKITWEB, it maintains an automated OPTAR Log (NAVCOMPT 2155). These flight equipment obligations are then reported to the TYCOM and STARS weekly on the TL (NAVCOMPT 2156). Grants or authorization of funds are entered into ASKITWEB as received from higher headquarters. Monthly, the SFOEDL is processed recording differences between obligations and expenditures to the OPTAR Log (NAVCOMPT 2155). Monthly, flight hours received from M-SHARP are entered into ASKITWEB. The culmination of all this reporting results in producing the BOR (NAVCOMPT 2157). The BOR will be prepared, reviewed and submitted on the due dates assigned by the TYCOM.

b. <u>Review</u>. The SAD OIC and SNCOIC will conduct an audit of the BOR before submitting it to the TYCOM. Appendix Y, Budget OPTAR Report Format Instructions, contains detailed procedures for conducting this audit.

c. <u>Submit</u>. Once the BOR has been reviewed and approved by signature, it will be officially submitted via the method prescribed by the TYCOM and approved in ASKITWEB. This must be accomplished prior to beginning the next monthly reporting period. Do not begin fuel processing for the new month until it is determined a corrected BOR is not required. If a corrected BOR is required, make necessary adjustments and use the Corrected BOR Option in ASKITWEB. Submit the BOR with Corrected in the Subject Line and the reason for the corrected BOR in the Remarks Block.

d. Once the Naval Message copy is retrieved, it must be filed in month sequence for the current and one prior fiscal year in accordance with reference (c).

e. If flight hours cannot be received in a timely manner or the system is not available, it may be necessary to process an Estimated BOR. Ensure Estimate is included in the Subject Line of the message and reason for the Estimate BOR is included in the Remarks Block.

f. <u>Prior Years</u>. The life cycle of a BOR is 18 months. Once an allocation and/or obligation has been incurred against an OPTAR, the BOR will be prepared, reviewed and submitted for 18 months regardless of changes to the OPTAR. After the 18th month (Beginning on April 1st after becoming a prior fiscal year) the BOR will only be prepared, reviewed and submitted if there is any change to the Gross Adjusted Obligations (GAO) column 24 or the grant amount.

16 <u>Material Obligation Validation (MOV)</u>. A material obligation is the unfilled quantity of an overage requisition held by an Industrial Control Point (ICP) not available for issue to your activity, but is recorded as a commitment against the ICPs existing stock dues. ICPs will submit MOV requests on overage requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w), chapter 3, Part D, Section III. The SAB will ensure MOV records are received from WEBSALTS and processed in ASKITWEB. The purposes for MOV requests are:

a. To ensure overage material obligations at an ICP are in agreement with the records of the requisitioning activity.

b. To determine if the requisition priority is still valid.

c. To determine if the requirement still exists and if the total quantity is still required. Refer to reference (w) for specific procedures on validation of outstanding requisitions and for MOV response procedures. Once the proper MOV response has been decided upon, it will be entered into ASKITWEB using the follow-up procedures found in the System Manual and Help Option. Ensure MOV responses are submitted via WEBSALTS back to the ICPs by the due date.

2111. <u>File Maintenance</u>.

1. <u>Financial Files</u>. These files contain all source documents having a direct effect on the OPTAR. They will be maintained per reference (c) and the DOD Financial Management Regulation (FMR). Financial files will be retained for the current and one prior fiscal year with the exception of the AIR Card Certification File which will be retained for six years and three months.

a. <u>Allocation File</u>.

(1) The Allocation File is a chronological record of all correspondence affecting the allocation amount (increase or decrease) of the OPTAR. It contains a ledger (manual or electronic) documenting the grants or withdrawal of funds entered into ASKITWEB. Refer to the ASKITWEB System Manual or Help Option for procedures on loading grants.

(2) This file provides supporting documentation for the OPTAR Grant FYTD Caption of the BOR and includes Receipt Acknowledgement Letters for each allocation (Grant/Withdrawal) received.

(3) The Allocation File will be maintained by correspondence date within fiscal year per reference (c).

b. <u>Transmittal Letter (TL) File</u>. SAB will maintain a file of printed copies of TL reports (both the NAVCOMPT 2156 and detailed document listing). In addition, electronic copies of TL Obligation Files will be maintained for the current and one prior fiscal year as a reference copy. Each OPTAR holder will maintain a TL Control Log for each fiscal year to show the unfilled order number, net dollar value and cumulative value of TLs for the year. The log will be retained in the TL File.

c. <u>Status of Funds (SOF) File</u>. SAB will maintain a file for the SOF which was submitted to higher headquarters. The SOF can be filed either electronically or as a hard copy for the current and one prior fiscal year.

d. <u>Budget Operating Target (OPTAR) Report (BOR) File</u>. SAB will maintain a file of naval message copies of the BOR received from the message board and showing the Date-Time Group (DTG). The file will be maintained in month sequence within fiscal year per reference (c).

e. <u>Flight Hours File</u>. SAB will maintain a file of flight hours received from the M-SHARP SBTP Extract File which was reported on the BOR. The file

copy flight hours should match those which were reported on the BOR. The file will be maintained in accordance with the BOR file requirement.

    f. Financial Support Listing Files.

        (1) SAB personnel will screen WEBSALTS after the 5th of each month to determine whether the two Financial Support Listings from DFAS, UOL and a SFOEDL, are posted to the website.

        (2) After the listings are completed, the annotated/signed/reviewed copy along with a copy of the Challenge Report will be filed in month sequence. The Financial Support Listings are separated by fiscal year.

        (3) The listings will be maintained for the current and one prior fiscal year.

    g. Financial Integrity Verification File (FIVF). A ledger will be maintained in the FIVF detailing the documents selected for the random review and whether the supporting documents were located or not. This file will be maintained for the current fiscal year.

    h. Fuel Files. There are two main fuel files containing a copy of all hard/soft copy fuel documents. Fuel receipts are matched to specific data elements in FES. Match transactions in FES to hard/soft copy receipts by Date, Quantity, TEC, Bureau Number (BUNO) and Ticket Number. The successful reconciliation of source documentation to financial transaction represents the foundation of a supportable, auditable process. Unsuccessful reconciliation of source documents to FES transactions requires further action. If a source document is not on file for a transaction found in FES, then contact the seller to obtain a copy of the fuel receipt. Invalid fuel charges are challenged by contacting the FES Helpdesk at: E-Mail: BSME.HELPDESK@DLA.MIL, COMM: 1-800-446-4950, DSN: 696-6733. Maintaining documentation of potential invalid charges is equally as important as maintaining documentation for valid charges. A FES Data File is generated on a daily basis for upload and processing through ASKITWEB. Appendix P details FES procedures. The purpose of these files is to match fuel expenditures appearing on the SFOEDL. Fuel documents shall be maintained in accordance with reference (c).

        (1) Outstanding Fuel File (OFF)

            (a) SAB will make every effort to receive maximum daily fuel data (physical receipts, in-flight fuel logs, daily reports or other transmissions) to support fueling events. FES will be the starting point for fuel receipt validation and recordation (primary method of inputting fuel charges into ASKITWEB). The OFF will contain the hard/soft copy fuel receipts which were used during FES reconciliation. Once reconciled, the financial document number found in FES should be written on the source document.

            (b) The OFF should be reviewed for obligations having been outstanding for at least four months and still have not been matched on the SFOEDL. Expenditures for fuel received from Navy sources will generally appear on the SFOEDL within six months and eight months for the Air Force or commercial sources. Cancellations of these documents are not authorized without prior approval from higher headquarters.

(c) The OFF will be maintained per reference (c).

(2) <u>Pending Completed Fuel File (PCFF)</u>

(a) The PCFF will contain the fuel documents which have been matched to a SFOEDL expenditure, but the source documentation has not been attached due to the research/coordination with squadron RO/DLA is still being conducted.

(3) <u>Completed Fuel File (CFF)</u>

(a) The CFF will contain the fuel documents which have been matched to SFOEDL expenditures or have been ADCANC'd/defueled on the OFF.

(b) The CFF will be maintained per reference (c).

(4) <u>Challenged Fuel File</u>. The challenged Fuel File will contain fuel documents which were challenged during validation in FES or challenged during SFOEDL processing. This file will be split between a Pending Challenge File and a Completed Challenge File.

(a) The Challenged Fuel File will contain fuel documents which have appeared on the SFOEDL and are being challenged. Requisitions which have completed challenge actions (DFAS response) are usually identified and processed during processing of the subsequent SFOEDL. Requisitions must be moved from the Pending Challenge File to the Completed Challenge File once a response is received from DFAS. Additionally, the challenge response must be documented in ASKITWEB. Refer to the ASKITWEB System Manual and Help Option for specific procedures.

(c) Invalid FES fuel charges are challenged by contacting the FES Helpdesk. Provide all necessary information to facilitate corrective action on the invalid fuel charge. A copy of the challenged transactions must be printed and filed. Refer to Appendix P for procedures.

(d) The Challenged Fuel File will be maintained per reference(c).

(4) <u>FES Download File</u>. This file will be maintained electronically for the current and one prior fiscal year as an archive of FES downloads. It will function as a historical record to facilitate the back-fitting of fuel requisitions in the event of data loss or the need to delete FES downloads from ASKITWEB.

(5) <u>Estimated Fuel File</u>

(a) Historic utilization on existing aircraft and engineering based statistical data on new aircraft introductions provide accurate information as to how many gallons per hour (on average) a given type of aircraft will utilize during an hour of flight. The OP-20 budgeting process utilizes these gallons per hour figure to calculate a relatively accurate estimate of the cost for a given fiscal year based on the number of flight hours to be flown.

(b) Based on projected gallons per hour (commonly referred to as the Burn Rate) a need exists to ensure the fiscal year to date gallon consumption reported on the BOR is consistent with this Burn Rate. If the

squadron's fuel consumption is not consistent with the Burn Rate, research is required to determine the cause.

1. If a particular aircraft type is below the Burn Rate by more than 5%, determine what may have contributed to the missing fuel. It is possible fuel is missing due to aircraft transfers which were unaccounted for. If squadron A transfers aircraft to squadron B, but the transfer is not done at the local fuel farm or with the AIR Card then squadron A will continue to be billed for fuel while squadron B reports the flight hours. Additional possibilities contributing to missing fuel exists with multi TEC squadrons, delayed FES processing from deployed squadrons or billing to the wrong UIC for deployed squadrons. Take necessary corrective action to account for identified missing fuel.

2 If a particular aircraft type is above the Burn Rate by more than 5%, then compare the OFF with the CFF to identify any duplicate fuel documents. If found, ensure they are defueled. Additional research should be performed in FES to ensure fuel charges have not been received for aircraft not owned by the squadron. If the squadron owns multiple TECs and one TEC has a higher burn rate while the other has a lower burn rate, then make necessary TEC adjustments in ASKITWEB to realign the fuel Burn Rate. If the research does not correct the overage, the remarks block of the BOR will contain a justification for being 5% over the Burn Rate.

(a) Upon resolution of missing fuel documents, the estimated document will be defueled. Enter the date defuel action occurred in the Remarks Block of the locally devised form.

(b) The SAD OIC/SNCOIC will monitor and control all estimated documents to ensure no abuse of its usage occurs. A locally devised form will be used to record all estimated fuel documents for each squadron account and kept in the OFF for review and validation. This form will contain at a minimum the following information:

1.   Date.

2.   Fuel Type.

3.   Quantity (number of gallons).

4.   Estimated Document Number.

5.   Remarks (Enter Defuel Date).

i. Completed Transaction File (CTF). All financial records posted to the OPTAR must have a traceable audit trail with supporting documentation. This file will contain signed 1348s or OPNAV 4790/11 for flight equipment requests to show proof of delivery and AIR card receipts to support the financial transaction. The CFF will act as the CTF for fuel transactions. This file can be maintained in hard-copy or electronic format if a FIMS is used.

j. AIR Card Certification File. This file will maintain the AIR Card receipt, invoice, prompt payment form and all supporting documentation to substantiate the certification for payment submitted to DFAS. Per the DOD FMR, Vol. 5, Ch. 33, paragraph 330706, certified vouchers and supporting documentation will be kept in this file for six years and three months.

k. Pending Survey File (Non-Supply Officer Stores). It is SAB's responsibility to ensure surveys are completed for lost flight equipment and flight packet documentation (AIR Card, SF44). This file will contain a copy of the Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) submitted to the appropriate squadron Commanding Officer for approval signature.

l. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and all supporting documentation (causative research).

2. Requisition Files. Requisition files are primarily held in ASKITWEB. However, certain hard copy files are needed to track requisitions pending walk-through disposition.

a. Bearer Suspense File (BSF). This file will contain a copy of the 1348 or
Non-Standard Procurement Request awaiting the walk-through disposition. SAB must contact the customer within 72 hours if no disposition is received to determine the document status (ISS or NIS). Once a document is returned, the BSF copy may be discarded. This file will be maintained for the current fiscal year.

b. Outstanding Unfilled Order (UFO) File. This file will contain documentation for the monthly flight equipment reconciliation and monthly follow-ups. The file will be organized in such a way to present the ASKITWEB OPTAR LOG or Outstanding UFO with/without Status Report Printouts with the squadron's Flight Equipment OIC/SNCOIC's signature showing the reconciliation was completed. It will also present the ASKITWEB OPTAR Log or Outstanding UFO with/without Status Report Printouts documenting follow-up action taken by SAB. This file will be maintained for the current and one prior fiscal year.

c. Pending Data Entry File (PDEF). This file will contain customer requests which cannot be processed promptly due to system down-time. Local procedures will determine how to handle flight equipment requests in the event of system down-time. If hard-cards are used, the PDEF will hold these documents to facilitate the back-fitting process once the system becomes available. Additionally, this file will contain any AIR Card receipts recovered from the squadron which are waiting to be matched to the AIR Card Invoice for prompt payment processing. This file will be maintained for the current fiscal year.

3. Flight Packet File. A flight packet file will be created for each squadron supported by the MALS. The contents of this file, which are listed above in paragraph 2111.9d, should be kept on file for the current and one prior fiscal year.

Part B: In-flight Refueling (IR)

2120. General

1. Responsibilities. In order to ensure accurate accounting, the Aircraft Commander, Squadron Operations Officer, Fuel Farm Coordinator and MALS Supply Accounting Officer each have specific responsibilities as outlined below. Optimum cooperation must exist between these individuals.

Duties

    a. The IR will maintain the following files:

        (1) In-flight Refueling Log File.

        (2) In-flight Refueling Billing File.

        (3) In-flight Refueling Receipt File.

    b. Squadron Operations Officers will perform the following duties:

        (1) Ensure each Aircraft Commander is knowledgeable of the procedures in paragraphs 2121.6 and 2121.7.

        (2) Ensure all IR Logs are delivered to SAD within one working day after completion of a refueling mission.

    c. Aircraft Commanders will perform the following duties:

        (1) Obtain the required information to complete the IR Log.

        (2) Turn in the IR Log and all fuel chits to the Operations Officer upon completion of a refueling mission.

    d. The MALS Supply Accounting Officer will assign an In-flight Refueling Coordinator (IRC) who will perform the following duties:

        (1) Ensure flight packet contents (SF44, Jet Fuel Identaplate, AIR Card, etc.) reflect the tanker squadron's UIC and the 7B Fund Code.

        (2) Process fuel receipts. After reconciling hard/soft copy receipts with charges on the Fuels Automated System and checking their validity, ensure they are loaded to ASKIT and filed in the In-flight Refueling Receipt File.

        (3) Prepare and forward the In-flight Refueling Message. Collect the IR Logs from the tanker squadron(s) and prepare the message detailing each in-flight issue. Forward the message, either in naval message or email format as directed by the TYCOM, to the Fuel Farm for their input to the Fuels Automated System.

            (a) File the Logs in the In-flight Refueling Log File.

            (b) File the IR message in the In-flight Refueling Billing File. Reconcile the issues from the IR message with the credits posted to the Fuels Automated System and ensure they are loaded to ASKIT. File the FES download containing the corresponding credits in the In-flight Refueling Billing File.

If the credits do not post to the FES within 48 hours of sending the message investigate by contacting the Fuel Farm. A copy of the email or message should also be sent to the MALS SAD supporting the squadron receiving IR.

    e. <u>The Fuel Farm Coordinator will perform the following duties</u>:

        (1) Receive the generated message from MALS Supply, detailing all IR issues.

        (2) Process issues to receiving squadrons and credits to the tanker squadron within the Fuels Automated System based on the message received from MALS Supply.

2120. <u>Procedures</u>

1. <u>Maintain an In-flight Refueling Log File</u>. The In-flight Refueling Log File is an historical file of all In-flight Refueling Logs (figure 2-3).

KC-130 BUNO	AIRCRAFT COMMANDER				LOADMASTER(S)		
DATE	FUEL TYPE	FUEL GIVEN IN POUNDS	FUEL GIVEN IN GALLONS	TYPE A/C	SQDN	BUNO	BASE

Figure 2-3.--In-flight Refueling Log.

2. <u>Maintain an In-flight Refueling Billing File</u>. The In-flight Refueling Billing File is a historical record of all issues to supported and non-supported units and credits to the tanker unit generated as a result of IR. This file should contain the IR message, which is forwarded to the Fuel Farm, and a copy of the FES download containing the corresponding credits.

3. <u>Maintain an In-flight Refueling Receipt File (IRRF)</u>. The In-flight Refueling Receipt File is an historical file used in researching unmatched transactions.

4. <u>Ensure Aircraft Commanders are knowledgeable of IR procedures</u>

    a. The Operations Officer of any squadron involved in IR will ensure every Aircraft Commander is aware of the procedures required of him, as outlined in paragraphs 2121.6 and 2121.7.

    b. Aircraft Commanders will be made aware of the adverse impact on cost per hour if the tanker squadron is forced to incur fuel charges because of inaccurate or missing documentation.

5. <u>Ensure all IR Logs are delivered to SAD</u>

    a. The squadron Operations Officer will provide each Aircraft Commander with sufficient copies of the IR Log (figure 2-3) to accommodate the projected IR prior to each mission.

    b. Upon completion of the mission, the Aircraft Commander will turn-in all fuel chits and IR Logs to the Operations Officer who will review them for completeness before delivering them to the IRC. The Operations Officer will affect a hand-to-hand delivery of all documentation to SAD. Under no circumstances will fuel documentation be forwarded through guard mail.

6. <u>Obtain required information to complete the IR Log</u>

    a. The Aircraft Commander will obtain the information required to complete the IR Log for each aircraft refueled (figure 2-3).

    b. The Aircraft Commander will complete the IR Log for each aircraft refueled. Gallons dispensed will be recorded by BUNO Number.

7. <u>Turn in all IR Logs and fuel chits to the Operations Officer</u>

    a. If the tanker aircraft is refueled away from the home base, the Aircraft Commander will ensure legible copies of all refueling chits are turned over to the Operations Officer upon completion of the mission.

    b. After each refueling mission, the Aircraft Commander will turn in all IR Logs to the Operations Officer.

8. <u>Provide tanker aircraft with SF44s, Jet Fuel Identaplates and AIR Cards Citing Fund Code 7B</u>. It is important SF44s contain the End Use Appropriation Data. Identaplates (DD 1896) should reflect the tanker's UIC and the 7B Fund Code. The DON Consolidated Card Program Management Division (DON CCPMD) should be contacted to ensure AIR Cards belonging to tanker aircraft are tied to the tanker's UIC and 7B Fund Code.

9. <u>Process Fuel Receipts</u>. Fuel received by tanker squadrons will be processed via ASKITWEB in the same manner as all other flying squadrons. Refer to paragraph 2111.4.

10. <u>Prepare IR Messages</u>

    a. Weekly, the IRC will prepare a message (figure 2-4) based on the IR Logs detailing all in-flight issues made to supported and non-supported units. The TYCOM will direct the message to be prepared either in naval message or email format. This message will then be Action Addressed to the Fuel Farm, which they will utilize to process issues via the Fuels Automated System. Simultaneously, a credit will be processed to the tanker squadron to ensure a proper net issue is accounted for. A copy of the email or message should also be sent to the MALS SAD supporting the squadron receiving IR.

    b. The receiving units IR transactions and the credits issued to the tanker squadron will be visible on the FES and should be reviewed for validity and loaded to ASKITWEB to avoid receiving them as first time charges on the SFOEDL.

11. <u>Perform reconciliation of issues and credits</u>

    a. The IR will then print out the FES Download File in ASKITWEB by selecting Processes, FES Obligations and Open. Select the FES Download File containing the credit records to be reconciled and select Print Selected File.

    b. Reconcile the FES Download File with the corresponding IR message. A credit should have posted for each issue processed. Once all credits are accounted for, attach the FES Download File to the IR message and file in the In-flight Refueling Billing File.

2122. <u>File Maintenance</u>

1. <u>In-Flight Refueling Log File</u>. This file will be in date sequence for the current and one prior FY. This file will be maintained as a hard copy file. This file will be maintained per reference (c).

2. <u>In-Flight Refueling Billing File</u>. This file will be in date sequence for the current and one prior FY. This file will be maintained per reference (c).

3. <u>In-Flight Refueling Receipt File</u>. This file will be in date sequence for the current and one prior FY. This file will be maintained per reference (c).

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*************** UNCLASSIFIED/ ***************
----------------------------------------------------
UNCLASSIFIED/
P R DTG
FM MALS XXX//AVNSUPO/SADO//
TO CG MCAS XXXX//SUG//
INFO      CG SECOND MAW//COMPT//
MALS      XXXXX//ASO//
MALS      XXXXX//ASO//
BT
UNCLASS//N07300//
MSGID/GENADMIN/MALS FOURTEEN//
SUBJ/INFLIGHT REFUELING//
POC/SMITH/DSN//
RMKS/1. THE FOLLOWING INFLIGHT REFUELING ISSUES ARE PROVIDED TO THE
FUEL FARM FOR INPUT INTO THE FUEL AUTOMATED SYSTEM (FAS). COURTESY
COPY PROVIDED TO RECIPIENT SQUADRONS FOR RECONCILIATION WITH THE FAS.
1. VMGR XXX
   DODAAC      T/M/S     TEC      TAIL #
   VXXXXX      C130J     ACMJ     XXXXX
   A. VMM-162
   DOC NUMBER    GRADE QTY(LBS) QTY(GAL) SIG/FC T/M/S   TEC    TAIL# B/O/S
   v094924013___JP-8  3,800     559      A/7B   MV-22   AYNE   XXXXXX USMC
   V094924013___JP-8  2,100     309      A/7B   MV-22   AYNE   XXXXXX USMC
2. VMGR XXX
   DODAAC      T/M/S     TEC      TAIL #
   VXXXXX      C130J     ACMJ     XXXXXX
   A. HMH-XXX
   DOC NUMBER    GRADE QTY(LBS) QTY(GAL) SIG/FC T/M/S   TEC    TAIL# B/O/S
   V013664013___JP-5  10,140    1,491    A/7B   CH-53E  AHXD   XXXXX USMC
   B. VMM-XXX
   DOC NUMBER    GRADE QTY(LBS) QTY(GAL) SIG/FC T/M/S   TEC    TAIL# B/O/S
```

Figure 2-4.--Fuel Charges Message.

Chapter 2

Section 2: Aviation Operations Maintenance Branch (AOMB)

Part A: OPTAR Functional Category-50 (OFC-50)

2210. General

1. Responsibilities. Funds allocated as OPTAR Functional Category-50 (OFC-50, Aviation Operation Maintenance (AOM) are used to support Aviation Fleet Maintenance (AFM) and Aviation Depot Level Repairable (AVDLR) requirements. Authorized use of OFC-50 funds is outlined in Tables 5 and 11 of reference (h).

1. Duties

    a. AOMB will perform the following duties:

        (1) Review the Stock Control Review Listing.

        (2) Receive and process Non-standard Procurement Requests.

        (3) Review the Bearer Suspense File (BSF).

        (4) Audit financial reports.

        (5) Prepare, review and submit a Status Of Funds (SOF).

        (6) Prepare, review and submit Transmittal Letters (TL).

        (7) Receive, validate and process ground fuel charges.

    b. AOMB will perform the following monthly duties:

        (1) Receive, post and report OPTAR grants.

        (2) Receive and process financial support listings.

        (3) Perform Financial Integrity Verification.

        (4) Prepare, review and submit Budget OPTAR Reports (BOR).

    c. AOMB will maintain the following files:

        (1) Financial files.

        (2) Requisition files.

2211. Procedures

1. Review the Stock Control Review Listing. Transactions which process in R-Supply will be printed for review on the Stock Control Review Listing. This report is generated daily to track various transactions warranting management attention. The SAD OIC/SNCOIC must review the transactions on the High Money Value section of the report. These transactions will be reviewed to ensure the correct extended money value is present. All valid high money

value transactions may be considered when performing cost analysis to explain cost spikes. Additionally, direct turnover (DTO) records cancelled in suspense will be reviewed daily for accuracy to ensure the record was not cancelled erroneously. Records such as incoming status records with no record in R-Supply is an indication of a potential unmatched disbursement situation. The SAD OIC/SNCOIC will contact the appropriate section to determine if the record needs back-fitted into R-Supply. Incoming status records of "Unit Price Change" will be reviewed for future SFOEDL/UOL charges.

Duty	Frequency	Reference
1. Review the stock control review listing	Daily	2211.1
2. Review and Process Non-Standard Procurement Requests	Daily	2211.2
3. Review and Follow-up on Requisitions in the BSF	Daily	2211.3
4. Audit financial reports	As Required	2211.4
5. Prepare, Review, and Submit a Status of Funds	Weekly	2211.5
6. Prepare, Review, and Submit TLs	Weekly	2211.6
7. Receive, validate and process ground fuel charges	Weekly	2211.7
8. Receive, post, and report OPTAR grants	Monthly	2211.8
9. Receive and process financial support listings	Monthly	2211.9
10. Perform Financial Requisition Integrity Verification	Monthly	2211.10
11. Prepare, review, and submit Budget OPTAR Report	Monthly	2211.11

Figure 2-5. AOMB Duty Schedule.

2. Review and process Non-Standard Procurements. AOMB will receive squadron requests via SSD for S-3 administrative supplies and other non-standard procurements as required. SSD will make a determination on the proper payment method based on the material/services being requested and the amount. The purchase card shall be used to buy and/or pay for all authorized requirements under the micro-purchase threshold.

    a. The purchase card shall be used to purchase supplies not to exceed $3,000.00 or ($2,500.00 for services) per cardholder per transaction. Other amounts may be authorized as determined by local Agency Program Coordinators (APC) and directives promulgate. Requirements exceeding the micro-purchase threshold will need to be routed through the local contracting office. Local policy will determine the proper open purchase/contracting procedures.

    b. AOMB will establish block funding documents for the purpose of reducing the cost to the government for individual line item expenditures

incurred during a billing cycle. Personnel will obligate funds in RSUPPLY using a single document number established as a Money Value Only (MVO) transaction. These block funding documents will be used for the billing of non-standard procurements. Refer to the R-Supply system manual for specific MVO processing procedures. Enter in the Original Price Field a value which will be sufficient to capture the estimated cost chargeable to cover a three month period. Additionally, enter remarks assisting you in identifying the purpose of the block funding document. AOMB will establish an individual MVO obligation for each purchase made through contracting.

   c. AOMB will receive non-standard procurement requests from SSD after they have screened the request to ensure items/services are within the scope of an OFC-50 requirement and determine which document number/ LOA will be assigned to the request. It is paramount for the SAB clerk to ensure the exact document number, fund code and LOA of the obligation document is assigned to the request before forwarding it to the SAD OIC/SNCOIC for signature. Also, any changes to the LOA, unit or total price, will render the document invalid. Place a copy of the signed request in the BSF and return the original to SSD. The customer has 72 hours from time of receipt to return signed documentation.

   d. Upon return of the non-standard procurement from the customer, SSD will review the receipt to ensure all charges are within the scope of the request and only those items specifically authorized for purchase have been made. Those items not authorized for purchase will be retained and efforts to effect a turn-in and credit will be made. AOMB will also validate the receipt and ensure all items are authorized using the BSF copy as a reference point. Discard the BSF copy, review the invoice price, check R-Supply and STARS-FL to determine if sufficient funds are available. If not, then process an amendment to the document in R-Supply, adding sufficient funds (contingent upon grant authorization). Obligation adjustments in RSUPPLY must have corresponding DD 1149s signed by the designated individual. After adding the amendment, post the receipt for the amount of the returned receipt documentation. This will reduce the availability of funds for that document thus providing an accurate availability of funds. Return the original copies to SSD for filing in the Purchase Card Holder/Contracting File.

   e. When using the GCPC to make non-standard procurement requests, ensure strict compliance of reference (j), appendix K, TYCOM and local instructions/directives are adhered to. To prevent a conflict of interest, GCPC cardholders and approving/certifying officials should not work in SAD.

3. <u>Review and follow-up on requisitions in the BSF</u>. Walk-through requests for non-standard procurements are held in the BSF until the receipts are returned. The customer has 72 hours from time of issue to return the signed receipt. Daily, AOMB will review the BSF and follow-up with the customer to ensure they meet this requirement. Walk-through requests should not sit in this file more than 72 hours unless extenuating circumstances have been documented.

4. <u>Audit Trial Financial Reports</u>

   a. As squadron and work center material requests interface from NALCOMIS to R-Supply, they are written to the financial tables. To determine how these transactions affect the financial balances for the MALS, AOMB will run a Trial Financial Report in R-Supply. AOMB will thoroughly audit this report using appendix G as a guide prior to every weekly and monthly Live Financial

Report. The SAD OIC/SNCOIC will review and sign the audit prior to filing it in the Monthly Financial Report File.

    b. If AOMB determines a correction is required for a transaction appearing on the financial reports, AOMB will notify the branch, squadron or work center which input the transaction and will do the correction. The only transactions AOMB will correct are financial transactions (grants, OPTAR adjustments and obligation adjustments).

    c. AOMB will follow guidance and instructions as outlined in Space and Naval Warfare Systems Center (SPAWARSYSCEN) Technical Advisories and System Operating Instructions for processing financial reports/listings and as further outlined in this Order.

5. Prepare, review and submit a Status of Funds (SOF). A SOF provides higher headquarters with an up-to-date OPTAR balance broken out by Fund Code, Account Group/Sub-account Group and reimbursable funding.

    a. Prepare the SOF. The status of funds will be prepared in accordance with the format established by higher headquarters. AOMB will prepare the SOF by using the totals displayed on the Trial Financial Report ran in R-Supply. It may be necessary to break down these totals into further detail not provided by R-Supply such as displaying them by Account Group/Sub-account Group and reimbursable accounts. Higher headquarters will direct the procedures on how this level of detail is calculated. The sum total should always match the R-Supply Trial Financial Report.

    b. Review the SOF. Before submitting the SOF to higher headquarters, the SAD OIC/SNCOIC will perform a thorough review. Some things to consider when validating the SOF is: ensuring the allocation amount by Fund Code/Account Group/Sub-account Group/reimbursable matches the last grant message, ensuring the obligations do not exceed the allocation, comparing the current SOF with the last submission to identify any cost spikes and ensuring the SOF totals match the R-Supply Trial Financial Report. Any abnormalities such as the cause of an OPTAR obligation exceeding the allocation and the corrective action being taken should be reported along with the SOF.

    c. Submit the SOF. After reviewing the SOF, it will be submitted to the SAD OIC/SNCOIC in accordance with the due dates established by higher headquarters. File the SOF either as a hard copy or electronically for the current and one prior fiscal year.

6. Prepare, review, and submit Transmittal Letters (TL). The TL is an official listing of obligations (DI Z0A) and cancellations (X0A) which require weekly submission to the TYCOM's official accounting system STARS-FL.

    a. Prepare TL. AOMB will prepare the TL electronically in RSUPPLY. Refer to the RSUPPLY System Manual for specific procedures on TL processing. TLs will be prepared on a weekly basis in accordance with the TL due dates established by the TYCOM and provided in the Fiscal Year Guidance Message. R-Supply will only generate a TL for OPTARS having activity, Z0A's and/or X0A's.

    b. Review TL. Prior to submitting the TL, it must be reviewed and signed by the SAD OIC/SNCOIC. Things to consider when reviewing the TLs are: excessive Z0A/X0As, excessive quantities, excessive prices, valid Fund Codes and TL numbers should be in sequence.

c. Submit TL. After reviewing the TL, it will be submitted using the WEBSALTS (URL) System; however, TYCOMs may prescribe other methods of submission when appropriate. Refer to the WEBSALTS System Manual for specific procedures on submitting TLs via WEBSALTS. The signed and submitted TL will then be placed in the Financial Report File. If the TL cannot be submitted on the scheduled due date, AOMB will follow one of the following procedures.

(1) If R-Supply is down for any period, it is permissible to prepare and submit a TL as soon as the system returns to operating condition. The TYCOM should be notified by an electronic means that the TL will be forthcoming (preferred method is via Naval message).

(2) Any unit anticipating it will be unable to transmit on the scheduled date should prepare and submit a TL in advance of the due date (as close as possible to the due date).

d. Prior Years. A fiscal year is considered a prior fiscal year after the 12th month of execution (i.e. FY 2011 is a current year from Oct 1 2010 - Sep 30 2011 and a prior year beginning on Oct 1 2011). A Prior Year TL will be prepared, reviewed and submitted as required. When the Daily Live Option is selected in R-Supply, the next TL in sequence for the prior year will automatically be generated if any Z0A and/or X0A records exist for the reporting period. If no obligations or cancellations occurred for the prior fiscal year then R-Supply will not generate a TL (a zero value TL is not required). Valid prior year obligations are limited to amendments to existing documents, prior year Beyond Capability of Maintenance (BCM) actions and obligations to account for unmatched disbursements. The prior year TL must be reviewed to ensure obligations for new requirements have not been created.

7. Receive, validate and process Ground Fuel Charges. Fuel used in support of maintenance is paid from the OFC-50 OPTAR, 7L Fund Code. AOMB will access the Fuels Automated System (FAS) and review ground fuel transactions in all program types (A, G and N), weekly. AOMB will coordinate with the local fuel farm to arrange pick-up of ground fuel receipts or logs. These transactions will be validated in FAS by reviewing data such as the fuel type, vehicle ID, vehicle type, quantity, document number and Fund Code. This data in FAS will be reconciled with the receipts or logs received from the fuel farm. Any record considered invalid should be challenged by contacting the FAS Helpdesk. Weekly, MVO obligations will be entered into R-Supply for all valid transactions utilizing the FAS document number to avoid Unmatched Disbursements (UMD). All unchallenged transactions will be billed on the next to last workday of the month. Post billing cycle corrections or fund recoupment must be accomplished via the SFOEDL. Refer to appendix P for specific FAS validation procedures.

NOTE: For each X78 adjustment there will be a corresponding amendment made on the DD 1149.

8. Receive, post, and report OPTAR grants. A grant is an authorization of funding passed down to subordinate commands by OFC, Fund Code, Account Group/Sub-account Group and reimbursable. These funds are for specific budgeted or programmed requirements. Obligations will not exceed grants for the duration of the appropriation, normally five years, without authorization from higher headquarters. Requirements for additional funding will be

identified as far in advance as possible. Quarterly and Fiscal Year obligation rates will meet percentages established by higher headquarters. Excess funds will be reported to higher headquarters for possible redistribution or reprogramming.

    a. <u>Receive</u>. Upon receipt of the OPTAR grant, AOMB will review and validate the grant message. Ensure the amendment number and amount reflects continuity with the previous grant message. Respond to higher headquarters, advising them of grant receipt notification. File the grant message in the Allocation File.

    b. <u>Post</u>. After receiving and validating the grant, AOMB will promptly post it to R-Supply. Refer to the R-Supply System Manual for specific grant processing procedures.

    c. <u>Report</u>. All subsequent reports such as the SOF and BORs will reflect the latest grant authorization received from higher headquarters.

9. <u>Receive and process Financial Support Listings</u>. Every month DFAS produces two financial support listings, UOL and SFOEDL, for each OPTAR holder to download from WEBSALTS and process. These listings are a result of STARS reconciliation between obligations from the Fleet OPTAR holders and expenditures from vendors. The financial listings are produced approximately the 5th of every month and must be promptly downloaded from WEBSALTS. In effect, these listings function as balancing the checkbook. Proper management and processing of these listings is necessary to identify erroneous charges and invalid unfilled orders.

    a. <u>Unfilled Order Listing (UOL)</u>. This listing contains all financially outstanding documents for the activity. UOLs provide the unit with a list of those obligations processed by CNAL as received by them via the TLs. It contains those records, for which material has not been received, only a partial receipt of material and material which has been received but not matched to a corresponding expenditure. It represents a portion of the obligation still outstanding from the originally submitted Z0A record. Although this listing is distributed monthly, AOMB will continuously process the listing throughout the month and recoup funds as appropriate. Upon completion of the UOL, the SAD OIC/SNCOIC will review the UOL and sign and date it, then file in the Financial Support Listing File. Refer to Appendix O for specific UOL processing procedures. The following provides general guidance:

        (1) Begin by eliminating records on the UOL with a Julian date up to 60 days before the processed date. Research is not required for these records and will be annotated as less than 60 days.

        (2) Review those records which contain a date in the POE/SUM Field of the UOL. A date in this column indicates some type of payment action has occurred in STARS. Clerks can review the SFOEDL of the month listed in the POE field to determine if remaining funds can be recouped. If research on the SFOEDL and R-Supply indicates the remaining funds are a result of a price change or quantity change then funds may be recouped. If a partial receipt of material has occurred and status indicates future shipment will occur then funds must remain in place and the record annotated with the latest status. If the document is a valid working document in the supply system, annotate the latest status obtained from One Touch Supply.

(3) Review all remaining UOL records progressively from highest to lowest money values. Causative research is required when determining whether or not the clerk may recoup those funds listed on the UOL. It must be understood when material has in fact been received, funds may not be recouped for this commitment (regardless of whether it has processed on a SFOEDL or not). Contact the ICP Billing Office to resolve the outstanding billing issue. If R-Supply shows the obligation was generated as a result of an issue from stock, then the corresponding bill should have been processed as a result of Transaction Item Report (TIR) Processing. For outstanding obligations for issues from stock, contact the TIR point of contact to ensure the TIR has been received and query the status of the bill. Only the portion of funds which will not be expended may be recouped. Exception to this rule is when it can be proven the transmittal was in fact received after the processing of the SFOEDL and a duplicate obligation/expenditure now exists (unmatched expenditure on the SFOEDL and an obligation is resident on the UOL matching the expenditure).

b. <u>Summary Filled Order/Expenditure Difference Listing (SFOEDL)</u>. This listing displays variances between obligations and expenditures. If the obligation dollar value matches the expenditure dollar value then it is a financial wash and will not appear on the SFOEDL. If the expenditure dollar value is more or less than the obligation dollar value, then the difference will appear on the SFOEDL. Differences will appear for each fiscal year in which they occur. Refer to Appendix O for specific SFOEDL processing procedures.

(1) <u>SFOEDL Processing Guidelines</u>. Once files are downloaded and stored electronically, print a hard-copy report for each applicable fiscal year. AOMB will forward all 9S SFOEDL differences resulting from carcass differences to RMD. RMD will perform the necessary research and supply the turn-in information to the applicable ICP to initiate the carcass credit process. This supporting documentation will be forwarded to AOMB within five days to substantiate corrective action taken on carcass differences. A challenge is not necessary, as the credit processing will be accomplished by RMD contacting NAVSUP WSS-P, but signed and dated supporting documentation by the RCB representative will be filed with the SFOEDL. Regardless of the situation, all SFOEDL differences will be posted to R-Supply. Account solvency will not be the deciding factor. OPTAR holders will research each difference above the $250.00 threshold to determine if they are valid or require challenging. The posting, reviewing and validation of SFOEDLs will be completed within 10 days following the processed date of the SFOEDL. The statement, Posted and Processed, name and date will be recorded adjacent to the FYTD difference on the listing.

(2) <u>SAD OIC/SNCOIC SFOEDL Review</u>. After processing is complete, the signed SFOEDL will be reviewed by the SAD OIC/SNCOIC. Part of this review will include ensuring the FYTD SFOEDL difference matched between the Listing and column 23 of the OPTAR. Also, ensure appropriate challenges have been processed and carcass difference supporting documentation is filed. After performing the review, the SAD OIC/SNCOIC will sign the Listing and ensure it is filed in the Financial Support Listings File.

10. <u>Financial Requisition Integrity Verification</u>

a. AOMB will perform a random verification of DTO requisitions (A0A) and issues (X31) from the R-Supply Live Financial Report against the source documents in the CTF. After the completion of each month, 25 random A0As and

25 X31s will be selected from the Live Financial Report and matched to source documents in the appropriate CTF. If the source document is not found, contact the appropriate division to conduct additional research to locate the source documentation. A ledger showing the amount of matched and unmatched source documents will be filed in the FIVF.

   b. The following measures will be taken by AOMB in order to gain better controls of MVO requisitions and to aid in the detection of any fraudulent transactions.

      (1) MVO requisitions will be entered by AOMB personnel only.

      (2) Prior to processing the X73 reciept, SAD will ensure the proper dollar amount was obligated and post X78 adjustments as necessary. AOMB will then file the signed POD and accompanying paperwork in their Completed Transaction File (CTF).

      (3) MVO requisitions will be validated on a monthly basis by checking all receipts against either RSUPPLY or ASKIT, and ensuring all obligations match the actual cost. SAD MVO reconciliation worksheet is listed in Appendix G.

11. <u>Prepare, review and submit the Budget Operating Target (OPTAR) Report (BOR)</u>

   a. <u>Prepare</u>. As requisitions for AOM and FLTOPS are processed in R-Supply, the financial tables are updated and the simulated NAVCOMPT Form 2157 is produced. AOMB monitors financial totals throughout the month by performing an audit on the Trial Financial Reports. These financial totals must be closed out each month to meet TYCOM BOR due dates and reset the financial tables in R-Supply. To close out the financials for the month, AOMB will process the Live Financial Report in R-Supply. The monthly closeout process in R-Supply will begin as late in the month as possible to ensure the maximum monthly execution has been captured and to reduce a bow-wave for the following month. The BOR message will be drafted from the financial data reported on the NAVCOMPT Form 2157 in the format directed by the TYCOM. It may be necessary to break down these totals into further detail not provided by R-Supply, such as displaying them by Account Group/Sub-account Group and reimbursable accounts. Higher headquarters will direct the procedures on how this level of detail is calculated. The GAO (Column 24) total should always match between the BOR and the R-Supply Live Financial Report. The following provides general guidance for the monthly closeout process as they relate to SAD:

      (1) Review Pending and Completed Survey Reports to ensure a DD-200 is on file for all Depot Level Repairables (DLR) and items over $2,500.00.

      (2) AOMB will process and audit the first Trial Financial Report. A SOF will be processed from this trial to ensure obligations have not exceeded the grant authorizations and applicable obligation goals have been met. Make any necessary adjustments in R-Supply at this time for issues discovered during the audit, and process another trial financial report to ensure adjustments have processed.

      (3) AOMB will process and audit the second Trial Financial Report. It is necessary to have two matching Trial Financial Reports before processing the Live Financial Report.

(4) SMD will run the Live Financial Report and the DBA will monitor it to ensure it does not abort. Once the Live has printed, SAD will review and perform an audit to ensure correctness. SAD will notify SMD when the Live passes the audit before SMD continues with the EOM procedures.

    a. <u>Review</u>. The SAD OIC and SNCOIC will conduct an audit of the BOR before submitting it to the TYCOM. Appendix Y, Budget OPTAR Report Format Instructions, contains detailed procedures for conducting this audit.

    b. <u>Submit</u>. Once the BOR has been reviewed and approved by signature, it will be officially submitted via the method prescribed by the TYCOM. If a corrected BOR is required, make necessary adjustments and submit the BOR annotated with Corrected in the Subject line and the reason for the corrected BOR in the Remarks Block.

    c. Once the Naval Message copy is retrieved, it must be filed in the BOR File in month sequence for the current and one prior fiscal year in accordance with reference (c). The R-Supply Live Financial Report must be signed by the AvnSupO on all required reports and filed in the Financial Report File.

    d. <u>Prior Years</u>. The life cycle of a BOR is 18 months. Once an allocation and/or obligation has been incurred against an OPTAR, the BOR will be prepared, reviewed and submitted for 18 months regardless of changes to the OPTAR. After the 18th month (Beginning on April 1st after becoming a prior fiscal year), the BOR will only be prepared, reviewed and submitted if there is any change to the GAO column 24 or the grant amount.

2212. <u>File Maintenance</u>

1. <u>Financial Files</u>. These files contain all source documents having a direct effect on the OPTAR. AOM-B will maintain the following files in accordance with reference (c), as appropriate, and the DOD Financial Management Regulation (FMR).

    a. <u>Allocation File</u>

        (1) The Allocation File is a chronological record of all correspondence affecting the allocation amount of the OPTAR.

        (2) This file provides supporting documentation for the OPTAR Grant FYTD Caption of the BOR and includes receipt acknowledgement letters for each allocation (Grant/Withdrawal) received.

        (3) The Allocation File will be maintained per reference (c) SSIC 7310. This file shall contain not only the grants/withdrawal of funds for FHPB OFC-50, but also OFC-09, OFC-10 Non-FHP and BP-28 (NAVSUP dollars). The file will be separated by OFC and must contain a financial ledger.

    a. <u>SOF File</u>. AOMB will maintain a file for the SOF which was submitted to higher headquarters. The SOF can be filed either electronically or as a hard copy for the current and one prior fiscal year.

    b. Budget OPTAR Report File

      (1) AOMB will maintain a file of all BOR Naval messages received from the message board and showing the DTG. Additionally, the audit sheets showing the BOR was reviewed by the SAD OIC and SNCOIC before submission will be filed. The BORs will be filed in month sequence within fiscal year for the current and two prior fiscal years.

      c. Financial Report File. This file will contain all R-Supply Daily and Monthly Live Financial Reports. The Monthly Live Financial Report will be signed by the AvnSupO on all required reports prior to filing. Supporting documentation (DD 1149) and all audit sheets used to verify the accuracy of the reports will be attached to the top of the report being filed. The TLs produced from the Daily Live Report (both the NAVCOMPT 2156 and detailed document listing) will be signed by the SAD OIC and maintained in the Financial Report File. In addition, electronic copies of the stars.txt TL file will be maintained for the current and one prior fiscal year as a reference copy. The reports will be filed in month sequence within fiscal year and will be maintained for the current and two prior fiscal years per reference (c).

      d. Financial Support Listing Files. After the financial support listings are completed, the annotated, signed and reviewed copy along with a copy of the Challenge Report will be filed in month sequence. The Financial Support Listings are separated by OFC and fiscal year. A control ledger is required to separate the appropriate fiscal year.

      e. Pending Survey File (Non-Supply Officer Stores). It is AOMB's responsibility to ensure surveys are completed for supported unit's lost controlled equipment (Table of Basic Allowance (TBA), Individual Material Readiness List (IMRL), advice code 5A obligations) having no direct impact against the stock inventory. This file will contain a copy of the FLIPL (DD Form 200) submitted to the appropriate squadron Commanding Officer for approval signature.

      f. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved DD Form 200 and all supporting documentation (causative research).

1. Requisition Files. AOMB will maintain the following Requisition Files to track requisitions pending walk-through disposition.

    a. Bearer Suspense File (BSF)

      (1) The BSF contains a copy of all requisitions which are walk-through type requisitions. This file is used to ensure paperwork is returned to the AOMB after the material is picked up by the customer.

      (2) The documents in the BSF will have the name and work phone number of the person who is picking up the material.

      (3) The AOMB will screen the BSF daily to ensure paperwork is returned.

      b. Completed Transaction File (CTF). All financial records posted to the OPTAR must have a traceable audit trail with supporting documentation. This file will contain ground fuel receipts to support the financial

transaction. This file can be maintained in hard-copy or electronic format if a FIMS is used.

Part B: <u>OPTAR Functional Category-09 (OFC-09)</u>

2220. <u>General</u>. OFC-09 funds are provided for the procurement of initial outfitting of allowance list material (IMRL/Aircraft Maintenance Material Readiness List (AMMRL) and TBA). OFC-09 funds are also provided for procurement of replacement of TBA material. Replacement IMRL/AMMRL material is procured with OFC-50 7L funds. OFC-09 is maintained as a subset of OFC-50. OFC-09 will maintain the same files and logs as outlined in paragraph 2210.

Part C: OPTAR Functional Category-10 (OFC-10)

2230. General. OFC-10 is provided for support of Data Processing and other material as directed by TYCOM. OFC-10 is maintained as a subset of OFC-50. OFC-10 will maintain the same files and logs as outlined in paragraph 2210.

Section 3: Navy Working Capital Fund Branch (NWCFB)

2311. <u>General</u>

1. <u>Responsibilities</u>. The NWCFB is responsible for verifying the financial processing of all transactions not covered under Material Financial Control System (MFCS) processing requirements. Additionally, they are responsible for maintaining all related financial files, reports and listings used to support posted financial transactions.

2. <u>Duties</u>

    a. NWCFB will maintain the following files:

        (1) CTF.

        (2) Survey Files.

        (3) FIVF File.

    b. Match source documents in the Pending Survey File against Financial Reports.

2312. <u>Procedures</u>

1. <u>CTF</u>. All financial records posted to the OPTAR must have a traceable audit trail with supporting documentation. This file will contain signed 1348s and/or 1348-1s for DTO transactions to show proof of delivery and to support the financial transaction. The CTF may be maintained by the appropriate divisions in the ASD. AOMB will ensure receipts or logs for ground fuels are filed in the CTF. Additionally, this file will contain documentation for non-standard procurements. This file can be maintained in hard-copy or electronic format.

    a. If hard copy documents (paper copy) are used as the CTF then they are to be filed in Julian date, document sequence.

    b. The CTF is maintained for the current and two prior fiscal years per reference (c) SSIC 4440.

2. <u>Maintain a CTF</u>. The CTF is maintained as an historical record file of all source documents having processed against financial reports.

    a. The CTF may be maintained as a manual or as a digital system. If a manual system is used then all source documents will be filed in Julian date, document number sequence. If an Image Retrieval System (IRS) is used, hard copy (paper copy) documents may be discarded once an error free copy has been made from the IRS. It is recommended a back-up copy be made as well.

    b. CTF will be maintained for the current and two prior fiscal years per reference (c) SSIC 4440.

3. <u>Maintain Survey Files</u>. NWCFB will be the central repository for original signed surveys. Throughout this Order, divisions are directed to forward

initiated FLIPLs (DD Form 200) with supporting documentation (causative research) to the SAD to be maintained in the appropriate Survey File. Upon receipt, the NWCFB clerk will verify the DD Form 200 is prepared in accordance with Appendix R and reference (w) Vol 1 Ch 5 to be ready for submission to the MALS Commanding Officer via the AvnSupO, for approval signature.

NOTE: Following the required retention period of current and one prior fiscal year, forward original repairable surveys to RCB.

    a. Pending Survey File. This file will contain a copy of the FLIPL (DD Form 200) and Memorandum Report of Surveys submitted to the Commanding Officer for approval and signature. In addition, this tickler file contains the supporting documentation to substantiate the Report of Survey. The NWCFB clerk will review this file weekly for the timeliness and submission of the Survey to the Commanding Officer.

    b. Survey Integrity Verification File (SIVF). This file contains those DD Form 200s having been approved by the Commanding Officer, but has not yet processed to the Inventory Adjustment Report. The NWCFB clerk will screen this file each time a new Gain/Loss/Survey Report is generated. The NWCFB clerk will follow-up with the appropriate division weekly on the status of the survey if the action has not processed in R-Supply (no later than the final week of the month), at which time the OIC/SNCOIC will contact the appropriate division which submitted the survey to investigate the delay. After the survey action has processed, this copy of the survey will be placed in the Completed Survey File.

    c. Completed Survey File (Supply Officers Stores). This file contains the original approved Report of Survey to include all supporting documentation (causative research) to substantiate the survey directly impacting the stock inventory. This file will be maintained for the current and one prior fiscal year.

    d. Completed Survey File (Non-Supply Officer Stores). This file contains the original approved Report of Survey and all supporting documentation received from supported units for controlled equipage (i.e., TBA, IMRL and Flight Equipment) having no direct impact against the stock inventory. Additionally, these surveys will be approved and signed by the appropriate squadron Commanding Officer. This file will be maintained in survey document number sequence and will be kept for the current and one prior fiscal year per reference (c) paragraph 4440.

NOTE: Not all DD Form 200 surveys forwarded to SAD will have Inventory Adjustment Report integrity verification requirements. Controlled equipage material surveyed by supported squadrons and/or SSD will be forwarded to SAD for record keeping purposes only. SAD is the central repository for all completed surveys for the ASD.

4. Match Source Documents in the Pending File to Financial Reports. NWCFB maintains a Pending File for Source Documents to be matched against the Financial Reports. Source Documents will be matched as described below then filed in the corresponding CTF.

    a. SIVF. Match all Reports of Survey (DD Form 200) to the Inventory Adjustment Report. NWCFB will ensure the survey document number, NSN, quantity, unit of issue and money value on the Inventory Adjustment Report

matches the report of Survey held in the SIVF. Mismatches will fall into one of the following categories:

        (1) <u>Document number on the DD Form 200 with no survey adjustment on the Inventory Adjustment Report</u>. NWCFB will contact the division initiating the survey to input the survey action. If the survey is no longer valid the DD Form 200 will be removed from the SIVF and destroyed.

        (2) <u>Gain/Loss on the Inventory Adjustment Report with no matching DD Form 200 in the SIVF as required by Appendix R</u>. NWCFB will contact the division initiating the Inventory Adjustment and obtain a copy of the approved DD Form 200. If the action has not been approved as of the Pre-live Monthly Trial Financial Report, the responsible division will be notified to reverse the transaction.

        (3) <u>EMV of a gain/loss not equal to EMV on DD Form 200</u>. NWCFB will have the initiating division generate a corrected Report of Survey utilizing the survey document number of the original survey for submission to the Commanding Officer for approval. Change Notice processing occurring between the time the Report of Survey was initiated and the time of input into R-Supply will require the survey to reflect the current stock item query Unit Price after Change Notice Processing.

        (4) <u>Gain/loss reversal (credit) with no DD Form 200 on file</u>. If the reversal action is to offset a previously input gain/loss (during the same report month) and the EMV is zeroed out as a result, no DD Form 200 is required. NWCFB will contact the division responsible and obtain the original DD Form 200 to substantiate the reversal as outlined in Appendix R.

    b. If the Source Document matches the transaction on the Financial Report, the Source Document will then be filed in the CTF. If the Source Document does not match a transaction on the Financial Report, NWCFB will notify the branch that originally input the transaction of the error so they can correct the transaction.

Chapter 3

Supply Management Division (SMD)

Chapter 3

Supply Management Division (SMD)

3000. Organization. SMD is composed of the following branches (as illustrated in figure 3-1):

1. Audit Branch (AB).

2. Marine Aviation Logistics Support Program (MALSP) Support Branch (MSB).

3. Database Administration Branch (DBAB).
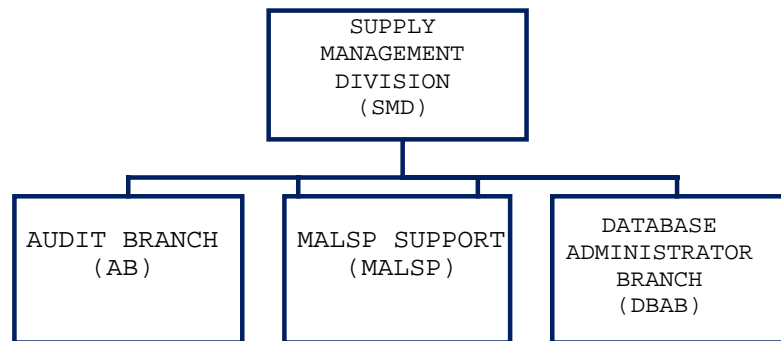
Figure 3.1.--SMD Organization Chart.

3001. Functions

1. SMD should be composed of the most knowledgeable and experienced aviation supply personnel, as they are responsible for monitoring overall ASD operation, End of the Month (EOM)/End Of the Year (EOY) processing, database administration, technical training and MALSP allowance and support package development.

2.   The division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient by using the available tools provided in Appendix X. The division OIC/SNCOIC will:

    a. Ensure personnel attend divisional technical training at a minimum of three times a month.

    b. Ensure personnel attend departmental technical training once a month.

    c. Validate and sign technical training lesson plans prior to conducting training in accordance with Appendix X.

    d. Ensure all applicable paper work as outlined in paragraph 3101.11 is turned into SMD AB.

    e. Lesson Plans signed by OIC/SNCOIC, Attendance Rosters, Tests and a copy of the Monthly Technical Training Schedule will be retained for one year.

3.   The division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities.

4.   The division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

Chapter 3

Section 1: Audit Branch (AB)

3100. <u>General</u>

1. <u>Responsibilities</u>. AB monitors all supply functions within the ASD to ensure compliance with authorized procedures and achievement of established goals.

2. <u>Duties</u>.

    a. AB will maintain the following files:

        (1) Inspection Files

        (2) Audit Files

        (3) External Reports File

        (4) ASDTP Change/Correction/Deviation File

        (5) Departmental Technical Training Lesson Plan Files

    b. Review and respond to External Inspection/Assist Reports.

    c. Publish a schedule and conduct internal audits.

    d. Publish internal audit reports.

    e. Consolidate and submit external reports required of the AB as outlined in Appendix B and other TYCOM/WING orders.

    f. Review all change proposals to the ASDTP and automated systems.

    g. Establish and maintain the ASD Technical Training Program.

    h. Monitor EOM Reports to identify potential problem areas.

    i. Monitor all Supply Management Goals.

    j. Monitor and review Demand History Processing.

    k. Produce the Local Management Code (LMC) and the Automatic Reorder Restriction Code (ARRC) Letter.

3101. <u>Procedures</u>

1. <u>Inspection Files</u>. AB will maintain external inspection/assist visit reports. This file will contain the inspection results and a copy of the letter(s) of corrective action submitted to the inspecting command as a result of their findings as required by higher headquarters.

    a. Inspection/Assist Visit Reports from external commands (i.e., Wing, TYCOM, etc.) will be maintained per reference (c) SSIC 3501.2 in "date inspected" sequence. Prior to being filed, they will be routed to the AvnSupO/AAvnSupO for comment and or action.

b. A letter of corrective action is submitted to the command which conducted the inspection/assist visit. The letter will outline the actions taken or plans to resolve any discrepancies found during the inspection. The external inspecting command will set a submission date for these reports. A copy of this letter will be retained with the corresponding external inspection report. The letter of corrective action with the external inspection report will be maintained for three years per reference (c) SSIC 3501.2.

2. Audit Files

    a. Internal Audit File. AB will maintain an audit file for all internal audits/validations described in Appendix G and H. This file will be retained for the current and prior year in "date audit performed" within division sequence.

    b. External Audit File. This file will contain a copy of the results of all external audits and corrective actions with responses to the auditing activity as required. This may include such things as a Government Accounting Office (GAO), Navy Audit Service or CNAF ALMAT Audit. The file will be retained for the current and prior year in "date audit performed" sequence.

3. External Reports File. This file will contain a copy of all external reports submitted via the SMD as described in Appendix B and all other TYCOM/WING orders. This file will be retained for the current and prior fiscal year in date audit performed within division sequence. This file may be maintained as an electronic file. The creation of back-ups for electronic files is critical to ensuring the continuity of historical data.

4. ASDTP Change/Correction/Deviation File. Contains a copy of all recommended changes/corrections/deviations to the ASDTP submitted in accordance with paragraph 3101.10 and Appendix M. The changes/corrections/ deviations will be retained until incorporated into the next ASDTP revision or disapproved by higher headquarters.

5. Technical Training Lesson Plan Files. AB will maintain a library of all departmental lesson plans presented to the ASD. The library will also include any lesson plans from outside training sources (i.e., MARDET Newport, TYCOM, etc.). Appendix X, Technical Training Program, provides guidance for developing lesson plans written locally.

6. Review and Respond to External Inspection/Assist Reports.

    a. AB will review all external inspection/assist reports with applicable division OIC/SNCOIC. AB will assist divisions in formulating plans for corrective action (as required) on all noted discrepancies and/or recommendations.

    b. If required by the inspecting activity, AB will compile all the corrective actions from the applicable divisions and create a consolidated letter of corrective action for the ASD to be submitted to the inspecting activity.

    c. Once corrective action plans are approved by the AvnSupO, AB will distribute the plans to the appropriate division and provide any assistance required to implement the plan.

d.   If the actions to correct discrepancies take more than thirty days to accomplish, AB will provide a written synopsis of the progression of corrective actions on a monthly basis to the AvnSupO.   This progress report will be submitted until all corrective actions have been completed.

e.   Inspection/Assist Visit Reports, Corrective Action Plans and any other relevant correspondence will be filed in the Inspection File (paragraph 3101.1)

7.   Publish a Schedule for and Conduct Internal Audits

a.   Quarterly, AB will conduct internal audits of all divisions.   After coordinating with the divisions, AB will publish a schedule of upcoming internal audits.   An audit of SMD will also be included on this schedule. Qualified personnel, other than AB personnel, will audit SMD.

b.   AB will route the schedule through all affected divisions for comment prior to submitting the schedule to the AvnSupO for approval.

c.   AB will use at a minimum, Appendix G and H to perform all internal audits.   Additional Wing specific checklists are also authorized to be used in conjunction with Appendix G and H for internal audits.

8.   Publish an Internal Audit Report

a.   Upon completion of all internal audits, AB will submit a Letter of Memorandum citing (at a minimum) positive and negative findings of the audits performed.   This Letter of Memorandum, as well as copies of Appendix G and H results will be submitted to the AvnSupO.

b.   AB will review the last quarterly internal audit and note any repeat discrepancies and general trends.

9.   Consolidate and Submit External Reports Required of AB as Outlined in Appendix B and other TYCOM/WING Orders

a.   AB will act as the central collection and submission point for all external reports as outlined in Appendix B.

b.   AB will keep an electronic or hard copy of all reports submitted for the current and prior fiscal year.

10. Review All Change/Correction/Deviation Proposals to the ASDTP and Automated Systems

a.   AB will review and maintain all correction recommendations, change recommendations and requests for deviation from the ASDTP until the next ASDTP revision.   These requests will be forwarded to the AvnSupO with a cause and effect recommendation.

b.   If endorsed by the AvnSupO, all change recommendations will be submitted to CMC, via the chain of command for approval, as outlined in Appendix M.   AB will retain a copy until it has been incorporated into the ASDTP or is disapproved.   Corrections or change recommendations will be maintained by division sequence.   Change proposals to the automated systems will be forwarded to the Supply Applications Administrator (SAA) for submission as outlined in paragraph 3301.6.

c. Deviations to the ASDTP will be submitted to the appropriate MAW for approval and then forwarded to the COMMARFOR Commanding General, as outlined in Appendix M. AB will retain a copy until the next ASDTP revision, at which time any deviations still required must be resubmitted. Deviations will be maintained in division sequence.

11. <u>Establish and Maintain an ASD Technical Training Program</u>. The AB will coordinate all technical training to be conducted at a minimum of once per week. All training periods will be at least one hour in length. Appendix X, Technical Training Program, provides detailed guidance for the development of a lesson plan and communication techniques. The Monthly Technical Training Schedule and Monthly Technical Training Report will be retained for one year by the AB. The AB will publish a Monthly Technical Training Schedule (figure 3-2) based on input from divisions and approval from the ASC, AAvnSupO and AvnSupO. AB will coordinate with the division OICs/SNCOICs to ensure a Subject Matter Expert (SME) is available to conduct the training. Once assigned, it is the SME's responsibility to ensure the technical training period complies with the guidelines in Appendix X. Technical training will be divided into two separate categories:

    a. <u>Technical Training Categories</u>

        (1) <u>Department</u>. Will be conducted once per month on any topic deemed relevant by the ASC, AAvnSupO or AvnSupO (not restricted to aviation logistics). At a minimum of once per quarter, this will consist of continuous process improvement initiatives, tools, techniques (i.e. CPI). Lesson Plans, Critique Sheets, Attendance Rosters and Tests will be retained for one year by the AB.

        (2) <u>Division</u>.   Will be conducted three times per month on topics relating to aviation logistics by SME. This includes relevant training given by contractors as well as over the shoulder training. Lesson Plans, Attendance Rosters and Tests will be retained for one year by the division.

Note: Attendance rosters with individual test scores will be submitted immediately following training to the AB in order to produce the Monthly Technical Training Report.

DATE	DIVISION	SUBJECT	LENGTH	INSTRUCTOR
From: Supply Management Division To: Aviation Supply Department Subj: MONTHLY TECHNICAL TRAINING SCHEDULE _____ 20___.				
04-06-11	CMD	STOCK REQUISITIONS MONITORING	.5 HR	SSgt MARINE
	CMD	OFFLOAD PROCEDURES	.5 HR	SSgt MARINE
	RMD	IMAGE RETRIEVAL SYSTEM MANAGEMENT	1 HR	SSgt MARINE
	SRD	DTO REQUISITION MONITORING	1 HR	SSgt MARINE
	SSD/SAD	BUDGET OPTAR REPORTING	1 HR	SSgt MARINE
	SPAD	FITNESS REPORT PROCESSING	1 HR	SSgt MARINE
04-14-11	RMD	CLASS NAME	1 HR	SSgt MARINE
	CMD	CLASS NAME	1 HR	SSgt MARINE
	SRD	CLASS NAME	1 HR	SSgt MARINE
	SSD	CLASS NAME	1 HR	SSgt MARINE
	SAD	CLASS NAME	1 HR	SSgt MARINE
	SPAD	CLASS NAME	1 HR	SSgt MARINE
04-21-11	SRD	CLASS NAME	1 HR	SSgt MARINE
	RMD	CLASS NAME	1 HR	SSgt MARINE
	CMD	CLASS NAME	1 HR	SSgt MARINE
	SSD	CLASS NAME	1 HR	SSgt MARINE
	SAD	CLASS NAME	1 HR	SSgt MARINE
	SPAD	CLASS NAME	1 HR	SSgt MARINE
04-28-11	ASD	LEAN TRAINING	1.5 HR	CONTRACTOR

_____
(SIGNATURE)

Figure 3-2.--Sample Monthly Technical Training Schedule.

b. <u>Monitoring of Technical Training</u>. Weekly, the AB will monitor at least one technical training period and provide a written critique (figure 3-3) to the AvnSupO via the SMD OIC within 24 hours after the completion of the class.

```
From:  SMD
To:    Aviation Supply Officer

Subj:  TECHNICAL TRAINING CRITIQUE SHEET

Ref:   (a) Technical Training Class of _____.

1.  On (date) a technical training class was presented by (name) (reference (a)
applies).  This class was monitored by (Grade/Name) of the Supply Management
Division.  The following information is provided as a result of this review:

                                                          YES    NO

    a.  Was class informative?                            ___    ___
    b.  Did the instructor hold the students' attention?  ___    ___
    c.  Were instructional aids adequate?                 ___    ___
    d.  Did the instructor achieve his stated learning Objective? ___  ___
    e.  Did class duration meet that established in the Lesson Plan? ___  ___
    f.  Did the instructor involve the class in the       ___    ___
        Presentation of subject matter?

Comments: _____
_____
_____
_____
_____
_____
_____
_____


                        _____
                              (SIGNATURE)


Copy to:
Appropriate Division
```

Figure 3-3.--Sample Technical Training Critique Sheet.

    c. Weekly Attendance Roster. The AB will receive an attendance roster
(figure 3-4) of personnel attending the classes. The attendance rosters will
be validated to identify personnel who did not attend and the reason why.
Any rosters of outside contractors/civilian provided training for a division
can be submitted to the AB in lieu of the ASDTP formatted rosters to document
the training.

    d. Monthly Technical Training Report. The AB will submit a report of
the technical training attendance (figure 3-5) to the AvnSupO via the SMD OIC
on a monthly basis. This report will identify individuals who are not
attending technical training on a regular basis as well as those failing to
attain a score of 70 percent or greater on the written examinations. AB will
obtain a department roster and ensure personnel assigned to night crew and
mid crew are included.

```
From:   Division Administering Technical Training
To:     Supply Management Division

Subj: _____(SUBJECT OF CLASS) OF _____(DATE OF CLASS)
```

Rank	NAME	Rank	NAME

```
                  _____
                        (SIGNATURE OF INSTRUCTOR)
```

Figure 3-4.--Sample Technical Training Attendance Roster.

```
From:   Supply Management Division
To:     Aviation Supply Officer

Subj:   MONTHLY TECHNICAL TRAINING REPORT

Ref:    (a) MCO 4400.177_

1.   In accordance with the reference, the following technical training review is
submitted:
```

Personnel failing to attain a minimum MOS proficiency score:					
RANK	NAME	DIVISION	SUBJECT	DATE	TEST SCORE

```
2.   Personnel Missing Classes
```

RANK	NAME	DIVISION	SUBJECT	DATE

```
┌────────────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────────┐   │
│ │                                              │   │
│ │                                              │   │
│ │               _____               │   │
│ │                 (SIGNATURE)                  │   │
│ └──────────────────────────────────────────────┘   │
└────────────────────────────────────────────────────┘
```

Figure 3-5.--Sample Monthly Technical Training Report.

12. <u>Monitor EOM Reports to Identify Potential Problem Areas</u>. Review EOM
Reports identified in Table 3-1 to identify potential problem areas and
advise the SMD OIC/SNCOIC of their findings.

REPORT NAME	FREQUENCY	RETENTION	PROCEDURE REFERENCE
1. SAMMA/SAL, R-Supply (JSI217)	Monthly	Current Only	3101.13
2. AVCAL/COSAL Percentage Report, R-Supply (JSI220)	Monthly	Current Only	3101.13
3. Supply Effectiveness Report, R-Supply (JSS235)	Monthly	Current Only	3101.13
4. Level Setting Report, R-Supply (JSI205)	Quarterly	Current & Prior	3101.13
5. Level Setting Report (ATC 6, 7 and 8), R-Supply (JSI205)	Monthly	Current & Prior	3101.14
6. Pending and Completed Gain/Loss/Survey Report, R-Supply	Monthly	Current Only	3101.13/ Appendix G
7. Suspense Report (JSL325)	Monthly	Current Only	3101.13

Table 3-1.--Reports Required For Performance of Duties, AB.

13. <u>Monitor All Supply Management Goals</u>. AB will monitor and advise the
AvnSupO on all external supply management goals as established by higher
authority, as well as any internal goals directed by the AvnSupO.
Additionally, the AB will maintain and update monthly Aviation Supply
Performance Trend Charts as directed by the AvnSupO. Reference (n)
identifies performance areas to be charted.

14. <u>Monitor Level Setting Process/Buffer Sizing Processes</u>. AB will
monitor/review the Level Setting Process/Buffer Sizing Processes to identify
potential problem areas. This review will be in the nature of an assist, and
disparities will be identified to the appropriate division OIC/SNCOIC. AB
will ensure during quarterly audits the parameters used are in accordance
with the TYCOM/WING policy.

15. Produce the LMC and the ARRC Letter. Quarterly, AB will initiate,
coordinate and be responsible for dispersing a copy of the listing/letter of
authorization to be reviewed for accuracy by RCB/CCB/CAB and updated as
necessary. AB will verify input and forward the letter to the AvnSupO for
approval and signature. Upon AvnSupO approval, AB will file the original and
forward copies to RCB/CCB/CAB to be maintained along with a copy of the
listing. The current and prior copy will be retained for review/inspections.

16. <u>Maintain the Document Serial Assignment Letter.</u> At the beginning of each
fiscal year AB will receive a copy of the Document Serial Assignment Letter
from the SAA.

Chapter 3

Section 2: MALSP Support Branch (MSB)

3200. <u>General</u>

1. <u>Responsibilities</u>. MSB is responsible for validating and loading MALSP allowances and monitoring support packages.

2. <u>Duties</u>

    a. MSB will maintain the following files:

        (1) MALSP Allowance List File.

        (2) Deployed/Exercise Support Package Files.

    b. MSB will perform the following duties. A list of computer-generated reports required to perform these duties are contained in Table 3-2.

REPORT NAME	FREQUENCY	RETENTION	PROCEDURE REFERENCE
1. Consolidated Support Package Listings, R-Supply (JSI241/JSI242)	As Changes Occur	Current Only	3201.2
2. Global Communication System Status Report.	Monthly	Current and Prior	WING/TYCOM
3. Monthly FISP Status Report	Monthly	Current and Prior	WING/TYCOM
4. Requisition Listing, R-Supply (JSL311) for ZB9 Project Codes	Monthly	Current and Prior	3201.6.a.7

Table 3-2.--Reports Required For Performance of Duties, MSB.

        (1) Receive, forward and verify all Aviation Consolidated Allowance List (AVCAL) and Coordinated Shipboard Allowance List (COSAL) inventory/validation packages from NAVSUP Weapon Systems Support (NAVSUP WSS)-Philadelphia (P)/-Mechanicsburg (M).

        (2) Coordinate and monitor the AVCAL and COSAL MALSP Allowance Review Milestone Process.

        (3) Validate all AVCAL and COSAL Aids and ensure allowances are properly loaded.

        (4) Ensure Fly-In Support Package (FISP) Building Block Allowances are properly identified in R-Supply/NALCOMIS.

        (5) Modify and monitor FISP deficiency requisitions.

        (6) Coordinate the Validation/Inventory of all COSAL Aids.

(7) Validate COSAL In ACCESS (CIA)/AUTO – Monthly COSAL Maintenance Auto Report (Auto-MCMAR) CD-ROM and ensure allowance increases and/or decreases are properly loaded.

(8) Receive Logistics Support Requests (LSR) from MALS Operations. Validate material requirements, develop local support package and coordinate the staging of material with CMD and RMD.

(9) Coordinate Supply Unit Deployment Milestones with the MALS Operations.

(10) Monitor all Allowance Change Requests (ACR) for compliance with MALSP and ensure allowances are properly loaded.

(11) Maintain up-to-date supply resources/publications for use during deployed operations.

c. MSB will establish and implement a management program for Global Communication System (GCS) testing and reporting.

3. <u>General Marine Aviation Logistics Support Package (MALSP) Information</u>

a. Prior to the development of the MALSP, there was no standard method of quickly task organizing aviation spare parts, Support Equipment (SE), Mobile Facilities (MF) and aviation support personnel. The experience of the unit Supply and/or Maintenance Officer was the basis for decision making on what assets to take when task organizing for deployment. Because experience levels differed from unit to unit, no two units deployed with similar logistics support packages. The potential to leave behind items vital to the unit mission was great. The time required to assemble aviation logistics exceeded all other phases of task organizing an Aviation Combat Element (ACE) for a Marine Air Ground Task Force (MAGTF)/Marine Expeditionary Brigade (MEB). Aviation logistics support could be provided, but it was not as responsive or as effective as it could be.

b. A tenet of the MALSP program is the ongoing development of logistics support capable of rapid task organization and deployment. The primary means for accomplishing this enhancement is a series of standardized, pre-determined logistics support packages containing all elements required to support any contingency plan that the Marine Corps may be tasked to execute. Contingency Support Packages (CSP), the primary MALSP building blocks, contain negotiated allowances of spare parts, SE and MFs, as well as the personnel needed to sustain Marine Aviation in combat. For each element, there are master allowance documents (i.e., squadron/MALS Tables of Organization (personnel), MALS Master IMRLs (SE), Table of Basic Allowance (MFs) and MAG Master AVCAL/COSAL Allowances (spares/repair parts)). Because Organizational level IMRL/MF allowances and personnel allocations are already separately identified and rapidly deployable, they do not need to be incorporated into a CSP.

c. <u>Mission</u>. The MALSP, together with the Maritime Pre-Positioning Force (MPF) Program, the Marine Corps Aviation Prepositioning Program (MCAPP) and the Aviation Logistics Support Ships (T-AVB) Program, provide aviation logisticians the ability to identify and integrate people, MFs, SE and spare parts required to support all aircraft types composing a MAGTF ACE. The MALSP integrates current and future support programs and concepts to sustain Marine Aviation in combat.

d. <u>Concept</u>

(1) In garrison, Marine aircraft squadrons of a particular Type/Model/Series (T/M/S) are usually consolidated in specific Marine Aircraft Groups (MAG). In combat or other contingencies, the Marine Corps task organizes to provide a tailored force with the appropriate capabilities for the designated mission. The requirement to task and organize means Marine Aviation will deploy by combining (compositing) different T/M/S aircraft from several MAGs into a single ACE. The result is a composite squadron, MAG or Marine Air Wing (MAW) depending upon the size of the force required. The attachment or detachment of aircraft associated with compositing is only one aspect of the equation. The transfer and receipt of the logistics support packages between compositing units is a more complex undertaking. To support a task organized ACE, the aviation logistics needed for sustained operations must be provided.

(2) Compositing occurs to create the ACE for the MAGTF; for example, squadrons of different T/M/S aircraft may be tasked to move from one MAG to another creating a composite MAG. This composite MAG can serve as either a Rotary Wing (R/W) or Fixed Wing (F/W) element of an ACE. As the aircraft move to join a composite unit, the associated logistics support must also move. The Marine Aviation Logistics Squadron (MALS, within the MAG supplying the supported squadron, will provide the logistics assets in the form of T/M/S specific building blocks. The MALS these building blocks are drawn from is known as the Parent MALS (PMALS). The MALS which will receive the deploying packages is known as the Host MALS (HMALS). In this manner, aviation logisticians are able to use a building block approach to rapidly establish a comprehensive support package capable of supporting any aircraft mix.

e. <u>Remote Expeditionary Support Package (RESP)</u>

(1) Fly-In Echelon (FIE), the ACE (FW and RW) aircraft and required support are Flight Ferried (FF) directly to the theater of operations supported by either Marine organic or Air Mobility Command (AMC) aerial tankers/cargo aircraft. The remainder of the FIE will be flown into the theater of operations via Marine organic or AMC/Civil Reserve Air Fleet (CRAF) aircraft and will include: Squadron personnel (i.e., maintenance and support crews). The support elements, configured as a RESP, will be deployed in the same manner.

(2) The RESP is a concept of support combining a FISP (Organizational level spare/repair parts), Armament Weapons Support Equipment, Aircraft Armament Equipment (minus Class V), SE, MFs and personnel detaching from a supporting MALS to provide tailored aviation peculiar logistics support to an ACE. The RESP is strategically airlifted via FF/FIE to an Area of Responsibility (AOR) and designed to provide aviation logistics support, to a specific number of T/M/S aircraft, until the arrival of more robust follow-on logistics support from MALSP sources (Peculiar Contingency Support Package, Common Contingency Support Package, Follow On Support Package), MPF/MCAPP assets, host nation support or other joint/combined logistics resources. As ACE missions, endurance requirements and bed down scenarios dictate; the RESP will not be augmented by any additional or follow-on support and can serve as a stand-alone capability to support operational requirements to include required Aviation Logistics Information Management Systems (ALIMS) resource and personnel support.

(3) <u>Building Blocks Definitions</u>. There are six different Building Blocks which make up the MALS AVCAL/COSAL. A standard six digit naming convention has been developed for each Building Block (see paragraph 3200.3h(2)). The requirements for the support packages are contained in the Weapon System Planning Document (WSPD).

(a) <u>Fly-In Support Packages (FISP)</u>. FISPs are Organizational level parts support packages designed to support the FIE aircraft of a MAGTF/MEB ACE. A FISP, flown in with the FIE aircraft, will be combined with the Organizational level aviation SE offloaded from MPF ships or flown in with the squadron(s). This combination of assets is designed to provide readiness and sustainability for the deployed aircraft until the intermediate maintenance capability arrives in theater aboard a T-AVB, by airlift or other means. FISP allowances provide the spare parts normally removed and replaced at the squadron's Optimized Organizational Maintenance Activity (OOMA). The allowances are computed at combat utilization rates for a 30-day endurance period to support a particular quantity of T/M/S aircraft and are additive to AVCAL/COSAL allowances. Until activated in support of a contingency, a FISP is protected stock material under the cognizance of the MALS AvnSupO and will be drawn down only to rotate stock/maintain configuration control. FISP assets will not be removed to fill material requirements in support of garrison/peacetime operations. Additionally, FISPs will not be used as pack-ups to support garrison/peacetime squadron deployments or training exercises without the approval of Headquarters, United States Marine Corps Aviation Logistics Support (ASL). If a FISP is used in other than an MPF scenario, it must be augmented by assets (i.e., AVCAL/COSAL/SE) from the providing MALS.

(b) <u>Peculiar Contingency Support Packages (PCSP)</u>. PCSP allowances consist of the peculiar items required to provide Organizational and Intermediate level support for a specific T/M/S aircraft, and associated SE, a MALS provides to a MAGTF/MEB ACE. A peculiar item is an item tied to a specific aircraft T/M/S or support equipment application. PCSP allowances are computed at the combat utilization rate for a 90-day endurance period.

(c) <u>Common Contingency Support Packages (CCSP)</u>. CCSP allowances consist of those Marine common assets the R/W or F/W HMALS of an ACE provides to support all assigned aircraft. A F/W common item is one having applications to at least the F/A-18C (Night Attack) or F/A-18D (Night Attack) and AV-8B (Night Attack) aircraft that are part of an ACE. A R/W common item is one having applications to at least the CH-53, CH-46E or MV-22B and AH-1W aircraft that are part of an ACE. For planning purposes, it is assumed the F/W and R/W MALS will be geographically separated. CCSP allowances are computed at the combat utilization rate for a 90-day endurance period.

(d) <u>Follow On Support Packages (FOSP)</u>. FOSP equipment consists of supply items and SE assets which, although not required to initiate the assault, are required to sustain the assault. The FOSP material results from a combination of several factors. First degree complete engine repair support items are contained in the FOSP. The FOSP spares requirement is determined by running the Readiness-Based Sparing (RBS) model to the full site base load and the MALS/Site Individual Component Repair List (ICRL). This is contrary to how a CSP is modeled, based on the number of aircraft in the package and the Planning ICRL. The degree to which the FOSP allowance quantity exceeds the sum total of the site's authorized PCSP and CCSP allowance quantities for an item becomes the authorized FOSP allowance quantity. There are also items, because of airlift and sealift constraints, must be phased into a deployment area by use of assault follow-on echelon or follow-up shipping (i.e., weight and cube can be considerations in

designating material as a FOSP allowance). Since FOSP assets are required to sustain the assault, the allowances are built to a 90-day combat utilization rate. These allowances are site specific (not mirror imaged) and must be distinctly identified in allowance documents provided to each MALS.

      (e) <u>Training Squadron Allowances (TSA)</u>. In addition to the packages described above, designated MALS provide support for training squadron(s) attached to the MAG they support. TSAs are built to support a 30-day endurance period at peacetime flying hours. TSA IMRL/AVCAL/COSAL/SE/MF's are additive to the allowances of the MALS and are to be distinctly identified as such in allowance documents.

      (f) <u>Marine Expeditionary Support Package (MESP)</u>. During combat and Humanitarian Assistance/Disaster Relief (HA/DR) operations, the MEU ACE or detachments have been placed ashore for extended periods of un-tethered operations from the Amphibious Ready Group (ARG). As a result, aviation supply support became an un-sourced requirement having a potential negative impact on sortie generation and degrades contingency readiness. Historically, the PMALS sourced logistics requirements in support of extended MEU ashore operations out of available operating stock. As a result, the MESPs were created to provide a standard MEU deck load of Organizational level support at a 30-day combat utilization rate. MESPs are not intended to be used to supplement and/or provide greater depth for a FISP or other package to be deployed.

      <u>1</u> Deployment of the MESP requires the MEU Commander to request MESP support from the applicable MARFOR. MARFORs in coordination with the MEFs, Wings, COMNAVAIRFORCES (CNAF), COMNAVSURFORCES (CNSF) and NAVSUP-WSS will direct the effort to deploy the MESP for use. Deployment of the MESP shall occur via standardized container capable of movement by MEU organic KC-130 or heavy or medium lift R/W aircraft for rapid deployment within 24 hours. The PMALS from whom the MESP T/M/S package is drawn from shall act as the primary Point of Entry (POE) for supply requisitions and to provide the logistical support pipeline. If multiple MESP T/M/S Packages are deployed, a PMALS will be selected as the primary POE. The MEU Commander with concurrence of the MARFORs will direct the MESP redeployment and reconstitution upon Theatre Commanders ordering completion of operations.

      (4) Logistics planning for the MALSP requires the logistics assets available at each MALS be considered and utilized in sourcing the various MALSP support packages. As a starting point in developing the MALSP, notional aircraft assignments to support MEB ACEs were developed. Logistics support requirements were then developed and organized into MALSP support packages to support the notional MEB ACE. The packages are capable of providing support for a predetermined number of a particular T/M/S aircraft. The T/M/S peculiar CSPs are capable of being stacked upon a common core CSP at a HMALS much like building blocks. These building blocks can be arranged in any way that the operational commander requires.

      (5) Each of the building block allowance categories described above is designed to support a specific type and number of aircraft at a predetermined level of repair. These allowances are designed to be mutually supportive and fit together like blocks to form a solid aviation support foundation. For example, R/W aviation logistics assets would be task organized (moved) from one or more PMALS and joined to the core of the HMALS. The same procedure of building support packages by combining parent and host assets applies to Marine F/W units. Together, the R/W and F/W MALS will form

the logistics support base for the MAGTF/MEB ACE for up to 90 days at combat flying hour rates.

    f. <u>Level of Repair Analysis (LORA)</u>

        (1) Because garrison Intermediate Maintenance Activity (IMA) support may be different from combat IMA support, each asset in a particular CSP must be subjected to a LORA to determine proper sparing. The LORA involves defining the maintenance concept under which the CSP will operate. The original aircraft maintenance concept may call for a large test facility, which because of its size would not be deployed as part of the CSP. The CSP maintenance concept would therefore provide no Intermediate level support (ICRL Capability Code X1) for those Weapon Replaceable Assemblies (WRA) supported by the test facility.

        (2) In this scenario, the CSP must be spared with adequate WRAs to support projected removals receiving a Beyond Capability of Maintenance (BCM) code. The sparing of SRAs is not required because of the X1 capability. Failure to adequately review the CSP IMRL for the level of repair available in combat will result in the development of erroneous allowances.

   g. <u>MALSP Responsibilities</u>. Successful deployments of MALSP components require planning and proper maintenance of building block elements. The following paragraphs outline responsibilities related to MALSP deployment.

        (1) <u>MALS S-3</u>. Overall planning and coordination.

        (2) <u>MALS S-1</u>. Provide personnel assets.

        (3) <u>MALS S-4</u>. Embarkation requests, plan and obtain transportation.

        (4) <u>MALS ASD</u>. Provide Spare Parts.

        (5) <u>MALS IMA</u>. Provide Support Equipment.

        (6) <u>ALIMS</u>. Provide Information Technology support.

        (7) <u>MALS Avionics</u>. Provide Mobile Facilities.

  h. <u>MALSP Standard Naming Convention</u>

        (1) <u>Concept</u>.

        (a) The standard naming convention provides Marine aviation logisticians a means to identify MALSP allowances and link those allowances to specific supported unit(s). Understanding the composition of the naming convention and the renaming of the various data elements will aid in the ready recognition of the codes. Accordingly, a detailed explanation follows.

        (b) All standard names are comprised of six data elements. Each data element represents a specific category of information related to that MALSP allowance. The meaning of each of the six data elements is covered below:

        (2) <u>Support Package Naming Convention</u>

        (a) <u>FISP Naming Convention (Table 3-7)</u>

<u>1</u>   First Position: "F" (Note: also applicable to MESP).

<u>2</u>   Second Position: A number identifying the FISP package Number (1 for the first package, 2 for the second package, etc.). The package number of the FISP is identified by NAVSUP WSS-P's Planned Program Requirements (PPR)/Fixed Requirement File. This number will be unique for all mirror imaged FISPs within the Marine Corps, with the exception of those FISPs having more than five occurrences. R-Supply software limits the user to five sequential serial number assignments. NAVSUP WSS-P, with support from the MARFORs, will determine which MALS will receive duplicate FISP serial numbers based upon current/future operational events.

<u>3</u>   Third and Fourth Position: A combination of letters and/or numbers identifying the T/M/S aircraft a FISP is designed to support.

ACFT T/M/S	STANDARD NAME
F/A18A/C/D	8A/8C/DN (NOTE 1)
KC130F/J/R/T	30
CH53D/E	5D/5E (NOTE 3)
AH1W/UHIN	H1
AV8B	8R (NOTE 2)
EA6B	E6
CH46E	46
MV22	V2
AH1W	HW
AH1Z	HZ
UH1N	HN
UH1Y	HY

Table 3-7.--FISP A/C Standard Names Position 2-4.

NOTE 1: 8A designates a 36 aircraft FISP supporting 12 F/A-18A, 12 F/A-18C (Night Attack) and 12 F/A-18D aircraft. 8C designates a 36 aircraft FISP supporting 24 F/A-18C (Day Attack) and 12 F/A-18D aircraft. DN36 designates a 36 aircraft FISP supporting 12 F/A-18C (Night Attack) and 24 F/A-18D (Night Attack). DN24 designates a 24 aircraft FISP supporting 12 F/A-18D (Night Attack) and 12 F/A-18C (Night Attack).

NOTE 2: 8R designates a 14 aircraft FISP supporting 10 AV-8B (Radar Attack) and 4 AV-8B (Night Attack) aircraft.

NOTE 3: 5D designates a 10 aircraft FISP supporting 10 CH-53D aircraft. 5E designates a 16 aircraft FISP supporting 16 CH-53E aircraft.

<u>4</u>   Fifth and Sixth Position: Signify the number of aircraft supported.

(b) <u>PCSP naming convention (Table 3-7)</u>

<u>1</u>   First Position: A number identifying the PCSP package number (1 for first package, 2 for second package, etc.). The package number of the PCSP is identified by NAVSUP WSS-P's PPR/Fixed Requirement File. This number will be unique for all mirror imaged PCSPs within the Marine Corps, with the exception of those PCSPs having more than five occurrences. As with the FISP, R-Supply software limits the user to five sequential serial number assignments. NAVSUP WSS-P, with support from the MARFORs will determine

which MALS will receive duplicate PCSP serial numbers based upon current/future operational events.

    <u>2</u> Second through Fourth Position: A combination of letters and/or numbers identifying the aircraft designation the PCSP is designed to support.

ACFT T/M/S	STANDARD NAME
F/A18A/C/D	18A/18D/18N (NOTE 1)
KC130F/R	30R
KC130T	30T
KC130J	30J
CH53D	53D
CH53E	53E
AH1W/UHIN	HML
AV8B	V8R
EA6B	E6B
CH46E	46E
MV22	V22
AH1W	H1W
AH1Z	H1Z
UH1N	H1N
UH1Y	H1Y

Table 3-8.--PCSP A/C Standard Names Position 2-4.

NOTE 1: 18A designates a 36 aircraft PCSP supporting 12 F/A-18A, 12 F/A-18C (Night Attack) and 12 F/A-18D aircraft.

NOTE 2: 18D designates a 36 aircraft PCSP supporting 12 F/A-18C (Day Attack), 12 F/A-18C (Night Attack) and 12 F/A-18D with the peculiar support required for 12 F/A-18A.

NOTE 3: 18N designates a 36 aircraft PCSP supporting 12 F/A-18C (Night Attack) and 24 F/A-18D (Night Attack).

NOTE 4: 18N designates a 24 aircraft PCSP supporting 12 F/A-18C (Night Attack) and 12 F/A-18D (Night Attack).

NOTE 5: V8R designates a 14 aircraft PCSP supporting 4 AV-8B (Night Attack) and 10 AV-8B (Radar Attack) aircraft.

    <u>3</u> Fifth and Sixth Position: Signify the number of aircraft supported.

   (c) <u>CCSP Naming Convention</u>

    <u>1</u> First through Fourth Position: CCSP.

    <u>2</u> Fifth and Sixth Position: Alphabetic designator signifying the common contingency support package as either fixed or rotary-wing specific.

      <u>a</u> RW: Rotor wing common CSP.

      <u>b</u> FW: Fixed wing common CSP.

   (d) <u>FOSP naming convention (Tables 3-5 and 3-6)</u>

    <u>1</u>   First Position: I.

    <u>2</u>   Second through Fourth Position:

        <u>a</u>   OSP will represent the standard site FOSP (i.e. IOSP12 represents a standard FOSP for MALS-12).

        <u>b</u>   A combination of letters and/or numbers identifying the aircraft, engine or support equipment designation the FOSP is designed to support (i.e. I18D12 represents a standard F/A-18D peculiar FOSP at MALS-12).

ENGINE TYPE	STANDARD NAME
T64-GE-413	413
T64-GE-415	415
T64-GE-416	416
T58-GE-10	T58
T700-GE-401	700
T400-CP-400	400
F404-GE-400	404
F402-RR-406A/B	406
F402-RR-408A	408
J52-P-408	J52
T56-A-16	T56

Table 3-9.--FOSP A/C Engine Standard Names Position 2-4.

ACFT T/M/S	STANDARD NAME
F/A18A/C/D	18A/18C/18D/18N (NOTE 1)
KC130F/R	30R
KC130T	30T
CH53D/E	53D/53E
AH1W/UHIN	HML
AV8B	V8D/V8N/V8R (NOTE 2)
EA6B	E6B
CH46E	46E
MV22	V22
AH1W	AH1
UH1N	UH1

Table 3-10.--FOSP A/C Standard Name Position 2-4.

NOTE 1: 18A designates F/A-18A FOSP material.

NOTE 2: 18C designates F/A-18C (Day Attack) FOSP material.

NOTE 3: 18N designates F/A-18C (Night Attack) FOSP material.

NOTE 4: 18D designates F/A-I8D FOSP material.

NOTE 5: V8D designates AV-8B (Day Attack) FOSP material.
V8N designates AV-8B (Night Attack) FOSP material.

NOTE 6: V8R designates AV-8B (Radar Attack) FOSP material.

    <u>3</u>   Fifth and Sixth Position: Signify the numeric designator of the responsible MALS (e.g., 11=MALS 11, 12=MALS 12, etc.).

    (e) <u>TSA naming convention</u>

     <u>1</u> First through Fourth Position: TTSA.

     <u>2</u> Fifth and-Sixth Position: Signify the numeric designator of the responsible MALS (e.g., 11=MALS 11, 14=MALS 14, etc.).

  (3) <u>Complete Standard Name</u>. The following examples are provided to put all six data elements together to form a complete standard name:

    (b) I40411: F404 engine material held in a FOSP at MALS-11.

    (c) TTSA11: TSA held at MALS-11.

    (d) CCSPRW: R/W Common CSP.

    (e) CCSPFW: F/W Common CSP.

    (f) Fl8A36: First 36 aircraft FISP supporting 12 F/A-18A, 12 F/A-18C (Night Attack) and 12 F/A-18D aircraft.

    (g) 2V8R14: Second 14 aircraft PCSP supporting 10 AV-8B (Radar Attack) and 4 AV-8B (Night Attack) aircraft.

    (h) 1V2212: First 12 aircraft V22B PCSP.

  (4) <u>Non-aeronautical Material</u>. Additional MALSP packages have been built to support non-aeronautical Navy-funded material (e.g., Expeditionary Air Field and Weather). While these packages are comprised of six data elements, their structure is built differently. The standard naming convention for these packages is provided below:

    (b) <u>First Position</u>

     <u>1</u> W: Weather.

     <u>2</u> E: Expeditionary Air Field (EAF).

     <u>3</u> B: Basic EAF.

    (c) <u>Complete Standard Name</u>. The following examples are provided to put all six data elements together to form the complete standard name:

     <u>1</u> WEATHF: Weather support fixed wing.

     <u>2</u> WEATHR: Weather support rotor wing.

     <u>3</u> BEAFRW: Basic Expeditionary Airfield rotor wing.

     <u>4</u> BEAFFW: Basic Expeditionary Airfield fixed wing.

     <u>5</u> EEAFRW: Expanded Expeditionary Airfield rotor wing.

     <u>6</u> EEAFFW: Expanded Expeditionary Airfield fixed wing.

     <u>7</u> MCCXXX: Marine Corps Calibration Complex.

<u>8</u>   MACSXX: Marine Air Control Squadron.

Note: Two weather packages are maintained by MALS-14. The second package is identified as WEATH2.

3201. Procedures

1. Maintain Allowance List Files

a. MSB will maintain the master copy of all current allowance lists to include AVCAL and COSAL.

b. When new AVCAL or COSAL allowance lists/electronic data products are received, MSB will maintain the old lists/electronic data products until the new allowance products have been loaded and verified.

2. Maintain Deployed/Exercise Support Package Files. MSB will maintain MALSP/Local Support Package Files:

a. Current Support Package File. The MSB will maintain listings of all support packages currently in process of being pulled or already on deployment. Listings of returned support packages, Material Control Registers and Expeditionary Pack-Up Kit (EPUK)/ Stand-Alone Material Management System (SAMMS) II Database Files will be kept for historical purposes at a minimum of 12 months from the support package's return date.

b. MSB will use the Material Control Register/EPUK/SAMMS II data to review all NIS/NC demands received during the deployment to determine possible adjustments to package allowances for future deployments.

c. MSB will conduct a demand history analysis for each T/M/S prior to and after all exercises.

3. AVCAL Validation Process. The TYCOM will receive all AVCAL validation packages from NAVSUP WSS-P. The TYCOM will then forward the validation packages to the appropriate Wing for review/action after verifying the contents of the validation packages. Upon receipt of the validation packages from the Wing, MSB will verify the contents of the validation packages and forward them to the appropriate division(s) for review/action.

4. Coordinate and monitor the AVCAL MALSP packages milestone process. MSB will coordinate and monitor the NAVSUP WSS-P Procedures Message to ensure the MALS meets all milestones in the AVCAL/COSAL Review Process. Amplifying information is contained in reference (o).

5. AVCAL and COSAL Allowances Processing Procedures

a. AVCAL Allowance Processing Procedures. Refer to the Plan of Action & Milestones (POA&M) provided by CNAF Code N414 with AVCAL Products.

b. COSAL Allowances Processing Procedures. Refer to Appendix T.

6. Review all ACRs on AVCAL/COSAL Material for compliance with the MALSP.

a. Process for changing allowances between scheduled allowance reviews. Procedures for requesting an addition, increase, decrease or deletion of current allowances are provided below. X05 processing is not authorized until approved by NAVSUP-WSS M/P in writing or by receipt of allowance aids.

(1) ACRs for AVCAL assets. The Allowance Change Request (ACR) is a vehicle for the fleet to recommend a revision to an authorized AVCAL fixed allowance level. ACRs are submitted when the current allowance quantity does not appear to be sufficient to support an activity's present and continuing

maintenance mission. ACRs for allowance decreases are also required. NAVSUP WSS-P will process site specific ACRs (FOSP/TSA allowances) within 15 days from receipt or will provide interim status. For ACRs affecting CSPs and FISPS, concurrence from all affected MALS, MAWS and TYCOMs is required. Once concurrence from all affected activities is received, NAVSUP WSS-P will take the ACR for action and notify all affected activities by naval message. If approved, the new allowance will be loaded by using DI X05 and the allowance increase will be requisitioned with a QZ/QU Fund Code. If the ACR is requesting a decrease in allowance, and it is approved, an X05 will be processed for the new allowance and the excess quantity will be properly offloaded. ACRs are required on all 7R Aviation Depot Level Repairables (AVDLR) and all Field Level Repairables (FLRs).

        (2) ACRs for COSAL assets. NAVSUP Form 1220-2 (Allowance Change Request) will be filled out in accordance with the reference (w),vol I, Paragraph 2105 and routed through the appropriate chain of command. An ACR Log (Pending and Completed File) must be maintained with related correspondence to show status of each ACR. Reference (ap) provides additional information for submission of an ACR.

    b. Retention. All approved/disapproved ACRs will be maintained until the next allowance review.

7. Ensure FISP/MESP allowances are properly managed in R-SUPPLY/NALCOMIS

    a. FISP/MESP Management Requirement. MSB is responsible for managing and maintaining each FISP/MESP in a deployment ready condition to include shipping containers and those equipped with Environmental Control Units (ECU). Until activated in support of a contingency, a FISP is protected stock material under the cognizance of the MALS AvnSupO and will be drawn down only to rotate stock/maintain configuration control. FISP assets will not be removed to fill material requirements in support of garrison/peacetime operations without the written approval of the appropriate Wing Commander. Additionally, FISPs will not be used as "pack-ups" to support garrison/peacetime squadron deployments or training exercises without the approval of Headquarters, United States Marine Corps (ASL). If a FISP is used in other than an MPF scenario, it must be augmented by assets (i.e., AVCAL/COSAL/SE) from the providing MALS.

        (1) MSB will establish a secured and controlled access area for storage of material separate from storage areas used for normal Supply Officer's stock. This storage will consist of MF containers configured in accordance with the Table of Basic Allowance (TBA) manual or other ASL approved storage containers. Assets that do not fit into the containers will be palletized (where possible) and clearly marked with applicable support package serial number as FISP/MESP stock. All assets will be segregated by their standard support package serial number for ease of deployability.

        (2) MSB will ensure all repairable assets are in RFI condition. This will be accomplished as follows:

            (a) On a quarterly basis, in conjunction with the required inventory, all repairable assets must be screened for an RFI date older than 24 Months. If the RFI date exceeds 21 months then those assets will be screened against the Supply Officer's stock for assets with a more recent RFI date. Prior to the 24th month, MSB will coordinate with RCB for the induction of the FISP asset(s) into the local IMA in accordance with procedures in paragraph 4501.18f and obtain the next available RFI asset.

          <u>1</u>   MSB will verify the Source Maintenance and
Recoverability (SM&R) Code. If the SM&R Code's 4th position indicates a
"G"/"H" (IMA repair), "O" (Organizational level repair) or "D" (Depot repair)
and the local IMA has "X1" repair capability; then MSB will initiate a visual
inspection of the material.

               <u>a</u>   If material is in a hermetically sealed package
preventing the invasion of oxygen, moisture, humidity and any outside
contaminant to enter the sealed package (which excludes depot level reworked
material) and no damage to the packaging is evident; the material will be
deemed RFI and the material will be properly annotated. The annotations will
consist of the inspector's name, date reviewed and the phrase "Not available
for rotation." These items will remain in the FISP until the next quarterly
inventory. This process will remain in place until a replacement asset
becomes available.

               <u>b</u>   If the material is not packed in a hermetically
sealed package and missing an RFI tag or the component appears damaged, the
material will be removed from the FISP and inducted into the IMA for BCM-1
disposition in accordance with paragraph 4501.20e(4).

               <u>c</u>   Items having exceeded or will exceed the 24 month
rotation cycle prior to next scheduled inventory, where RMD does not have
available assets for rotation, will require an annotation to the stow tag.
The annotations will consist of the inspector's name, date reviewed and the
phrase "Not available for rotation." These items will remain in the FISP
until the next quarterly inventory. This process will remain in place until
a replacement asset becomes available.

          (b) MSB will inspect all shipping containers to ensure the
integrity of the container is maintained. MSB will coordinate with the IMA's
Production Control (PC) Division to replace all expired humidity indicators.
Any shipping container which is damaged or fails to meet the required
packaging standards will be repaired or replaced by RSB.

     (3) MSB will ensure that all assets are screened during the Quarterly
Shelf Life Review Program (Appendix "L"). Any assets that are expired or
will expire prior to the next review will be rotated with AvnSupO's stock on
a one-for-one basis. If this cannot be accomplished for any reason, MSB will
remove the expired shelf life material from the FISP/MESP and turn the
material over to CCB/RCB. Refer to paragraph 3201.6a(5) for replenishment
procedures. Additionally, MSB will screen the monthly Change Notice
Storeroom Action Listing for any changes and ensure that appropriate action
is taken in accordance with paragraph 6311.11, 6401.14e, 4101.15 and 4501.21
as applicable.

     (4) FISP/MESP on-hand quantities will be maintained at 100% of the
allowance. Deficiencies to the RO will be reflected in normal stock, not as
deficiencies to the FISP. If the FISP/MESP total allowance quantity cannot be
filled due to lack of shelf stock within CMD/RMD, a stock requisition will be
identified to track the FISP/MESP deficiency.

     (5) When material is relocated from normal Supply Officer's Stock and
placed in the FISP/MESP, MSB will update support package quantities in R-
Supply. Utilize R-Supply menu options INV – Maintain Support Packages to
add, change and/or delete support package records. Additionally, MSB will

verify and ensure repairable FISP/MESP support package quantities interface and update NALCOMIS table(s) accordingly.

(6) Monthly, MSB will monitor all deficiencies to the FISP/MESP. Deficiencies will be reviewed utilizing manual or automated procedures. MSB will utilize a combination of R-Supply Support Package Listings, SQLs or ADHOCs to identify deficiencies to pull from normal Supply Officer's Stock and place them in the FISP/MESP.

NOTE: MSB will coordinate action being taken with RCB or CCB before the removal of any material from stock. If no stock material is available to fill FISP/MESP deficiencies, MSB will ensure stock requisitions are modified citing Project Code ZB9. In addition to normal follow-up action, MSB will submit supply assist requests on funded backordered requisitions as needed. Supply assists can be sent via naval message, email or DOD EMALL. All assists will include the cognizant Wing/TYCOM as info addressee. Guidance for the submission of follow-ups and supply assist messages are outlined in appendix S.

(7) Monthly, MSB will monitor and submit proper follow-ups (AM_, AF_, AT_, AE_, AC_ and AK_) on ZB9 requisitions for items not available from Supply Officer's Stock. Each requisition on the listing will be annotated with the action taken (follow-up sent, what type and to whom). Remarks will be annotated on the report if action cannot be taken and a YE1 shall be posted in R-Supply. The listing will be signed and dated by the person conducting the review and retained in the MSB (current and prior).

(8) If no stock requisitions are currently on order for the FISP deficiency, MSB will coordinate with RCB or CCB (as applicable) to initiate a document and place them on order. The following circumstances are possible causes of deficiencies without dues with the corrective action required:

(a) Requisition Cancelled. Requisitions may be cancelled for many reasons; however, repairables are most frequently cancelled because the NSN has become obsolete or the requisitioner has submitted a requisition exceeding the authorized allowance reflected on the ICP's records. Additionally, users sometime cancel requisitions internally as a result of the local requisition validation process (i.e., after submission of an AC1 and an AK1 with no response from holding activity). These conditions require different courses of action for correction.

1 Obsolete NSN. If the ICP has determined the NSN is obsolete, research must be conducted to identify the replacement NSN (if one exists). If a new NSN is identified, determine if it is stocked in the FISP/MESP. If the new NSN is carried in the FISP/MESP, ensure a prime/substitute relationship is established on the R-Supply Stock Item Table. If the relationship has been established, determine if a deficiency still exists and initiate action to effect replenishment.

2 Excessive Quantity Ordered. If the ICP determines the quantity ordered exceeds the allowance reflected on their records, they will cancel all requisitions received in excess of allowances for the NSN. In this instance, review local records to ensure the local allowance corresponds with the NAVSUP WSS Database. If the allowances are the same, review the ICP Database to determine if they reflect outstanding stock requisitions which are not on the R-Supply Requisition Table. If this is the case, input the requisition. The requisition will cite Project Code ZB9 to identify it as a FISP replenishment. In the event the allowances are not the same, review the

AVCAL/COSAL Product received from NAVSUP WSS to identify the negotiated allowance. Review the ACR File to determine if an ACR has been submitted and subsequently approved without the ICP updating their records. Additionally, check to see if the item is an AT Code 3 allowance with the difference being caused by the COSAL allowance. If the allowance reflected on R-Supply COSAL Table differs from the negotiated allowance, correct local R-Supply records as required. If it is the same as the negotiated allowance, contact the inventory manager to determine the reason for the change and initiate the appropriate action required as a result of this contact.

(b) <u>Initial Issue</u>. In case of an approved allowance increase by the NAVSUP WSS, an initial-issue requisition will be generated. The R-Supply Stock Item Non-recurring Demand Quantity, which is incremented by processing a X05 allowance increase, must be greater than zero before generating the replenishment requisition. FISP/MESP AVCAL/COSAL requisitions will cite Signal Code, Fund Code, Project Code, Advice Code and transmitted to the site based on the COG shown in Table 3-11.

(c) <u>Issue from FISP/MESP Stock</u>. FISP/MESP assets are protected material under the cognizance of the MALS AvnSupO and will be issued only when approved by the cognizant Wing AC/S ALD or when directed by COMNAVAIRFOR (N416). Requests from locally supported units, non-supported units and COMNAVAIRFOR (N416) will be submitted by electronic means to the cognizant Wing AC/S ALD. Such requests must be limited to mission requirements and not to simply increase aircraft readiness.

COG	FUND CODE	SIGNAL CODE	PROJECT CODE	ADVICE CODE	TRANSMITTED TO:
1R	QU	C	ZB9	5D	PHIL_NAVICP-PCAVCAL@NAVY.MIL
3_	QU	C	ZB9	5D	PHIL_NAVICP-PCAVCAL@NAVY.MIL
7E	VO	C	ZB9	5D	NUV
7G	VO	C	ZB9	5D	NUV
7H	VO	C	ZB9	5D	NUV
7R	QZ	C	ZB9	5D	NRP
9_	QU	C	ZB9	5D	PHIL_NAVICP-PCAVCAL@NAVY.MIL

Table 3-11.--Allowance Increase MILSTRIP Data Elements.

1 <u>Locally Supported Unit</u>. When issue approval has been granted by the cognizant Wing AC/S ALD, MSB will either:

a <u>DTO Off-station</u>. Coordinate with SRD to ensure the bureau number is updated against the outstanding DTO NMCS/PMCS requirement to reflect offline Payback to MSB bureau number 111111 per 5201.5.b(1) and update to Supply's Organization (ORG) Code. Upon receipt, the material will be delivered to MSB. MSB will ensure the asset is expeditiously returned to the FISP/MESP.

b <u>EXREP</u>. Return the support package quantity to the shelf and coordinate with RMD to ensure the Issue Select is processed in NALCOMIS. Upon receipt of the RFI asset in RMD, the quantity will be returned from a Due In From Maintenance (DIFM) status and the material will be delivered to MSB. MSB will ensure the asset is expeditiously returned to the FISP/MESP.

c <u>Additional criteria for requesting a FISP/MESP asset from locally supported units</u>

i.   Requisition (NMCS, stock) has confirmed shipping status and is the last part holding the aircraft down.

-OR-

ii. The WRA/SRA has C1 repair capability and projected to be RFI'd within 72 hours.

2   Non-supported Unit (excluding COMNAVAIRFOR (N416)). When issue approval has been granted by the cognizant Wing AC/S ALD, the non-supported unit must contact NAVSUP WSS to have the DTO NMCS requirement referred to the activity providing the support. MSB will issue the asset against the non-supported unit's outstanding DTO NMCS requirement and coordinate with SSB to ensure the asset is packaged in accordance with the P-700 and shipped via fastest traceable means. MSB will coordinate with RCB or CCB (as applicable) to initiate a FISP/MESP stock replenishment citing Project Code ZB9. Upon receipt, the material will be delivered to MSB. MSB will ensure the asset is expeditiously returned to the FISP/MESP.

3   COMNAVAIRFOR (N416). When COMNAVAIRFOR (N416) directs the appropriate MAW AC/S ALD to issue an asset from the FISP/MESP, COMNAVAIRFOR will contact NAVSUP WSS to have the DTO NMCS requirement referred to the activity providing the support. MSB will issue asset against the non-supported unit's outstanding DTO NMCS requirement and coordinate with SSB to ensure the asset is packaged in accordance with the P-700 and shipped via fastest traceable means. MSB will coordinate with RCB or CCB (as applicable) to initiate a FISP/MESP stock replenishment citing Project Code ZB9. Upon receipt, the material will be delivered to MSB. MSB will ensure the asset is expeditiously returned to the FISP/MESP.

(d) BCM of FISP/MESP Stock. When a FISP/MESP asset has been inducted and subsequently BCM'd by the IMA, MSB will be notified by RCB of the action taken and the document number generated for the FISP/MESP stock replenishment.

1   Referred Documents. MSB will input an AM_ requisition modifier to update the R-Supply Requisition File Project Code to ZB9. Use menu options Log>Status>Supply and select the Outgoing Status Option. Enter the document number and then select Doc ID AM_. Users will then change the Project Code Field to ZB9 and click the Apply Icon.

2   Non Referred Documents. MSB will notify the SAA to change the Project Code to ZB9 prior to transmittal into the system. MSB will then input an AM_ as stated above, then load incoming status of BK with a Project Code of ZB9 into R-Supply to change the A0_ to reflect the change.

Note: The AM_ should be removed from the outgoing status file by the SAA.

(9) The FISP/MESP Inventory Validity will be maintained at 100%. Quarterly, MSB will inventory 100% of the repairable material (recommend in conjunction with RMD) and 100% of the consumable material annually for each FISP/MESP. The last quarterly (repairable) and annual (consumable) inventory results will be maintained on file. A letter citing the results will be provided to the AvnSupO.

(10)MSB will submit any FISP/MESP reports as required by higher headquarters.

b. Deploying the FISP/MESP. MSB will act as the ASD Coordinator when the need arises to deploy a FISP/MESP.

(1) MSB will assist the Responsible Officer/designated representative with inventorying the FISP/MESP to ensure all assets are provided.

(2) MSB will prepare a detailed list of any shortages in the deploying FISP/MESP. This listing will be used to screen all areas of the ASD in an effort to fully stock the FISP/MESP. If assets are not available to fully stock the FISP/MESP, MSB will submit an Emergency Supply Assist Message to the appropriate Wing ALD, with an information copy to all MALS with like aircraft.

(3) MSB will ensure R-Supply/NALCOMIS Support Package Records reflect the actual quantities deployed. After obtaining a custody signature from the Responsible Officer/designated representative, MSB will retain the original signed copy on file until the FISP/MESP is returned.

8. Coordinate the validation/inventory of COSAL Aids

a. NAVSUP WSS-M, on a three year cycle, will validate each MAG's COSAL. NAVSUP WSS-M will initiate this process by forwarding the validation packages to the appropriate MALS AvnSupO. MSB is responsible for coordinating the validation and inventory of the MAG's COSAL assets with the affected units in accordance with the NAVICPINST 4441.170. MSB will provide all training and assistance to the supported customers in the validation process. MSB will ensure the results of this validation are returned to NAVSUP WSS-M by the due date. Refer to Appendix T for detailed allowance processing procedures.

b. Validate CIA CD-ROM. MSB will receive the CIA CD-ROM from NAVSUP WSS-M on an annual basis. MSB will verify the CIA CD-ROM for allowance increases or decreases and will ensure the allowance aids are properly processed in accordance with Appendix T. MSB will retain a copy of all CD-ROMS and label them Master Copy and retain until the next completed COSAL review.

9. Receive, Distribute, and Monitor Pack-up Requests. MSB will be the focal point for all pack-up requests. They will receive pack-up requests from the MALS Operations detailing dates of deployment and numbers of aircraft.

a. MSB is responsible for maintaining allowances of new or existing local support package allowances based upon the T/M/S and number of aircraft involved. When establishing new local support packages, MSB will assign a six position Local Support Package (LSP) serial number. The first position of the LSP serial number must begin with letter "L" (i.e. LWTI01). MSB will establish LSP allowances for each applicable NIIN in R-Supply.

b. MSB will produce R-Supply consumable and repairable support package listings and forward to RMD and CMD to have the material pulled from stock. After support package material has been staged, RCB and CCB will update the support package on-hand quantities in R-Supply. RCB will ensure all repairable support package quantities entered interface to NALCOMIS.

c. When RCB/CCB completes the data entry process, MSB will produce new R-Supply Support Package Listings with on-hand quantities. MSB will conduct a 100% repairable inventory validation with RCB and a 30% consumable inventory validation with CCB. Corrective action will be taken if validation does not reflect 100% accuracy.

d. Once inventory validation is complete, MSB will produce the R-Supply Support Package Listings. The listing will be signed by the deployment Responsible Officer (RO) or designated representative. Three copies will be produced; the original signed copy will be retained by MSB. The second copy will be provided to the deployment RO or designated representative. The third copy will be provided to RCB and the fourth will be provided to CCB.

10. <u>Maintain up-to-date publications for use during deployed operation(s)</u>. Appendix I delineates publications required on deployment. MSB will maintain sufficient copies of all publications listed in Appendix I. These publications will be obtained from TRB, kept current and checked out to the Responsible Officer/designated representative when requested for a deployed operation.

11. <u>Coordinate and submit supply reports concerning the Fleet Marine Forces (FMF) Unit Deployment Program (UDP)/Marine Expeditionary Unit (MEU) L-CLASS/CV-N Aviation Maintenance and Material Readiness Program</u>.

a. Milestones and reports required for UDP/MEU/CV-N deployments are outlined in references (p) thru (r).

b. MSB will consolidate data for all reports required and ensure all supply milestones are met and input is provided to the MALS' Milestone Manager in S-3 for submission.

12. <u>MSB will establish and implement a management program for GCS testing and reporting</u>. MSB will establish and implement a quarterly management program for GCS testing and reporting the condition of all GCS equipment.

a. <u>Testing of each asset</u>

(1) Set up the GCS properly.

(2) Conduct voice test and check.

(3) Conduct data test by connecting either a deployable personal computer or notebook computer that has WEBSALTS software with all updates loaded to it. Conduct an actual send and receive WEBSALTS transmission.

b. <u>Reporting</u>. In accordance with TYCOM/Wing instructions, submit a Quarterly GCS Status Report to the Wing (ALD-C) by E-Mail providing the condition (i.e. RFI, NON-RFI, IW and AWP) of all GCS equipment. GCS equipment deemed NRFI, submit a brief status update on the Quarterly GCS Status Report on when the asset will be RFI.

Chapter 3

Section 3: Database Administration Branch (DBAB)

3300. <u>General</u>

1. <u>Responsibilities</u>. The Supply Applications Administrator (SAA) must be capable of solving problems in a timely and efficient manner. The SAA is responsible for NTCSS applications consisting of R-Supply and NALCOMIS. The SAA is the direct liaison between the ASD, Aviation Logistics Information Management and Support (ALIMS) and other external activities for standalone applications (i.e. Integrated Barcode System (IBS), Image Retrieval System (IRS) and SAMMS II).

2. <u>Duties</u>

    a. The SAA will perform the following duties (a list of computer generated reports required for performance of these duties is contained in Table 3-12 for R-Supply/NALCOMIS sites and Table 3-13 for all supply standalone applications):

        (2) Maintain a Software Update File.

        (3) Maintain R-Supply/NALCOMIS system security and access.

        (4) Assist supply users on proper use of NTCSS applications.

        (5) Coordinate with supply users on proper use of all stand-alone applications.

        (6) Maintain direct liaison with the ALIMS System Operations Branch (SOB).

        (7) Troubleshoot functional software problems and submit application Trouble Calls (TCs) as required.

        (8) Maintain Trouble Calls (TC)/Trouble Report (TR)/Change Proposal (CP) Files.

        (9) Schedule, approve and prioritize online and offline processing for R-Supply/NALCOMIS.

        (10) Distribute R-Supply/NALCOMIS output.

        (11) Maintain Configurations and Validation Table Reports for all supply related NTCSS applications.

        (12) Maintain user registration files for R-Supply and NALCOMIS.

        (13) Direct and coordinate all End of Month (EOM)/End of Year (EOY) processing for R-Supply/NALCOMIS.

        (14) Maintain the MALS WEBSALTS account.

        (15) Maintain results of the File Management Branch (FMB) Monthly Tape Library Inventory.

(16) Maintain current publications for all NTCSS applications within the ASD.

Maintain Application Configuration and Validation Reports			
Application	Report Name	Freq	Retention
R-Supply	Aircraft Table (ADHOC) Unit/Ship/Organization Tables (ADHOC) Engine TEC Table (ADHOC) Fund Code Table (ADHOC) Master Validation Report (JSS200) Printer Location Table (ADHOC) Supply User/Menu Structure/Job Role/User Role Tables (ADHOC) Activity Control Information (screen dump all three tabs) Customer Serial File Listing (list print option available on screen)	As Changes Occur	Current Listing
NALCOMIS Tables	DA01_ORGANIZATN (ADHOC) DA02 Project Code (ADHOC) DA03_Site (ADHOC) DA05_Workcenter (ADHOC) DA06 Fund Code (ADHOC) DF01_DDSN_Asgn (ADHOC) DF05 CDA_Validation (ADHOC) DF07_Bunotable (ADHOC) DF08 Stock_Autoassign (ADHOC) DF09_Broadarrow_Autoassign (ADHOC) DF15_Suadps_intf_logon (ADHOC) DF22_Cog_mcc_rep (ADHOC) DF34_External_Fundcode (ADHOC) DU05_Personnel (ADHOC) DU10_Personnel_Tasks (ADHOC) DV08_TEC (ADHOC)	As Changes Occur	Current Listing

Table 3-12.--Relational Supply/NALCOMIS Reports Required for Performance of Duties, SAA.

Maintain Standalone Application Configuration			
Application	Report Name	Freq	Retention
IBS	Setup Configuration (Screen dump of all setup screens)	Monthly	Current Listing
Image Retrieval	Setup Configuration (Screen dump of all setup screens)	Monthly	Current Listing

Table 3-13.--Standalone Application Configuration Reports Required for Performance of Duties, SAA.

(17) Manage all outgoing/incoming MILSTRIP transactions for R-SUPPLY/NALCOMIS.

(18) Coordinate and process R-Supply Material Financial Control System (MFCS) Inventory Reconciliation.

(19) Coordinate and process R-Supply/NALCOMIS Database Reconciliation.

(20) Receive, coordinate and respond to external Material Obligation Validations (MOV).

(21) Produce the Document Serial Number Assignment Letter.

3301. Procedures

1. Maintain a Software Update File

a. All R-SUPPLY/NALCOMIS incoming blocks, patches and releases will be accompanied by a list of all the software changes made. ALIMS will maintain all software in an off-site safe. A copy of all R-Supply/NALCOMIS incoming blocks/patches/releases and software synopsis of changes will be maintained in the ASD by the SAA in date-installed order for the life cycle of the current baseline. The SAA will distribute a copy of the synopsis of changes to all supply divisions. ALIMS must provide changes and work hand in hand with NMCI.

b. Maintain copies of all stand-alone system application software (publications and program disks).

2. Maintain R-Supply/NALCOMIS system security and access. The SAA will maintain security and access to the NTCSS applications.

a. Application Level. Each functional system, such as R-Supply and NALCOMIS, features authorization controls limiting user access to specific functions. This involves Logon IDs, Special Maintenance Qualification (SMQ) Codes, Menu Roles or tasks identifying the user and control which menu options a user may access. This system is based on the concept each user has authority to perform a given set of functions and only those functions.

(1) Monthly the SAA will:

(a) Create and review ADHOC output from the R-Supply Supply_user/User_role Tables and NALCOMIS Du05_personnel/Du10_tasks Tables.

(b) During this review, the SAA will identify, delete or update ASD users who may no longer be with the command, or who have unauthorized access to specific features.

(2) Additional information on system security can be obtained from reference (s) thru (u).

(3) The SMD OIC/SNCOIC will assign personnel authorized access to the following critical menu items in R-Supply/NALCOMIS via letter:

(a) R-Supply Site Menu Path.

(b) NALCOMIS User Access and Menu Table.

(c) NALCOMIS Organizational Table.

b.   The SAA will be responsible for coordinating with the different division heads to identify the needs and allowing access for each Aviation Supply User.

3.   <u>Assist supply users on proper use of NTCSS applications (R-Supply/NALCOMIS)</u>.   There will be times when the SAA will need to assist other supply divisions on proper application procedures.   The SAA will assist on such things as input, scheduling, reading output and inventory.

4.   <u>Assist supply users on proper use of all stand-alone applications</u>.   The SAA will be the central point of contact within the ASD for all stand-alone application systems.   The SAA will attempt to resolve any software problems and/or request assistance from external supporting activities as required.

5.   <u>Maintain direct liaison with the ALIMS</u>.   The SAA/Maintenance Applications Manager (MAM) will maintain operational control of the NTCSS applications. The SAA/MAM will coordinate with ALIMS in such operations as interface processing, job scheduling, scheduling system up/down times, EOM Processing, ALIMS required maintenance actions and file management.

6.   <u>Troubleshoot functional software problems and submit application Trouble Calls</u>.   The SAA will assist ALIMS in identifying, researching, troubleshooting and reporting NTCSS related application problems.   The SAA will assist and coordinate with the MAM on NALCOMIS related software troubleshooting.   Problems will be reported to SPAWARSYSCEN as appropriate to the sites geographic location.   Reports will be in the form of a TC, TR or CP and will be generated via naval message or the web based Software and Maintenance Tracking System (SMTS) located at URL https://remedyssclantt.spawar.navy.mil/.   Software design functionality TCs will be prepared and submitted by the respective SAA/MAM.   The SAAs/MAMs will provide ALIMS copies of all naval messages/SMTS submissions and solicit recommendations/concurrences if warranted.   Reports will be sent jointly from the ALIMS OIC and the AvnSupO or the AMO as appropriate.   Reports must contain enough information for SPAWARSYSCEN to resolve the problem in a timely manner.   The appropriate Wing ALD will be an info addressee regarding all problems reported.

a.   <u>Report descriptions</u>

(1)   <u>Fleet Trouble Calls (TCs)</u>.   Fleet TCs will be used to report errors via SMTS or naval message when a NTCSS application does not function as designed.   SPAWARSYSCEN will review TCs and escalate it to a TR/CP as appropriate or may cancel it and provide an explanation (i.e. TC is a duplicate of existing TR or CP #XXXXXX).   TC priorities will be assigned as follows:

(a)   <u>Critical</u> – Cannot continue operations and no work around exist.   Critical TCs must be forwarded to SPAWARSYSCEN via naval message immediately upon identification of the problem (info appropriate Wing).

(b)   <u>Essential, Work Around Does Not Exist</u> - Resolution is urgently required.   Urgent TCs will be submitted using SMTS or naval message via the appropriate Wing.

(c)   <u>Essential, Work Around Exists</u> - Resolution is urgently required.   Urgent TCs will be submitted using SMTS or naval message via the appropriate Wing.

(d) Non-Essential – Problem not deemed as urgent, but creates an inconvenience to the users. TCs will be submitted using SMTS or naval message via the appropriate Wing.

(e) Other - Any TC not deemed critical, urgent or as a user inconvenience. Routine TCs will be submitted using SMTS or naval message via the appropriate Wing.

(2) Change Proposals (CPs). CPs will be reported via naval message to the appropriate WING ALD recommending changes to system design. CP priority will always be routine.

b. TC/CP naval messages will be drafted using formats outlined in R-Supply Online Help Technical Support Feature or NALCOMIS Online Help Technical Support Feature and will be approved by the SMD OIC/SNCOIC prior to release.

7. Maintain TC/TR/CP Files. The SAA will maintain TC/TR/CP Files for onsite NTCSS applications. Files will contain a copy of all TCs/TRs/CPs sent out with the status attached. It is the SAA's responsibility to ensure current and accurate status. The SAA will be familiar with TC/TR/CP procedures as outlined in paragraph 3301.6 of this chapter.

a. TC/TR/CP File Organization. The SAA will maintain a separate TC/TR/CP File for each site applicable NTCSS application. Each file will be subdivided by pending, escalated and completed. TCs will be moved from pending to escalated when SPAWARSYSCEN assigns a TR or CP tracking number. Completed TCs/TRs/CPs will be retained per reference (c) SSIC 5000.6.

b. Ensure latest status. The SAA will update status monthly. Status sources are SPAWARSYSCEN response naval messages or the web based SMTS. If a response or SMTS Record is not provided in a timely manner, the SAA will contact SPAWARSYSCEN for investigation and status.

8. Schedule, approve and prioritize online and offline processing for R-Supply/NALCOMIS.

a. Monthly, the SAA will coordinate with the supply division heads to identify system requirements to accomplish major evolutions (i.e.; EOM/Inventory/MOV/MALSP transfers/AVCAL/COSAL loads).

b. The SAA is responsible for scheduling, prioritization and approval of recurring aviation supply related report requirements.

c. Each supply division is responsible for scheduling specific division reports requirements in R-Supply/NALCOMIS. When requested, the SAA will provide training and assistance to supply personnel on proper job scheduling procedures.

9. Maintain Configuration and Validation Tables Reports for all supply related NTCSS applications

a. Each NTCSS application contains Configuration and Validation Tables. The tables are used by the application on a recurring basis to validate data entered by users, interfaces, or pass information to other processes within an application. The SAA will be the only person authorized to make changes, updates or deletions to Configuration and Validation Tables. The following

resources should be referenced when updating Configuration and Validation Tables:

    (1) <u>R-Supply/NALCOMIS</u>. Refer to the online help menu system.

    (2) <u>Stand-alone Supply Applications</u>. Refer to applicable installation and users manuals.

    b. Monthly, the SAA will generate and maintain a copy of the following application configurations and/or tables identified in Table 3-12 for R-Supply/NALCOMIS, and Table 3-13 for standalone supply applications. This information is vital when situations arise (i.e. hardware failure, sabotage or catastrophic events) requiring reloading of System Configuration and/or Validation Tables.

    c. A new report will be generated/required when major changes occur.

10. <u>Maintain user registration for all aviation supply applicable NTCSS applications</u>

    a. The SAA will maintain following user registrations for all aviation supply site applicable NTCSS applications. Most NTCSS applications have varied levels of security allowing SAAs to grant or restrict user access to specific applications. The SAA is the only person authorized to make changes, updates or deletions to aviation supply user registrations within NTCSS applications. ALIMS is responsible for maintaining NTCSS registrations.

    (1) The SAA will maintain R-Supply User Access and Menu Roles. These processes, accessed via R-Supply Menu Options SITE>ACTIVITY CONTROLS>USERS ACCESS, identifies people or groups and their authority levels within the R-Supply application. Refer to R-Supply Online Help System for more information regarding user registration. The SAA will develop local ADHOC queries to create user registration and menu access reports.

    (2) The SAA will maintain NALCOMIS User Access and Menu Tasks. These processes, accessed via NALCOMIS Menu Options SYSTEM>SECURITY>PERSONNEL, allows the SAA to add, update and/or delete user access and assign menu tasks related to the individual's access needs within NALCOMIS. Refer to NALCOMIS Online Help System for more information regarding user registration. The SAA will develop local ADHOC queries to create user registration and task assignment reports.

    b. Monthly, the SAA will generate user registration file for all aviation supply applicable NTCSS applications. The SAA will ensure the user registration files are annotated with the remarks For Official Use Only and do not contain any Personally Identifiable Information (PII) (IE. Social Security Numbers, telephone numbers, etc.). For amplified guidance on PII refer to current MARADMIN. These files will be retained until new files are generated. The SAA will destroy all previous user registration files. If a major change occurs, a new file will be generated. When user registration files are not in use, they will be retained in a secure locked area or password protected file due to the sensitive nature of this information.

    c. The SAA will be the only person to make changes, updates or deletions to the R-Supply/NALCOMIS user registration files for supply personnel. The SAA will be able to access these files by logging into an R-Supply/NALCOMIS user terminal.

11. Direct and coordinate all EOM/EOY processing for R-Supply/NALCOMIS. The SAA assumes responsibility for coordination of the EOM/EOY processes. The SAA will schedule EOM/EOY saves accomplished by the ALIMS. The SAA will review and approve all EOM/EOY job requests. Additionally, the SAA will coordinate and provide a copy of the EOM/EOY schedule to ALIMS.

    a. The SAA will ensure ALIMS accomplishes two saves of the database before the DI 100 Live and the Change Notice are run. R-Supply EOM/EOY closeout procedures will be accomplished as directed by local TYCOM/WING directives.

    b. NALCOMIS EOM/EOY will be run in conjunction with the MAM. The SAA will ensure ALIMS accomplishes two saves of the database before starting the EOM/EOY closeout process.

    c. The SAA will coordinate with SMD's AB to ensure timely submission of all EOM/EOY hard copy reports and associated database files. EOM/EOY reports/files submission requirements are identified in applicable TYCOM/WING directives.

12. Responsible for maintaining the WEBSALTS Account

    a. The SAA is the WEBSALTS Administrator for the ASD. The primary ASD WEBSALTS account will be located within SMD's DBAB. When using WEBSALTS, the SAA must ensure permissions are set to only allow the SAA to send and receive incoming/outgoing status. All other WEBSALTS user accounts will get specific permission based on their individual requirements (STARS/IMP/SFOEDL/etc…). Deployed operation procedures are located in Appendix I of this Order.

    b. The SAA will distribute all incoming WEBSALTS correspondence, to include all MILSTRIP Reject (.rej) or Salts Grams, to the appropriate divisions to identify errors and take appropriate action as required.

    c. All secondary SALTS accounts, utilized within the ASD, will be managed by the applicable division (i.e. SAD for SFOEDL processing and MALSP Branch for deployed SALTS). The SAA will assist in proper functional operation of these accounts.

13. Maintain results of the File Management Branch (FMB) Monthly Tape Library Inventory. The SAA will maintain current and prior tape library inventory results in accordance with reference (v).

14. Responsible for managing and processing all outgoing/incoming MILSTRIP transactions and authorized MILSTRIP users

    a. Create a combined file of records pending NALCOMIS External Record Release data and pending R-Supply Release Outgoing Transactions. Provide the pending files to the appropriate division(s) for validation. Once the divisions have validated their data and annotated appropriate corrections, the SAA will edit the pending files as required prior to release. The SAA will maintain 30 days of all external released files.

    b. The SAA will screen all incoming MILSTRIP files received and process

        (1) The SAA will screen the Requisitions Status Management System (RSMS) Host Status Output File to eliminate known erroneous incoming status

prior to processing into R-Supply. Status transactions processed into R-Supply will interface with NALCOMIS.

    (2) Daily, the SAA will export and distribute all RSMS Exception Data Files to applicable division(s)/squadron(s) for further action.

  c. SAA will maintain a current roster of users with MILSTRIP capabilities within the supply departerment. The division OIC/SNCOICs will ensure users check in with the SAA for inclusion into the supply squadron roster prior to registering for MILSTRIP type websites.

    (1) SAA will collect all current users and build the squadron roster per example in table 3-14.

    (2) SAA will ensure individual users have their capabilities revoked upon checking out of the unit.

    (3) To obtain a user roster for your UIC in One Touch email customer support at gdsc@navy.mil. To obtain an requisition list go to "My Log Dashboard" in the applications menu then select the "My UIC" tab. Use the dropdown menu to select the unit.

    (4) To obtain a user roster for DOD EMALL send an email to EMALLCustomReports@dla.mil and specify the requested users and MILSTRIP data for the unit UIC.

RANK	NAME	DIV	ROTATION DATE	OneTouch	E-mall	SAIC	GSA	Oth	Oth
Sgt	Doe, John	SRD	140411	X		X	X		
LCpl	Smith, Jane	CMD	150401	X	X	X			

Table 3-14.-DOD EMALL Account Roster Example Template.

15. Execute and submit the Daily Transaction Item Reporting (TIR). To accomplish the TIR, the SAA will execute the MFCS Build Transfer File Process. This utility will process against the MFCS_dtl Table and will extract data into a TIR record format for processing to the MFCS Retail Afloat Databases (NRP/N35/NUA). This will provide end of day balances for all non-Appropriate Purchase Account (APA) data. After completion of the MFCS Build Transfer File Process, the SAA must obtain all output reports/data to include the following:

  - ULMTJJJ.N32: TIR data for COGS 1R, 5R, and 7R.

  - ULMTJJJ.N35: TIR data for COGS 1H, 3H, 7E, 7G, 7H, 7N, and 7Z.

  - ULMTJJJ.NUA: TIR data for all other COGS.

  - ULMBJJJ.WK1: BP Management, A0_s.

  - ULMSJJJ.WK1: BP Management Status.

  - ULMNJJJ.WK1: New Basic Material File NSN/NICN/LICN Additions.

- ULMMJJJ.WK1: 260 SERVMART and Open Purchase Receipt and Expenditure TIR.

- ULMPJJJ.N32: POS data for COGs 1R, 5R, and 7R.

- ULMPJJJ.N35: POS data for COGs 1H, 3H, 7E, 7G, 7H, 7N, and 7Z.

- ULMPJJJ.NUA: POS data for all other COGs.

- ULMZJJJ.DLA: POS data to DLA.

- ULMZJJJ.CHG: Automated Local Change Notice Notification.

- ULMXJJJ.SSD: Automated TIR Work Sheet.

NOTE: JJJ depicts the current julian date of the TIR process.

    a. The SAA must verify all output data to ensure all transactions posted to R-Supply were captured and appear on the Daily TIR Reports. Utilize the MFCS Stock Control Guide for further instructions on ensuring all transactions were extracted properly.

    b. Upon verification that all TIR data is correct, the SAA will store the output data files to the MFCS Directory maintained on a selected PC. The TIR Data will be maintained for 12 months.

    c. MALS activities will transmit the MFCS Build Transfer Files to NAVSUP Support Contractor MFCS-Retail Afloat Personnel via WEBSALTS. Upon receipt, NAVSUP personnel will review and distribute the data to Commander Fleet Forces Command (CFFC), COMNAVAIRFOR and to NAVSUP as required. This data will be utilized to monitor TIR transmissions to MFCS-Retail Afloat and alert them of any problems encountered during the TIR processing.

16. <u>Coordinate and process R-Supply MFCS Inventory Reconciliation</u>

    a. The MFCS Consolidated Research Team (CRT), located at Naval Air Station, Norfolk, VA, will annually schedule the MFCS Inventory Reconciliation for each MALS. This reconciliation will identify on-hand quantity differences, referred to as Unreconciled Balances (URBs), and certain management data element differences (i.e. stock number, cognizance symbol, unit price, CIIC, etc.). The MFCS CRT will contact the MALS to provide a MFCS Inventory Reconciliation File.

        (1) The SAA will select and execute the JSS291 - MFCS Inventory Reconciliation Predefined Batch Job. Refer to Section 8 of the MFCS Activity Stock Control Guide regarding process procedures. The SAA will forward, in accordance with Wing LOGMAT Instructions, the output file(s) created from the batch process.

        (2) Upon completion of the reconciliation, MFCS CRT will produce and return a Change Notice Data File and/or spreadsheet(s), which will reflect the differences. The SAA will schedule and batch process the Change Notice Data File in the same manner as a Monthly Change Notice in the R-Supply/NALCOMIS Systems. Stock number and unit of issue changes will be provided via spreadsheet(s). These changes must be manually processed into R-Supply/NALCOMIS systems accordingly. MFCS CRT will also identify URBs and request the MALS to take corrective action.

b.   The SAA will provide CCB and RCB one copy of all Change Notice Action Reports.

17. Coordinate and process R-Supply/NALCOMIS Database Reconciliation.   The SAA will schedule and process Database Reconciliations monthly.   The SAA will provide SRD, RMD and CMD copies of database discrepancy reports for further action.   Refer to Appendix D of this order for detailed procedures.

18. Receive, coordinate and respond to external MOVs.   A material obligation represents an unfilled quantity of a requisition not immediately available for issue to the requisitioner, but is recorded as a commitment against existing or prospective stock dues or as direct deliveries from vendors. Material obligations are considered to be over aged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date; or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date.

a.   In order to validate requisitions on their Backorder Files, NAVSUP-WSS/DLA/GSA will generate MOV Requests.   NAVSUP-WSS/DLA/GSA provides each customer with a document identifier AN1 Records.   AN1s are received through WEBSALTS, and batched by UIC.   Each batch has a Control Record Document Identifier AN9 Header Record.   The Control Record identifies each batch number and the number of AN1 records in the batch.   The SAA responds to Defense Automatic Addressing System (DAAS) and confirms receipt of the MOV records utilizing document identifier AP9.

b.   After the MOV Request has been forwarded via WEBSALTS, each activity receives a SALTSGRAM with a .MOV File Extension summarizing the method and the date the MOV request was submitted.   The SAA will file this message in the MOV Request File.

c.   Non-receipt of MOV Files.   If MOV Files are not received within 18 days from the date indicated on the SALTSGRAM, the SAA will first email the WEBSALTS Help Desk (saltshelp@navy.mil) to request retransmission of MOV Files.   If retransmission is unsuccessful contact DAASC.

d.   Partial receipt of MOV Request

(1)   When MOV requests are received, the SAA will verify the number of DI AN_ records matches the number indicated in positions 11-13 of the DI AN9 Record and all batch numbers indicated on the SALTSGRAM are received.

(2)   If records or batches are missing, the SAA will first email the WEBSALTS Help Desk (saltshelp@navy.mil).   If retransmission is unsuccessful contact DAASC.

(3)   Partially received records or batches will be held and not processed until all MOV requests are received.

e.   Full receipt of MOV Request.   The SAA will process the quarterly MOV when it is determined all MOV records and batches cited on the SALTSGRAM are received.   The MOV is processed through the RSMS.   The RSMS program automatically converts all AN9s received through WEBSALTS to AP9s and inserts the receipt date in the appropriate field.   AP9 records should be submitted to DAAS after verification all MOV Products have been received.   Incoming AN1 records must be downloaded and processed into R-Supply.   For each requisition on file that is completed, cancelled, or has had an AC1/AK1 submitted; an AP1

record with a quantity of zero is generated and forwarded to the ICP to show the material is no longer required. MOV Products are purged automatically from RSMS at the end of each cycle.

     (1) <u>RSMS Processing</u>. Once in the RSMS Program, select the MOV Option and press Enter. Selecting MOV displays the following options for MOV processing:

       (a) <u>Display MOV Records Received</u>. Selecting this option allows the user to display data on MOV AN9 Records.

       (b) <u>Purge Unmatched MOV Products</u>. This option purges any gross unmatched condition identified during the AN1/AN9 comparison process. If there are no discrepancies, this option is not used. If a mismatch is discovered, the MOV coordinator contacts DAASC and requests retransmission of purged batches.

       (c) <u>Export AP9s</u>. This option creates a text file of AP9s for transmission to DAASC. This option is executed after it has been determined all MOV products have been received and no gross mismatches have occurred.

       (d) <u>Export AN1s</u>. This option allows the operator to export the AN1 records to the MOV Folder for input to R-Supply.

       (e) <u>Export Exception AN1s</u>. The MOV coordinator can select this option to write exception AN1 Records to the MOV folder for external use.

       (f) <u>Import AP1s generated from the Host</u>. The MOV coordinator selects this option to import AP1 Records created when records from R-Supply's match process has no matching requisition record.

       (g) <u>Print AP1s</u>. The MOV coordinator selects this option to print a list of no matching AP1 records.

       (h) <u>Edit/Delete AP1s</u>. The MOV coordinator selects this option to review, edit or delete no matching AP1 records.

       (i) <u>Export AP1s</u>. This option creates a text file of AP1s pending release and transmits them to DAAS via SALTS.

       (j) <u>Export BMVs</u>. This option creates a text file of BMV Records for transmission to DAASC. The BMV record is the final process of the MOV cycle.

     (2) After BMV records are transmitted, the MOV coordinator requests a Post MOV Report of all requisition records that qualified, but did not receive an AN1. A copy is given to the appropriate division to initiate follow-up action.

   f. <u>R-Supply Output Received</u>. When MOV Request Cards are processed by R-Supply, the following products will be generated:

     (1) <u>DI AP9/APX, MOV Receipt Acknowledgment</u>.

       (a) The SAA will batch the AP9/APX Records together and forward them to DAAS in accordance with reference (w), volume I, chapter 3, part D, section III.

(b) Annotate the date the MOV Responses are returned on the DAASC Message in the MOV Request File.

(2) <u>DI BMV, MOV Completion Acknowledgement</u>. BMV Records are sent to DAAS to confirm the completion of the MOV.

(3) <u>DI AP_, MOV Responses and MOV Transaction with No Matching Requisitions on File Report</u>.

(a) <u>Total Quantity Outstanding</u>. R-Supply will not generate any responses for these requisitions. These requisitions have the same quantity outstanding on R-Supply which NAVSUP-WSS/DLA/GSA has on backorder. When the DI BMV is returned to DAAS, an AP_ for the same quantity as the AN_ will be returned to the NAVSUP-WSS/DLA/GSA. No AP_ will be sent by the SAA and nothing is written to the Status Output File.

(b) <u>Partial Quantity Outstanding</u>. The requisition quantity outstanding in R-Supply is less than the quantity on backorder at the NAVSUP-WSS/DLA/GSA or the requisition quantity outstanding minus the cancellation request quantity is less than the backordered quantity. R-Supply will write a DI AP_ to the Status Output File. If the requisition quantity outstanding in R-Supply is greater than the quantity on backorder at the NAVSUP-WSS/DLA/GSA, NO AP_ Response will be transmitted to DAAS. In this situation the respective division will research the requisition to verify why the over quantity is not outstanding at NAVSUP-WSS/DLA/GSA. If the over quantity is no longer outstanding due to shipment, the respective division will search for the receipt and Proof Of Delivery (POD). If the receipt and POD are not found, the section will process a Lost in Shipment in accordance with this order. If the over quantity is no longer outstanding due to cancellation, the respective division will contact NAVSUP-WSS/DLA/GSA for the cancellation code and load it into R-Supply.

(c) <u>No Quantity Outstanding</u>. Requisitions with the completion date set; or the quantity outstanding minus the cancellation request quantity equals zero will produce an AP_ with a quantity of 00000. These AP_s are also written to the Status Output File.

(d) <u>Requisitions Not on R-Supply</u>. When R-Supply processes a DI AN_ and the requisition is not in the Requisition Table, a DI AP_ is not written to an output file with a quantity of 00000. The division will research and if needed back-fit the requisition into the system. If the document is no longer required a manual AP1 with a quantity of 00000 will be created and sent to DAAS.

g. <u>Processing R-Supply MOV Records</u>. DI AP_ Response Records will be processed by the branch responsible for each specific type of requisition. The responsible branches are:

Repairable Stock – RCB.

Consumable Stock – CCB.

FISP Replenishments – MSB.

Pre-expended Bin – PEB.

IMRL/TBA Requisitions – CRB.

FLTOPS – EUB.

DTO Requisitions – ERB.

Awaiting Parts Branch – AWPB.

(1) For control purposes, the SAA will notify the responsible branches the AP_ records have been written to R-Supply. Those branches must work the appropriate AP_s prior to the last day of the MOV Cycle. Local policy will dictate how the branches are notified. The branches can access the AP_ Records by utilizing the R-Supply Log>Status>Supply Screen. In the Status Supply Screen, the branch will select, under "Type", the MOV Option Box. This will display all the AP_ Records which have not been processed. If there are no records to be processed, R-Supply will state "NO AN1 RECORDS FOUND REQUIRING RESPONSE."

NOTE: With all the AP_ Records displayed on one screen, the branch must be extra cautious when processing multiple records in R-Supply. Each branch must ensure they do not clear record(s) outside of their responsibility.

h. <u>Returning MOV Responses</u>. The final step to the MOV process is to return DI AP Response Records and the DI BMV Control Card to DAAS.

(1) <u>Releasing AP_ Responses</u>. Ensuring all of the AP_ Records have been cleared from the Status Supply Screen, the SAA will release the pending AP_ Records from R-Supply. The SAA must ensure the AP_ Records have been extracted from R-Supply and sent to DAAS via WEBSALTS.

(2) <u>Releasing BMV Response</u>. The SAA will ensure all BMV Response Records for each UIC are extracted from RSMS and transmitted to DAAS via WEBSALTS.

i. <u>Non-Compliance of the External MOV</u>. If DAAS does not receive a BMV, no AP_ Response Records are returned to the ICP. If the ICP does not receive the BMV(s) Response Records by the Response Due Date then all requisitions will be canceled with a Status Code of BS.

j. <u>Post MOV BRF Reconciliation</u>. After all MOV Responses are returned to DAAS, the SAA will run an ADHOC in R-Supply to extract all requisitions outstanding. The post MOV Option in RSMS will identify requisitions which do not have an AN_ Record from the current MOV Cycle. The Post MOV Option must be executed before the end date of the cycle. Requisition Julian dates should be older than 30 days for priority 01-08 or 75 days for priority 09-15 so only requisitions subjected to the MOV Process are printed on the report. The SAA will distribute the output to the divisions for them to review and take corrective action. The following is a partial list of problems and corrective actions.

(1) <u>Several requisitions held by the same ICP</u>. Contact the ICP to determine why MOV requests were not generated.

(2) <u>Inactive Requisitions</u>. Load AE1/RX Status and advise the customer to reorder.

Note: Ensure the requisition is inactive and not shipped or under contract because loading an RX Status Code could cause future SIT issues.

(3) <u>Shipment Status</u>. Review for Overage Shipment Status.

(4) Proper review and timely corrective action based on the MOV will prevent your activity from receiving BS Cancellation Status for failure to respond to an MOV Request.

(5) <u>No response to cancellation request</u>. Contact the appropriate ICP to get confirmed cancellation.

k. <u>The SAA will maintain an External MOV File</u>. This file will contain a copy of all correspondence relating to the External MOV. It will contain the MOV SALTSGRAM with a .MOV File Extension and any other related correspondence (i.e., request for retransmission, request for delay in submission of MOV responses, validated AP1s and a Post MOV Listing). Both current and prior copies of these files will be retained.

19. <u>Produce the Document Serial Number Assignment Letter</u>. At the beginning of each FY, DBAB will coordinate with SAD to verify proper accounting and document serial number assignment. The SAA will validate NALCOMIS/R-Supply tables to ensure they are aligned with the proper activities. DBAB will generate a letter to the AvnSupO for the MALS CO's signature.

Chapter 4

Repairables Management Division (RMD)

Figure

Table

Chapter 4

Repairables Management Division (RMD)

4000. <u>Organization</u>. Repairables Management Division (RMD) is organized as follows (as illustrated in figure 4-1):

1. Repairables Storage Branch (RSB).

2. Repairables Delivery Branch (RDB).

3. Awaiting Parts Branch (AWPB).

4. Supply Shipping Branch (SSB).

5. Repairables Control Branch (RCB).
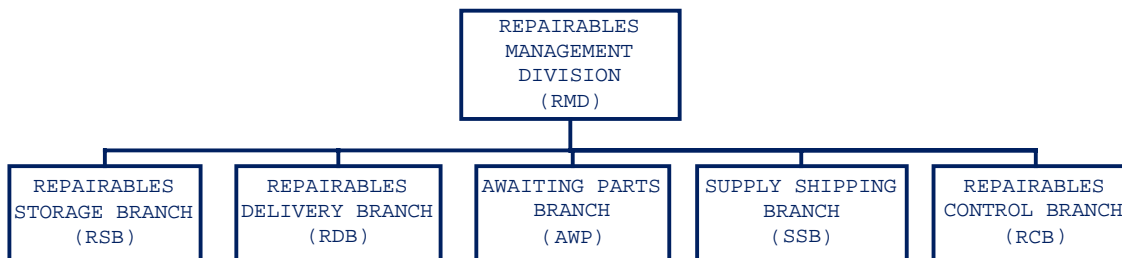
Figure 4-1.--RMD Organization Chart.

4001. <u>Functions</u>

1. RMD is responsible for allowance management (in conjunction with SMD), procurement, receipt, storage, issue, delivery and inventory of all repairable material. RMD is also responsible for the induction, monitoring and recovery of repairables into/from the Intermediate Maintenance Activity (IMA) and for shipment and tracking of Beyond Capability of Maintenance (BCM) components to the appropriate activity. The establishment and maintenance of a viable Repairable Shelf Life Program is the responsibility of RMD. Management and control of all classified and fleet controlled material (repairable and consumable) is also the responsibility of RMD. In addition to the responsibilities identified above, RMD will ensure all financial discrepancies for repairable transactions, which are identified by SAD, are corrected and returned to SAD on a timely basis.

2. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient by using the available tools provided in Appendix X. The Division OIC/SNCOIC will:

   a. Ensure personnel attend Divisional Technical Training at a minimum of three times a month.

   b. Ensure personnel attend Departmental Technical Training once a month.

   c. Validate and sign technical training lesson plans prior to conducting training in accordance with appendix X.

    d. Ensure all applicable paper work as outlined in chapter 3, paragraph 3101.11 is turned into SMD Audit Branch.

    e. Lesson Plans signed by OIC/SNCOIC, Attendance Rosters, Tests and a copy of the monthly technical training schedule will be retained for one year.

4.   The division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities.

5.   The division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

5.   The Division OIC/SNCOIC will review and validate the reports required for the performance of duties, listed in Tables 4-1, 4-2, 4-3 and 4-4 to ensure accuracy and completeness.

Chapter 4

Section 1: Repairable Storage Branch (RSB)

4100. <u>General</u>

1. <u>Responsibilities</u>. The RSB is responsible for the receipt, issue, storage and inventory of all repairable material in the Supply Officer's Stores. The receipt, issue, storage and inventory procedures are the same for all repairables.

2. <u>Duties</u>

    a. RSB will maintain the following files and reports:

        (1) Pending Data Entry File (PDEF)

        (2) Document Serial Number Assignment Order

        (3) R-Supply Delayed Receipt Listing

        (4) R-Supply Issues Listing

        (5) Not-in-Stock Research File (NISRF)

        (6) R-Supply Repairable Master Stock Status and Locator Listing (MSSLL)

    b. RSB will perform the following duties. A list of computer-generated reports required to perform these duties are contained in Table 4-1.

Process All Repairable Receipts			
Report Name	Frequency	Retention	Procedures Reference
1. Delayed Receipt Listing, R-Supply	Daily	Current and prior	4101.3
2. Stock ROB Mailbox, NALCOMIS	End of Each Shift	NA	4101.4
3. Issues Listing, R-Supply	Daily	Current and prior	4101.5

Table 4-1.--Reports Required for Performance of Duties, RSB.

        (1) Screen incoming material from the supply system.

        (2) Process all repairable receipts.

        (3) Stow all repairables received for stock, ensuring all Repairable Shelf Life Material is stored in segregated locations.

        (4) Process Spot Inventory Requests.

        (5) Conduct Location Reconciliations.

(6) Perform Location Addition, Deletion and Changes.

(7) Conduct a Shelf Life Review Program.

(8) Process the Storeroom Action Listing.

(9) Receive and process NALCOMIS request documents for repairable material.

(10) Assist RCB in Repairable Excess Programs.

(11) Pull and stage all repairable pack-ups.

(12) Maintain an effective Electrostatic Discharge Program.

4101. Procedures

1. Maintain a PDEF

    a. The PDEF is a holding file for source documents of transactions processed during system(s) non-availability. For RSB, the documents in this file will normally be unprocessed picking tickets, DD 1348-1A Receipts or hand written location changes. Transactions will be grouped by like category: issues, receipts, etc.

    b. When the system(s) become available, all source documents will be entered into the appropriate system.

2. Maintain a Document Serial Number Assignment Order. This Order contains the block of document serial numbers assigned to each requisitioner within the MAG/MALS. RSB personnel will use it to ensure material is for the MALS or a supported unit and to distribute material properly.

3. Maintain the R-Supply Delayed Receipt Listing.

    a. The Delayed Receipt Listing contains a list of in process receipts which have not been completed within a specified number of days after Receipt in Process (RIP) processing. RSB will request the report from R-Supply (Online Help, keywords "Delayed Receipt Listing") and process the Delayed Receipt Listing daily. The following parameters are available:

        (1) Elapsed Days for Reporting - (Mandatory). This is a two-digit numeric field used to select the number of days since the RIP has posted. The number will be set to no more than three days; this will reflect the numbers of days before a RIP with no corresponding receipt appears on the report.

        (2) Elapsed Days for RIP Clear - (Optional). This is a two-digit numeric field. The number entered will be the number of days the RIP will stay on the Storeroom Action Listing before the RIP indicator is deleted from the Stock Item Record. If left blank, the program defaults to thirty days. The RIP will stay on the Delayed Receipt Listing until the receipt is processed or if no receipt is processed the RIP indicator will be deleted from the SIR when the clear date is reached.

    b. After the options have been selected, the following will be produced.

(1) <u>Receipt in Process</u>. Receipt in Process is a master report of all RIP transactions, which meet the selection criteria. Each transaction will be marked as follows:

(a) <u>Follow-Up</u>. Indicates those transactions between the Elapsed Days for Reporting and the Elapsed Days for RIP clear.

(b) <u>Delete</u>. Indicates those transactions having exceeded the elapsed days for RIP clear criteria. The RIP indicator in the Stock Item Record (SIR) has been deleted; however, the RIP is still recorded in the Requisition File. Deleted transactions will no longer appear on the Delayed Receipt Report.

(2) <u>Storeroom Action List</u>. The Storeroom Action List displays all RIPs without a corresponding Receipt. This listing assists the storage personnel in locating material which has not completed processing. RSB personnel will locate, process, and stow the material. This will clear the DDSN from the Storeroom Action List. Only the current Storeroom Action List will be maintained.

(3) <u>Stock Control Action List</u>. Receipts listed are transactions having exceeded the Elapsed Days to RIP clear. Receipts will only show once on this list. The RIP transaction will be marked as DELETED and the SIR RIP quantity will be reduced. RSB will screen these transactions and determine the action to be taken.

4. <u>Maintain the Stock ROB Mailbox in NALCOMIS</u>

a. The Stock ROB Mailbox reflects those stock requisitions which have been received on board in NALCOMIS and have not been stowed in location.

b. RSB will review the Stock ROB Mailbox at the end of each shift to ensure all material is stowed in location. RSB will also update the Local Status Code (LSC) of the requisition to COMPL by using the NALCOMIS receipt POD function.

5. <u>Maintain the Issues Listing</u>. The R-Supply Issues Listing will only reflect requisitions created through MRE processing. RSB personnel will be concerned only with repairables on the list. RSB will request the report from R-Supply Online Help, keywords "Issues Listing." After storeroom issue is processed in R-Supply, the transaction will be cleared from the Issues Listing. The current and prior listings must be maintained.

6. <u>Maintain a Not-in-Stock Research File (NISRF)</u>

a. The NISRF will consist of requisition documents for which material was reflected as available for issue, but could not be found.

b. The RSB SNCOIC or designated personnel will conduct a physical stock check by verifying gear is not in the primary location(s) or surrounding locations. Once verification has been conducted, the RSB SNCOIC or designated personnel will sign all Not In Stock (NIS) picking tickets. After it is verified stock is not available for issue, a warehouse refusal will be processed via NALCOMIS, Repairables, Warehouse Refusal and the picking ticket forwarded to RCB for immediate action.

c. All NIS picking tickets will be cleared from the NISRF before the close of each shift.

7. Maintain an R-Supply Repairable Master Stock Status and Locator Listing (MSSLL)

    a. A MSSLL will be requested monthly. The R-Supply Online Help, keywords "Master Stock Status Locater Listing," describes information on running the listing. This listing can be maintained on removable media.

    b. The Repairable MSSLL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability.

8. Screen Incoming Material from the Supply System for the Type, Condition and Quantity of Material. RSB will screen incoming material to ensure it is repairable, the quantity received matches the DD 1348-1A, and the material is not damaged.

    a. Ensure all Material Received is Repairable. RSB will ensure all material received is repairable, which will have a Material Condition Code (MCC) of D, E, G, H, Q or X. All other material will be referred to the CMD for consumables or SSD for custodial material.

    b. Ensure Material Received is for the MALS or a Supported Unit. The document number of all receipts will be compared to those on the Document Serial Number Assignment List to ensure the material was requisitioned by the MALS. Material erroneously received will be forwarded to RCB for further research and disposition instructions.

    c. Inspect Material Received for Condition/Quantity and Forward Shortages and/or Damaged Material to RCB for Supply Discrepancy Report (SDR) Processing.

        (1) Material received will be inspected for condition and the quantity will be matched with the DD 1348-1A receipt document. All material, when received, will be opened (excluding manufactured sealed material) and the individual receipts processed. Appropriate annotations will be made on the DD 1348-1A receipt documents to reflect quantities of any damaged material. Refer to reference (w), chapter 4, Part C, Section III, paragraph 4269.

        (2) RSB will forward all overages, wrong item or damaged material received to RCB with all related paperwork for appropriate action.

9. Process all Repairable Receipts. Incoming receipts will be separated into Direct Turnover (DTO) and Stock receipts. All repairable receipts will be processed using the NSN of the material received and the routing identifier appearing on the DD 1348-1A.

    a. DTO material will be forwarded to RDB for delivery.

    b. DTO material no longer outstanding or cannot be processed using NALCOMIS Receipt Function will be staged pending disposition from RCB.

    c. All stock will be stowed and the location annotated, quantity circled, date and initials of the stowing individual on the DD 1348-1A and

processed in R-Supply using the Receipt Function. One stow copy of all stock that processes successfully will be filed in the Repairable Completed Transaction File (RCTF). When a stock receipt will not process using R-Supply Receipt Function, the error screen will be printed and forwarded to RCB along with the receipt document for action.

10. Stow all Repairables Received for Stock. All repairable material will be stocked under the actual NSN. The container or bubble-wrapped component will have a stow tag attached which will be annotated with the NSN, location, document number (or MCN if applicable), date stocked and initials of the Marine stowing the material. Material will be marked legibly to aid in the issue, stowage and inventory process. Prior to stocking, all incoming material will be screened to determine shelf life applicability as well as checking for expired material or material which will expire during the current quarter. Upon completion of this task the RSB will ensure all shelf life material is stocked in segregated/designated locations. Material not properly protected will be sent to the SSB for packaging prior to placement in stock. Classified material will be stowed in accordance with reference (w), volume I, chapter 4, part E, section IV, paragraph 4656, and reference (x). Material received from the IMA for stock must have an RFI Tag attached.

11. Process Spot Inventory Request. A Spot Inventory request is an unscheduled physical inventory taken to verify the actual quantity of material in storage. RCB will forward all spot inventories to RSB as required. RSB will complete the inventory immediately and return it to RCB for updating R-Supply/NALCOMIS records.

12. Conduct Location Reconciliations. The Location Reconciliation Procedure is designed to validate and update SIR location data. This process improves inventory accuracy, reduces issue processing time and increases supply effectiveness. RSB will conduct a Location Reconciliation at least monthly and prior to all scheduled inventories. Refer to the Appendix E, for Location Reconciliation Procedures.

13. Perform Location Additions, Changes and Deletions

     a. Location changes and deletions are accomplished to consolidate and protect material in the storeroom.

     b. Location additions may be entered at the time a receipt is posted or by using the R-Supply Maintain Storeroom Location Function. Refer to R-Supply Online Help, keywords "Maintain Storeroom Location."

     c. When R-Supply is not operational, additions, changes and deletions may be entered into NALCOMIS using the MRF menu. When entering into NALCOMIS, a screen print of MRF will be placed in the PDEF. Additions, changes and deletions loaded to NALCOMIS will not always interface correctly to R-Supply; therefore, they must be entered into R-Supply.

14. Assist RCB in the Shelf Life Review Program. RSB will assist RCB in the Shelf-Life Review Program on a monthly basis by ensuring material has not exceeded its life expectancy. Ensure material with the oldest RFI date is issued first (stock new material behind older stock), and ensure all Shelf Life Material is stored in a segregated/designated location. For detailed procedures refer to Appendix L.

15. <u>Process Storeroom Action Listings (SAL)</u>. Upon receipt of a Storeroom Action Listing from RCB, RSB will perform the required actions to make indicated changes. The SAL is broken into five parts: NSN changes, Unit of Issue changes, Security Code changes, Shelf Life Action Code changes and Exhaust/Delete/Supersede/Condemned Stock. Action required on each part of the listing is detailed in the following paragraphs. Do not confuse this listing with the Storeroom Action List, which is part of the Delayed Receipt Report (paragraph 4101.3b (2)). After processing print, sign, date/time all lists and return to RCB.

    a.   <u>NSN Changes</u>. RSB will go to each location and change all items in stock by making a new stow tag on the material and marking the new NSN and Julian date of the SAL on the material. All boxes will be opened to verify they are not a multi-pack and the new NSN is on all of the material.

    b.   <u>Unit of Issue (UI) Changes</u>. RSB must repack each item in stock to conform to the new unit of issue. After material is repackaged to conform to the new UI, the new package will be clearly marked with the NSN, UI and the quantity. Additionally, the PDEF must be screened to ensure the material stowed in a location not yet recorded in R-Supply has the UI changed. The new on-hand quantity will be annotated on the listing and the completed listing returned to RCB.

    c.   <u>Security Code Changes</u>. RSB is responsible for coordinating with CMD the movement of material with a change in Security Code. RSB is responsible for processing the location change to record location deletions and additions. When consumable material is declassified, RSB is responsible for coordinating with CCB on movement of the material and ensuring the change in location is accomplished in R-Supply.

    d.   <u>Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC)</u>. Changes, which appear on the Storeroom Action Listing, are a result of monthly change notice processing. RSB must check the manufactured date on each item in stock and take the required action in accordance with the action indicated for the appropriate SLC/SLAC. Definitions and required actions for SLC/SLAC are in reference (w) Appendix 9. When all material in stock has been screened (ensure the PDEF is screened), the SLC/SLAC listing will be returned to RCB.

    e.   <u>Exhaust, Delete, Superseded or Condemned Stock (EDSCS)</u>. RCB will advise RSB of action(s) to be taken for material appearing in this section.

16. <u>Receive and Process Request Documents for Repairable Material</u>.

    a.   With some exceptions (see paragraph 4501.19) when a customer orders material and the NALCOMIS RFI quantity is greater than zero, the requisition is assigned a LSC of ISSIP and a picking ticket is generated. RSB will pull the material from stock and forward it to RDB for delivery.

    b.   All requisitions found to be NIS will be placed in the NISRF for further review by the SNCOIC. The SNCOIC will sign off on all NIS requirements and forward them to RCB after processing Warehouse Refusal(s).

    c.   There may be occasions when incorrectly identified material is delivered to a requisitioner, and the material subsequently refused and returned to RSB by RDB. In this situation, RSB will first check any remaining material on the shelf.

(1) If the correct material is available, it will be provided to RDB for delivery and the incorrect material quantity will be moved to suspense.

(2) If the correct material is not available for issue, process a Warehouse Refusal. This will change the LSC to EXREP.

(3) If there are additional RFI quantities and those assets are unsuitable to fill the requirement, a Warehouse Refusal must be processed to move all RFI quantities, plus the SOIOU quantity to Suspense. This material will be forwarded to RCB for disposition.

17. Assist RCB in Repairable Excess Program. RSB will assist RCB in the offload of excess material. RSB will receive DD 1348-1A offload documents from RCB for each component to be offloaded. RSB personnel will go to the location(s) of the material and pull the appropriate material. The quantity pulled will be circled and initialed and two copies of the DD 1348-1A will be pulled and forwarded to RCB to update R-Supply. The material and remaining copies of the DD 1348-1A will be forwarded to SSB for shipment. If the shelf quantity is less than the offload quantity, material will not be pulled. The DD 1348-1A will be annotated with the actual shelf quantity as having an inventory discrepancy (e.g., SHELF QTY = 3 INV DISC). The individual performing the process will initial the DD 1348-1A and return all copies to RCB.

18. Pull and Stage all Repairable Pack-ups. Refer to Appendix "I" (Deployed Operations) for detailed instructions.

19. Maintain an Effective Electrostatic Discharge (ESD) Program

    a. ESD is the transfer of an electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field. It is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation and storage techniques can cause electrostatic sensitive devices and components to fail. The insidious nature of ESD-induced failures requires ESD control and protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESD items unless otherwise directed by higher authority. These items include printed circuit board assemblies, modules, Shop Replaceable Assemblies (SRAs), Weapons Replaceable Assemblies (WRAs), individual components and integrated circuits.

        (1) The Supply Officer Shall:

            (a) Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from the RMD using an ESD Program/Coordinator Designation Assignment Letter.

            (b) Ensure personnel are properly trained prior to handling ESD items.

            (c) Keep required ESD protective materials readily available for the handling of ESD sensitive material.

(d) Retain ESD items in protective packaging while in the Pre-Expended Bin (PEB) and other storage areas.

(e) Ensure ESD items are properly packaged per reference (ad) prior to shipment.

(2) The Program Coordinator Shall:

(a) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within the ASD.

(b) Ensure this Order and references (ae) thru (an) are readily available and complied with.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

(c) Provide indoctrination and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (ae) contains information to aid in developing appropriate lessons.

(d) Establish an ESD work station as identified in reference (ac), chapter 10, paragraph 10.21.3.

(e) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being utilized.

(f) Ensure ESD work areas are properly tested and maintained.

(g) Maintain a Program File to include:

1. Applicable POCs.

2. List of personnel who have completed training.

3. Program related correspondence and message traffic.

4. Applicable references and cross reference locator sheets

(h) Coordinate/assist the QA Division with quarterly audits.

(i) Ensure all discrepancies identified during quarterly Quality Assurance (QA) audits are corrected and results forwarded back to QA via the AAvnSupO.

(3) The ESD Assistant Program Coordinator
(a) Assist the ASD ESD Program Coordinator with implementing and maintaining the program.

(b) Provide indoctrination and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (ae) contains information to aid in developing appropriate lessons.

(c) Conduct periodic work area reviews with Program Coordinator, ensuring sufficient ESD protective materials are available and being used.

(d) Ensure ESD protected work areas are properly maintained.

Chapter 4

Section 2: Repairable Delivery Branch (RDB)

4200. General

1. Responsibilities. RDB is responsible for delivering all repairable material (Issues and DTO) to the customer. RDB will also pick-up all Not Ready for Issue (NRFI) repairable components from the customer ensuring accuracy of all documents (i.e., Log Book, Scheduled Removal Component Card, VIDS/Maintenance Action Form, etc.).

2. Duties

    a. RDB will maintain the following file and reports/mailboxes:

        (1) Pending Data Entry File (PDEF)

        (2) NALCOMIS IOU Summary Report

        (3) NALCOMIS ISSIP DDSN Mailbox

        (4) NALCOMIS DTO ROB Mailbox

    b. RDB will perform the following duties. A list of computer generated reports required to perform these duties is contained in Table 4-2.

        (1) Deliver all repairables (Issues and DTOs).

        (2) Recover from the customer and deliver to Aeronautical Material Screening Unit (AMSU) all NRFI components.

Delivery of all Repairable (Issues and DTOs)			
Report Name	Frequency	Retention	Procedures Reference
1. NALCOMIS ISSIP DDSN Mailbox	End of each shift	N/A	4201.3
2. NALCOMIS DTO ROB Mailbox	End of each shift	N/A	4201.4

Recovery and Induction of NRFI Components			
Report Name	Frequency	Retention	Procedures Reference
1. Pending EXREP Induction File	Hourly	Until Inducted	4201.6b
2. NALCOMIS O/I Level IOU Summary Report	Daily	Current and Prior	4201.2

Table 4-2.--Reports Required For Performance of Duties, RDB.

4201. Procedures

1. Maintain a PDEF
    a. The PDEF is a holding file for source documents of transactions processed during systems non-availability. For RDB, the documents in this file will normally be handwritten requisitions and DTO receipts pending POD input. Although no specific sequence is required, transactions will be grouped by like categories.

    b. When system(s) become available, all source documents in the PDEF will be entered into the appropriate system.

2. Maintain the NALCOMIS O/I Level IOU Summary Report

    a. The NALCOMIS O/I Level IOU Report is a listing of all NRFI repairable components to be recovered from the customer and delivered to the AMSU for induction to the repair cycle. RDB will request the report by selecting the IOU Option within the Reports Module.

    b. RDB will utilize the report to monitor and recover all NRFI components from the customer. The IOU Report will also indicate material that is Remain in Place (RIP) and Advice Codes 52/5S. RIP assets are retained by the customer until the Ready for Issue (RFI) component is delivered. The customer will have 24 hours to turn in the NRFI component after delivery of the RFI replacement. Strict adherence to this policy must be enforced to ensure the IOU Report remains under control.

    c. RDB will have the Organizational Maintenance Activity (OMA) Maintenance Control Supervisor or the IMA Work Center Supervisor sign the IOU Report as valid when material is not available for turn-in. A brief description of why the material is not ready will be written beside each IOU (e.g., A/C in Nevada will return 8/11, Support Equipment not available, etc.). Daily, RDB will notify the RMD OIC/NCOIC concerning difficulties recovering retrograde from supported squadrons.

3. Maintain the NALCOMIS ISSIP DDSN Mailbox

    a. The LSC-ISSIP Mailbox reflects RFI assets which have been forwarded to RDB for delivery but have not been completed.

    b. RDB will review the LSC-ISSIP Mailbox by identifying all repairables and determining why they are still outstanding. This will be accomplished periodically through each shift and at the end of each shift.

    c. RDB will deliver the material and update the LSC of the requisition to COMPL, ensuring the date and time from the signed POD is being entered prior to filing it in the RCTF.

4. Maintain the NALCOMIS DTO ROB Mailbox

    a. The NALCOMIS Mailbox reflects those receipts from the supply system having been received on board, but not yet delivered to the customer and completed.

    b. RDB will review the DTO ROB Mailbox periodically through each shift and at the end of each shift.

c. RDB will locate and deliver the material and update the LSC of the requisition to COMPL by using the NALCOMIS Receipt POD Function.

5. <u>Deliver all Repairables</u>. RDB will perform delivery of all repairables. All repairables will either be in shipping containers or bubble-wrapped and placed on padding (foam or similar material) within the vehicle. RDB will perform the following:

    a. <u>Issues</u>. Deliver all repairable issues received from RSB. The following steps will be used:

        (1) RDB will verify the RFI component part number matches the customer's VIDS/Maintenance Action Form (MAF) and NRFI Turn-in before issuing the RFI.

        (2) If turn-in retrograde is not available, required documentation is not correct or the Advice Code is not 5S or 52 then refer to paragraph 4201.5c.

        (3) Obtain a legible printed name, signature, date and time of delivery on the requisition document for all material delivered.

        (4) Update the LSC of all DDSNs delivered to COMPL by using the NALCOMIS Receipt POD Function. All completed paperwork will be filed in the RCTF.

        (5) When the system is not available, all issue documents and related paperwork will be placed in the PDEF. When the system becomes available, the file will be verified to ensure the action taken was processed in NALCOMIS.

    b. <u>DTO Material</u>. RDB will deliver all repairable DTO material received from RSB. The following steps will be used:

        (1) Obtain a legible printed name, signature, date and time of delivery on the DTO receipt document for all material delivered.

        (2) Update the LSC of all receipts delivered to COMPL by using the NALCOMIS Receipt POD Function. The receipt document will be filed in the RCTF as proof of delivery.

        (3) When the system is not available, all receipts and related paperwork will be placed in the PDEF. When the system becomes available, the file will be verified to ensure the action taken was processed in both NALCOMIS and R-Supply and then cleared.

    c. <u>Processing Customer Refusals</u>. Whenever material is delivered to a customer and it is refused, RDB must annotate the reason why the material is being refused on the picking ticket. Common occasions for Customer Refusals are stated below:

        (1) <u>Requisitioner Ordered Incorrect Material</u>. Process a Customer Refusal indicating the requisition is to be canceled and the component is to be returned RFI to Stock. Indicate on the requisition the reason for the refusal (e.g., INCORRECT MATERIAL ORDERED) and file in the RCTF. Forward the material to RSB to be returned to the shelf. The customer must reorder the material actually needed.

(2) Incorrect Material Delivered. RDB will first annotate the reason for the refusal on the requisition (e.g., completely different material than ordered or like material, but wrong modification or model). Do not process the Customer Refusal at this point. Return the incorrectly identified material to RSB and ask for the correct material. If correct material is provided, deliver it to the requisitioner, obtain a legible printed name, signature, date/time of delivery and turn-in (if required). Process the POD utilizing the NALCOMIS Receipt POD Function, unless it has already been processed. If the correct material is not available, RSB must process a Warehouse Refusal as described in paragraph 4101.16b.

(3) Requisitioner Has No Required Turn-in. When a requisitioner does not have a required turn-in, RDB will return the material to RSB for return to storage. A Customer Refusal will be processed to cancel the document and the component will be returned RFI to Stock. The requisition will be annotated CANX - NO TURN-IN and filed in the RCTF.

(4) Material Missing Required Documentation. If the component requires documentation (i.e., Logbook, SRC Card, EHR Card, etc.) and it is missing, the component is considered NRFI. RDB will process a Customer Refusal to suspend the asset and coordinate with RCB to locate all missing paperwork.

NOTE: Reference (ac) provides instructions for material received new from a manufacturer and does not have a Scheduled Removal Component (SRC)/Equipment History Record (EHR) card.

(5) Material is NON-RFI. If there is sufficient RFI stock on the shelf to satisfy the issue, RDB will process a Customer Refusal to suspend the NRFI quantity and draw a RFI asset from stock to issue to the customer. The NRFI component will be forwarded to RCB for induction on a Test and Check MAF. If there are no RFI assets in stock to complete the issue, RDB will process a customer refusal to suspend the quantity creating an Expedition Repair (EXREP) condition.

6. Recover from the Customer and Deliver to the AMSU All NRFI Components. RDB will perform the following actions for recovery and induction of NRFI components:

a. RDB will pick-up all NRFI components from the customer when RFI components are issued, with the exception of material designated as RIP, 5S/52 advice coded items. RDB will provide the customer with a signature for the retrograde material.

b. RDB will receive all EXREP 1348-1A from RSB. One copy will be held in the Pending EXREP Induction File and the other copy will be used to recover the NRFI asset. RDB will pick-up all assets for which the requisition is EXREP utilizing the DD 1348-1A EXREP Document. This will ensure the part ordered either matches or is a suitable substitute of the NRFI component being turned in as EXREP. The Pending EXREP File will be screened hourly to ensure timely induction of EXREP components.

c. When RDB picks up NRFI components, they will ensure the material is properly packaged or bubble-wrapped (i.e. drained and purged, plugs, ESD tape etc.) and screen the MAF, Figure 4-2 or Figure 4-3, to ensure the following blocks are filled out:

(1)	Block A22	Work Unit Code (WUC) (must be 5 or 7 characters)
(2)	Block A48	Type Equipment Code (TEC)
(3)	Block A52	Bureau/Serial Number
(4)	Block A58	When Discovered Code
(5)	Block A59	Type Maintenance Code
(6)	Block E08	Manufacture Code
(7)	Block E13	Item Serial Number (Ensure serial number on VIDS/MAF matches serial number on the NRFI component.)
(8)	Block E23	Part Number (PN on the VIDS/MAF must match the PN on the NRFI component.)
(9)	Block E38	Date Removed
(10)	Block E42	Time Cycles
(11)	Block A08	Organizational Code
(12)	Block A11	Julian Date of JCN
(13)	Block A14	Serial Number of JCN
(14)	Turn-in Document	Turn-in Document Number
(15)	Discrepancy Block	Must contain an explanation of the problem for the failed unit.

d. RDB will pick-up the log books and EHR/SRC Cards for components requiring them. Verify the part number and serial number on the component turned in matches the EHR/SRC Card and/or the logbook.

e. RDB will deliver all NRFI components to the AMSU for induction.

f. If RCB and Production Control are not co-located, RDB will pick-up and deliver to RCB all components which have been processed through the repair cycle.

No. FUY1138   COPY 1   5 PART FORM   ENTRIES REQUIRED SIGNATURE

WORK CENTER REGISTER, CONTROL AND PROCESSING COPY   USE BALL-POINT PEN PRESS HARD   NONE LOGS REC ☐ ☐ ☐

VIDS/MAF   OPNAV 4790/60 (REV. 5-88) S/N 0107-LF-002-5900

LOCAL USE

	ACCUMULATED WORK HOURS					ACCUMULATED AWM HOURS			
	NAME/SHIFT	TOOL BOX	DATE	MAN HOURS	ELAPSED M/T	DATE	TIME	REASON	HOURS

REFERENCE

(H-Z) FAILED/REQUIRED MATERIAL

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											

- - - - - FOLD - - - - -

A22 WORK UNIT CODE	A29 ACTION ORG	A32 TRANS	A34 MAINT/L	A35 ACT TAKEN	A36 MAL CODE	A39 ITEMS/P	A41 MAN HOURS	A45 ELAPSED M/T	F08 INTERIM	TECHNICAL DIRECTIVE IDENTIFICATION

F09 CODE   F11 BASIC NO   F15 RV   F16 AM   F17 PART   F19 KIT

A48 TYPE EQUIP	A52 BU/SER NUMBER	A58 DISCD	A59 T/M	A60 POSIT	A62 FID	A65 SAFETY/EI SER	A69 METER	SE MFGR	A74	INVENTORY F22 PERM UNIT CODE	F28

F21

REPAIR CYCLE

	DATE	TIME	EOC
RECEIVED	B08	B12	B16
IN WORK	B19	B23	B27
COMPLETED	B30	B34	C

AWAITING MAINTENANCE

B38 | B39 HOURS | B43 | B44 HOURS | B48 | B49 HOURS

MAINTENANCE/SUPPLY RECORD

JOB STATUS	DATE	TIME	EOC
B53	B54	B58	B62
B65	B66	B70	B74
C08	C09	C13	C17
C20	C21	C25	C29
C32	C33	C37	C41
C44	C45	C49	C53
C56	C57	C61	C65
D08	D09	D13	D17

JOB CONTROL NUMBER   A19 WORK CENTER

A08 ORG	A11 DAY	A14 SER	A17 SUF

REMOVED/OLD ITEM

E08 MFGR	E13 SERIAL NUMBER
E23 PART NUMBER	E38 DATE REMOVED
E42 TIME/CYCLES	E47 TIME/CYCLES	E52 TIME/CYCLES

INSTALLED/NEW ITEM

G08 MFGR	G13 SERIAL NUMBER
G23 PART NUMBER	
G38 TIME/CYCLES	G43 TIME/CYCLES	G48 TIME/CYCLES

DISCREPANCY

PILOT/INITIATOR

CORRECTIVE ACTION

CF REQ ☐ RFI   QA REQ ☐ BCM

CORRECTED BY	INSPECTED BY	SUPERVISOR	MAINT CONTROL

↑ ↓ | MODEX | PRI | TURN-IN DOCUMENT | SYSTEM/REASON | MCN

Figure 4-2.--Sample Maintenance Action Form S/N LF-002-5900 (Green).

OMA/IOU TURN-IN NOTICE

ACTIVITY HSL37		ORG CODE QY0					
TURN-IN MCN 26XES1W		WUC/UNS 41273					
TEC AHZA	BUNO/Serno 164464	WD P	TM B	POSIT	EI		

REMOVED ITEM

CAGE 78286		PART NUMBER 70309-23900-103
Serno 0087		DATE REMOVED 07 MAY 2012

	TIME/CYCLES C 0147	TIME/CYCLES	TIME/CYCLES

SRC	INITIATED BY AE1 G ALLEN		
JCN QY0121528		INSP JCN	TI DDSN 2128G672

DISCREPANCY

ECS FAILED DURING STARTER DROPOUT CHECK. MAKES A NOISE SIMILR TO COMPRESSOR STALLS AND SHAKES THE AIRFRAME.

Figure 4-3.--Sample Maintenance Action Notice (OOMA).

Chapter 4

Section 3: Awaiting Parts Branch (AWPB)

4300. General

1. Responsibilities. Awaiting Parts Branch (AWPB) is responsible for storage and management of repairable components awaiting repair parts.

2. Duties. AWPB will maintain the following files and perform the following duties. A list of computer-generated reports required to perform these duties is contained in Table 4-3. CPI Tools may also be utilized to perform these duties.

Required Reports			
Report Name	Frequency	Retention	Procedure Reference
1. DIFM Status Report (WT,WP,WB), NALCOMIS	Weekly	Current and Prior	4301.3a
2. Critical Level Status Report, NALCOMIS	Weekly	Current and Prior	4301.3f
3. Stock Control Review Listing, R-Supply	Daily	Current and Prior	4301.4b
4. Requisition Listing (AC1/AK1, No Stat, Overage Shipping), R-Supply	Weekly	Current and Prior	4301.5a(1) (2)(3)
5. AWP Repair Parts Status Report/ Outstanding Material Requirement Report, NALCOMIS	Weekly	Current and Prior	4301.6a
6. AWP Component Overage Report (FGC), NALCOMIS	Weekly	Current and Prior	4301.6b
7. AWP Transpose/Cannibalization Report/AWP Component Overage Report (FGC), NALCOMIS	Weekly	Current and Prior	4301.7c
8. AWP Component Overage Report (Location Seq.), NALCOMIS	Weekly	Current and Prior	4301.8
9. Squadron EXREP Status Report, NALCOMIS	Daily	Current and Prior	4301.9a
10. DTOs with Stock On-hand Report, R-Supply	Weekly	Current and Prior	4301.10
11. Database Reconciliation Reports, NALCOMIS/R-Supply	Monthly	Current Only	4301.11

Table 4-3.--Reports Required for Performance of Duties, AWPB.

    a. Maintain the Pending Data Entry File (PDEF).

    b. Review and clear all AWP related items from NALCOMIS mailboxes.

    c. Clear all AWP Suspense and Interface Records.

    d. Receive and store repairable components until repair parts are received.

e.   Receive and process material for AWP components.

f.   Initiate follow-up action on AWP requisitions.

g.   Initiate and control transposition and cannibalization of AWP components.

h.   Conduct AWP Rescreens.

i.   Conduct Overage Shipping Status Review/Correction.

j.   Correct Discrepancies between NALCOMIS/R-Supply Requisitions.

4301.   <u>Procedures</u>

1.   <u>Maintain a Pending Data Entry File (PDEF)</u>

a.   The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For AWPB, the documents in this file will normally be NALCOMIS VIDS/MAFS for components moved on and off AWP and DD 1348-1A receipt or issue documents for material received. Transactions will be grouped by like category (e.g., issues, receipts, etc.).

b.   Whenever system(s) become available, all transactions in the PDEF will be entered into the appropriate system.

2.   <u>AWPB Will Review and Clear All AWP Related Items from the Following NALCOMIS Mailboxes Daily</u>. See NALCOMIS Help for how to properly clear each mailbox:

a.   DTOROB Mailbox

b.   Material Contingency Mailbox

c.   Requisition Action Mailbox

d.   AWP Component Pending Release Mailbox

3.   <u>Receive and Store Repairable Components Until Repair Parts are Received</u>.

a.   Weekly, AWPB will use the NALCOMIS Reports Subsystem to generate the DIFM Status Report, tailored for all "WT" (In Transit to AWP locker), "WP" (Waiting Parts in W/C) and "WB" (components released from AWP locker) Job Status Codes. This report is used to ensure all Supply Officer (SO) Assets and EXREPs are awaiting parts are brought to the AWPB Storage Locker or returned to the work center. Current and Prior annotated copies of the report will be maintained.

(1)   It is the responsibility of the individual work centers to order all parts required to complete a repair action. When repair parts are not available from the Supply Officer's Stock, the work center has 24 hours per reference (ac) to update the MAF and change the NALCOMIS Job Status from "WP" to "WT" and deliver the component along with a copy of the MAF to AWPB. AWPB will also screen those components with a Job Status Code of "WB" to ensure

the work centers pick up the components and put them back into the maintenance cycle.

b. AWPB will ensure all components are properly protected prior to acceptance from the work center.

c. When components are brought to the AWPB for storage, AWPB will process the Component Receipt. This screen will display only outstanding material requirements for the MAF Control Number (MCN) entered. AWPB will screen the material requirements to ensure all outstanding requirements are not available for issue locally.

d. The location for the component will be established during the processing of the Component Receipt. Procedures for the handling of classified material will be in accordance with reference (w) volume I, chapter 4, part E, section IV, paragraph 4656 and reference (x).

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

e. All shelves will have cushioning material to help eliminate damage to components.

f. Weekly, AWPB will request and work the NALCOMIS Critical Level Status Report to ensure those components that are at a critical stock level are researched to determine what is causing the critical condition and take necessary steps to eliminate the situation. Current and prior copies of this report will be maintained.

(1) The most common cause of a critical condition is lack of availability of repair parts. AWPB will coordinate with CCB to ensure aggressive follow-up action is taken on outstanding consumable stock requisitions. AWPB will also coordinate with RCB to ensure fixed allowances are adequate and follow-ups are aggressive on repairable stock requisitions.

4. Receive and Process Material for AWP Components

a. When a "bit and piece" material is received, AWPB will post a Receipt in NALCOMIS to record the POD. When the last requirement is completed, a notice on the Receipt Screen will state "Last Bit/Piece Part Received" and the MAF Control Number (MCN) will appear in the pending release mailbox. AWPB will release the component via the Component Release Function in NALCOMIS.

(1) AWPB will attach one copy of the DD 1348-1A to the bit/piece part to be annotated with the MCN, Job Status and AWP Location/Work Center. Those components will be placed in the AWPB location until all bit and piece parts are received. If the component is not on AWPB's shelf, AWPB will forward the bit and piece part to the appropriate work center.

(2) AWPB will contact the work center for all documents received for a suffix code (partial quantity) to determine if they can repair the component with the parts available.

(a) AWPB will release the component using Component Release Function if the quantity received is sufficient to fix the component and no other requisitions are outstanding.

(b) If the quantity is sufficient to fix the component and other suffixes are still outstanding for the same material, AWPB will use the Material Requirement Update to request cancellation for the remaining quantity and release the component using the Component Release Function.

(c) If the quantity is insufficient to fix the component (and the other suffixes were canceled and must be reordered), AWPB will use the Material Requirement Update, Reorder Function to reorder the shortage quantity.

b. Daily, AWPB will review the R-Supply Stock Control Review Listing to identify and research those items with cancellation status from the system and coordinate with the work center to reorder the material requirement using the Material Requirement Update, Reorder Function or release the component using the Component Release Function for BCM action. Current and prior copies of this report will be maintained.

5. Weekly AWP Reconciliation

a. Per reference (ac) all work centers will reconcile with AWPB on a weekly basis. At which time every requisition will be validated and those requirements which are no longer required will be identified and have an AC1 Request for cancellation sent. To accomplish this, AWPB will use the NALCOMIS Material Requirement Update, Follow-up Function to submit a cancellation request to the last known holder of the requisition.

(1) Weekly, AWPB will request a Requisition Listing from R-Supply for those documents which have had an AC1 Cancellation Request submitted. This report will be reviewed and annotated with action taken per Appendix S. Current and prior copies of the report will be maintained.

(2) AWPB will also request a Requisition Listing from R-Supply for those documents which have no status. This report will be reviewed weekly and annotated with the action taken per Appendix S. Current and prior copies of the report will be maintained.

(3) Conduct Overage Shipping Status Review/Correction. AWP Requisitions are considered to have Overage Shipping Status if the material has not been received within the timeframes established by the TYCOM. These requisitions will be identified, reviewed and corrected weekly. Requisitions in this category will be identified when reviewing the R-Supply Requisition Listing which can be tailored to identify AWP DTO Requisitions with Overage Shipping Status. Requisitions in this category will be corrected using the procedures described in paragraph 4501.15e and Appendix S. Current and prior copies of the report will be maintained.

(4) Activities may utilize the ADHOC Tools to produce the AC/AK, No Status and Overage Shipping Status Reports.

6. Submit Aggressive Follow-ups

a. Weekly, AWPB will use the NALCOMIS Reports Subsystem to generate the AWP Repair Parts Status Report or Outstanding Material Requirement Report. AWPB will ensure all requisitions on the report are subjected to aggressive follow-up action using the Material Requirement Update, Follow-up Function. By sending follow-ups through NALCOMIS, all NALCOMIS reports will show the

date of the last follow-up which can be viewed by the work centers to verify their requisitions are being subjected to aggressive follow-up action. Current and prior copies of the report will be maintained.

b. Additionally, AWPB will run the AWP Component Overage Report in Family Group Code sequence weekly to identify those repair parts holding down multiple components. AWPB will submit Supply Assists, Lateral Support Requests and/or Situation Summaries to assist in obtaining hard to get material.

c. AWPB will provide CCB and RCB with a list of problem NSNs so CCB and RCB can ensure stock levels are adequate and stock requisitions are valid and subjected to aggressive follow-up action.

7. <u>Weekly, AWPB Will Use the NALCOMIS Reports Subsystem to Request the Transpose/Cannibalization Report</u>. The following definitions will serve to clarify the difference between the two types of selective interchange:

a. <u>Transposition</u>. This is the act of swapping two requisitions (one completed, the other still outstanding) between MCNs. Transposition may be recommended by the IMA, but is accomplished by AWPB using the NALCOMIS AWP Transpose Function.

b. <u>Cannibalization</u>. This is the act of removing a repair part from one component and installing it in another. Cannibalization is only recommended by supply, and is accomplished by Production Control.

c. The AWP Transpose/Cannibalization Report prints those MCNs which can be removed from AWP through either transposition or cannibalization. A new page is printed for each MCN which can be taken off AWP. Below the MCN data, the report is divided vertically into two sections. The left side is titled "***REPAIR PART(S) ON ORDER***" and the right side is titled "***REPAIR PART(S) ON HAND***". The DDSN(s) on the left side of the report reflect the outstanding requisition(s), which can be satisfied from the MCNs listed on the right side. The MCN(s) on the right side reflect components for which the repair part required can be obtained. If the MCN on the right side does not have a DDSN printed to its right, this represents a potential candidate for cannibalization. If there is a DDSN listed on the right hand side, this means the repair part required has been received under the DDSN on the right. This is a candidate for transposition. Because there have been several errors with this report, AWPB may utilize the AWP Component Overage Report (FGC sequence) to accomplish the same function. Current and prior copies of the report will be maintained.

d. Since cannibalization requires much more work than transposition, AWPB will conduct all possible transpositions prior to recommending potential cannibalization to Production Control.

e. After the repair parts are transposed and there are no more outstanding requisitions, the MCN will appear in the Pending Release Mailbox. AWPB will release the component via the Component Release Function in NALCOMIS.

f. After all transpositions are accomplished and the components returned to the work center, AWPB will review all potential candidates for cannibalization and recommend potential cannibalization action to Production

Control. Cannibalization should only be recommended when a critical need for the component on AWP exists, such as:

    (1) Hole in aircraft (an EXREP exists).

    (2) Shelf stock RFI posture is at a critical level for the FGC.

8. <u>Perform Weekly Inventory of Components in the AWPB Storage Locker</u>. In order to properly control unwanted cannibalization action, the SO Assets in the DIFM awaiting parts must be brought to the AWPB Storage Locker per section 4301.3a(1). In addition, AWPB must ensure all components indicated as AWP (Job Status Code of "WQ") are in fact still located within AWPB storage locker. To do this, AWPB will use the NALCOMIS Reports Subsystem to request the AWP Component Overage Report in location sequence. AWPB will physically verify each component on the report is in the proper location (AWP location changes are accomplished by the NALCOMIS Component Release Function). AWPB will also validate all canceled requisitions at this time to ensure they were verified as no longer required prior to acceptance. If the requisition was canceled after it was put in the AWPB storage locker, then AWPB must coordinate with the work center and research the canceled part and take appropriate action. Any component listed on the report and not actually in an AWP status must be located and have its job status updated to reflect its current status.

9. <u>Expedite All Bit/Piece Parts for Expeditious Repair (EXREP) Components</u>.

    a. Daily, AWPB will use the NALCOMIS Reports Subsystem to request the Squadron EXREP Status Report. The report will show those SO Assets for the same FGC currently in the DIFM, all outstanding bit/piece parts for which a requisition was submitted/no asset was available for issue and the customer has turned in their asset in an attempt to repair it. Every attempt must be made to expedite the parts needed to repair an asset in the DIFM and return it to the customer. The following are some steps which may be taken to help expedite those hard to get items:

    (1) Possible substitutes

    (2) Parts/Phase kits

    (3) Next Higher Assembly (if not end item)

    (4) Lateral Support Request

    (5) Supply Assist

    (6) Possible BCM-4 Action (if end item is available)

    (7) Direct Vender Support.

    (8) Open Purchase via the Defense Logistics Agency (DLA).

    (9) Contact Item Manager for Bit/Piece Parts as well as Components

    (10) Local Technical Representatives (Boeing, Lockheed, Sikorsky, etc)

    (11) Contact the Naval Depot (NADEP) Overhaul Activity for the Component

10. <u>Conduct AWP Rescreens</u>. On a weekly basis, AWPB will request the DTO with Stock On-hand Report utilizing R-Supply or ADHOC Tools. The justification for conducting rescreen actions for outstanding requisitions will be dictated by the components priority of repair. For consumable requisitions, where sufficient assets are on hand to fill the requirement, AWPB will process a rescreen. To accomplish this AWPB will use the NALCOMIS Material Requirement Update, Follow-up Function to submit a Cancellation Request (AC1) to the last known holder of the requisition. Then use the Material Requirement Update, Reorder Function to reorder the quantity which will generate a new requisition. If the quantity is less than the ordered quantity, AWPB will contact the work center to determine if they can repair the component with the parts available (partial issues will only be made if the issue will allow repair of the component). RCB will make all determinations and take any action necessary to rescreen issue repairables and will notify AWPB a rescreen will be accomplished.

11. <u>Correct Discrepancies Between NALCOMIS/R-Supply Requisitions</u>. On a monthly basis, the Supply Applications Administrator (SAA) will run the NALCOMIS/R-Supply Reconciliation Process or ADHOCs. As a result of the DTO Reconciliation portion of this process, AWPB will receive two reports: (1) Supply Requisitions Not on NALCOMIS and (2) NALCOMIS Requisitions Not on R-Supply. AWPB will take the action prescribed in Appendix D to correct consumable AWPB DTO requisitions on these reports. Repairable DTO requisitions will be corrected by RCB. These reports will be annotated with the action taken and signed by the person who performed the corrective action.

Chapter 4

Section 4: Supply Shipping Branch (SSB)

4400. <u>General</u>

1. <u>Responsibilities</u>. SSB is responsible for packaging and shipping all aeronautical related components and equipment.

2. <u>Duties</u>. SSB will perform the following duties:

    a. Receive and prepare material for shipment.

    b. Obtain signatures on all shipment paperwork.

4401. <u>Procedures</u>

1. <u>Receive and Prepare Material for Shipment</u>. SSB will receive material and equipment from all sections of the ASD.

    a. SSB will ensure appropriate shipment paperwork is properly prepared.

    b. SSB will ensure all material is properly packaged for shipment in accordance with reference (ad).

        (1) Certain repairable components have special containers which provide tailored protection for the components. Components will be shipped in their designated container.

        (2) SSB will screen the (Electronic Retrograde Management System) eRMS website https://mril.navsisa.navy .mil/erms/ for the container NIIN and/or specific packaging instructions for all components.

        (3) SSB will screen the DD 1348-1A shipping document to ensure the component part number and serial number match. Verify all components which require special paper work (i.e., SRC/EHR records), and process in appropriate eRMS module according to the DOC ID, (i.e., BC2, D6A, BMD, BEI, etc.) with reference eRMS Desk Guide. Have all paperwork inside the container and a copy attached prior to the manifesting in eRMS.

        (4) SSB will manifest and post the Proof of Shipment (POS) on all material processed in eRMS.

NOTE: For procedures reference eRMS Desk Guide via eRMS website and Appendix U.

    c. SSB will ensure all material being shipped for Engineering Investigation (EI) or Quality Deficiency Report (QDR) is properly packaged and preserved in accordance with information listed on https://mril.navsisa .navy.mil/erms/ and other guidance as may be directed by the EI/QDR authority providing disposition instructions.

        (1) Containers for all EI/QDR exhibits will be clearly marked with the following information:

            (a) EI/QDR Control Number.

      (b) NSN of Material.

      (c) Document Number (UIC/Julian Date/Serial Number).

      (d) Serial Number of Component (if available).

    (2) A copy of the EI/QDR Request Document (message/e-mail), dispositions instructions and the DD 1348-1A shipping document will be securely attached to the outside of the container for shipment. If possible, provide additional copies of all applicable paperwork inside the container.

    d. SSB will coordinate and/or assist RCB with the shipment of classified aeronautical components. Reference (x) and DOD 5200.1 Series contains procedures for shipment of classified aeronautical components.

2. <u>Obtain Signatures on All Shipment Paperwork</u>. After components are properly packaged and marked, SSB will forward them to the appropriate destination (e.g. HUB or Depot).

    a. SSB will have the receiving agent sign the DD 1348-1A, DD 1149 or eRMS shipping manifest.

    b. <u>Maintain a Proof of Shipment File (POSF)</u>. The POSF is maintained to substantiate proof of custody transfer for material shipped from the ASD to include proof of turn-in/shipment for BCM returns from the IMA. The POSF will contain a signed DD 1348, DD 1149 or Manifest which has been signed and dated by the recipient. The POSF will be maintained in date shipped sequence and will be retained per reference (c) SSIC 4419.1 (Current and four prior fiscal years).

29 JUL 2014

Chapter 4

Section 5: Repairables Control Branch (RCB)

4500. <u>General</u>

1. <u>Responsibilities</u>. RCB is responsible for establishing and maintaining repairable allowances as well as for their procurement, inventory and accountability to include storage of all classified material. RCB is also responsible for processing repairable requisitions, receipts with exceptions, processing all repairables returned from the IMA and for the screening/tracking of BCM components. The RCB OIC/SNCOIC will review and validate the reports required for the performance of duties, listed in Table 4-4.

2. <u>Duties</u>

    a. RCB will maintain the following files, reports and references:

        (1) Pending Data Entry File (PDEF)

        (2) Repairable Completed Transaction File (RCTF)

        (3) Survey File

        (4) Engineering Investigation (EI)/Quality Deficiency Report (QDR)/Hazardous Material Report (HMR)/Supply Discrepancy Report (SDR) Files

        (5) Allowance Change Request (ACR) File

        (6) Pack-up/Custody Signature Documents

        (7) Security Control Documents for Classified Material Storage Area

        (8) NALCOMIS Repairable Items List ADHOC

        (9) R-Supply Repairable Master Stock Status and Locator Listing

        (10)Repairables Management Technical References

        (11)Listing and Letter of Authorization of Special Management Codes/Flags

    b. RCB will perform the following duties. A list of computer generated reports required to perform these duties are contained in Table 4-4.

        (1) Review and request modifications of repairable allowances.

        (2) Initiate and monitor requisitions for repairable stock.

        (3) Maintain established inventory/location accuracy and stock levels for all repairables.

        (4) Initiate corrective action on all unprocessed repairable transactions.

4-29   Enclosure (2)

(5) Maintain accountability of all repairables during the local issue, recovery, induction and repair process.

Table 4-4.--Reports Required For Performance of Duties, RCB.

Process Repairable Requisitions and Receipts With Exceptions			
Report Name	Frequency	Retention	Procedure Reference
1. EXREP Status Report, NALCOMIS (J62600).	Daily	Current and Prior	4301.9a
2. NMCS/PMCS High Priority Requisitions, NALCOMIS (J72400).	Daily	Current and Prior	4501.19f

Maintain Established Inventory/Location Validity and Stock Levels For All Repairables			
Report Name	Frequency	Retention	Procedure Reference
1. Master Stock Status Locator Listing (or equivalent), R-Supply (JSL322).	As Required	Current	4501.11a
2. Inventory Processing, R-Supply (JSI200).	As Required	18 Months	Appendix F 4501.16c
3. SAMMA/SAL, R-Supply (JSI217).	Monthly	Current and Prior	4501.16g(1)
4. Supply Effectiveness, R-Supply (JSF415).	Monthly	Current and Prior	4501.16g(2)
5. Offload Processing, Regular, R-Supply (JSI209).	As Required	Current and Two Prior Fiscal Years	4501.16g(1a)

Initiate and Monitor Requisitions For Repairable Stock			
Report Name	Frequency	Retention	Procedure Reference
1. Automatic Reorder Review Report R-Supply.	Weekly	Current Report Only	4501.15b
2. Requisition Reconciliation Listing, R-Supply	Monthly	Current and Prior	Appendix S 4501.15c
3. Material Obligation Validation (JSL311), R-Supply.	Quarterly	Current and Prior	4501.15h
4. Cancel Excess Stock Due, SAMMA-SAL Extract/RAO, R-Supply.	Monthly	Current and Prior	4501.15g
5. Stock Requisitions With Overage Shipment Status	Weekly	Current and Prior	4501.15d
6. NITA Over-aged SIT Reports.	Weekly	Current and Prior	Appendix U

Establish and Maintain Repairable Allowances			
Report Name	Frequency	Retention	Procedure Reference
1. NALCOMIS Allowance Change Report (J75510), ADHOC, or locally approved CPI tools	Quarterly for COGs 1R, 0, 7R, 4Z and Semi-annually for COGs 1H, 7E, G, H, N and Z	Current Report Only	4501.14c(2)
2. Levels Setting R-Supply (JSI205).	Quarterly	One Year	4501.14c(1)

Initiate Corrective Action on All Unprocessed Repairable Transactions			
Report Name	Frequency	Retention	Procedure Reference
1. Suspended Transaction Report, R-Supply (JSL325).	Daily	Current and Prior	4501.17b Appendix C
2. Interface Summary Reports, NALCOMIS.	Daily	Current and Prior	4501.17c Appendix C
3. Stock Control Review Listing, R-Supply (JSS225).	Daily	Two Weeks	4501.17d

Maintain Accountability of All Repairables During the Local Issue, Recovery, Induction and Repair Process			
Report Name	Frequency	Retention	Procedure Reference
1. DIFM Status Report, NALCOMIS (J62300)/ ADHOC Tools.	Monthly	Current and Prior	4501.18b
2. Subcustody Status Report, NALCOMIS.	Monthly	Current and Prior	4501.18e(4)

Process All Repairables Returned From The IMA and Ensure Proper Screening and Carcass Tracking of BCM Components			
Report Name	Frequency	Retention	Procedure Reference
1. Carcass Reports, NITA Carcass Tracking Reports	Daily	N/A	4501.20e(4) and 4501.20e(5)

Table 4-4.--Reports Required for Performance of Duties, RCB--Continued

Ensure the Identification and Management Data of Repairable Records in Both R-Supply and NALCOMIS is Accurately Maintained.			
Report Name	Frequency	Retention	Procedure Reference
1. Storeroom Action Listing, R-Supply.	Produced From Change Notice	Current and Prior	4501.21a
2. Stock Control Decision Listing, R-Supply.	Produced From Change Notice	Current and Prior	4501.21a
3. Repairable MCC Decision Listing, R-Supply.	Produced From Change Notice	Current and Prior	4501.21a
4. Change Notice List, Consumable/Repairable List, NALCOMIS.	Produced From Change Notice	Current and Prior	4501.21b
5. Change Notice Report, Candidates for Deletion, NALCOMIS.	Produced From Change Notice	Current and Prior	4501.21b
6. Change Notice Report NIIN Change Report, NALCOMIS.	Produced From Change Notice	Current and Prior	4501.21b
7. Repairable COGs with no MCC, R-Supply ADHOC.	Monthly	Current Report Only	4501.21c(2)
8. Repairable COGs with no Limit Flag and/or Drop Flag.	Monthly	Current Report Only	4501.21c(3)
9. Repairable COGs with no NUP or NUP greater than Unit Price, R-Supply ADHOC.	Monthly	Current Report Only	4501.21c(4)
10. DBAG14 NALCOMIS	Monthly	Current and Prior	4501.21c(5)
11. DBAG17 and DBAG21 NALCOMIS.	Daily	Current and Prior	4501.21d
12. Expired Shelf Life Report, R-Supply ADHOC	Monthly	Current Report Only	Appendix L 4501.23b
13. NSNs with No Shelf Life Code Loaded R-Supply ADHOC.	Monthly	Current Report Only	Appendix L
Ensure the NALCOMIS Data Base is Reconciled with the R-Supply Data Base			
Report Name	Frequency	Retention	Procedure Reference
1. NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current and Prior	Appendix D 4501.22

Table 4-4.--Reports Required for Performance of Duties, RCB-- Continued

(6) Process repairable requisitions and receipts with exceptions.

(7) Process all repairables returned from the IMA and ensure proper screening and carcass tracking of BCM components.

(8) Ensure the identification and management data of repairable records in both R-Supply and NALCOMIS is accurately established and maintained.

(9) Ensure the NALCOMIS Data Base is reconciled with the R-Supply Data Base.

(10) Establish and maintain a Repairable Shelf Life Program.

(11) Maintain the Electronic Retrograde Management System (eRMS).

(12) Process incoming and outgoing of Repair and Returns.

(13) Coordinate the issue, referral and carcass tracking of repairable requirements (e.g. FRC, IMC, etc.) for Schedule Depot Level Maintenance (SDLM)/Integrated Maintenance Program (IMP).

4501. <u>Procedures</u>

1. <u>Maintain a PDEF</u>

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. Whenever the system(s) become available, all transactions will be entered into the appropriate system.

2. <u>Maintain a Repairable Completed Transaction File (RCTF)</u>

    a. The RCTF is maintained to substantiate proof of delivery of material to customers, excess stock turn-in and proof of material received for stock. The RCTF may be a manual file or maintained on an Image Retrieval System. The RCTF will contain the following documents:

        (1) <u>Requisition POD</u>. A copy of the requisition (for issues from stock or DD 1348-1A (for DTOs) with the customer's legible printed name, signature, date and time received.

        (2) <u>DD 1348-1A Excess Stock Turn-in (offload) Document or eRMS Manifest</u>. For material transferred to the supply system with the Proof of Custody Transfer containing a legible signature and date received as Proof of Shipment or Proof of Delivery.

        (3) <u>DD 1348-1A receipt document</u>. For material received from the supply system for Supply Officer Stock.

    b. The RCTF will be maintained in NIIN sequence within fiscal year and will be retained per reference (c) SSIC 4419.1 (current and four prior).

3. <u>Maintain a Survey File</u>. This file is divided into two categories, Supply Officer Asset Surveys and Surveys for Repairables from Others.

a. <u>Supply Officer Asset Surveys</u>. The purpose of this file is to document causative research on inventory adjustments and authorization to post the adjustment. Survey documentation will be maintained in NIIN sequence, per reference (c) SSIC 4419.1, for current and four prior years. This file is divided into two parts, the Pending Survey File and the Completed Survey File.

(1) <u>Pending Survey File</u>. This file contains all Reports of Survey (Financial Liability Investigation of Property Loss (FLIPL), DD Form 200) and supporting documentation, preliminary and causative research, awaiting approval by the Commanding Officer/AvnSupO. After the survey is approved the pending file copy will be removed and placed in the Completed Survey File. This file will be screened across the Inventory Adjustment Report monthly.

(2) <u>Completed Survey File</u>. This file contains a copy of all FLIPLs, DD Form 200, and supporting documentation approved by the Commanding Officer/AvnSupO.

b. <u>Surveys for Repairables from Others</u>. No action is required on surveys received from squadrons or work centers after the survey is approved by the appropriate Squadron Commanding Officer.

NOTE: A completed survey will still be required from the OMA/IMA to document a loss of a repairable. The RCB will maintain a copy of the survey in the Completed Survey File and forward the original to SAD for filing in the central repository.

4. <u>Maintain an Engineering Investigation (EI) Report File</u>. The EI File will contain EI request documents, disposition instructions, shipping data messages and related correspondence for each EI submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

5. <u>Maintain a Quality Deficiency Report File</u>. The QDR File will contain QDR request documents, disposition instructions, shipping data messages and related correspondence for each QDR submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

6. <u>Maintain a Supply Discrepancy Report (SDR) File</u>. The SDR File will contain SDR request documents, disposition instructions, shipping data messages and related correspondence for each SDR submitted. All related documentation will be attached and filed together in the file. The file will be maintained in NIIN sequence. Information in the file will be retained per reference (c) SSIC 4440.1b.

7. <u>Maintain an Allowance Change Request (ACR) File</u>. This file will contain pending and completed ACR's since the last Fixed Allowance Review Conference. Its purpose is to monitor pending ACRs, submitting follow-ups when required and to maintain a centralized approved and disapproved file of all allowance increases and decreases from NAVSUP WSS-PHI/MECH. The file will be segregated by pending and completed ACRs and will be maintained in NIIN sequence. This file will be retained for the entire period between Fixed Allowance Review Conferences.

8. <u>Maintain Pack-up and Subcustody Signature Documents</u>. Any time material is issued for pack-up or subcustody, a Pack-up Inventory Listing or Subcustody Notice will be prepared. The listing/notice will be signed by the Responsible Officer prior to relinquishing physical custody of the material. Classified material will be signed for individually. A Pack-up/Subcustody File will be maintained for each supported unit. The pack-up inventory listings will be maintained in date sequence. Subcustody notices will be maintained in NIIN sequence by organization. Pack-up/Subcustody signature documents will be retained until all material they represent is returned or appropriate survey documentation received.

9. <u>Maintain Security Control Documents for the Classified Material Storage Area</u>.

    a. Classified material can be maintained either within a secured storage area of the AvnSupO stores in accordance with local procedures; or it can be subcustodied to the MALS Avionics Officer or MAG Electronic Key Management System (EKMS) Manager.

    b. An access list of persons authorized to enter the classified material storage area will be maintained on file and posted at the entrance of the classified material storage area.

    c. A log documenting each entry into the classified material storage area will also be maintained. The log will indicate date, name and time in/out along with document number, MCN, NIIN, part number and serial number as required.

    d. EKMS items are identified by CNO Washington DC 281802Z SEPT 00 and the Memorandum of Agreement (MOA) between NAVSUP WSS and NAVAL COMSEC MATERIAL SYSTEM (NCMS). This MOA combines Controlled Cryptographic Item (CCI) Ordering Procedures with Navy Supply Ordering Procedures. Once the material requirement is identified by the squadron, they will be required to requisition the required material from the MALS ASD. At this time the RMD will ensure the EKMS Manager receives a copy of the requisition (DD 1348-1A). The EKMS Manager will then be responsible for providing the DD 1348-1A to the RMD with the customer's legible printed name, signature and date/time received for entry into the RCTF. In order to receive stock replenishments, the RMD will provide the Stock Requisition Number and NIIN to the EKMS Manager to be annotated on their disposition message to NCMS and NAVSUP WSS.

NOTE: The EKMS Manager will annotate the Issue Requisition Number(s) on the SF 153 for the NRFI material being shipped. When the EKMS Manager receives a copy of the SF 153 from the repair facility stating they have custody, the EKMS Manager shall provide a copy of the SF 153 to the RMD for carcass tracking purposes. For more detailed information see NCMS Message 071329Z MAR 12 and EKMS 5.

    e. Procedures for the handling of classified material, its stock replenishment, physical inventory, maintenance of stock records, security, issue and storage within/outside of the Supply Officer's Warehouse (requires authorization from the MALS Commanding Officer) is found in reference (w), volume I, chapter 4, Part E, Section IV, paragraph 4656 and chapter 6, Part A, Section III, paragraph 6062 and reference (x). Local procedures signed by the AvnSupO will be drafted.

10. <u>Maintain a NALCOMIS Repairable Item List (RIL), NALCOMIS ADHOC</u>.

    a.   A NALCOMIS RIL in part number sequence will be printed or stored electronically on removable media monthly. Only the current month's listing must be retained.

    b.   This provides the means to cross part numbers to stock numbers when processing requisitions during periods of system non-availability.

11. <u>Maintain an R-Supply Repairable Master Stock Status and Locator Listing (MSSLL)</u>.

    a.   A Repairable MSSLL will be printed or stored electronically on removable media monthly. The R-Supply Online User's Guide provides information on requesting the listing and using General Selectors to tailor it to repairables. Only the current month's listing must be retained.

    b.   The Repairable MSSLL provides pertinent information on material carried in stock and will be used to issue and store material during periods of system non-availability.

12. <u>Maintain Repairables Management Technical References</u>. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of the RMD and instructions for downloading these documents from the various websites.

13. <u>Maintain a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Record (SIR)</u>. RCB will maintain a listing of all Local Management Codes (LMCs), Automatic Reorder Restriction Codes (ARRCs), Limit Flags and No Drop Flags. A letter of authorization signed by the AvnSupO will be maintained along with the listing. The letter will also contain a list of LMCs and ARRCs with their definition. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to RCB/CCB to be maintained along with a copy of the listing.

14. <u>Review and Request Modifications of Repairable Allowances</u>

    a.   <u>General</u>. The type of allowance for repairables depends on the type of material. Repairable items are grouped into two types, Aviation Repairables and Non-Aviation Repairables. These two types are further divided into Aviation Depot Level Repairables (AVDLRs) and Field Level Repairables (FLR). AVDLRs are identified by COG symbols 7R, 6R, 0R, 8R and 4Z while Aviation FLRs are identified by COG symbols 1R and 3_ with a Material Control Code (MCC) of "D". Non-Aviation DLRs (NON-AVDLRs) are identified by COG symbols 7E, 7G, 7H, 7Z and 7N while Non-Aviation FLRs are identified by COG symbols 1H and 3H with an MCC of "D". AVDLRs must be returned to a depot level maintenance activity when they cannot be repaired locally, while FLRs may be condemned at the IMA. Allowances for each type of repairable are determined jointly by the MALS and the respective NAVSUP WSS and are based on type of aircraft, projected flying hours and other factors. The ICP for AVDLRs is NAVSUP WSS-P and the allowance list is the Aviation Consolidated Allowance List (AVCAL). NAVSUP WSS-M manages Non-AVDLRs and the allowance list is the Coordinated Shipboard Allowance List (COSAL). Fixed allowance quantities for repairables will be reflected in R-Supply as AVCAL, COSAL/Hull,

Mechanical & Electrical (HME) or both. AVCAL records will have an Allowance Type (AT) Code of two and COSAL records will have AT Code of one. Whenever material is authorized under both AVCAL and COSAL, the record will have an AT Code of three. For repairables, the Requisitioning Objective (RO) in R-Supply will match the Fixed Allowance Quantity (FAQ) in NALCOMIS. Allowances for repairables are fixed and will not be changed without documented approval from the appropriate NAVSUP WSS. Generally speaking, fixed allowances can change in one of three ways: through MALSP Review Conferences for the FISP/PCSP/CCSP/FOSP/TSA (which normally occurs every two years), whenever a new or different aircraft or system is to be supported or when individual ACRs are submitted by the MALS as a result of an Internal Allowance Review. An Internal Allowance Review will be accomplished quarterly for AVDLRs and semiannually for Non-AVDLRs. Tools which may assist in accomplishing the review may be locally established using ADHOCs, Continual Process Improvement (CPI) tools or through the use of the NALCOMIS Allowance Change Report (J75510).

    b. Jointly with MSB, RCB will at least annually or prior to a Re-AVCAL conduct a Reconciliation and Management Assistance Team (RAMAT). The RAMAT is an extensive and essential reconciliation of all repairable AVCAL allowances with NAVSUP WSS-P's Planned Program Requirement (PPR) File. Assistance with conducting a RAMAT can be found by contacting the unit's Customer Service Advocate (CSA) at NAVSUP WSS-P.

    c. Fixed Allowance Review Reports

        (1) Levels Setting (JSI205). The Levels Setting (JSI205) will be run quarterly. The RCB SNCOIC/OIC is responsible for ensuring the program is processed in accordance with TYCOM/Wing Instructions. Complete descriptions of Level Setting are contained in reference (w), and the Online Help, keywords "Level Setting." RCB is also responsible for reviewing the output reports and making corrections as described in the paragraph 6401.9b of this order. Upon completion of the review, the report will be signed and dated by the person conducting the review.

        (2) NALCOMIS Allowance Change Report.

            (a) The RFI/BCM/RTAT must be manually validated for items on this report. The parameters used are preset according to NAVSUP WSS-P Instructions. Instructions on how to request this report can be found in NALCOMIS Online Help, keywords "Allowance Change Report."

            (3) Critical Item Status Report. The Critical Item Status Report offers four options as follows:

            (a) Critical Level Status Report - Provides stock status and summary of designated pool items with RFI quantities less than or equal to a specific FAQ.

            (b) RFI On Hand Status Report - Lists items below specified RFI values.

            (c) Out of Balance Indicator Report - Lists all records with an Accountable Balance (ACBAL) disparity.

            (d) Validation Status Report - Head of the Family NIINs and ACBAL information can be selected.

(4) <u>Fixed Allowance Analysis Report</u>. Consists of the three following sections:

(a) Identifies records with an ACBAL of zero.

(b) Identifies records where the ACBAL plus Due is less than or greater than the FAQ.

(c) Fixed Allowance Analysis Summary Report provides range and depth on repairables with a FAQ.

d. <u>Determining New Allowances</u>. The NALCOMIS Fixed Allowance Review Reports, ADHOCs and CPI tools will be used only as a guide for identifying records for fixed allowance changes. The RFI/BCM actions for records on these reports will be manually reviewed and the new allowance quantity computed in accordance with reference (o) for Aviation Repairables and reference (y) for Non-Aviation Repairables.

e. <u>Submitting Allowance Change Requests (ACR)</u>. Whenever records requiring new allowances are identified and the appropriate quantity determined, an ACR will be prepared and submitted in accordance with TYCOM Instructions.

(1) <u>AVDLR AVCAL Allowance Change Request (ACR)</u>. AVDLR ACRs are submitted through the NAVSUP WSS website (http://www.navsup.navy.mil/navsup/ourteam/navsupwss/standard_acr).

(b) Figure 4-4 shows the required data fields for submission of the AVDLR ACR via the NAVSUP WSS website. It is imperative activities submitting ACRs via the website "CC" or fill-in the TYCOM email one and email two blocks; failure to do so will result in the ACR not being processed. RCB will submit all fixed ACRs and provide MSB with an info copy in accordance with paragraph 3201.6. Pending and completed ACRs will be maintained in the ACR File.

<u>1</u> <u>NAVSUP WSS Website ACR Submission</u>. Mandatory entries are highlighted in red and marked with an asterisk.

<u>a</u> <u>Justification</u>. Clear and concise remarks to support an increase in current allowance.

<u>b</u> <u>NIIN</u>. Self-explanatory.

<u>c</u> <u>P/N</u>. Self-explanatory.

<u>d</u> <u>FSCM</u>. Self-explanatory.

<u>e</u> <u>Nomen</u>. Self-explanatory.

<u>f</u> <u>Aircraft T/M/S</u>. Enter aircraft application, Type/Model/Series.

<u>g</u> <u>SM&R</u>. Self-explanatory.

<u>h</u> <u>3M Time Frame</u>. Enter the time period used to justify the request for increase. Minimum acceptable time period is 90 days.

i   <u>BCMs/Repairs</u>. Enter number of BCMs/RFIs during the reported time period.

j   <u>TAT</u>. Enter value from NALCOMIS.

Allowance Change Request (ACR) Submission Form

- Required fields are highlighted in Red and marked with an Asterisk (e.g.* Required Field).
- Fields that are required when a unit has limited or full repair capability are highlighted in brown and marked with two Asterisks (e.g.** Field Name)
- Fields that are required if AirSpeed process is implemented are highlighted in green and marked with three Asterisks (e.g.*** Field Name)

When you submit your ACR to NAVICP, you will receive a reply email notification of the ACR information entered on this form.

Please tell us some details about yourself:

* Name:
Code:
* Phone:
* DSN:

Unit Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)

* Email 1:
Email 2:

Tycom Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)

* Email 1:
Email 2:

* Organization Name:
Base/Ship/Location:
Country:

Please enter your message

* Subject: ACR: Allowance Change Request
* Justification:

Item 1		Item 2	
* NIIN (dashes optional)		* NIIN (dashes optional)	
* P/N		* P/N	
* FSCM		* FSCM	
Nomen		Nomen	
Aircraft T/M/S		Aircraft T/M/S	
SM&R Code		SM&R Code	
** 3-M Timeframe (MM/YY)	/ to /	** 3-M Timeframe (MM/YY)	/ to /
** BCMs		** BCMs	
** Repairs		** Repairs	
** TAT		** TAT	
*** AirSpeed Design TRR		*** AirSpeed Design TRR	
* Allowance Request		* Allowance Request	
* Current Allowance		* Current Allowance	

Submit   Reset

Figure 4-4.--NAVSUP WSS Website ACR Screen.

              k   CPI Design Time to Reliably Replenish (TRR). Enter Design TRR established during the work center CPI design. It is important to note how close you are to actually achieving this Design TRR.

               l   Allowance Request. New computed allowance.

               m   Current Allowance. Self-explanatory.

     (2) Non-AVDLR Allowance Change Request-Fixed. Non-AVDLR ACRs will be submitted through the NAVSUP WSS website (https://nslcweb37.nslc.navy.mil/pls/apex/f?p=ACR:ACR_PUBLIC:1209669807075154). RCB will submit all fixed ACRs and provide MSB with an info copy in accordance with paragraph 3201.6. Pending and completed ACRs will be maintained in the ACR File.

15. Initiate and Monitor Requisitions for Repairable Material.

    a. General. Requisitions for repairable stock may be generated in one of four ways: one-for-one reorder, automatic reorder, interactively via the R-Supply Initiate Requisitions Function, or through the Requisition Contingency Function of NALCOMIS with a "BV" Contingency Code. Normally, repairables will be requisitioned for stock on a one-for-one basis. That is, when one is BCM'd/issued, a stock replenishment requisition for one is automatically generated by NALCOMIS if reorder is required. Repairable requisitions may also be generated from Automatic Reorder under special circumstances (e.g. FSC 2620 Aircraft Tires, FLRs, allowance increases, etc.) or through the Requisition Contingency Function of NALCOMIS with a "BV" Contingency Code. Repairable stock requisitions are monitored through the use of various requisition reconciliation aids. The goal of the requisitioning/requisition monitoring process is to ensure the on-hand (O/H) quantity plus stock due (STKDUE) is equal to the RO (O/H + STKDUE = RO) and outstanding stock requisitions are valid and have acceptable status.

    b. Automatic Reorder. This function identifies records where the O/H plus STKDUE is less than the RO, a situation defined as Deficient to Requisitioning Objective (DEF to RO) and creates requisitions for the deficient quantity. Procedures for requesting the report and using General Selectors to tailor it for repairables only are contained in the R-Supply Online User's Guide, keyword "Reorder." The goal in repairable Automatic Reorder is to have no records selected because, with a few exceptions, all repairables should be automatically reordered on a one-for-one basis. However, the one-for-one process may not always be possible (e.g., inventory adjustments) and therefore an Automatic Reorder must be run periodically.

     (1) Reviewing Requisitions Created by Automatic Reorder. Whenever an Automatic reorder is processed for repairables, the system will identify DEF to RO records and create requisitions for deficiencies. These requisitions will have an Advice Code of 5X, unless it is an initial issue then refer to Appendix T. A review listing will be produced and the requisitions will be held in the Requisition Output File pending Requisition Release Processing. RCB will ensure a trial buy has been produced to verify the availability of BP-28 funds for FLRs.

     (2) Releasing Requisitions Created by Automatic Reorder. Whenever authorization is given to release these requisitions, they will be set up for release using the procedures described in the R-Supply Online User's Guide, keywords "Release Requisitions." This procedure creates a batch job which

when ran will update the database files and allow the requisitions to be extracted for submission to the supply system.

c. <u>Reviewing Repairable Stock Requisitions for Follow-up</u>. All repairable stock requisitions will be reviewed for follow-up at least monthly. This review may be conducted by using the R-Supply Requisitions Listing. The Requisitions Listing will be requested by RCB. The R-Supply Requisition Follow-ups may be requested using the procedures described in the R-Supply Online User's Guide, keywords "Requisition Follow-ups." If the Requisition Listing method is used, each individual requisition must be reviewed and the appropriate follow-up manually entered into R-Supply as described in the R-Supply Online User's Guide, keywords "Supply Status (Outgoing Status)." Determining which requisitions need follow-up and the type of follow-up to submit will be accomplished in accordance with reference (w), chapter 3, Part D, Section II, Subsection 1 and Appendix S of this order. Each requisition on the listing will be annotated with the action taken (e.g. follow-up sent, what type and to whom). Remarks will be annotated on the report if action cannot be taken and a YE1 will be posted in R-Supply.

d. <u>Repairable Stock Requisitions with Overage Shipment Status</u>. Repairable stock requisitions are considered to have overage shipment status if the material has not been received within 15 days (for CONUS shipments) or 45 days (for overseas shipments) from the shipment date. Activities have an additional 30 days to identify the overage requisitions and prepare and submit SDRs to the issuing activity. Repairable stock requisitions meeting the criteria for having overage shipment status will be identified, researched and worked weekly. These requisitions can be identified when reviewing R-Supply Repairable Stock Requisition Listing or ADHOC Tools tailored to select only repairable stock requisitions with overage shipment status. When requisitions in this category have been identified, the following actions will be taken to research and correct them:

(1) First, determine whether the material was actually received and the receipt was not processed. To do this, research external tracking sites (e.g. MRO DSS, NITA/SIT, FedEx, Air Force Tracker, etc.) to verify if the material actually made it to your activity. Then physically check all material on the shelf within the family group to determine if the requisition number in question is written on any of the material. Next, check the RCTF or any other receipt archives for a DD 1348-1A receipt document for the requisition in question. Also ensure the requisition is not on the Suspense or Delayed Receipt Report. If proof of receipt is established by either of the above means, then the receipt will be processed.

(2) If proof of receipt cannot be established as described above, conduct an inventory of all Supply Officer Accountable Assets within the family group and audit all available previously processed transactions. If the total actual on-hand quantity exceeds the on-hand quantity reflected in the SIR, or the inventory is accurate and the audit reveals there are erroneous transactions then the possibility exists the material ordered on the requisition with overage shipment status was received and the receipt was not processed. If, after conducting the inventory and audit, it is confirmed an inventory excess is not due to other unprocessed transactions (i.e., Suspense, Delayed Receipt, etc.), then the assumption can be made the material ordered on the requisition with overage shipment status was received and the receipt was not processed. In this case, the receipt for the requisition with overage shipment status will be processed. If the inventory is accurate because of erroneously processed transactions (i.e., erroneous

Gain by Inventory, Material Turn-in, etc.), then the assumption can be made the material ordered on the requisition with overage shipment status was received but the receipt was not processed and the inventory is accurate because of the erroneous transaction(s). In this case the erroneous transaction(s) will be reversed and the receipt for the requisition with overage shipment status processed.

(3) If proof of receipt cannot be established, the inventory is not in excess and there are no erroneous or other unprocessed transactions, then the material ordered on the requisition in question is considered lost in shipment. In this situation the following actions will be taken:

(a) RCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the material is lost in shipment. The Discrepancy Code sited in Block 10 will be "S" – Shortage or Nonreceipt. The Action Code cited in block 11 of the SDR will be "1G" – Reshipment not required. Item to be Re-Requisitioned, and "1Z" – Other Action Requested (See Remarks). Ensure your remarks state an issue reversal is being requested due to nonreceipt of material. Refer to Appendix Z for SDR submittal procedures.

(b) A FLIPL (DD Form 200) will be prepared by RCB for each individual requisition when the standard price of the item is $2,500.00 dollars or more (i.e., one DD Form 200 for each line item) for which the material is lost in shipment. When prepared, the survey(s) will be submitted to the MALS AvnSupO for approval. If the standard price is less than $2,500.00 dollars, a Lost in Shipment Receipt will be processed to complete the requisition as Lost In Shipment per paragraph 4501.15d(3)(d).

NOTE: DLR's require a FLIPL regardless of money value.

(c) When the FLIPL (DD Form 200) and SDR have been prepared, a DI YE1 stating, "LOST IN SHIPMENT, SURVEY AND SDR (REPORT#) SUBMITTED" will be entered into the R-Supply Requisition File on each requisition. Procedures are contained in the R-Supply Online User's Guide, keywords "Status Supply (Incoming Status) (YE1)."

(d) Processing Receipts as Lost in Shipment in R-Supply. When completing receipt processing for a Lost in Shipment Asset, the Stow Quantity will be entered as zero and the exception icon will be applied. The users will receive a message, "Was there really no material received?" By answering yes, a Stock Receipt Underage will be created along with a Loss by Inventory Receipt Adjustment (Survey created by receipt Exception) for the same document as the receipt.

(4) Concerning the SDR(s) submitted, the issuing activity has to respond within 30 days of receipt of SDR for Navy activities and 60 days from receipt of SDR for non-Navy activities. Each possible response and actions to take are described in the following paragraphs:

(a) If the issuing activity provides a traceable proof of shipment data or delivery signature(s) indicating the material was delivered to your activity, then no further action is required other than filing the response with the originally submitted SDR(s) as a closed case.

(b) If the issuing activity does not provide a traceable proof of shipment data or delivery signature(s), NAVSUP Policy requires they grant

credit providing the SDR(s) were received within the required time-frames. The issuing activity grants credit by processing an issue reversal. If the issuing activity does not provide either of the previously stated proofs of shipment and has indicated in the response to the SDR that credit will be granted, then the previously processed Lost in Shipment Receipt will be reversed using the procedures described in the R-Supply Online User's Guide, keywords "Receipt Reversal." When the receipt reversal processes, the survey processed in the original transaction will be reversed. This process will cause the requisition to be outstanding again. The requisition (DI A0_) will be internally canceled by loading an AE1/RX. When this process is completed, a FLIPL (DD Form 200) describing the reason for the survey reversal will be prepared by RCB and routed to SAD; for the MALS AvnSupO's signature to justify the survey credit. If survey action occurs during the same month, a FLIPL (DD Form 200) will not be required. A copy of this FLIPL (DD Form 200) will be attached to the original FLIPL (DD Form 200) in the Survey File. The response to the SDR will be filed with the originally submitted SDR.

(c) If the issuing activity does not provide a traceable proof of shipment data or delivery signature(s), but indicates on the response to the SDR the issue will not be reversed, close the SDR as per Appendix Z. No further action is required since the previously processed Lost in Shipment Receipt has closed Stock In Transit (SIT).

(d) If the issuing activity does not respond to the SDR(s) within the required time frame as outlined in reference (z) (within 30 days of receipt of SDR for Navy activities and 60 days from receipt of SDR for non-Navy activities), close the SDR as per Appendix Z. No further action is required since the previously processed Lost in Shipment Receipt has closed SIT.

(e) If the issuing activity subsequently responds to a closed SDR, then they will be notified the response was not received within the required time-frame and the SDR has been closed.

e. <u>DTO Repairables Requisitions with Overage Shipment Status</u>. ERB will provide RCB with a listing of repairable overage shipment status requisitions. RCB will inventory the entire Family Group Code and, if RCB determines the material was erroneously placed in stock, they will take necessary steps to issue the material to the customer. For those items RCB determines were not erroneously placed in stock, the causative research documentation will substantiate the survey RCB will prepare.

(1) A FLIPL (DD Form 200) will be prepared by RCB for each individual repairable DTO requisition (i.e., one DD 200 for each line item) for which the material is lost in shipment as outlined in Appendix R. When prepared, the survey(s) will be submitted to the MALS AvnSupO for approval. A pending copy of each survey will be retained until the signed original is returned. A detailed discussion of surveys is contained in reference (w), chapter 5, Part A, Section III.

(2) RCB will prepare an SDR for DTO repairable requirements and submit it to the issuing activity for each individual requisition which the material is lost in shipment. Procedures for completing the Standard Form 364 (SF 364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, Chapter 4, Part C, Section III, paragraph 4269. Procedures for completing the Standard Form 361 (SF 361) for reporting shipping

discrepancies are outlined in reference (aa), part II (while the material is in the transportation system) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269.3 and 4273.

(3) When the FLIPL (DD Form 200) and SDR have been prepared, a DI YE1 will be entered into R-Supply's Requisition Table on each requisition. Procedures are contained in reference (m) Volume IV, Logistics Management. The following statement will be used on the DI YE1, "LOST IN SHIPMENT, SURVEY AND SDR (Report #) SUBMITTED."

(4) R-Supply/NALCOMIS. When the signed surveys are returned, RCB will process the requisitions as lost in shipment through Receipt Processing in R-Supply. When processing the receipt, the quantity entered will be 1, the exception icon will be selected and a quantity of zero will be entered into the RFI QTY Block. R-Supply will then ask the question, "Was there really no material received?" Answer this question by selecting "Yes." This will automatically process a receipt to record the requisition as Lost in Shipment. The customer will then be notified the material is considered as Lost in Shipment and must be reordered.

f. Reorder of Repairable Stock Requisitions Surveyed as Lost in Shipment. When repairable stock requisitions are completed and material surveyed as lost in shipment, R-Supply does not automatically reorder. If the O/H + STKDUE is less than the RO, the material will be manually reordered.

g. Excess Stock Due Cancellation. Whenever the O/H quantity plus STKDUE reflected in R-Supply is greater than the RO, an excess stock due condition exists. This condition is officially referred to as Redistributable Assets on Order (RAO). Repairable records in a RAO condition will be identified and corrected at least monthly utilizing R-Supply (i.e., Cancel Excess Stock Dues, SAMMA/SAL extract, ADHOC, etc.). If an ADHOC is utilized, cancellation requests will be initiated in accordance with reference (w), chapter 3. The listing will be signed and dated by the person conducting the review. The current and prior listings will be retained.

h. System Material Obligation Validation (MOV). A Material Obligation is the unfilled quantity of an Overage Requisition held by an ICP not available for issue to your activity, but is recorded as a commitment against the ICP's existing stock dues. The ICPs will submit MOV requests on overage requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w), chapter 3, Part D, Section III. The purpose of MOV requests is:

(1) To ensure Overage Material Obligations at an ICP are in agreement with the records of the requisitioning activity.

(2) To determine if the requirement still exists.

(3) To determine if the total quantity is still required.

(4) To determine if the requisition priority is still valid.

The SAA is responsible for receipt acknowledgment, overall coordination and response to the System MOV for the ASD. The RCB will review and validate responses to MOV requests for repairable stock requisitions and return the

annotated responses to the SAA within 10 working days. Whenever a system MOV is received by your activity, it will be batch processed into R-Supply. R-Supply will generate MOV responses (DI AP_) based on information from the MOV request (DI AN_) and the Active Requisition File. For MOV requests matching an Active Requisition File Record, R-Supply will not generate a response since none is required. RCB will receive DI AP_ responses for repairable stock from the SRD MOV requests with no matching Active Requisition File or different requisition quantities. A DI AP_ MOV response with a zero in the quantity field is created for each DI AN_ MOV request with no matching Active Requisition File Record. This means an ICP is holding the requisition, but it is not on file in R-Supply. To determine whether or not the material is still required, the O/H and STKDUE must be reviewed in the SIR and Active Requisition File. If the O/H + STKDUE is equal to or greater than the RO and all of the STKDUE requisitions have valid working status, then annotate the DI AP_ response SEND and return to the SAA for submission to the ICP for cancellation of the requisition. The requisition will then be loaded into R-Supply (Post Post) and into NALCOMIS with a "BS" Contingency Code. If the O/H + STKDUE is less than the RO or there are invalid stock requisitions, the invalid requisitions should be internally canceled and the requisition on the MOV request loaded to NALCOMIS as described above. For requisitions in this category, annotate the DI AP_ response as LOADED and return to the SAA. The SAA will not return these responses to the ICP since cancellation is not desired.

Note: For DI AP_ MOV responses indicate a quantity different than the quantity still required, annotate the DI AP_ response with CHANGE and the quantity still required and return to the SAA.

16. <u>Maintain Established Inventory/Location Validity and Stock Levels for All Repairables</u>

    a. <u>Maintain Inventory/Location Validity</u>. The required inventory validity for repairables is 100 percent and the required location validity is one hundred 100 percent for a MALS per reference (n). To ensure this level of validity is maintained, SMD will conduct inventory and location validity samples. The samples will be conducted at least quarterly as described in Appendix G. Whenever either sample results in less than 100 percent validity, a complete Location Reconciliation (LOCREC) or an Inventory Reconciliation (INVRECON) will be conducted within 30 days. RCB will prepare a Corrective Action Report in the format shown in Appendix F after each LOCREC and/or INVRECON. The report will be submitted to the AvnSupO via SMD. In addition to quarterly validity samples, spot inventories will be conducted anytime a discrepancy is discovered between the physical O/H quantity and the R-Supply location quantity.

    b. <u>Location Reconciliation (LOCREC)</u>. A LOCREC is the process of reconciling actual locations of material with those reflected in R-Supply. RCB is responsible for initiating and coordinating all LOCRECs of repairable material. Procedures for conducting a LOCREC are contained in Appendix E. Anytime a scheduled inventory is conducted (wall-to-wall or selected locations), a LOCREC will be conducted one day before the physical count. RCB will input location changes resulting from a LOCREC in R-Supply, ensuring proper interface to NALCOMIS.

    c. <u>Scheduled Inventories</u>. RCB is responsible for initiating and coordinating scheduled inventories. The repairable storeroom will be inventoried quarterly. They will conduct and document causative research on

discrepancies, input corrective transactions for resolving discrepancies and process inventory adjustments on unresolved discrepancies. Procedures for conducting scheduled inventories are contained in Appendix F.

d. <u>Spot Inventories</u>. A spot inventory will be conducted anytime a quantity discrepancy between the actual location O/H quantity is different than R-Supply/NALCOMIS. If the discrepancy is not resolved by physical count, causative research will be conducted and documented in accordance with the procedures contained in Appendix F prior to making an inventory adjustment. If, after conducting required causative research, the discrepancy is not resolved, an inventory adjustment will be processed as described in the following paragraphs:

e. <u>Inventory Adjustments</u>. Generally speaking, there are two types of inventory adjustments, (1) GAINS: The total location O/H quantity is greater than the R-Supply O/H quantity and (2) LOSSES: The total location O/H quantity is less than the R-Supply O/H quantity. Adjustments of either type will not be processed without first conducting and documenting causative research as described in Appendix F. Since inventory adjustments do not interface between R-Supply and NALCOMIS, they must be processed independently in each system. Survey adjustments on repairables will always be processed with a quantity of one. Multiple quantity survey adjustments will not be processed. R-Supply contains an online holding file for Inventory Adjustments requiring a FLIPL (DD Form 200). This file, Stock Survey Update, will be updated by RCB (as described in the R-Supply Online User's Guide, keywords "Stock Survey Update") upon receipt of the signed DD Form 200. In addition, this file will be screened prior to running the Live Financial Update to ensure all Inventory Adjustments appearing on this file are legitimate. Any erroneous adjustments will be reversed as stated in paragraph 4501.16f. A survey (DD-200) is required for Depot Level Repairables (DLR) regardless of money value; all other repairable items only require a survey when the Standard Price is $2,500.00 or higher.

NOTE: CNAFINST 4440.2_, paragraph 307.5c states inventory adjustments which are equal to or greater than $100,000.00 per line item will not be posted without approval from the TYCOM. Additionally, if the total dollar value of all inventory adjustments is equal to or greater than $500,000.00 TYCOM approval is required prior to posting.

   (1) <u>Processing Inventory Adjustments in R-Supply</u>

    (a) <u>Gain Inventory Adjustment</u>. When a GAIN Inventory Adjustment must be made, the adjustment will be entered as described in the R-Supply Online User's Guide, keywords "Inventory Adjustment," and documented in accordance with reference (w) volume I, chapter 5 Part A, Section III, paragraph 6070. A FLIPL (DD Form 200) will be prepared for DLRs regardless of money value and those items with a standard price of $2,500.00 or more. Ensure supporting documentation is attached and submitted with the FLIPL for appropriate signatures.

    (b) <u>Survey/Loss Inventory Adjustments</u>. After the inventory (spot or scheduled) discrepancy is identified and RCB has conducted preliminary and causative research to determine the reason for the loss. RCB will then prepare the Report of Survey (for DLRs and those items where the standard price is $2,500.00 or more) and process the Inventory Adjustment (DI X43) in R-Supply. After this has been accomplished, the Report of Survey

along with all supporting documentation will be submitted for appropriate signatures.

      (2) <u>Processing Inventory Adjustments in NALCOMIS</u>. Immediately after processing inventory adjustments in R-Supply, they will be processed in NALCOMIS since inventory adjustments do not interface between systems.

        (a) <u>Gain Inventory Adjustments</u>. To process a gain adjustment in NALCOMIS, users will utilize the RFI Update Function to increase the RFI quantity to the correct quantity.

        (b) <u>Survey Inventory Adjustments for RFI Quantities</u>. To process a survey adjustment in NALCOMIS, users will utilize the RFI Update Function to decrease the RFI quantity to the correct quantity.

        (c) <u>IOU and DIFM Survey Adjustments</u>. Whenever a DIFM or IOU quantity is lost, it is NOT a Supply survey and the Inventory Adjustment will not be processed in R-Supply. This is NOT a loss of a stock asset but an ISSUE from stock with no corresponding turn-in. Therefore, the supported unit must provide a FLIPL (DD Form 200) for IOU losses and the IMA must provide a FLIPL (DD Form 200) for a DIFM loss for DLRs and those items where the standard price is $2,500.00 or more. These transactions will not be processed without the appropriate FLIPL (DD Form 200) signed by the supported unit Commanding Officer. To process these transactions in NALCOMIS, the Repairable Survey Option will be used by utilizing the DDSN as the Survey Voucher Number. NALCOMIS will then create the appropriate R-Supply interface records (Issue requisition/A0_) which will interface and update the R-Supply files. When the transactions process in NALCOMIS, the screen will be printed and attached to the FLIPL (DD Form 200) and forwarded to the SAD.

NOTE: DLRs require a FLIPL regardless of money value.

    f. <u>Reversal of Erroneous Inventory Adjustments</u>. Whenever an erroneous inventory adjustment has been made, it will be reversed.

NOTE: A Survey to document the reversal action is not required if the reversal transaction is processed in the same month as the Inventory Adjustment. A Survey is required if the reversal took place in a prior month and is a DLR or the standard price was $2,500.00 or more.

      (1) <u>Processing Reversal of Erroneous Inventory Adjustments in R-Supply</u>.

        (a) <u>Reversal of Erroneous Gain Inventory Adjustments</u>. Gain Inventory Adjustments will be reversed in R-Supply as described in the R-Supply Online User's Guide, keywords "Inventory Adjustment-Search." A FLIPL (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

        (b) <u>Reversal of Erroneous Survey Inventory Adjustments</u>. Loss Inventory Adjustments will be processed in R-Supply as described in the R-Supply Online User's Guide, keywords "Inventory Adjustments-Search." A FLIPL (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

        (c) <u>Reversal of Erroneous Lost in Shipment Adjustments</u>. When the original survey action was generated by a receipt (Lost in Shipment), the

receipt must be reversed which will generate a survey reversal/Loss By Inventory Receipt Adjustment Reversal. A FLIPL (DD Form 200) will not be required if the reversal transaction is processed within the same month as the Inventory Adjustment.

(2) <u>Processing Reversal of Erroneous Inventory Adjustments in NALCOMIS</u>. There are no provisions for reversing erroneous inventory adjustments in NALCOMIS. If an erroneous adjustment was made, R-Supply will be corrected first as described above then the following will be accomplished to correct NALCOMIS.

(a) <u>Correction of Erroneous Gain or Survey of RFI Quantity</u>. In NALCOMIS use the RFI Update Function to correct the RFI quantity.

(b) <u>Correction of Erroneous Gain of NRFI Quantity</u>. This quantity will be reflected in the DIFM quantity with a DIFM Management Code of "SO". Coordinate with Production Control to complete the MAF then process an RFI DIFM Return. Process an RFI Update to correct the RFI quantity.

(c) <u>Correction of Erroneous Survey of NRFI Quantity</u>. Increase the RFI quantity using RFI update in NALCOMIS. Backfit a new requisition and coordinate with Production Control to process the induction.

g. <u>Maintain Stock Levels for All Repairables</u>. Aviation Consolidated Allowance List (AVCAL), Coordinated Shipboard Allowance List (COSAL) and other applicable allowance documents provide the authority for establishing the Stock Item Records (SIR). All DLR material will be managed to remain within these established Stocking Levels. The following reports will be used to assist with this management.

(1) <u>Stores Account Material Management Afloat/Ship Authorized Levels (SAMMA/SAL)</u>. The SAMMA/SAL is an important tool in the management of repairable stock levels. It identifies the inventory by Allowance Type Codes (ATC) and provides the data necessary to evaluate the overall inventory position based on SIR data such as excess conditions and erroneous SIR conditions. The SAMMA/SAL will be run before and after major evolutions affecting the SIR (i.e. Change Notice, COSAL/AVCAL processing or major inventory reconciliations). The reason for any significant changes must be determined prior to further processing. Procedures for producing this report are contained in the R-Supply Online User's Guide, keywords "SAMMA/SAL."

(2) <u>Redistributable Assets On Board (RAB)</u>. Whenever the O/H quantity exceeds the RO, an excess O/H condition exists. Repairable records will be identified via the SAMMS/SAL and corrected as required. Either a manual or mechanized offload process may be used. For large offloads, use the Offload Processing Option to schedule a Regular Offload as described in the R-Supply Online User's Guide, keyword "Offload." The Offload Update Option will be used to update/delete records on the offload. Whenever the offload is completed, the listing will be signed and dated by the person responsible for coordinating the program. Current and two prior fiscal year reports will be retained. One copy of the DD 1348-1A, used for shipment of the material, will be filed in the RCTF.

(1) <u>Supply Effectiveness Report</u>. This R-Supply report provides by COG the number of demands received, issued, not-carried (NC) and Not In Stock (NIS). Percentages are computed for Net and Gross Supply Effectiveness. R-

Supply users may request this report at any time using the procedures described in the R-Supply Online Help, keywords "Supply Effectiveness."

        (a) The report can be tailored to be utilized as an analysis tool to review gaps in mission system performance. Further analysis will be conducted to identify root causes of degradation in organizational mission performance (i.e. Integrated Logistics Support (ILS) shortages: Personnel, Training, Transportation, Publications, etc.).

    h. <u>NALCOMIS Critical Items</u>. The Critical Item Status Report is used to identify FGCs having reached the critical level. The critical level is reached whenever the RFI Quantity is reduced to 25 percent of the Fixed Allowance Quantity (FAQ). The FAQ computation is done at the FGC level, not at the NIIN level. The standard critical level of 25 percent may be overridden for a specific FGC by setting the critical level in MRF Update under the FGC Tab. If the asset posture is at a critical level because the majority of its FAQ is awaiting material from the supply system, aggressive follow-up actions, such as a Supply Assist Request, will be undertaken. If the majority of assets are in the repair cycle and not awaiting parts, Production Control will be notified concerning the critical condition to ensure the appropriate work priorities are assigned or upgraded for those assets. For components in an AWP situation causing the FGC to be critical, aggressive follow-up actions will be pursued for all bit and piece requirements. Additionally, aggressive follow-up actions will be initiated on stock requisitions associated with the bit and piece parts to preclude future critical situations. ADHOC tools may also be utilized to extract critical items.

17. <u>Initiate Corrective Action on All Unprocessed Repairable Transactions</u>

    a. <u>General</u>. The majority of repairable transactions are initially entered into NALCOMIS. NALCOMIS then automatically creates appropriate interface transactions which, under normal operations, electronically interfaces with R-Supply. At times, transactions will process in NALCOMIS, but will suspend in R-Supply. These transactions will appear on the R-Supply Suspended Transaction Report. Whenever NALCOMIS creates transactions to go to R-Supply, a mirror image of the transaction is retained on the NALCOMIS Data Base awaiting the return of the successfully processed transaction from R-Supply. When returned, the mirror transaction is deleted. Transactions created by NALCOMIS, which are not returned, are known as Outgoing Echo Records. These transactions will be on the R-Supply Suspended Transaction Report unless they have been deleted. Transactions entered into R-Supply which go to NALCOMIS, but will not process are known as Incoming Unprocessed Interface Records. These records will appear on the Unprocessed Interface Records portion of the daily Interface Summary Reports.

    b. <u>Suspended Transactions</u>. RCB will produce, correct, process and annotate all repairable transactions on the report themselves daily. RCB is responsible for correcting and processing all repairable transactions in the R-Supply Suspended Transaction Ledger. All suspended repairable transactions will be corrected on a daily basis utilizing R-Supply Online Suspense Processing Function and retained on a current and prior basis. Transaction Detailed procedures for working the Suspended Transaction Report are contained in Appendix C.

    c. <u>Unprocessed Interface Records</u>. There are two types of unprocessed interface records, NALCOMIS to R-Supply (Outgoing Records) and R-Supply to

NALCOMIS (Incoming Error Records). Outgoing Records are those, which NALCOMIS created and sent to R-Supply and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction Report and will complete processing in NALCOMIS when corrected in R-Supply. Incoming Error Records are those which R-Supply sent to NALCOMIS and they could not process for some reason. These records appear on the Online Incoming/Outgoing Interface Reports of NALCOMIS. These records will be reviewed and corrected daily. Detailed procedures for correcting these records are contained in Appendix C.

    d.   <u>Stock Control Review Listing</u>. Transactions which process in R-Supply will be printed for review on the Stock Control Review Listing. The listing will be provided daily as a result of routine SAA processing. All repairable transactions on the report will be reviewed daily and appropriate action taken. The report will be annotated with action taken if required. The report will be signed and dated by the individual conducting the review.

18. <u>Maintain Accountability of All Repairables During the Local Issue, Recovery, Induction and Repair Process</u>

    a.   <u>General</u>. The flow of repairables is as follows: they are issued to the customer, a turn-in is recovered/inducted to the IMA for repair and the turn-in component is repaired/returned to the shelf or BCM'd and returned to the supply system for repair at a higher level. RCB is responsible for maintaining accountability of all repairables during this entire process.

    b.   <u>DIFM Reconciliation</u>. All Repairables in the IMA for repair will be reconciled at least monthly. The NALCOMIS DIFM Status Report or ADHOC tools will be used to conduct the reconciliation. In NALCOMIS, this report is requested by selecting the DIFM Status Report in the Reports Subsystem. RCB will separate the report by Work Center and deliver to the Production Control Division of the IMA. Sites will have Production Control sign, date and indicate time received on the last page of the report. This page contains the selection criteria, sort criteria and last page number. RCB will keep the signed copy on file until the reconciled report is returned. Production Control will distribute the reports to each Work Center who will ensure every repairable under repair in their shop is reflected on the report. If not, the repair MCN will be written on the report. Any repairables on the report, but not in the shop, will be annotated with action taken code and job completion date. The reconciliation will be completed within 24 hours, at which time RCB is responsible for recovering the report. The date and time recovered will be annotated. Each Work Center supervisor will sign the report indicating the reconciliation is accurate. Whenever all portions of the report have been recovered, RCB will review and ensure all discrepancies are corrected within 24 hours. There will be two types of discrepancies found during DIFM reconciliation: (1) Record on the DIFM Status Report but no material in the WC and (2) Material in the WC but no record on the DIFM Status Report. In the first situation, RCB personnel will screen all areas where in-transit assets are routinely staged and screen the RCTF in an attempt to locate either the material or proof of shipment. If the discrepancy is resolved, IMA and RCB personnel will process the respective, appropriate transactions in NALCOMIS. If the discrepancy is not resolved and the IMA cannot provide proof the material was returned to supply, then the IMA personnel will prepare a DD Form 200. The RCB will process a DIFM Survey as described in paragraph 4501.16e(2)(c). In the second situation where the Work Center has material but there is no record on the DIFM Status report,

RCB will ensure the appropriate transactions are input into NALCOMIS as described in paragraph 4501.19j.

    c. <u>Processing AMSU Induction Discrepancies</u>. AMSU induction discrepancies are created whenever a maintenance or supply transaction is processed in NALCOMIS and there is incorrect, insufficient or no corresponding maintenance or supply data. RCB will review and correct all AMSU Induction Discrepancies daily via AMSU IND DISP Mailbox as well as the AMSU Induct Disc Update Function. To clear these discrepancies, select the MTIS Option on the second screen. The following are transactions which create AMSU Induction Discrepancies and descriptions of how the discrepancies occur:

        (1) <u>NALCOMIS AMSU Approval List</u>. This will create an AMSU Induction Discrepancy whenever it is processed on an MCN and there is no corresponding turn-in DDSN or the DDSN has a LSC of OFFAR, OFFMP or OFFTR.

        (2) <u>MAF Contingency</u>. This will create an AMSU Induction Discrepancy whenever it is processed on an MCN and there is no corresponding turn-in DDSN.

        (3) <u>DIFM Return</u>. This will create an AMSU Induction Discrepancy whenever the corresponding turn-in DDSN has been cancelled on an MCN.

    d. <u>Processing Components in Suspended Stock Status</u>. Generally speaking, repairables can get into Suspense in NALCOMIS by two means. NALCOMIS will automatically transfer quantities to Suspense whenever certain transactions are processed or the user can move quantities to Suspense by processing the Suspense New Function in NALCOMIS. Suspense records are viewed and updated in the Repairable Suspense Function. RCB will review all NALCOMIS Suspense Records daily and correct all that can be corrected from information currently available. The following is a list of ACBAL related Suspense Management Codes, a description of each, how they are created and how to correct them.

        (1) <u>CR - Customer Refusal</u>. When a repairable is delivered and the customer refuses it. RDB will process a Customer Refusal in the Requisition Maintenance Function. NALCOMIS will automatically transfer one SO IOU quantity to Suspense with a "CR" Suspense Management Code. RCB must determine why the material was refused and take action as described in paragraph 4201.5c.

        (2) <u>MA - Maintenance Action</u>. Quantities in Suspense with this management code were transferred there by a user if the record does not contain a MCN. If the record has an MCN, the quantity is there as a result of a DIFM Return on a Failed Test & Check. These quantities can be corrected by following the procedures for Test & Check Processing described in paragraph 4501.18f.

        (3) <u>RB - Receipt on Board (ROB)</u>. Quantities with this management code are in Suspense because a ROB has been processed for a Stock Receipt in Process (ROB-S) coming from R-Supply and there has been no Receipt posted. These quantities will be cleared when the receipt is processed.

        (4) <u>SO - Supply Officer's Asset</u>. Quantities with this management code are in Suspense as a result of a user processing Suspense New Transaction with no management code specified. NALCOMIS automatically

assigns an SO Management Code. It must be determined why these quantities were placed in Suspense prior to taking corrective action. The Suspense Remarks should give the reason. After the specific reason is determined, appropriate corrective action will be taken.

(5) WR - Warehouse Refusal. Whenever a repairable is requisitioned and an RFI quantity is reflected in NALCOMIS, a requisition will be printed in RSB. If the component cannot be found, RSB will process a Requisition Warehouse Refusal in NALCOMIS. NALCOMIS will then automatically transfer the entire RFI quantity plus the SO IOU quantity for the record into Suspense. This represents an inventory discrepancy; therefore, causative research will be conducted, documented and corrected as described in Appendix F.

e. Processing Components for Pack-up or Subcustody. There are occasions when repairables must be pre-positioned for a pack-up to support deployed operations or for placement in subcustody. Anytime either takes place, the material will not leave the physical custody of the ASD until signed for by the individual who will be responsible for it. An R-Supply pack-up listing, as well as a NALCOMIS pack-up listing, will be requested after all processing has been completed to ensure there are no discrepancies and both data bases match. Subcustody notices will be reconciled using the NALCOMIS Subcustody Listing.

(1) Processing Pack-ups for Issue in NALCOMIS/R-Supply. When repairables are required to support a deployed operation, SMD will provide an R-Supply Pack-up Listing to RCB for review and coordination. The pack-up listing will be forwarded to RSB in order to pull and stage available components. RSB will provide an annotated listing to RCB indicating which components have been pulled from stock. RCB will enter all quantities into R-Supply for each record, which interfaces into NALCOMIS. Once complete, RCB will then request a NALCOMIS Pack-up Status and R-Supply Support Package Reports in order to ensure all quantities match. When the listings are received, a joint inventory will be conducted by RCB, SMD and the Responsible Officer. The Responsible Officer's signature will be obtained on the R-Supply Pack-up Listing and will be maintained in the Pack-up Signature File by unit supported sequence until the pack-up is returned. The original copy of the signed pack-up listing will be maintained by SMD.

(2) Processing Requisitions from Deployed Units and Pack-up Replenishment. These procedures are contained in Appendix I, Deployed Operations.

(3) Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by RCB and the Responsible Officer. Any DD 1348-1A shipping documents represent pack-up replenishments or requisitions filled during deployment will be provided to RCB by the Responsible Officer. RCB will then input all return quantities into R-Supply for each record, which interfaces into NALCOMIS. RFI components will be forwarded to RSB for storage. NRFI components will have the requisition back-fitted into NALCOMIS as described in paragraph 4501.19j and inducted into the IMA. Surveys for unresolved discrepancies will be prepared by the pack-up Responsible Officer and processed in R-Supply/NALCOMIS by RCB as described in paragraph 4501.16e. After all processing is completed, RCB will request an R-Supply Pack-up Listing and a NALCOMIS Pack-up listing to ensure there are no discrepancies and both databases match.

(4) <u>Processing Components for Subcustody</u>. Repairables will not be issued for subcustody without the authorization of the RMD OIC/SNCOIC. When a repairable is to be placed on subcustody, a Subcustody New Transaction will be processed in NALCOMIS. A Subcustody Notice will be printed and signed by the Responsible Officer. The signed Subcustody Notice will be filed in the Subcustody Signature File and retained until the material is returned. The Subcustody List Transfer will be processed in NALCOMIS to return the material to RFI. The Subcustody Notice will be removed from the file and annotated with date/time returned and the signature of the person to whom it was returned. The Subcustody Notice will be given to the Responsible Officer as proof of turn-in. RCB will review all subcustody material monthly. To do this, the Subcustody List Function in NALCOMIS will be utilized. Only the current report will be retained. RCB will ensure subcustody notices with overdue return dates are identified. Each record on the report will be compared to the signed Subcustody Notices. Any records on the report not having a signed Subcustody Notice will be researched to determine whether or not the material has been returned. If the Responsible Officer has proof of turn-in, then RCB will initiate causative research to resolve discrepancies. If the signed Subcustody Notice is not on file, the Responsible Officer to whom the material was issued to will be contacted to sign a Subcustody Notice or return the material to RMD.

    f. <u>Processing Components for Test and Check</u>

        (1) On occasions when a Supply Officers Asset is damaged in handling or found in stock without an RFI tag, it will be inducted into the IMA on a discrepancy MAF to be tested, repaired or BCM'd. In NALCOMIS the first step is to use the Suspense New Function to move the component from RFI to Suspense; ensuring action requested is XFER to Suspense for Work Request. The actual part number and serial number of the item will be used. This will move the component to Suspense with an "MA" Suspense Management Code. RCB will provide a supply JCN for the induction. AMSU will then create a manual AMSU Turn-in in NALCOMIS. The Type MAF Code must be a "D", the TEC must end with a nine, the serial number must match the Suspense Summary Screen provided by RCB and the Turn-in DDSN must be left blank. All other information will be filled in by AMSU. Once the item has been inducted it will move from the Suspense Column to the DIFM Column of the Repairable Stock Summary Screen in NALCOMIS. It will be processed as any other DIFM asset with the exception of a NRFI. Once a NRFI Test and Check is processed off the Completed Repair Action Mailbox, a 1700 Series DD 1348-1 Offload Shipping Document with an "F" condition code will print off for the NRFI.

        (2) There will be occasions when MSB brings RCB a FISP asset needing to be inducted for Test and Check on a Discrepancy MAF. RCB will process a pack-up return (X24) in R-Supply to move the component quantity from pack-up to location O/H. Induct the component utilizing procedures in paragraph 4501.18f(1). The MAF must state "FISP ASSET RETURN TO FISP" and request a Work Priority of one. If the component is RFI'd, RCB will process a DIFM Return in NALCOMIS and Pack-up Return (X24) in R-Supply. The component will be returned to MSB for placement back into the FISP. If the component is BCM, RCB will process a DIFM Return and notify MSB of the action taken and provide the stock requisition number generated by NALCOMIS.

    g. <u>Processing Components for Repair and Return</u>. There are two categories of Repair and Return components, components received by RMD to be repaired for another activity (Incoming Repair and Return) or components RMD sends to another activity to repair (Outgoing Repair and Return).

Note: The movement of incoming/outgoing repair and return components may be accomplished via eRMS. When the activity requesting repair and return uses eRMS for processing, the receiving activity must also utilize eRMS procedures. Refer to eRMS User's Manual for processing procedures.

    (1) <u>Incoming Repair and Return</u>. RCB will utilize the following procedures to process Incoming Repair and Returns.

        (a) Check eRMS daily for Incoming Repair and Returns. If component received, process receipt within eRMS.

        (b) The MAF will be stamped Repair and Return and annotated with the ORG Code of the activity to which the component belongs. If the ORG Code has not been established in the database, RCB will contact the SAA to add the ORG Code and the MRIL Address.

Note: The component will then be taken to AMSU where an Induction MAF will be processed. AMSU must indicate on the Induction MAF Screen the component is Repair and Return as well as the OWED Organization. When this MAF is approved, the quantity will be reflected in the DIFM under Management Code "OW" for owe. When maintenance personnel RFI or BCM the component, RCB will process a DIFM Return which will create a DD 1348-1A Repairable Movement Document for returning the component. Both RFI and BCM components will be returned to the originating activity via eRMS, unless the originating activity requests the BCM asset to be shipped to the Depot Overhaul Point (DOP).

    (2) <u>Outgoing Repair and Return</u>. RCB will utilize the following procedures to process Outgoing Repair and Returns:

        (a) Verify in eRMS the ICRL repair capability of the site the repair and return action is being requested from. If repair capability is available, enter the Repair and Return Transaction into eRMS.

        (b) When a component is received from your own IMA for Outgoing Repair and Return, the Action Taken Code reflected on the DIFM Return Screen will be "D" (closeout). The UIC of the repair site must be entered. The component will remain in DIFM with its original Management Code. The UIC of the Inter/IMA-Customer Repair Site will be shown on the NALCOMIS Repairable Stock Status Inquiry. A DD 1348-1A Repairable Retrograde Shipping Document will be generated to ship the component to the repair site. The component will remain in DIFM until returned. The RCB will reconcile all records in the Inter/IMA-Customer Service Mailbox in eRMS daily to determine repair site action taken. EXREP and Return Records will be expedited. Upon receipt of the component, an Inter-IMA/Customer Service Return will be processed. The Inter-IMA/Customer Service Screen allows the user to process either an RFI or NRFI Return. NALCOMIS will then process the transaction in the same manner as any other RFI or NRFI Return. If your activity authorized the repair site to ship the BCM component to the DOP, select "Rpr Acty Shpd to DOP." Additional information can be found in reference eRMS Desk Guide via the eRMS website.

    h. <u>R-Supply Issues Listing</u>. This file contains the document number of requisitions entered into the Material Requirements Internal (MRI) or Material Requirements External (MRE) function in a pre-post mode (i.e., the question, "Issue Complete?" answered no) and no Warehouse Processing has been

accomplished. Since all MRI requisitions for repairables are entered through NALCOMIS, there will only be MRE requisitions on the R-Supply Issues Listing. The report will be received daily as a result of routine processing of requisitions from units who are not supported through NALCOMIS (e.g., OSO Transfers and issues to End-Use Ashore Activities). Repairable transactions on the report will be researched and processed or corrected daily. The first step in researching the R-Supply Issues Listing Repairable Transactions, is to determine if the material was issued from location. If the material was pulled, then the issue will be recorded in R-Supply by selecting Storeroom Issue and selecting the issued document from the list of pending issues. Enter the quantity issued; if the material was not issued enter zero for the quantity issued.

    i. <u>Processing Components for Technical Directive Change (TDC) Compliance</u>

      (1) RMD will be provided a copy of all applicable TDC Compliance Messages from the IMA's Production Control and will update both R-Supply and NALCOMIS as required. A copy of all applicable TDCs will be maintained for the current and two prior fiscal years.

      (2) Screen assets (Shelf Stock, FISP and DIFM) requiring TD compliance. This will include alternates and suitable substitutes.

NOTE: The decision to upgrade stock, or a portion of stock, will be based upon the rate at which the squadrons install the TDC and the O/H availability of the kit/bit piece parts.

      (3) If component serial numbers are required for Kit Requisitioning, then provide the serial numbers to the IMA's Production Control along with the authorized allowance quantity.

      (4) RCB will induct SO Assets for TD compliance upon IMA notification. Upon completion of upgrade, ensure PN and/or NSN changes have been updated accordingly in the operating systems.

19. <u>Process Repairable Requisitions and Receipts with Exceptions</u>

    a. Customer requirements for repairables are initiated in NALCOMIS. Action by RCB will be necessary any time there are exceptions to this process.

    b. <u>Processing Components for Expeditious Repair</u>. When any Exchange Advice-Coded Requisition (5G, 5R, 5V) except 5S, 52 (RIP) is entered into NALCOMIS and there is no RFI quantity, NALCOMIS will assign an LSC of EXREP, create an ER IOU Quantity and a 1348-1 document. The EXREP 1348-1 document will be forwarded to RDB for recovery and induction of the component. When the induction is recorded in NALCOMIS by AMSU, the quantity is moved from ER IOU to DIFM (ER DIFM Management Code). The component will remain in this status until repair action is complete. Refer to paragraphs 4501.20b and c for processing completed EXREPs.

    c. <u>Processing Requisitions with Offline for Manual Processing (OFFMP) Status</u>. All non-exchange Advice Coded requisitions (5A, 5D and 53) and those with a "5S" Advice Code with no RFI quantity will automatically be assigned an LSC of OFFMP. The following is a description of each OFFMP condition and how to process it.

(1) <u>OFFMP for "5A" or "53" Advice Code</u>. When the customer enters a "5A" or "53" Advice Code indicating the turn-in for the material ordered has been surveyed, an LSC of OFFMP will be assigned automatically. RCB will notify the customer (OMA/IMA) a FLIPL (DD Form 200) is required prior to any action being taken on the requisition (regardless of dollar value). No action will be taken on these requisitions until a DD Form 200 signed by the Commanding Officer of the requisitioning activity is received. If the customer does not provide a DD Form 200, the requisition will be canceled using LSC Update. When the signed survey is received, RCB will determine if material is available for issue. If so, LSC Update will be processed to update the LSC to ISSIP. This will generate a requisition in RSB for issue and subsequent delivery of the material to the customer. LSC Update will also create the appropriate interface transactions for R-Supply to record the issue there. If the material is not available for issue, RCB will use LSC Update to REFER. RCB will maintain a copy of the survey in the Completed Survey File with causative research and forward the original to SAD for filing in the central repository as stated in paragraph 4501.3b.

(2) <u>OFFMP for "5D" Advice Code</u>. A requisition with a "5D" Advice Code indicates the requested material is for initial outfitting or installation and no unserviceable unit is available for turn-in. When these requisitions are received, RCB will contact the customer for appropriate justification authorizing initial issue. If this initial outfitting requisition is for a Maintenance Assist Module (MAM) or Test Bench Installation (TBI) component, RCB will verify that the requirement is a valid TBI/MAM and has not been previously issued by confirming no custody card exists in CRB. Valid TBI/MAM requisitions will be processed/coordinated through SSD and RCB. No action will be taken until the appropriate documentation is received. If none is received within 24 hours, the requisition will be canceled using LSC Update. When documentation is received to justify the "5D" Advice Coded requisition, RCB will determine if material is available for issue. A copy of the documentation, which justifies the issue with no turn-in, will be attached to POD copy when it is returned from RDB. Both will be filed in the RCTF.

(3) <u>OFFMP for "5S" and "52" Advice Code with no RFI Quantity</u>. A "5S" or "52" Advice Code indicates the turn-in for the material ordered is a RIP item, which cannot be removed for turn-in until a replacement is received. When a "5S" or "52" Advice Coded requisition is entered into NALCOMIS and there is no RFI quantity, an LSC of OFFMP will automatically be assigned. The requisition will print in RCB. To process these, RCB will screen Navy ERP or a current Consolidated Remain-in-Place Listing (CRIPL) to ensure the item being requisitioned is a valid RIP item. An Individual Component Repair List (ICRL) Inquiry will be processed to determine the Local Repair Capability Code. If no repair capability exists ("X_" Capability Codes), the requisition LSC will be updated to REFER using LSC Update. This will set the requisition for transmission into the supply system. If repair capability exists ("C_" Capability Codes), the requisitioner will be contacted and informed the material is not available and (even though the turn-in is RIP) asked whether or not they want to pull it for EXREP. If the requisitioner agrees to EXREP, update the Advice Code to "5G" using NALCOMIS Requisition Maintenance. The local status must also be updated to EXREP using LSC Update, processed as described in paragraph 4501.20b. If the requisitioner does not want to remove the turn-in for EXREP (i.e., TYCOM approved ZA9 high time component), pass the requisition by updating the local status to REFER using LSC Update. In either case where the requisition is referred and it is

a high priority requisition, notify ERB a repairable, high priority requisition has been referred.

(4) OFFMP for Matched Set Requisitions for IMA Requirements. In NALCOMIS all requisitions for matched sets will be ordered individually, and processed as separate documents.

d. Processing Requisition with Offline for Alternate NIIN Review (OFFAR) Status. Requisitions assigned an LSC of OFFAR by NALCOMIS are those for which the requested NIIN is not available, but another NIIN within the Family Group (a potential suitable substitute) is available. All NIINs within a Family Group will be loaded to NALCOMIS based on their Relationship Code in NAVSUP WSS database. The NIIN will be reviewed for interchangeability in the NAVSUP WSS Database. If the NIIN in question is a suitable substitute, process the requisition for issue in NALCOMIS Requisition Maintenance ALT NIIN Clearing. Then, update the NALCOMIS Master Record File ALT NIIN Update. If a suitable substitute cannot be issued, the requisition should now be processed as an EXREP utilizing LSC Update.

e. Processing Warehouse Refusals. Whenever a requisition is entered into NALCOMIS and there is an RFI quantity, a requisition will be printed in RSB. If storage personnel cannot locate the material, they will process a Warehouse Refusal. A Warehouse Refusal Notice will be printed in RSB. This warehouse refusal will automatically transfer the entire RFI quantity plus the SO IOU quantity, generated by the requisition, for the NIIN ordered, to Suspense with Management Code of "WR". If an RFI quantity exists under a member NIIN, and there are assets available, an ISSUE Select will be processed for the member NIIN. If no other RFI quantities exist within the family, use the procedures described in paragraph 4501.19b to determine whether to EXREP the material or pass the requisition. After the requisition has been processed, RCB will investigate the inventory discrepancy. Inventory discrepancies discovered in this manner will be resolved within 24 hours of the warehouse refusal by resolving the discrepancy through recount and/or causative research or beginning the survey process described in paragraph 4501.16e. If the discrepancy is resolved by locating the material, then move the quantity from Suspense to RFI using NALCOMIS Suspense List. Issue Select will be called automatically to allow issue of material for any outstanding EXREP requisitions.

f. Processing Rescreen Issues. A rescreen issue is the issue of newly available material to fill a requisition for which material was previously unavailable and the component was EXREP and/or a DTO requisition has been referred to the supply system. There are four ways RCB will become aware of the need to process a rescreen issue. (1) Review of Daily NMCS/PMCS High Priority Requisition Report in which RCB will ensure a copy of this report is received daily. The report will show all outstanding NMCS/PMCS requisitions. RCB will review every repairable requisition on the report daily to determine if any can be filled from newly received stock or RFI returns. (2) AWPB notifies RCB of a rescreen issue situation due to AWPB being required to review all outstanding AWP requisitions on a weekly basis. If any outstanding requirements for repairables can be filled from newly received stock or RFI returns, AWPB will notify RCB a rescreen issue is needed. (3) SRD notifies RCB of rescreen issue situation as a result of Outstanding DTO with On-hand Quantity Report. SRD is required to process Outstanding DTO with On-hand Quantity Report, on a daily basis. If any outstanding requirements for repairables can be filled from newly received stock or RFI returns, RCB will notify ERB a rescreen issue will be accomplished. (4)

NALCOMIS Issue Select occurs anytime the NALCOMIS RFI quantity is increased from zero to one and there are outstanding EXREP requirements, Issue Select is automatically called to allow the user to rescreen issue. The only time this can be used to rescreen issue is if the turn-in component is EXREP when new material becomes available. Issue Select will not be used to rescreen issue against outstanding DTO requisitions. The procedures for processing rescreen issues depend on whether or not the turn-in component is still on station (EXREP) and/or a DTO requisition has been passed off-station as well as the status of the DTO requisition. The following paragraphs provide procedures for each situation.

      (1) <u>Rescreen Issue, Turn-in Still EXREP</u>. Enter the NIIN of each EXREP into Issue Select Screen. The second screen provides a list of DDSNs outstanding from which the DDSN of the EXREP is to be issued will be selected. This will update the LSC of the requisition from EXREP to ISSIP and print a requisition for delivery of the material. The EXREP component now becomes the turn-in for this issue and will be reflected in the DIFM with an "SO" Management Code or if the item has not been inducted, the ER IOU will become an SO IOU.

      (2) <u>Rescreen Issue, DTO Requisition Outstanding</u>. Once it has been determined material is available for issue on an outstanding DTO requisition, sites will take the following action:

         (a) <u>Advice Code "5G" and "5V"</u>. ERB will notify RCB of a potential rescreen candidate. If valid candidate, RCB will obtain confirmed cancellation from the external supply system. RCB will obtain a new requisition from the customer and process the rescreen utilizing the "BX" Contingency Code citing the original JCN, MCN and DDSN which will post an AC1 in NALCOMIS on the original requisition. RCB will post AE1/BQ via NALCOMIS.

         (b) <u>Advice Code "5S" and "52"</u>. RCB will submit an AC1 in NALCOMIS and obtain confirmed cancellation. Once cancellation has been confirmed, RCB will process AE1/BQ in R-Supply. RCB will then notify the customer to reorder.

   g. <u>Processing Reorder DTO Requisitions</u>. On occasions, DTO requisitions may be canceled erroneously (by the system or your own activity) and require reorder. Reorder of IMA requisitions for those components in an AWP status will be processed by AWPB using Requisition Reorder. For OMA repairable requisitions with no turn-in made, the RCB will notify the requisitioner to submit a new requisition. If a turn-in was made, the RCB will obtain a new requisition from the customer and process the reorder utilizing "BY" Contingency Code and reference the original DDSN in "REF LOC USE" field. The LSC of the new requisition will automatically set itself to REFER. RCB will verify carcass tracking is turned off (matched) via NAVSUP WSS In-Transit Accountability (NITA) module in eRMS indicating the turn-in was made on the document number of the original requisition.

   h. <u>Processing Requisitions for Fleet Controlled Repairables</u>. These requisitions will be processed in accordance with TYCOM and NAVSUP WSS directives.

   i. <u>Processing Requisitions From Non-NALCOMIS Supported Units</u>. All requirements must be submitted through NALCOMIS. Examples of Non-NALCOMIS Supported Units are Marine Air Traffic Control Squadron (MATCS) and

Expeditionary Airfield (EAF). Non-NALCOMIS supported units will utilize
their resident ASD to input requirements.

j. Backfitting Requisitions. There will be occasions when requisitions
must be processed manually due to non-availability of the NALCOMIS System.
As soon as the system becomes available, these requisitions will be
backfitted into NALCOMIS using the Contingency Direct Support Material
Requirement Function. Before backfitting, the status of the transaction must
be known (e.g., EXREP, BCM, RFI, RIP PASS, etc.) in order to determine the
appropriate Contingency Processing Code to use. Contingency Processing Codes
are contained in NALCOMIS Online Help, keywords "Contingency Code
Definition." Select the appropriate code and enter on the backfit with other
required data. NALCOMIS will automatically update the transaction based on
the Contingency Code selected.

k. Processing Requisitions from Non-Supported Units. Whenever a
repairable requisition is received from a non-supported unit, shelf stock is
available for lateral support and approval is granted to support the request;
a MRE must be processed in R-Supply (e.g. End-Use, OSO, Shore Site, etc.).
For End-Use and Shore Site Requisitions the requesting activity is
responsible for carcass tracking. The method and type of the MRE depends on
the fund code of the requisition and accounting classification of the unit to
which the material is being transferred. The unit can be either an End-Use
Ashore Activity (e.g., a Naval Air Station) or another NWCF Activity. An
important consideration is to ensure the UIC of the requisitioner is loaded
in the Customer Identification (CID) File of your activity's R-Supply System.
The SAA can add the UIC if required. The requisition will not process if the
UIC is not in the CID File. These requisitions will always be processed
using the document number, fund code and advice code provided by the
requisitioner. It is imperative the accounting classification of the
requisitioner be known and the MRE processed accordingly to ensure proper
financial and carcass processing. Procedures for processing an MRE are
contained in the R-Supply Online Help, keywords "Material Request." A copy
of the requisition and the shipping document will be filed in the RCTF. When
the requisition processes an issue against the SIR is recorded.

l. Processing Problem Stock and DTO Receipts. RCB will receive
documentation and material from RSB for stock and DTO receipts which could not
be processed. RCB must determine why the receipt would not process, make
necessary corrections and process the receipt. In addition, for DTO material,
provide disposition instructions to RSB (i.e., forward to RDB for delivery,
forward to SSB for return to the system or place in stock). The most common
reason for problem receipts is the receipt document does not match an
outstanding record in the R-Supply Requisition File. Procedures for entering
stock requisitions are contained in the R-Supply Online Help, keywords
"Initiate Requisition." For DTO material, the first step is to determine
whether or not the requisitioner still requires the material by checking the
LSC of the requisition in NALCOMIS DDSN Inquiry. If the DDSN is still
outstanding, pull a copy of the DD 1348-1A and forward the remaining copies to
RSB with the annotation DELIVER. Next, attempt to correct the problem in
NALCOMIS. If successful, process the receipt which will record the receipt in
NALCOMIS and R-Supply. If the NALCOMIS problem cannot be corrected, process
the DTO receipt in R-Supply as described in the R-Supply Online Help, keyword
"Receipt." RSB will then forward the paperwork and material to RDB for normal
delivery. If the DDSN is not on file or has already been completed, the
receipt must be processed in R-Supply and the material processed as DTO No
Longer Required as described in the following paragraph.

m. <u>Processing a DTO Receipt No Longer Required</u>. The DTO receipt must first be processed in NALCOMIS. RCB will verify in NALCOMIS if there is an outstanding IOU against that DDSN. If an IOU is identified, RCB will DBAG the IOU in NALCOMIS. RCB will verify if carcass tracking is turned off (matched) via NITA Module in eRMS. If carcass tracking is not closed (matched off), the RFI DTO component must be returned to the supply system as a Material Turn-in.

n. <u>Outstanding Carcass and Outstanding Requirement</u>. After receipt processing has been completed, check to see if a D6A is available to close carcass tracking on the outstanding carcass charge. If a D6A is available, process the match in NITA to close the carcass charge; otherwise, the RFI component must be returned to the supply system to close the carcass charge. In the case where the D6A is available to close the carcass charge, the material may be picked up in stock by processing a Material Turn-in as described in the R-Supply Online Help, keywords "Material Turn-in (MTI)." The MTI will interface to NALCOMIS and increase the RFI quantity. If an outstanding DTO requirement exists as a potential rescreen candidate, then ERB and RCB will coordinate to process the Rescreen Issue or Issue Select (refer to paragraph 4501.19f for Rescreen Issues). The DD 1348-1 receipt document will be signed and dated by the person processing the transaction, annotated with Receipt/MTI/R/S Issue and DDSN of the requirement being filled and then filed in the RCTF.

o. <u>Outstanding Carcass - No Outstanding Requirement</u>. After receipt processing has been completed and the determination a Carcass Charge exists, the DD 1348-1 original receipt document will be annotated RFI Turn-in, signed and dated by the person processing the transaction. RCB will then process a MTI in eRMS using the Other RFI Turn-in Option and file the original DD 1348-1 in the RCTF. The RFI material will be forwarded with a copy of the DD 1348-1 to SSB for shipment.

p. <u>No Outstanding Carcass - Outstanding Requirement</u>. After receipt processing has been completed, process a MTI. The MTI will interface to NALCOMIS increasing the RFI quantity. RCB will then process the 'Issue Select' in NALCOMIS as described in paragraph 4501.19f(1).

q. <u>No Outstanding Carcass - No Outstanding Requirement</u>. After the Receipt Processing has been completed, process a MTI. Annotate the receipt with DIVERT TO STOCK, the location of the material and forward to RSB for storing the material.

r. <u>Processing Classified Material</u>. RCB will perform all duties concerning classified material. This includes receipt, storage, issue, packaging and shipment. Procedures for handling classified material are contained in reference (x) and local ASD procedures. Documentation filing requirements (i.e., POD, DD 1348-1A) are the same as for other repairables.

20. <u>Process All Repairables Returned from the IMA and Ensure Proper Screening and Carcass Tracking of BCM Components</u>

a. <u>General</u>. All repairables having completed the IMA repair cycle will be returned to the RCB. They will be RFI, BCM, Outgoing Repair and Return, or Closeout. A staging area will be established for these components and will be segregated at least into the following categories: EXREP, RFI, BCM, EI/HMR/QDR, Outgoing Repair and Return. Every repairable returned from the IMA will either be processed or placed in its appropriate staging area.

EXREPs will be processed immediately. All other completed repair actions will be processed by the end of each shift. Both NALCOMIS and R-Supply have files for documenting repairables in the repair cycle. NALCOMIS tracks all components through the entire repair process and provides a mailbox message on each completed repair action. R-Supply tracks Supply Officer Assets in the repair cycle through the X30 created by NALCOMIS. Returns from the IMA are processed in NALCOMIS through the Completed Repair Action Mailbox using the Repair MCN of the returned component. Procedures for processing each type of return are described in the following paragraphs. Additionally, a visual inspection will be made to ensure the RFI/BCM Tag, MAF, any logs and records (Equipment History Record (EHR)/Scheduled Removal Component (SRC) Card, etc.) and material reflect the same part number and serial number information on the Completed Repair Action Mailbox. RCB will review the Completed Repair Action Mailbox at the beginning of each shift to ensure DIFM Returns on Completed Repair Actions are being processed promptly.

    b. <u>RFI Returns</u>. An RFI return will be an RFI EXREP, Supply Officer's Asset, component owed to another activity, or FISP Asset. The Action Taken Code displayed on the DIFM Return will be an "A", "B" or "C". A visual inspection will be made to ensure the RFI Tag, MAF and material reflects the same part number and serial number information. This will then be compared to the Completed Repair Action Mailbox.

        (1) <u>RFI EXREP</u>. When you process a RFI EXREP off the Completed Repair Action Mailbox an Issue Select Screen appears. Select and process the DDSN of the RFI EXREP. A new requisition document will be printed and the LSC of the requisition will automatically be updated to ISSIP. Forward the requisition document and the material with the Repair MAF to RDB for delivery. When RDB delivers the material and processes the Receipt POD, a signed hard copy will be filed in the RCTF.

        (2) <u>RFI Supply Officer's Asset</u>. When you process an RFI SO Asset off the Completed Repair Action Mailbox, if there is an outstanding EXREP document, an Issue Select Screen appears. NALCOMIS users will select the override box and not select EXREPs for Rescreen from this list. All EXREP Rescreens will be processed once the RFI quantity is returned to the shelf in NALCOMIS. Then it can be rescreened through the Issue Select Function (refer to paragraph 4501.19f(1)). If there are no outstanding requirements, a DIFM Return Stow Notice will be printed. Attach the Stow Notice to the material with the repair MAF and forward to RSB for storage.

        (3) <u>RFI Owed Asset</u>. An RFI Owed Asset will have an "OW" Management Code. It can either be owed to another organization or to the system as a carcass turn-in. If owed to another organization, the ORG Code of the activity will be displayed on the first screen of the Completed Repair Action Mailbox. In either case, NALCOMIS will generate an offline Excess Offload Hard Copy Notice (HCN). All material will be forwarded to SSB for processing through eRMS.

        (4) <u>FISP Asset</u>. RCB will process a DIFM Return in NALCOMIS and pack-up return (X24) in R-Supply. The component will be returned to MSB for placement back in the FISP.

    c. <u>BCM Returns</u>. A BCM Return will be either a BCM EXREP, Supply Officer's Asset, component owed to another activity or FISP Asset. The Action Taken Code displayed on the DIFM Return will be a number one through nine. All BCM material will be screened to ensure the BCM Tag, MAF, any logs

and records (SRC, EHR, etc.) and material reflect the same part number and serial number information as the material.

(1) <u>BCM EXREP</u>. BCM EXREPs will be processed immediately upon becoming aware maintenance action is complete and the material has been received. Process off the Completed Repair Action Mailbox. This will update the LSC of the requisition to REFER and generate an appropriate interface transaction. Immediately after processing the DIFM Return, notify SRD a repairable high priority requisition has been referred. The material along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

(2) <u>BCM Supply Officer's Asset</u>. When processed off the Completed Repair Action Mailbox, NALCOMIS will create interface records to go to R-Supply. A 1700 series stock replenishment A0_ requisition will also be created in this process. The material along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

(3) <u>Closeout Returns</u>. The Action Taken Code for these components displayed on the Completed Repair Action Mailbox will be "D". A Closeout means no RFI or BCM action was taken. Procedures for processing repair and returns are contained in paragraph 4501.18g.

(4) <u>BCM FISP Asset</u>. When processed off the Completed Repair Action Mailbox, NALCOMIS will create interface records to go to R-Supply. A 1700 series stock replenishment A0_ requisition will also be created in this process. RCB will load YE1 status in R-Supply against the reordered document stating FISP Asset. RCB will notify MSB of the action taken. The BCM component along with the BC1 DD 1348-1A shipping document will be forwarded to SSB pending eRMS processing.

d. <u>Processing Components Under Engineering Investigation (EI), Hazardous Material Report (HMR) or Quality Deficiency Report (QDR)</u>. Whenever a turn-in component is recovered for which the requisitioner has requested EI/HMR/QDR, RCB will ensure the turn-in MAF has been appropriately annotated and a copy of the EI/HMR/QDR request document accompanies the material. A copy of the request document will be maintained in the EI/HMR/QDR File pending disposition instructions. The component will then be inducted and BCM'd by AMSU. RCB will then process off the Completed Repair Action Mailbox to complete the transaction as described in paragraph 4501.20c. The component will be staged pending receipt of disposition instructions. When disposition instructions are received via Joint Deficiency Reporting System (JDRS) Website http://www.jdrs.mil/, RCB will process the retrograde. The shipping document will cite the ship to address as directed on the disposition instructions. Commercial shipping (i.e., FEDEX, DHL) is authorized and will be utilized for shipment of all EI/HMR/QDR exhibits. The document number will be the same as the original DD 1348-1A generated when the Completed Repair Action Mailbox is processed. RCB will update the JDRS Website accordingly with all shipping information. The disposition instructions will be attached to the original EI/HMR/QDR request document and filed in the EI/HMR/QDR File. The material and DD 1348-1A shipping document along with copies of the request document and shipping instructions will be forwarded to SSB pending eRMS processing. Appendix Z provides additional information for processing EI/QDR items.

e. Carcass Tracking. There are two types of carcass tracking for DLRs, Internal Carcass Tracking and System Carcass Tracking. Initiation of carcass tracking depends on the Advice Code of the requisition.

(1) Internal Carcass Tracking. Whenever a customer is issued a DLR, the customer's turn-in will be tracked locally by the NALCOMIS System until a BCM is processed.

(2) External Carcass Tracking. This process begins when the BCM is processed in NALCOMIS, which generates a DTO A0_ or X31 to interface to R-Supply. System reporting is accomplished when the X31 is reported via the daily Transaction Item Reporting (TIR) or when DTO A0_ is referred.

(3) Carcass Turn-in. Each time a carcass turn-in is recorded in R-Supply, a DI X22 (Carcass Turn-in) is placed in the Repairable Requisition File in R-Supply. eRMS generates BC2 DD 1348-1A shipping documents, once Proof of Shipment is posted, and shipping information will be reported to the respective ICP automatically by eRMS. Responding promptly and accurately to system carcass inquiries, ensuring validity of carcass charges appearing on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) and NAVSUP WSS carcass tracking reports are the primary tasks in controlling system carcass tracking. Each is described in detail in the following paragraphs.

(4) R-Supply Carcass Tracking Module. RCB utilizes the eRMS to post Proof of Shipments and the NITA Module to work the pending/actual carcass bills. A shipment date must still be posted in R-Supply to clear the record and keep from creating a system backlog. At least monthly RCB will use one of two options to post the POS:

(a) Manually load a POS date to each record in R-Supply.

(b) Use an SQL to automatically load a POS to all outstanding records.

(5) External Carcass Tracking. RCB is responsible for accessing and working Carcass Tracking in the NITA Module within eRMS. For detailed information on SIT and Carcass Tracking see appendix U.

21. Ensure the Identification and Management Data of Repairable Records in Both R-Supply and NALCOMIS is Accurately Maintained. Most information identifying repairable components is updated by the supply system and provided to your activity on the Monthly Change Notice Files. RCB will ensure repairable records in both R-Supply and NALCOMIS are accurate and current by monitoring and controlling the reports and listings produced by Change Notice Processing.

a. Change Notice, R-Supply. The Stock Item Records may be updated through local (interactive) or system change notice. Whenever system change notice is processed in R-Supply, the following will be produced: Storeroom Action Listing, Stock Control Decision Listing and Repairable MCC Decision Listing. Each listing is described in the R-Supply Procedures User's Manual. RCB will forward the Storeroom Action Listing and the Repairable MCC Decision Listings to RSB for action on repairable records. RCB will retain and work the repairable records on the Stock Control Decision Listing. Each repairable record on all listings will be annotated with the action taken. Each listing will be signed and dated by the person who worked it. RSB will

return their completed reports to RCB. All three listings will be filed by RCB. The current and prior Listing will be retained.

b. <u>Change Notice, NALCOMIS</u>. Whenever system change notice is received, it must be processed against the NALCOMIS database. During the NALCOMIS Change Notice Update, reports similar to those produced by R-Supply are generated. Following are the applicable NALCOMIS Change Notice Reports and their R-Supply equivalent.

<u>NALCOMIS</u>	<u>R-Supply</u>
CHANGE NOTICE LIST CONSUMABLE/ REPAIRABLE LIST	REPAIRABLE MCC DECISION LISTING
CHANGE NOTICE REPORT CANDIDATES FOR DELETION	STOREROOM ACTION LISTING

<u>NALCOMIS</u>	<u>R-Supply</u>
CHANGE NOTICE REPORT NIIN CHANGE REPORT LISTING	STOCK CONTROL DECISION LISTING

Note: RCB will compare the data on the R-Supply and NALCOMIS Change Notice Listings. The individual NSNs affected by change notice should be the same. If not, then there is a discrepancy between the databases that must be corrected by RCB. The current and prior NALCOMIS Change Notice Reports will be filed and retained with the corresponding R-Supply reports.

c. <u>SIR Maintenance</u>. Although the data elements of SIRs are updated monthly by change notice, there are other records maintenance type functions needing to be accomplished. After the monthly changed notice is processed, run the ADHOC listings and the DBAG14 as described below.

(1) <u>Records with MCC "D", "E", "G", "H", "Q" and "X" Where AVCAL/COSAL Allowance Quantities Do Not Equal the RO</u>. The Allowance Quantity and RO for all repairables will be equal. Any records which are not equal will be reflected on this listing. Determine which quantity is correct by checking the Allowance Quantity on the hard copy of the AVCAL/COSAL or Online ICP NET Query and update the incorrect quantity in R-Supply.

(2) <u>Repairables with no MCC</u>. Determine the correct MCC by checking the appropriate references (e.g., NAVY ERP, One-Touch, etc.).

(3) <u>Records with MCC "D", "E", "G", "H", "Q" and "X", No Limit Flag and/or No Drop Flag</u>. Correct by setting these flags in R-Supply.

(4) <u>Records with No Net Unit Price (NUP) or NUP Greater than Unit Price</u>. Determine and update the correct pricing information by checking the appropriate references (e.g. NAVY ERP).

(5) <u>DBAG14 - COG/MCC ERROR REPORT</u>. This report compares NIIN records against the COG/MCC Repairable Validation Table for correct COG and MCC combinations and displays the mismatches. Blank COG and MCC fields on the NIIN records are also identified. Execute DBAG14 following after each monthly Change Notice.

d. <u>NALCOMIS Out of Balance Records</u>. Out of Balance Records are those records whose summary line total(s) does not equal the ACBAL. The ACBAL is computed as ACBAL = RFI + (DIFM-ER-OW) + (SUSPENSE - EI-OW) + SUBCUSTODY + PACK-UP O/H + PACK-UP DEP + SO IOU. Out of Balance Records can be identified on the Out of Balance Indicator Report or they can be viewed and updated on-line utilizing DBAG17.

Note: RCB will determine why each record is out of balance by checking individual inquiries in each quantity field or by requesting DBAG 21. The reason for the out of balance condition will be annotated for each record (e.g., bogus JC qty in DIFM). RCB will correct the discrepancy by running the appropriate DBAG to re-compute the fields for those bogus quantities and annotate corrective action on the report. Spot inventories will be conducted to ensure the DBAG makes the appropriate change to the database. Current and prior reports will be retained.

e. <u>Providing Assistance in Maintaining the ICRL</u>. Whenever the IMA ICRL Manager requires a CAGE/PN to be loaded to NALCOMIS in order to load the ICRL record. Users will load the CAGE/PN/SM&R Code using Master Record File (MRF), New.

22. <u>Ensure the NALCOMIS Data Base is Reconciled with R-Supply</u>. Management of repairables is accomplished using both the R-Supply and NALCOMIS Systems. The majority of repairable transactions are processed through NALCOMIS, which creates appropriate transactions to interface and update R-Supply. Likewise, transactions process through R-Supply interface and update NALCOMIS. Basically, NALCOMIS has replaced manual methods of local control. R-Supply maintains the official inventory and financial records of the ASD. To ensure the effectiveness of a dual system, certain information on repairable records contained in both databases must be the same. To accomplish this, RCB will request the SAA run the complete data base reconciliation at least monthly. Several exception reports will be produced from this process, which will be reviewed and worked by RCB. Procedures for running the data base reconciliation and working the reports produced are contained in Appendix D.

23. <u>Establish and maintain a Repairable Shelf Life Program</u>. The Shelf Life Program is a means to identify those items having a limited life expectancy or require periodic inspections for serviceability. Shelf life material will be screened to ensure the material has <u>NOT</u> expired. If the material has expired refer to Appendix L for appropriate actions to be taken. RCB will further ensure RSB stocks all shelf life material in segregated and designated locations.

a. <u>Maintain Shelf Life Inspection Listings</u>

(1) At a minimum, shelf life material (except SLAC 00) will be inspected on a monthly basis. This will be done to ensure no expired material is maintained in stock and inadvertently issued to a customer.

(2) Shelf life material can be identified by one of the following methods:

(a) MSSLL using SLAC ADHOC selectors, excluding NSNs with a SLAC of 00.

(b) Utilizing the ADHOC Program.

b. <u>Expired Shelf Life Material</u>. Ensure all expired shelf life material has appropriate action taken (i.e., inducted into the IMA for repair, BCM'd if no repair capability exists or sent to appropriate Customer Service for repair action).

c. A Shelf Life Inspection Listing will be requested for the purpose of screening shelf life material in stock, which has expired. This listing will be obtained by utilizing procedures outlined in Appendix L.

(1) Upon completion, RSB will file the annotated listing. RSB will then utilize the listing to ensure all expired material is forwarded to RCB for induction into the IMA for repair, processed for BCM action if no repair capability exists or sent to the appropriate Customer Service for repair action.

(2) The listing will be maintained in RSB in accordance with Table 4-1, Report 4.

24. <u>Maintain Electronic Retrograde Management System (eRMS)</u>. eRMS is a Naval Inventory Control Point (NAVSUP WSS)/Navy Supply Information Systems Activity (NAVSISA) web-based application. Procedures are located within the Online User's Guide at https://webmril.navsisa.navy.mil/erms/ and Appendix U.

Chapter 5

Supply Response Division (SRD)

Chapter 5

Supply Response Division (SRD)

5000. Organization. SRD is organized as follows and as illustrated in figure 5-1:

1. Technical Research Branch (TRB)

2. Expeditor Reconciliation Branch (ERB)
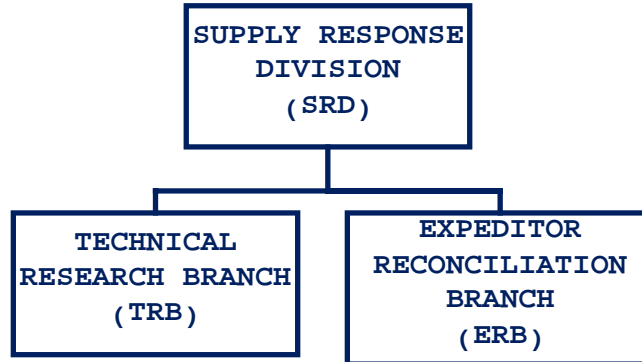
Figure 5-1.--SRD Organization Chart.

5001. Functions

1. SRD is responsible for the initial screening and technical research of all requisitions assigned an OFFTR or OFVAL Local Status Code (LSC). They will also refer consumable requisitions which cannot be filled from Supply Officer Stores. Additionally, they are responsible for the reconciliation and monitoring of all outstanding Direct Turnover (DTO) requisitions (except AWP, SSD IMRL, TOOL, Open Purchase, Flight Equipment, Custodial Material, Pre-Expended Bin and SERVMART).

2. The Division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient by using the available tools provided in appendix X. The Division OIC/SNCOIC will:

    a. Ensure personnel attend Divisional Technical Training at a minimum of three times a month.

    b. Ensure personnel attend Departmental Technical Training once a month.

    c. Validate and sign technical training lesson plans prior to conducting training in accordance with appendix X.

    d. Ensure all applicable paper work as outlined in chapter 3, paragraph 3101.11 is turned into SMD AB.

    e. Lesson Plans signed by the OIC/SNCOIC, attendance rosters, tests and a copy of the Monthly Technical Training Schedule will be retained for one year.

3. The Division OIC/SNCOIC will maintain a current Turnover Jacket which outlines specific duties and responsibilities.

4.   The Division OIC/SNCOIC will ensure each branch has a current Turnover Jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

5.   The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 5-1 and 5-2 to ensure accuracy and completeness.

6.   The division OIC/SNCOIC will ensure all documents and/or computerized files containing Personally Identifiable Information (PII) data are maintained and disposed of in accordance with chapter 1, paragraph 1002.3.

Chapter 5

Section 1: Technical Research Branch (TRB)

5100. <u>General</u>

1. <u>Responsibilities</u>. TRB is responsible for the technical research of all requisitions assigned an OFFTR, OFVAL, NIS and NC Local Status Codes (LSC). TRB is the first line of defense in managing customer demand. The performance of TRB's duties directly affects the establishment of physical buffers.

2. <u>Duties</u>

    a. TRB will maintain the following publications, files and listings:

        (1) Library of Maintenance/Supply Publications and Technical References.

        (2) Pending Data Entry File (PDEF).

        (3) R-Supply Master Stock Status and Locator Listing (MSSLL JSL322).

        (4) Maintain the logbook of locally assigned Family Groups Codes (FGC).

    b. TRB will perform the following duties.

        (1) Perform technical research.

        (2) Review and process requisitions which fall into exception categories (LSC: OFFTR, OFVAL, NIS and NC).

        (3) Load NSN/NICN/LICN to R-Supply and NALCOMIS.

        (4) Refer certain types of Direct Turnover (DTO) requisitions.

        (5) Perform Database Reconciliation.

        (6) Review the Stock Control Review Listing.

Reports/Files Required For The Performance of TRB Duties			
Report Name	Frequency	Retention	Procedure Reference
1. Maintain a Master Stock Status and Locator Listing (JSL322)	Monthly	Current	5101.3
2. J60600 – Supply NIINs not on NALCOMIS Repairable/Consumables - J60610 Supply NIINs Added to NALCOMIS - J60650 – NSN Records with no COG Symbol, NSN Records with Repairable COG/MCC, but no FGC Assigned, COG/MCC not on NALCOMIS	Monthly	Current	5101.8a
3. Other Database NIIN Reconciliation (ADHOC)	Monthly	Current	5101.8b
4. Stock Control Review Listing	Daily	Current and Prior	5101.8b

Table 5-1.--Reports/Files Required For The Performance of TRB Duties.

5101. Procedures

1. Maintain a Library of Maintenance/Supply Publications and Technical References

    a. TRB will maintain an up-to-date library of maintenance publications, supply publications and allowance lists. It will function as a dispersed library from the main library held by the Central Technical Publications Library (CTPL) of the Quality Assurance (QA) Division of the MALS Intermediate Maintenance Department (IMA).

    b. Most publications give detailed information on their purpose, content, sequencing and applicability in the foreword or special instructions section. Below is a minimum list of the type of publications maintained either by hard copy or electronically:

        (1) Technical Publications. Technical manuals are the basic source of information for definition of operating instructions, tactical applications and the maintenance and upkeep of hardware. The library only needs to contain manuals and directives applicable to the specific weapons system(s) or equipment assigned to the Marine Air Group (MAG). Automatic distribution of aeronautical publications is made based upon the activity's Automatic Distribution Requirements List (ADRL), which is managed by the CTPL assigned to QA. NAVAIR authorizes the elimination of paper manuals if the activity has the required infrastructure, including local storage/access and the demonstrated ability to use electronic media to perform the full range of maintenance actions as directed by the appropriate Type Commander (TYCOM). Reference (ao) provides guidance for electronic authoritative sources, creation/storage of digital NAVAIR technical data and guidance on deployed operations.

(2) <u>Supply Publications</u>. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of the ASD and instructions for downloading them from the various websites.

(3) <u>Technical References</u>. Used to identify applicable airframes, equipage list and supported systems.

(a) Coordinated Shipboard Allowance List (COSAL).

(b) FED-LOG (CD-ROM/WEB).

(c) Navy Logistics Library (NLL) of Publications and Forms (CD-ROM/WEB).

(d) Access to the following web sites: OneTouch and DOD EMALL.

(4) TRB will review their library for completeness and currency in conjunction with CTPL's Quarterly Review. Shortages or replacements for outdated publications will be requisitioned through the CTPL of the MALS QA. TRB will monitor and maintain the status of all publications ordered by them in accordance with reference (ao).

(5) Upon receipt of the COSAL in ACCESS CDs from MSB, TRB will dispose of the previous version and maintain the current version. This will be used as a technical reference aid when the requisition reference cites the Allowance Parts List (APL)/Allowance Equipage List (AEL). Reference (ap) provides detailed instructions on the use of COSAL in ACCESS.

2. <u>Maintain a Pending Data Entry File (PDEF)</u>

a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. For TRB, the documents in this file will normally be requisitions pending release to the Supply System, alternate/interchangeability data and part numbers (PN) to National Stock Numbers (NSNs). Although no specific sequence is required, transactions will be grouped by like transaction categories.

b. Whenever system(s) become available, all transactions will be removed from the PDEF and entered in the appropriate system.

3. <u>Maintain a Master Stock Status and Locator Listing (MSSLL)</u>. TRB will maintain a MSSLL (JSL322) for the current month. The listing will be kept on file in TRB to assist in technical research during times of system(s) non-availability.

4. <u>Maintain a logbook of locally assigned Family Group Codes (FGC)</u>. When adding a repairable NSN, Navy Item Control Number (NICN) or Local Item Control Number (LICN) into NALCOMIS and R-Supply which have no FGC information available in OneTouch and/or Navy ERP websites; it becomes necessary for TRB to establish a locally assigned FGC. RCB will coordinate with TRB prior to establishing a repairable NSN, NICN or LICN. A logbook containing all locally assigned FGCs is mandatory in order to prevent the duplication of FGCs. The following entries are mandatory when establishing a FGC Logbook.

a. Family Group Code

   b.   Part Number

   c.   NSN/NICN/LICN

   d.   Last Name

5.   <u>Perform technical research</u>.   NALCOMIS and R-Supply automatically performs technical research on requisitions and produces picking tickets for the appropriate division to issue the material if the requested NSN, NICN or LICN is in the database.

   a.   The following steps will outline the procedures to perform technical research on a requisition.   Complete all of the following steps prior to confirmation of a valid NSN/NICN.

      (1) Validate PN with reference provided:

         (a)   Validate Source, Maintenance and Recoverability (SM&R) Code.

         (b)   Validate CAGE Code

         (c)   Validate Units Per Assembly (UPA)

         (d)   Check for Alternate/Replacement Part Numbers

         (e)   Identify Next Higher Assembly (NHA)

         (f)   Check for possible bit and piece parts to assemble the part requested.

         (g)   Validate Usable On Code (UOC)

      (2) Search PN in NALCOMIS

         (a) Utilize MRF>Search and enter the PN only.

         (b) If NALCOMIS returns any results, validate the CAGE Code and Nomenclature for possible NSN/NICN match.

         (3) Use the following websites/CD-ROM to search for a valid NSN/NICN/Alternate.

         (a) OneTouch Part Number Search.

         (b) FedLog Part Number Search.

         (c) WEBFLIS Part Number Search.

   b.   If an NSN/NICN is not found after the above steps have been completed, establishment of a LICN will be required if the part has a valid SM&R Code.   For establishment of a LICN, refer to procedures outlined in paragraph 5101.7a.

   c.   If an NSN/NICN/Alternate or multiple NSNs/NICNs/Alternates have been found, they will be validated to see if it is available, procurable and applicable to the USMC/USN Type/Model/Series (T/M/S) squadron or work center

requisitioning the part. Check the following to validate the NSN(s)/NICN(s) found:

       (1) Acquisition Advice Code (AAC).

       (2) Item Notes (OneTouch or DOD EMALL).

       (3) Source of Supply (SOS).

       (4) Major Organizational Entity (MOE).

       (5) Federal Logistics Information System (FLIS) Management Data found in FedLog.

    d. If the following scenarios occur, the PN has not been replaced and is still required by the squadron or work center; proceed to establish a LICN as outlined in paragraph 5101.7a.

       (1) Terminal AAC (AAC = Y).

       (2) Discontinued AAC (AAC = V) with no on-hand assets available.

       (3) No FLIS Management Data in FedLog.

       (4) No FLIS Management Data in OneTouch.

    e. If an NSN/NICN is verified as valid and applicable to the USMC/USN T/M/S, proceed to load the NSN/NICN as outlined in 5101.7a.

    f. The following scenarios outline when a requisition could be canceled during technical research. It is recommended a second look of the technical research is completed to ensure requisitions are not canceled for an invalid reason.

Note: Cancelations are not limited to the below reasons, rather they are examples of cancelations during technical research.

       (1) Invalid Reference if customer cannot be reached.

       (2) SM&R Code indicates the item is not procurable.

       (3) SM&R Code indicates the item is not authorized to remove/replace.

       (4) AAC indicates the item is not procurable.

Note: Requests for stock numbered material assigned an AAC of L with no unit price will be canceled and reordered through SSD.

Note: The above procedures are basic steps personnel will utilize during technical research. Local policy may dictate if additional steps are required to complete technical research.

6. <u>TRB will review and process OFFTR, OFVAL and NIS/NC Requisitions in NALCOMIS</u>

    a. <u>NALCOMIS OFFTR Requisitions</u>. All Aviation Fleet Maintenance (AFM) Requisitions will be processed through NALCOMIS and CAGEs/PNs not crossing to

an NSN, NICN or LICN will be assigned an LSC of OFFTR. TRB will conduct technical research on OFFTR requisitions as outlined in paragraph 5101.5.

        (1) <u>NALCOMIS OFFTR Requisitions having a valid NSN or NICN</u>. If a valid system NSN or NICN is found after performing technical research outlined in 5101.5, TRB will check R-Supply and NALCOMIS to validate the NSN/NICN is in both systems. If the NSN/NICN is not in R-Supply and NALCOMIS, TRB will utilize procedures outlined in paragraph 5101.7.

        (2) <u>NALCOMIS OFFTR Requisitions not having a valid NSN or NICN</u>. If no NSN or NICN can be identified, a MALS specific LICN (i.e.: LL-Q__-0001) will be generated. There are two ways to generate a MALS Specific LICN.

Note: Local Policy will dictate how a MALS Specific LICN is generated.

        (a) <u>Generating a MALS specific LICN utilizing NALCOMIS</u>. TRB can generate a MALS Specific LICN by utilizing the MRF>New Screens>LICN Option Button and selecting Ok. This action will open the Basic Master Record (BMR) Screen. On this screen, TRB will enter the following information:

        <u>1</u>   <u>Federal Supply Classification (FSC)</u>. TRB will enter the last four of the MALS UIC for the FSC.

        <u>2</u>   <u>Allowance Type Code (ATC)</u>. ATC will always be set to 8 and should not be changed.

        <u>3</u>   <u>Cognizant Symbol (COG)</u>. TRB will enter 9P for the COG.

        <u>4</u>   <u>Security Classification Indicator (Sec CI)</u>. TRB will enter a U for the Sec CI.

        <u>5</u>   <u>Unit of Issue (UI)</u>. TRB will enter EA for the UI.

        <u>6</u>   <u>Unit Price (UP)</u>. TRB will enter 100.00 for the UP.

        <u>7</u>   <u>Nomenclature (Nomen)</u>. TRB will enter the nomenclature from the publication.

        <u>8</u>   <u>Record Type Code (RTC)</u> – TRB will enter 3 for the RTC.

        <u>9</u>   <u>Demilitarization Code (Demil CD)</u>. TRB will enter an A for the Demil CD.

When the above information has been entered, TRB will click on Apply to complete the addition of the LICN into NALCOMIS. TRB must also add the CAGE and PN to the newly established LICN. To establish the CAGE and PN to the LICN, TRB will select the CAGE/PN Tab, click on the Add Button, enter the CAGE/PN and select the Save Button to complete the process.

        (b) <u>Generating a MALS specific LICN utilizing R-Supply</u>. To establish a MALS specific LICN in R-Supply, TRB will select the Inv>Stock Item>Maintain Stock Items Drop Down Selection Box. When the Stock Item Search Box appears, enter the PN/FSCM and then select Ok. The user will be informed the PN does not exist and asked if they wish to continue. The user will select Yes to continue. This action will open the Maintain Stock Item Screen. The system will automatically assign a LICN when establishing a

record for a PN that does not cross reference to an NSN. In the Maintain Stock Item Screen, TRB will ensure the following information is entered:

        <u>1</u> <u>FSC</u>. TRB will enter the last four of the MALS UIC for the FSC.

        <u>2</u> <u>COG</u>. TRB will enter 9P for the COG.

        <u>3</u> <u>UI</u>. TRB will enter EA for the UI.

        <u>4</u> <u>Nomen</u>. TRB will enter the nomenclature from the publication.

        <u>5</u> <u>UP</u>. TRB will enter 100.00 for the Unit Price.

TRB will now click on the Management Data Tab to continue the data entry for the newly established LICN. On the Management Data Tab, TRB will ensure the following information is entered:

        <u>6</u> <u>Equipage Repairable/Consumable (ERC) Code</u>. TRB will enter a C for the ERC.

        <u>7</u> <u>Demil</u>. TRB will enter an A for the Demilitarization Code.

        <u>8</u> <u>Controlled Inventory Item Codes (CIIC)</u>. TRB will enter a U for the CIIC.

        <u>9</u> <u>Shelf Life Code (SLC)</u>. TRB will enter 0 for the SLC.

        <u>10</u> <u>Shelf Life Action Code (SLAC)</u>. TRB will enter 00 for the SLAC.

        <u>11</u> <u>Limit</u>. TRB will check the Limit Flag Indicator.

When the above information has been entered, TRB will click on the Apply button to complete the addition of the LICN to R-Supply. TRB will view all requisitions in an OFFTR status by utilizing the Supply Subsystem Mailbox Screens in NALCOMIS. TRB will view all requisitions in an OFFTR status and ensure corrective action is taken immediately. Once the requisition is updated or canceled, the OFFTR notice may be discarded.

    b. <u>NALCOMIS Offline for Validation (OFVAL) Requisitions</u>. All AFM Requisitions will be processed through NALCOMIS and certain requisitions will be flagged for review with an LSC of OFVAL. The assignment of the LSC OFVAL is controlled by five fields (listed below) locally loaded on NALCOMIS Tables:

        (1) High Dollar Value.

        (2) Excess Quantity Ordered.

        (3) HAZMAT Indicator Field.

        (4) PEB Indicator Field.

        (5) Certain Automatic Reorder Restriction Codes.

TRB will review OFVAL Requisitions to ensure the excessive quantities and/or the high dollar values are valid by screening the Illustrated Parts Breakdown (IPB) or reference provided by the customer. If a requisition has a 2L Advice Code, the customer will be contacted to verify excessive quantity. Hazardous Material (HAZMAT) Requirements will be validated and processed in accordance with local policy. Special Material Indicator Requirements will be validated and processed in accordance with local policy.

    c. <u>NALCOMIS NIS and NC Requisitions</u>. When CIS determines a requisition for consumable material cannot be filled from stock, the LSC will be updated to either NIS or NC and the picking ticket will be forwarded to TRB. TRB will research all NIS and NC requisitions to determine if any substitute/interchangeable stock numbers can be found that are not already loaded to R-Supply and NALCOMIS. In the case that alternate material is found and available, the picking ticket will be returned so CIS can issue the material. PEB items will be screened against all PEB sites to determine if a local issue can be made. If no alternates can be found, TRB will refer the requisition in NALCOMIS.

    d. <u>Cancelling a requisition in NALCOMIS</u>. When cancelling a requisition in NALCOMIS, ensure a clearly stated reason for the cancellation is placed in the Reference/Local Use Field. TRB will only cancel requisitions with an LSC of OFFTR, OFVAL, NIS or NC. Local policy will dictate if further action is required to notify the customer when cancelling a requisition.

7. <u>Loading an NSN, NICN or LICN to R-Supply and NALCOMIS</u>

    a. <u>Ensure the following fields are entered in R-Supply and NALCOMIS</u>:

        (1) <u>FSC</u>

        (2) <u>FGC (Only applicable to repairables)</u>

        (3) <u>FRC (Only applicable to repairables)</u>

        (4) <u>SMIC (Applicable to some consumables and all repairables)</u>

        (5) <u>COG</u>

        (6) <u>MCC (Applicable to some consumables and all repairables)</u>

        (7) <u>UI</u>

        (8) <u>Nomenclature</u>

        (9) <u>Unit Price</u>

        (10) <u>Net Unit Price (Only applicable to repairables, except Field Level Repairables)</u>

        (11) <u>SMCC (Only applicable to Repairables)</u>

        (12) <u>RIP (Only Applicable to Repairables)</u>

        (13) <u>DMIL</u>

        (14) <u>SLC</u>

(15) SLAC

b. Ensure the following NALCOMIS specific data fields are entered:

(1) Sec CL (Only applicable to repairables)

(2) Rep Item (Only applicable to repairables)

(3) Container UI (Only applicable to consumables)

(4) Container QTY (Only applicable to consumables)

(5) Metal Code

(6) RTC

c. Ensure the following R-Supply specific data fields are entered:

(1) LMC (Local policy will dictate use of LMC)

(2) ERC

(3) TSC

(4) CIIC (Only applicable to repairables)

(5) PMIC

(6) Limit Flag (Applicable to some consumables and all repairables)

(7) No Drop Flag (Applicable to all repairables)

d. All repairable items must have the Head of Family (HOF) NIIN or NICN loaded prior to loading any member NIIN or NICN. Repairable items can be identified by a Material Condition Code (MCC) of D, E, G, H, Q, or X. Repairable NIIN/NICNs must have a FGC loaded and also have all other NSNs in the FGC tied to each other with a FRC, an alternate NIIN Cognizant Code and an alternate NIIN Relationship Code. These codes are critical to proper NALCOMIS processing.

e. After the NIIN/NICN has been saved to NALCOMIS, TRB is required to add the PN ordered by the customer to NALCOMIS and R-Supply. Additionally, ensure the SM&R Code is entered in NALCOMIS.

f. TRB will utilize NALCOMIS when generating a MALS specific LICN. The following data is entered when generating a LICN:

(1) FSC. Last four of the MALS UIC.

(2) COG. 9P

(3) Sec CI. U

(4) UI. EA

(5) UP. 100.00

(6) <u>RTC</u>. 3

(7) <u>DMIL CD</u>. A

(8) <u>PMIC</u>. A

(9) <u>SLC</u>. 0

(10) <u>SLAC</u>. 00

(11) <u>RIC</u>. This field will be left blank for consumables and a Y will be entered for repairables.

8. <u>Process Database Reconciliation</u>. Recognizing R-Supply is the official inventory and financial database for the ASD, the importance of ensuring both R-Supply and NALCOMIS reflect the same data cannot be overemphasized. Database reconciliation is processed monthly between R-Supply and NALCOMIS. Detailed procedures are outlined in Appendix D of this Order.

    a. <u>Reconciliation Reports</u>. The following reports will be completed and maintained by TRB as a result of the NSN analysis portion of the R-Supply/ NALCOMIS reconciliation.

        (1) J60660 – COG/MCC not on NALCOMIS.

        (2) J60600 – Supply NIINs not on NALCOMIS Repairable/Consumables.

        (3) J60610 – Supply NIINs added to NALCOMIS.

        (4) J60650 – NSN Records with no COG Symbol, NSN Records with Repairable COG/MCC, but no FGC Assigned and COG/MCC not on NALCOMIS.

Note: TRB will comply with Appendix D when working these reports and retain the current copy.

    b. <u>Other Database Reconciliation</u>. The Reconciliation Reports will not capture all NIIN/NICN/LICN Records missing required data fields. The missing data fields can be captured by executing an appropriate ADHOC query. ADHOCs will be ran monthly and retained with the current Reconciliation Reports provided by SMD.

9. <u>Review and refer certain types of DTO Requisitions</u>. TRB will review and refer all DTO Requisitions (except High Pri, PEB, Open Purchase, Custodial Material, SAD Flight Equipment, Tools, TBA, SSD IMRL and Repairables) which cannot be filled from the Supply Officer's Stock. Referral of DTO requisitions falls into two categories:

    a. <u>NALCOMIS NIS and NC Requisitions</u>. These requisitions are reviewed and referred as outlined in paragraph 5101.6c.

    b. <u>NALCOMIS Requisitions for Non-standard Items</u>. As with any system, there are exceptions which must be processed manually. All AFM requirements will be received via NALCOMIS. The following are examples of Non-standard Requisitions:

(1) <u>PN Requisitions</u>. All PN Requisitions will be submitted to NAVSUP-WSS utilizing the OneTouch Part Number Requisitioning System. After the requisition has been submitted, a YE1 will be entered in R-Supply with the Batch Identification Number from OneTouch.

(2) <u>Technical Directive (TD) Kit Requisitions</u>. All TD Kit Requisitions can be submitted via phone, fax or email to the appropriate Kit Manager. Kit Manager Information can be obtained from the http://ckakits.com website. After the requisition has been submitted, a YE1 will be entered in R-Supply.

10. <u>Review the Stock Control Review Listing</u>. The Stock Control Review Listing is produced daily for review of transactions posting to R-Supply. All incoming DTO Requisition Status (except PEB, Open Purchase, Custodial, SAD Flight Equipment, Tools, TBA, SSD IMRL and repairables) cancellations will be reviewed daily and appropriate Stock Item Maintenance Action taken based on the cancellation status received. Each record on the report will be annotated with the action taken. The report will be signed and dated by the person conducting the review. Current and prior reports will be maintained.

Chapter 5

Section 2: Expeditor Reconciliation Branch (ERB)

5200. <u>General</u>

1. <u>Responsibilities</u>. ERB is responsible for the internal and external reconciliation, monitoring and expediting of all DTO Requisitions (except AWP, Open Purchase, SSD IMRL, Tool, SAD Flight Equipment, Custodial Material, Pre-Expended Bin and SERVMART).

2. <u>Duties</u>

    a. ERB will maintain the following files and listings:

        (1) Pending Data Entry File (PDEF).

        (2) Reconciliation Files.

        (3) Supply Assist File.

        (4) Supply Discrepancy Report (SDR) File.

        (5) R-Supply Suspended Transaction Report.

    b. ERB will perform the following duties.

        (1) Review and refer certain types of High Priority DTO Requisitions.

        (2) Coordinate and conduct internal requisition reconciliations.

        (3) Initiate and monitor requisition actions resulting from internal requisition reconciliations.

        (4) Validate External Material Obligation Validations (MOV).

        (5) Conduct Requisition Rescreens.

        (6) Manually update status on High Priority Requisitions.

        (7) Update Supply Status and remarks on the Aviation Maintenance and Supply Readiness Reporting (AMSRR).

Reports/Files Required For The Performance of SRD Duties			
Report Name	Frequency	Retention	Procedure Reference
1. Stock Control Review Listing	Daily	Current and Prior	5101.8b
2. NMCS/PMCS High Priority Report	Daily	Current and Prior	5201.2c2
3. Requisition Listing IPG-I Non Critical	Weekly	Current and Prior	5201.2a2
4. Requisition Listing IPG-II and IPG-III	Monthly	Current and Prior	5201.2a2
5. Supply Assist File	As Required	As Required	5201.3b
6. Supply Discrepancy Report (SDR) File	Yearly	Current and Two Prior	5201.4
7. Suspended Transaction Report	Daily	Current and Prior	5201.7e
8. Stock Control Review Listing	Daily	Current and Prior	5201.7f
9. Requisition with Overage Shipment Status	Twice Monthly	Current and Prior	5201.7g
10. Requisition with no Status	Daily	Current and Prior	5201.7h
11. External MOV File	Quarterly	Current and Prior	5201.8
12. Outstanding DTO with On-hand Quantity (JSL305)	Daily	Current and Prior	5201.9
13. Supply DTO Requisitions not on NALCOMIS, NALCOMIS DTO Requisitions not on Tape (J60680)	Monthly	Current and Prior	5201.6d

Table 5-2.--Reports Required For Performance of Duties, ERB.

5201. Procedures

1. Maintain a PDEF

   a. The PDEF is a holding file for source documents of transactions processed during temporary system non-availability. Whenever system(s) become available, all transactions contained in the PDEF will be entered into the appropriate system.

2. Maintain Reconciliation Files

   a. Internal Completed Reconciliation File

(1) This file will contain the signed original reconciliation listing used to reconcile customer requisitions other than NMCS/PMCS High Priority Requisitions. A representative of ERB and the customer representative will sign the annotated report. During periods of non-availability (i.e. local and OCONUS deployments), a digitally signed email from the customer will also be accepted. The reason why the reconciliation was not conducted face-to-face will be included in the email. All requisition actions taken as a result of the reconciliation will be annotated on this listing.

(2) A separate file will be maintained for each customer and will contain a minimum of the current and prior reconciliation listing.

b. <u>External MOV File</u>

(1) This file will contain MOV products received from the SAA.

(2) The current and previous quarterly reports will be retained.

c. <u>Non Mission Capable-Supply (NMCS)/Partial Mission Capable-Supply (PMCS) High Priority Requisition Report</u>.

(1) This file will contain the signed original NMCS/PMCS High Priority Requisition Report used to reconcile critical requisitions on a daily basis.

(2) Current and prior reports will be retained.

3. <u>Maintain a Supply Assist File</u>

a. This file will contain all Supply Assists initiated by ERB. A Supply Assist(s) can be for either a NSN or NICN.

b. The file will be manual or mechanized and will contain all correspondence pertaining to the Supply Assist Request (SAR). The Supply Assist File will be sorted in NIIN/NICN sequence. Information in the Supply Assist File will be retained until the Supply System availability outweighs the demand of the NIIN/NICN.

4. <u>Maintain a Supply Discrepancy Report (SDR) File</u>. This file will contain pending and completed SDRs submitted on DTO material lost in shipment. The file will be maintained in NIIN/NICN sequence for the current and two prior fiscal years. References (w) and (z) outline detailed procedures for submitting SDRs.

Note: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

5. <u>Review and refer High Priority DTO Requisitions</u>

a. ERB will review and refer all NMCS, PMCS, ANMCS, TBOS, CASREPS and Broad Arrow Requisitions (i.e., critical requisitions) in NALCOMIS for NIS or NC consumable material after being notified by TRB the technical research has been completed in accordance with 5101.5. Referral of all High Priority Requisitions for repairable material will be accomplished by RCB via NALCOMIS. RCB will notify ERB when the requisition LSC is set to REFER. ERB will pass Critical High Priority Requisitions by telephone, FAX, Email or any other means. Under no circumstance (when systems are available) will ERB

pass a critical requisition until the requisition LSC is set to REFER. Methods of requisition transmittal for NMCS, PMCS, ANMCS, TBOS and CASREP requisitions can be found in reference (w).

    b. In special cases, ERB will have to offline a requisition. Requisitions will only be offlined, or removed from the High Priority Requisition Report, if approved by the SRD OIC/SNCOIC. Offline requisitions will be placed on a separate section of the NMCS/PMCS High Priority Report with the Local Supply ORG Code and a specific Offline BUNO. The following is a list of reasons for a NMCS/PMCS document to be placed offline:

        (1) A Payback is required to replenish the FISP.

        (2) A Payback is required to replenish a Rescreen Issue

Note: This will only be required when the DTO Requisition(s) have shipping status on file and the RMD/CMD officer(s) have been notified.

        (3) A Payback is required to replenish a Lateral Support Request (LSR) when an End-use Requisition cannot be processed from the supporting activity.

        (4) A document is No Longer Required (NLR) by the customer, with shipping status on file.

Note: The requisition, when received, will be forwarded to CCB/RCB for action.

It is critical these requisitions are expedited in a timely manner. To ensure the requisition is not misidentified, a YE1 will be entered into R-Supply stating the reason why the requisition is offline to include original ORG and BUNO Number. The following table is a list of BUNO Numbers designated for requisitions taken Offline:

BUNO NUMBER	Responsibility
111111	Payback to the FISP
222222	Payback to Stock (Repairable)
333333	Payback to Stock (Consumable)
444444	Payback to Lateral Support Requirement
555555	SDLM Requirement
666666	Requisition NLR, Shipping Status on File

    Table 5-3.--BUNO Numbers Designated for Requisitions Taken Offline.

The Offline Report will be run daily to ensure 100% visibility of these offline requisitions. Follow-ups will be processed the same as an online requisition, in accordance with Appendix S of this Order.

6. Coordinate and perform Internal Requisition reconciliations

    a. General. ERB is responsible for the internal reconciliation, monitoring and expediting of all DTO requisitions (except AWP, Open Purchase,

SSD IMRL, Tool, SAD Flight Equipment, Custodial (TBA), PEB and SERVMART). ERB will monitor and conduct requisition reconciliations for all customers.

   b. Reconciliation Aids. ERB has several programs available to produce reconciliation listings:

      (1) ADHOC - Utility program against R-Supply tables.

      (2) JSL311 – R-Supply Material Obligation Validation.

      (3) J62500 - NALCOMIS Outstanding Material Requirements Report.

      (4) BMT – Buffer Management Tool.

Due to the almost limitless selection and sequencing capabilities of the above programs, ERB must experiment with each program's options and determine which program will provide the most useful tool for conducting reconciliations. It is probable different programs will produce reconciliation listings for different customers. The NALCOMIS Outstanding Material Requirements Report is generally the best report for reconciling with an IMA Work Center because of its capability to select only that work centers requisitions. No matter which program is used to generate reconciliation listings, ERB will ensure at least two copies of the listing are printed so both ERB and the customer will have a copy of the listing.

   c. Timeframe for Reconciliation. ERB will monitor and conduct requisition reconciliations for all other customers external to the ASD as prescribed by the following timeframes:

      (1) Daily - Issue Group I, Priorities 1-3, Critical Requisitions. Critical Issue Group I Requisitions are NMCS, PMCS, ANMCS, TBOS, Broad Arrow, CASREPS and any other categories as directed by the AvnSupO. ERB will utilize the NALCOMIS NMCS/PMCS/High Priority Requisition Report to conduct a daily reconciliation with each customer. ERB will deliver a minimum of two copies of the NMCS/PMCS High Priority Requisition Report to all customers at the beginning of each workday. The customer will validate all requisitions on the report and annotate any outstanding requisitions not on the report. ERB will make any necessary corrections to the report and file the signed original in the NMCS/PMCS High Priority Requisition Report File.

      (2) Weekly - Issue Group I, Priorities 1-3, High Priority Requisitions. All other Issue Group I Requisitions will be reconciled on a weekly basis. ERB will produce a listing of each customer's Issue Group I Requisitions and conduct reconciliation. Reconciliations are conducted jointly by a member of ERB and a representative of the unit being reconciled. Each requisition on the listing will be validated to ensure the requirement is still valid or has not yet been received. If the customer shows an outstanding requirement, which is not on the listing, the ERB representative will log into NALCOMIS and view the status of the requisition. If the requisition is outstanding in NALCOMIS, but not in R-Supply; the ERB representative will take appropriate measures to establish the record in R-Supply. If the requisition is not in NALCOMIS, but outstanding in R-Supply; ERB will take appropriate measures to establish the requisition in NALCOMIS. If the requisition is not in either database then the customer will reorder the requirement. Upon completion of the reconciliation, ERB and the customer will sign the listing certifying all the outstanding requisitions are valid and all other annotations are accurate. ERB will provide the customer with

an annotated copy of the listing. ERB will initiate any required action (i.e. follow-up, cancellation request, receipt, etc.) as outlined in paragraph 5201.7 and file the completed reconciliation listing in the Internal Completed Reconciliation File.

    (3) Monthly - Issue Group II & III, Priorities 4-15, Routine Requisitions. All Issue Group II & III Requirements will be reconciled monthly. This reconciliation is conducted in the same manner as the weekly reconciliation.

Note: IPG III Requisitions, if deemed necessary, can have a follow-up processed via NALCOMIS.

    d. R-Supply/NALCOMIS Reconciliation. Monthly, the SAA will coordinate and run the NALCOMIS/Supply DTO Report (J60680) in R-Supply and the Reconciliation Report from NALCOMIS in accordance with Appendix D of this Order. As a result of the DTO Reconciliation portion of this reconciliation, ERB will take the action prescribed in Appendix D to correct consumable DTO requisitions on these reports. Repairable DTO requisitions, which appear on the Supply DTO Requisitions not on NALCOMIS Report, will be corrected by RCB. The current and prior report will be maintained.

7. Initiate and monitor requisition actions resulting from Internal Requisition Reconciliations. After ERB has conducted the reconciliation, they are responsible for ensuring the appropriate requisition action (i.e. receipt, cancellation, follow-up, etc.) is accomplished based upon whether the user has received the material, no longer require the material or still require the material.

    a. Material Received in R-Supply/NALCOMIS. If the customer indicated the material was received, ERB must verify if the material was received from the supply system.

        (1) Material received from the Supply System. ERB will process the receipt in NALCOMIS. ERB will print the Requisition Screen in NALCOMIS and annotate as Complete during the reconciliation and forward the screen print to the appropriate division for scanning into the IRS database or filing into the CTF.

        (2) Material not received from the Supply System. If research determines the requisition was not received from the Supply System a cancellation request (AC1) will be submitted with an appropriate YE1 information message loaded in R-Supply.

    b. Material no longer required in R-Supply/NALCOMIS. When the customer no longer requires material, ERB will request cancellation of the requisition. Document Identifier AC1 is used to request cancellation.

Note: If the requisition has been confirmed by the ERB NCOIC to have no status in the Supply System, the requisition can be canceled with an RX Status Code. Under no circumstances will an RX be loaded without some type of confirmation from the external supply system. An information message will be entered stating the document has No Status in the Supply System. For critical requisitions no longer required, refer to 5201.5b.

Note: Part number requisitions will be canceled via NAVSUP OneTouch along with an AC1 submitted in NALCOMIS.

c. <u>Material still required</u>. When the customer still requires the material, ERB will review the status of the requisition and, if necessary, send the appropriate follow-up in accordance with Appendix S.

(1) Squadrons participating in the Unit Deployment Plan (UDP), a cruise or other prolonged deployment, may have outstanding requisitions for material still required despite not being present for reconciliation. Prior to a squadron's deployment, a validation of requirements should occur between ERB and the Maintenance Control Division of the squadron.

(a) All requisitions for Technical Directive Change Kits and modification kits will be considered material still required after a squadron has departed. Once received, these kits will be shipped, via fastest traceable means, to the deployed squadron when practical.

Note: If the squadron takes their aircraft then the items will be shipped to the deployed site. If the squadron transfers aircraft within the MAG, the requisitions will automatically transfer to the new ORG Code.

(b) All Non-Job Control Number (JCN) Requisitions are recommended for cancellation.

(c) All JCN requisitions should be reviewed to determine validity and whether they should be cancelled or remain outstanding. The shipment of these items upon their receipt to the deployed squadron will be based upon the SRD OIC/SNCOIC and squadron MMCO's discretion.

d. <u>Incoming Status</u>. Incoming status is processed in two forms, Batch and Interactive.

(1) <u>Batch Processing</u>. When status is received via WEBSALTS, the SAA will schedule an R-Supply Batch Job to load the incoming status.

(2) <u>Interactive processing for R-Supply/NALCOMIS</u>. Status received via online systems (i.e. NAVSUP OneTouch, DOD EMALL, etc.) or telephone will be processed via R-Supply or NALCOMIS. If R-Supply is unavailable, ERB may input status directly into NALCOMIS; however, the status must be placed in the PDEF because status loaded directly to NALCOMIS does not generate an interface record to update R-Supply. The R-Supply Status Processing Function does interface and update NALCOMIS records.

(3) Monthly, ERB will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all DTO requisitions with cancellation requests (AC_/AK_) pending. Current and prior reports will be retained. ERB will review all records on this report and initiate the action described in Appendix S.

e. <u>Correct certain types of R-Supply Suspended Transactions</u>. ERB will be required to correct transactions on the R-Supply Suspended Transaction Listing. The Suspended Transaction Listing is generated daily as a result of routine processing by the SAA. ERB will review the listing daily and correct all consumable DTO transactions suspended (except PEB, AWP, TBA, SSD IMRL, Tool, Open Purchase and SAD Flight Equipment). The current and prior reports will be maintained.

f. <u>Review Stock Control Review Listing</u>. The Stock Control Review Listing is produced daily for review of transactions posting to R-Supply. Daily, ERB will review DTO records cancelled in suspense and incoming status. Each record on the report will be annotated with the action taken. ERB will ensure immediate notification is given to the customer for High Priority Requisition cancellations. The report will be signed and dated by the person conducting the review. The current and prior reports will be maintained.

g. <u>Process requisitions with Overage Shipment Status</u>. Bi-Monthly, ERB will identify and process requisitions with Overage Shipment Status. There are three status document identifiers which provide shipment status (AS_, AU and AB1). Document Identifier AE_ with status code BA over 30 days (CONUS) and 90 days (OCONUS) will also be considered Overage Shipment Status as long as there is no future ESD loaded to the BA Status. If there is an ESD loaded then the requisition will continue to remain as an outstanding requirement with follow-ups to be submitted as required. Procedures for completing the Standard Form 364 (SF364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269. Procedures for completing the Standard Form 361 for reporting shipping discrepancies are outlined in reference (aa), Part II (while material is in the transportation system) and reference (w), volume 1, chapter 4, part C, section III, paragraph 4269.3 and 4273. The current and prior reports will be maintained.

Note: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

(1) <u>AS_, AU_ Shipment Status Format</u>. The shipment date is in position 57-59. The shipment number (GBL, TCN, etc.) is in position 62-76. The mode of shipment is in position 77.

(2) The AB_ format is similar to the AE_ series except the Procurement Instrument Identifier Number (PIIN) is recorded in position 60-72 and the ESD is recorded in position 77-80.

(3) DTO requisitions are considered to have Overage Shipment Status if the material has not been received within 30 for CONUS shipments or 90 days for OCONUS shipments from the shipment date. An additional 30 days is authorized to identify Overage Shipment Status Requisitions, conduct the necessary research, prepare and submit the SDR. Once records are determined to have Overage Shipment Status, the actions outlined in the following paragraphs will be taken.

(a) The first step is to determine whether or not the material was actually received. To determine if the material was received, the ERB clerk will verify if the material was delivered to the ASD. In most cases, material has been entered into the DLA MRO Tracking Website (https://wegal.ogden.disa.mil/mrostatus/index2.html). When it has been determined the material was delivered to the ASD, the ERB Clerk will check for a Proof of Delivery (POD) in the appropriate division's Completed Transaction File (CTF). If CMD/RMD does not have a POD on file, the ERB Clerk will check with the customer. If the customer has received the material, ERB will follow procedures outlined in 5201.7a to complete the requisition. If the customer has not received the material delivered to the ASD, ERB will coordinate with CMD/RMD to process the receipt and/or a survey if required. If the customer has not received the material and the material

has not been delivered to the ASD, ERB will initiate an SDR in accordance with reference (z).

Note: All Depot Level Repairables (DLRs) will have a survey processed. Material with a dollar threshold over $2500.00 will have a survey processed.

(b) SDRs will be submitted to the issuing activity per reference (z). A YE1 Information Message identifying the ROD Control Number (RCN) and expounding information will be entered into R-Supply. Each possible response and action to be taken are described in the following paragraphs:

<u>1</u> If the issuing activity responds indicating the material was shipped and credit will not be granted, then process the receipt and have the unit re-order the requisition. File the response with the original submitted SDR and the new requisition number as a closed case.

<u>2</u> If the issuing activity responds indicating the material was not shipped and credit will be granted, the requisition will be canceled. ERB will enter a YE1 Information Message stating "SDR Approved".

Note: Memorandum Reports of Survey are only required for survey action posted to the Live DI 100. A copy of this Memorandum Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be attached to the original FLIPL (DD Form 200) in the Survey File. The response to the SDR will be filed with the originally submitted SDR.

<u>3</u> If the issuing activity responds indicating the material was not shipped, but credit will not be granted; the requisition will be internally canceled with a status code of RX and the statement "Material not Shipped" will be entered in the information box of the status screen. SAD will be provided with the appropriate information in order to challenge the billing, which will be on the Summary Filled Order/Expenditure Difference Listing (SFOEDL) or Unfilled Order Listing (UOL).

<u>4</u> If the issuing activity does not respond to the SDR within an adequate timeframe, a follow-up will be sent. If necessary, subsequent follow-ups will be sent as needed until an adequate response has been received. If the issuing activity fails to respond to the SDR and/or subsequent follow-ups then the requisition will be internally canceled. A YE1 Information Message stating "No SDR Response" will be entered. In addition, SAD will be provided the appropriate information to challenge the billing, which will be on the SFOEDL or UOL. The cognizant Wing will be notified of any persistent non-responses to SDRs.

<u>5</u> If the issuing activity subsequently responds to a closed SDR, then they will be notified the response was not received within the adequate timeframe and the SDR has been closed and credit taken.

    h. <u>Correct requisitions with no status in R-Supply</u>. Daily, ERB will run a No Status Requisition Listing (JSL311) in R-Supply to produce a listing of all DTO requisitions with no status. ERB will review all records on the report and initiate the action described in Appendix S, except for requisitions that are required to be submitted manually (Part Number Requisitions and TDC Kit Requisitions). These requisitions will be forwarded to TRB and resubmitted accordingly. The current and prior reports will be maintained.

8. <u>External Material Obligation Validations (MOVs)</u>. In order to validate requisitions on their backorder files, ICPs generate MOV requests. The ICP provides each customer with a Document Identifier AN1 Record for each requisition. ANls are received through SALTS and batched by UIC. Quarterly, ERB will receive from the SAA a copy of the AP_ Responses for validation. The AP_ Responses will be returned within 10 working days from receipt. ERB will respond to all DTO requisitions (Except AWPB, Open Purchase, SSD IMRL, Tool, SAD Flight Equipment, Custodial (TBA), PEB and SERVMART). Detailed validation procedures are in Appendix S, Paragraph 16. ERB is required to retain a copy of the Naval Message confirming the start and end date of the Quarterly External MOV.

9. <u>Conduct requisition rescreens for consumable material</u>. A rescreen issue is the issue of newly available material, to fill a requisition for which material was previously unavailable, and a DTO requisition has been referred. To identify requisitions for potential rescreen, ERB will generate the R-Supply report for Outstanding DTOs with Stock On-hand Report (JSL305) or the BMT equivalent. Information concerning the Outstanding DTOs with Stock On-hand Report (JSL305) for R-Supply is contained in the R-Supply User's Manual. ERB will coordinate with CCB to determine if an issue can be made. The current and prior report will be maintained.

    a. <u>DTO Dues with Material On-hand Report</u>. This report is used by management to determine if a complete issue from stock can be made and whether the DTO Due should be cancelled. The DTO Dues with Material On-hand Report displays selected records from the RES File along with other requisition table records having outstanding DTOs with on-hand quantity, but do not qualify for the Rescreen Process. This report is produced in Requisition Table NIIN within Prime Location sequence. The stock number and all pertinent data are listed along with all DTO requisitions which represent the total DTO Due Quantity. For each DTO requisition listed under respective stock numbers; the DI, Document Number, Supplementary Address, Unit of Issue, DTO Due Quantity and Priority are listed for determining the requisition's disposition. Current and prior annotated reports will be retained by ERB.

    b. <u>Exception Records</u>. These Records will print on the DTO Due with Material On-hand Report with the following notations in the Remarks Column:

Condition	Remarks
Inventory Code is set	Inventory in process.
Shipment-Prepared-Date is set	Shipping status on file.
Receipt-Onboard-Date is set	DTO receipt in process.
Suffix-Indicator is set	Suffixed doc on file.
Non-Released-A0-Ind is set	REQN not released.
Duplicate-Requisition-Flag is set	Dupe REQN Flag set.
Insufficient On-hand Qty for DTO	Partial Qty Available.

    (1) All records on the DTO Due with Material On-hand Report (with nothing stated in the remarks column, except Suffixed Doc on File remarks) need to be researched using the R-Supply Requisition Table for the following reasons:

        (a) The Outstanding DTO with On-hand Quantity Report (JSL305) does not recognize AB1 (Direct Delivery) or BA (Item being processed for release and shipment) status and will print on the DTO Dues with Material On-hand Report as good rescreens without remarks.

        (2) ERB will research if sufficient on-hand quantity is available to issue remaining quantity. To rescreen this exception, ERB will request cancelation of the suffixed document and have the customer reorder the remaining quantity.

    c. Rescreen issue of requisition for repairable material. RCB will make all determinations and take any action necessary to rescreen issue repairable material. ERB will not take any rescreen action for repairable requisitions other than notifying RCB.

10. Update supply status and remarks on the Aviation Maintenance and Supply Readiness Reporting (AMSRR). The purpose of the AMSRR is to report up-line the material readiness of aircraft currently under the cognizance of the Marine Corps. ERB will utilize the website based program, AMSRR Web (https://amsrr.ffc.navy.mil/AMSRRWeb/login.aspx), to upload the NMCS/PMCS High Priority Requisition Report (J72400). ERB will update any special remarks on requisitions as required.

Chapter 6

Consumables Management Division (CMD)

Enclosure (2)

FIGURE

TABLE

Chapter 6

Consumables Management Division (CMD)

6000. Organization. CMD is organized as follows and as illustrated in Figure 6-1:

1. Supply Receiving Branch (SRB)

2. Consumables Delivery Branch (CDB)

3. Consumables Storage Branch (CSB)

    a. Consumables Storage Section (CSS)

    b. Consumables Issue Section (CIS)

4. Consumables Control Branch (CCB)

5. Pre-Expended Branch (PEB)
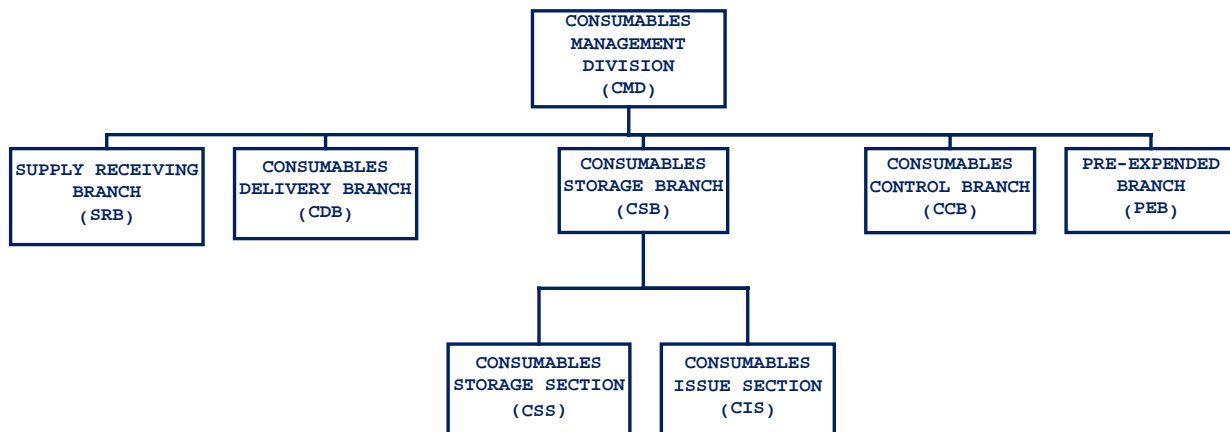
Figure 6-1.--CMD Organization Chart.

6001. <u>Functions</u>

1. CMD is responsible for the procurement, receipt, storage, issue, delivery and inventory of all consumable material except for classified consumable material which is the responsibility of RMD.

2. The division OIC/SNCOIC is responsible to ensure all personnel assigned to the division are technically proficient by using the available tools provided in Appendix X. The division OIC/SNCOIC will:

   a. Ensure personnel attend divisional technical training at a minimum of three times a month.

   b. Ensure personnel attend departmental technical training once a month.

   c. Validate and sign technical training lesson plans prior to conducting training in accordance with Appendix X.

   d. Ensure all applicable paperwork, as outlined in chapter 3, is turned into SMD AB.

   e. Ensure Lesson Plans signed by OIC/SNCOIC, attendance rosters, tests and a copy of the monthly technical training schedule are retained for one year.

3. The division OIC/SNCOIC will maintain a current turnover jacket which outlines specific duties and responsibilities.

4. The division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific duties/responsibilities and provides step-by-step procedures.

5. The division OIC/SNCOIC will review and monitor the reports required for the performance of duties, listed in Tables 6-2 and 6-3 to ensure accuracy and completeness.

6. The division OIC/SNCOIC will ensure all documents and/or computerized files containing PII data are maintained and disposed of in accordance with chapter 1, paragraph 1002.3.

Chapter 6

Section 1: Supply Receiving Branch (SRB)

6100. <u>General</u>

1. <u>Responsibilities</u>. SRB is responsible for receiving and distributing all material shipped to the MAG/MALS from external sources.

2. <u>Duties</u>

    a. SRB will maintain the following files and orders:

        (1) Pending Data Entry File (PDEF).

        (2) Document Serial Number Assignment Order.

    b. SRB will perform the following duties:

        (1) Screen incoming material for type, condition and quantity.

        (2) Process all consumable Receipts On Board (ROB)/Receipts in Process (RIP).

6101. <u>Procedures</u>

1. <u>Maintain a Pending Data Entry File (PDEF)</u>

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For SRB, the documents in this file will be DD 1348-1A receipt documents.

    b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. <u>Maintain a Document Serial Number Assignment Order</u>. This Order will contain the block of document serial numbers assigned to each requisitioner within the MAG/MALS and directly supported units. SRB personnel will utilize it to identify who/where to distribute material within the MAG/MALS or a supported unit.

3. <u>Screen incoming material for type, condition and quantity</u>. The document number of all receipt documents will be compared to those on the Document Serial Number Assignment Order to ensure the material was requisitioned for the MALS or a supported unit.

NOTE: Manifest/material should be screened to verify all material has been received.

    a. <u>Screen and segregate all incoming material</u>. SRB will screen incoming material to ensure the quantity is correct and there is no obvious damage. The material will be segregated by the following categories: stock, DTO, classified and all other material.

        (1) <u>Incoming Stock Material</u>. The segregated stock material will be subdivided into consumable stock and repairable stock. Repairable

material can be identified as having a Material Control Code (MCC) of D, E, G, H, Q or X in card column 72 of a DD 1348-1A. The Consumable Stock Material RIP will be scanned (see paragraph 6101.4) and forwarded with the material and all corresponding paperwork to CSB. Repairable stock material will be forwarded to RSB.

(2) Direct Turn-Over (DTO) Material. The segregated DTO material will be subdivided into consumable and repairable material. Repairable material can be identified as having an MCC of D, E, G, H, Q or X in card column 72 of the DD 1348-1A. DTO material, once sub divided, will be forwarded to CDB after the ROB has been processed (see paragraph 6101.4a) or RDB respectively.

(3) Classified Material. Any and all classified material will be forwarded to the RMD OIC/SNCOIC. This will include non-aeronautical classified items (i.e., classified publications, manuals, correspondence, etc.), in order to process these items in accordance with local command/squadron procedures governing the handling of classified materials. Continual custodial signature control will be maintained on this type of material.

(4) All Other Material. Any material not categorized in the above paragraphs will be staged to be reviewed by CCB. CCB will provide further direction on the disposition of this material.

b. Inspect material received for condition, quantity or expired shelf-life. SRB will inspect all material received for physical condition and match the quantity to the DD 1348-1A receipt document for shortages, damaged material, improperly marked hazardous material, expired shelf-life (DTO and stock) and misdirected material receipts. Multi-packs will be opened and a RIP will be accomplished for each individual document therein. Appropriate annotations will be made on the DD 1348-1A receipt document to reflect quantities of any damaged material received as described in reference (w), volume I, chapter 4. For shortages, overages, damaged or expired shelf-life material, SRB will forward material to CCB for preparation of an SDR.

4. Process all consumable Receipts On Board (ROB)/Receipts In Process (RIP). After a copy of the DD 1348-1A has been removed from the material, the receipt document information will be entered into NALCOMIS or R-Supply. DTO ROBs will be processed using NALCOMIS while RIPs are processed via R-Supply utilizing IBS. If IBS is not available, RIPs will be manually processed into R-Supply. Once the RIPs have been performed, forward the stock material and DD 1348-1A to CSS for stowage.

a. Processing DTO ROBs. All DTO receipts will have the ROBs processed in NALCOMIS using the ROB Option. The following paragraphs describe the categories of DTO material and processing procedures for each.

(1) DTO Material to be delivered to the customer. The material and its associated paperwork will be forwarded to CDB for delivery.

(2) DTO Material to be diverted to stock. Whenever DTO material is received and the requirement has been canceled or filled from another source, it will be diverted to stock. This material will be staged and a copy of the DD 1348-1A will be forwarded to CCB.

(3) <u>DTO material with no DDSN on file in NALCOMIS</u>. Whenever a DDSN is not on file in NALCOMIS, SRB will print the screen with the error and attempt to process the ROB through R-Supply as described in reference (m). If the ROB successfully processes through R-Supply, SRB will print the screen and attach it to the NALCOMIS Screen Print, then forward the paperwork and the material to CDB for delivery. If the ROB will not process through R-Supply, both the NALCOMIS and R-Supply Error Screens along with the material will be forwarded to CCB for further action.

(4) <u>Pre-Expended Bin (PEB) DTOs</u>. All PEB replenishment material will be ROB'd and forwarded to CDB.

b. <u>Processing Stock RIPs</u>. All Stock RIPs will be processed in R-Supply. The following paragraphs describe the two options on processing stock receipts:

(1) <u>RIPs using IBS</u>. Upon receipt of consumable stock material, SRB will scan all DD 1348s utilizing the IBS scanner. Once SRB personnel are finished, the scanner along with the RIPs loaded on the scanner will be forwarded to the IBS Coordinator for uploading to the IBS computer. When the IBS Coordinator downloads the data, all material will be forwarded to CSS for stowing procedures. Accessing the IBS RIP Processing Program is detailed in the IBS User Manual.

(2) <u>RIPs using R-Supply</u>. When processing RIPs utilizing R-Supply the following procedures apply.

(a) Enter into Logistics>Receipt Processing>Receipts in Process.

(b) Enter the DDSN (with suffix code if applicable).

(c) Enter the NIIN from the 1348-1A if it differs from the ordered NIIN.

(d) Enter the Routing Identification Code (RIC).

(e) Enter the actual quantity received (see 6102.1 & 2).

(f) Enter Cog.

(g) Upon completion, all material will be forwarded to CSS for stowing.

6102. <u>Special Receipt Processing Notes</u>

1. If receipt overages or shortages are noted during the inspection conducted in paragraph 6101.4, SRB will ensure:

a. During the ROB or RIP is processed the receipt quantity reflects the quantity indicated on the receipt paperwork.

b. The actual quantity reflects the quantity received in ready-for-use condition. If a shortage or overage results in an SDR submission, SRB will forward all paperwork to CCB for processing.

2. SRB must be especially watchful for suffix-coded requisitions. Suffix-coded requisitions reflect those receipts for which only a partial quantity

was shipped. The suffix code is printed immediately after the document number on the receipt paperwork. It is imperative suffix-coded receipts have the correct suffix-code recorded when either the ROB or RIP is processed.

3. Stock RIPs which cannot be scanned via IBS (DD 1348-1A with missing or damaged barcode on receipt document) will be processed in R-Supply or manually keyed into the IBS Scanner.

4. Occasionally, material will be received which does not have a document number. This material is commonly referred to as Frustrated Cargo. SRB will stage all Frustrated Cargo and any paperwork for further research. SRB should not slow the receipt processing effort by immediately researching Frustrated Cargo. Set it aside and research it after all other material has been forwarded to the appropriate branches. SRB will perform the following actions for preliminary research:

    a. The NALCOMIS Requisition List can be used to query either the NIIN or Federal Supply Classification (FSC)/Part Number (PN). This will allow for matching the material to a specific document number with shipping status. Utilize R-Supply Stock Item Query to find outstanding requisitions.

    b. SRB can also utilize DOD EMALL, WEBLINK or other WebTools to identify the document number. The following applies for DOD EMALL:

        (1) EMALL WEBSITE: https://dod-emall.dla.mil/

        (2) SRB personnel need to request a log-on and password.

        (3) Click on General NSN Query.

        (4) Input NIIN to be searched.

        (5) Click on Requisition.

        (6) The screen will then list all DDSNs with outstanding UICs or those having been shipped.

    c. Unresolved Frustrated Cargo will be forwarded to CCB for further action and processed daily.

5. Receiving personnel must take special precautions and action when receiving Hazardous Material (HAZMAT). HAZMAT is identified by Special Material Content Codes (SMCC). These SMCCs are listed in reference (w), Appendix 9. When hazardous material is received, SRB personnel will ensure the procedures for receipt of HAZMAT described in reference (w), chapter 8, are adhered to and the material has the appropriate labeling. If material is received without appropriate labels, an SDR will be prepared and submitted by CCB to the shipper indicating the material was improperly marked and/or the technical data markings were missing. Damaged or leaking material will be immediately brought to the attention of the Aviation Supply Department (ASD) Hazardous Materials/Waste (HM/W) Coordinator or their Alternate.

Chapter 6

Section 2: Consumables Delivery Branch (CDB)

6200. <u>General</u>

1. <u>Responsibilities</u>. CDB is responsible for delivering all consumable issues, consumable DTOs and receipt processing for related transactions.

2. <u>Duties</u>

    a. CDB will maintain the following files and reports:

        (1) Pending Data Entry File (PDEF)

        (2) NALCOMIS ISSIP DDSN Mailbox

        (3) NALCOMIS DTO ROB Mailbox

    b. CDB will perform the following duties:

        (1) Deliver consumable issues

        (2) Deliver consumable DTO material

        (3) Processing the PODs in NALCOMIS after material is delivered to the customer

6201. <u>Procedures</u>

1. <u>Maintain a Pending Data Entry File (PDEF)</u>

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CDB, the documents in this file will be Proof of Delivery (POD) copies of requisitions for material having been delivered.

    b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. <u>Maintain the NALCOMIS ISSIP DDSN Mailbox</u>. The ISSIP DDSN Mailbox is requested by selecting the Mailbox Tab on the NALCOMIS Toolbar. Upon completion of delivery, CDB will clear those transactions from the NALCOMIS ISSIP mailbox. DDSNs appearing on this Mailbox reflect those issues which have been pulled from stock and given to CDB for delivery, but have not been completed. CDB will ensure the material has been delivered and update the Local Status Code (LSC) of the requisition. This mailbox will be printed and all transactions researched and cleared by the end of each shift. Current listings of all shifts must be retained.

3. <u>Maintain the NALCOMIS DTO ROB Mailbox</u>. The DTO ROB Mailbox is requested using the Mailbox Tab in NALCOMIS. DDSNs appearing in this Mailbox will reflect DTO receipts from the supply system having been ROB'd, but not yet delivered to the customer. Upon completion of delivery, CDB will clear

those transactions having just been delivered from the NALCOMIS DTO ROB Mailbox. This mailbox will be printed and all transactions researched by the end of each shift. Current listings of all shifts must be retained.

4. <u>Perform delivery of consumable issues</u>

    a. When material is pulled by CSB and forwarded to CDB with the request document, CDB will deliver the material to the customer and obtain a printed name, signature, Julian date and time from the customer.

    b. CDB will perform the Receipt POD (with the exception of AWP material) in NALCOMIS for all customer requisitions utilizing the date/time from the POD hard copy notice. The signed copy of the issue document will be maintained for inclusion in the Completed Transaction File (CTF) or scanned into the Image Management System (IMS) database.

5. <u>Perform delivery of Direct Turn-Over (DTO) material</u>

    a. When material is received by SRB and forwarded to CDB, CDB will deliver the material to the customers and obtain a POD with printed name, signature, Julian date and time from the customer.

    b. CDB will perform the Receipt POD as discussed in paragraph 6201.4b.

NOTE: Each processed DD 1348-1A will be annotated with the date and initials of the person processing the POD.

Chapter 6

Section 3: Consumables Storage Branch (CSB)

6300. <u>General</u>. CSB is responsible for the storage, issue and inventory of all consumable material in the Supply Officer's Stores. CSB is divided into two sections, Consumables Storage Section (CSS) and Consumables Issue Section (CIS).

Chapter 6

Section 3: Consumables Storage Branch (CSB)

Part A: Consumables Storage Section (CSS)

6310. General

1. Responsibilities. CSS is responsible for the inventory and storage of all consumable material, with the exception of classified material, in the Supply Officer's Stores.

2. Duties

    a. CSS will maintain the following files and reports:

        (1) Pending Data Entry File (PDEF).

        (2) R-Supply Delayed Receipt Report.

        (3) Batch Receipt Processing Report (JSS205)/IBS Management Reports.

        (4) Hazardous Material Safety Data Sheets (MSDS) Files.

        (5) Hazardous Material/Waste (HM/W) Coordinator Appointment Letters File.

        (6) Maintain a Completed Transaction File (CTF).

    b. CSS will perform the following duties:

        (1) Receive and process stock receipts daily.

        (2) Conduct the Location Audit Program (LAP).

        (3) Prepare and input location additions, deletions and changes.

        (4) Process Storeroom Action Listings.

        (5) Conduct a Shelf Life Review Program, ensuring all Type I and Type II Shelf Life Material is stored in segregated locations.

        (6) Assist in the management and coordination of the Aviation Supply Department (ASD) Hazardous Material/Waste (HM/W) Program.

        (7) Maintain an effective Electrostatic Discharge Program.

        (8) Process Defective Material Summaries.

6311. Procedures

1. Maintain a Pending Data Entry File (PDEF)

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CSS, the documents in this file will be stock receipt as well as location addition and deletion documentation.

b. Whenever system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. Maintain the R-Supply Delayed Receipt Report

a. The Delayed Receipt Report contains a list of receipts which have not been completed (Processed Receipts) within a specified number of days after the Receipt In Process (RIP). Only RIPs manually entered into R-Supply will appear on the report. CSS will request and review the Delayed Receipt Report daily. The following parameters are available on the Delayed Receipt Report:

(1) Elapsed Days for Reporting - (mandatory). This is a two-digit numeric field to select the number of days elapsed since RIP has processed. The number entered will be the number of days delay before a RIP, with no corresponding processed receipt, appears on the Storeroom Action Listing.

(2) Elapsed Days for RIP Clear. This is a two-digit numeric field. The number entered will be the number of days the RIP will stay on the Storeroom Action Listing before it will be deleted from the Stock Item Query. If left blank, the program defaults to 30 days. Use 99 days to preclude automatic deletion. The RIP will stay on the Delayed Receipt Report until a receipt is processed or it exceeds the number of elapsed days for ROB clear. Delayed Receipt Report will produce the following reports:

(a) Pre-posted Receipts for follow-up and deletion. This is a master report of all RIP transactions meeting the criteria selected. Each transaction will be marked as follows:

1 Follow-up. These transactions fall between the elapsed days for reporting and the elapsed days for RIP clear.

2 Delete. These transactions have exceeded the elapsed days for RIP clear.

(b) Pre-posted Receipt In Process (RIP) without processed receipts. This lists all RIPs without a corresponding processed receipt. CSS personnel will locate and stow the material identified.

(c) Deleted Pre-posted Receipts. Receipts listed are transactions having exceeded the elapsed days to RIP clear. Receipts will only show once on this list. The RIP transaction will be marked as Deleted and the Stock Item Query STK ROB Qty reduced. CSB will screen these transactions and determine the action to be taken.

3. Maintain the IBS Management Report

a. The IBS Management Reports contain a list of receipts which have not been completed within a specified number of days after RIP processing. CSS will review the Integrated Barcode System (IBS) Management Report daily. The Receipt Processing Coordinator will produce the following reports:

(1) RIPs with no matching processed receipts.

(2) Processed receipts with no matching RIPs.

(3) Overages and shortages from processed receipts and RIP quantities.

(4) NIIN differences between processed receipts and RIPs.

(5) Export Report of what was sent to R-Supply for processing.

(6) Batch Receipt Processing Report (JSS205).

b.   The IBS Coordinator will maintain all IBS Management Reports for five days. The DD 1348-1A will be maintained until successful processing in R-Supply. Once the receipts have processed in R-Supply and all discrepancies corrected, the RIP will be discarded and the processed receipts will be maintained for inclusion into the CTF or scanned into the Image Management System (IMS) database.

c.   Report Review/Correction:

(1) Daily, any RIP with no matching receipt over two days old will be researched and corrective action taken via RIP/STOW Menu on the IBS computer.

(2) Daily, any processed receipts with no matching RIPs over two days old will be researched and corrective action taken via RIP/STOW Menu on the IBS computer.

(3) Daily, the NIIN Difference Report will be researched and corrective action via RIP/STOW Menu on the IBS computer.

(4) From the Overage/Shortage Menu, spot inventory each item. If the discrepancy is reconciled at this time, make corrections using the Utilities Menu in Receipt Processing. For overages and shortages not reconciled, they will be forwarded to CCB for research and processing.

4.   <u>Maintain Material Safety Data Sheet (MSDS) Files</u>. MSDS Files, manual or electronic, will be maintained for every type of Hazardous Material (HAZMAT) recorded on the R-Supply Stock Item Table for all AT Codes with on-hand AvnSupO assets. Reference (w) provides the definition of HAZMAT, a list of Federal Supply Classifications (FSC) considered HAZMAT and a sample MSDS. Sufficient copies of each HAZMAT MSDS will be maintained to allow for distribution to supported units as required. Information required to complete the MSDS can be obtained from the Department of Defense (DOD) Hazardous Material Information Resource System (HMIRS), CD ROM or http://www.dlis.dla.mil/hmirs/. Appendix Q provides specific duties and procedures for HAZMAT management and a list of references.

5.   <u>Maintain a Hazardous Material/Waste (HM/W) Coordinator Appointment Letter File</u>. Various directives require the Commanding Officer to appoint in writing, a HM/W Coordinator and an alternate. Copies of these appointment letters will be maintained in this file and retained for a period of three years.

6.   <u>Maintain a Completed Transaction File (CTF)</u>. Financial records posted to the OPTAR must have a traceable audit trail with supporting documentation. This file will contain signed 1348s and/or 1348-1s for DTO, Stock and issue transactions to show proof of delivery, receipt and to support the financial transaction. This file can be maintained in hard-copy or electronic format if an IMS is used. Hard-copy files will be maintained by completed Julian date sequence. The CTF is maintained for the current and two prior fiscal years per reference (c) and SSIC 4440.1b.

7. Receive and process Stock Receipts. When available, IBS will be used for consumable stock receipt processing. Manual receipt processing directly into R-Supply should only be used during IBS non-availability.

    a. Upon receipt of incoming material from the SRB, the CSS will verify the NSN, QTY, UI, DOC NBR and UIC on the DD 1348-1A against the gear prior to stowing the material in the location(s) listed in the SUPADD CC 45-49 of the DD 1349-1A. The sixth position of the location is in the last position of the Project Code. If there is no location on the DD 1348-1A, a Stock Item Query will be done to see if a new location has already been assigned. If no location exits in R-Supply, a new location will be established and annotated on the receipt DD 1348-1A. When using IBS, ensure receipts are downloaded daily and all files are maintained (i.e., Batch Receipt Processing Report, RIPs without STOWs and STOWs without RIPs). When R-Supply is not available, the Locator Listing will be used to verify the NSN/UI and obtain the location(s) for the requested material.

    b. Prior to stocking any material in location, CSS will screen all incoming material to determine shelf life applicability as well as checking for expired material or material expiring within 90 days of receipt. Any material identified as expired shelf life will be given to CCB for submission of a SDR and not stocked in location (see Appendix L). The remaining material will be stowed in the appropriate locations. Upon completion of this task, CSS will go to the location and attempt to stow the material in the primary location listed on the RIP Screen Print. If the location is full, alternate locations listed on the RIP Screen Print will be used. When no location exists or a new location is required, the CSS will stow the material in an appropriate location.

    c. When the material is stowed, the person stowing the material will circle the QTY received, print and sign their name in Block 22 and annotate the current Julian date on the DD 1348-1A in Block 23. Block 27 will be annotated with the location in which the material was stowed.

    d. After material is stowed and the receipt document annotated, the stock receipt transaction will be scanned using IBS. After all material has been stowed and scanned into IBS, the IBS scanner and all DD 1384-1A on the scanner will be turned over to the IBS Coordinator for uploading into the IBS mainframe.

    e. Manual receipt processing using R-Supply

        (1) CSS will process manual receipts in R-Supply>Log>Receipt>Receipt Processing. All receipt documents successfully processed will be annotated with the signature and date of the individual who processed the transaction. The receipt documents will be maintained in the CTF or scanned into the IMS database. If an error message appears while posting receipts to R-Supply the following two steps must be taken:

            (a) Verify the information on the DD 1348-1A is correct (i.e. NIIN, document number, suffix, qty and substitutes). If it is determined the data was incorrectly entered into R-Supply, correct the incorrect data field to match the DD 1348-1A and attempt to reprocess. If unable to process, forward to CCB.

            (b) If it is determined the data entered was correct and the problem cannot be resolved, a copy of the Receipt Screen with the error

message will be printed and attached to the DD 1348-1A. A "Y" will be entered after the statement, Cannot Correct Error – Suspended for Stock Control Action. This will suspend the transaction. The DD 1348-1A and Error Suspense Screen prints will be forwarded to CCB.

     f. Receipt processing using IBS. Receipts will be processed using the IBS scanner. Accessing the IBS Stow Processing Program is detailed in the applicable IBS User Manual. After all of the stow and RIP scanners are uploaded to the IBS computer, the IBS Coordinator will process the individual reports.

          (1) Processing the IBS Reports. There are numerous reports generated within IBS that must be reviewed prior to extracting data to R-Supply. Refer to the IBS User Manual for detailed instructions.

               (a) After all IBS reports have been reviewed; the IBS Coordinator will run a Batch File Transfer in R-Supply and forward it to the Supply Applications Administrator (SAA) for approval. A Batch Receipt Processing Report in R-Supply will be created displaying all receipts transferred to R-Supply from IBS. The Batch Receipt Processing Report will display suspended transactions requiring further research, which the IBS Coordinator will correct prior to shift change.

               (b) The IBS Coordinator will store all DD 1348-1As and reports for five days. On the sixth day, the stow DD 1348-1As will be maintained in the CTF or scanned into the IMS database.

8. Process Spot Inventory Requests. A Spot Inventory Request is an unscheduled physical inventory which is taken to verify the actual quantity of material in storage. CSS will conduct the inventory and forward to CCB. CCB will research discrepancies and update the R-Supply Stock Item Location Quantity (if necessary) before the end of each shift.

9. Conduct the Location Audit Program (LAP). The LAP is designed to validate and update Stock Item Query Location Data. Procedures for performing LAPs are outlined in Appendix E. This process results in improved inventory accuracy, reduced issue processing time and increased Supply Net Effectiveness. A LAP of all storeroom locations will be conducted at a minimum annually. In accordance with reference (n) a 98% accuracy rate is required. A random sample of 10% of locations will be checked to ensure the desired accuracy rate was attained. If the accuracy rate is less than 98%, the entire LAP will be conducted again. For the Validation/Storeroom Process, refer to reference (n).

10. Perform location additions, changes and deletions

    a. Location changes and deletions are accomplished to consolidate and protect material in the storeroom.

    b. Location additions may be entered at the time a receipt DD 1348-1A is posted to the Requisition Query or by using Maintain Stock Items Screens. Refer to R-Supply Online User's Guide, keywords "Maintain Stock Items" for Maintain Stock Item Procedures.

    c. When system(s) are not available, the DD 1348-1A or Maintain Storeroom Locations Changes (R-Supply) will be placed in the PDEF.

11. <u>Process Storeroom Action Listings (SAL)</u>. Upon receipt of a SAL from CCB, the CSS will perform the required actions. The SAL is broken into five parts: NSN Changes, Unit of Issue Changes, Security Code Changes, Shelf Life Action Code Changes and Exhaust/Delete/Supersede/ Condemned Stock. Action required on each part of the listing is described in the following paragraphs.

    a. <u>NSN Changes</u>. CSS will go to each item in stock and completely mark through the old NSN and clearly mark the new NSN and Julian date of the SAL on the material. All boxes will be opened to verify they are not a multi-pack and the new NSN is on all of the material.

    b. <u>Unit of Issue Changes</u>. CSS must go to each item in stock and repackage it to conform to the new unit of issue (UI). After material is repackaged to conform to the new UI, the new package will be clearly marked with the NSN, UI and quantity per package (if applicable). Additionally, the PDEF must be screened to ensure any material stowed in a location, which is not yet recorded in R-Supply, has the UI changes. The new on hand quantity will be annotated on the listing and the completed listing returned to the CCB.

    c. <u>Security Code Changes</u>. CSS is responsible for coordinating with RMD on movement of material with a change in Security Classification. Ensure change of custody for material is established between CSS and RMD. If material is declassified, then RMD is responsible for coordinating with CMD on movement of the material and ensuring the change in location is accomplished in R-Supply.

    d. <u>Shelf Life Code/Shelf Life Action Code Changes (SLC/SLAC)</u>. Changes appearing on the SAL are a result of Monthly Change Notice Processing. The CSS will check the Manufactured Date on each item in stock and take the required action in accordance with the appropriate SLC/SLAC. Definitions and required actions for SLC/SLAC are in reference (w) volume II, Appendix 9. Expired material must be offloaded to the appropriate Defense Reutilization and Marketing Office (DRMO). Two columns will be made on the SLC/SLAC Listing, one titled Material within Shelf Life and Material with Expired Shelf Life. The quantity of expired material will be placed in the Pending Off-load Area and the quantity will be placed in the second column. When all material in stock has been screened (ensure the PDEF is screened), the SLC/SLAC Listing will be returned to CCB. CCB will initiate Offload Processing to generate a DD 1348-1A for each line item to be off-loaded. CSS will pull the material from the Pending Off-load Area and forward it with the DD 1348-1A to SSB for shipment. One copy of the DD 1348-1A will be returned to CCB for input of the Offload Release to update the Stock Item Location Qty.

    e. <u>Exhaust, delete, superseded or condemned stock</u>. Upon receipt of this listing from CCB, CSS will take the action indicated below and return the annotated listing to CCB. Action to be taken is as follows:

        (1) <u>Exhaust</u> – CSS will go to the material locations listed to be used until exhausted and mark the material "Use Until Exhausted."

        (2) <u>Delete</u> - When an NSN is to be deleted, CSS will screen all locations assigned, remove the material and place the material in the Pending Off-load Area. When the SAL is returned to CCB, a DD 1348-1A will be

prepared and forwarded back to CSS for the material to be offloaded. The material will be delivered to SSB for shipment.

(3) Superseded - CSS will go to the material location identified as superseded and change the NSN to the new NSN, consolidate the material into one location (if possible) and provide an inventory to CCB.

(4) Condemned Stock - When an NSN is to be condemned, CSS will screen all locations assigned, remove the material and place the material in the Pending Off-load Area. When the SAL is returned to CCB, a DD 1348-1A will be prepared and forwarded back to CSS for the material to be off-loaded. The material will be delivered to SSB for shipment.

12. Conduct a Shelf Life Review Program. CSS will conduct a Shelf-Life Review Program quarterly based on a calendar year to ensure material has not exceeded its life expectancy. Ensure all Type I and Type II Shelf Life Material is stored in segregated locations from other AvnSupO Stores. In addition, Type I will be stored separately from Type II. All shelf life material will be marked with an expiration date. CSS will maintain a current and prior Annotated/Worked Quarterly Shelf Life Listing. For detailed procedures refer to Appendix L, reference (n), (az) and (bf).

13. Assist in the management and coordination of the ASD Hazardous Material/Waste (HM/)W Program

a. General. The ASD HM/W Coordinator appointed by the Commanding Officer is responsible for the daily administration of the HM/W Program within the ASD. The HAZMAT Coordinator will provide the ASD with HAZMAT training. CSS personnel will be the primary source of assistance for this individual in the execution of the HM/W Program. CSS will maintain required files/references and perform specific duties related to the receiving, storing, labeling, issuing and inventorying of HAZMAT. Reference (w) volume I, chapter 8 provides detailed information concerning the DoD Hazardous Material Program. Hazardous Material Management Procedures only apply to those ASDs which physically receive, store and issue hazardous materials. It is understood numerous MALS have different local hazardous material operating procedures and the ASDTP does not cover all of them. Hazardous material handling, storage and inventorying procedures are retained in the ASDTP in the event the ASD must assume full HAZMAT responsibilities in a deployed environment.

b. Maintaining HM/W files and references. CSS will maintain all required files and references pertaining to HM/W. CSS will maintain a file of MSDS and HM/W Coordinator Appointment Letters as described in paragraphs 6311.4 and 6311.5 of this Manual. The DOD Hazardous Items List (HMIS) CD-ROM will also be maintained as a reference. In addition to the manual files, CSS will ensure the proper Type Storage Code (TSC) is recorded for each NSN of HM carried in the Stock Item Query. TSCs are contained in reference (w) volume II, Appendix 9. Procedures for adding, deleting or changing TSCs are contained in the R-Supply Online User's Guide, keywords "Stock Item Maintenance." CSS will assign LMC HZ, Limit Flag, No Drop Flag and ARRC.

c. Receipt and storage of HAZMAT. When HAZMAT is received from the SRB, CSS will ensure it is not damaged/leaking, the Shelf Life is not expired, it is properly labeled, a completed MSDS is on file and it is ultimately stored in an appropriate HAZMAT Storage Location.

(1) Damaged or leaking material will be immediately brought to the attention of the HM/W Coordinator or their Alternate.

(2) For improperly labeled material, CSS will coordinate with CCB to ensure an SDR has been submitted and the material has the proper labels. Labeling of HAZMAT is described in reference (w) Chapter 8

(3) If an MSDS is not on file, one will be prepared using information contained in the DOD HMIRS - Hazardous Items List.

d. Hazardous Waste. CSS will assist the HM/W Coordinator in the execution of their duties concerning hazardous waste. Hazardous waste will be handled in accordance with local and other relevant directives.

e. ASD Spill Response Team. A Spill Response Team composed of CSS personnel will be established in writing by the Commanding Officer. This team is responsible for cleaning up spills within the ASD. The HM/W Coordinator is responsible for obtaining/conducting informal and formal training for the individuals and for ensuring appropriate training records is maintained.

f. Directives and publications concerning hazardous material/waste. Appendix AA, contains a list of directives and publications pertinent to the handling and management of HM/W. Detailed instructions are provided for downloading these documents from the various web sites.

14. Maintain an effective Electrostatic Discharge (ESD) Program

a. ESD is the transfer of an electrostatic charge between bodies at different electrostatic potentials caused by direct contact or induced by an electrostatic field. It is potentially damaging to electrical and electronic equipment. Knowing the effects of ESD on solid-state electronic components and equipment is a necessary part of aviation logistics. Improper handling, transportation and storage techniques can cause electrostatic sensitive devices and components to fail. The insidious nature of ESD induced failures requires ESD control protection measures to be an integral part of aviation maintenance and supply disciplines. All solid-state electronic components and assemblies containing such components are considered ESD items unless otherwise directed by higher authority. These items include printed circuit board assemblies, modules, SRAs, WRAs, individual components and integrated circuits.

(1) The Supply Officer Shall:

(a) Designate an ESD Program Coordinator and Alternate ESD Program Coordinator from CMD using an ESD Program/Coordinator Designation Assignment Letter.

(b) Ensure personnel are properly trained prior to handling ESD items.

(c) Keep required ESD protective materials in the local supply system for all levels of maintenance.

(d) Retain ESD items in protective packaging while in PEB and other storage areas.

(e) Ensure ESD items are properly packaged per reference (ad) prior to shipment.

(2) The Program Coordinator shall:

(a) Be responsible to the AvnSupO for implementing the ESD Program and enforcing compliance within CMD.

(b) Ensure this Order and references (o) thru (ag) are readily available and complied with.

NOTE: Detailed instructions are provided in Appendix AA for downloading these documents from the various web sites.

(c) Provide indoctrination and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (o) contains information to aid in developing appropriate lessons.

(d) Establish an ESD work station as identified in reference (ac).

(e) Conduct periodic work area reviews ensuring sufficient ESD protective materials are available and being used.

(f) Ensure ESD protected work areas are properly tested/certified/maintained.

(g) Maintain a Program File to include:

1.   Applicable POCs.

2.   List of personnel who completed training.

3.   Program related correspondence and message traffic.

4.   Applicable references and cross reference locator sheets.

(h) Coordinate/assist the Quality Assurance (QA) Division with quarterly audits.

(i) Ensure all discrepancies identified during quarterly QA audits are corrected and results forwarded back to QA via the AAvnSupO.

(3) The ESD Assistant Program Coordinators for the ASD shall:

(a) Assist the ASD ESD Program Coordinator with implementing and maintaining this program within their divisions.

(b) Provide indoctrination and refresher training to all personnel who handle, inspect, package or transport ESD items. Reference (o) contains information to aid in developing appropriate lessons.

(c) Conduct periodic work area reviews with the Program Coordinator, ensuring sufficient ESD protective materials are available and being used.

(d) Ensure ESD protected work areas are properly maintained.

15. <u>Process Defective Material Summaries</u>. There are two types of Defective Material Summaries:

a. <u>Category I Deficiency Report</u>. A report of a critical defect which may cause death, injury, or severe occupational illness; would cause loss or major damage to a weapon system; critically restricts the combat readiness capabilities of the using organization; or any defect which would result in a production line stoppage.

b. <u>Category II Deficiency Report</u>. A report of a product quality deficiency, which does not meet the criteria, set forth in Category I. Category II normally is used for reporting major and minor defects.

c. Monthly updates are done by NAVSUP WSS-M via https://www.navsup.navy.mil/navsupwss-extranet/dms. These summaries include a list of NSNs that should be inspected, suspended or reported. They direct activities to suspend and report on hand quantities of defective items.

NOTE: CSB will take action and process the summary in accordance with referance (ab). If a response is required, as outlined in the summary, ensure it is completed. Maintain all completed Defective Material Summaries, annotated with action taken, for current and prior fiscal year per reference (n) paragraph 710.

Chapter 6

Section 3: Consumables Storage Branch(CSB)

Part B: Consumables Issue Section (CIS)

6320. <u>General</u>

1. <u>Responsibilities</u>. CIS is responsible for the issue of all consumable material (except classified material) in the Supply Officer's Stores.

2. <u>Duties</u>

    a. CIS will maintain the following files and reports:

        (1) PDEF.

        (2) Not In Stock Research File (NISRF).

        (3) NALCOMIS INPRO Mailbox.

        (4) R-Supply Issues Listing.

    b. CIS will perform the following duties:

        (1) Receive, validate and process request documents for consumable material.

        (2) Assist CSB in Consumable Excess Program.

6321. <u>Procedures</u>

1. <u>Maintain a Pending Data Entry File (PDEF)</u>

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CIS, the documents in this file will be copies of request documents.

    b. Whenever the system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. <u>Not In Stock Research File (NISRF)</u>. The NISRF will consist of all picking tickets where carried material is not available for issue.

3. <u>Maintain the NALCOMIS Mailbox</u>. CIS will maintain the INPRO Mailbox. The mailbox shows requisitions for consumable materials which have been entered into NALCOMIS and no action has been taken. Each shift will ensure all requisitions on the report are researched and either processed for issue, NIS, NC or cancellation using LSC Update. When this action is taken, the requisition is cleared from the INPRO mailbox. This mailbox will be printed and all transactions researched and cleared by the end of each shift. Current listings of all shifts must be retained.

4. <u>Maintain the Issue Pending File Report Issues Listing</u>. CIS will maintain and monitor the R-Supply Pending Issues Listing (JSL314). It provides a listing of all unprocessed picking tickets (repairable and consumable)

generated by Material Request Internal (MRI) and Material Request External (MRE) which have no corresponding entries for storeroom action processing. CIS personnel will be concerned only with consumables on the list. CIS will request the Issues Listing daily. After storeroom action has been taken, transactions will be cleared from the Issues Listing. Further explanation and description can be found in R-Supply Online User's Guide, keywords "Issues Listing."

5. Receive, validate and process request documents for consumable material

    a. General. Requests for consumable material may be received via NALCOMIS or R-Supply. The majority will be received via NALCOMIS. Prior to pulling material for issue, each request will be screened for validity regardless of how the request was received. Validation procedures and processing procedures for both NALCOMIS and R-Supply are described in the following paragraphs.

    b. Validation of requests for consumable material. The physical screening/citing of material support requirements from supported units can be accomplished only at the point of receiving a picking ticket. The first step in determining whether or not a requirement is valid is to determine if the requirement is for Direct Support or Indirect Support. A Direct Support Requirement is documented by the customer on a MAF and must have a JCN. Direct Support Requirements are commonly referred to as JCN requirements. Indirect Support Requirements are known as non-JCN requirements. When this determination has been made, Table 6-1 will be used to determine whether or not the requirement is valid. Validity can be determined by FSC. A FSC is a numeric code (first four digits of an NSN) which represents the group and class of material. Valid requirements will be processed as described in the following paragraphs and invalid requirements will be canceled. The reason for cancellation will be annotated on the picking ticket, which will then be forwarded to the CSB NCOIC or designated personnel. In addition to the above screening and validation, CIS personnel will challenge any requests for material which they consider excessive, misused or abused (e.g., valid or invalid requirements ordered numerous times on the same day by the same customer, etc.).

    c. Processing NALCOMIS request documents for consumable material. When a request for consumable material is entered into NALCOMIS, a LSC of INPRO is automatically assigned and a picking ticket generated. At this point, the processing procedures differ depending on the availability of material. Procedures for each situation are described in the following paragraphs.

        (1) Total Quantity Available. The picking ticket will be taken to the designated location(s) and the requested quantity of material pulled. All copies of the picking ticket will be annotated Issue and one copy will remain with CIS to update the LSC in NALCOMIS to ISSIP. The material and the remaining copies will be forwarded to CDB for delivery. The input copy may then be destroyed. If the NALCOMIS system is not available, the input copy will be placed in the PDEF awaiting system availability.

        (2) Partial Quantity Available. When it is determined a partial quantity is available for issue, a decision must be made. The decision to make a partial issue will be based on the Advice Code; if no Advice Code is used, contact the customer to determine if partial quantity will suffice. When a partial issue is made all copies of the picking ticket will be annotated "Part Iss." A single line will be drawn through the requisitioned

quantity and the quantity issued written directly below. The partial quantity issued will be circled and the picking ticket initialed by the individual performing the process. A copy of the picking ticket will be pulled to update NALCOMIS. The material and remaining copies of the picking ticket will be forwarded to CDB for delivery. The copy pulled for NALCOMIS processing will be used to update the LSC to PARTI using the LSC Update. Ensure the ISSIP Qty on the LSC Update reflects the quantity actually issued. Indicating a partial issue automatically cancels the remaining quantity. If the requisitioner needs the remaining quantity, then a new request must be made. If the NALCOMIS system is not available, the input copy will be placed in the PDEF awaiting system availability.

Indirect Support Material

Federal Supply Classification (FSC)	Valid	Responsible Division
51 Hand Tools	Yes	SSD
52 Measuring Tools	Yes	SSD (SERVMART)
80 Brushes, Paints and Sealers	Yes	CMD/SSD (SERVMART)
83 Textiles, Leathers	Yes	CMD/SSD
84 Clothing & Individual Equipment	Yes	CMD/SSD
91 Fuels, Lubricants and Oils	Yes	CMD
95 Metal Sheets	Yes	CMD
All Others	No	N/A

Direct Material Support

	Valid	Responsible Division
10 Weapons	No	N/A
11 Nuclear Ordnance	No	N/A
12 Fire Control Equipment	No	N/A
13 Ammunition and Explosive	No	N/A
65 Medical & Dental Equipment	Limited	N/A
70 General Purpose ADP Equipment	YES	N/A
71 Furniture	No	N/A

Note: The classes of material listed above represent the most frequently misused/abused classes for which material requests are submitted. This table reflects, at a minimum, the classes of material which will be reviewed prior to issue.

Table 6-1.--Direct (JCN)/Indirect (Non-JCN) Material
Support Requirement Validation Table.

(1) <u>Total Quantity NIS</u>. CIS personnel will ensure all storage locations, suitable substitutes and material pending storage are checked before deciding material is not available for issue. The Stock Item Query in R-Supply will be used to ensure all recorded locations, suitable substitutes, local pre-built phase kits and outstanding stock requisitions are checked. When all locations, suitable substitutes, local pre-built phase kits and outstanding stock requisitions have been checked and it has been determined the issue cannot be made, the picking ticket will be annotated "NIS," signed and placed in the NISRF. All requirements determined to be NIS by CIS personnel will be verified daily by the CSB SNCOIC or designated personnel and appropriate action taken. The CSB SNCOIC or designated personnel will review all documents in the NISRF. Issue Group I requirements will be

screened within one hour in receipt of the request. All others will be screened prior to the end of each shift. When screening NIS requirements, if all or part of the material is found, the requirement will be processed for issue or partial issue as described in the preceding paragraphs. If the material is verified NIS, the CSB SNCOIC or designated personnel will update the LSC in NALCOMIS to NIS using the LSC Update. The R-Supply Stock Item Query Location Quantity for this record will be checked at this point. If there is an on-hand quantity, an inventory discrepancy exists; therefore, a Spot Inventory Sheet will be forwarded to CCB personnel to alert them causative research must be undertaken to resolve the inventory discrepancy. Procedures for setting a record for spot inventory are contained in the R-Supply Online User's Guide, keywords "Inventory Processing."

        (2) <u>Shelf Life Material</u>. Screen all Shelf Life Material to ensure expired material is not being issued to supported units. If shelf life material is found to be expired, material will be forwarded to CSS for proper research and validation.

2. <u>Assist CCB with the Consumable Excess Program</u>

    a. CIS will assist CCB in the offload of excess material. CIS will receive the DD 1348-1A from CCB. CIS personnel will go to the location(s) of the material to be offloaded and pull all the appropriate material. When pulled, the quantity indicated to be retained will be returned to the location(s). The quantity to be offloaded is shown in CC 25-29 of the DD 1348-1A.

    b. Forward the excess material and related paperwork to SSB. Retain a legible copy and forward it to CCB for data entry. After successful entry of the transaction, the copy will be maintained for inclusion in the CTF or scanned into the IMS database.

    c. If the total quantity in all locations is less than the retain quantity indicated, change the retain quantity on the DD 1348-1A to the actual On Hand (O/H). Cross out the quantity in CC 25-29 and annotate 0. The paperwork will be forwarded to CCB for action.

Chapter 6

Section 4: Consumables Control Branch (CCB)

6400. General

1. Responsibilities. CCB is responsible for all functions related to inventory management of consumable material.

2. Duties

    a. CCB will maintain the following files, reports and references:

        (1)   Pending Data Entry File (PDEF).

        (2)   Survey File.

        (3)   Pack-up Signature File.

        (4)   Master Stock Status Locator Listing (MSSLL).

        (5)   Part Number File (PNF).

        (6)   A Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Query.

        (7)   Consumables Management Technical References.

        (8)   Supply Discrepancy Report/Transportation Discrepancy Report.

        (9)   Level Setting.

        (10) Automatic Reorders.

        (11) Stock Requisition Listings.

        (12) Locations/Inventories.

        (13) Unprocessed Transaction Listings.

        (14) Consumable requisitions and receipts with exceptions.

        (15) Management Data of all consumable records.

        (16) R-Supply/NALCOMIS Reports.

        (17) Technical Directives.

        (18) Allowance Change Requests.

        (19) Frustrated Cargo.

        (20) Over-aged Stock In Transit (SIT) Listings.

b. CCB will perform the following duties. A list of computer-generated reports required to perform these duties is contained in table 6-2.

(1) Maintain adequate requisitioning objectives for consumable material.

(2) Initiate and monitor requisitions for consumable stock.

(3) Maintain established location/inventory validity and stock levels for all consumables.

(4) Initiate corrective action on all unmatched over-aged SIT. Reports will be downloaded from the following website: https://mril.navsisa.navy.mil/erms. Procedures for working SIT are contained in Appendix U.

(5) Maintain adequate Requisitioning Objectives (RO) for consumable material.

(6) Initiate corrective action on all unprocessed transactions, which affect the consumable inventory.

(7) Ensure the identification and management data of all consumable records are accurately maintained.

(8) Maintain accountability of consumable material issued for pack-ups.

(9) Review Technical Compliance Directives (TDC) for storeroom availability.

(10) Submit Allowance Change Requests (ACR) for Consumable Material.

Maintain the range and depth of consumable stock at levels consistent with demand			
Report Name	Frequency	Retention	Reference
1. Level Setting Report(ATC 1-9), R-Supply (Trial/Live)	Quarterly	Current and Prior	6401.9b
2. Level Setting Report (ATC 6-8), R-Supply (Trial/Live)	Monthly	Current and Prior	6401.9b
3. SAMMA/SAL, R-Supply	Monthly	Current and Prior	6401.14b
4. AVCAL/COSAL Percentage Report, R-Supply	As Required	Current Only	6401.14c
5. Supply Effectiveness Report, R-Supply	Monthly	Current and Prior	6401.14d

Table 6-2.--Reports required for performance of duties, CCB.

Initiate and monitor requisitions for consumable stock			
Report Name	Frequency	Retention	Reference
3. Automatic Reorder Review, R-Supply (Trial/Live)	Daily	Two Weeks	6401.10b
4. Requisition No Status Listing, R-Supply	Weekly	Current and Prior	Appendix S 6401.10c
5. Requisition Reconciliation Listing, R-Supply	Monthly	Current and Prior	Appendix S 6401.10d
6. Consumable Stock Requisitions With Overage Shipment Status, R-Supply	Monthly	Current and Prior	Appendix S 6401.10f
7. Cancel Excess Stock Dues, R-Supply, or SAMMA SAL RAO Extract	Monthly	Current and Prior	Appendix S 6401.10g
8. Material Obligation Validation Report (MOV)	Quarterly	Current and Prior	Appendix S 6401.10h

Process consumable requisitions and receipts with exceptions			
Report Name	Frequency	Retention	Reference
1. NMCS/PMCS High Priority Requisitions, NALCOMIS	Daily	Current and Prior	6401.13b(1)
2. DTO's with On-hand Qty's	Daily	Current and Prior	6401.13b (2)

Maintain established location/inventory validity and on-hand stock levels for all consumables			
Report Name	Frequency	Retention	Reference
1. Location Audit, R-Supply	Fiscal year	18 months	Appendix E 6401.11b
2. Inventory Processing, R-Supply	Fiscal Year	18 months	Appendix F 6401.11c
3. Offload Processing or SAMMA-SAL RAB Extract, R-Supply	As Required	Current and Two Prior Fiscal Years	6401.11f
4. NAVSUP Weapons Systems Support (NAVSUP WSS) Over-aged SIT Reports	Monthly	Current and Prior	Appendix U 6401.20
5. Master Stock Status Locator Listing (MSSLL)	Monthly	Current	6401.4
6. Part Number File (PNF)	Monthly	Current	6401.5

Table 6-2.--Reports required for performance of duties, CCB--Continued.

Initiate corrective action on all unprocessed consumable transactions			
Report Name	Frequency	Retention	Reference
1. Suspended Transaction Report, R-Supply	Daily	Current and Prior	Appendix C 6401.12b
2. Interface Summary Reports, NALCOMIS	Daily	One Week	Appendix C 6401.12d
3. Stock Control Review Listing, R-Supply	Daily	One Week	Appendix C 6401.12e

Ensure the identification and management data of all consumable records are accurately maintained			
Report Name	Frequency	Retention	Reference
1. Storeroom Action Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.14e(1)
2. Stock Control Decision Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.14e(2)
3. Repairable MCC Decision Listing, R-Supply	Produced From Change Notice	Current And Prior	6401.14e(3)
4. Change Notice Error Report, R-Supply	Produced From Change Notice	Current And Prior	6401.14e(4)
5. Special Management Codes (LMC, ARRC, NO DROP, LIMIT FLAG)	Monthly	Current And Prior	6401.14f

Ensure That NALCOMIS Data Base is Reconciled With That of R-Supply			
Report Name	Frequency	Retention	Reference
1. NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current and Prior	Appendix D 6401.15

Table 6-2.--Reports required for performance of duties, CCB--
Continued.

6401. Procedures

1. Maintain a Pending Data Entry File (PDEF)

    a. The PDEF is a holding file for source documents of transactions processed during temporary system(s) non-availability. For CCB, the documents in this file will normally be problem requisitions and/or receipts.

    b. Whenever system(s) become available, all transactions represented by the source documents in the PDEF will be entered into the appropriate system.

2. <u>Maintain a Survey File</u>. This file will be divided into two categories, surveys pending approval and completed surveys. Whenever a Financial Liability Investigation of Property Loss (FLIPL) DD Form 200 is prepared, a pending copy will be retained until the signed original is returned. When the signed original is returned and the adjustments processed, the original along with the causative research will be forwarded to SAD and a copy will be filed in the completed survey file. The purpose of the file is to document causative research on inventory losses and gains as well as authorization to post the adjustment. Survey documentation will be maintained in NIIN sequence for four fiscal years (current and three prior fiscal years). For detailed instructions refer to Appendix R.

3. <u>Maintain Pack-up Signature File</u>. Anytime material is pulled for pack-up, a pack-up inventory listing will be prepared. The listing will be signed by the Detachment Responsible Officer prior to relinquishing physical custody of the material. A pack-up File will be maintained for each supported unit. A copy of the pack-up inventory listings will be retained until the material is returned or required survey documentation received.

4. <u>Maintain an R-Supply MSSLL</u>. The R-Supply Online User's Guide, keywords "Locator Listing" provides information on requesting the listing. The MSSLL provides NIIN/location cross reference for use as needed during periods of system(s) non-availability.

5. <u>Maintain a PNF</u>. This file provides users with the ability to cross part numbers to stock numbers or stock numbers to part numbers and can be obtained using an ADHOC.

6. <u>Maintain a Listing and Letter of Authorization of Special Management Codes/Flags Used in the Stock Item Query</u>. CCB will maintain a listing of all Local Management Codes (LMC), Automatic Reorder Restriction Codes (ARRC), Limit Flags and No Drop Flags used on Stock Item Query Records. A letter of authorization signed by the AvnSupO will be maintained along with the listing. The letter will also contain a list of LMCs and ARRCs with their definition. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the listing and letter of authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to the RCB/CCB to be filed in the turnover jacket.

7. <u>Maintain consumables management technical references</u>. FedLog is a CD-ROM publication, which presents a consolidated, cumulative listing of NSNs for all branches of the armed services. It is used as a research tool to determine management data such as COG, service manager, price, etc.

8. <u>Supply Discrepancy Report/Transportation Discrepancy Report (SDR/TDR) File</u>. All documentation relating to the SDR/TDR; i.e., original request, disposition instructions etc., will be filed and maintained in NIIN sequence and retained for three years. Procedures for processing an SDR or TDR are outlined in Appendix Z and Reference Z. SDRs will be submitted using the electronic SDR (**https://pdrep.csd.disa.mil/pdrep/pdrephome.do**) when the discrepancy is attributed to a shipper's error. Procedures for completing SF361 for reporting TDRs are outlined in reference (ai) and reference (w) volume I, Part C Sect 3.

9. <u>Maintain the range and depth of consumable stock at levels consistent with demand</u>

    a. <u>General</u>. Stock levels are described in terms of Range and Depth. Range is the number of different line items stocked and Depth is the quantity of a specific line item. In R-Supply, stock levels are described as the Requisitioning Objective (RO), which is the high limit, and the Reorder Point (RP), which is the low limit. Initially, stock levels are established based on applicable allowance lists. These initial levels will thereafter be adjusted according to actual demand experienced by the Level Setting Program in R-Supply. The Trial/Live Reports will be signed and dated by the person conducting the review and retained as specified in Table 6-2.

    b. <u>Levels Setting</u>. The frequency of running the Levels Setting and the parameters used are determined by the WING/TYCOM. The CMD OIC/SNCOIC is responsible for ensuring the report is scheduled and processed in accordance with WING/TYCOM instructions. Complete descriptions of Demand History Processing are contained in reference (w) volume I, chapter 6. CCB is also responsible for reviewing the output reports and making any corrections as described in the following paragraphs. Ensure a Trial Levels Setting is generated and reviewed prior to running the Live Levels Setting.

        (1) <u>Demand History</u>. Demand History will be processed monthly for Allowance Type Codes (ATC) 6, 7 and 8; quarterly for Allowance Type Codes (1-9) in accordance with approved WING/TYCOM parameters to establish DBI in R-Supply. Non-buffered NIINs will continue to be managed by Demand History Processing Procedures utilizing approved WING/TYCOM parameters.

        (2) Buffered NIINs will have LMC of AS and Limit Flags are properly set in R-Supply prior to running Demand History Processing.

    c. <u>Review of Demand History Processing Reports</u>. Except when the Trial Option is being used, Demand History Processing results in an updated Stock Item Table which includes any changes in RO, RP, Average Monthly Demand (AMD), DBI Flags (Peacetime Operating Stock (POS) Flags) and ATCs. The Demand History Processing Report displays dollar value, statistical and exception item data related to changes in the Stock Item Table. This information is shown in various parts of the report. A glossary is printed on the first page of the report which describes the parameters used when the program was run. Each part of the report and appropriate review procedures are described in the following paragraphs.

        (1) <u>Part 1 - Summary of Changes</u>. Among other things, this part of the report displays the number of records added to or deleted from the DBI/POS category, the number of records dropped from the Active Item Table and the number of records experiencing a change in ATC (ATC 4, 6, 7, 8 and 9) as a result of Demand History Processing.

        (2) <u>Part 2 - Detail Report of Changes in Value of Inventory Levels</u>. This part of the report provides a summary of inventory levels before and after Demand History Processing.

        (3) <u>Part 3 - Records with Inadequate Demand History</u>. This part of the report identifies records established in the Item Table for less than six months meeting the DBI qualification frequency entered in the Level Setting Parameters. The computed RO of these records will be reviewed to ensure they reflect future anticipated demand and the RO is not artificially high or low

due to insufficient demand history. Whenever review of these records
indicates the computed RO/RP is too high or low, CCB will adjust the RO/RP
using the procedures described in the R-Supply Online User's Guide, keywords
"Level Setting" or reference (m).

        (4) <u>Part 4 - Records Indicating High Demand</u>. Records appearing on
this part of the report have a newly computed AMD greater than or equal to
the Demand Trend Test Percentage entered in the Level Setting Parameters.
These records will be reviewed to ensure the demand(s) recorded are valid and
that the new RO/RP accurately reflects anticipated demand. When review of
these records indicates that the recorded demand is invalid or that it does
not accurately reflect anticipated demand, CCB will delete or reverse invalid
demand(s) or adjust the RO/RP to reflect the anticipated demand. Procedures
to delete/reverse demand(s) are described in the R-Supply Online User's
Guide, keywords "Level Setting" or reference (m). Procedures for adjusting
the RO/RP (High Limit/Low Limit) are described in the R-Supply Online User's
Guide, keywords "Level Setting" or reference (m).

        (5) <u>Part 5 - Records Indicating Low Demand</u>. Records appearing on
this part of the report have a newly computed AMD less than or equal to the
Demand Trend Test Percentage entered in the Level Setting Parameters. These
records will be reviewed to ensure the new RO/RP accurately reflects
anticipated demand. If not, CCB will adjust the RO/RP accordingly as
described in the R-Supply Online User's Guide, keywords "Level Setting" or
reference (m).

        (6) <u>Part 6 - Records Changed to ATC 4</u>. This report lists records
added to the DBI category due to demands experienced during the specific
period of request parameters on the Level Setting. Research each item to
determine whether an item should be stocked. When research indicates a
particular record is not required for stock, consider reversing demand to
prevent the RO/RP and ATC from adjusting accordingly or assign a Limit Flag.
Procedures for changing a Stock Item Record are contained in the R-Supply
Online Users Guide, keywords "Level Setting" or reference (m).

        (7) <u>Part 7 - Records Changed to ATC 6</u>. Records appearing on this
part of the report had inadequate demand to be retained as a DBI. These
records will be reviewed to ensure the records are in fact excess and not
required for stock. When research indicates a particular record may be
required for stock, consider assigning a Limit Flag to prevent the RO/RP and
ATC from adjusting accordingly. Procedures for changing a Stock Item Record
are contained in the R-Supply Online User's Guide, keywords "Level Setting"
or reference (m).

        (8) <u>Part 8 - Records Changed to ATC 8</u>. This part of the report
displays records having experienced demand, but not enough to become a DBI.

        (9) <u>Part 9 - Records Changed to ATC 9</u>. This part of the report shows
records which are substitutes for prime records.

        (10) <u>Part 10 - Records Dropped from Stock</u>. This part of the report
shows records having dropped from the (Active) Item Table. ATC 6 or 7 having
zero on-hand and zero on order and ATC 8 records not having a demand based on
the DBI Retention Determination Period. A physical inventory of these
records will be taken to ensure there is no material actually on-hand. If
there is no material on-hand, then it is acceptable the record has dropped
from the (Active) Item Table. If material is found to be on-hand for a

record that has dropped from the (Active) Item Table, then the record must be re-activated on the Item Table and the inventory discrepancy resolved. Procedures for re-activating an Item record are described in reference (m)

10. <u>Initiate and monitor requisitions for consumable stock</u>

    a. <u>General</u>. Periodic stock replenishment is necessary to ensure on-hand stock is adequate to meet demand. Consumable stock requisitions will normally be generated from the Automatic Reorder in R-Supply and will be monitored through the use of various requisition reconciliation aids. The primary goal of the requisitioning/requisition monitoring process for consumable stock is to ensure the O/H plus stock due is greater than the RP, and does not exceed the RO. The secondary goal is to ensure stock requisitions on file are working in the supply system and have acceptable status. Requisition validity percentage for consumable stock requisitions Issue Priority Group (IPG) II or III will be maintained at 90% or greater in accordance with reference (n). The below reports will be signed and dated by the person conducting the review and retained as specified in Table 6-2.

    b. <u>Automatic Reorder</u>. CCB will ensure an Automatic Reorder is processed for consumable stock at least daily. A complete description of the Automatic Reorder Program is contained in the R-Supply Online User's Guide, keywords "Automatic Reorder" and in reference (w) volume I, chapter 3, part F. Normal computations should be RO to (Total O/H + STK DUES + SUBS O/H + SUBS DUE QTYS). Prior to running a Live Reorder, a Trial Reorder will be generated and reviewed with corrective actions annotated. CCB will verify the availability of BP-28 funds prior to going to going Live and all efforts should be made to ensure the BP-28 sales to obligation ratio is met.

        (1) <u>Reviewing requisitions created by Automatic Reorder</u>. Whenever an Automatic Reorder is processed for consumables, R-Supply will identify Stock Item Query Records in a reorder condition based on parameters selected by the user and create appropriate requisitions. A review listing will be produced and the requisitions held pending Requisition Release Processing. CCB will review the Automatic Reorder Review Listing as described in the reference (w) volume I, chapter 3, part F, section I, paragraph 3806 prior to releasing the requisitions.

        (2) <u>Releasing requisitions created by Automatic Reorder</u>. Whenever review of the Automatic Reorder is completed, the requisitions will be set up for release using the procedures in the R-Supply Online User's Guide, keywords "Release Outgoing Transactions." At this point all changes or deletions can be made. Upon completion of this process, a Batch Job is created. When ran by the SAA, the Batch Job will update the database files and extract the requisitions for submission to the Supply System. When the Batch Job Number is assigned, the screen will be printed and attached to the Automatic Reorder Listing.

    c. <u>Reviewing consumable stock requisitions with no status</u>. A Requisition Listing for all consumable stock requisitions with no status will be requested every seven days, each individual requisition must be reviewed and the appropriate action taken (i.e., ATA). Determining which requisitions need follow-ups submitted will be accomplished in accordance with reference (w) and Appendix S.

    d. <u>Reviewing consumable stock requisitions for follow-up</u>. All consumable stock requisitions will be reviewed for follow-up at least

monthly. This review should be conducted by using the R-Supply Requisitions Listing, R-Supply Requisition Follow-ups or Buffer Management Tool (BMT). Whichever program or report is used will be tailored to consumable stock requisitions only. The Requisition Listing will be requested from the SAA; the Automatic Follow-up Program (consult with SAA prior to requesting) may be requested using the procedures described in the R-Supply Online User's Guide, keywords "Requisition Follow-ups." If the Requisition Listing method is used, each individual requisition must be reviewed and the appropriate follow-up manually input to R-Supply as described in the R-Supply Online User's Guide, keywords "Status Supply Outgoing Status." Determining which requisitions need follow-ups and the type of follow-up to submit will be accomplished in accordance with reference (w) volume I, chapter 3, and Appendix S. Each requisition on the listing will be annotated with the action taken (follow-up sent? if yes, what type and to whom; if no, why?). If the Requisition Follow-ups is used, the Manual Follow-up Listing of the report, which contains requisitions not meeting all the criteria for automatic follow-up, will be reviewed and manual follow-ups processed if required.

    e. <u>Buffered NIINs</u>. For buffered NIINs, CCB will ensure daily monitoring of outstanding requisitions to ensure action is taken on requirements in danger of breaking the designed TRR. CCB will utilize BMT to identify the TRR health of replenishment documents for buffered NIINs and will follow-up via normal R-Supply Follow-up Procedures, if needed. Reason Codes will be noted in BMT for future analysis. Requisitions for buffered NIINs continuing to break TRR will be screened monthly in order to reset physical buffers if necessary.

    f. <u>Consumable stock requisitions with Overage Shipment Status</u>. Consumable stock requisitions are considered to have Overage Shipment Status if the material has not been received within 30 days (for CONUS shipments) or 90 days (for OCONUS shipments) from the shipment date. These time frames are based on Supply Discrepancy Report (SDR) submission time frames established by NAVSUP, which are 60 days (for CONUS shipments) or 150 days (for OCONUS shipments) from the shipment date. This will allow the requisitioner time to prepare and submit SDRs to the issuing activity. Consumable stock requisitions meeting the criteria for having Overage Shipment Status will be identified, researched and corrected at least monthly. These requisitions can be identified when reviewing the Consumable R-Supply Requisition Listing by selecting only consumable stock requisitions with Overage Shipment Status. When requisitions in this category have been identified, the action required to research and correct will differ depending on the Extended Money Value (EMV) of the requisition. Refer to the following situations and take appropriate action:

        (1) If the EMV of the requisition is less than $2500, the following actions will be taken:

        (a) Check the CTF or the unit's Imaging System (IMS) database for a DD 1348-1A receipt document for the requisition in question. Also, physically check all material on the shelf (including substitutes) to determine if the requisition in question is written on the stock tag of any of the stocked material. Ensure the requisition is not on the Suspense or Delayed Receipt Report.

        (b) Check websites (i.e. DODEMALL/DSS/WEBLIPS/MRO TRACKER) for shipping information.

(c) If proof of receipt can be established as described above, the receipt can be processed immediately for the total quantity of the requisition.

(d) If proof of receipt cannot be established, the receipt will be processed with the quantity shipped equal to the quantity received and the stow quantity will be zero. This will automatically complete the requisition and generate a lost in shipment. A DD Form 200 will be submitted at the end of each month summarizing all Lost In Shipment (LIS) requisitions regardless of the money value. Refer to Appendix R and reference (n), chapter 7 for further instruction.

(2) If the EMV of the requisition is $2500 or more, then the following action will be taken:

(a) Attempt to establish proof of receipt in the same manner as described in paragraph 6401.10f (1) (a-c). If proof of receipt is established, then the receipt will be processed.

(b) If proof of receipt cannot be established, then conduct an inventory of all like material (including substitutes) and an audit of all available previously processed transactions. If the total actual O/H quantity exceeds the O/H quantity reflected in the Stock Item Query Location Quantity, or the inventory is accurate and the audit reveals there are erroneous transactions which caused it to be, then the possibility exists the material ordered on the requisition with Overage Shipment Status was received and the receipt was not processed. If, after conducting the inventory and audit, it is confirmed an inventory excess is not due to other unprocessed transactions (i.e., Suspense, Delayed Receipt), then the assumption can be made the material ordered on the requisition with Overage Shipment Status was received and the receipt was not processed. In this case, the receipt for the requisition with Overage Shipment Status will be processed. If the inventory is accurate because of an erroneously processed transaction (i.e., erroneous Gain by Inventory, Material Turn-in, etc.); then the assumption can be made the material ordered on the requisition with Overage Shipment Status was received, but the receipt was not processed and the inventory is accurate because of the erroneous transaction. In this case, the erroneous transaction(s) will be reversed and the receipt for the requisition with Overage Shipment Status processed.

(c) If proof of receipt cannot be established, the inventory is not in excess and there are no erroneous or unprocessed transactions; then the material ordered on the requisition in question is considered LIS. In this case, a FLIPL (DD Form 200) and the SDR will be prepared by CCB for each individual requisition. An SDR must be prepared for each individual requisition as described in reference (w), volume I, part C sect 3 and submitted to the appropriate issuing activity. See appendix Z for the SDR Submission Process.

(d) When the survey(s) and SDR(s) have been prepared, an Information Message (DI YE1) stating "Lost in Shipment Survey and SDR (Report#) Submitted" will be loaded into R-Supply for each requisition.

(e) When the signed survey(s) is returned, CCB will process the receipt action into R-Supply using the Receipt Processing or Stock Control Receipt Option.

(f) <u>Generate LIS Survey (R-Supply)</u>. When completing receipt processing for an LIS asset, the stow quantity will be entered as zero and the exception icon will be applied. The user will receive a message "Was there really no material received?" If you answer yes, a Stock Receipt Underage will be created along with a Loss by Inventory Receipt Adjustment (Survey created by Receipt Exception) for the same document number as the receipt. Surveys for requisitions generated in this manner may be listed on one DD Form 200 with "see attached list" annotated in Block 2. Although the DI X43 has posted, it must be understood the DD Form 200 must be signed by the MALS AvnSupO prior to the processing of the Live Financial Report.

(3) Concerning the SDR submitted, the issuing activity has 45 days to respond. Each possible response and action to take are described in the following paragraphs:

(a) If the issuing activity responds indicating the material was shipped and credit will not be granted, then no further action is required other than filing the response with the originally submitted SDR(s) as a closed case.

(b) If the issuing activity responds indicating the material was not shipped and credit will be granted; then the receipt (which was processed) will be reversed (after verifying with MFCS or NAVSUP WSS the credit issue has been processed) as described in the R-Supply Online User's Guide, keywords "Receipt Reversal." When this receipt reversal processes, R-Supply will automatically reverse the survey, which also processed in the original transaction. This process will cause the requisition to be outstanding again. The requisition will be internally canceled using the procedures described in the R-Supply Online User's Guide, keywords "Receipt Reversal." When this is completed, a Memorandum FLIPL (DD Form 200) describing the reason for the survey reversal will be prepared by CCB, a pending copy will be submitted to SAD while the original is forwarded to the MALS AvnSupO for approval. Once the Memorandum FLIPL (DD Form 200) is signed by the MALS AvnSupO CCB will file a copy and the original will be filed by SAD.

NOTE: A Memorandum Report of Survey is only required for survey actions having posted to the Live. A copy of this DD Form 200 will be attached to the original FLIPL (DD Form 200) in the Survey File. The response to the SDR will be filed with the originally submitted SDR.

(c) If the issuing activity does not respond to the SDR within the required time frame (within 45 days in receipt of the SDR), then a follow-up will be sent. If necessary, subsequent follow-ups will be sent at 30 day intervals. If the issuing activity fails to respond to the SDR(s) and/or subsequent follow-ups, then the actions described above to reverse the receipt/survey and cancel the requisition will be taken.

g. <u>Excess Stock Due Cancellation</u>. CCB will coordinate with SMD prior to running. Whenever the O/H quantity plus stock due (STKDUE) reflected in R-Supply is greater than the RO, an excess stock due condition exists. This condition is officially referred to as Redistributable Assets on Order (RAO). Consumable records in an RAO condition will be identified and corrected at least monthly. Procedures for requesting and running the R-Supply Cancel Excess Stock Dues are contained in the R-Supply Online User's Guide, keywords "Cancel Excess Stock Dues." R-Supply will automatically create cancellation requests or follow-ups to cancellation requests for records with existing AC

s in an excess condition. The status records created will be held in the Release Outgoing Transactions File and a listing of records will be printed. The listing will be reviewed to ensure appropriate and desired follow-ups were created. After reviewing the listing, the status records will be released as described in the R-Supply On-line User's Guide, keyword Release Status.

    h.   <u>System Material Obligation Validation (MOV)</u>

       (1) A Material Obligation is the unfilled quantity of an Overage Requisition held by an Inventory Control Point (ICP) that is not available for issue to your activity, but is recorded as a commitment against the ICP's existing stock dues. Obligations are considered overage, for validation purposes, for priority 01-08 requisitions when they have been outstanding for more than 30 days from the requisition date. For priority 09-15 requisitions, the time frame is 75 days. ICPs will submit MOV requests on Overage Requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w) volume I, chapter 3. The purpose of the MOV request is:

          (a) To ensure Overage Material Obligations at an ICP are in agreement with the records of the requisitioning activity.

          (b) To determine if the requirement still exists, and if the total quantity is still required.

          (c) To determine if the requisition priority is still valid.

       (2) SAA is responsible for receipt, acknowledgment, overall coordination and response to the System MOV for the ASD. CCB will, however, review and validate responses to MOV requests for consumable stock requisitions and outstanding PEB DTO requisitions and return the annotated responses to SAA within ten working days. Whenever a system MOV is received by your activity, it will be batch processed into R-Supply by the SAA. R-Supply will generate MOV responses based on information from the MOV request and the Requisition Query. For MOV requests matching an outstanding Requisition Query record, R-Supply will not generate a response since none is required. For MOV requests matching a requisition in R-Supply that has the completion date set or has an AC1/AK1 loaded, an AP1 with zero quantity will be produced for review. For MOV requests with no matching Requisition Query record or different requisition quantities, CCB will receive AP_ responses for consumable stock from SAA.   For each AN_ MOV request with no matching Requisition Query record, an AP_ MOV response with a zero in the quantity field is created. This means an ICP is holding the requisition, but it is not on file in R-Supply. To determine whether or not the material is still required, the O/H and STKDUE must be reviewed in the Stock Item Query and the Requisition Query. If the O/H + STKDUE is equal to or greater than the RO and all of the stock due requisitions have valid working status, then annotate the AP_ response with "Send" and return it to SAA for submission to the ICP for cancellation of the requisition. Since the requisition is not in R-Supply, no input is required. If the O/H + STKDUE is less than the RO or there are invalid stock requisitions, the invalid requisitions should be internally canceled and the requisition on the MOV response loaded to R-Supply through Initiate Requisitions. For requisitions in this category, annotate the AP_ MOV response "Loaded" and return to the SAA. For AP_ responses indicating a quantity different from the quantity still required,

annotate the AP_ response with "Change" with the quantity still required and return to SAA for submission to the ICP.

11. <u>Maintain established goals for inventory/location validity and O/H stock levels for all consumables</u>

a. <u>General</u>. The required inventory/location validity for consumable material is 90% and 98% respectively. To ensure these levels of validity are maintained, SMD will conduct inventory and location validity samples at least quarterly as described in Appendix G. Whenever either sample results in validity less than required, a complete Location Reconciliation and Physical Inventory will be conducted within 30 days.

b. <u>Location Audit Program (LAP)</u>. A LAP is the process of reconciling actual locations of material with those reflected in R-Supply. CCB is responsible for coordinating all LAPs of consumable material. Procedures for conducting a LAP are contained in Appendix E. In the event a scheduled inventory is conducted (wall-to-wall or selected locations), a LAP will be completed no more than two days prior to the physical count. CSS will input any location changes resulting from a LAP. R-Supply users will input location changes through Maintain Storeroom Locations as described in the R-Supply Online User's Guide, keywords "Maintain Storeroom Locations."

c. <u>Scheduled Inventories</u>. CCB is responsible for conducting all scheduled inventories refer to Appendix F.

d. <u>Spot Inventories</u>. A spot inventory is an unscheduled physical inventory performed to verify the actual quantity of material O/H for a specific stock item. Records in R-Supply may be set for spot inventory in one of two ways:

(1) <u>Spot Inventory input by user</u>. Anytime a discrepancy is found between the physical O/H quantity and the R-Supply Stock Item Location quantity, the record(s) will be set for spot inventory in R-Supply and a physical count conducted. When setting the Spot Inventory Flag, CCB will print the Spot Inventory Screen and conduct the physical count. The count(s) will be completed by the end of each shift.

(2) <u>Spot Inventory created automatically</u>. Whenever a partial or complete NIS issue transaction is processed or an issue transaction suspends for insufficient quantity, R-Supply will automatically set the Spot Inventory Flag on the record(s). These records will appear on the Spot Inventory Aids Report of the Daily Stock Control Review Listing. CCB will conduct a physical count anytime records appear on the report. The count(s) will be completed by the end of each shift.

(3) <u>Spot Inventory Review</u>. Upon completion of the Spot Inventory, CCB must determine if the physical count quantity matches the quantity reflected in the Stock Item Location quantity. If the quantities match, then input the quantity on the Spot Inventory Screen as described in the R-Supply Online User's Guide, keywords "Inventory Processing." If the physical count quantity does not match the Stock Item Location quantity, then an inventory adjustment must be processed. The types of inventory adjustments and procedures for processing each are described in the following paragraphs.

e. <u>Inventory Adjustments</u>. Generally speaking, there are two occasions when the need to process inventory adjustments will arise; as a result of a

spot inventory and during scheduled inventory reconciliations. There are two types of inventory adjustments, Gains (the total actual O/H quantity is greater than the Stock Item Location quantity) and Losses (total actual on-hand is less than Stock Item Location quantity). Adjustments of either type will not be processed without first conducting and documenting preliminary and causative research as described in Appendix F. Adjustments resulting from a scheduled inventory will be processed as described in Appendix F. Processing inventory adjustments resulting from a spot inventory are described below.

(1) Spot Inventory Adjustments. Whenever causative research fails to resolve an inventory discrepancy, the actual count quantity will be entered on the Spot Inventory Screen in R-Supply.

(2) Inventory Adjustments from Scheduled Inventory. Adjustments resulting from a scheduled inventory will be processed as described in Appendix F.

f. Excess Stock O/H. Consumable material considered excess will vary depending on the ATC of the material. A complete description of how excess determinations are made is contained in the R-Supply Online Users Guide, keywords "Excess Stock On-Hand." Consumable records with excess O/H will be identified and corrected using the Offload Processing Program or manually. Procedures for using R-Supply to identify excess records, produce offload aids and update files are contained in the R-Supply Users Manual. Whenever the offload is completed, the Offload Processing Listing will be signed and dated by the individual responsible for coordinating the program and will be retained for current and two prior fiscal years.

12. Initiate corrective action on all unprocessed transactions which affect the consumable inventory

a. General. Consumable transactions can be input to R-Supply in three different ways: (1) input interactively by a user through an R-Supply terminal, (2) batch processed by the SAA, or (3) an interface record created by NALCOMIS as a result of processing a consumable transaction in NALCOMIS. Any transaction that will not process will be suspended. These transactions will appear on the Suspended Transaction Report. The source of suspended transactions in R-Supply can be determined by the Source Indicator (SI) of the transaction. An SI of A indicates the transaction was input through R-Supply. An SI of N indicates the transaction came from NALCOMIS. An SI of K indicates the transaction came from IBS Batch Receipt Processing. The reports below will be signed and dated by the person conducting the review and retained as specified in Table 6-2.

b. Suspended Transaction Report. The Suspended Transaction Report will be made available daily by the SAA. CCB is responsible for correcting and processing all consumable transactions, which affect the inventory or relate to consumable stock requisitions. CCB is also responsible for correcting all consumable DTO receipts and incoming status for consumable stock requisitions suspended in R-Supply. All suspended transactions for which CCB is responsible for will be corrected on a daily basis. Detailed procedures for working the Suspended Transaction Report are contained in Appendix C.

c. Unprocessed Interface Records. There are two types of unprocessed interface records, From NALCOMIS to R-Supply (Outgoing Solicited/Echo Records) and From R-Supply to NALCOMIS (Incoming Unsolicited Error Records).

Outgoing Solicited/Echo Records are those which NALCOMIS created and sent to R-Supply and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction Report and will complete processing in NALCOMIS when corrected in R-Supply. Incoming Unsolicited Error Records are those which R-Supply sent to NALCOMIS and they could not process for some reason. These records appear on the Unprocessed Interface Records portion of the daily Interface Summary Reports. These records will be reviewed and corrected daily. Detailed procedures for correcting these records are contained in Appendix C.

    d. Interface Summary Reports. These reports will be made available daily by the SAA. CCB is responsible for reviewing and taking corrective action on all consumable transactions on all of these reports. Reports requiring corrective action and relevant procedures are contained in Appendix C.

    e. Stock Control Review Listing. Transactions which process in R-Supply, but require further action or investigation are written to the STK_RPT Table. Additionally, interface/batch transactions, which contain error(s), are written to the STK_RPT Table. These transactions will be printed out for review on the Stock Control Review Listing. The listing will be provided daily by the SAA. All applicable consumable transactions on the report will be reviewed daily and appropriate action taken. Each record on the report will be annotated with action taken.

13. Process consumable requisitions and receipts with exceptions

    a. General. Normally, requisitions for consumables are entered into NALCOMIS by the customer and a picking ticket is generated in CSB. CSB then updates the LSC of the requisition based on whether or not the material was issued. The two most common exceptions to this are rescreen issues and issues to non-supported customers. In these two situations, CSB will follow the procedures described in the following paragraphs. Concerning consumable receipts, CCB will process any problem stock or DTO receipts as well as Material Turn-in for any DTO consumable material No Longer Required (NLR) by the requisitioner. The reports below will be signed and dated by the person conducting the review and retained as specified in Table 6-2.

    b. Processing Rescreen Issues. A rescreen issue is the issue of newly available material to fill a requisition for which material was previously unavailable and a DTO requisition has been referred to the Supply System. The two primary ways CCB will become aware rescreen issues are possible are:

        (1) Review of the Daily NMCS/PMCS High Priority Report. CCB will ensure a copy of this report is received daily. The report will show all outstanding High Priority Requisitions. CCB will review every consumable on the report daily to determine if any can be filled from newly received stock.

        (2) ERB notifies CCB of Rescreen Issue situations as a result of DTO Dues with Stock O/H Processing. ERB is required to process an Outstanding DTO Dues with O/H quantity on a weekly basis. A copy of this report will be provided to CCB. Utilizing the DTO Dues with Stock on Hand Report and/or BMT, CCB will conduct a physical inventory of the material. Any requisitions that can be rescreened will be annotated on the report(s) and returned to ERB. Any inventory discrepancies discovered will be noted separately and corrective action taken as described in paragraph 6401.11.

c. Processing requisitions from OSO Transfers and Non-Supported Units/End-Use Ashore Activities. Whenever a consumable requisition is received from a non-supported unit, the material is available and the decision has been made to issue it; a Post-post Material Requirement External (MRE) will be processed in R-Supply. The type of MRE processed will depend on the accounting classification of the unit to which the material is being issued. The unit can be either an End-Use Ashore Activity (e.g. a Naval Air Station) or Navy Working Capital Fund (NWCF) Activity (e.g. MALS). It is important to ensure the UIC of the requisitioner is loaded in the R-Supply Customer Identification File. The SAA can make this determination and add the UIC if not loaded. It is imperative the accounting classification of the requisitioner be known and the MRE processed accordingly to ensure proper financial processing. Procedures for processing Transfer to End-Use Ashore are contained in the R-Supply Online User's Guide, keyword "Transfer" to End-Use Ashore or reference (m). A copy of the requisition and the shipping document will be forwarded to SAD to justify the financial transaction. Requests from external sources may also be received as A4_ referrals. These will be batch processed through R-Supply using the Incoming Status Option after verifying transactions were not manually done using MRE processing. CCB will maintain DD 1348-1A for inclusion in the CTF or scanned into the IMS database.

d. Processing Problem Stock and DTO Receipts. Anytime SRB or CDB cannot successfully process receipts or PODs, the documentation will be forwarded to CCB. CCB must determine why the transaction would not process, make necessary corrections and process it. The most common reason for problem receipts is the receipt document does not match an outstanding requisition on the Requisition Query. Procedures for processing these receipts are contained in the R-Supply Online User's Guide, keywords "Receipt Processing." When the receipt has processed successfully, CCB must provide disposition of the material to SRB by returning a copy of the DD 1348-1A indicating whether the material should be stocked or delivered to requisitioner. CCB will maintain DD 1348-1A for inclusion in the CTF or scanned into the IMS database.

e. Processing DTO Material as No Longer Required (NLR). Whenever DTO material is determined NLR, the material will be placed in stock and added to the R-Supply Stock Item Location Quantity using the Material Turn-in (DI X75) Function of R-Supply. Procedures for processing X75s are contained in the R-Supply Online User's Guide, keywords "Receipt Processing" or reference (m). CCB will receive a copy of the DD 1348-1A turn-in document used for turn-in of the material. CCB will then process the Material Turn-in X75 and annotate such on the DD 1348-1A. CCB will maintain DD 1348-1A for inclusion in the CTF or scanned into the IMS database.

14. Ensure the identification and management data of all consumable records is accurately maintained

a. General. The consumable material, managed by CMD, like any other material has numerous symbols and identification data to categorize and specifically identify it (e.g., COG, MCC, NSN, SMIC, etc.). Most of this information is updated by the Supply System and provided to your activity via the Monthly Change Notice. A SAMMA/SAL will be run before and after every major evolution affecting database records. In addition, other special management codes/flags may be used to manage material such as LMCs, ARRCs, Limit Flags and No Drop Flags. CCB will ensure the consumable records in R-Supply are accurate and current by monitoring and working the reports

produced from Change Notice and by monitoring special management codes/flags to ensure they are valid. The below reports will be signed and dated by the person conducting the review and retained as specified in Table 6-2.

b. SAMMA/SAL. The SAMMA/SAL is an important management report for the Inventory Manager. It stratifies the inventory by ATC and provides the data necessary to evaluate an activity's overall inventory position based on Stock Item Query data such as excess conditions and erroneous database conditions. The SAMMA/SAL will be run before and after major evolutions affecting the Stock Item Query. For the exact values and goals applying to your activity, refer to the applicable instruction from the TYCOM, per reference (n).

c. AVCAL/COSAL Percentage Report (R-Supply). This report displays a percentage of AVCAL or COSAL material O/H and stock due against the allowances for these items. Attention should be focused on overall stock posture. It must be noted Range and Depth figures are only as good as inventory accuracy. Any NIS situation where R-Supply shows an O/H quantity which cannot be accounted for must be corrected as quickly as possible and material placed on order as necessary for range and depth figures to be accurate. Instructions for requesting the report are found in the R-Supply Online User's Guide, keywords "COSAL/AVCAL Percentage." For the exact values and goals applying to your activity, refer to the applicable instruction from TYCOM, per reference (n).

d. Supply Effectiveness Report. This is a performance report which reflects the ability of the ASD to meet customer demands for material. It provides, by COG, the number of demands received, issued, NC and NIS. Percentages are computed for Net and Gross Supply Effectiveness. The report will be reviewed to ensure performance standards are being met and to initiate corrective action (if necessary). This report can be requested at any time using the procedures described in the R-Supply Online User's Guide, keywords "Supply Effectiveness." For the exact values and goals applying to your activity, refer to the applicable instruction from TYCOM, per reference (n).

e. Change Notice. The Master Record File and Stock Item Query Records may be updated through local (interactive) or System Change Notices. Whenever System Change Notices are processed in R-Supply/NALCOMIS, four listings are produced: Storeroom Action Listing (SAL), Stock Control Decision Listing (SCDL), Repairable MCC Decision Listing (RMDL) and Change Notice Error Report. Each listing and required action(s) is described in the following paragraphs:

(1) Storeroom Action Listing (SAL). The SAL lists records which have had any of the following changes: NSN, Unit of Issue (UI), Security Code, Shelf-Life Code (SLC)/Shelf-Life Action Code (SLAC) and records to exhaust, delete, supersede or condemn stock (EDSCS). Action required on the SAL will be accomplished by CSS.

(a) National Stock Number (NSN) Changes. CSS personnel will physically change the NSN on all material in stock.

(b) Unit of Issue (UI) Changes. CSS personnel will physically change the packaging of all material in stock to conform to the new unit of issue and notify CCB of the new physical O/H quantity.

(c) <u>Security Code Changes</u>. These may require movement of material either to or from a security location. If physical locations are changed, the CSS will input the location change in R-Supply. Procedures can be found in the R-Supply Online User's Guide, keywords "Security Code Changes" or reference (m).

(d) <u>Shelf Life Code (SLC)/Shelf Life Action Code (SLAC) Changes</u>. These changes require CSS personnel to review each item having an SLC/SLAC other than 0/00 to ensure the material has not surpassed its shelf-life. Material past its shelf-life will be pulled and action taken according to the SLC/SLAC and Appendix L.

(e) Exhaust, Delete, Supersede, or Condemn Stock <u>(EDSCS)</u>. Records appearing on this part of the listing will have a message indicating the action to be taken. This material will be marked or processed (or both) based on the condition identified. All material except that identified to be used until exhausted will be off-loaded.

(2) <u>Stock Control Decision Listing (SCDL)</u>. The SCDL will be produced whenever a Change Notice Reversal takes place. During original Change Notice Processing, data elements such as RO, ATC, ARRC, IRC and substitute records are updated. During Change Notice Reversal Processing, data elements are not updated; therefore, the record will appear in the SCDL to alert CCB the records must be corrected using Local Change Notice. Procedures for processing Local Change Notice (interactive) are described in the R-Supply Online User's Guide, keywords "Stock Control Decision Listing" or reference (m). CCB will annotate appropriate corrective action on records listed in the SCDL.

(3) <u>Repairable MCC Decision Listing (RMDL)</u>. The RMDL contains stock numbers having had an MCC change to or from D, E, G, H, Q or X (Repairable MCCs). Depending on the new MCC, material will be moved to or from the repairable locations. For material changing from consumable to repairable, CCB will have CSS pull the material and forward it to RSB. CSS will delete the consumable location after RSB adds the new repairable location. For material changing from repairable to consumable, CSS will receive the material from RSB and store it in a consumable location. CSS will add the new consumable location after which, RSB will delete the repairable location.

(4) <u>Change Notice Error Report</u>. The Change Notice Error Report contains all updates that did not successfully process into R-Supply/NALCOMIS. Corrective actions must be taken to successfully process erroneous updates.

f. <u>Special Management Codes and Flags</u>. The most commonly used codes and flags are LMCs, ARRCs, Limit Flags and No Drop Flags. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the Letter of Authorization to be reviewed for accuracy by RCB/CCB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward a signed copy of the letter to RCB/CCB to be maintained. Monthly, CCB will produce, validate and file a listing of all authorized LMCs, ARRCs, Limit Flags and No Drop Flags used on consumable Stock Item Records. This listing will be reviewed for accuracy to ensure all codes/flags are applicable. The following is a definition of each:

(1) Local Management Code (LMC). A code assigned to stock records to identify a specific category of material for special attention. Established LMCs are contained in R-Supply On-line Users Guide, keyword Local Management Code and reference (w). Other LMCs may be locally devised if desired.

(2) Automatic Reorder Restriction Code (ARRC). A code assigned to stock records to identify items requiring manual screening prior to reorder. A more detailed description of ARRCs as well as established codes is contained in reference (m).

(3) Limit Flags. Flags designed to maintain a predetermined level of stock, independent of demand, by establishing a static RO on a stock record or records. A more detailed description of Limit Flags and when to use them is contained in the R-Supply Online User's Guide, keywords "Limit Flag" or in reference (m).

(4) No Drop Flags. Flags which prevents deletion of a record from the Stock Item Query during Demand History Processing regardless of stock condition or ATC.

15. R-Supply/NALCOMIS Reconciliation. An automated matching process was developed which compares stock number and requisition data, then produces reports which identify discrepancies in both R-Supply/NALCOMIS. The SAA will generate and distribute a copy on a monthly basis. The reports will be signed and dated by the person conducting the review and retained as specified in Table 6-2. Refer to Appendix D.

16. Maintain accountability of consumable material pulled for pack-up

   a. General. In the event a supported unit requires a consumable pack-up, CMD will receive a listing of identified material from MSB. CSB will pull and stage the requested material and annotate the pulled quantity on the report. The annotated listing will be forwarded to CCB for input into R-Supply. Procedures can be found in the R-Supply Online User's Guide, keywords "Processing Pack-ups" or reference (m).

   b. Processing Pack-ups. CCB personnel will ensure the following:

      (1) A joint inventory is conducted by CCB, MSB and the Detachment's Responsible Officer.

      (2) Support Package transaction listing must be signed and dated by CCB, MSB and Detachment's Responsible Officer.

      (3) The original listing is forwarded to MSB, a copy will be retained in CCB and a copy will be provided to the Detachment's Responsible Officer.

      (4) The Pack-up listing will be maintained in the Pack-up Signature File until pack-up has been returned.

   c. Processing requisitions from deployed units and pack-up replenishment. These procedures are contained in Appendix I, Deployed Operations.

   d. Processing Pack-up Returns. When pack-ups are returned, a joint inventory will be conducted by CCB, MSB and the Detachment's Responsible Officer using the pack-up listing, DD 1348-1A shipping documents representing

pack-up replenishment and issue documents representing issues made during deployment. After the joint inventory, CCB will input the Support Package Processing to return the consumable material from pack-up. For unresolved overages or shortages, CCB will process O/H Quantity Inventory Adjustments as described in the R-Supply Online User's Guide, keywords "Inventory Adjustments." CCB will utilize the NALCOMIS Direct Support Material Requirement to backfit deployment documents. Issue/POD copies will be maintained in the CTF or scanned into the IMS database.

17. <u>Review Technical Directives Compliance (TDCs) For storeroom availability</u>. Upon receipt of a TDC, CCB will screen the Stock Item Table (SIT) to determine if the established RO is adequate to support projected usage. For material which is NC, the record will be established on the SIT by TRB. ROs for carried material will be adjusted as required and requisitioned via normal stock buy processes.

18. <u>Submission of Allowance Change Requests (ACR)</u>. Whenever records requiring new allowances are identified and appropriate quantity determined, an ACR will be prepared in accordance with reference (o) and (aj). CCB will submit all ACRs to MSB in accordance with 3201.9 and Appendix T. ACRs will be submitted via NAVSUP WSS website. Mandatory entries are highlighted in red and marked with an asterisk (See figure 6-18). In contingency operations where internet is not available (see figure 6-19).

    a. <u>NAVSUP WSS Website ACR Screen (Figure 6-18)</u>

        (1) Required Information:

            (c) <u>Justification</u>. Clear and concise remarks to support an increase in current allowance.

            (d) <u>NIIN</u>. Self-explanatory.

            (e) <u>P/N</u>. Self-explanatory.

            (f) <u>FSCM</u>. Self-explanatory.

            (g) <u>Nomen</u>. Self-explanatory.

            (h) <u>Aircraft T/M/S</u>. Enter aircraft application, Type/Model/Series.

            (i) <u>SM&R</u>. Self-explanatory.

            (j) <u>3M Time Frame</u>. Enter the time period used to justify the request for increase. Minimum acceptable time period is 90 days.

            (k) <u>BCMs/Repairs</u>. Enter number of BCMs/RFIs during the reported time period.

            (l) <u>TAT</u>. Enter value from NALCOMIS.

            (m) <u>CPI Design TRR</u>. Enter the Design TRR established during the Work Center's CPI Design. It is important to note how close you are to actually achieving this Design TRR.

            (n) <u>Allowance Request</u>. New computed allowance.

(o) <u>Current Allowance</u>. Self-explanatory.

Allowance Change Request (ACR) Submission Form

- Required fields are highlighted in Red and marked with an Asterisk (e.g. * Required Field).
- Fields that are required when a unit has limited or full repair capability are highlighted in brown and marked with two Asterisks (e.g. ** Field Name).
- Fields that are required if AirSpeed process is implemented are highlighted in green and marked with three Asterisks (e.g. *** Field Name).

When you submit your ACR to NAVICP, you will receive a reply email notification of the ACR information entered on this form.

Please tell us some details about yourself:

* Name:
Code:
* Phone:
* DSN:

Unit Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)
* Email 1:
Email 2:

Tycom Email (please enter 1 email address per block)

(Note: Your email address is not automatically included in this message. You must type email addresses in these blocks to receive Acceptance Notification.)
* Email 1:
Email 2:

* Organization Name:
Base/Ship/Location:
Country:

Please enter your message

* Subject: ACR: Allowance Change Request
* Justification:

	Item 1	Item 2
* NIIN (dashes optional)		
* P/N		
* FSCM		
Nomen		
Aircraft T/M/S		
SM&R Code		
** 3-M Timeframe (MM/YY)	/ to /	/ to /
** BCMs		
** Repairs		
** TAT		
*** AirSpeed Design TRR		
* Allowance Request		
* Current Allowance		

Submit   Reset

Figure 6-1.--NAVICP Website ACR Screen.

ALLOWANCE CHANGE REQUEST (ACR) PROCEDURES AND FORMAT

1. The following procedures are applicable to MALS in submitting ACRs to NAVSUP WSS-P.

   a. Utilize NAVICPINST 4441.1_ to compute the request allowance.

   b.   Obtain concurrence from like operational MALS via SALTS/EMAIL prior to submission of ACR to NAVSUP WSS-P.

   c.   Submit all ACRs to NAVSUP WSS-P site manager by NALISS.

   d.   The following information will be required upon accessing the NALISS (ACR) database:

DESCRIPTION	DESCRIPTION

1. NIIN
 	
2. Nomenclature
 	
3. CAGE/Part Number
 	
4. SM&R Code
 	
5. Application
 	
   a. Aircraft T/M/S
 	
   b. Support Equipment End Item
	6. Usage
	
	   a. Previous Allowance
	
	   b. Number BCM'd by Category
	
	   c. Number Repaired
	
	   d. Average TAT Per Repair
	
	7. Reporting Period/Justification

Figure 6-2.--Sample Contingency ACR Format for Consumables.

19. <u>Frustrated Cargo</u>. Frustrated Cargo is material which cannot be identified due to lack of information. Frustrated Cargo will be processed and appropriate action taken daily. R-Supply Stock Item or the NALCOMIS Requisition List can be used to query either the NIIN or FSCM/PN to find outstanding requisitions. This will allow for matching material to a specific document number with shipping status. CCB can also utilize DOD EMALL, WEBLINK or other Web Tools to identify the document number. The following applies for DOD EMALL:

   a.   DOD EMALL WEBSITE: https://dod-emall.dla.mil.

   b.   CCB personnel need to request a log-on and password

   c.   Click on General NSN Query.

   d.   Input NIIN to be searched.

   e.   Click on Requisition.

   f.   The screen will then list all DDSNs w/UICs outstanding or have been shipped.

<u>NAVSUP WSS Stock In Transit (SIT) Discrepancies Listing</u>. This report is a discrepancy listing accessible to all units via the following URL: **https://MRIL.NAVSISA.NAVY.MIL/ERMS**. For further instructions refer to Appendix U.

Chapter 6

Section 5: Pre-Expended Branch (PEB)

6500.   <u>General</u>

1. Responsibilities. PEB is responsible for establishing, maintaining and replenishing PEB sites authorized by the AvnSupO/Maintenance Officer and for the assembly and issue of phase kits. PEB material consists of low cost, frequently used maintenance related items which are pre-expended from ASD stock and stored in departmental work centers readily accessible to maintenance personnel. For complete details of the stocking policy of PEB items refer to reference (w) and reference (ac).

2. Duties

    a. PEB will maintain the following files, listings and mailboxes.

        (1) PEB High Dollar Value Letter File

        (2) PEB Change Request File

        (3) NALCOMIS ISPEB Mailbox

        (4) NALCOMIS PBROB/PHROB Mailbox

        (5) NALCOMIS Phase Kit Bit and Pieces Mailbox

        (6) Establish/Replenish PEB Sites

        (7) PEB Flags

        (8) Outstanding PEB Requisitions

        (9) Automated PEB Demand Frequency Reports

        (10) Maintenance Kits

    b. PEB will perform the following duties:

        (1) Screen PEB sites quarterly

        (2) Establish/Maintain/Replenish PEB sites

        (3) Review and process PEB change requests

        (4) Ensure PEB flags are set on all NSNS in any PEB on both databases

        (5) Reconcile outstanding PEB/PHASE KIT requisitions

        (6) Submit cancellation requests when outstanding PEB requisitions are no longer required

        (7) Receive and process PEB material

        (8) Conduct PEB requisition rescreens

        (9) Request and review the Automated PEB Demand Frequency Reports

        (10) Coordinate the assembly of all Maintenance Kits.

Maintain the Following Files, Listings and Mailboxes			
File, Listing, Mailbox Name	Frequency	Retention	Procedure Reference
1. PEB High Dollar Value Letter	Quarterly	24 Months	6501.1
2. PEB Change Request File	As Required	Current and Prior	6501.2
3. NALCOMIS ISPEB Mailbox	Daily	Current and Prior	6501.3
4. NALCOMIS PBROB/PHROB Mailbox	Daily	Current and Prior	6501.4
5. PEB Candidate Listings	Quarterly	Current and Prior	6501.11
6. PEB Replenishment Review	Daily	Daily	6501.6c(4)
7. Phase Kit Replenishment Review	Daily	Current and Prior	6501.12.b
8. Requisition No Status Listing, R-Supply	Weekly	Current and Prior	App S 6501.9a(1)
9. Requisition Reconciliation Listing, R-Supply	Monthly	Current and Prior	App S 6501.9a(2)
10. PEB DTO Requisitions With Overage Shipment Status, R-Supply	Monthly	Current and Prior	App S 6501.9a(3)
11. PEB DTO AC1/AK1, R-Supply	Monthly	Current and Prior	App S 6501.9a(4)
12. Material Obligation Validation (MOV) Report	Quarterly	Current and Prior	App S 6501.9a(5)
13. DTOs With On Hand Qty	Weekly	Current and Prior	6501.10
14. Suspense Report	Daily	Current and Prior	App C 6501.9a(6)
15. Interface Summary Report	Daily	One Week	App C 6501.9a(7)
16. Stock Control Review Listing	Daily	One Week	6501.9a(8)
17. NALCOMIS/R-Supply Reconciliation Reports	Monthly	Current and Prior	App D 6501.9a(9)

Table 6-3.--Reports Required for Performance of Duties, PEB.

6501. <u>Procedures</u>

1. Maintain a PEB High Dollar Value Letter. At the beginning of each quarter, PEB will prepare a letter for signature by the AvnSupO as shown in Figure 6-19. The subject of the letter will be "AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF $150.00". Enclosure (1) will be a listing of all PEB items with a unit price of $150.00 dollars or greater. The listing can be obtained from either NALCOMIS or R-Supply using ADHOC queries. Paragraph one will state, "Authorization is hereby granted to pre-expend the items listed in the enclosure, which has a unit price that exceeds $150.00." Authorization letters and enclosures will be maintained for two years per reference (c) SSIC 5000.2. A copy of the letter will also be provided to the appropriate PEB site manager.

Figure 6-3.--Authorization Format to Stock Pre-Expended Items With a

From: Aviation Supply Officer
To: Consumables Management Division Officer in Charge

Subj: AUTHORIZATION TO STOCK PRE-EXPENDED ITEMS WITH A UNIT PRICE IN EXCESS OF $150.00

Encl: (1) Stock pre-expended items with a unit price in excess of $150.00

1. Authorization is hereby granted to pre-expend the items listed in the enclosure, which has a unit price that exceeds $150.00.

_____
AVNSUPO SIGNATURE

Unit Price in Excess of $150.00.

2. Maintain PEB Change Request File. All requests from maintenance customers for addition, deletion or change to a PEB will be submitted in the format shown in Figure 6-21. All requests whether approved or disapproved will be maintained in date sequence and retained for two years per reference (c) SSIC 4400.2.

3. Maintain the NALCOMIS ISPEB MAILBOX. When a customer orders material showing as on hand in their PEB, the document will post in NALCOMIS with a local status of ISPEB. PEB will coordinate with the PEB managers in the squadrons/work centers to ensure these documents have been issued from the customer's PEB site. All parts ordered by the customers shall be validated for JCN, MCN, BUNO, WUC and valid reference. Upon verification of issue, either PEB or IMA PEB managers (if authorized and trained) will update the documents with the quantity issued. This will set a local status of CMPEB in NALCOMIS. The CMPEB mailbox will be cleared daily. If the material is no longer available in the PEB, the PEB on hand quantity will need to be adjusted before updating the requisition to NIS. Checking the NIS RQN block will clear the requisition from the ISPEB Mailbox, update the LSC to INPRO and print the document to the appropriate printer. The reports will be retained as specified in Table 6-3.

4. Maintain the NALCOMIS PBROB/PHROB MAILBOX. When a DTO PEB or PHASE KIT requisition is received and the ROB has been processed, the document goes into the PBROB/PHROB Mailbox. PEB will be responsible for performing the POD in NALCOMIS to clear the requisitions from the mailbox. The PBROB/PHROB

Mailbox will be cleared daily. The reports will be retained as specified in Table 6-3.

```
From: PEB Site OIC
To:   CMD OIC

Subj: REQUEST FOR PEB ADDITION/DELETION/CHANGE

1. It is requested the below listed item be added ___, deleted ___ or
changed ___ for PEB site number _____.

NOMENCLATURE: _____   NSN: _____

CAGE: _____   P/N: _____   REF: _____

REQUESTED HIGH: _____   LOW: _____

JUSTIFICATION: _____

_____

_____




                    _____
                        OIC PEB SITE SIGNATURE

--------------------------------------------------------------------------

ENDORSEMENT

From: CMD OIC
To:   PEB Site Officer in Charge

1. The following information is provided:

AMD: _____   U/P: _____   COG: _____   MCC: _____   R-Supply U/I: _____

CONTAINER UI: _____   CONTAINER QTY: _____

CURRENTLY ON MASTER PEB:  YES: _____   NO: _____

PEB SITE: _____   PEB NBR: _____

CURRENT HIGH: _____   LOW: _____   RECOMMENDED HIGH: _____   LOW: _____

2. Your request is: APPROVED: _____      DISAPPROVED: _____

3. Reason for disapproval: _____

_____

_____




                    _____
                        CMD OIC SIGNATURE
```

Figure 6-4.--Pre-Expended Bin Addition/Deletion/Modification Request.

5. Screen PEB Sites. At a minimum, PEB will visit each PEB site quarterly to inspect/inventory locations for contents. During these visits, PEB will correct any mixing of items in the PEB site and remove any unauthorized items or excess material which is in the PEB locations. Excess material will be returned to Supply Officer's Stock by processing Material Turn-ins (MTIS/X75). Any material identified from the PEB Candidate Lists as increases, decreases or deletes should be filled or brought back from/to CMD at this time. Material brought back should be reviewed to determine if any of this material can be used for other PEB deficiencies.

6. Establish/Maintain/Replenish PEB Sites

    a. NAVSUP PEB stocking policy defines a PEB as meeting the following criteria:

        (1) Maintenance related (JCN) item.

        (2) The item must have three demand frequencies per month in the work center to qualify for stocking in the PEB. Demand frequency, in this case, does not necessarily refer to the number of times an item is requested from the ASD, but rather the number of times an item is required for maintenance jobs. For example, one gross of screws may represent only one issue by the ASD, but may represent several applications to different maintenance jobs.

        (3) Unit price of $150.00 dollars or less.

        (4) No repairables (MCC = D, E, G, H, Q, X).

        (5) NSNs assigned Issue Restriction Codes for which issue approval must be provided to Cognizant ICP.

        (6) CIIC Codes A through H, J through T, V, W, X, Y and Z.

        (7) NSNs with assigned Storage Codes showing a requirement for specialized storage facilities.

        (8) NSNs with Special Material Content Codes A though Z, 2, 3 and 4.

        (9) NSNs in critical short supply lists published by ICPS.

    b. Establish PEB Sites

        (1) PEB will use the PEB/PACKUP site/new add to establish a new PEB site to NALCOMIS. Prior to establishing a new PEB site, coordination must be made with the SMD/SAA to ensure a work center and document number series is established and the NALCOMIS and R-Supply Databases are updated to show the new PEB document series. The following data needs to be set:

            (a) Squadron ORG

            (b) Squadron Work Center

            (c) Site Loc

            (d) Site Name

            (e) Req ORG

(f) Req WC

(g) Sup Add

(h) Sig (Signal Code)

(i) Prj Code (774)

(j) Iss Priority (12/13 depending on FAD)

(k) TEC (Applicable Weapons System)

NOTE: If the FAD for the squadron changes at any time, the priority set for the PEB documents must be updated to reflect the appropriate priority or NALCOMIS will provide an error message indicating there is not a document series assigned.

(2) Once the actual PEB site is established, the ORG Code and work centers need to be assigned to the PEB. This is done in NALCOMIS by selecting the PEB/PACKUP module and then selecting ASSIGNED WCS. Select the appropriate PEB site, then add the necessary ORGS/WC from listing on the left under Available WC and add to the WCs Assigned to PEB. It is recommended even if a work center does not physically have a PEB they are assigned one so the automated PEB demand process captures the demand data for providing recommended additions.

(3) NSNs will need to be added to the PEB. NSNs will not be established in a PEB if the NSN does not have an RO established in R-Supply, and will never exceed the RO. Additionally, ensure the sum of all ROs for the same NIIN in various different PEBs never equates to more than the RO in R-Supply. Select PEB SITE LIST and select the appropriate PEB site, then select the Add Inventory Button. The high limit set in the PEB will not exceed one month's usage for that particular customer. The low limit will normally be set to 50 percent of the high limit. If the NSN being added to a PEB does not have the PEB flag set on the MRF record, an error message will appear indicating the PEB flag needs to be set first.

NOTE: If the actual unit of issue is other than each, the PEB HI/LOW will need to be set based on container unit of issue. Low limits for UI other than EA will be set to 20 percent of the high limit. Example: Actual UI is HD and PEB quantity requested is 1 HD. PEB HI limit would be set to 100 and low limit set to 20. When the PEB on hand reaches 20, NALCOMIS will automatically reorder 1 HD.

(4) Once the NSN has been established in a NALCOMIS PEB, R-Supply needs to have the PEB flag set using the Inventory Module.

c. Maintain PEB Sites

(1) Full Quantity Available in the PEB. When a customer orders a part showing on hand in their PEB or shared PEB (if set), NALCOMIS will set an LSC of ISPEB to the requisition. PEB will review the ISPEB mailbox in NALCOMIS and coordinate with the customer to ensure the material was issued from the PEB. If the requirement was issued from the PEB, the document will be cleared from the mailbox by selecting the requisition and entering the quantity issued. This process will decrement a customer's PEB site on hand

quantity and update the local status on the requisition to 'CMPEB'. If after the issue is processed, the PEB on hand plus PEB Dues plus SUB O/H Plus SUBS Dues falls to or below the low limit, NALCOMIS will automatically create a PEB replenishment document with a local status of AWREL (Awaiting Release). PEB will review these documents through the NALCOMIS PEB/Replenishment Review awaiting approval on a daily basis and release all transactions to post to the INPRO Mailbox.

NOTE: The PEB Manager in the IMA work centers can clear the requisitions from the ISPEB Mailbox if given the authorization and training. This capability is not available to the O-Level PEB managers unless they have access to the I-Level system.

    (2) <u>Partial Quantity Available in the PEB</u>. When a customer orders a part showing a partial quantity available in the PEB, a two step process must be followed in order to process the document. The document will have a local status initially set to OSPEB.

    (a) The document will post to the ISPEB Mailbox with a "Y" Suffix Code for the quantity available in the PEB. This partial quantity must be cleared from the mailbox before the remaining quantity can be processed.

    (b) Once the quantity available in the PEB is cleared out of the ISPEB Mailbox, the document for the remainder of the quantity will be assigned an LSC of INPRO and will be processed as a normal requisition, issued if possible, referred off station if NIS.

    (3) <u>Material NIS in the PEB</u>. If the material is no longer available in the PEB, the PEB on hand will need to be adjusted before being able to mark the requisition as NIS. Checking the NIS RQN Block will clear the requisition from the ISPEB Mailbox and update the LSC to INPRO and print the document to the appropriate printer. The requisition will then be handled as any normal requisition. If a customer pulls material out of a PEB without ordering it, the PEB on hand quantity must be manually adjusted. This is accomplished on the NALCOMIS menu: PEB/Inventory List or Inventory Search, selecting the NIIN and making the adjustment. NALCOMIS will ask if you want to record a PEB demand, if yes, you will need to enter the ORG Code, quantity, MCN and JCN. If after the quantity is adjusted, the PEB O/H plus PEB Dues plus SUB On Hand Plus SUBS Dues falls to or below the low limit, a replenishment document is automatically created and placed in PEB/Replenishment Review awaiting approval.

Note: When PEB identifies this scenario, they should immediately call the customer and inform them of proper procedures for ordering PEB material.

    (4) <u>PEB Replenishment Review</u>

    (a) PEB replenishment documents will automatically be created, as issues post, when the PEB on hand falls to or below the low limit. The replenishment review of a PEB will be accomplished at least daily by using the NALCOMIS menu: PEB/Replenishment Review. A list of ORGs/PEB sites having documents pending approval will be displayed. Select the PEB site for review and then select the view button.

    (b) All documents showing in PEB Replenishment Review will have a local status of AWREL. These documents must be cancelled or approved. If the documents are not to be processed for some reason, such as no funds

available, you must cancel the document using the Cancel Reqn Button. This will update the local status to CXPEB. If you want to process the replenishment documents:

<u>1</u>   Highlight the documents and select the Release Button. This will update the local status to INPRO. The documents will then print to the designated CMD printer.

<u>2</u>   Pull material from location.

<u>3</u>   Update the local status to ISSIP.

<u>4</u>   Turn over PEB material to the CDB for delivery to the customer.

<u>5</u>   After CDB delivers the material, process the POD in NALCOMIS. Forward the DD1348-1A for inclusion into the CTF or scanned into the applicable IMS database.

<u>6</u>   If only a partial quantity can be filled from the warehouse, PEB will update the local status to ISSIP with the quantity actually issued. The remainder will be cancelled and a new replenishment document generated if necessary and referred off station.

<u>7</u>   If the total quantity is NIS, all NIS material will be verified by CSB designated personnel. PEB will update the local status to NIS/REFER. This will generate a DTO requisition to be passed off station.

(c) Documents appearing in the PEB Replenishment Review will be cleared daily.

7. <u>Review and Process PEB Change Requests</u>. Figure 6-20 shows a sample form for the PEB changes. This form will be utilized by the maintenance customer to request changes/additions/deletions to the PEB. If CMD is originating the change/addition/deletion based on the automated reports or manual review, a change request is not required. Upon receipt of a request for an addition, deletion or change of a PEB item, the PEB will screen the request for completeness and annotate/verify required R-Supply Data.

a. PEB will attach a print out of the R-Supply Stock Item Query for the requested NIIN, paying attention to the AMD and ensuring an RO exists. PEB will attach a print out of the PEB/Pack-up/PEB Demand Inquiry selecting the NIIN to obtain the requisition history for this NIIN; ensuring sufficient demand from this customer exists. An ADHOC query against the NALCOMIS DR09 Table may also be used for checking demand data. PEB will utilize NALCOMIS PEB/PACKUP Inventory Search to determine if the requested NIIN is authorized for another PEB site. Prior to annotating number(s) and corresponding High and Low Limit(s) verify if it exists in another PEB site before forwarding the request to the CMD OIC.

b. Upon return of an approved or disapproved request by the CMD OIC, PEB will provide a copy to the requestor and file the original in date sequence. Requests will be retained on file for two years.

c. Upon return of an <u>approved addition</u> for a PEB item, PEB will utilize NALCOMIS PEB/PACKUP/Inventory List to establish the high and low limits using procedures listed under establish PEB site. If the requested modification

was for an increase or decrease to the high and low limits, PEB will utilize NALCOMIS PEB/PACKUP/Inventory Search to change the high and low limits.

      (1) If the high and low limits were increased, upon making the change, if the on hand plus dues and/or SUBS on hand plus dues is at or below the low limit, a replenishment document will be created for review with LSC AWREL.

      (2) If the high and low limits were decreased, PEB will screen for any outstanding PEB DTO documents and take action to cancel any outstanding PEB requisition for that customer. If unable to cancel the requisition, load a YE1 "Divert to stock". Once the material is received, process via a material turn-in (MTIS X75). If the reduction causes the affected PEB site to be in excess, the excess will be pulled back from the site. PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system. If no deficiencies exist in another PEB, the excess will be returned to CMD stock by processing a material turn-in (MTIS/X75).

      (3) If the request was for a deletion, PEB will screen for any outstanding PEB DTO documents for this particular ORG/WC and take action to cancel the requisitions. If unable to cancel the requisition, load a YE1 "Divert to Stock". Once material is received, process via a material turn-in (MTIS X75). The excess will be pulled back from the site. PEB will screen all PEB sites with the same NSN for any deficiencies and use the excess to replenish the deficient PEB. If the PEB site being replenished has an outstanding PEB DTO requisition, attempts will be made to cancel the document in the system. If no deficiencies exist in other PEB sites, the excess will be returned to CMD stock by processing a material turn-in (MTIS/X75). The PEB flags will be removed from the NIIN in both NALCOMIS and R-Supply if not in any other PEB.

8. <u>Ensure PEB flags are set on all NSNs in any PEB site</u>. PEB will ensure all PEB NSNs have the PEB Flag set in R-Supply and NALCOMIS. This is accomplished by using Inventory/Maintain Stock Item in R-Supply and an MRF NIIN Search in NALCOMIS. A listing of discrepancies between R-Supply and NALCOMIS will be identified on the monthly reconciliation report. Items will be listed on the NIIN Indicative Report with a heading PEB DISCREPANCY REPORT. PEB will take corrective action on any NIIN appearing on the report.

9. <u>Monitor and Reconcile PEB Requisitions</u>

  a. <u>General</u>. PEB requisitions will be monitored and reconciled through the use of various requisition reconciliation aids. Requisition listings will be generated via R-Supply and a reconciliation of all outstanding PEB DTO Requisitions will be conducted at least monthly. During the monthly reconciliations with squadrons or work centers, PEB will verify all requisitions have a valid status and verify the O/H and dues listed for the appropriate PEB site. The below reports will be signed and dated by the person(s) conducting the review and retained as specified in Table 6-3.

      (1) <u>Reviewing PEB DTO Requisitions with No Status</u>. A requisition listing for all PEB DTO requisitions with "no status" will be requested every seven days. Each individual requisition must be reviewed and the appropriate action taken (i.e., ATA). The methods to determine appropriate requisition

follow-up submission will be accomplished in accordance with reference (w) and Appendix S.

(2) <u>Reviewing PEB DTO Requisitions for Follow-up</u>. All PEB DTO Requisitions will be reviewed for follow-up at least monthly. This review should be conducted by using the R-Supply Requisitions Listing, R-Supply Requisition Follow-ups or Buffer Management Tool (BMT). Whichever program is used will be tailored to PEB DTO Requisitions only. The requisition listing method must be reviewed and the appropriate follow-up manually entered into R-Supply as described in the R-Supply Online User's Guide, keywords "Status Supply Outgoing Status." Determining which requisitions requires a follow-up and the type of follow-up to submit will be accomplished in accordance with Appendix S and reference (w) volume I, chapter 3, part D, section II. Each requisition on the listing will be annotated with the action taken.

(3) <u>PEB DTO Requisitions with Overage Shipment Status</u>. PEB DTO Requisitions are considered to have Overage Shipment Status if the material has not been received within 30 days (for CONUS shipments) or 90 days (for overseas shipments) from the shipment date. These time frames are based on Supply Discrepancy Report (SDR) submission time frames established by NAVSUP, which are sixty 60 days (for CONUS shipments) or one 150 days (for overseas shipments) from shipment date. This will allow the requisitioner time to prepare and submit SDRs to the issuing activity. PEB DTO Requisitions meeting the criteria for having overage shipment status will be identified, researched and corrected at least monthly. These requisitions can be identified when reviewing the consumable R-Supply Requisition Listing by selecting only PEB DTO Requisitions with overage shipment status. Any unresolved PEB DTOs will be forwarded to CCB for review.

(4) <u>PEB DTO Cancellations (AC1/AK1)</u>. PEB will coordinate with SMD prior to running this report. Upon completion of requisition reconciliation with the customer, PEB will submit a cancelation request/follow up (AC1/AK1) for any requisition deemed no longer required. A YE1 will be loaded stating, "No Longer Required Per <Name>."

(5) <u>System Material Obligation Validation (MOV)</u>. A material obligation is the unfilled quantity of an overage requisition held by an Inventory Control Point (ICP) not available for issue to your activity, but is recorded as a commitment against the ICP's existing stock dues. Obligations are considered overage, for validation purposes, when priority 01-08 requisitions have been outstanding for more than 30 days from the requisition date. Priority 09-15 requisition's time frame is 75 days from the requisition date. ICPs will submit MOV requests on overage requisitions to each requisitioning activity on a quarterly basis. The requests will be forwarded through the Defense Automated Addressing System (DAAS) in accordance with the schedule contained in reference (w) volume I, chapter 3, part D, section III.

(a) The purpose of MOV requests is:

<u>1</u> To ensure Overage Material Obligations at an ICP are in agreement with the records of the requisitioning activity.

<u>2</u> To determine if the requirement still exists.

<u>3</u> To determine if the total quantity is still required.

<u>4</u>   To determine if the requisition priority is still valid.

(b) The SAA is responsible for receipt, acknowledgment, overall coordination and response to the Supply System for the ASD. PEB will, however, review and validate responses to MOV requests for PEB DTO requisitions and return the annotated responses to SAA within 10 working days. Whenever a system MOV is received by an activity, it will be batch processed into R-Supply by the SAA. R-Supply will generate MOV responses based on information from the MOV request and the Requisition Query. For MOV requests matching an outstanding Requisition Query Record, R-Supply will not generate a response since none is required. For MOV request matching a requisition in R-Supply having a completion date set or has an AC1/AK1 loaded, an AP1 with zero quantity will be produced for review. For MOV requests with no matching Requisition Query Record or different requisition quantities, CCB will receive AP_ responses for consumable stock from the SAA. For each AN_ MOV request with no matching Requisition Query Record, an AP MOV response with a zero in the quantity field is created. This means an ICP is holding the requisition, but it is not on file in R-Supply. To determine whether or not the material is still required, the O/H quantity and stock due must be reviewed in the Stock Item Query and the Requisition Query. If the O/H plus STKDUE is equal to or greater than the RO, and all of the STKDUE requisitions have valid working status then annotate the AP_ response as SEND; return it to the SAA for submission to the ICP for cancellation of the requisition. Since the requisition is not in R-Supply, no input is required. If the O/H plus STKDUE is less than the RO or there are invalid stock requisitions then the invalid requisitions should be internally canceled, and the requisition on the MOV response loaded to R-Supply through Initiate Requisitions. For requisitions in this category, annotate the AP_ MOV response as LOADED and return to the SAA. For AP_ responses indicating a quantity different from the quantity still required, annotate the AP_ response as CHANGE with the quantity still required and return to the SAA for submission to the ICP.

(6) <u>Suspended Transaction Report</u>. The Suspended Transaction Report will be made available daily by the SAA. PEB is responsible for correcting and processing all PEB DTO Transactions suspending in R-Supply. All suspended transactions for which PEB is responsible will be corrected on a daily basis. Detailed procedures for working the Suspended Transaction Report are contained in Appendix C.

(7) <u>Interface Reports</u>. These reports will be made available daily by the SAA. PEB is responsible for reviewing and taking corrective action on all PEB DTO transactions on these reports. Reports requiring corrective action and relevant procedures are contained in Appendix C. There are two types of unprocessed interface records: from NALCOMIS to R-Supply (Outgoing Solicited/Echo Records) and from R-Supply to NALCOMIS (Incoming Unsolicited Error Records). Outgoing Solicited/Echo Records are those which NALCOMIS created and sent to R-Supply and a successfully processed transaction has not returned. These transactions will appear on the Suspended Transaction Report and will complete processing in NALCOMIS when corrected in R-Supply. Incoming Unsolicited Error Records are those which R-Supply sent to NALCOMIS and could not process for some reason. These records appear on the Unprocessed Interface Records portion of the Daily Interface Summary Reports. These records will be reviewed and corrected daily. Detailed procedures for correcting these records are contained in Appendix C.

(8) Stock Control Review Listing. Transactions which process in R-Supply, but require further action or investigation are written to the STK_RPT Table. Additionally, interface/batch transactions which contain error(s) are written to the STK_RPT Table. These transactions will be printed out for review on the Stock Control Review Listing. The listing will be provided daily by the SAA. All applicable PEB DTO Transactions on the report will be reviewed daily and appropriate action taken. Each record on the report will be annotated with action taken.

(9) R-Supply/NALCOMIS Reconciliation. An automated matching process was developed which compares stock number and requisition data and produces reports which identify discrepancies in both R-Supply/NALCOMIS. The SAA will generate and distribute a copy of this reconciliation on a monthly basis. The reports will be signed and dated by the person conducting the review and retained as specified in Table 6-3. Refer to Appendix D for additional guidance.

10. Conduct Rescreens on Outstanding PEB Requisitions. PEB will conduct a weekly rescreen of all outstanding PEB requisitions in R-Supply or Buffer Management Tool as follows:

a. PEB will request the DTO Due with Material On Hand Report in R-Supply weekly.

b. Upon receipt of the DTO Dues with Material On hand Report, PEB will screen the report for outstanding PEB documents and verify the location for the material and if available, pull the outstanding quantity from stock and stage for further processing.

c. PEB will input the document to be rescreened in R-Supply using Logistics, Material Requirements and Rescreen. Enter the NIIN to be rescreened and select the document from the list of available documents.

d. The rescreen document will print to the designated R-Supply printer. PEB will pull the DD1348-1A and match it up to the gear previously pulled from stock.

e. PEB will complete the rescreen issue process in R-Supply by using Logistics, Issuing, Storeroom Issue Process. Once cleared from the Storeroom Issue Process, a cancellation request will be automatically created to cancel the original document along with a YE1 identifying the re-screen DDSN.

f. PEB will manually adjust the PEB sites on hand quantity and turn over the material to the CDB for delivery to the appropriate PEB site.

g. The signed copy of the DD1348-1A will be maintained for inclusion in the CTF or scanned into the IMS Database.

h. PEB will initiate the Spot Inventory Process for NSNs which are NIS. Spot inventories will be conducted by the CCB and any necessary adjustments processed.

11. Request and Review from the Automated PEB Demand Frequency Process Quarterly, PEB must run the Automated PEB Demand Frequency Process and review the output. The reports can be produced via NALCOMIS, Batch, PEB Demand and Automated PEB Demand Frequency. The below reports will be signed and dated by the person conducting the review. These reports will be retained as

specified in Table 6-3. The following automated PEB demand frequency batch jobs are available for activities having the Automated PEB Flag set on the ASD Site Record:

   a. Load PEB Candidates. Select the months for review, enter months of stock (should be 1), unit price range and average demand. This batch process runs against the PEB Demand File and creates two files of requisition data.

      (1) Contains calculated limits and adjustments performed in the batch process.

      (2) Contains PEB demand and requisition data up to 12 months.

   b. PEB Candidates High Limit List. The PEB Candidates High Limit List contains all PEB demands from the PEB Candidate File whose calculated high limit is different from the actual high limit on the inventory record. The system uses the prime NIIN and PEB to match records for comparison.

   c. PEB Inventory with No Matching PEB Candidate. List of PEB inventory items having no demands against them. The list can be limited to a specific NIIN or to one or more PEB sites.

   d. Range Adds Exclusions. Used to enter FSCS and COGS/MCC for items to be excluded from the PEB process.

   e. Range Adds Qualifying Demands. Enables you to select all or specific PEB sites to be considered when generating a list of PEB demand candidates whose frequency of demand is high enough to qualify them for inclusion in the PEB inventory.

   f. Range Adds Qualifying Combined Demand. List of PEB candidates whose demand by a single PEB organization/work center is not high enough to qualify the item as an inventory record, but whose demand is high enough across multiple PEB organization/work centers to qualify them for inclusion in the PEB inventory.

   g. Excess Range Report. Enables you to select all or up to 10 specific PEB sites to be included in a list of PEB demands at or below frequency or a list of PEB inventories with no demands.

   h. High Limit Adjustment Update. (Recommended this batch process not be utilized.) This process adjusts the high limits of existing PEB inventory items based on the calculated high limits in the PEB Candidate File. When a high limit is adjusted, the low limit is automatically adjusted accordingly. If high/low limits need to be adjusted, process manually.

12. Coordinate the Assembly of Maintenance Kits. DLA has a process for assigning NSNs to kits. If an NSN has been assigned to the appropriate phase kit by DLA, then the customer can order the kit as a normal requisition through NALCOMIS if local policy dictates. Refer to the following website to initiate the assembly of maintenance kits: http://www.aviation.dla.mil/userweb/aviationsupplier/commodities/kitting.asp. PEB will not establish a Local Item Control Number (LICN) for those phase kits established by DLA.

a. PEB will utilize the Phase Kit Module in NALCOMIS to establish and replenish maintenance kits. The following procedures will be utilized to establish a Maintenance Kit in NALCOMIS.

(1) A local LICN needs to be established in NALCOMIS for the Master Kit, using the MRF NEW option. The SPI Indicator will not be checked and the Phase Kit Block will be checked. A location also needs to be added to the kit LICN.

(2) After adding the kit LICN, select Phase Kit, Master Phase Kit, New and type in the kit LICN. Fill in the following information:

(a) TEC

(b) High Limit

(c) Low Limit

(d) Reference (if any)

(e) REQ ORG

(f) REQ WC

(g) SUP ADD

(h) SIG

(i) PROJ (774)

(j) ISS PRI (12/13 depending on FAD)

NOTE: If the FAD for the squadron changes at any time, the priority set for the phase kit documents must be updated to reflect the appropriate priority or NALCOMIS will provide an error message indicating there is not a document series assigned.

(3) After selecting the Save Button, the following message will appear: "No items for inventory. ADD phase kit inventory record?" Answer yes to add individual NIINs making up the phase kit. Before adding individual NIINs to a phase kit, the Phase Kit Block needs to be checked for the NIINs on the NALCOMIS Stock Item Table Record. Enter the appropriate NIIN and requested quantity. Continue until all NIINs have been loaded.

b. <u>Maintenance Kit Replenishment</u>. To assemble a maintenance kit in NALCOMIS, select Phase Kit> Master Phase Kit List. It is recommended only one kit at a time be replenished. This will prevent the crossing over of julian dates on requisitions if a large number of NSNs are in a kit. Select the appropriate maintenance kit and click the Replenish Button. This will generate a Batch Job (J67300) which will need to be approved by the SAA. Once the job has completed, the documents will go to the Phase Kit Replenishment Review Module for review.

(1) Select: Phase Kit

(2) Select: Replenishment Review

(3) Select the appropriate kit from the list in the Available Column and add to the Selected Column.

(4) The documents will then need to be released or cancelled on the next screen which comes up.

NOTE: In the Maintenance Kit Replenishment Process, the first document number is assigned to the Master Maintenance kit and subsequent document numbers assigned to individual NIINs making up the maintenance kit. If during the replenishment process, not all documents are filled, the Master Maintenance Kit DDSN will remain outstanding until all individual NIINs are updated to reflect O/H quantities.

(5) Individual documents are initially assigned an LSC of AWREL. Once released, the LSC is updated to INPRO. The material will be pulled from location and PODS posted in NALCOMIS. The material will be assembled into the appropriate maintenance kit.

(6) If the material is NIS in the warehouse, the LSC of the requisition will be updated to NIS and REFER. This will generate a DTO requisition to be processed.

(7) PEB will reconcile outstanding maintenance kit requisitions, just as required for PEB documents.

c. Review the NALCOMIS Phase Kit Bit and Pieces Mailbox

(1) At least weekly, PEB will review the Outstanding Master Maintenance Kit Requisitions. This can be done by selecting Phase Kit, Phase Kit Bit and Pieces and then List.

(2) Every NIIN ordered for a kit will appear until all items in the phase kit reflect the required on hand quantity. This listing should be reviewed to ensure any NIIN showing a deficiency reflects a due quantity. If the deficient quantity was filled by other than a maintenance kit replenishment requisition, the on hand quantity must be manually updated.

(3) The documents cancelled in either the release process or by the supply system will need to be reordered using menu options: Requisition>New>Phase Kit and then entering the deficient NIIN. On the requisition screen, enter the REQ QTY and Original Master Maintenance Kit DDSN.

Chapter 7

Squadron Support Division (SSD)

Chapter 7

Squadron Support Division (SSD)

7000. Organization. Squadron Support Division (SSD) is organized as
follows, and as illustrated in figure 7-1

1. Customer Assistance Branch (CAB)

2. Custody Records Branch (CRB)
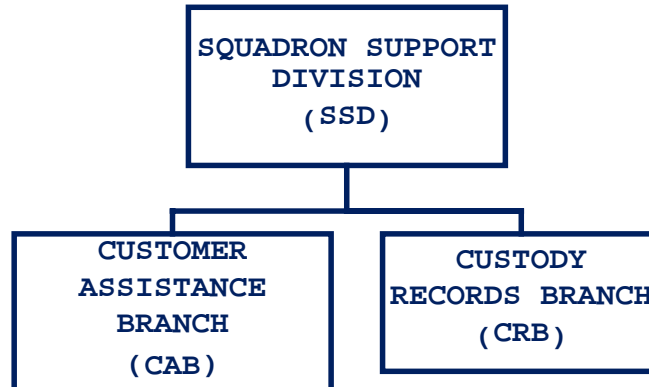
Figure 7-1.--SSD Organization Chart.

7001. Functions

1. SSD is responsible for receiving, processing and monitoring all
requirements for non-aeronautical related controlled equipage and for
maintaining custody records for all organizational allowances (excluding IMRL
items).

2. The division OIC/SNCOIC is responsible to ensure all personnel assigned
to the division are technically proficient by using the available tools
provided in appendix X. The division OIC/SNCOIC will:

   a. Ensure personnel attend divisional technical training at a minimum of
three times a month.

   b. Ensure personnel attend departmental technical training once a month.

   c. Validate and sign technical training lesson plans prior to conducting
training in accordance with appendix X.

   d. Ensure all applicable paper work as outlined in chapter 3, paragraph
3101.11 is turned into SMD AB.

   e. Lesson Plans signed by OIC/SNCOIC, Attendance Rosters, Tests and a copy
of the monthly technical training schedule will be retained for one year.

3.   The division OIC/SNCOIC will maintain a current turnover jacket which
outlines specific duties and responsibilities.

4.   The division OIC/SNCOIC will ensure each branch has a current turnover jacket which outlines specific duties and responsibilities and provides step-by-step procedures.

5.   The division OIC/SNCOIC will ensure all documents and/or computerized files containing PII data are maintained and disposed of in accordance with chapter 1, paragraph 1002.3.

6.   SSD will ensure the following letters are on file:

        (a) GCPC Agency Program Manager
        (b) Letter of Delegation to Approving Official (AO)
        (c) Letter of Delegation from AO to Accountable Officials
        (d) Letter of Delegation from Commanding Officer (CO) to Cardholders (CH)
        (e) Letter of Rescission attached to former Cardholder (CH) file
        (f) Expenditure of Funds
        (g) Removal and Submission of Property from/to Defense Reutilization and Marketing Office (DRMO)
        (h) Individuals to act as Fund Administrators

Chapter 7

Section 1: Customer Assistance Branch (CAB)

7100. <u>General</u>

1. <u>Responsibilities</u>. CAB is responsible for receiving, processing and monitoring all Non-aeronautical Related Custodial Material Non-standard Procurement Requests.

2. <u>Duties</u>

    a. CAB will maintain the following files and reports:

        (1) Open Purchase/Contract/Government-Wide Commercial Purchase Card (GCPC) Pending File.

        (2) Authorized Signature File.

        (3) Defense Reutilization and Marketing Office (DRMO) Material Turn-in File.

        (4) Authorization of Special Management Codes.

        (5) SERVMART and/or DOD EMALL Suspense File.

    b. CAB will perform the following duties:

        (1) Review/prepare forms for open purchase of non-aeronautical material to include GCPC purchases.

        (2) Assist supported units with turn-in of non-aeronautical material.

        (3) Process requisitions for non aeronautical-related custodial material.

        (4) Reconcile outstanding requisitions.

        (5) Review all SERVMART and/or DOD EMALL requests.

        (6) Correct R-Supply suspended transactions.

        (7) Review the Stock Control Review Listing (SCRL).

7101. <u>Procedures</u>

1. <u>Maintain an Open Purchase/Contract File to include the GCPC Card</u>

    a. The Open Purchase/Contract File will be maintained to record the procurement of nonstandard material or services from commercial activities. Documents placed in this file will be a copy of the NAVSUP Form 1153, non-NSN Requisition (Manual) or the Requisition and Invoice/Shipping Document (DD 1149) and commercial vendor contracts. If amendments are done to the original requisition, ensure they are also filed.

b.   The Pending File will be arranged by squadron UIC and further by document number. Only outstanding requirements will be maintained. After the material has been received/receipted by one of the customers identified on the authorization list the outstanding copy will be pulled from the file, attached to the receipt document and filed in the Completed Transaction File (CTF) within CAB for current and two years prior.

c.   GCPC Usage/Maintenance

(1) **The GCPC will not be used to purchase weapon system (aircraft) material.** The purchase card shall be used to buy and/or pay for all requirements under the micro-purchase threshold. The purchase card shall be used to purchase supplies and services not to exceed three thousand dollars per single purchase limit for each cardholder. Agency Program Coordinator (APCs) may increase a single purchase spending limit in strict accordance with reference (j).

(2) Cardholders (CH) will review all CH logs for split purchases and shall not split requirements over the micro-purchase threshold value of three thousand dollars to avoid competition requirements; this constitutes an improper use of the purchase card.

(3) The purchase card shall only be used for authorized U.S. Government purchases. Intentional miss-use of the GCPC for other than official government business or goods will be considered fraud against the U.S. Government, will result in immediate cancellation of an individual's purchase card and subject the CH and the AO to financial and criminal liability. Additional requirements and guidance on usage of the GCPC are contained in reference (j) and TYCOM/Wing Instructions.

(4) Block (Bulk) funding documents shall be established by SAD by Fund Code for the purpose of reducing the cost to the government for individual line item expenditures incurred during a billing cycle. These documents will be established and monitored per local instruction governing GCPC usage and shall be maintained to ensure sufficient funds are available to cover such reasonable costs incurred. A quarterly average will be used in determining the initial obligation document. As additional funds are required, the Obligation Adjustment Option within R-Supply will be processed by SAD to ensure sufficient funds are available to cover the costs of charges incurred as they appear on the NAVCOMPT 2035 Expenditure Documents.

(5) GCPC cardholders are required to maintain either a manual or automated purchase log documenting individual transactions per reference (j). The Purchase Card Log and supporting documentation will provide an audit trail supporting the decision to use the card and any required special approvals which were obtained. At a minimum, the purchase log shall contain the following:

(a) Date the item or service was ordered.

(b) The merchant's name.

(c) The dollar amount of the transaction.

(d) A description of the item or service ordered.

(e) Date of receipt.

(f) Name of individual receiving the item or service.

(g) Paid but not received (pay and confirm).

(h) Credit received.

(i) Disputes.

(j) Mandatory sources screened and properly annotated.

(k) Maintained by cycle, not monthly, in order to reconcile with statement.

(l) File and maintain all substantiating documents for GCPC for six years and three months IAW reference j.

2. <u>Maintain an Authorized Signature File</u>. CAB will maintain an Authorized Signature File of personnel designated to act on behalf of another person or persons of higher authority. These letters of appointment assign responsibility and authority for designated personnel to sign for requests and for receipt of material see (Fig 7-2). These letters will be maintained as long as they are accurate. New letters are only needed in the case when personnel are no longer at the squadron/unit. The following programs will have letters of authorization for purchases, receipt of material and turn-in of material:

a.	Open Purchase/GCPC	Request/Pickup
b.	Tool Control Program	Request/Pickup
c.	Servmart/DOD Emall	Request/Pickup
d.	Table of Basic Allowance	Request/Pickup
e.	Flight Equipment	Request/Pickup

3. <u>Maintain a DRMO Material Turn-in File</u>. This file will contain a copy of all DD 1348-1/1A shipping documents for material turned in to DRMO. The file will be maintained in Julian date sequence, (the Julian date being part of the document number) by CAB personnel. Documents in this file will be retained for the current and two prior Fiscal Years per reference (c) SSIC 4500.2.

NOTE: At no time will CAB accept or prepare turn-in paperwork for garrison property (e.g., desks, chairs, etc.) from supported units. Garrison property is the responsibility of the supported units S-4.

4. <u>Maintain a SERVMART/DOD EMALL Suspense File</u>. This file will contain a copy of all SERVMART and/or DOD EMALL requests which are in SAD for review, pending purchase or awaiting return by the originator once the shopping is completed. In the case of shipped material, all items should either be received or canceled prior to removing the suspense copy. Once the suspense copy is matched to the completed original, the copy will be discarded. The completed original with the receipt will be filed in the CTF and maintained within CAB for current and two prior years. This file may be maintained manually or electronically if available.

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                    United States Marine Corps
                Marine Aviation Logistics Squadron 11
                    Marine Aircraft Group 31
          3D Marine Aircraft Wing, Marine Forces Atlantic
                    MCAS Miramar, CA 92145

                                        IN REPLY REFER TO:
                                        4000
                                        SSD/oab
                                        7 May 10

From:  Squadron Support Division Staff Noncommissioned Officer in
       Charge
  To:  Squadron Support Division, Marine Aviation Logistics Squadron 11

Subj:  AUTHORIZED TO SUBMIT AND SIGN FOR OPEN PURCHASE/OFFICE SUPPLIES


 Ref:  (a) MCO 4400.177_, PARAGRAPH 7101.2, PG 7-5



1.  The following personnel are authorized to sign and submit for Open
Purchase/Office Supply Orders and Deliveries.

Name                    Rank        Signature          Action

Brown, A. B.            Capt        _____      Request or Pickup

Green, C. D.            GySgt       _____      Request or Pickup

Jones, E. F.            SSgt        _____      Request or Pickup

Lowes, G. H.            Cpl         _____      Request or Pickup

Stewart, I. J.          Cpl         _____      Request or Pickup

2.  All other letters are hereby cancelled.

3.  Point of contact is SSgt Jones at extension x1453.



                            C. R. CROSKEY
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Figure 7-2.--Sample Authorization Letter.

5. <u>Prepare Open Purchase Requisitions to include GCPC Card</u>. Refer to
Appendix K for detailed procedures.

6. <u>Assist supported units with the turn-in of Non-aeronautical Controlled
Equipage</u>.

a. <u>General</u>. Supported units will fill out a Turn-in Request Form (figure 7-3) for all no longer required Non-Aeronautical Controlled Equipage or material turned in for disposal. Upon receipt of the Turn-in Request Form, CAB will verify all data to ensure the item is properly identified.

b. <u>Turn-in of Non-Aeronautical Controlled Equipage</u>. CAB will prepare a DD 1348-1/1A using the document number and information from the Turn-in Request Form in accordance with the procedures described in reference (w) volume I, chapter 5, part A, section II, subsection 5. The SSD OIC/SNCOIC will review and sign the DD 1348-1/1A and the supported unit will be notified to turn-in the material to SSD. Upon turn-in, the supported unit will be given a signed copy of the DD 1348-1/1A as proof of turn-in. CAB will then turn over the DD 1348-1/1A and controlled equipage to CRB to remove the custodial material (TBA, Flight Equipment, etc.) from the respective Responsible Officer Account.

c. <u>Turn-in of Material for Disposal</u>. Material to be turned in to DRMO will fall into one of three categories: (1) material requiring inventory manager disposal authority, (2) material not requiring inventory manager disposal authority and (3) scrap/waste. The shipment of material to DRMO will be accomplished using a DD 1348-1/1A. Since many DRMO's accept material by appointment only, prior contact is recommended. CAB will prepare a DD 1348-1/1A using the information and document number from the supported unit's Turn-in Request Form and in accordance with procedures described in reference (w) volume I, chapter 5, part A, section II, subsection 6 and DRMS procedures outlined at web address http://www.drms.dla.mil. CAB will ensure all information on the DD 1348-1/1A is correct and contains the signature of the SSD OIC/SNCOIC. When the DD 1348-1/1A has been signed, CAB will retain a copy and file it in the DRMO Material Turn-in File. The material and remaining copies will be forwarded to SSB for transportation to DRMO.

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┌─────────────────────────────────────────────────────────────────────┐
│                         TURN-IN REQUEST                                │
├─────────────────────────────────────────────────────────────────────┤
│ W/C: _____          UIC: _____          │
│                                                                        │
│ SQDN: _____          DATE: _____          │
│                                                                        │
│ DOCUMENT NUMBER: _____         │
│          (ORIGINAL IF KNOWN OR SQUADRON ASSIGNED)                      │
│                                                                        │
│ NOMEN: _____   QTY: _____      │
│                                                                        │
│ U/I: _____   PART NUMBER: _____         │
│                                                                        │
│ NSN: _____  COG: _____   S/N: _____      │
│                                                                        │
│ CAGE: _____          UNIT PRICE: _____          │
│                                                                        │
│ REASON FOR TURN-IN:  _____         │
│ _____        │
│                                                                        │
│ AUTHORITY OR MESSAGE: _____         │
│                                                                        │
│ CONDITION OF MATERIAL (CHECK ONE):   RFI: _____    NRFI: _____         │
│                                                                        │
│ POINT OF CONTACT AND PHONE: _____         │
│                                                                        │
│                    _____                               │
│                          SIGNATURE                                     │
│                                                                        │
│ PRINTED NAME: _____                         │
├─────────────────────────────────────────────────────────────────────┤
│                                                                        │
└─────────────────────────────────────────────────────────────────────┘
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Figure 7-3.--Sample Material Turn-In Request.

7. <u>Process requisitions for Non-Job Control Number (JCN) Non-aeronautical Related Material</u>

   a. CAB will receive and review all requests for Non-JCN Non-aeronautical Material. Requests for custodial material (i.e., Table of Basic Allowance (TBA), Aviation Life Support Systems (ALSS) or NAVAIR Allowance List QH-2) will be forwarded to CRB for appropriate action. CRB will ensure the custodial material is authorized and the requesting unit is not over their prescribed allowance. CRB will then forward the request to CAB for purchase.

   b. CAB will process requests for Open Purchase, Non-custodial Material (i.e., office supplies, hand tools, logbooks, etc.) and Non-NSN items which cannot be processed via NALCOMIS with a Money Value Only (MVO) Document loaded into R-Supply. All approved/disapproved requests will be maintained in separate files for the current fiscal year.

   c. Material with valid NSNs (excluding AAC L) and not listed in Paragraph 7101.7b, the request will be cancelled and the customer will be directed to order through NALCOMIS.

8. <u>Tool Control Program/Purchasing</u>

   a. The Tool Control Program (TCP) is in place to reduce pilferage, initial outfitting costs, in-use inventories, tool replacement costs and maintenance man hours. The TCP is based on the concept of a family of specialized toolboxes and pouches configured for instant inventory before and

after each maintenance action. The content and configuration of each container is tailored to the task, work center and equipment maintained by the Tool Control Coordinator. Each squadron/unit will have a TCP established and maintained according to reference (av). Broken tools, excessive quantities or missing tools should be disposed of IAW reference (av). All tools will be procured through the normal supply system except for those which are authorized for locally procurement. These items will be open purchased.

    b. CAB will procure and maintain the TCP purchasing program within the ASD. When purchasing tools, these tools/tool boxes will be treated as a one for one exchange or it will be an initial issue purchase.

        (1) Exchange Purchase: Squadrons/units will bring broken tools to CAB for purchase along with a Broken/missing Tool Report (BTR). To place a tool on order, a BTR with a signature from the work center's Quality Assurance (QA) will be required. The CAB clerk will verify the signature and applicable information pertaining to the tool/toolboxes on the BTR and ensure the tool/toolboxes are present for turn-in. Once all information has been verified, it is at that time the tool can be placed on order as per local procedures.

NOTE: In the case of a lost or missing tool, a signed BTR from QA will be brought to SSD with the request. CAB will verify all information and once verified the tool will then be purchased.

        (2) Initial Issue Purchase: When initial issue tools or toolboxes are to be purchased, a naval message stating the tool/toolboxes are approved for purchase needs to be brought to SSD with the request. CAB will then verify all information on the request and that it matches the information on the naval message. Once verified, the CAB clerk will then place the tool/toolboxes on order using local tool purchasing procedures.

        (3) Tool Open Purchase: Use Open Purchase Procedures for any tools which are required to be locally procured.

    c. CAB will reconcile weekly with each squadron/unit to ensure all orders are still active and required by the squadron/unit.

    d. In many cases, the tools purchased have a warranty and are able to be replaced on a one for one exchange with the tool manufacturer. In these instances the squadron/unit will contact the local representative for the appropriate company and exchange the tool/toolboxes on their own. Ensure the warranty information is verified prior to reordering another tool/toolbox.

    e. Broken tools/toolboxes turned-in by the squadrons will be disposed of as per (w) volume I, chapter 5, part A, section II, subsection 6 and DRMS procedures outlined at web address http://www.drms.dla.mil.

9. Review and Requisition DOD EMALL/SERVMART/GSA Advantage Requests

    a. Supported units/divisions will submit their list(s) to CAB through the DOD EMALL/SERVMART/GSA Advantage Website(s). Each list will cite only items authorized for procurement with specific types of funding (i.e., list for OFC-50, list for OFC-01). CAB will review/verify each list for electronic signature approval against the authorized signature file. Requests will be screened for excessive quantities, duplicate items, unauthorized purchases, TCP items, etc. After review, a copy of the list will be placed in the DOD

EMALL/SERVMART/GSA Advantage Suspense File. The order will then be sent via the respective website to SAD. SAD will review the DOD EMALL/SERVMART/GSA Advantage list for appropriate charges and then forward the order back to CAB for procurement.

b.   Before CAB requisitions the DOD EMALL/SERVMART/GSA advantage request strict abeyance of separation of functions must be exhibited on the open purchase request form. Seperation of duties and functions exist when a separate requestor, funds approval, requistioner and signed receipt are all different individuals. Upon verification of separation of functions CAB will forward the order to DOD EMALL/SERVMART/GSA Advantage to be purchased. Upon receiving the order, CAB will contact the appropriate individual to pick up the order. CAB will get a signature from the authorized signer(s) for receipt of the order. The purchase order will then be removed from the Suspense file.

10. <u>Correct R-Supply Suspended Transactions</u>. CAB is required to correct all SSD related transactions on the R-Supply Suspended Transaction Listing. The Suspended Transaction Listing is generated daily as a result of routine processing.

11. <u>Review/Validate the Stock Control Review Listing (SCRL)</u>. All applicable SSD transactions on the SCRL will be reviewed daily by the OIC/SNCOIC and corrective action taken.

12. <u>Maintain Reconciliation Files</u>

a.   <u>Internal Completed Reconciliation File</u>

(1) This file will contain the signed original reconciliation listing used to reconcile customer requisitions other than NMCS/PMCS High Priority Requisitions. A representative of CAB and the customer representative will sign the annotated report. During periods of non-availability (i.e. Local and OCONUS deployments), a digitally signed email from the customer will also be accepted. The reason why the reconciliation was not conducted face to face will be included in the email. All requisition actions taken as a result of reconciliation will be annotated on this listing.

(2) A separate file will be maintained for each customer and will contain a minimum of the current and prior reconciliation listing.

b.   <u>External MOV File</u>.

(1) This file will contain MOV products received from the Supply Applications Administrator (SAA).

(2) The current and previous quarterly reports will be retained.

13. <u>Coordinate and perform Internal Requisition Reconciliations</u>.

a.   <u>General</u>. CAB is responsible for the internal reconciliation, monitoring and expediting of all Open Purchase, SSD, IMRL, Tool and TBA requirements. CAB will monitor and conduct requisition reconciliations for all SSD customers.

b.   <u>Reconciliation Aids</u>. CAB has several programs available to produce reconciliation listings:

ADHOC - Utility program against R-Supply tables.

JSL311 - R-Supply Material Obligation Validation (MOV).

J62500 - NALCOMIS Outstanding Material Requirements Report.

BMT – Buffer Management Tool.

Due to the almost limitless selection and sequencing capabilities of the above programs, CAB must experiment with each program's options and determine which program will provide the most useful tool for conducting reconciliations. It is probable different programs will produce reconciliation listings for different customers. The NALCOMIS Outstanding Material Requirements Report is generally the best report for reconciling with an IMA Work Center or other customer because of its capability to select only that work centers' requisitions. No matter which program is used to generate reconciliation listings, CAB will ensure at least two copies of the listing are printed so both the CAB and the customer will have a copy of the listing from which to reconcile.

    c. Timeframe for reconciliations. CAB will monitor and conduct requisition reconciliations for all other customers external to the ASD as prescribed by the following time-frames:

        (1) Monthly - Issue Priority Group (IPG) II & III, Priorities 4-15, Routine Requisitions. All IPG II & III requirements will be reconciled monthly. This reconciliation is conducted in the same manner as a weekly IPG I reconciliation done by SRD.

Note: IPG III requisitions, if deemed necessary, can have follow-up actions processed via NALCOMIS.

    d. R-Supply/NALCOMIS Reconciliation. Monthly, the SAA will coordinate and run the NALCOMIS/Supply DTO Report (J60680) in R-Supply and the Reconciliation Report from NALCOMIS IAW Appendix D. As a result of the DTO Reconciliation portion of this reconciliation, CAB will take action prescribed in Appendix D to correct DTO requisitions on these reports. The current and prior report will be maintained.

14. Initiate and monitor requisition actions resulting from internal requisition reconciliations. After CAB has conducted a reconciliation, they are responsible for ensuring the appropriate requisition action (i.e. receipt, cancellation, follow-up, etc.) is accomplished based upon whether the user has received the material, no longer requires the material or still requires the material.

    a. Material received in R-Supply/NALCOMIS. If the customer indicated the material was received, CAB must verify the material was in fact received from the supply system.

        (1) Material received from the supply system. CAB will process the receipt in NALCOMIS. CAB will print the Requisition Screen in NALCOMIS and annotate as complete during reconciliation and forward the screen print to the appropriate division for scanning into the IRS database.

        (2) Material not received from the supply system. If research determines the requisition was not received from the supply system but from

another source a cancellation request (AC1) will be submitted noting the reason for the cancellation.

b. <u>Material no longer required in R-Supply/NALCOMIS</u>. When the customer no longer requires the material, CAB will request cancellation of the requisition. Document Identifier AC1 is used to request cancellation.

Note: If the requisition has been confirmed by the CAB OIC/SNCOIC to have no status in the Supply System, the requisition can be canceled with an RX status code. Under no circumstances will RX status be loaded without some type of confirmation. A note will be entered stating the document has no status in the Supply System.

NOTE: Part Number Requisitions will be canceled via NAVSUP OneTouch along with an AC1 submitted in NALCOMIS.

c. <u>Material Still Required</u>. When the customer still requires the material, CAB will review the status of the requisition and if necessary send the appropriate follow-up IAW Appendix S.

(1) Squadrons participating in the Unit Deployment Program, a cruise or other prolonged deployment may have outstanding requisitions for material still required, despite not being present for reconciliation. Prior to a squadron's deployment a validation of requirements will occur between the CAB and the squadron.

(2) <u>Interactive processing for R-Supply/NALCOMIS</u>. Status received via online systems (i.e. NAVSUP OneTouch, DOD EMALL, etc.) or telephone will be processed via R-Supply or NALCOMIS. If R-Supply is unavailable, CAB may input status directly into NALCOMIS via Requisition Maintenance. When this is done, the status must be placed in the PDEF because status loaded directly to NALCOMIS does not generate an interface record to update R-Supply.

Note: The R-Supply Status Processing Function will interface and update NALCOMIS records.

(3) Monthly, CAB will run a Requisition Listing (JSL311) in R-Supply or ADHOC equivalent to produce a listing of all SSD DTO requisitions with cancellation requests (AC_/AK_) pending. CAB will review all records on this report and initiate the action described in Appendix S.

d. <u>Process Requisitions with Overage Shipment Status</u>. Twice monthly, CAB will identify and process requisitions with Overage Shipment Status. There are three status document identifiers that provide shipment status (AS_, AU_, and AB1). Document Identifier AE_ with status code BA over 30 days CONUS and 90 days OCONUS will also be considered Overage Shipment Status as long as there is no future ESD loaded to the BA status. If there is an ESD loaded then the requisition will continue to remain as an outstanding requirement with follow-ups to be submitted as required. Procedures for completing the Standard Form 364 (SF364) for reporting shipping discrepancies are outlined in reference (z) (when the discrepancy is attributable to a shipper error) and reference (w), volume 1, chapter 4, part C, section III,. Procedures for completing the Standard Form 361 for reporting shipping discrepancies are outlined in reference (aa), Part II (while material is in the transportation system) and reference (w), volume 1, chapter 4, part C, section III. The current and prior report will be maintained.

NOTE: Refer to Appendix AA for detailed procedures on how to draw down these instructions/publications from the various web sites.

        (1) <u>AS , AU Shipment Status Format</u>. The Shipment Date is in position 57-59. The Shipment Number (GBL, TCN, etc.) is in position 62-76. The Mode of Shipment is in position 77.

        (2) The AB_ Format is similar to the AE_ series except the Procurement Instrument Identifier Number (PIIN) is recorded in position 60-72 and the Estimated Shipment Data is recorded in position 77-80.

        (3) DTO Requisitions are considered to have Overage Shipment Status if the material has not been received within 30 for CONUS shipments or 90 days for OCONUS shipments from the shipment date. An additional 30 days is authorized to identify Overage Shipment Status requisitions, conduct the necessary research, prepare and submit the Lost In Shipment (LIS). Once records are determined to have Overage Shipment Status, the actions outlined in the following paragraphs will be taken.

        (4) The first step is to determine whether or not the material was actually received. To determine if the material was received, the CAB clerk will verify if the material was delivered to the ASD. In most cases, material has been entered into the DLA MRO Tracking Website (http://wegal.ogden.disa.mil/mrostatus/index2.html) or the USAF Material Command Logistics Tracker Website (https://tracker.wpafb.af.mil). When it has been determined the material was delivered to the ASD, the CAB clerk will check for a POD from the appropriate division's CTF. If CMD/RMD/SAD does not have a POD on file the CAB clerk will check with the customer. If the customer has received the material, CAB will follow procedures outlined in 5201.7a to complete the requisition. If the customer has not received the material that has been delivered to the ASD, CAB will coordinate with CMD/RMD/SAD to process the receipt and/or a survey (if required). If the customer has not received the material and the material has not been delivered to the ASD, CAB will initiate an LIS Survey prepared for the AvnSupO's signature, along with causative research paperwork.

        (5) A YE1 information message identifying the LIS and other applicable information will be input into R-Supply. Each possible response and actions to be taken are described in the following paragraphs:

            (a) If the issuing activity responds, indicating the material was shipped and credit will not be granted, then process the receipt and have the unit re-order the requisition.

            (b) If the issuing activity responds indicating the material was not shipped and credit will be granted, the requisition will be canceled. CAB will enter an appropriate YE1 information message.

Note: Memorandum Reports of Survey are required for survey action that has posted to the Live DI 100. A copy of this Memorandum Financial Liability Investigation of Property Loss (FLIPL) (DD Form 200) will be attached to the original FLIPL in the Survey File. The response to the LIS will be filed with the originally submitted LIS.

            (c) If the issuing activity responds indicating the material was not shipped but credit will not be granted, the requisition will be internally canceled with a status code of RX and enter Material Not Shipped

in the information box and select apply. SAD will be provided with the appropriate information in order to challenge the billing, which will be on the Summary Filled Order Expenditure Difference Listing (SFOEDL) or Unfilled Order Listing (UOL).

        (d) If the issuing activity does not respond to the LIS within an adequate timeframe, a follow-up will be sent. If necessary, subsequent follow-ups will be sent as needed until an adequate response has been received. If the issuing activity fails to respond to the LIS and/or subsequent follow-ups the requisition will be internally canceled. A YE1 information message stating "No LIS Response" will be entered. In addition, SAD will be provided the appropriate information to challenge the billing, which will be on the SFOEDL or UOL. The cognizant Wing will be notified of any persistent non-response to LISs.

        (e) If the issuing activity subsequently responds to a closed LIS, then they will be notified the response was not received within the adequate timeframe and the LIS has been closed and credit taken.

    e. Correct requisitions with No Status in R-Supply. Weekly, CAB will run a Requisition Listing (JSL311) in R-Supply to produce a listing of all DTO requisitions with no status. CAB will review all records on the report and initiate the action described in Appendix S. The current and prior report will be maintained.

15. External Material Obligation Validations (MOV). In order to validate requisitions on their backorder files, Inventory Control Points (ICP) generate MOV requests under Document Identifier AP_. The ICP provides each customer with a document identifier AN1 record for each requisition. ANls are received through WebSALTS, batched by UIC. Quarterly, CAB will receive from the SAA, a copy of the AP_ responses for validation. The AP_ responses will be returned within ten working days from receipt. CAB will respond to all Open Purchase, SSD IMRL, Tool and TBA. Detailed validation procedures are in Appendix S. CAB is required to retain a copy of the Naval Message confirming the start and end date of the External Quarterly MOV cycle.

    NOTE: Each MVO requisition will be annotated with action taken and a YE1 will be posted in R-Supply.

16. Maintain a Listing and Letter of Authorization of Special Management Codes. CAB will maintain a listing of all Local Management Codes (LMCs) and Automatic Reorder Restriction Codes (AARCs). A Letter of Authorization signed by the AvnSupO will be maintained along with the listing. The letter will also contain a list of LMCs and AARCs with definitions. Quarterly, SMD will initiate, coordinate and be responsible for dispersing a copy of the listing and Letter of Authorization to be reviewed for accuracy by CAB and updated as necessary. SMD will verify input and forward the letter to the AvnSupO for approval and signature. Upon AvnSupO approval, SMD will file and forward copies to the CAB to be filed in the turnover jacket.

Chapter 7

Section 2: Custody Records Branch (CRB)

7200. <u>General</u>

1. <u>Responsibilities</u>. Custody Records Branch (CRB) is responsible for
maintaining the Custody Records (manual or mechanized) for all organizational
allowance material (i.e., Table Of Basic Allowances (TBA), Controlled
Equipage listed in reference (g), and Maintenance Assist Modules (MAM)/Test
Bench Installations (TBI)). Maintaining custodial records for IMRL material
is not required. CRB is also responsible for formulation of the annual
budgets and the mid-year budget review for all custodial material to include
IMRL.

2. <u>Duties</u>

     a. CRB will maintain the following files, reports and
publication/instructions:

          (1) Custody Record File.

          (2) Assignment Letter File.

          (3) Survey File.

          (4) Custody Record History File.

          (5) Budget File.

          (6) Allowance Revision File.

          (7) Maintain SSD publications and Instructions.

     b. CRB will perform the following duties:

          (1) Maintain custody and control of all organizational allowance
material.

          (2) Conduct inventories of all organizational allowance material.

          (3) Coordinate, prepare, submit and monitor the budget for
organizational allowance material.

          (4) Conduct unit deployment readiness evaluations.

          (5) Initiate requisitions for organizational allowance material.

NOTE: CAB will perform all requisition reconciliations for SSD and will
carry out requisition follow-up and maintenance actions IAW Appendix S.

7201. <u>Procedures</u>

1. <u>Maintain a Custody Record File</u>

     a. CRB will maintain all custody records for organizational allowances,
to include all allowance material in the custody of SSD. The custody records

can either be kept manually or mechanized. The file will consist of Master and Sub-custody Sets. The custody records are kept to provide accountability of all allowance material.

b. TBA/QH-2 records will be maintained by squadron order then line number sequence. The Custody Records File will maintain the most recent inventory signed by the RO. Prior inventories will be retained in the Custody Record History File (CRHF) for two prior fiscal years.

2. <u>Maintain an Assignment Letter File</u>

a. CRB will maintain a file of all personnel designated as a Responsible Officer (RO) with assistance of appointed Responsible Individual (RI) for all organizational allowances. These letters of authority/appointment assign responsibility to Officers or Staff Non-Commissioned Officers to exercise proper custody, care and protection of the various allowance materials.

b. All letters will be separated and filed by appropriate squadron and allowance list. Assignment letters will be retained for two years from date of relief per reference (c) SSIC 1300.2.

c. Provide assistance as necessary to squadron ROs during turnover periods. Figure 7-4 provides a sample Organizational Allowance RO Assignment Letter. CRB will prepare a handout listing instructions and orders pertaining to the management of their account as shown in Figure 7-5. Each RO will provide to CRB an Acceptance of Inventory Letter of the account as shown in Figure 7-6.

d. ROs may assign a separate RI within each custodial account. RIs may assist the ROs in the maintenance and day to day accountability of the various allowance material within their assigned custodial account. The RO will ultimately be responsible for the overall accountability of all custodial material received from SSD.

NOTE: Assignment of an RI will be at the discretion of the RO utilizing figure 7-4.

3. <u>Maintain Survey File</u>. This file will contain a copy of surveys (FLIPL, DD Form 200) generated for the loss of controlled equipage. This file will be divided by allowance list (i.e., TBA, MAMs, TBIs, Flight Equipment (QH-2), IMRL, ALSS, etc.). The Survey File will be divided into two categories, Pending Surveys and Completed Surveys. Pending Surveys contain those DD Form 200s generated by the SSD for material lost while in their custody. CRB will reconcile this file on a monthly basis with SAD to ensure timely processing of submitted surveys. Completed Surveys are those having been approved by the appropriate squadron Commanding Officer. Original copy of the approved DD Form 200 will be maintained by the SAD in the central repository. These files will be maintained in document number sequence per reference (c) SSIC 4419.1. All losses of controlled equipage will require a FLIPL, DD Form 200 (see reference (w) volume I, chapter 5, part A, section III.

a. <u>Report of Survey for material missing while in SSD custody</u>. Prior to any FLIPL, DD Form 200 being generated, CRB will conduct preliminary and causative research. At the conclusion of this research, the determination will have to be made if an investigation is required prior to survey action. After the research and investigation is completed, a FLIPL, DD Form 200 and all supporting documentation will be submitted to the SSD OIC/SNCOIC. After

the survey is approved by the Commanding Officer, CRB will annotate the survey action on the appropriate custody records.

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                        United States Marine Corps
                      Marine Fighter Attack Squadron 451
                         Marine Aircraft Group 31
                  2D Marine Aircraft Wing, Marine Forces Atlantic
                      MCAS Beaufort, South Carolina 29904

                                                           4400
                                                           MCO/pjh
                                                           12 FEB 2013


  From:  Commanding Officer, Marine Fighter Attack Squadron 451
    To:  Captain J. R. Ewing, XXX XX 6789/7523 USMC

  Subj:  APPOINTMENT AS RESPONSIBLE OFFICER FOR TABLE OF BASIC ALLOWANCE
         (TBA) MATERIAL

   Ref:  (a) TN3125-OI
         (b) NAVSUP P485 Vol  1
         (c) MCO 4400.177_

  Encl:  (1) Responsible Officer Handout

  1.  You are hereby appointed as the Responsible Officer (RO) for all Table of
  Allowance (TBA) material for this squadron in relief of Captain J. W. Robertson.  As
  the RO you are directed to exercise custody, care and safekeeping of the property
  entrusted to your possession or supervision.  This may include financial liability for
  losses occurring because of failure to exercise this obligation.

  2.  A joint inventory will be conducted and the results will be submitted to me in
  your acceptance letter via the Aviation Supply Officer of Marine Aviation Logistics
  Squadron 31 (MALS-31) within 20 working days.  A request for an extension to this
  deadline will be submitted in writing with a copy to the Aviation Supply Officer of
  MALS-31.

  3.  You will be guided in the performance of your duties by references (a) through
  (c).  Additionally, the Squadron Support Division Officer is available for assistance
  with issues/questions regarding your assignment and can be reached at extension 7060.

  4.  This appointment remains in effect until you are relieved in writing.  You will
  inform the Executive Officer of the requirement to appoint a relief 30 days prior to
  your departure to allow adequate time for the appointment of your relief and a joint
  inventory to be conducted.



                              P. J. HOLLAND
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Figure 7-4.--Sample Responsible Officer Assignment Letter.

As the RO for the TBA, you are responsible for the accountability of the material assigned to your squadron, surveying any lost or damaged TBA material, submitting budget information for TBA material and requisitioning shortfalls in the allowance quantity. Listed below is a brief set of areas of responsibilities and the appropriate references that explain in detail the procedures to accomplish them. The publications cited below are not normally resident in your squadron but are available at your MALS Supply Department for viewing. Additionally, the MALS Supply Department Squadron Support Division is available to assist with any questions you may have concerning TBA material.

Maintaining sub-custody cards MCO 4400.177_ paragragh 7201.9.d

Inventory requirements MCO 4400.177_ paragragh 7201.11

Surveys MCO 4400.177_ Appendix R / NAVSUP P485 paragragh 5125-5134

Budget Submissions MCO 4400.177_ paragragh 7201.12

Figure 7-5.--Sample Responsible Officer Handout.

```
                    Marine Fighter Attack Squadron 451
                        Marine Aircraft Group 31
              2D Marine Aircraft Wing, Marine Forces Atlantic
                    MCAS Beaufort, South Carolina 29904

                                                    4400
                                                    TBA/CS
                                                    10 FEB 2013

  From:  Captain J. R. Ewing 123 45 6789/ 7523 USMC
         Captain J. W. Robertson 444 33 2222/7523 USMC
    To:  Commanding Officer, Marine Fighter Attack Squadron 451
   Via:  Aviation Supply Officer, Marine Aviation Logistics
         Squadron 31

  Subj:  TABLE OF BASIC ALLOWANCE (TBA) RESPONSIBLE OFFICER
         ACCEPTANCE INVENTORY RESULTS

  Ref:   (a)  Commanding Officer, VMFA-451 ltr 4400 over CO dtd
              12 Jun 1998

  1.  In response to reference (a), I have read and familiarized myself with the
  provisions of the orders and instructions cited in the reference and have assumed
  the duties as the Table of Basic Allowances (TBA) Responsible Officer (RO).  A
  joint inventory was conducted and the results are listed below.

  2.  All allowance items issued to the squadron are accounted for with the
  exception of a computer printer, serial number AZX777790.  A screen of other
  squadrons and MALS-31 67E is being conducted for the item.  The squadron is short
  three items on the TBA list and those items were identified to the MALS-31
  Aviation Supply Department in the mid year review submission.  All items appeared
  to be in serviceable condition.  There was no excess material identified during
  the inventory.



                  C. R. CROSKEY              C. D. STORY




  Copy to:
  RO files
```

Figure 7-6.--Sample Responsible Officer Acceptance Letter.

    b. <u>Reports of Survey received from a supported squadron</u>. When a squadron has lost a piece of controlled equipage, the squadron will generate a FLIPL, DD Form 200 and any necessary supporting documentation. After the survey action is approved by the appropriate squadron Commanding Officer, the FLIPL, DD Form 200 and supporting documentation will be submitted to SSD. Upon receipt of the FLIPL, DD Form 200, CRB will annotate the survey action on the appropriate custody record. A copy of the FLIPL, DD Form 200 and supporting documentation will be filed in the Completed Survey File. SSD will forward the original copy and supporting documentation to the SAD for filing in the central repository. See Appendix R for detailed processing of surveys.

c.   Report of Survey for General Purpose Test Equipment (GPETE).   When a piece of GPETE material is missing or beyond repair of the depot (if the item is not repairable the depot will return it) survey action will be required. The IMA work center or squadron is required to generate the Financial Liability Investigation of Property Loss (FLIPL), DD Form 200 and ensure it is approved by the appropriate squadron Commanding Officer.   After annotating the custody record, a copy will be filed in the completed survey file and the original forwarded to the SAD for filing in the central repository. Responsible Officers.   All SSD OICs/NCOICs will ensure the Responsible Officers are made aware of the Financial Liability Investigation of Property Loss Procedures contained in reference (w) volume I and appendix R.

4.   Maintain a Custody Record History File

    a.   A Custody Record History File (CRHF) will be maintained by CRB to provide a starting point when material is missing and an audit trail is required.

    b.   TBA/QH-2 records will be maintained by squadron order then line number sequence. Custody records will be retained for current and two prior years per reference (c) SSIC 4400.3.   In the case an electronic system is maintained, the records will be maintained by squadron then date.

5.   Maintain a Budget File.   CRB will establish and maintain a Budget File. The file will be arranged by fiscal year and subdivided by squadrons and appropriate allowance list.   CRB has the option of using LAMS database or creating a database/spreadsheets to manage deficiencies and budgets. Deficiency and Budget Reports will assist CRB in budget submission for IMRL, TBA and Flight Equipment requirements.   The file will contain annual budgets as well as Mid-year Reviews.   Budgets and Mid-year Reviews will be retained for current and two prior years per reference (c) SSIC 7310.7a (1) through (6).

6.   Maintain a Deficiency File.   The Deficiency Report is a management tool designed to identify items below the authorized allowance requiring budgeting and/or requisitioning.

    a. CRB will establish and maintain a Deficiency File for all custodial allowance material.   The file will be arranged by fiscal year and subdivided by squadrons and appropriate allowance list.

    b. Deficiency Reports will be maintained to assist CRB with the Annual and Mid-year Review budget submittals.   The file will contain quarterly reports for all squadron/units which maintain custodial allowance material from the ASD.   They will contain current fiscal year and two prior fiscal years per reference (c) SSIC 7310.7a (1) through (6).

7.   Maintain an Allowance Revision File

    a. An Allowance Revision File is a file established to maintain records for squadrons/units that request additions, deletions and changes to authorized allowances to the various custodial materials maintained by SSD.

    b.   Requests for additions, deletions or changes to the TBA will be submitted via electronic means and endorsed via the chain of command to CMC (code ASL) for approval/disapproval.   A paper copy should be retained in the

appropriate Allowance Revision File. The NAVSUP 1220-2 will be utilized in requesting an allowance change, addition or deletion.

c.   The file will be arranged into three categories: Additions, Deletions and Changes and subdivided into categories by the type of allowance (e.g. TBA, ALSS, FE) and further divided into pending, approved and disapproved categories.

8.   Maintain the SSD publications and instructions. Refer to Appendix AA for a list of publications/instructions pertinent to the operation of SSD and instructions for downloading from the various websites.

9.   Maintain custody and control of all organizational allowance material. CRB will maintain custody and control of material contained in the following allowance lists:

a.   TBA for Fleet Marine Forces Aviation Units

(1) The TBA for Fleet Marine Forces, Aviation Units is issued to provide initial outfitting allowances of authorized material as in use organizational property for aviation supply, aircraft maintenance and operation functions of aviation squadrons, support squadrons, aviation training squadrons, fleet readiness aviation maintenance personnel and supply officers material for deployable groups.

(2) The TBA lists special equipment, tools and unique maintenance materials required for performance of specific missions (i.e., computers, audiovisual equipment, etc.). These allowances have been specifically established for different types of units (i.e., MALS, VMA, VMFA, etc.). The designated allowances for all activities fall into one of three categories:

(a) CATEGORY I: Equates to those items absolutely required (the bare minimum) to execute the mission.

(b) CATEGORY II: Equates to those items that while not absolutely necessary to execute basic minimum with respect to the mission, do provide substantial work related benefits (increase overall effectiveness of the unit, better communication and faster responsiveness).

(c) CATEGORY III: Items are those that are considered nice to have, and should normally be procured after outfitting the unit with most, if not all, of the Category I and II items. These allowances have been determined from fleet recommendations and with concurrence from ASL.

NOTE: Allowances indicated in reference (bd) may be tailored by FMF Commanders or Wing Commanders as may be required to support independent operations of Marine squadrons.

(3) Requests for additions, deletions or changes to reference (bl) will be submitted via electronic means, through the chain of command to the CMC (code ASL) for approval/disapproval. A paper copy should be retained in the appropriate Allowance Revision File.

b.   NAVAIR 00-35QH Series. This allowance list provides flight operational material such as flight clothing, parachutes, oxygen masks, inflatable life rafts, life jackets and compasses. Cold weather clothing allowances are also contained in this series.

(1) Allowances for ALSS are contained in reference (g). This allowance list contains items and quantities for flight personnel eligible to receive flight clothing/equipment of ALSS and Airborne Operational Equipment (AOE) considered necessary to maintain activities in a continual condition of readiness. These are known as displaced and non-displaced items.

(a) Displaced pool items are those items that may be directed to have a portion of the pool maintained, inspected and rotated in accordance with local instructions (parachutes, life rafts, radio beacon sets, etc.). These items can be maintained within Work Center (W/C) 800 of the supporting IMA and will be designated as the pool asset holding point for that material. All ALSS/AOE assets held in W/C 800 will be accounted for IAW established sub-custody procedures.

(b) Non-displaced items are those other items maintained in the flight pool (i.e. Gloves, flight jackets, flight suits, etc.). The Flight Pools will be maintained at the O-level activity within the Flight Equipment Division.

(2) CRB will ensure strict accountability of all squadron pool assets, whether located with-in the squadron's immediate pool or those items displaced to W/C 800.

(3) Replacement issue of flight clothing and personal flight equipment held by all squadrons (i.e., flight suits, gloves, boots, etc.) are not considered displaced items.

(a) Replacement issues for Flight Pool Items will be routed through CRB and forwarded to SAB within SAD. The turn-in will be given to CRB and disposed of in accordance with local procedures. In the case of an initial issue, CRB will ensure the Pool Custodial Records are utilized to garner an initial issue purchase.

(b) Replacement issues for personal items will be ordered through SAD. SAD will take the turn-in and turn them over to CRB for proper disposal. Once the items are received, SAD will issue to the individual and make the proper annotations in the NATOPS Jacket.

(4) A percentage of designated ALSS/AOE assets undergoing either a 90 or 120 day inspection and found RFI will remain in W/C 800. Displaced items (spares) of ALSS/AOE assets, a percentage designated by the squadron requiring periodic inspections, will be inducted as Test and Check. Those items, which fail Test and Check, will be inducted for repair and returned to the displaced pool or when found NRFI returned to the appropriate squadron for reorder. CAB will notify CRB of all applicable transactions to ensure accurate records are maintained.

(5) Requisitions for material required to replenish flight clothing and personal flight equipment, those items not considered Displaced Pool Assets, will be funded through the appropriate squadron's Squadron Assistance Branch (SAB) OPTAR Account. Items considered Displaced Pool Assets (i.e., ALSS for aircraft), will be funded through the Aviation Operations Maintenance Branch (AOMB). Once the IMA has reordered/received the Displaced Pool Asset; that item will be provided to W/C 800 for inclusion into the Displaced Pool.

c. Maintenance Assistance Modules (MAM)/Test Bench Installations (TBI) MAMs/TBIs are replaceable assemblies required to execute approved maintenance plans which call for progressive or selective module substitution or both. Most MAMs/TBIs are also DLRs. Designated items and allowance quantities for MAMs are established by the activity's applicable Coordinated Shipboard Allowance List (COSAL) and will be accounted for as Operating Space Material. Initial allowances will be funded by the appropriate Industrial Control Point's (ICP) Open Allotment. The replacement items will be requisitioned in the same manner as other Operating Space Material and will be chargeable to the appropriate OPTAR Funds. They will be under the management of the AvnSupO but will be subcustodied to the IMA. The AvnSupO will establish automated or manual records for each MAM/TBI authorized (NAVSUP Form 306 will be used for manual records). MAMs/TBIs will be inventoried quarterly and as necessary surveys will be processed for missing or damaged items in accordance with reference (w) volume I, chapter 5, part A, section III. The ASD CRB/MSB/IMA will do a complete validation of all TBIs/MAMs rated in conjunction with their FOSP review. CRB/MSB will contact the Customer Operations Division (COD) at NAVSUP WSS-P to receive a complete list of their rated TBIs/MAMs for validation. All rated TBIs/MAMs must be supported by a Maintenance Plan.

d. Maintaining Custody Records. CRB is responsible for maintaining custody records for all custodial allowances. Custody records can be maintained manually or mechanized. Each method is described in the following paragraphs.

(1) Manual Records. All allowances will be kept on a set of Master Custody and Sub-custody Cards. NAVSUP Form 306 (REV-1-83), Controlled Equipage Custody Record (4442) NSN: 0108-LF-002-7400 will be used. A sample Master Custody Card is shown in figure 7-7.

(a) Master Custody Card. The Master Custody Card deck will be physically located in SSD and stamped to indicate Master Card.

1. When controlled equipage (TBA/Flight Equipment material) is not required by the activity, the Master Custody Card will be stamped Not Mission Essential (NME) and signed by the Commanding Officer or his designated representative.

2. The Master Custody Card will reflect the following data in type or pen:

a. MFG Code (FSCM).

b. Part Number (PN).

c. National Stock Number (NSN).

d. Nomenclature (NOMEN).

e. Unit of Issue (UI).

f. Activity Account Number (AAN).

NSN			NOUN NAME	ALLOWANCE	U/I	UNIT PRICE	SHIP./ACTIVITY	DEPT.	CARD NO

Figure 7-7.--Sample Master/Subcustody Card (Manual).

        <u>3</u>.   The Master Custody Card will reflect the following data in pencil:

        <u>a</u>.   Authorized Allowance.

        <u>b</u>.   Page Number.

        <u>c</u>.   Item Number.

        <u>d</u>.   Serial Number.

        <u>e</u>.   Any cross-reference or substitute data.

4. Master Custody Cards will reflect the O/H balance in ink or typed. The SSD OIC/SNCOIC will sign the inventory record column on the reverse of the Master Custody Card as the transactions occur and upon completion of all squadron/work center inventories. The balance column on the front and the inventory record quantity on the back should match at all times. The custody acknowledgment block on the front will not contain signatures. Draw a line from the upper left corner to the lower right corner.

5. Balance changes will always be supported by an appropriate documenting entry (i.e., survey number, turn-in or receipt document number).

(b) Sub-custody Cards. The Sub-custody Cards will be maintained separately in the same sequence as the Master Custody Card deck and will reflect the same information. The card will be stamped to indicate Sub-Custody. The RO for each department will be assigned in writing by the squadron Commanding Officer. The RO will sign the sub-custody card as follows:

1. When there is a change of RO, the new RO will sign the front of the card to acknowledge custody and the reverse to acknowledge the inventory.

2. When there is a change of Commanding Officer and the RO is the same, the reverse side of the custody record will be signed by the RO to acknowledge the inventory.

3. When an inventory is conducted, the RO will sign the reverse side of custody card to acknowledge the inventory.

4. When there is an expenditure or receipt, the RO will sign the front of the custody record acknowledging custody change and the reverse side to acknowledge the inventory.

(2) Mechanized Custodial Records for TBA, Flight Equipment, MAMS and TBI. Mechanization of custodial records is authorized, but must ensure accountability of all Custodial Assets. Any database or spreadsheet program authorized by the AvnSupO may be used.

(a) Mechanized Master Custody Card. When maintaining a mechanized system, an electronic printout (Figure 7-8) of the Master Custody Card Record by item number sequence signed by the SSD OIC/SNCOIC will be maintained on file and separated by squadron. The printout will be stamped Master. The Mechanized Master Custody Card will reflect the following information:

1. Item Number.

2. Nomenclature.

3. Manufacturer.

4. Model.

5. Serial Number.

        6.   Squadron/Account.

        7.   Remarks/Comments.

      (b) Mechanized Sub-Custody Card. When maintaining a mechanized
system, an electronic printout of the Sub-custody Card Record signed by the
RO will be maintained separately by squadron. The printout will be stamped
Sub-Custody. The Mechanized Sub-Custody Card will reflect the following
information:

        1.   Item Number.

        2.   Nomenclature.

        3.   Manufacturer.

        4.   Model.

        5.   Serial Number.

        6.   Squadron/Account.

        7.   Remarks/Comments.

      (c) Balance changes will always be supported by an appropriate
documenting entry (i.e., survey number, turn-in, or receipt document number).

      (d) When TBIs, MAMs, TBA and FE material are authorized but not
required by the activity, a letter or separate listing from the RO is
required. This letter will state those items of COSAL material are deemed
Not Mission Essential and will be printed and signed by the RO.

      (e) CRB will print a new listing to be signed by the RO for any
changes to the squadron's account as described in Paragraph 7201.9d (1) (b).
The old listing will be filed in the CRHF.

10. Local Asset Management System (LAMS). LAMS is a mechanized management
system utilized by the MAG IMRL Manager. The following LAMS reports will be
requested from the IMRL Manager which will aid CRB in budget planning and
requisition management for IMRL material.

NOTE: Electronic documents may be used/received in Excel format via e-mail.

    a.   Requisition Reports. Requisition Reports aids CRB in reconciliation
of all outstanding IMRL requisitions both initial outfitting and
replacements. The reports are separated by master/squadron and can be
printed in part number or document number sequence. All reports show the
same information, such as the current status if it was input to the system,
the Date Time Group (DTG) of the message sent to the Wing/MEF and the DTG of
the response message giving approval to requisition the items.

    b.   Deficiency Report.

      (1) The Deficiency Report is a management tool designed to help
identify items below the authorized allowance and requires budgeting and/or
requisitioning. Reports are only produced by Squadron Unit Identification
Code (UIC) in either part number or NIIN sequence.

Line Number	Nomenclature	Manufacturer	Model	Serial Number	Squadron/Account	Remarks/Comments
1	PUBLIC ADDRESS SYS PORTABLE CONSOLE	AMPLIVOX		11SSD001AMP	314	
14	CART, VEHICLE, ELECT/GAS	UTILITY VEHICLE	CLUB CAR	382445	314	
14	CART, VEHICLE, ELECT/GAS	UTILITY VEHICLE	CLUB CAR	720065	314	Added 4/17/07
36	FACSIMILE, TRANSCEIVER SECU	HEWLETT PACKARD	HP FAX 1010	CN45QAFN0R	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2870	SLJ0707	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10289	314	
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10129	314	ADDED ON 7135
37	COPYING MACHINE/COPIER, REPRODUCER	CANON	IMAGE RUNNER 2270	SLK10122	314	ADDED ON 7135
39	LAMINATOR, GBC	LAMINATOR	LAMINATOR	HL03205	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200	USBXP06344	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200N	USBNL24419	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4000N	USDNX21403	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4000	USMC047770	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	4200	USDNS21091	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	3330	SGH25C0WM0	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	3330	SGM0GM35C4C9	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	N/A	JPKH077807	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	HP LASER JET	USCD154233	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	LASERJET 3	SGH25C0WX3	314	
42	HP II LASER, PRINTER	HEWLETT PACKARD	PSC 1210	CN4UN631BF	314	
60	DIGITAL CAMERA	PANASONIC	LZ3	EM6JB13084	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	30299	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	41041	314	
75	SONY 8MM VIDEO PLAYER MODEL# GV-D800	SONY	GV-D800	30322	314	
94	Plasma Screen Monitor, with shipping case	SAMSUNG	SP-R4232	3CFY900255	314	WING ORDERED
94	Plasma Screen Monitor, with shipping case	SAMSUNG	SP-R4232	3CFY900243	314	WING ORDERED

2. I hereby acknowledge that before any tba item may be moved or transferred to any other account, I must notify the SSD TBA representative.

3. I hereby acknowledge that no TBA items may be picked up by any other than myself, unless I have had previously signed for it, I accept full responsibility for the missing item(s).

RO SIGNATURE: _____ DATE: _____
RI SIGNATURE: _____ DATE: _____
OIC/SNCOIC SIGNATURE: _____ DATE: _____

Figure 7-8.--Sample Mechanized Custody Record.

    (2) The Deficiency Report will be printed every 30 days until all deficiencies have been requisitioned and after an IMRL supplement has been

posted to the Master Record File. Material determined by the Commanding Officer as NME will be annotated and not ordered.

(3) There will be material indicated on the deficiency report which cannot be placed on order. This material is called Push Material and will be provided by the ICP at no cost. The record will be annotated as Push to ensure the material on order is not requisitioned.

c. Budgets.

(1) A mechanized budget can be produced for each Squadron UIC selecting deficiencies requiring budgeting. Special attention must be given to ensure Push Material and materials designated as NME are not submitted in the budget.

(2) The budget will be reviewed by the squadron prior to its submission to SAD for inclusion in the Group budget submission. The following selection capabilities are available:

(1) Cognizance Code (COG) (selected by user).

(2) Even COGs.

(3) Odd COGs.

11. Conduct inventories of organizational allowance material

a. General. Reference (n) requires a quarterly inventory of the Flight Equipment Pool/TBI/MAMs and semi-annual inventory of TBA material. Additionally, other inventories which must be completed within 30 days after the commencement date are required in the following cases:

(1) Upon commissioning, deactivation or reactivation of an activity.

(2) Upon relief of a RO (for those items in the ROs custody only).

(3) Upon change of command (at the discretion of the relieving Commanding Officer).

b. Inventories.

(1) Inventory results will be recorded on the Controlled Equipage Custody record/mechanized inventory record. Unless a departmental inventory was conducted during the last thirty (30) days, it will not fulfill the obligation of the department to take the required inventory.

(2) When an inventory of organizational allowance material is taken incident to the relief of a RO, it will be taken jointly by the outgoing and incoming RO. The inventory will be completed prior to the detachment of the, outgoing RO.

c. Preparation for inventory. Prior to a physical inventory of organizational allowance material, all unprocessed receipts and expenditure documents for such material will be completed and posted to the applicable custody record. The original custody record applicable to items for which serial numbers are required to be listed will be reviewed to determine

whether or not serial numbers are recorded thereon. Original custody records not listing required serial numbers will be annotated to indicate serial numbers must be determined during the prospective inventory. The custodial RO will be advised to make the same notation, if necessary, in their duplicate custody records. At least one month prior to conducting the semi-annual inventory, the AvnSupO will prepare an official notice advising all ROs of procedural details to be followed in conducting their annual inventories of controlled equipage. The notice will be signed by the Commanding Officer/by direction. Current notice will be maintained by the CRB until the next required inventory.

    d. <u>Conducting the inventory</u>

        (1) The duplicate NAVSUP Form 306/mechanized listing will be used by department heads or their representatives to conduct and record physical inventories of organizational allowance material.

        (2) Each item will be sighted and inspected for serviceability by the person conducting the inventory. Articles requiring identification by serial number will be checked for such numbers. Differences between serial numbers on the material and those recorded in related custody records will be investigated and reconciled.

        (3) The date of the inventory, the quantity inventoried, and the signature of the person conducting the inventory will be entered by pen in the Inventory Record of the RO's duplicate custody records. As the inventory progresses or immediately after completion, the inventory entries recorded in the duplicate custody records will be transcribed to the originals maintained by the AvnSupO. When the inventoried quantity of an item differs from the verified custody record balance, recounts or causative research or both are required.

    e. <u>Post-inventory actions</u>. After the inventory has been completed, additional actions are required as follows:

        (1) Shortages and unserviceable items discovered incident to inventory will be surveyed in accordance with reference (w) volume I, chapter 5, part A, section III.

        (2) Inventory adjustments will be posted to the custody record.

        (3) Issue requests will be prepared and submitted to the AvnSupO for procurement of required replacement items (contingent on availability of funds).

        (4) A Completion Report will be submitted to the Commanding Officer as described in the following paragraph.

    f. <u>Report to Commanding Officer</u>. Upon completion of an organizational allowance material inventory, ROs will submit a report to their squadron Commanding Officer with a copy to the AvnSupO. CRB will maintain this Report on file for a minimum of three years. Additionally, CRB will ensure corrective action outlined in the Report has been accomplished and reported to the AvnSupO by letter when such actions have been completed. When controlled equipage is inventoried incident to a change of an RO, the report will be signed by both the relieved and relieving ROs. The reports will include the following information:

        (1) A controlled equipage inventory has been completed.

        (2) Surveys applicable to shortages and unserviceable items have been
submitted (or reasons why they have not been submitted).

        (3) Issue requests applicable to shortages and unserviceable items
requiring replenishment have been submitted to the AvnSupO (or reasons why
they have not been submitted).

        (4) A list of excess organizational allowance material, including
justification or authority for excess items desired to be retained.

<div style="border:1px solid black; padding:1em;">

Marine Fighter Attack Squadron 451
Marine Aircraft Group 31
2D Marine Aircraft Wing, Marine Forces Atlantic
MCAS Beaufort, South Carolina 29904

                                                4400
                                                TBA/RO
                                                13 FEB 2013

From: Captain C. R. Croskey XXX XX 6789/ 7523 USMC
  To: Commanding Officer, Marine Fighter Attack Squadron 451

 Via: Aviation Supply Officer, Marine Aviation Logistics Squadron 31

Subj: TABLE OF BASIC ALLOWANCE (TBA) SEMI-ANNUAL INVENTORY RESULTS

 Ref: (a) MCO 4400.177_

1. In response to reference (a), I have read and familiarized myself with the
provisions of the orders and instructions and have conducted the semi-annual
inventory for the TBA in my custody. The results are listed below.

2. All allowance items issued to the squadron are accounted for with the
exception of a computer printer, serial number AZX777790. A screen of other
squadrons and MALS-31 67E is being conducted for the item. The squadron is short
three items on the TBA list and those items were identified to the MALS-31
Aviation Supply Department in the mid year review submission. All items appeared
to be in serviceable condition. There was no excess material identified during
the inventory.

                              C. R. CROSKEY

Copy to:
RO files
CAB
ASO

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Fig 7-10.--Sample Letter of TBA/FE Inventory.

    g. <u>Pre/Post Deployment Inventory</u>

    (1) CRB and the RO for the respective squadron/unit deploying will conduct a Pre Deployment Inventory. The inventory will take place 90 days prior to deployment. The inventory will be placed in the custody records file for the respective squadron/unit upon completion. The inventory will allow:

        (a) Sufficient time to submit requisitions for deficiencies.

        (b) Accountability of custodial material prior to deployment.

    (2) Upon return of the squadron/unit deployment, CRB and the RO will conduct a Post Deployment Inventory 30 days upon returning. The inventory will be placed in the custody records file for the respective squadron/unit. The inventory will allow:

        (a) Accountability of custodial material post deployment.

        (b) Listing of any material requiring surveys due to being broken, lost or stolen.

    h. <u>Provide custodial deficiencies to SMD</u>. CRB will provide SMD with a list of deficiencies for all custodial allowance material as required by milestones prior to deployment. The list will include all outstanding requisitions for ADP equipment (Non-NMCI assets) and FE. A copy of this deficiency list will be maintained in CRB for current FY and two prior years.

12. <u>Coordinate, prepare, submit and monitor the budget for organizational allowance material</u>.

    a.   All deficiencies for controlled equipage (i.e., TBA, IMRL and ALSS) will be submitted on a Budget Request. The budget submission is a coordinated effort of supported squadrons, CRB, CAB, SAD, Group Fiscal and IMRL's input. All budgets and requisitions will be submitted in accordance with cognizant TYCOM/Wing instructions.

    b.   Items approved on budgets will be requisitioned citing the applicable budget once funds are approved and allocated by the Wing. The document number will be recorded on the custody record to indicate the material has been requisitioned.

    c.   There are two basic types of budgets:

    (1) Annual.

    (2) Mid-Year Review.

    d.   Halfway through each budget cycle, a mid-year review will be conducted in accordance with cognizant TYCOM/WING instructions. The AvnSupO should submit a Budget Request Input Letter to the supported squadrons/work centers at the beginning of November for the Mid-year Budget Review preparation. The Mid-year Budget Review input, with valid justifications for items requested, should be returned to the ASD by mid December where the SSD/SAD/AAvnSupO/AvnSupO will do a validity check on the input. Keep in mind the most important input on the Mid-year Budget request is the justification.

Upon notification from the Wing requesting budget input, the ASD can then provide quality input.

13. <u>Process requisitions for organizational allowance material</u>

    a. CRB will prepare and submit all requisitions for custodial material (i.e., IMRL, TBA, ALSS and NAVAIR Allowance List). CRB will ensure all open purchase requests for IT (w/IT waiver) equipment (Non-NMCI assets) will be routed through ALIMS for concurrence/non-concurrence prior to any purchases.

    b. Prior to any IMRL requisitions being submitted, the IMRL Manager must provide authorization (naval message or email) from the Wing IMRL Manager citing a redistribution of assets was attempted with negative results. Once the negative redistribution reply is received and appropriate funding (8X for Initial Issue and 7L for replacement issue) is provided then the requisition can be submitted (based on the acquisition advice code). Appropriate requisitions can be submitted for TBA/QH-2 material as funding becomes available.

    c. When requisitions are submitted manually, CRB will use NALCOMIS under the parent MALS' UIC. This will build the requisition to the Active Requisitions Table and establish the financial obligation.

Appendix A

Requisition Serial Number Assignments

1. <u>Purpose</u>. To provide standardized requisition serial number assignments to be used by all MALS. Paragraph 2a lists the requisition serial numbers to be used for all supported squadrons and IMA Work Centers. Those MALS that have Fleet Readiness Center (FRC) work centers will use the requisition serial numbers identified in Paragraph 2b.

2. <u>Background</u>. Requisition serial number assignments have historically varied from MALS to MALS. To prevent confusion of transferring personnel and the ultimate misrouting of material the following assignments are promulgated:

    a. <u>MAG Requisition Serial Number Assignments</u> (See Note 1 and Note 2)

PURPOSE	ON-LINE		PRI	CONTINGENCY	
	LOW VALUE	HIGH VALUE		LOW VALUE	HIGH VALUE
CONSUMABLE STOCK	0001	1389	LP	1390	1399
CONSUMABLE OFFLOAD (SEE NOTE 3)	1400	1489	LP	1490	1499
INVENTORY ADJUSTMENTS (SEE NOTE 4)	1500	1699	LP	N/A	N/A
NALCOMIS REPAIRABLE STOCK	1700	1799	LP	1950	1999
R-SUPPLY REPAIRABLE STOCK	1800	1899	LP	1900	1949
OMA NON NMCS (7L/9S)					
SQUADRON #1	2000	2089	HP	2090	2099
SQUADRON #1	2100	2189	LP	2190	2199
SQUADRON #2	2200	2289	HP	2290	2299
SQUADRON #2	2300	2389	LP	2390	2399
SQUADRON #3	2400	2489	HP	2490	2499
SQUADRON #3	2500	2589	LP	2590	2599
SQUADRON #4	2600	2689	HP	2690	2699
SQUADRON #4	2700	2789	LP	2790	2799
SQUADRON #5	2800	2889	HP	2890	2899
SQUADRON #5	2900	2989	LP	2990	2999
SQUADRON #6	3000	3089	HP	3090	3099
SQUADRON #6	3100	3189	LP	3190	3199
SQUADRON #7	3200	3289	HP	3290	3299
SQUADRON #7	3300	3389	LP	3390	3399
SQUADRON #8	3400	3489	HP	3490	3499
SQUADRON #8	3500	3589	LP	3590	3599
SQUADRON #9	3600	3689	HP	3690	3699
SQUADRON #9	3700	3789	LP	3790	3799
SQUADRON #10	3800	3889	HP	3890	3899
SQUADRON #10	3900	3989	LP	3990	3999
SQUADRON #11	4000	4089	HP	4090	4099

SQUADRON #11	4100	4189	LP	4190	4199
SQUADRON #12	4200	4289	HP	4290	4299
SQUADRON #12	4300	4389	LP	4390	4399
SQUADRON #13	4400	4489	HP	4490	4499
SQUADRON #13	4500	4589	LP	4590	4599
SQUADRON #14	4600	4689	HP	4690	4699
SQUADRON #14	4700	4789	LP	4790	4799
SQUADRON #15	4800	4889	HP	4890	4899
SQUADRON #15	4900	4989	LP	4990	4999
FLIGHT SIMULATOR	5000	5089	HP	5090	5099
EAF	5100	5189	LP	5190	5199
MWSS	5200	5289	NM	5290	5299
WEATHER	5300	5389	NM	5390	5399
MATCS	5400	5489	NM	5490	5499
MACS	5500	5589	NM	5590	5599
MORE THAN 16 SQUADRONS	5600	__89	HP/LP	__90	5999
SERV-MART (7L)	6000	6089	NA	6090	6099
OPEN PURCHASE (1149 7L)	6100	6189	NA	6190	6199
OPEN PURCHASE (GCPC 7L)	6200	6289	NA	6290	6299
OPEN PURCHASE (GCPC 2F)	6300	6389	NA	6390	6399
OPEN PURCHASE (GCPC 9E)	6400	6489	NA	6490	6499
DRMO (no financial impact)	6500	6589	NA	6590	6599
SSD EXCESS/SHIPPING	6600	6689	NA	6690	6699
RESERVED FOR DOD FUTURE USE	6700	__89	NA	__90	6999
TBA INITIAL ISSUE/REPLACEMENT (8X)	7000	__89	NA	__90	7899
TBA REPAIR (7L/9S)	7900	7989	NA	7990	7999
IMRL INITIAL ISSUE/REPLACEMENT(8X)	8000	__89	NA	__90	8999
IMRL/AMMRL REPAIR (7L/9S)	8A00	__89	NA	__90	8Z99
9S GRANT MANAGEMENT	9500	9589	NA	9590	9599
7L GRANT MANAGEMENT	9600	9689	NA	9690	9699
8X GRANT MANAGEMENT	9700	9789	NA	9790	9799
2F GRANT MANAGEMENT	9800	9889	NA	9890	9899
9E GRANT MANAGEMENT	9900	9989	NA	9990	9999
RESERVED FOR DOD FUTURE USE	A000	__89	HP/LP	__90	B999
CONTRACTS	C000	__89	HP/LP	__90	C999
RESERVED FOR DOD FUTURE USE	B000	__89	HP/LP	__90	F999
FUEL CHARGES (FAS SEE NOTE 5) (7B)	FF00	FF89	N/A	FF90	FF99

OMA NMCS/PMCS/ANMCS (7L/9S)

(see paragraph 2.a(2))

SQUADRON #1	G000	G089	NM	G090	G099
SQUADRON #2	G100	G189	NM	G190	G199
SQUADRON #3	G200	G289	NM	G290	G299
SQUADRON #4	G300	G389	NM	G390	G399
SQUADRON #5	G400	G489	NM	G490	G499
SQUADRON #6	G500	G589	NM	G590	G599
SQUADRON #7	G600	G689	NM	G690	G699
SQUADRON #8	G700	G789	NM	G790	G799
SQUADRON #9	G800	G889	NM	G890	G899
SQUADRON #10	G900	G989	NM	G990	G999
SQUADRON #11	GA00	GA89	NM	GA90	GA99
SQUADRON #12	GC00	GC89	NM	GC90	GC99
SQUADRON #13	GD00	GD89	NM	GD90	GD99
SQUADRON #14	GG00	GG89	NM	GG90	GG99
SQUADRON #15	GH00	GH89	NM	GH90	GH99
MORE THAN 16 SQUADRONS	GI00	__89	NM	__90	GZ99
BROAD ARROW (7L/9S)	GB00	GB89	NM	GB90	GB99
FLIGHT SIMULATOR	GF00	GF89	NM	GF90	GF99
EAF	GE00	GE89	NM	GE90	GE99
MWSS	GM00	GM89	NM	GM90	GM99
WEATHER	GW00	GW89	NM	GW90	GW99
MATCS	GT00	GT89	NM	GT90	GT99
MACS	GA00	GA89	NM	GA90	GA99
RESERVED FOR SPECIAL PROJECTS	H000	HZ99			
(SEE NOTE 6)					
RESERVED FOR DOD FUTURE USE	I000	OZ99			
PEB SITE #1	P000	P099			
PEB SITE #2	P100	P199			
PEB SITE #3	P200	P299			
PEB SITE #4	P300	P399			
PEB SITE #5	P400	P499			
PEB SITE #6	P500	P599			
PEB SITE #7	P600	P699			
PEB SITE #8	P700	P799			
PEB SITE #9	P800	P899			
PEB SITE #10	P900	P999			
PEB SITE #11	PA00	PA99			
PEB SITE #12	PB00	PB99			
PEB SITE #13	PC00	PC99			
PEB SITE #14	PD00	PD99			
PEB SITE #15	PE00	PE99			
MORE THAN 15 PEB SITES	PF00	PZ99			
RESERVED FOR DOD FUTURE USE	Q000	QZ99			

R-SUPPLY RESCREENS	R000	RZ99			
RESERVED FOR DOD FUTURE USE	S000	SQ99			
MATERIAL TURN-IN TO STOCK (ALL)	SR00	SR99			
RESERVED FOR DOD FUTURE USE	ST00	SZ99			
LOW PRIORITY TOOL REQUIREMENTS	T000	TZ99			
RESERVED FOR DOD FUTURE USE	U000	VZ99			
CASREP (MACS)	W000	W099			
CASREP (MWSS)	W100	W199			
CASREP (MALS COSAL)	W200	W299			
RESERVED FOR FUTURE USE	W300	WW99			
METOC (WEATHER)	WX00	WX99			
RESERVED FOR DOD FUTURE USE	WY00	WZ99			
RESERVED FOR DOD FUTURE USE	X000	ZZ99			

IMA WORK CENTERS

020 (IMA PC)	2A00	2A89	HP	2A90	2A99
020 (IMA PC)	AA00	AA89	LP	AA90	AA99
024 (P/P PC)	2B00	2B89	HP	2B90	2B99
024 (P/P PC)	AB00	AB89	LP	AB90	AB99
025 (A/F PC)	2C00	2C89	HP	2C90	2C99
025 (A/F PC)	AC00	AC89	LP	AC90	AC99
026 (AVI PC)	2D00	2D89	HP	2D90	2D99
026 (AVI PC)	AD00	AD89	LP	AD90	AD99
027 (ORD PC)	2E00	2E89	HP	2E90	2E99
027 (ORD PC)	AE00	AE89	LP	AE90	AE99
028 (ALSS PC)	2F00	2F89	HP	2F90	2F99
028 (ALSS PC)	AF00	AF89	LP	AF90	AF99
029 (S/E PC)	2G00	2G89	HP	2G90	2G99
029 (S/E PC)	AG00	AG89	LP	AG90	AG99
02A (VAST PC)	2H00	2H89	HP	2H90	2H99
02A (VAST PC)	AH00	AH89	LP	AH90	AH99
02B (PME PC)	7Q00	7Q89	HP	7Q90	7Q99
02B (PME PC)	FQ00	FQ89	LP	FQ90	FQ99
02M (AMCM MAINT CONT)	7X00	7X89	HP	7X90	7X99
02M (AMCM MAINT CONT)	FX00	FX89	LP	FX90	FX99
030 (MAINT ADMIN)	7R00	7R89	HP	7R90	7R99

030 (MAINT ADMIN)	FR00	FR89	LP	FR90	FR99
040 (QA/ANALYSIS)	7S00	7S89	HP	7S90	7S99
040 (QA/ANALYSIS)	FS00	FS89	LP	FS90	FS99
04A (TPL)	7T00	7T89	HP	7T90	7T99
04A (TPL)	FT00	FT89	LP	FT90	FT99
04D (QA/VERIFICATION)	7V00	7V89	HP	7V90	7V99
04D (QA/VERIFICATION)	FV00	FV89	LP	FV90	FV99
050 (MATERIAL CONT)	7W00	7W89	HP	7W90	7W99
050 (MATERIAL CONT)	FW00	FW89	LP	FW90	FW99
05D (TOOL CONT CTR)	7U00	7U89	HP	7U90	7U99
05D (TOOL CONT CTR)	FU00	FU89	LP	FU90	FU99
05M (AMCM MAT CONT)	2J00	2J89	HP	2J90	2J99
05M (AMCM MAT CONT)	AJ00	AJ89	LP	AJ90	AJ99
410 (JET ENG BRANCH)	2L00	2L89	HP	2L90	2L99
410 (JET ENG BRANCH)	AL00	AL89	LP	AL90	AL99
411 (JET ENG COMP REP)	2M00	2M89	HP	2M90	2M99
411 (JET ENG COMP REP)	AM00	AM89	LP	AM90	AM99
412 (APU/SE GAS ENG)	2N00	2N89	HP	2N90	2N99
412 (APU/SE GAS ENG)	AN00	AN89	LP	AN90	AN99
413 (AFTERBURNER SHOP)	2K00	2K89	HP	2K90	2K99
413 (AFTERBURNER SHOP)	AK00	AK89	LP	AK90	AK99
414 (P/P MOD REP)	2P00	2P89	HP	2P90	2P99
414 (P/P MOD REP)	AP00	AP89	LP	AP90	AP99
41A (J52)	2Q00	2Q89	HP	2Q90	2Q99
41A (J52)	AQ00	AQ89	LP	AQ90	AQ99
41E (J79)	2U00	2U89	HP	2U90	2U99
41E (J79)	AU00	AU89	LP	AU90	AU99
41F (J85)	2V00	2V89	HP	2V90	AV99
41F (J85)	AV00	AV89	LP	AV90	AV99
41G (TF30)	2W00	2W89	HP	2W90	2W99
41G (TF30)	AW00	AW89	LP	AW90	AW99
41H (TF34)	2X00	2X89	HP	2X90	2X99
41H (TF34)	AX00	AX89	LP	AX90	AX99
41L (T56)	3A00	3A89	HP	3A90	3A99
41L (T56)	BA00	BA89	LP	BA90	BA99
41M (T58)	3B00	3B89	HP	3B90	3B99
41M (T58)	BB00	BB89	LP	BB90	BB99
41N (T64)	3C00	3C89	HP	3C90	3C99
41N (T64)	BC00	BC89	LP	BC90	BC99
41P (T76)	3D00	3D89	HP	3D90	3D99
41P (T76)	BD00	BD89	LP	BD90	BD99
41Q (T400)	3E00	3E89	HP	3E90	3E99
41Q (T400)	BE00	BE89	LP	BE90	BE99
41R (T700)	3F00	3F89	HP	3F90	3F99
41R (T700)	BF00	BF89	LP	BF90	BF99
41S (F400)	3G00	3G89	HP	3G90	3G99
41S (F400)	BG00	BG89	LP	BG90	BG99
41T (F402)	3H00	3H89	HP	3H90	3H99
41T (F402)	BH00	BH89	LP	BH90	BH99
41U (F404)	3T00	3T89	HP	3T90	3T99
41U (F404)	BT00	BT89	LP	BT90	BT99

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41W (F110)                2R00   2R89   HP   2R90   2R99
41W (F110)                AR00   AR89   LP   AR90   AR99
420 (RECIP ENG)           3J00   3J89   HP   3J90   3J99
420 (RECIP ENG)           BJ00   BJ89   LP   BJ90   BJ99
421 (RECIP ENG COMP REP)  3K00   3K89   HP   3K90   3K99
421 (RECIP ENG COMP REP)  BK00   BK89   LP   BK90   BK99
430 (PROP BRANCH)         3L00   3L89   HP   3L90   3L99
430 (PROP BRANCH)         BL00   BL89   LP   BL90   BL99
431 (PROP COMP REP)       3M00   3M89   HP   3M90   3M99
431 (PROP COMP REP)       BM00   BM89   LP   BM90   BM99
440 (ROTOR DYN BR)        3N00   3N89   HP   3N90   3N99
440 (ROTOR DYN BR)        BN00   BN89   LP   BN90   BN99
450 (TEST CELL)           2S00   2S89   HP   2S90   2S99
450 (TEST CELL)           AS00   AS89   LP   AS90   AS99
460 (AUX FUEL STORE)      3P00   3P89   HP   3P90   3P99
460 (AUX FUEL STORE)      BP00   BP89   LP   BP90   BP99
470 (JOAP ANYL. LAB)      3Q00   3Q89   HP   3Q90   3Q99
470 (JOAP ANYL LAB)       BQ00   BQ89   LP   BQ90   BQ99
480 (P/P WELDING)         3R00   3R89   HP   3R90   3R99
480 (P/P WELDING)         BR00   BR89   LP   BR90   BR99
510 (STRUCTURE BR)        3U00   3U89   HP   3U90   3U99
510 (STRUCTURE BR)        BU00   BU89   LP   BU90   BU99
51A (STRUCTURES SHOP)     3V00   3V89   HP   3V90   3V99
51A (STRUCTURES SHOP)     BV00   BV89   LP   BV90   BV99
51B (PAINT SHOP)          3W00   3W89   HP   3W90   3W99
51B (PAINT SHOP)          BW00   BW89   LP   BW90   BW99
51C (WELDING SHOP)        3X00   3X89   HP   3X90   3X99
51C (WELDING SHOP)        BX00   BX89   LP   BX90   BX99
51D (MACHINE SHOP)        3Y00   3Y89   HP   3Y90   3Y99
51D (MACHINE SHOP)        BY00   BY89   LP   BY90   BY99
51E (TIRE/WHEEL SHOP)     3Z00   3Z89   HP   3Z90   3Z99
51E (TIRE/WHEEL SHOP)     BZ00   BZ89   LP   BZ90   BZ99
51F (COMPOSITE REP)       4A00   4A89   HP   4A90   4A99
51F (COMPOSITE REP)       CA00   CA89   LP   CA90   CA99
520 (HYD/PNEUT BR)        4B00   4B89   HP   4B90   4B99
520 (HYD/PNEUT BR)        CB00   CB89   LP   CB90   CB99
52A (HYD SHOP)            4C00   4C89   HP   4C90   4C99
52A (HYD SHOP)            CC00   CC89   LP   CC90   CC99
52B (BRAKE SHOP)          4D00   4D89   HP   4D90   4D99
52B (BRAKE SHOP)          CD00   CD89   LP   CD90   CD99
52C (STRUT SHOP)          4E00   4E89   HP   4E90   4E99
52C (STRUT SHOP)          CE00   CE89   LP   CE90   CE99
530 (NDI BRANCH)          4F00   4F89   HP   4F90   4F99
530 (NDI BRANCH)          CF00   CF89   LP   CF90   CF99
53A (RADIOGRAPHY)         4G00   4G89   HP   4G90   4G99
53A (RADIOGRAPHY)         CG00   CG89   LP   CG90   CG99
53B (ELECT/CHEM SHOP)     4H00   4H89   HP   4H90   4H99
53B (ELECT/CHEM SHOP)     CH00   CH89   LP   CH90   CH99
60A (AVI CORR CONT)       4J00   4J89   HP   4J90   4J99
60A (AVI CORR CONT)       CJ00   CJ89   LP   CJ90   CJ99
610 (COM/NAV BR)          4K00   4K89   HP   4K90   4K99
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610 (COMM/NAV BR)	CK00	CK89	LP	CK90	CK99
61A (COMM SHOP)	4L00	4L89	HP	4L90	4L99
61A (COMM SHOP)	CL00	CL89	LP	CL90	CL99
61B (NAV SHOP)	4M00	4M89	HP	4M90	4M99
61B (NAV SHOP)	CM00	CM89	LP	CM90	CM99
61C (COMPUTER SHOP)	4N00	4N89	HP	4N90	4N99
61C (COMPUTER SHOP)	CN00	CN89	LP	CN90	CN99
61D (COMSEC/CRYPTO)	4W00	4W89	HP	4W90	4W99
61D (COMSEC/CRYPTO)	CW00	CW89	LP	CW90	CW99
620 (ELECT INSTR BR)	4P00	4P89	HP	4P90	4P99
620 (ELECT INSTR BR)	CP00	CP89	LP	CP90	CP99
62A (ELECT SHOP)	4Q00	4Q89	HP	4Q90	4Q99
62A (ELECT SHOP)	CQ00	CQ89	LP	CQ90	CQ99
62B (INSTR SHOP)	4R00	4R89	HP	4R90	4R99
62B (INSTR SHOP)	CR00	CR89	LP	CR90	CR99
62C (BATT SHOP, LEAD)	4S00	4S89	HP	4S90	4S99
62C (BATT SHOP, LEAD)	CS00	CS89	LP	CS90	CS99
62D (BATT SHOP, NICK)	4T00	4T89	HP	4T90	4T99
62D (BATT SHOP, NICK)	CT00	CT89	LP	CT90	CT99
62E (CSD/GEN SHOP)	4U00	4U89	HP	4U90	4U99
62E (CSD/GEN SHOP)	CU00	CU89	LP	CU90	CU99
62F (INERT NAV SHOP)	4V00	4V89	HP	4V90	4V99
62F (INERT NAV SHOP)	CV00	CV89	LP	CV90	CV99
630 (FIRE CONT BR)	4X00	4X89	HP	4X90	4X99
630 (FIRE CONT BR)	CX00	CX89	LP	CX90	CX99
63A (AWG-9 SHOP)	4Y00	4Y89	HP	4Y90	4Y99
63A (AWG-9 SHOP)	CY00	CY89	LP	CY90	CY99
63B (AWG-10 SHOP)	4Z00	4Z89	HP	4Z90	4Z99
63B (AWG-10 SHOP)	CZ00	CZ89	LP	CZ90	CZ99
63D (APG-65 SHOP)	5J00	5J89	HP	5J90	5J99
63D (APG-65 SHOP)	DJ00	DJ89	LP	DJ90	DJ99
640 (RADAR/ECM BR)	5A00	5A89	HP	5A90	5A99
640 (RADAR/ECM BR)	DA00	DA89	LP	DA90	DA99
64A (RADAR SHOP)	5B00	5B89	HP	5B90	5B99
64A (RADAR SHOP)	DB00	DB89	LP	DB90	DB99
64B (ECM SHOP)	5C00	5C89	HP	5C90	5C99
64B (ECM SHOP)	DC00	DC89	LP	DC90	DC99
64C (DECM SHOP)	5D00	5D89	HP	5D90	5D99
64C (DECM SHOP)	DD00	DD89	LP	DD90	DD99
64D (FLIR SHOP)	5E00	5E89	HP	5E90	5E99
64D (FLIR SHOP)	DE00	DE89	LP	DE90	DE99
64E (POD SHOP)	5F00	5F89	HP	5F90	5F99
64E (POD SHOP)	DF00	DF89	LP	DF90	DF99
64F (EA6B VANS)	5N00	5N89	HP	5N90	5N99
64F (EA6B VANS)	DN00	DN89	LP	DN90	DN99
650 (SACE/ATE BR)	5G00	5G89	HP	5G90	5G99
650 (SACE/ATE BR)	DG00	DG89	LP	DG90	DG99
65A (RADCOM)	5H00	5H89	HP	5H90	5H99
65A (RADCOM)	DH00	DH89	LP	DH90	DH99
65B (CASS)	2T00	2T89	HP	2T90	2T99
65B (CASS)	AT00	AT89	LP	AT90	AT99

65D (SACE RADAR SHOP)	5K00	5K89	HP	5K90	5K99
65D (SACE RADAR SHOP)	DK00	DK89	LP	DK90	DK99
65E (MISS COMP SHOP)	5L00	5L89	HP	5L90	5L99
65E (MISS COMP SHOP)	DL00	DL89	LP	DL90	DL99
65F (FTE/DTS SHOP)	5M00	5M89	HP	5M90	5M99
65F (FTE/DTS SHOP)	DM00	DM89	LP	DM90	DM99
65H (ATS STA MAINT)	2Y00	2Y89	HP	2Y90	2Y99
65H (ATS STA MAINT)	AY00	AY89	LP	AY90	AY99
65P (VAST SHOP)	5P00	5P89	HP	5P90	5P99
65P (VAST SHOP)	JP00	JP89	LP	JP90	JP99
65Q (VAST STA MAINT)	5Q00	5Q89	HP	5Q90	5Q99
65Q (VAST STA MAINT)	DQ00	DQ89	LP	DQ90	DQ99
65R (VAST TPS MAMS)	5R00	5R89	HP	5R90	5R99
65R (VAST TPS MAMS)	DR00	DR89	LP	DR90	DR99
65S (VAST CAL LAB)	5S00	5S89	HP	5S90	5S99
65S (VAST CAL LAB)	DS00	DS89	LP	DS90	DS99
660 (ASW BRANCH)	5T00	5T89	HP	5T90	5T99
660 (ASW BRANCH)	DT00	DT89	LP	DT90	DT99
66A (ACOUSTIC EQUIP)	5U00	5U89	HP	5U90	5U99
66A (ACOUSTIC EQUIP)	DU00	DU89	LP	DU90	DU99
66B (NON-ACOUSTIC)	5V00	5V89	HP	5V90	5V99
66B (NON-ACOUSTIC)	DV00	DV89	LP	DV90	DV99
670 (PME/CAL FAC)	5X00	5X89	HP	5X90	5X99
670 (PME/CAL FAC)	DX00	DX89	LP	DX90	DX99
67A (PME REC/ISS)	5Y00	5Y89	HP	5Y90	5Y99
67A (PME REC/ISS)	DY00	DY89	LP	DY90	DY99
67B (PME ELECT CAL)	5Z00	5Z89	HP	5Z90	5Z99
67B (PME ELECT CAL)	DZ00	DZ89	LP	DZ90	DZ99
67C (PME MECH CAL)	6A00	6A89	HP	6A90	6A99
67C (PME MECH CAL)	EA00	EA89	LP	EA90	EA99
67D (PME TAMS REP)	2Z00	2Z89	HP	2Z90	2Z99
67D (PME TAMS REP)	AZ00	AZ89	LP	AZ90	AZ99
67E (ALIMS COMPUTER REP)	MT00	MT89	HP	MT90	MT99
67E (ALIMS COMPUTER REP)	MM00	MM89	LP	MM90	MM99
680 (RECON/PHOTO)	6B00	6B89	HP	6B90	6B99
680 (RECON/PHOTO)	EB00	EB89	LP	EB90	EB99
690 (MOD/MICRO REP)	6C00	6C89	HP	6C90	6C99
690 (MOD/MICRO REP)	EC00	EC89	LP	EC90	EC99
69A (MOD/TROUBLE)	6D00	6D89	HP	6D90	6D99
69A (MOD/TROUBLE)	ED00	ED89	LP	ED90	ED99
69B (MICRO/MINI REP)	6E00	6E89	HP	6E90	6E99
69B (MICRO/MINI REP)	EE00	EE89	LP	EE90	EE99
69C (CABLE/CONNECT REP)	6F00	6F89	HP	6F90	6F99
69C (CABLE/CONNECT REP)	EF00	EF89	LP	EF90	EF99
710 (ORD BRANCH)	6H00	6H89	HP	6H90	6H99
710 (ORD BRANCH)	EH00	EH89	LP	EH90	EH99
71A (ARM EQUIP POOL)	6G00	6G89	HP	6G90	6G99
71A (ARM EQUIP POOL)	EG00	EG89	LP	EG90	EG99
71B (GUN SHOP)	6J00	6J89	HP	6J90	6J99
71B (GUN SHOP)	EJ00	EJ89	LP	EJ90	EJ99
71C (ARM EQUIP REP)	6K00	6K89	HP	6K90	6K99

71C (ARM EQUIP REP)	EK00	EK89	LP	EK90	EK99
71D (RACKS/LAUNCH)	6L00	6L89	HP	6L90	6L99
71D (RACKS/LAUNCH)	EL00	EL89	LP	EL90	EL99
71E (TOW REEL REP)	6Q00	6Q89	HP	6Q90	6Q99
71E (TOW REEL REP)	EQ00	EQ89	LP	EQ90	EQ99
720 (SPEC WEAP BR)	6M00	6M89	HP	6M90	6M99
720 (SPEC WEAP BR)	EM00	EM89	LP	EM90	EM99
72A (SPEC WEAP TEST)	6N00	6N89	HP	6N90	6N99
72A (SPEC WEAP TEST)	EN00	EN89	LP	EN90	EN99
730 (WEAPONS DEPT)	6X00	6X89	HP	6X90	6X99
730 (WEAPSON DEPT)	EX00	EX89	LP	EX90	EX99
731 (ARM WPN SUP EQ)	6P00	6P89	HP	6P90	6P99
731 (ARM WPN SUP EQ)	EP00	EP89	LP	EP90	EP99
740 (AMCM BRANCH)	3S00	3S89	HP	3S90	3S99
740 (AMCM BRANCH)	BS00	BS89	LP	BS90	BS99
74A (AMCM SLED SHOP)	5W00	5W89	HP	5W90	5W99
74A (AMCM SLED SHOP)	DW00	DW89	LP	DW90	DW99
74B (AMCM STRUC/COMP)	7Z00	7Z89	HP	7Z90	7Z99
74B (AMCM STRUC/COMP)	FZ00	FZ89	LP	FZ90	FZ99
74C (AMCM AVI/ELECT)	9000	9089	HP	9090	9099
74C (AMCM AVI/ELECT)	9100	9189	LP	9190	9199
74D (AMCM HYD COMP)	9200	9289	HP	9290	9299
74D (AMCM HYD COMP)	9300	9389	LP	9390	9399
810 (SAFE/SURV EQUIP)	6R00	6R89	HP	6R90	6R99
810 (SAFE/SURV EQUIP)	ER00	ER89	LP	ER90	ER99
81A (PARACHUTE SHOP)	6S00	6S89	HP	6S90	6S99
81A (PARACHUTE SHOP)	ES00	ES89	LP	ES90	ES99
81B (AVI SAFE EQUIP)	6T00	6T89	HP	6T90	6T99
81B (AVI SAFE EQUIP)	ET00	ET89	LP	ET90	ET99
81C (OX/REG EQUIP)	6U00	6U89	HP	6U90	6U99
81C (OX/REG EQUIP)	EU00	EU89	LP	EU90	EU99
81D (EJECT SEAT)	6V00	6V89	HP	6V90	6V99
81D (EJECT SEAT)	EV00	EV89	LP	EV90	EV99
820 (OX/NIT GEN FAC)	6W00	6W89	HP	6W90	6W99
820 (OX/NIT GEN FAC)	EW00	EW89	LP	EW90	EW99
901 (SE TRAIN/LIC)	6Y00	6Y89	HP	6Y90	6Y99
901 (SE TRAIN/LIC)	EY00	EY89	LP	EY90	EY99
902 (SE IMRL MANAGE)	6Z00	6Z89	HP	6Z90	6Z99
902 (SE IMRL MANAGE)	EZ00	EZ89	LP	EZ90	EZ99
903 (SE MATL CONT)	7A00	7A89	HP	7A90	7A99
903 (SE MATL CONT)	FA00	FA89	LP	FA90	FA99
90A (SE POOL)	7B00	7B89	HP	7B90	7B99
90A (SE POOL)	FB00	FB89	LP	FB90	FB99
910 (SE GAS ENG REP)	7C00	7C89	HP	7C90	7C99
910 (SE GAS ENG REP)	FC00	FC89	LP	FC90	FC99
91A (SE GAS TURB REP)	7D00	7D89	HP	7D90	7D99
91A (SE GAS TURB REP)	FD00	FD89	LP	FD90	FD99
91B (A/C HAND/SERV)	7E00	7E89	HP	7E90	7E99
91B (A/C HAND/SERV)	FE00	FE89	LP	FE90	FE99
920 (SE STRUCT/HYD)	7F00	7F89	HP	7F90	7F99
920 (SE STRUCT/HYD)	JF00	JF89	LP	JF90	JF99

92A (SE STRUCT REP)	7G00	7G89	HP	7G90	7G99
92A (SE STRUCT REP)	FG00	FG89	LP	FG90	FG99
92B (SE HYD REP)	7H00	7H89	HP	7H90	7H99
92B (SE HYD REP)	FH00	FH89	LP	FH90	FH99
92C (LOX/OX/NIT SERV)	7Y00	7Y89	HP	7Y90	7Y99
92C (LOX/OX/NIT SERV)	FY00	FY89	LP	FY90	FY99
92D (SE CORR CONT)	9A00	9A89	HP	9A90	9A99
92D (SE CORR CONT)	JA00	JA89	LP	JA90	JA99
930 (SE ELECT REP)	7J00	7J89	HP	7J90	7J99
930 (SE ELECT REP)	FJ00	FJ89	LP	FJ90	FJ99
940 (SE COMP REP)	7K00	7K89	HP	7K90	7K99
940 (SE COMP REP)	FK00	FK89	LP	FK90	FK99
950 (SE PERIOD MAINT)	7L00	7L89	HP	7L90	7L99
950 (SE PERIOD MAINT)	FL00	FL89	LP	FL90	FL99
960 (INSTALL/COMBAT)	7M00	7M89	HP	7M90	7M99
960 (INSTALL/COMBAT)	FM00	FM89	LP	FM90	FM99
970 (AIR COND REP)	7N00	7N89	HP	7N90	7N99
970 (AIR COND REP)	FN00	FN89	LP	FN90	FN99
980 (FLT DECK TROUBLE)	9B00	9B89	HP	9B90	9B99
980 (FLT DECK TROUBLE)	JB00	JB89	LP	JB90	JB99
990 (MOBILE MAINT SUP)	7P00	7P89	HP	7P90	6P99
990 (MOBILE MAINT SUP)	FP00	FP89	LP	FP90	FP99
DEPLOYED OPERATIONS	9P00	__89	HP/LP	__90	9Z99

NOTE 1: Document Serial Numbers containing alpha "I" and "O" characters will not be used.

NOTE 2: Those activities requiring additional document serial numbers can use those serial numbers not assigned to local work centers (i.e., W/C 980 (Flight Deck Troubleshooting)).

NOTE 3: If conducting a major offload, change Offload Document Series to 0100 – 1499 in R-Supply. Until the completion of the offload process, ensure no Consumable Stock Reorders are processed. At the completion of the offload the document series for Consumable Stock Reorders must be reset to 0001 – 1399.

NOTE 4: If conducting a major inventory, change Inventory Adjustment Document Series to 0100 – 1399 in R-Supply. Until completion of the Inventory Adjustment processing, ensure no Consumable Stock Reorders are processed. At the completion of Inventory Adjustment processing, the document series for Consumable Stock Reorders must be reset to 0001-1399.

NOTE 5: FF00-FF99 ARE RESERVED FOR FUEL CHARGES EXPENDED for the purpose of maintenance as received from the Fuels Automated System (FAS).

NOTE 6: "H" Series is reserved for Marine Corps aviation special programs (CLOUD/STORM) requirements or to identify requisitions for HAZCON items in the DEFENSE SATELLITE COMMUNICATIONS SYSTEM (used with Project Code LGP).

(1) <u>Reimbursable OPTARS</u>. MALS that receive Reimbursable OPTARS must coordinate with the Cognizant Wing/Brigade to ensure that the Reimbursable Control Code and Document Serial Number Assignment do not conflict with the Serial Number Assignments outlined in this appendix.

(2) <u>NMCS/PMCS Requisitions</u>. When an NMCS/PMCS requisition is input to Optimized NALCOMIS the user must enter the AFM document serial number in the supplementary address field. In order to eliminate confusion at the customer level whenever a 'G' series document is used, the AFM serial number will cite a 'Z' and the same last three digits as the document serial number (i.e., G342/Z342, GA09/ZA09).

(3) <u>WTI Document Serial Number</u>. For WTI Operations, each participating MALS will provide sufficient document numbers for each squadron participating, as well as a block of document numbers for Support Equipment (BK0s) for DTO requirements.

(4) Contingency serial numbers are used for two purposes:

(a) Those serial numbers assigned to requisitions manually prepared when R-Supply/Optimized NALCOMIS are not available.

(b) Those serial numbers assigned to requisitions which are manually prepared and input to R-Supply (i.e. manual stock reorders).

(5) <u>CASREP Requisitions.</u> Utilize the document serial number of "W" for all supported MACS, MWSS and MALS COSAL supported equipment.

b. <u>Fleet Readiness Center (FRC) Requisition Serial Number Assignments</u>

(1) The following serial numbers will be used by MALS who have FRC work centers embedded in their IMA. Multiple FRC work centers have been assigned a single document series. If additional document serial numbers are required to support the FRC work centers, the MALS will contact HQMC, ASL for approval prior to establishment.

(a) Hi Pri J100 – J150 and Low Pri J151 – J190

<u>1</u>. 51H FRC STRUCTURES SHOP

<u>2</u>. 51L FRC PAINT SHOP

<u>3</u>. 51M FRC WELDING SHOP

<u>4</u>. 51N FRC MACHINE SHOP

<u>5</u>. 51P FRC TIRE/WHEEL SHOP

<u>6</u>. 51Q FRC COMPOSITE REP SHOP

<u>7</u>. 51X FRC STRUCTURES BRANCH

(b) Hi Pri J200 – J250 and Low Pri J251 – J290

<u>1</u>. 52D FRC HYDRAULICS SHOP

2.   52E FRC BRAKE SHOP

3.   52F FRC STRUT SHOP

4.   52X FRC HYD/PNEUMATIC BRCH

5.   531 FRC NDI

(c) Hi Pri J300 – J350 and Low Pri J351 – J390

1.   53C FRC RADIOGRAPHY SHOP

2.   53D FRC ELEC/CHEMICAL SHOP

3.   54A FRC ELECPLATING/ANODI

(d) Hi Pri JH00 – JH50 and Low Pri JH51 – JH90

1.   60B FRC AVI CORROSION CTL

2.   61F FRC COMMUNICATION SHOP

3.   61G FRC NAVIGATION SHOP

4.   61L FRC MISSION COMP SHOP

5.   61M FRC COMSEC/CRYPTO REP

6.   61X FRC COMM/NAV BRANCH

(e) Hi Pri JK00 – JK50 and Low Pri JK51 – JK90

1.   62G FRC ELECTRIC SHOP

2.   62H FRC INSTRUMENT SHOP

3.   62J FRC LEAD/ACID BATTERY

4.   62K FRC NICKEL/CADMIUM BAT

5.   62L FRC CSD/GENERATOR SHOP

6.   62M FRC INERTIAL NAV SHOP

7.   62X FRC ELEC/INSTRUMENT

(f) Hi Pri JC00 – JC50 and Low Pri JC51 – JC90

1.   63J FRC APG-65/73 CASS

2.   63X FRC FIRE CONTROL RADAR

3.   64K FRC NON FIRE CONTROL RADAR

4.   64L FRC ECM SHOP

5.   64M FRC DECM SHOP

6.   64N FRC FLIR/OPTICAL SHOP

7.   64P FRC DECM POD SHOP

8.   64Q FRC EA6B ALQ-99 SHOP
9.   64R FRC ALQ-99 CASS

10.   64S FRC S-3 CASS

11.   64T FRC Misc ECM CASS

12.   64U FRC DECM CASS

13.   64X FRC RADAR/ECM BRANCH

(g) Hi Pri JD00 – JD50 and Low Pri JD51 – JD90

1.   65J FRC RADCOM STATION MAINT

2.   65K FRC MISC AVIONICS(CASS) WRA'S

3.   65L FRC CASS BENCH MAINT

4.   65M FRC MISC AVIONICS

5.   65N FRC WEAPONS SYSTEMS MISSILE

6.   65P FRC ATS/IATS

7.   65Q FRC ATS/IATS STATION MAINT

8.   65R FRC FTE/DTS

9.   65X FRC INTEGRATED WPNS SYS

(h) Hi Pri JE00 – JE50 and Low Pri JE51 – JE90

1.   66C FRC ACOUSTIC EQUIPMENT SHOP

2.   66D FRC NON ACOUSTIC EQUIP SHOP

3.   66X FRC ASW BRANCH

4.   67F FRC PME ELEC/ELECTRONIC CAL

5.   67G FRC PME PHYSICAL/MECH CAL

6.   67H FRC PME TAMS REPAIR SHOP

7.   67J FRC COMPUTER REPAIR SHOP

8.   67X FRC PME BRANCH/FIELD CAL

(i) Hi Pri JL00 – JL50 and Low Pri JL51 – JL90

1.   68D FRC LANTIRN SHOP

     <u>2</u>.   68E FRC TARPS SHOP

     <u>3</u>.   68F FRC SHARP SHOP

     <u>4</u>.   68X FRC RECONNAISSANCE/PHOTO

     <u>5</u>.   69J FRC HTS MODULE TEST/TROUBLE

     <u>6</u>.   69K FRC MICRO/MINIATURE REPAIR

     <u>7</u>.   69L FRC CABLE/CONNECTOR REPAIR

     <u>8</u>.   69M FRC CAT IIID MODULE TEST/SHOP

     <u>9</u>.   69N FRC MODULE ANALYSIS SHOP

     <u>10</u>.   69P FRC EMTC MODULE TEST/SHOP

     <u>11</u>.   69Q FRC PINPOINT/PROTRACK

     <u>12</u>.   69X FRC MODULE/MICROMINIATURE REP

(j) Hi Pri JG00 – JG50 and Low Pri JG51 – JG90

     <u>1</u>.   81X FRC ALSS/EJECTION SEAT SHOP

Appendix B

External Reports

1. General

    a. Purpose. This appendix provides information concerning the frequency and submission requirements for external reports required of the ASD.

    b. Background. Every MALS ASD operates as a Centralized Accounting and Billing (CAB) activity within the Navy Supply System and utilizes Navy-owned material and monies to support its customers. In order to maintain accountability of this material and the associated financial resources, an accounting and inventory management system is required to control and report how funds and material are used. The official financial and inventory records of a MALS are those maintained on R-Supply. There are various financial, inventory and material management reports which must be produced from R-Supply and submitted to external activities (e.g., Wing and TYCOM) on a regular basis. These reports are listed in Figures B-1 and B-2 along with frequency, point of submission and the reference directing their submission. Although inventory and material management reports are interactive for R-Supply, SMD is responsible for the coordination, review and submission of the interactively generated R-Supply external reports.

2. Financial Reports. SAD is responsible for the preparation and submission of all financial reports to the appropriate TYCOM. These reports are described in Figures B-1 and B-2.

OPERATING TARGET (OPTAR) REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE DIVISION	SUBMIT TO	REFERENCE
JSF404	OPTAR Document Transmittal Report NAVCOMPT 2156 (Simulated)	TLs will be submitted in accordance with TYCOM Instructions	SAD	TYCOM	NAVSO P3013-2
JSF404	FLTOPS Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157 (Simulated)	Monthly	SAD	TYCOM	NAVSO P3013-2
JSF404	AOM Aviation Operating Forces Budget/OPTAR NAVCOMPT 2157 (Simulated)	Monthly	SAD	TYCOM	NAVSO P3013-2
JSF404	Live EOM FIN Update Reports	Monthly/3rd Working Day	SAD	Wing/ TYCOM	CNAFINST 4440.2_
Word Doc	SFOEDL Challenge	Monthly/25th Working Day	SAD	Wing/ TYCOM	CNAFINST 4440.2_

Figure B-1.--Operating Target (OPTAR) Reports.

INVENTORY/MATERIAL MANAGEMENT REPORTS					
REPORT	REPORT NAME	FREQUENCY	RESPONSIBLE DIVISION	SUBMIT TO	REFERENCE
JSI217	SAMMA/SAL Report	Monthly as Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
SQLs	IMPR Data	Monthly as Directed	SMD	Wing/ TYCOM	
JSF415	Supply Effectiveness Report	Monthly as Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
JSI221	Gain/Loss Inventory Report	Monthly as Directed	SMD	Wing/ TYCOM	CNAFINST 4440.2_
J6310	Repairable Stock Status Report	Monthly as Directed	SMD	TYCOM	CNAFINST 4440.2_
DB Saves	Pre-EOM Live Save Tapes	MONTHLY/5th WORKING DAY	SMD	Wing/ TYCOM	CNAFINST 4440.2_
ULM FILES	MFCS Daily TIRS	Daily	SMD	MFCS CRT	CNAFINST 4440.2_
JSI211	Force Inventory Drawdowns	Daily	SMD	NAVSUP	CNAFINST 4440.2_

Figure B-2.--Inventory/Material Management Reports.

Appendix C

Suspense and Unprocessed Interface Processing Procedures

1. Purpose. This appendix provides procedural guidance for processing records form the R-Supply Suspense Report and NALCOMIS Unprocessed Incoming/Outcoming Interface Report.

2. Background. A suspended transaction is one failing to pass the R-Supply validation process and has been written to the R-Supply Suspense File. The majority of these originate from transactions successfully processed in NALCOMIS and passed via the interface to R-Supply. Corrective action must then be initiated on a daily basis to either correct the situation causing the record to suspend or to cancel the record from suspense. The Suspense File is a cumulative report and if corrections are not processed in a timely manner then the report may become unmanageable. Failure to do so will result in reduced inventory validity, lost assets, poor requisition reconciliation validity, data base mismatches and an increased workload on all divisions. Additionally, these conditions have a negative impact on the effective financial management of the units OPTAR's. Additional references for working the Suspense Report are the R-Supply On-line User Guide and NALCOMIS IMA User Guide.

3. R-Supply Suspense Processing.

    a. Reports Used to Identify Suspended R-Supply Transactions.

        (1) R-Supply Suspense Report (JSL325). This report is requested by selecting Logistics Submenu, Management, Logistic Reports and Suspense Listing (R-Supply Report). An option is available to select "ALL" suspended transactions or individual suspense categories (i.e., Status, Receipts, Issues, etc.). Individual suspense categories allow for different sort sequences. The "ALL" option allows the user to further stratify the listing by selecting Batch Source Indicator (identifies the system which generated the transaction), Document Number, National Item Identification Number (NIIN) or Suspense Code. Suspense Report Layout:

            (a) Suspended Transaction Parameter Listing. Displays the Organization UIC, Batch Indicator (shows where the transaction originated), Report Type (R-Supply DI, i.e., X05 - Allowance List Adjustments) and sort sequence selected by the requestor.

            (b) Suspended Transaction Report. This portion of the report is divided by transaction category. This report displays basic information for the transaction and the reason the transaction suspended. The reason displayed may not be the only error preventing the transaction from processing. When R-Supply processes a transaction the first validation error encountered will cause the transaction to suspend.

            (c) Summary Report of Suspended Records. This portion of the report is divided into two parts.

                1 Part 1. This report is a numerical summary of suspended transaction in Suspense Code Sequence and then the applicable DI's, Number of days the transaction has been on the Suspense Report and the total number of records suspended. Any transaction over four days old should be reviewed and corrected immediately.

                2 Part 2. This report displays the Suspense Code and

definition of the reason the transaction suspended. A complete list of all R-Supply Suspense Codes is only available by running an R-Supply ADHOC.

(2) R-Supply ADHOCs. ADHOCs enable the user to create customized queries by selecting specific data elements from the application's database tables to create a query, establish criteria for the data elements and specify print formats.

b. Processing Frequency. Daily, each division (except SPAD) is required to review and correct suspended transactions. Additionally, SMD is tasked with monitoring and auditing the corrective action taken by the applicable divisions. Depending on the activity, each division will request a copy of the report or the SAA will schedule the Suspense Report and distribute copies to each division. Divisions are required to maintain on file current and prior reports annotated with the action taken to correct the errors. Although R-Supply provides the ability to review and process suspended transactions online throughout the day, and there may be no suspended transactions for the division, they are still required to maintain a hard copy of the report.

c. Common Causes and Corrective Action for Suspended Transactions.

(1) Inventory Discrepancies.

(a) Frequently encountered when the On-Hand Quantity reflects zero and the user attempts to process an issue, carcass data, transfer, subcustody, stock survey or a receipt reversal.

(b) Perform a spot inventory and input the appropriate adjustment(s) transaction to allow the effected record to process. Research should include reviewing the Suspense Report (suspended stock receipts or squadron turn-in), overaged stock dues (stock receipts with shipping status over thirty (30) days) and the Pending Data Entry File for unprocessed receipts or squadron turn-ins. If this research does not identify the cause of the inventory discrepancy, a Gain By Inventory (GBI) transaction must be processed.

(2) Data Base Mismatches.

(a) Records will suspend if an issue is processed in NALCOMIS for an NSN not present on R-Supply or if the NIIN is inactive on the Stock_Item_Table.

(b) Conduct research to identify the discrepant database and initiate corrective action.

Note: Majority of mismatches between NALCOMIS and R-Supply databases are the result of failure to execute the monthly R-Supply/NALCOMIS Reconciliation process as outlined in Appendix D of the ASDTP.

(3) Tables File Mismatches.

(a) Frequently encountered when tables files are not updated to reflect changes in Type/Model/Series (T/M/S) of aircraft supported, Department/Division Code changes, Unit of Issue not on tables or changes in document serial number assignments.

(b) Update appropriate tables and process suspended records.

(4) Receipt Mismatches.

(a) Records will suspend if a receipt is processed (without an override code) and a matching outstanding A0_ is not on the Active_RQN_Table, the requisition was previously completed or if any data element on the receipt (UI, QTY, etc.) does not match the original A0_.

(b) Research to determine if the requisition was cancelled in R-Supply either interactively/batch or if a duplicate shipment was made. If the A0_ cannot be located, back-fit the A0_and process the receipt.

Note: R-Supply does not allow the backfitting of an A0_ if the requisition number was used (i.e. issue or material turn-in). Delete the receipt from suspense and forward all documentation to SAD.

(c) If research determines a duplicate shipment has been received, process the receipt with an "M" override code for duplicate shipments.

(d) If a requisition was administratively/batch canceled, reverse the administrative or batch cancellation and process the receipt.

(e) Ensure the material received matches the material requested. Correct any data element on the receipt to match the original A0_.

(5) Material Under Inventory.

(a) Occurs when attempts are made to process transactions against an NSN under inventory.

(b) Once the inventory is completed and the count has been recorded, R-Supply will clear the inventory flag which will allow the user to process transactions from the Suspense Report.

(6) Requisition Not on File.

(a) Frequently encountered on requisitions introduced to the supply system via telephone, GDSC, DOD EMALL and One-Touch. The stock point provides status prior to the requisition being released via "Logistics/Release Outgoing Requisitions".

(b) Releasing the requisition will allow the user to process records from the Suspense.

(7) Stock Item Record Mismatches.

(a) Occurring frequently when transaction images produced by NALCOMIS cite a different Unit of Issue (UI), Cognizance Symbol or location than R-Supply.

(b) Process the record from the Suspense once the database has been updated with the correct information.

(8) Incorrect Maintenance Data.

(a) Occurs when requisitions are entered citing erroneous maintenance data, (i.e., Type Equipment Code (TEC), Bureau Number (BUNO), Work Unit Code (WUC), Job Control Number (JCN), etc.).

(b) Research must be performed to determine if the error is a result of user input or Tables File errors. Correct the discrepant record or update the appropriate Tables File to allow processing of record from the Suspense Report.

d. Summary. The Suspense Report is an invaluable tool for identifying transactions having not processed through R-Supply. Recognizing R-Supply as the "Master Data Base" for financial and inventory records emphasizes the need to maintain it as accurately as possible. Failure to do so will severely impact financial differences, inventory validity, requisition validity, Gross Inventory Adjustments and all other facets of supply management. Avoid simply canceling records from the Suspense Report. Establish an effective research program to maintain this report at a manageable level and all divisions will benefit.

NOTE: When a user deletes a record from the suspense file, the transaction is cleared and will not reappear on subsequent reports. The only other opportunity to capture the transaction is when it appears on the Stock Control Review Listing or the NALCOMIS Unprocessed Interface Listing.

4. NALCOMIS Interface Processing. The NALCOMIS Interface Records Report is produced interactively from NALCOMIS under the "SYSTEM/Interface" option. There are two types of interface reports, Incoming and Outgoing. NALCOMIS interface records should be worked daily by RMD, CMD, SRD, PEB, AWP, SSD and audited by SMD.

a. Incoming Interface. The incoming interface lists all processed R-Supply records and those unprocessed records not passing validation because of data integrity and/or database/system errors in NALCOMIS. The unprocessed incoming report is worked interactively in NALCOMIS by either reprocessing or deleting the record. Research must be performed to determine the cause for the unprocessed interface record. This report will be produced, annotated and retained by each respective division.

(1) Incoming Interface Reports. The reports listed below are generated interactively through the NALCOMIS interface process. This process attempts to locate (i.e., match) the interface record on the NALCOMIS database. If no match is found, the record is written to the Unprocessed Interface Record Report. Major cause for unprocessed records is due to deactivation of the interface between R-Supply and NALCOMIS. The following are examples of other conditions causing records to appear on the Unprocessed Interface Report.

(a) Processed Interface Records. This report shows incoming interface records successfully processed in NALCOMIS and no action is required on these transactions.

(b) Unprocessed Interface Records. This report shows records which did not process successfully under a batch/interactive process by NALCOMIS because of a database or validation error.

1   Review and/or correct all requisitions on the Unprocessed Incoming Interface Reports daily. Annotate listings with verifications; i.e., processed R-Supply only (VALID) or requires NALCOMIS

reprocessing/deletion. The only time a transaction should be deleted off the unprocessed list is if the record already exists on NALCOMIS or the transaction is not valid. Failure to review, validate, and/or annotate the report may cause financial and inventory concerns. The NALCOMIS Unprocessed Interface Report should be reviewed by RMD, CMD, SRD, PEB, AWP, SSD and audited by SMD. The respective divisions will maintain an annotated Unprocessed Incoming Interface Records Report on file.

<u>a</u> <u>Status Exception Report 1</u>. This report displays a list of unsolicited incoming interface records with document identifier codes of AB_, AE_, AS_, AU_ not having existing requisitions in NALCOMIS. These interface records also appear on the Unprocessed Tab.

<u>b</u> <u>Status Report 2</u>. This report lists AE_ records with cancellation/rejection status codes of BQ, BR, ES, B4, C_ or R_. These interface records also appear on the Processed Tab and no action is required.

<u>c</u> <u>Status Report 3</u>. This report lists AE_ records with status codes of BG, BH, BJ, NR or NU having active requisitions on NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

<u>d</u> <u>Status Exception Report 4</u>. This report lists all incoming A__ status with existing Status History Records in NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

<u>e</u> <u>Status Report 5</u>. This report lists all incoming AE_ records with status codes of BA, BD or BF having active requisitions in NALCOMIS. These interface records also appear on the Processed Tab and no action is required.

b. <u>Outgoing Interface</u>. The outgoing interface lists all external records not released by NALCOMIS and internal records not processed in R-Supply pending a response indicating the record was processed. Causes for internal conditions could be due to validation errors, system errors or R-Supply suspense deletions. The internal records are worked interactively by either reprocessing or deleting the record in NALCOMIS. Research must be performed to determine the cause for the unprocessed interface record. This report will be produced, annotated and retained by each respective division.

(1) <u>Outgoing Interface Reports</u>. The reports listed below are generated interactively through the NALCOMIS interface process.

(a) <u>Outgoing External Interface Report</u>. The Outgoing External Interface Report lists all records pending the External Record Extract process. The External Record Extract is the process by which outgoing records (those sent to Inventory Control Point (ICP) or Point Of Entry (POE)) are prepared to be sent out via DAAS or WEBSALTS. When activated, the process extracts all external outgoing records from the application database and places them in one file on the NALCOMIS server.

(b) <u>Outgoing Internal Interface Report</u>. Whenever NALCOMIS creates transactions to go to R-Supply, a mirror image of that transaction is retained on the NALCOMIS data base awaiting the return of the successfully processed transaction from R-Supply. When returned, the mirror transaction is deleted. Transactions created by NALCOMIS, which are not returned, are known as 'Outgoing Echo Records'. Each record will be researched in both NALCOMIS and R-Supply to determine if it requires further processing. The

end state when working the Outgoing Interface is to ensure the record has been processed and is on file in R-Supply.

(2) In NALCOMIS' Outgoing Interface, records will post in Document Identifier (DOC ID) sequence with an option to sort by National Item Identification Number (NIIN), Document Date Serial Number (DDSN) and Request Date and Time (Rqst Dt&tm).

(3) Sections will work only the records applying to their respective divisions.

(a) RMD – All repairable COGs, regardless of DOC ID.

(b) SRD – Consumable A0_'s, except SSD, PEB and AWP.

(c) CMD – All Consumable records, except A0_'s.

(d) SSD – All Tools, TBA and IMRL records.

(e) AWP – ZC8, ZQ9, BK1 and all other applicable Project Codes.

(f) PEB – All records with 774 Project Code.

Appendix D

Relational Supply/Optimed NALCOMIS Reconciliation

1. Purpose. The purpose of this appendix is to outline procedures for conducting NALCOMIS and R-Supply reconciliation.

2. Background. Due to the complexity of maintaining both the NALCOMIS/R-Supply databases, an automated matching process was developed which compares stock number and requisition data, then produces reports, which identify discrepancies. Additionally, both stock number and requisition data can be loaded from NALCOMIS/R-Supply to correct the discrepancy.

3. Overview. The following paragraphs are provided as an overview of the prerequisites and sequence of events when conducting the NALCOMIS/R-Supply reconciliation. The sequence detailed in the following paragraphs allows the reconciliation process to be tailored to an activity's needs. Reports will be ran and worked no less than once a month, but can be ran and worked more frequently. The most efficient method is to schedule all the reports consecutively at the same time. This appendix has been written to assist in the reconciliation method. If it is not feasible to run all the reports at the same time, it is possible to run the reconciliation in segments at different times. For example, run a NIIN Reconciliation the first week of the month, a Stock Due Reconciliation the second week and a DTO Due Reconciliation the third week. Regardless of the method chosen, the sequence of events is the most important part of the reconciliation process. Deviations from the order shown in paragraphs 3c through 3g will create excess or duplicate corrections for the Marines working the reports. If any new reports are required, the process must be started over from at least step 2.

    a. The Supply Applications Administrator (SAA) is the coordinator of the reconciliation process. This entails working with RMD, CMD and SRD. Applicable sections will annotate, sign, date and retain (at a minimum) current and one prior set of annotated reports in their own division. The SAA will forward all reports to the respective branches/sections and distribute a minimum of four copies as follows: RMD – 1, CMD – 1, SRD – 1 and SMD – 1. The reconciliation is broken down into six basic steps.

    b. Step 1. The reconciliation procedure is to ensure the functional integrity of the NALCOMIS database. NALCOMIS will be cleaned up by a combination of manual corrections and database alignment programs (DBAGs). Clean-up procedures are detailed in this appendix, paragraph 4.

    c. Step 2. Bring down interface and it will remain down through Step 5.

Note: It is recommended pending interface records be processed prior to bringing down interface.

    d. Step 3. Extract the Stock Item, DTO Due, Sub-Custody, Non-RFI, MALSP and Stock Due drawdowns from R-Supply.

    e. Step 4. Run the reconciliation process for NIIN, DTO Due, Sub-Custody, Non-RFI, MALSP and Stock Due.

    f. Step 5. Run the Report Generator Options.
    g. Step 6. Work, annotate and retain the reconciliation reports.

4. Clean-up NALCOMIS. In order to conduct an effective NALCOMIS/R-Supply reconciliation, the NALCOMIS database must be analyzed to identify inaccurate records that will affect the reports. Certain conditions, if they exist, need to be corrected first or the result will be duplicate work and larger discrepancy reports which will take longer to research and correct.

    a. Error Identification. RMD/RCB will run the NALCOMIS Program DBAG21 by utilizing the System Subsystem>Utility>Utilities>Data Base>Reports>DBAG21. This process allows the user to review a list of Out of Balance quantities and Non-DIFM items attached to a MAF. Specifically, it identifies discrepancies between the inventory data records and its supporting detail records; and discrepancies between the DS02 INVDATA Table Due Quantity and the actual due quantities recorded in the DS03 ITEM Table.

    b. Error Correction. All errors reported by DBAG21 will be corrected by manual research and the following DBAGs:

Error Category	DBAG Program
RFI	DBAG81
SUSPENSE	DBAG83
DIFM	DBAG75
SUBCUSTODY	DBAG1R
PACK-UP	DBAG80 and 84
DUES	DBAG76
IOUs	DBAG79

    c. Recalculation. RMD/RCB will run DBAG17 after each DBAG listed in paragraph 3b above to recalculate ACBAL and Family Group Code Data.

5. Bring down interface. SAA will bring down the interface. It is recommended all pending interface records are processed; this will facilitate the most accurate reconciliation process.

6. Extract R-Supply data. When NALCOMIS has been cleaned-up, information will be extracted from R-Supply (NIIN, Stock Due, DTO Due, NRFI, Subcustody and MALSP) via the drawdown process.

    a. Stock Item Drawdown. SAA will ensure the NIIN drawdown is requested properly using the following steps.

        (1) Login to R-Supply.

        (2) Select SITE>Management.

        (3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

        (4) In the NALCOMIS Drawdown screen select "Stock Item"(Figure D-2).

        (5) In the Select Allowance Type Codes (ATCs) Screen (Figure D-3), select all of the Allowance Type Codes Parameters (all nine ATCs should be selected). Select Ok, then select the Apply Icon. Record the Batch Job Number (Figure D-4) for Approval.
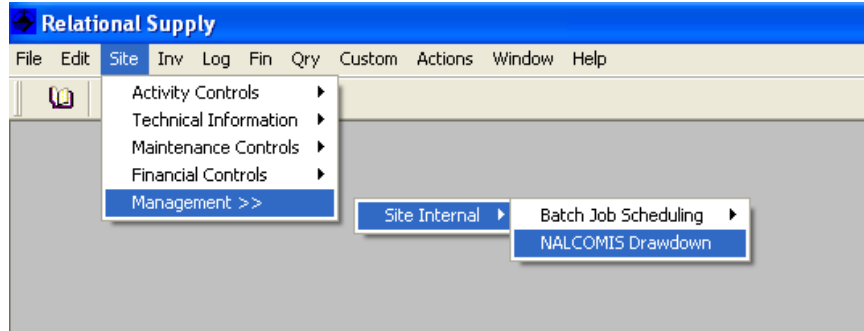
Figure D-1.--Stock Item Drawdown.
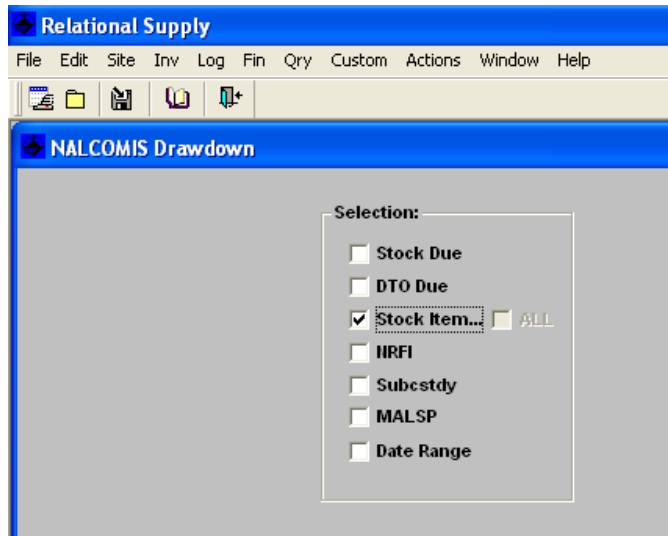
Figure D-2.--Select Allowance Type Codes (ATCs).
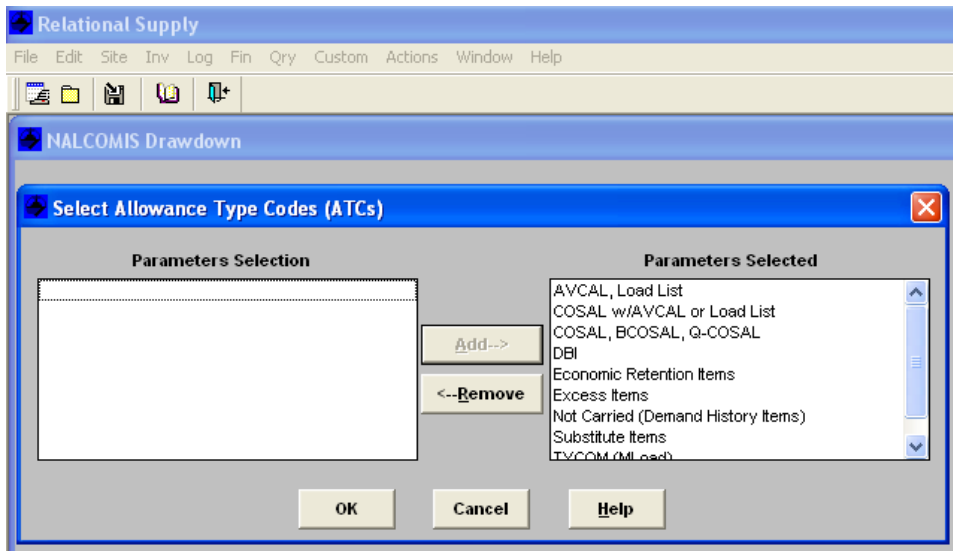
Figure D-3.--Allowance Type Codes Parameters.
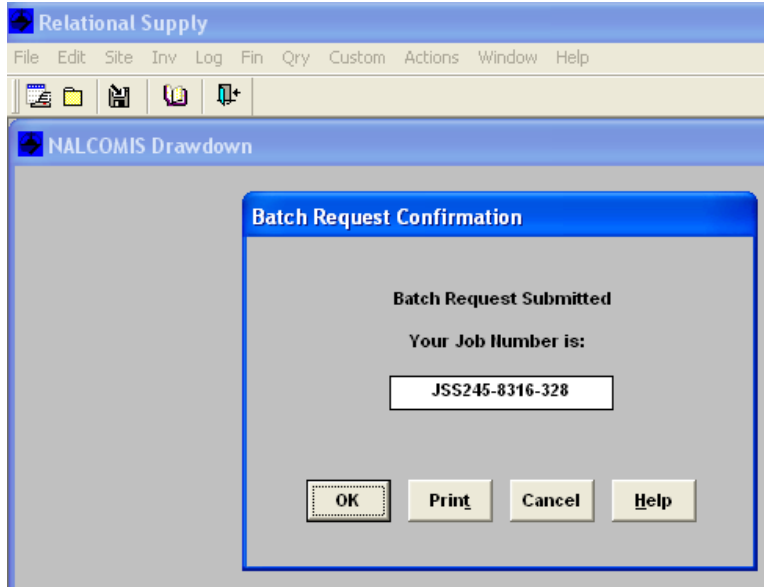
Figure D-4.--Batch Job Number.

(6) Select SITE>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

(8) Locate Batch Job Number from list and enter an R in Status Window (Figure D-6).

(9) Select the Apply Icon to release the job.
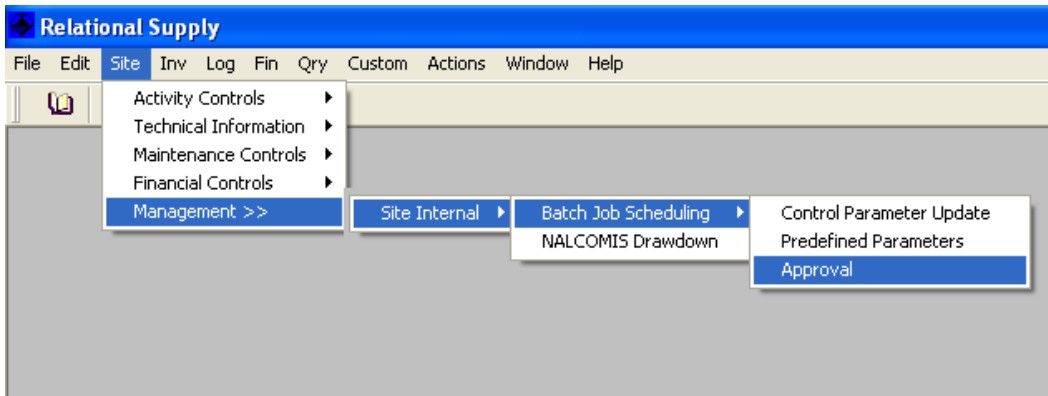
Figure D-5.--Batch Job Approval.

Status	Batch Job Nbr	Batch Id	Process Name	User Id	Date/Time Rqstd (ZULU)	Priority	Schd Ind	Copies
	JSI2116291048	JSI211	Force Inventory Drawdowns	aw3251	18 OCT 2006 09:10:16	3	☑	1
R	JSL3118294728	JSL311	Requisition Listing	marine11	20 OCT 2008 10:25:53	1	☐	1
R	JSL3118294729	JSL311	Requisition Listing	marine09	20 OCT 2008 10:26:27	1	☐	1
R	JSS2928309463	JSS292	MFCS File Transfer	marine15	04 NOV 2008 09:48:03	1	☐	1
R	JSS2928309464	JSS292	MFCS File Transfer	marine11	04 NOV 2008 09:49:08	1	☐	1
	JSS2458316328	JSS245	NALCOMIS Stock/DTO Drawdow	thomas	11 NOV 2008 11:27:54	2	☐	1

Figure D-6.--Batch Job Release.

(10) Obtain the NALCOMIS Drawdown Sheet generated from the Job Request. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

    b. Stock Due Drawdown. The Supply SAA will ensure the Stock and DTO Due Drawdowns are requested properly using the following steps.

        (1) Login to R-Supply.

        (2) Select SITE>Management.

        (3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

        (4) In the NALCOMIS Drawdown Screen, select Stock Due and then select the Apply Icon (Figure D-2).

        (5) The following screen will prompt the user to either accept the job requested or cancel the current job selection. Record the Batch Job Number for Approval.

        (6) Select SITE>Management.

        (7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

        (8) Locate Batch Job Number from list and enter an R in the Status Window (Figure D-6).

        (9) Select the Apply Icon to release the job.

        (10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the Stock Due Reconciliation Process. This process is detailed in paragraph 7.

    c. DTO Due Drawdown for R-Supply. The SAA will ensure the DTO Due Drawdown is requested properly using the following steps.

        (1) Logon to R-Supply.

        (2) Select SITE>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) On the NALCOMIS Drawdown Screen (Figure D-2), select DTO Due and select the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select SITE>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (Figure D-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

    d. <u>NRFI Drawdown for R-Supply</u>. The SAA will ensure the NRFI Drawdown is requested properly using the following steps.

(1) Logon to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) On the NALCOMIS Drawdown Screen (Figure D-2), select NRFI and then click on the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (Figure D-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

    e. <u>Subcustody Drawdown for R-Supply</u>. The SAA will ensure the Subcustody Drawdown is requested properly using the following steps.

(1) Logon to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) On the NALCOMIS Drawdown Screen (Figure D-2), select Subcustody and click on the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (Figure D-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

    f. <u>MALSP Drawdown for R-Supply</u>. The SAA will ensure the MALSP Drawdown is requested properly using the following steps.

(1) Logon to R-Supply.

(2) Select Site>Management.

(3) Select Site Internal>NALCOMIS Drawdown (Figure D-1).

(4) On the NALCOMIS Drawdown Screen (Figure D-2), select MALSP and click on the Apply Icon.

(5) The following screen will prompt the user to either accept the job request or cancel the current job selection. Record the Batch Job Number for Approval.

(6) Select Site>Management.

(7) Select Site Internal>Batch Job Scheduling>Approval (Figure D-5).

(8) Locate the Batch Job Number from the list and enter an R in the Status Window (Figure D-6).

(9) Select the Apply Icon to release the job.

(10) The NALCOMIS Drawdown Sheet will now be produced. The Batch Request Number will be required to run the reconciliation process. This process is detailed in paragraph 7.

7. <u>NALCOMIS Update Options</u>. The individual user can begin the reconciliation process with the Batch Request Number provided from the NALCOMIS Drawdown Sheet.

a. <u>NIIN Reconciliation</u>. Steps 1 – 24 must be run in the order shown. Do not proceed to step 24 until steps 1- 23 are complete. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports. Instructions for working the reports produced from steps 12, 14, 16 and 19 are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

(1) Logon to NALCOMIS and select the Batch Subsystem.

(2) In the Batch Subsystem select Monthly>Reconciliation>NIIN (Figure D-7).
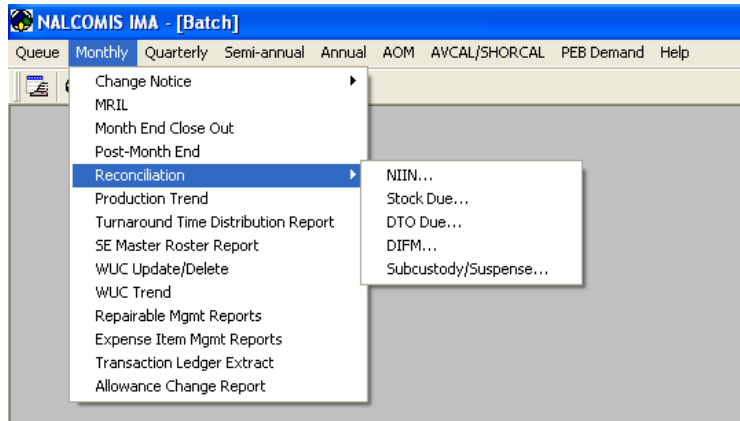
Figure D-7.--NALCOMIS Reconciliation Prompt.

(3) On the NIIN Reconciliation Prompt (Figure D-8), select Delete Supply NSN File (J60670) and click on OK.
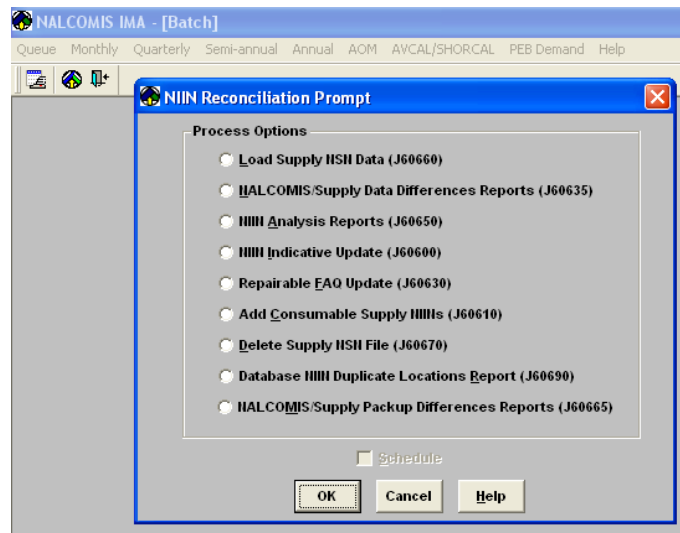
Figure D-8.--NALCOMIS NIIN Reconciliation Prompt.

(4) The user will now be asked "All Required Process have not been run submit Anyway?", select Yes.

(5) Release the Delete Supply NSN File (J60670) Batch Process from the Job Request Queue (Figure D-9 AND D-10) Reports>Queue>Job Request.
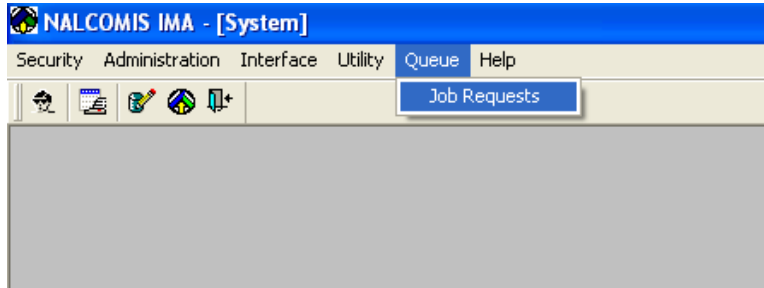
Figure D-9.--NALCOMIS Job Request.
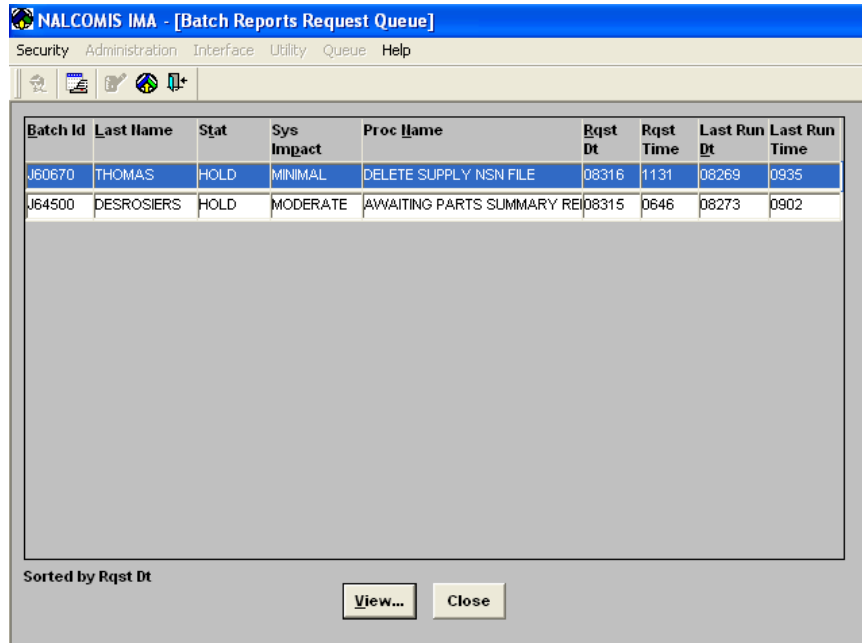
Figure D-10.--NALCOMIS Batch Reports Request Queue.

(6) For the NALCOMIS IMA Submit Batch Process for Delete Supply NSN File (J60670) (Figure D-11) select YES.

(7) On the NIIN Reconciliation Prompt, select Load Supply Data (J60660) (Figure D-8) and click on OK. Ensure the Delete Supply NSN Job has completed otherwise this job will not provide correct information.

(8) On the Load Supply NSN (J60660) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) produced from the NALCOMIS Drawdown Sheet via R-Supply and click on OK.

Figure D-11.--NALCOMIS IMA Submit Batch Process.

(9) Release the Load Supply NSN File (J60660) Batch Process from the Job Request Queue Reports>Queue>Job Request (Figure D-9 and D-10).

(10) On the NALCOMIS IMA Submit Batch Process for Load Supply NSN File (Figure D-11) click on YES.

(11) Now select the printer you want the output to go to and click on OK.

(12) Next, there will be a message generated asking the user "Do you want to print this Report"; Click on No. This process produces the COG/MCC Not on NALCOMIS Report automatically.

(13) On the NIIN Reconciliation Prompt, select the NIIN Indicative Update (J60600) (Figure D-8) and click on OK. Ensure the Load Supply NSN Job has completed otherwise this job will not provide correct information.

(14) On the NIIN Indicative Update (J60600) Prompt select OK.

Note: Do not select Location Blanking or Record Blanking as not all NIINS in R-SUPPLY are extracted in the draw-down process. Location Blanking can be ran quarterly or when duplicate Locations are found in NALCOMIS. Record Blanking is ran only after a Re-AVCAL. Under Process Options, select Produce all Reports.

(15) Release the NIIN Indicative Update (J60600) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(16) On the NALCOMIS IMA Submit Batch Process for NIIN Indicative Update click on YES. This process produces the following reports automatically.

(a) COG Exception Report: Repairable to Consumable.

(b) COG Exception Report: Consumable to Repairable.

(c) PEB Discrepancy Report.

(d) Supply NIINS not in NALCOMIS Report.

(e) Location Exception Report: Supply Primary Location Blank – NALCOMIS ACBAL not Zero.

(17) On the NIIN Reconciliation Prompt, select the Add Consumable Supply NIINs (J60610) and click on OK. Ensure the NIIN Indicative Update Job has completed otherwise this job will not provide correct information.
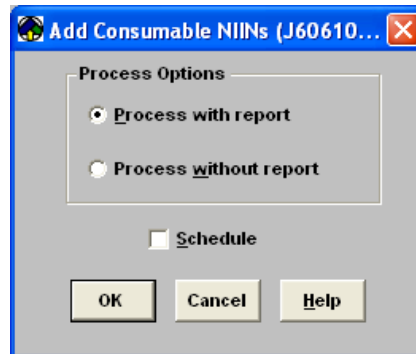
Figure D-12.--Add Consumable NIINs.

Note: Both Process with Report and Process without Report on figure D-12 will update the database; however, only Process with Reports will print the report.

(18) Release the Add Consumable Supply NIIN (J60610) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(19) On the NALCOMIS IMA Submit Batch Process for Add Consumable Supply NIINs (J60610) click on YES. The Supply NIINs Added to NALCOMIS Report is automatically produced.

(20) On the NIIN Reconciliation Prompt, select the Repairable FAQ Update (J60630) and click on OK. Ensure the Add consumable Supply NIIN Job has completed otherwise this job will not provide correct information.

(21) Repairable FAQ Update (J60630) Prompt. Selecting this option will produce the Information Listing of All Changes Made to NALCOMIS.

Note: This report is very large and unworkable. It is recommended not to print this report. By not selecting the box in Figure D-13, the report will not be printed. Just click on OK.
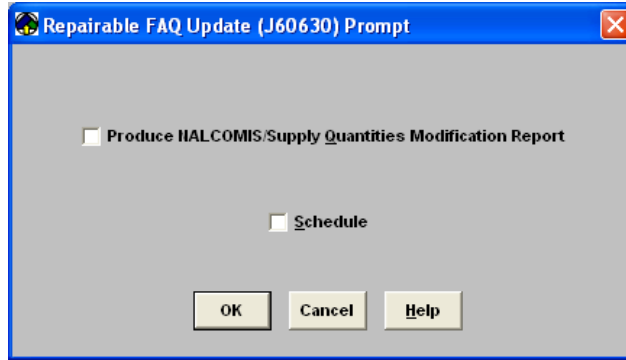
Figure D-13.--Repairable FAQ Update (J60630) Prompt.

(22) Release the Repairable FAQ Update (J60630) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(23) In the NALCOMIS IMA Submit Batch Process for Repairable FAQ Update select YES.

(24) Run the NIIN Reconciliation Report Generators. This procedure is detailed in paragraph 8.

Note: When all reconciliation reports are being ran at the same time, step 24 can be conducted at the end of the NALCOMIS Update Options.

    b. Stock Due Reconciliation. Steps 1 – 15 must be run in the order shown. Do not proceed to step 15 until steps 1 – 14 are complete. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports. Instructions for working the reports produced from steps 9 and 14 are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

        (1) Logon to the NALCOMIS IMA System.

        (2) Select the Batch Subsystem Icon.

        (3) On the Batch Subsystem select the Monthly>Reconciliation>Stock Due Options.

        (4) On the Repairable Stock Due Reconciliation Prompt, select the Load Supply Stock Due File (J60641) and click on OK.

        (5) On the Load Supply Stock Due (J60641) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet. Place a check on the Produce Exception Report Box and select OK.

        (6) Release the Load Stock Due Indexed File (J60641) Batch Process from the Job Request Queue Reports>Queue>Job Request.

        (7) On the NALCOMIS IMA Submit Batch Process for Load Stock Due Indexed File click on Yes.

        (8) On the NTCSS II Select Printer Window, select the appropriate printer you wish the output to be printed to and select OK.

(9) On the NALCOMIS IMA Batch Process Submitted Screen, you will be asked "Do you want to print this message?" It is recommended you select No (This process will simply print this screen for verification). This process produces the following reports automatically.

        (a) NALCOMIS/Supply Stock Due Load Exception Report.

        (b) Repairable Stock Dues.

    (10) Go back into the Repairable Stock Due Reconciliation Prompt and select Add Supply Stock Dues and Produce Report (J60645) and click on OK.

    (11) Release the Repairable Stock Due Update (J60645) Batch Process from the Job Request Queue Reports>Queue>Job Request.

    (12) On the NALCOMIS IMA Submit Batch Process for Repairable Stock Due Update, select Yes.

    (13) On the NTCSS II Select Printer Window, select the appropriate printer you wish the output to be printed to and select OK.

    (14) On the NALCOMIS IMA Batch Process Submitted Screen you will be asked "Do you want to print this message?" It is recommended you select NO (This process will simply print this screen for verification). This process produces the following reports automatically.

        (a) NALCOMIS Requisitions not on Supply Files.

        (b) Repairable Stock Dues.

        (c) Supply Requisitions not in NALCOMIS.

    (15) Run the Stock Due Reconciliation Report Generator. This procedure is detailed in paragraph 8.

Note: When all reconciliation reports are being ran at the same time, step 15 can be conducted at the end of the NALCOMIS Update Options.

    c. DTO Due Reconciliation. Steps 1 – 8 must be run in the order shown. Do not proceed to step 8 until steps 1 – 7 are completed. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

    (1) Logon to the NALCOMIS system.

    (2) Select the Batch Subsystem Icon.

    (3) In the Batch Subsystem menu select Monthly>Reconciliation>DTO Due Option.

    (4) On the Repairable DTO Due Reconciliation Prompt, select Load Supply DTO Due File (J60681) and click on OK.

    (5) On the Load Supply DTO Due (J60681) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and click on OK.
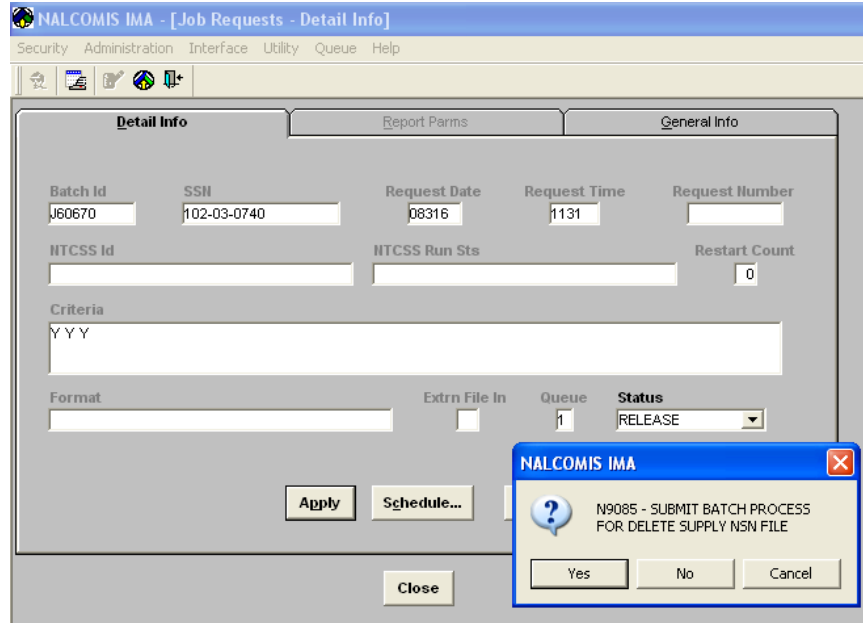
(6) Release the Load DTO Due File (J60681) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(7) On the NALCOMIS IMA Submit Batch Process for Load DTO File, select Yes.

Note: There is no output provided through this option.

(8) Run the DTO Due Reconciliation Report Generator. This procedure is detailed in paragraph 8.

Note: When all reconciliation reports are being ran at the same time, step 8 can be conducted at the end of the NALCOMIS Update Options.

    d. Pack-up MALSP Reconciliation. Steps 1 – 6 must be run in the order shown. This will ensure NALCOMIS has the most current information and produce the most accurate discrepancy reports.

(1) Logon to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem Menu, select Monthly>Reconciliation>NIIN Option.

(4) On the NIIN Reconciliation Prompt, select NALCOMIS/Supply Pack-up Differences (J60665) and click on OK.

(5) On the NALCOMIS/Supply Pack-up Differences (J60665) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and select OK.

(6) Release the NALCOMIS/Supply Pack-up Differences (J60665) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(7) On the NALCOMIS IMA Submit Batch Process for Subcustody/Suspense Recon Process FILE (Figure D-11), select Yes.

(8) Now select the printer you want the output to go to and click on OK.

(9) A message will be generated asking the user "Do you want to print this message?", select NO. This process produces the Subcustody/Suspense Recon Report automatically.

(a) NALCOMIS IMA Pack-up Records not on R-Supply.

(b) NALCOMIS IMA Pack-up Quantities not Equal to R-Supply Quantities.

(c) R-Supply Pack-up Records Added To NALCOMIS.

    e. DIFM NON-RFI Reconciliation. Steps 1 – 6 must be run in the order shown. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Logon to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem Menu, select the Monthly>Reconciliation> DIFM Option.

(4) On the DIFM Recon Process (J60710) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and click on OK.

(5) Release the DIFM Recon Process (J60710) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(6) On the NALCOMIS IMA Submit Batch Process for DIFM Recon File (Figure D-11), select Yes.

(7) Select the printer you want the output to go to and click on OK.

(8) A message will be asking the user "Do you want to print this message?", select No. This process produces the DIFM Reconciliation Report automatically.

(a) <u>R-Supply not on NALCOMIS</u>.

(b) <u>NALCOMIS not on R-Supply</u>.

(c) <u>DDSN Matched – Different NIIN</u>.

f. <u>Subcustody/Suspense Reconciliation</u>. Steps 1 – 5 must be run in the order shown. This will ensure NALCOMIS has the most current information and produces the most accurate discrepancy reports.

(1) Logon to the NALCOMIS System.

(2) Select the Batch Subsystem Icon.

(3) On the Batch Subsystem menu, select "Monthly>Reconciliation> Subcustody/Suspense Option.

(4) On the Subcustody/Response Recon Process (J60720) Prompt, enter the Input Supply Filename (filename of the file transferred to NALC) provided from the NALCOMIS Drawdown Sheet and click on OK.

(5) Release the Subcustody/Suspense Recon Process (J60720) Batch Process from the Job Request Queue Reports>Queue>Job Request.

(6) On the NALCOMIS IMA Submit Batch Process for Subcustody/Suspense Recon Process File (Figure D-11), select Yes.

(7) Select the printer you want the output to go to and select OK.

(8) A message will be generated asking the user "Do you want to print this message?", select No. This process produces the Subcustody/Suspense Recon Report automatically.

(a) <u>R-Supply Not on NALCOMIS</u>.

(b) <u>NALCOMIS Not on R-Supply</u>.

(c) <u>Unmatched Quantities</u>.

(d) <u>DDSN Matched – Different NIIN</u>.

8. <u>Report Generator Options</u>. Once NALCOMIS has been updated in accordance with paragraph 7, the individual user can produce reconciliation reports as shown. The procedures for working these reports are detailed in paragraph 9. Additional instructions and information can be obtained from the sources listed in paragraph 13.

   a. Logon to NALCOMIS.

   b. Select the Batch Subsystem Icon.

   c. From the Batch Subsystem Menu, select Monthly>Reconciliation.

   d. Select the options "NIIN", "Stock Due" or "DTO Due" depending upon which reports are being requested.

      (1) <u>NIIN Reconciliation Reports</u>. On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>NIIN and click on one or all of the below listed options.

         (a) <u>Option 2 NALCOMIS/Supply Data Differences Reports (J60635)</u>. This option will produce the following reports:

            <u>1</u>   <u>NALCOMIS/Supply Exception Report</u>.

               <u>a</u>   <u>COG Exception Report</u>.

               <u>b</u>   <u>PEB Discrepancy Report</u>.

            <u>2</u>   <u>Supply NIINs not on NALCOMIS Report</u>.

               <u>a</u>   <u>Repairables</u>.

               <u>b</u>   <u>Consumables</u>.

            <u>3</u>   <u>NALCOMIS/Supply Comparison Report</u>.

               <u>a</u>   <u>Repairables</u>.

               <u>b</u>   <u>Consumables</u>.

            <u>4</u>   <u>NALCOMIS/Supply Head of Family Discrepancy Report</u>.

            <u>5</u>   <u>NALCOMIS/Supply Quantities Discrepancy Report</u>.

         (b) <u>Option 3 NIIN Analysis Report (J60650)</u>. This option will produce the following reports:

            <u>1</u>   <u>NSN Record Exception Report</u>.

            <u>2</u>   <u>NSN Records with no COG Symbol</u>.

<u>3</u>   NSN Records Assigned Repairable COG with Blank MCC.

<u>4</u>   NSN Records with Repairable COG/MCC but no FGC Assigned.

<u>5</u>   Repairable NSN Records with no Head of Family NSN.

<u>6</u>   Supply Products Indicator Listing.

<u>7</u>   COG/MCC not on NALCOMIS.

(c) <u>Option 8 Database NIIN Duplicate Location Report (J60690)</u>. This option will produce the following report:

<u>1</u>   NIIN Duplicate Location Report.

(2) <u>Stock Due Reconciliation Reports</u>.

(a) On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>Stock Due.

(b) On the Repairable Stock Due Reconciliation Prompt Menu, select NALCOMIS/Supply Stock Dues Difference Reports (J60640).

(c) NALCOMIS/Supply Stock Dues Difference Reports (J60640) will produce the following reports:

<u>1</u>   NALCOMIS Requisitions not on Supply Files, Repairable Stock Dues.

<u>2</u>   Supply Requisitions not in NALCOMIS Requisitions, Repairable Stock Dues.

(3) <u>DTO Due Reconciliation Reports</u>.

(a) On the NALCOMIS IMA Batch Subsystem Menu, select Monthly>Reconciliation>DTO Due.

(b) On the Repairable DTO Due Reconciliation Prompt Menu, select NALCOMIS Supply DTO Dues Differences Reports (J60680).

(c) NALCOMIS/Supply DTO Dues Difference Report(J60680) will produce the following reports:

<u>1</u>   Supply DTO Requisitions not on NALCOMIS.

<u>2</u>   NALCOMIS DTO Requisitions not on Tape.

9. <u>Working the reconciliation reports</u>. Reconciliation reports will be worked immediately and any corrective transactions processed as soon as possible. Instructions for working the reports are contained in subsequent paragraphs. Some reports have to be worked by more than one division. For R-Supply, reports are broken down by category (NIIN, Stock Due, DTO Due, MALSP, DIFM and Subcustody) and production options (NALCOMIS Update or Report Generator). Due to the way these programs have been written, some reports are produced twice (from the update options and from the report generator options). When duplicate reports are received, compare them to ensure all

records are identified and worked and any duplicate records are worked only once. Duplicate reports are identified by an asterisk (*).

    a. <u>R-Supply NIIN Reconciliation Reports</u>.

        (1) <u>Load Supply NSN File (J60660)</u>.

            (a) <u>Reconciliation Load Exception Report</u>.

            (b) <u>COG/MCC not on NALCOMIS</u>. This report lists all NSNs on NALCOMIS with a COG/MCC combination not listed on the NALCOMIS Site Validation Table. TRB will determine if the COG/MCC combination is valid and, if it is, TRB will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS tables using the System Submenu, Administration>System Tables…>Site Validation>COG/MCC Repairable Valid. Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for filing. If the COG/MCC combination is invalid, TRB will use the Supply Submenu MRF>Search Screen to input the correct COG/MCC, annotate and file the listing. The SAA will also annotate the System/Table Reports and request a new set when all changes have been made. The SAA will then ensure the R-Supply Validation Tables match, make changes as appropriate, annotate the R-Supply Validation Tables and request new copies after all changes have been made.

Note: SPAWARSYSCEN must be notified to change the Relational Supply Table.

        (2) <u>NIIN Indicative Update (J60600)</u>.

            (a) <u>NALCOMIS/Supply Exception Report</u>.

                <u>1</u>   <u>COG Exception: Repairable to Consumable</u>. This report will show items having a consumable or repairable COG in R-Supply and vice versa in NALCOMIS. TRB will need to check FEDLOG and NAVY ERP to obtain the correct material information for the NIIN(s) on this report. TRB will use the Supply Submenu MRF>Search screen to update NALCOMIS and if R-Supply is required to be changed, notify SPAWARSYSCEN to update the R-Supply Table. The listing will be annotated and filed.

                <u>2</u>   <u>PEB Discrepancy Report</u>. This report will show items having a PEB Flag set in one system and not in the other. A negative report is produced if no records fall into this category. CMD/CCB will forward this report to the PEB. PEB will make corrections, annotate, sign/date the report and return it to CCB for filing.

            (b) <u>Supply NIINS not on NALCOMIS Report</u>.

                <u>1</u>   <u>Repairables</u>. This report will show repairable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by TRB. TRB will determine if the NSN is valid and, if it is, load it to NALCOMIS using the Supply Submenu MRF>New (New Master Record Prompt).

                <u>2</u>   <u>Consumables</u>. This report will show consumable NIINs in R-Supply and not in NALCOMIS. It is worked and filed by the CCB. This report can be automatically worked utilizing the Add Consumable Supply NIINs (J60610). If the NIIN Reconciliation is ran in the correct order, this report will produce a negative output.

Note: This option will not add CAGE/Part Number information. This must be manually loaded to NALCOMIS.

(c) Location Exception Report, Supply Primary Location Blank – NALCOMIS ACBAL not Zero. This report will show records in R-Supply with an O/H quantity, in any condition, with no location. This is worked and filed by RCB. RCB will conduct a spot inventory on the FGC and verify O/H quantity. When the quantity is verified, RCB will log in to R-Supply and add the location given by NALCOMIS using the Supply Submenu INV>Stock Item>Maintaining Storeroom LOCS Screen.

b. R-Supply NIIN Reconciliation Reports.

(1) NALCOMIS/Supply Data Differences Reports (J60635).

(a) NALCOMIS/Supply Comparison Report. Every NSN on this report has a difference between NALCOMIS and R-Supply in at least one of the columns displayed. Most differences are easily spotted (i.e., NALCOMIS has a SMIC and R-Supply does not; there is a difference in the unit price or the net price). If the difference is not obvious, the problem may be in the locations. For example, R-Supply might have a numeric zero as part of a location and NALCOMIS has an alpha character O in the corresponding position. Some printers do not discern between a numeric zero and an alpha character O, but these differences would be obvious if the data were displayed on a computer screen via NALCOMIS or R-Supply query.

1 Repairables. RCB will correct invalid data using the NALCOMIS Supply Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

2 Consumables. CCB will correct invalid data using the NALCOMIS Supply Submenu MRF>Search (Master Record Prompt), annotate the report and file it.

(b) Head of Family Discrepancy Report. This report is worked and filed by RCB. The NSNs on this report have different Prime/Sub Relationship Data on R-Supply and NALCOMIS. The NSNs are (1) loaded to R-Supply as ATCs 1, 2 or 3, but are recorded in NALCOMIS as a member (FRC = M); or (2) loaded to R-Supply as other than ATCs 1, 2 or 3 and are recorded on NALCOMIS as a Head of Family (HOF) (FRC = H). RCB will research the Family Relationship Code in the NAVY ERP database and load the correct family relationships in NALCOMIS. After NALCOMIS is correct, RCB will verify and correct R-Supply data to match NALCOMIS. The HOF NSN must not be recorded in R-Supply as an ATC 9. In the event an allowance is authorized for both the HOF NSN and the member NSN(s), RCB will combine the allowances and load the combined allowance to the HOF NSN. Documentation of this process will be provided to MSB who will update the appropriate Building Block Allowances. Occasionally repairable items must be loaded to R-Supply prior to receiving an authorized fixed allowance. In this case, RCB will load the HOF NSN to R-Supply as an ATC 8. These records will be displayed on this report, but require no corrective action. RCB will annotate "Valid ATC 8" next to these records. Once all records are corrected/annotated, RCB will file this report.

(c) Quantities Discrepancy Report. This report lists repairable NSNs which have either a discrepancy between the NALCOMIS ACBAL and the R-

Supply O/H quantities or the NALCOMIS FAQ and the R-Supply total allowance or both. RCB will research each NSN on this report and correct all discrepancies between the NALCOMIS ACBAL and the R-Supply O/H quantities.

Note: Repairable FAQ Update (J60630) has already corrected the Fixed Allowances Quantities from NALCOMIS to match R-Supply.

(2) <u>NIIN Analysis Report (J60650)</u>.

(a) <u>NSN Records with no COG Symbol Report</u>. TRB will research the NSNs, determine the correct COG/MCC and load the information to NALCOMIS using the Supply Submenu MRF>Search (Master Record Prompt). If the Master Record Search errors because the COG/MCC combination is not in NALCOMIS COG/MCC Repairable Validation Table, TRB will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS Tables using the System Submenu Administration>System Tables…>Site Validation>COG/MCC Repairable (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to the appropriate division for action and filing. The SAA will also annotate the System/Table Reports and request a new set of Validation Table Reports when all changes have been made.

(b) <u>NSN Records Assigned Repairable COG with Blank MCC Report</u>. TRB will research the NSNs, determine the correct COG, annotate the reconciliation report and load the information to NALCOMIS using the Supply Submenu MRF>Search (Master Record Search Prompt). If the Master Record Search errors because the COG/MCC combination is not in the NALCOMIS Site Validation Table, TRB will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS Tables using the System Submenu Administration>System Tables…>Site Validation> COG/MCC Repairable (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to TRB for filing. The SAA will also annotate the system/table reports and request a new set of Validation Table Reports when all changes have been made.

Note: SPAWARSYSCEN MUST be notified to change the Relational Supply Table.

(c) <u>NSN Records with Repairable COG MCC but no FGC Report</u>. TRB will research these NSNs to determine the correct FGC and load it to NALCOMIS using the Supply Submenu MRF>Search (Master Record Search Prompt).

(d) <u>Repairable NSN Records with no Head of Family NSN Report</u>. Refer to paragraph 9b(1)(b).

(e) <u>Supply Products Indicator (SPI) Listing</u>. This report lists all NSNs in NALCOMIS with the SPI set to 'N'. When the SPI is set to 'N', no interface records will be sent to R-Supply. TRB will monitor these NSNs and change the SPI using the NALCOMIS Supply Submenu MRF>Search (Master Record Search Prompt).

(f) <u>NIIN/COG not on NALCOMIS Report.</u> Refer to paragraph 9a(1)(b).

(3) <u>Add Consumable Supply NIINs (J60610)</u>. This report lists every NIIN added to NALCOMIS.

Note: CAGE/Part Number information on this report must be added to the NIINs, via the Supply Submenu MRF>Search (Master Record Search Prompt).

     (4) <u>Database NIIN Duplicate Locations Report (J60690)</u>. This report should always be blank. NALCOMIS will not allow the user to input the same location twice. If for some unknown reason this report shows a record, RCB/CCB will use the Supply Submenu MRF>Search>Locations to delete one of the locations. The report will be annotated and filed by the RCB/CCB.

   c. <u>R-Supply Stock Due Reconciliation Reports</u>.

     (1) <u>NALCOMIS/Supply Stock Due Load Exception Report (N6R60642)</u>. This report generates a list of invalid requisitions excluded from the load process due to errors. Procedures for correcting these errors are detailed in subsequent paragraphs.

       (a) <u>Repairable Stock Dues</u>. Records on this report have the following error.

         <u>1</u> <u>COG/MCC not in NALCOMIS</u>. This error means the requisition has a COG/MCC combination not listed on the NALCOMIS COG/MCC Validation Table. TRB will determine if the COG/MCC combination is valid and, if valid, will annotate the reconciliation report and forward it to the SAA for action. The SAA will load the data to the NALCOMIS COG/MCC Table using the System Submenu Administration>System Tables…>Site Validation> COG/MCC Repairable Validation (System Table Addition). Once the SAA has loaded the table changes, the reconciliation reports will be annotated and returned to TRB for action. TRB will forward the requirement to RCB for backfit of the requisition in NALCOMIS using the Supply Submenu Requisition>New>Direct (New Requisition Prompt) citing a Contingency Code of BS. The SAA will also annotate the System/Table Reports and request a new set of Validation Table Reports when all changes have been made.

     (2) <u>Supply Requisition Not on NALCOMIS Report (N6R6040)</u>.

       (a) <u>NALCOMIS Requisitions not on Supply Files</u>.

       (b) <u>Repairable Stock Dues</u>. RCB will research all records on this report by referring to Table D-1 (stock due not on R-Supply Decision Table) for corrective action.

REQN in R-Supply	REQN on R-Supply Suspense Listing	REQN on NALCOMIS Echo Report	Interface Backlogged	Appendix D Paragraph
YES	–	–	YES	9c(2)(b)<u>1</u>
NO	–	–	–	9c(2)(b)2
NO	YES	–	–	9c(2)(b)3
NO	NO	YES	YES	9c(2)(b)4
NO	NO	YES	NO	9c(2)(b)5
NO	NO	NO	–	9c(2)(b)6

Table D-1.--Stock Due not on R-Supply Decision Table.

        <u>1</u>   This condition occurs when the Stock Due Reconciliation was ran before all Interface Records processed in NALCOMIS and R-Supply. No action is required except to annotate "On File" and verify NALCOMIS and R-Supply have the most recent status.

        <u>2</u>   This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. RCB will process the transaction in NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the transaction is a receipt (DI X71), NALCOMIS will generate an Interface Record which will suspend because the A0_ is not on the Active Requisition Table (ART). RCB will delete the suspended transaction since it has already processed in R-Supply.

        <u>3</u>   This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. RCB will correct the suspense condition, process the A0_ and annotate the report "Suspended A0_ Corrected".

        <u>4</u>   This condition occurs when the Stock Due Reconciliation was ran before all Interface Records processed. No action is required except to annotate the report "Pending Interface".

        <u>5</u>   This condition occurs when the Requisition Interface Record was generated by NALCOMIS, but did not process in R-Supply. RCB will manually load the requisition to R-Supply in accordance with the R-Supply Support Procedures Manual. Once the requisition has processed, RCB will annotate the report "LOADED".

        <u>6</u>   This condition occurs when NALCOMIS does not generate an Interface Record or the "Echo" Record held by NALCOMIS was deleted. These records cannot be regenerated. RCB will manually load the requisition to R-Supply in accordance with the R-Supply Support Procedures. Once the requisition has processed, RCB will annotate the report "LOADED".

    d.   <u>ART DTO Reconciliation Reports</u>.

      (1) <u>NALCOMIS/Supply DTO Dues Differences Reports (J60680)</u>.

        (a) <u>Supply DTO Requisitions not on NALCOMIS</u>. This report lists all Department Code 7 (AFM) requisitions that are outstanding in the R-Supply Requisition File, but are not in or are not outstanding in NALCOMIS.

        (b) <u>Requisitions Cancelled in NALCOMIS</u>. ERB/SSD/AWP will load the cancellation status into R-SUPPLY using Logistics\Status\Supply\Incoming.

        (c) <u>Requisitions Completed in NALCOMIS</u>. ERB/SSD/AWP will process the receipt in R-SUPPLY.

        (d) <u>IMA Requisitions</u>. These requisitions must be linked to the correct MAF. The work center has to load the requisition in NALCOMIS. RCB will backfit the repairable requisitions in accordance with chapter 4, paragraph 4501.19K. ERB will backfit the consumable requisitions using the NALCOMIS Supply Submenu Requisition>Contingency>Direct.

        (e) <u>Consumable OMA Requisitions</u>. ERB will backfit these requisitions using the NALCOMIS Supply Submenu Requisition>Contingency> Direct for JCN Requisitions or Requisition>Contingency>Indirect for Non-JCN Requisitions.

(f) <u>Repairable OMA Requisitions</u>. RCB will validate all these requisitions, reconcile with the OMA and annotate the report. If the requisitions are not valid, RCB will research them for completion by receipt or cancellation. If the requisition was canceled, RCB will ensure it is also canceled in R-Supply and the Supply System. If the requisitions are valid and still required by the OMA, RCB will backfit them in accordance with chapter 4, paragraph 4501.19K. If the requisition was received, RCB will backfit and complete the document in accordance with chapter 4, paragraph 4501.19K.

(2) <u>NALCOMIS DTO Requisition not on Supply</u>. ERB/SSD/AWP will research all records on this report by referring to Table D-2 (DTO Due not on R-Supply Decision Table) for corrective action.

REQN R-SUPPLY	REQN ON R-SUPPLY SUSPENSE LISTING	REQN ON NALCOMIS ECHO REPORT	INTERFACE BACKLOGGED	APPENDIX D PARAGRAPH
YES	–	–	YES	9d(1)<u>a</u>
NO	–	–	–	9d(1)<u>b</u>
NO	YES	–	–	9d(1)<u>c</u>
NO	NO	YES	YES	9d(1)<u>d</u>
NO	NO	YES	NO	9d(1)<u>e</u>
NO	NO	NO	–	9d(1)<u>f</u>

Table D-2.--DTO Due not on R-Supply Decision Table.

(a) This condition occurs when the DTO Reconciliation was ran before all Interface Records processed in NALCOMIS and R-Supply. No action is required except to annotate "On File" and verify NALCOMIS and R-Supply have the most recent status.

(b) This condition occurs when a requisition was completed or canceled in R-Supply, but the interface transaction did not process correctly in NALCOMIS. ERB/SSD/AWP will process the completing transaction in NALCOMIS and annotate "Comp" or "Canx in NALCOMIS". If the completing transaction is a receipt (DI X71), NALCOMIS will generate an Interface Record which will suspend because the A0_ was completed or cancelled previously. ERB will delete the outgoing internal interface record the following day (must be over 24 hours to delete).

(c) This condition occurs when the NALCOMIS Interface Record could not process in R-Supply. ERB/SSD/AWP will correct the suspense condition, process the A0_ and annotate "Suspended A0_ Corrected".

(d) This condition occurs when the DTO reconciliation was ran before all Interface Records processed. No action is required except to annotate "Pending Interface".

(e) This condition occurs when the Requisition Interface Record was generated by NALCOMIS, but did not process in R-Supply. ERB/SSD/AWP will reprocess the Outgoing Internal Interface Record. Once the requisition has processed, ERB will annotate the report "Loaded".

(f) This condition occurs when NALCOMIS does not generate an Interface Record or the "Echo" Record held by NALCOMIS was deleted. These Interface Records can be regenerated using the Requisition Maintenance Function in NALCOMIS. Once the requisition has processed, ERB/SSD/AWP will annotate the report "Loaded".

    e.   DIFM Reconciliation Reports.

        (1) R-Supply not on NALCOMIS. This condition occurs when the X31 /X22 does not interface to R-Supply or when a requisition is killed via DBAG 0P and the X30 is not reversed in R-Supply. The corrective action for this discrepancy is to first attempt the X30 Reversal (X30R) via the Requisition Maintenance>Regenerate Interface Menu Path. If unsuccessful, contact SPAWARSYSCOM for remedial action.

        (2) NALCOMIS not on R-Supply. This condition occurs when the X30 does not interface to R-Supply. The corrective action for this discrepancy is to regenerate the X30 via the Requisition Maintenance>Regenerate Interface Menu Path.

        (3) DDSN Matched – Different NIIN. This condition occurs when the X33 does not interface to R-Supply. The corrective action for this discrepancy is to process the DBAG 75 (DIFM Update) to realign DS 03 (Item Table) NIIN quantities.

    f.   Subcustody/Suspense Reports.

        (1) R-Supply not on NALCOMIS. This condition occurs when the requisition number used to create a subcustody/suspense record in NALCOMIS (DS 03 Item Table) does not match the requisition number in R-Supply. The corrective action for this discrepancy is to verify the X40 is in the Outgoing Unprocessed Interface; no action required if located. If not located, contact SPAWARSYSCOM for remedial action.

        (2) NALCOMIS not on R-Supply. This condition occurs when the X40 did not interface to R-Supply. The corrective action for this discrepancy is return the Subcustody/Suspense Quantity in NALCOMIS and reprocess if required.

        (3) Unmatched quantities. This condition occurs when the Subcustody/Suspense Quantities do not match between NALCOMIS and R-Supply. The corrective actions for this discrepancy are as follows:

            (a) R-Supply Quantity > NALCOMIS. Contact SPAWARSYSCOM for remedial action.

            (b) NALCOMIS Quantity > R-Supply. Return all subcustody/ suspense items and reprocess required records.

        (4) DDSN Matched – Different NIIN. This condition occurs due to database anomalies. The corrective action for this discrepancy is to contact SPAWARSYSCOM for remedial action.

10. Report Annotations and Retention. Each branch responsible for correcting errors or differences will annotate the report with action taken, sign and date the report and file it. Report retention is a minimum of current and prior. Negative reports will also be filed.

11. <u>Report Distribution</u>. Table D-3 is a distribution chart for all reconciliation reports.

12. <u>Corrective Action Review</u>. SMD/AB will review the NALCOMIS/R-Supply Reconciliation Reports during their quarterly division audits and report discrepancies in accordance with chapter 3 of this MCO.

```
***************************************************************************************
REPORT DESCRIPTION                                               DIVISION/BRANCH
***************************************************************************************
                     REPORTS - NALCOMIS UPDATE OPTIONS
***************************************************************************************
COG/MCC NOT ON NALCOMIS                                          RMD/RCB, CMD/CCB,
AISD/SAA, SRD/TRB
COG EXCEPTION: REPAIRABLE TO CONSUMABLE                          RMD/RCB, CMD/CCB
PEB DISCREPANCY REPORT                                           CMD/CCB/PEB
SUPPLY NIINS NOT ON NALCOMIS (REPAIRABLES)                       RMD/RCB, SRD/TRB
SUPPLY NIINS NOT ON NALCOMIS (CONSUMABLES)                       CMD/CCB, SRD/TRB
NALCOMIS/SUPPLY MODIFIED NIIN REPORT (REPAIRABLES)      RMD/RCB
NALCOMIS/SUPPLY MODIFIED NIIN REPORT (CONSUMABLES)      CMD/CCB
MSIR ERRORS/DUPLICATE LOCATIONS                                 RMD/RCB, RMD/RSB
SUPPLY PRIMARY LOCATION BLANK - ACBAL NOT ZERO         RMD/RCB, RMD/RSB
NO BMF/MSIR RECORD - NALCOMIS ACBAL NOT ZERO      RMD/RCB
SUPPLY NIINS ADDED TO NALCOMIS  (CONSUMABLES)          CMD/CCB, SRD/TRB
FIXED ALLOWANCE QTY UPDATE - REPAIRABLES               RMD/RCB
FIXED ALLOWANCE QUANTITY UPDATE - CONSUMABLES          CMD/CCB
***************************************************************************************
SIR REPORTS - REPORT GENERATOR OPTIONS - SUPPLY DATA DIFFERENCE REPORTS
***************************************************************************************
REPAIRABLE TO CONSUMABLE                                         RMD/RCB, CMD/CCB
PEB DISCREPANCY REPORT                                 CMD/CCB/PEB
SUPPLY NIINS NOT ON NALCOMIS (REPAIRABLES)                       RMD/RCB, SRD/ERB
SUPPLY NIINS NOT ON NALCOMIS REPORT (CONSUMABLES)      CMD/CCB, SRD/TRB
NALCOMIS/SUPPLY COMPARISON REPORT (REPAIRABLES)                 RMD/RCB/RSB
NALCOMIS/SUPPLY COMPARISON REPORT (CONSUMABLES)                 CMD/CCB/CSB
NALCOMIS/SUPPLY HEAD OF FAMILY DISCREPANCY REPORT      RMD/RCB
ONHAND/FIXED ALLOWANCE QTY MISMATCH - REPAIRABLES      RMD/RCB
***************************************************************************************
SIR REPORTS - REPORT GENERATOR OPTIONS - NIIN ANALYSIS REPORTS
***************************************************************************************
NSN RECORDS WITH NO COG SYMBOL                                  RMD/RCB, SRD/TRB,
AISD/SAA
NSN RECORDS ASSIGNED REPAIRABLE COG WITH BLANK MCC     RMD/RCB, SRD/TRB, AISD/SAA
NSN RECORDS WITH REPAIRABLE COG/MCC BUT NO FGC ASSIGNED   RMD/RCB, SRD/TRB, ASID/SAA/SOB
REPAIRABLE NSN RECORDS WITH NO HEAD OF FAMILY NSN      RMD/RCB, AISD/SAA/SOB
SUPPLY PRODUCTS INDICATOR LISTING                              RMD/RCB, AAVNSUPO
COG/MCC NOT ON NALCOMIS                                         RMD/RCB, CMD/CCB,
SRD/TRB AISD/SAA
***************************************************************************************
SIR REPORTS - REPORT GENERATOR OPTIONS - DATABASE NIIN DUPLICATE LOCATION REPORT
***************************************************************************************
DATABASE NIIN DUPLICATE LOCATION REPORT                        RMD/RCB/RSB
***************************************************************************************
 STOCK DUE REPORTS - NALCOMIS UPDATE OPTIONS
***************************************************************************************
NALCOMIS/SUPPLY STOCK DUE LOAD EXCEPTION REPORT (REPAIRABLES)   RMD/RCB, CMD/CCB, AISD/SAA
NALCOMIS REQUISITIONS NOT ON SUPPLY FILES (REPAIRABLES)         RMD/RCB
SUPPLY REQUISITIONS NOT IN NALCOMIS (REPAIRABLES)              RMD/RCB
***************************************************************************************
STOCK DUE REPORTS - REPORT GENERATOR OPTION - NALCOMIS/SUPPLY STOCK DUES DIFFERENCE
***************************************************************************************
NALCOMIS REQUISITIONS NOT ON SUPPLY FILES (REPAIRABLES)         RMD/RCB
SUPPLY REQUISITIONS NOT IN NALCOMIS (REPAIRABLES)              RMD/RCB
***************************************************************************************
DTO DUE REPORTS - REPORT GENERATOR OPTION - NALCOMIS/SUPPLY DTOS DIFFERENCE REPORT
***************************************************************************************
SUPPLY DTO REQUISITIONS NOT ON NALCOMIS                        SRD/ERB, RMD/RCB/AWP,
CMD/CCB/PEB, SSD/CAB
NALCOMIS DTO REQUISITIONS NOT ON TAPE                          SRD/ERB, RMD/RCB/AWP, CMD/CCB/PEB,
SSD/CAB
***************************************************************************************
```

Table D-3.--Report Distribution.

Appendix E

Location Audit Program

1. <u>Purpose</u>. This appendix covers procedures used for the Location Audit Program (LAP).

2. <u>Background</u>. The LAP is designed to validate and upgrade R-Supply Stock Item Record (SIR) and NALCOMIS location information. The verification of actual physical locations to recorded locations improves all aspects of supply operations including inventory accuracy, issue processing times and supply effectiveness.

3. <u>Overview</u>. The LAP will be conducted in two phases: (1) Location Consolidation and (2) Location Reconciliation phase.

4. <u>Location Consolidation</u>.

    a. The purpose of a Location Consolidation is to improve the utilization of available storage space, save time in issuing, stowing and inventorying of material. The ideal condition is to have only one location per NSN. All SIR will be searched for one of the following conditions:

        (1) Zero or one on-hand with two or more locations assigned.

        (2) Two on-hand with three or more locations assigned.

        (3) Three on-hand with four or more locations assigned.

        (4) Any SIR with at least one Multiple Location File (MLF) location assigned, regardless of the on-hand quantity.

    b. <u>Procedures</u>

        (1) The following reports can be requested to aid in conducting the locations consolidation:

            (a) <u>NALCOMIS/R-Supply Comparison report</u>. This report will show all NIINs having location differences between NALCOMIS and R-Supply. All locations between R-Supply and NALCOMIS must match. Add or delete locations as required via R-Supply, Maintain Storeroom Locations (R-Supply On-line Help, key phrase Maintain Storeroom Locations) and NALCOMIS, Master Record Form (MRF) (NALCOMIS On-line Help, key phrase Master Record Form).

            (b) <u>R-Supply Dual Location Listing</u>. This listing may be produced via ADHOC or alternate means. This listing will show all NIINs having multiple locations within the SIR. Add or delete locations as required via R-Supply, Maintain Storeroom Locations (R-Supply On-line Help, key phrase Maintain Storeroom Locations) and NALCOMIS, Master Record Form (MRF) (NALCOMIS On-line Help, key phrase Master Record Form).

        (2) Review each NIIN and consolidate material in as few locations as possible. Take into consideration the size and item's RO. Since NALCOMIS only allows four locations, all locations on the MLF must be reviewed along with the locations on the SIR. Consolidate material down to one location. After material consolidation make appropriate changes.

Note: Material should be inventoried before and after relocation to ensure the quantity in each location in R-Supply and the location matches. This can reduce future discrepancies when making issues.

5. <u>Location Reconciliation</u>.

    a. The purpose of a Location Reconciliation Program is to physically verify material in storage locations agrees with location data recorded in the SIR in R-Supply and MRF in NALCOMIS. A Location Reconciliation should be scheduled so it is accomplished no more than two days prior to the scheduled inventory of a particular storage area. A Location Reconciliation Program will also be conducted when the random sampling by SMD falls below 98% for consumables and 100% for repairables. All storage areas will be reconciled on an annual basis (RMD Quarterly). Specifically, the following data will be verified during the Location Reconciliation:

        (1) Stock Number

        (2) Location

        (3) Unit of Issue

        (4) Shelf Life Expiration Date

        (5) Serviceable Label-Material Tag, DD Form 1574-1

    b. The Location Reconciliation will be requested via ADHOC or alternate means.

    c. <u>Procedures</u>. During the reconciliation process, the Reconciliation Team will remove all material from the location (depending on size and weight) and place on the deck by NIIN. As the Location Reconciliation Sheet is checked off, place the material back (neatly) in location. Shelf Life Material should be rotated in location so the oldest material will be the next to issue and the newest is in the back. If the unit of issue is different, change the unit of issue on the material to match the unit of issue on the listing and repackage the material if necessary. The Reconciliation Team will also check different sizes of material with the same NIIN for the possibility the material may be misidentified. Any material left on the deck because the NIIN was not on the Location Reconciliation Sheet will be taken to the Reconciliation Control Desk staging area. If the item is too large or heavy for the Reconciliation Team to safely carry, they will ensure the NSN/PN and the location (where the material is located) is written down and given to the Reconciliation Control Desk. When the Reconciliation Team performs a reconciliation on cabinet locations, it is imperative the bottom drawer is removed and examined for loose or erroneously placed material which may have fallen from other locations. If found, the material will be taken to the Reconciliation Control Desk staging area for further review. Reconciliation Control Desk personnel will determine the correct NSN and location for all material located in the staging area to ensure each item is restored to its proper location. If it is determined the material is not carried after checking for prime/sub relationships, the Reconciliation Control Desk will perform causative research (See Appendix F) to determine from where the material was received and process corrective action to establish on-hand quantity for excess offload. Establish the record as AT Code 6, unit cost over $100, or AT Code 7, unit cost under $100 (R-Supply On-line Help, key phrase Maintain Stock Item). After the reconciliation has been completed, delete all invalid locations.

d.   The listings will be annotated by the Reconciliation Team with any changes or discrepancies found during the reconciliation. The Reconciliation Team will sign/date the listing and forward to the respective control branch. The appropriate division control branch will review and update all changes made to the listing. Upon completion of the review, the listing will be signed and dated by the respective control branch.

e.   An annual LAP (RMD Quarterly) will be established for the fiscal year to satisfy minimum requirements and maintained for 18 months per reference (n) 300.1 and 303.1.

Appendix F

Inventory/Reconciliation Procedures

Section I: Inventory Reconciliation - Repairables

A. General.

1. Information.

    a. The required inventory validity for repairable material is 100%.
Anytime the quarterly validity sample prescribed in paragraph 4501.16a of
this order reflects a validity percentage less than 100%, a complete
inventory reconciliation is required within 30 days. When a repairable
inventory is required, it is best to begin the process at the end of a month
immediately after completion of the monthly financial report production.
This will allow a full month to prepare for and execute the inventory with
minimal interference due to financial closing requirements. Concerning
classified material, the required inventory validity is 100%. Immediate
corrective action is required of inventory discrepancies on classified
material.

    b. The inventory reconciliation of repairables presents a special
challenge. There are two primary reasons for this. First, is two
information systems are used to manage repairables and maintain their
inventory balances. The two systems are R-Supply and NALCOMIS, R-Supply
being the official record. Although the two systems are connected by an
interface, each has unique processing capabilities, methods, descriptive
terminology and software inconsistencies making it, difficult to keep the
inventory in balance and the two systems aligned. The second reason is not
all repairables for which the ASD is accountable for are physically located
on the shelf. In addition to Ready-for-Issue (RFI) material on the shelf,
other material will be in the repair cycle (Due In From Maintenance [DIFM]),
due from supported squadrons or the IMA (Supply Officer IOU, [SO IOU]) or on
pack-up/sub-custody/suspense.

    c. This section describes the procedures for the organization and
execution of inventory reconciliation as well as post reconciliation actions
and procedures which support the process. The inventory reconciliation of
repairables will be performed using the R-Supply Inventory Reconciliation
sheets or other external tools accomplishing the same results.

2. Overview. The inventory reconciliation of repairables will be conducted
in three phases. They are (1) PREPARAGRAPHTORY PHASE, (2) COUNT PHASE and
(3) AUDIT and RECONCILIATION PHASE. Each is described in succeeding
paragraphs of this section.

B. Preparagraphtory Phase.

1. Planning and Preparation.

    a. During this phase, milestones will be established for file/database
clean-up and reconciliation, R-Supply Location Audit, count, causative
research and corrective actions. Personnel requirements will be determined
and assigned at this point. A memorandum (See Figure F-1) to supported
customers will be published and distributed indicating the dates of the
inventory and the impact it will have on material support.

From: Aviation Supply Officer, <u>MALS-XX</u>

To: Aviation Maintenance Officer, <u>MALS-XX</u>
       Aircraft Maintenance Officer,
       (List all supported squadrons)

Subj: Repairables Inventory

1. A physical inventory of repairables will be conducted during the period
<u>(dates: normally 3 days - Fri, Sat, Sun)</u>.

2. Both the OMA and IMA requisitioner will retain access to NALCOMIS and
should continue to process material requirements as usual.

                              Signature

copy to:
SMDO
PCO

Figure F-1.--Sample Repairable Inventory Notification Memorandum.

     b. The RMD OIC/SNCOIC or RCB OIC will coordinate with SMD for system
availability and support requirements during the inventory process.

     c. Figure F-2 shows a recommended Plan of Action and Milestones (POA&M)
(D-day being the day of the physical count) with tasks to be completed in
each phase and the number of days and personnel normally required for
successful completion.

PREPARAGRAPHTORY PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. Establish, plan and publish Inventory Milestones/Memorandum.	1-2	D-30	D-20
2. NALCOMIS Preparation and Clean-up.	4-6	D-21	D-2
a. Database Records Validation And Reconciliation.			
(1) DBAG 21 (Inv Disc Rpt)			
(2) DBAG 17 (Calculate ACBAL)			
b. Validation of non-RFI Stock Categories			
(1) DIFM Reconciliation			
(2) SO IOU Reconciliation			
(3) Subcustody Reconciliation			
(4) Pack-up Reconciliation			
c. Validation of Inquiries, Mailboxes and Reports.			
(1) Suspense			
(2) OFFMP DDSN Mailbox			
(3) OFFAR DDSN Mailbox			
(4) Completed Repair Action Mailbox			
(5) AMSU Induction Discrepancy Mailbox			
(6) Material Contingency Mailbox			
(7) ISSIP DDSN Mailbox			
(8) DTOROB Mailbox			
(9) STKROB Mailbox			
3. R-Supply Preparation and Clean-up.			
a. Overage Dues (OADs)			
b. Suspended Transaction Report/ NALCOMIS/R-Supply Interface	2-4	D-21	D-2
c. Delayed Receipt Report			
d. Issue Pending Files			
4. NALCOMIS/R-Supply Reconciliation (See Appendix D of this Order).	2-4	D-21	D-2

NOTE: In addition to the above, external reconciliation tools are authorized.

Figure F-2.--Recommended Plan of Action and Milestones.

Task	Number Of Personnel	Start Date	Comp Date
5. Location Consolidation/Reconciliation.	12-20	D-5	D-2
a. Location Consolidation (ADHOC)			
b. Location Reconciliation (R-Supply Location Audit Report)			
c. Consumables in Repairable Location/ Repairables in Consumable Location (ADHOC)			
6. Conduct RFI Inventory.		D-2	D-1
a. Control Desk operation	1		
b. Perform physical count (2 person teams)	12-20		
c. Verify/Research	2-4		
7. Final Preparation and Count/Audit Aids Production.	4-6	D-1	D-1

    a. Process all pending receipts and stow (for stock) and/or deliver (for DTO) material. Upon completion, terminate receipt processing until completion of count phase.

    b. Process all pending DIFM returns. Ensure RFIs are stocked and BCMs are staged appropriately for screening/shipment. Terminate DIFM return processing until completion of count phase.

    c. Final check of the NALCOMIS Inquiries, Mailboxes and Reports to ensure they contain no transactions which will affect the inventory.

        (1) Suspense

        (2) OFFTR DDSN Mailbox

        (3) OFFMP DDSN Mailbox

        (4) OFFAR DDSN Mailbox

        (5) Completed Repair Action Mailbox

        (6) AMSU Induction Discrepancy Mailbox

        (7) Material Contingency Mailbox

        (8) ISSIP DDSN Mailbox

        (9) DTOROB Mailbox

    d. Final check of the R-Supply reports to ensure they contain no transactions for repairables.

        (1) Suspended Transaction Report

Figure F-2.--Recommended Plan of Action and Milestones—-Continued

Task	Number Of Personnel	Start Date	Comp Date
(2) Suspended Transaction Report/ NALCOMIS/R-Supply interface			
(3) Delayed Receipt Report			
(4) Issue Pending Listing			
e. `Before' inventory SAMMA/SAL is produced.			
g. Schedule the inventory and produce R-Supply or external count aids.			

COUNT PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. Controlling the count.	2-4	D day	D day
a. Organize count sheets			
b. Maintain control of count sheets			
c. Maintain control of issues			
2. Conducting the count.			
a. Control Desk operation	2-4	D day	D day
b. Perform physical count (2 person teams)	12-20	D day	D day
NOTE: The amount of time required to conduct the count will vary depending on the number of items to be counted, the number of personnel assigned to count and the quality of the Location Consolidation/Reconciliation.			
c. Verify the count	3-5	D day	D day
d. Researcher	1-2	D day	D day
e. Recording the Count	6-8	D day	D day
f. Expeditor	1		
g. Driver	1		
3. Production of reconciliation aids.		D day	D day
a. Produce Recon Inventory Sheets from R-Supply or external tools accomplishing the same results.			

Figure F-2.--Recommended Plan of Action and Milestones--Continued

AUDIT AND RECONCILIATION PHASE

Task	Number Of Personnel	Start Date	Comp Date
1. Conduct causative research of discrepant records and input of corrective transactions and authorized adjustments.	10-20	D day	D+5
a. Reconcile NALCOMIS RFI and R-Supply on-hand for each discrepant record.			
b. Requisition Stock Deficiencies			

POST INVENTORY RECONCILIATION ACTIONS

Task	Number Of Personnel	Start Date	Comp Date
1. Inventory Status and Reporting.	3-5	D+5	D+7
a. Perform inventory validity sample (100% required)			
b. Produce `after inventory' SAMMA/SAL			
c. Prepare and submit Report of Inventory			

Figure F-2.--Recommended Plan of Action and Milestones—
Continued

2. <u>NALCOMIS Preparation and Clean-up</u>. NALCOMIS is the system used to monitor the stock status and perform local tracking of repairables. In order to conduct an inventory reconciliation of repairables, the information in NALCOMIS must be validated and necessary corrective actions taken. The preparation and clean-up of NALCOMIS can be segregated into three categories as follows:

      a. Database Records Validation and Reconciliation.
      b. Validation of non-RFI stock categories.
      c. Validation of Mailbox, Inquiry, and Reports Information.

   a. <u>Database Records Validation and Reconciliation</u>. The purpose of this process is to identify and correct discrepancies between INVDATA records and ITEM, IOU and Requisition records as well as ACBAL and FGC summary calculations. Since quantities of accountable material not physically located in storage will be drawn from NALCOMIS, discrepancies in the NALCOMIS database must be identified and corrected to ensure accurate inventory quantity calculation. NALCOMIS contains a series of Database Alignment Programs (DAPS), known collectively as Database Alignment Generic (DBAG), which provides the means to identify and correct database discrepancies. The following will be run prior to conducting inventory reconciliation.

      (1) DBAG 21 (Inv Disc Rpt)

      (2) DBAG 17 (Calculate Accountable Balance)

      (3) IOU Report

(4) DIFM Report

NOTE: In addition to the listed DBAG's, the NALCOMIS/R-Supply Reconciliation (Drawdown) must be produced and all discrepancies corrected. Procedures for requesting and working the report are contained in Appendix D of this Order.

b. Validation of non-RFI Stock Categories. All categories of accountable material must be validated prior to the inventory reconciliation. The following paragraphs describe each of these categories and procedures for validation.

(1) Due-in-From Maintenance (DIFM) Reconciliation. DIFM material is material in the IMA repair cycle. It should be noted that not all DIFM material is inventory accountable; EXREP and OWE are not accountable quantities. Only repairables with a DIFM Management Code of `SO' are accountable. To validate DIFM quantities, a DIFM Status Report will be produced. The printed report will be used to perform a physical inventory of all IMA Work Centers as well as all Awaiting Parts (AWP) components. A supply representative will verify the physical existence of material for every DIFM quantity with an `SO' Management Code. For discrepancies discovered during the DIFM reconciliation, the procedures described in paragraph 4501.18b of this Order will be utilized for resolution.

(2) SO IOU Reconciliation. SO IOU quantities represent Non-RFI material for which an RFI replacement has been issued to either the OMA or IMA and the turn-in has not been recovered and inducted into the repair cycle. To perform the IOU reconciliation, IOU reports for all organizational level maintenance activities (squadrons) as well as the IMA will be researched and verified. A supply representative will verify the physical existence of material for all SO IOU quantities. Material located at the squadron or IMA not on the IOU Report and is determined to be supply assets will be recovered, added to the appropriate stock category in NALCOMIS, and (if necessary) introduced into the repair cycle. IOUs on the report not at the squadron or the IMA will be researched to determine what happened to the gear. IOU records with no gear that are determined to be the result of record keeping errors (i.e., gear not actually missing) will be corrected by supply. For actual shortages, the responsible party (maintenance or supply) will be determined and will survey the gear. To clear the quantity from NALCOMIS, RCB will process an IOU Survey as described in paragraph 4501.16e(2)(c).

(3) Subcustody Reconciliation. A Subcustody Status Report will be obtained utilizing Subcustody, list, all, then print. For material on subcustody to a local activity, a supply representative will physically verify every quantity. Material on subcustody to other than local activities will be verified by phone or correspondence. A current, signed custody card will substantiate all material on subcustody. All discrepancies will be resolved and NALCOMIS/R-Supply records corrected prior to proceeding.

(4) Pack-up Reconciliation. All pack-up quantities (including Fly-in-Support Package (FISP)) will be validated. All pack-up quantities (except FISP) will be substantiated by signed pack-up listings as described in paragraph 4501.18e of this order. All discrepancies will be resolved and NALCOMIS/R-Supply records corrected prior to proceeding.

c. <u>Validation of Inquiries, Mailboxes and Reports Information</u>. NALCOMIS contains a series of inquiries, mailboxes and reports to aid in the local tracking and control of repairables. Information contained in these areas will be validated prior to undertaking inventory reconciliation. The following paragraphs describe each mailbox, inquiry and report and provide procedures for validation and correction. All actions described for each inquiry, mailbox and report will be accomplished prior to proceeding.

(1) <u>Suspense</u>. All records in the suspense will be reviewed for accuracy and discrepancies corrected. Paragraph 4501.18d of this order provides procedures.

(2) <u>OFFMP DDSN Mailbox</u>. This mailbox, unique to repairables, shows any requisitions off-line for manual processing. Paragraph 4101.19c of this order describes each OFFMP condition and how to process them.

(3) <u>OFFAR DDSN Mailbox</u>. This mailbox shows requisitions offline for alternate NIIN review. All records in the inquiry will be processed in accordance with paragraph 4501.19d of this order.

(4) <u>Completed Repair Action Mailbox</u>. Every MCN in this mailbox will be reviewed and the physical existence of material for each confirmed prior to proceeding. Ideally, there should be no MCN in this mailbox just prior to inventory. Paragraph 4501.20 of this order provides more information.

(5) <u>AMSU Induction Discrepancy Mailbox</u>. All AMSU induction discrepancies will be reviewed and corrected as described in paragraph 4101.18c of this order.

(6) <u>Material Contingency Mailbox</u>. This type of mailbox message is created whenever a material requirement is placed on a MAF created by MAF contingency processing and there is no corresponding requisition. RCB will determine if requirements represented by these messages are valid, and if so, back-fit the requisition using Requisition Contingency and the appropriate Contingency Code.

(7) <u>ISSIP DDSN Mailbox</u>. This mailbox shows requisitions which have an LSC of ISSIP (Issue-in-Process). It shows pending issues of material not having a Proof-of-Delivery (POD) processed. Ideally, the report should always be negative since PODs should be performed as soon after delivery as possible. Any records on the report will be researched and action taken in accordance with paragraph 4201.3 of this order.

(8) <u>DTOROB Mailbox</u>. This report shows DTO requisitions having a Receipt-on-Board (ROB) accomplished with no corresponding POD. Although DTO's do not affect the inventory balance, the potential exists for them to do so (e.g., DTO no longer required placed in stock). This report should always be negative since PODs should be accomplished as soon after delivery as possible. Records on the report for repairables will be researched and cleared before proceeding.

(9) <u>STKROB MAILBOX</u>. This report shows stock requisitions having a Receipt-on-Board (ROB) accomplished with no corresponding POD. Records on the report will be researched and cleared before proceeding.

2. <u>R-Supply Preparation and Clean-up</u>. R-Supply is the master database and as such maintains the official inventory and financial record for a MALS ASD. Although NALCOMIS is the primary system used for local tracking and control, there are several areas of file clean-up within R-Supply required prior to inventory reconciliation. Each condition and area of clean-up and preparation is discussed in the following paragraphs.

    a. <u>Overage Dues (OADs)</u>. All stock requisitions for repairable material with overage shipping status will be processed in accordance with paragraph 4501.16d of this Order. DTO requisitions for repairable material with overage shipping status are the responsibility of SRD. The SRD OIC/SNCOIC will identify and coordinate the correction of these requisitions with the RCB OIC/SNCOIC as described in paragraph 4501.15e <u>All</u> OAD requisitions for repairables (both stock and DTO) will be corrected before proceeding.

    b. <u>Suspended Transaction Report</u>. The Suspended Transaction Report contains a list of transactions not posted to R-Supply. <u>All</u> transactions on the report for repairables will be corrected prior to inventory. The inventory process will not proceed until all suspended transactions for repairables are corrected.

    c. <u>Delayed Receipt Report</u>. This is an R-Supply receipt control report showing DI X72s (Receipt-in-Process (RIP)) processed with no corresponding DI X71 within the timeframe specified in report parameters. <u>All</u> transactions for repairables on the report will be cleared prior to inventory.

    d. <u>Issue Pending Listing.</u> The Issue Pending Listing shows material requirement transactions having been entered in R-Supply (i.e. MRI, MRE, Rescreens) and have no corresponding warehouse action processed. It is an Issue Control Report within R-Supply. Any transactions for repairables will be researched and cleared from this report.

3. <u>NALCOMIS/R-Supply Reconciliation</u>. Prior to an inventory reconciliation of repairables, the data in R-Supply and NALCOMIS will be reconciled. Appendix D of this order provides procedures for conducting this reconciliation.

5. <u>Location Consolidation/Reconciliation</u>. The purpose of a location Consolidation/Reconciliation is two-fold. First, it is to consolidate like material into the minimum number of locations. The second is to ensure the physical location of material corresponds to the location recorded in R-Supply and NALCOMIS. To ensure location validity for the inventory is as accurate as possible, the Location Consolidation/Reconciliation should be conducted as near the count as is feasible. In any case, the time between Location Consolidation/Reconciliation completion and inventory count will not exceed three days. Appendix E of this Order provides procedures utilized to conduct the Location Consolidation/Reconciliation. In addition to the Location Consolidation/Reconciliation, measures will be taken at this time to identify any repairables in consumable material locations and vice versa. These conditions, if they exist, can be identified using an ADHOC query. Any mislocated material will be moved to an appropriate location and R-Supply location(s) updated via Maintain Storeroom Locations (which will interface to and update NALCOMIS).

6. <u>Final Preparation and Count/Reconciliation Aids Production</u>. During this stage of the preparagraphtory phase, actions must be taken to freeze the repairables account, ensure the required areas of NALCOMIS and R-Supply are

clean, prepare for the physical count and produce count and reconciliation aids.

a. <u>Final Preparation</u>. Immediately prior to the planned physical count, the repairables account must be frozen. To accomplish this, set a specific time for termination of receipt, issue and induction processing. After this time, stage all incoming stock receipts and DIFM returns until completion of the Count Phase. Ensure all receipts and DIFM returns pending prior to the cutoff are processed. Once the processing cutoff has been reached, a final check of the R-Supply and NALCOMIS reports, inquiries and mailboxes listed below is required. Each must meet the criteria established for its pre-inventory condition as described earlier in this section. The inventory process will not proceed unless all clean-up and preparation tasks have been accomplished.

b. <u>Final Check of Mailboxes, Inquiries and Reports</u>.

    (1) <u>NALCOMIS</u>.

        (a) Suspense

        (b) OFFMP DDSN Mailbox

        (c) Completed Repair Action Mailbox

        (d) AMSU Induction Discrepancy Mailbox

        (e) ISSIP DDSN Mailbox

        (f) DTOROB Mailbox

        (g) STKROB Mailbox

    (2) <u>R-Supply</u>.

        (a) Suspended Transaction Report

        (b) Delayed Receipt Listing

        (c) Issue Pending Listing

        (d) Clear any repairable records with inventory flag (spot) set

        (e) NALCOMIS Re-Transmittals

c. <u>Preparation for Count</u>. To prepare for the physical count, the following actions will be taken:

    (1) Set-up inventory control area with location diagram and the appropriate administrative supplies.

    (2) Conduct training brief for controllers, verifiers, count teams and research personnel.

d. <u>High Priority Material Requirements Processing</u>. Upon completion of preparation and clean-up, the following issue procedures will be implemented:

(1) <u>Organizational Level Requests</u>. Only valid NMCS/PMCS requirements will be accepted. RCB will issue, EXREP, or refer the requisition as appropriate.

(2) <u>Intermediate Level Requests</u>. The IMA personnel may continue to process their own material requirements. However, only those required to perform work on a valid Organizational NMCS/PMCS EXREP will be accepted. All others will be cancelled by the RCB. The same control desk notification criteria described in the preceding paragraph apply.

e. <u>Production of Count/Reconciliation Aids</u>. The RMD OIC/SNCOIC or designated personnel will enter the Inventory job via "Inventory Processing", selecting "Schedule Inventory", "Parameters", "Count/Recount" and "Location Range" or appropriate "Material Category". Write down the job number assigned and notify SMD to release the job. A `before inventory' SAMMA/SAL may be produced prior to executing the Inventory job.

C. <u>Count Phase</u>.

1. <u>General</u>. The physical count of repairables will be conducted using the R-Supply generated "Storeroom Listing" created during processing the inventory job or equivalent listing. A "Supervisor Listing" is also produced which provides additional information. Under this count method, a storage location template board must be used to control the count and count sheets must be separated by location. These tasks will be accomplished by inventory controllers well in advance of the scheduled count time. For repairables inventory reconciliation, there are four basic parts to the count: (1) Controlling the count, (2) Conducting the count, (3) Verifying the count and (4) Recording the count.

a. <u>Controlling the Count</u>. Personnel running the control desk are responsible for ensuring all locations are counted, the required verification is accomplished and all counts are recorded in R-Supply. The `Inventory Count Sheets' and `storage location template board' are the primary tools used to accomplish this. Inventory sheets will be tracked out and in to/from count teams, verifiers and data entry. Figure F-3 shows a sample control board and how it is used to control the count phase. Other methods of control are acceptable so long as the desired results are the same.

b. <u>Performing the Count</u>. Count teams will be composed of two people. Teams will receive count sheets from the control desk. The names of each member will be printed legibly on each sheet along with their team number. To perform the count, one person will remove all material (bulk excepted) from the location, segregate it by stock number and count the quantity of each stock number while returning it to location. The other person will record the count quantity on the inventory sheet. Any material in location with no corresponding stock number on the count sheet will be taken to the control desk for research. Any stock numbers on the sheet with no material in location will be annotated with a zero. Both team members will sign each count sheet and return them to the control desk upon completion.

c. <u>Verifying the Count</u>. 10% of count quantities will be verified. To verify counts, verifiers will be provided count sheets from the control desk. The verifier's name will be printed legibly at the top of each sheet. Verifiers will count all material on each sheet given to them. Any discrepancy counts will be lined thru with a single line and the correct quantity annotated. Each correction will be initialed and each sheet signed.

Any count team experiencing an error rate equal to or greater than five percent will be immediately provided with additional training until accuracy rate becomes acceptable. Although it is not mandatory, it is recommended 50% of those sheets with quantities changed by verifiers be issued to a different verifier for double confirmation. Obviously, final quantity determination rests with the OIC.

d. <u>Issue Control During the Count Phase</u>. During the inventory count all issues will be processed through the control desk. When an issue is made, personnel operating the control desk must determine whether or not the location from which the material was pulled has been inventoried. If it has not, then a copy of the requisition will be annotated `BEFORE COUNT' and placed in a holding file. These quantities must be added to the shelf count prior to entry into R-Supply. If the location(s) from which issues are made have already been inventoried, then a copy of the requisition will be annotated `AFTER COUNT' and placed in a holding file for consideration during the recount. Do not add the quantity of `AFTER COUNT' issues to the initial shelf count.

e. <u>Mislocated/Misidentified/Unidentified Material</u>. During the count, any material in these categories will be taken to the control desk. If the LOCREC was done properly, there will not be any material in these categories. For material too large/heavy, information (stock number, location(s), and any document numbers on the gear) will be recorded and taken to the control desk. Assigned personnel will research all material in these categories and determine disposition. Any material crossed to a carried stock number will be returned to location. The quantity must be added to the shelf count if the material has already been counted. Not carried material will be staged for research after the inventory process is complete.

f. <u>Computing Inventory Quantities, Recount and Production of Reconciliation Aids</u>. When all locations have been inventoried, the quantities will be entered in R-Supply via Inventory Posting ("Scheduled Inventory", "Initial Count" utilizing the "Batch Job Number"). Answer "yes" for "is inventory complete". If the count quantity matches the Stock Item Record Location Quantity then the record is cleared from the Physical Inventory Table and the inventoried date is posted to the Stock item record.

(1) <u>Initial Match/Discrepancy Processing</u>.

(a) The "Physical Inventory Table" must be checked to ensure there are no records still pending a count quantity. If there are records with no count quantity, these records will be counted and the appropriate quantities entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to the question "Is inventory complete?" Processing will not be continued until all records have an initial count quantity.

(b) If the actual on-hand does not match the Stock Item Record Location, then the record remains in the Physical Inventory table.

(c) All now remaining in the inventory file are inventory discrepant records.

(2) <u>Recount</u>. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be input selecting
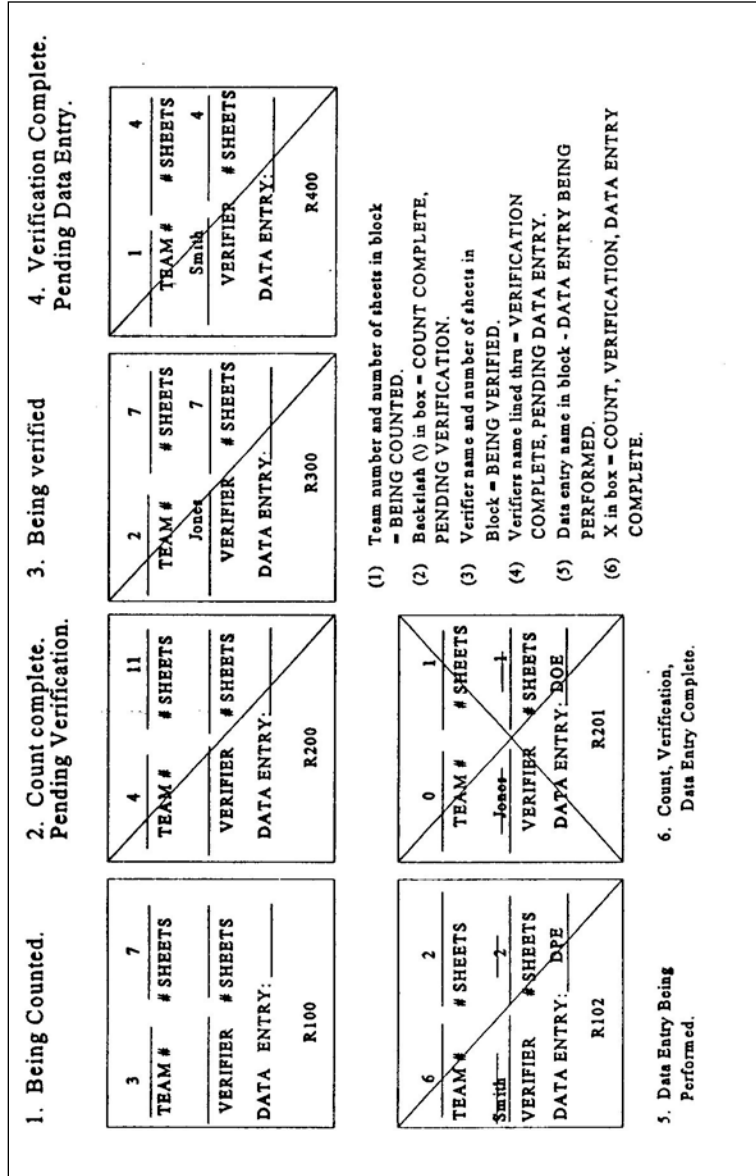
Figure F-3.--Example of Inventory Control Board.

"Schedule Inventory", "Management Reports", sort by "LOC", "Potential Gains/Losses", "Supervisor Listing", "Storeroom Listing", "Pending Recount" and select "Batch Job Number". These records will be recounted and the count entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to the question "Is inventory complete?" If the count differs from the Stock Item Record Location Quantity a message will appear asking if you want to post the "Gain or Loss". Just CLICK CANCEL if the "Gain or Loss" message appears. It is important you do not post any gains or losses until after research has been accomplished on these discrepant NIINS. After clicking CANCEL you must click the right arrow on the tool bar to go to the next record, then the next NIIN in that location will appear. If the count quantity entered matches the Stock Item Record Location then the record is cleared from the Physical

Inventory Table and the inventoried date is posted to the Stock item record. Once all quantities have been entered, it will stop on the last record which had a mismatch quantity and stay on the record. Just close the screen by clicking the "X" in the right hand corner or by clicking the close button.

(3) Final Match/Discrepancy Processing and Production of Reconciliation Aids within R-Supply. The Inventory Reconciliation/Audit Aids produced by R-Supply provide some of the data needed to perform causative research. RMD will request another Inventory Processing Job, selecting "Schedule Inventory", "Management Reports" sorted by "LOC", "Potential Gains/Losses", "Inv RECON Report", "Not Counted", "Pending Recount" and select "Batch Job Number".

(a) A management report "Potential Gain/Loss Report from Inventory Schedule" will be produced showing each stock number with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

D.   Audit and Reconciliation Phase. Paragraph 4501.16d of this order requires causative research be conducted and documented on inventory discrepancies prior to posting an adjustment. A description of these aids and procedures for their use are described in the following paragraphs.

1.   R-Supply Produced Reconciliation Aids. The reconciliation aids produced by R-Supply consist of a research sheet for each discrepant record and will serve as a worksheet displaying pertinent data from the R-Supply and NALCOMIS databases.

   a.   Support Package. Displays support pack-up data.

   b.   Suspense Data.   Displays any records present on the Suspense.

   c.   Requisition Data. Displays outstanding requisitions.

   d.   Issues Pending. Displays pending issue documents.

   e.   Pending Transfers. Displays any pending transfer documents.

   f.   Pending Offload. Displays any pending offload documents.

   g.   Pending Receipts. Displays receipt in process documents.

   h.   Pending Surveys. Displays all pending survey documents.

   i.   Repairable Stock Summary. Displays quantities and allowances for the applicable record.

   j.   Outgoing Interface Records. Displays any interface records pending transfer to NALCOMIS.

   k.   Substitutes. Displays all substitutes associated with the record.

   l.   R-Supply and NALCOMIS Transaction Ledgers. Displays the history of all transactions processed against the record in date sequence.

NOTE: The reconciliation aids will produce a GIA report in NIIN Sequence. The research sheets will print out in descending EMV order beginning with the gains and then the losses. Figures F-I-4 and F-I-5 show examples of the GIA Report and a research sheet.

Figure F-4.--Potential Gain/Loss Report.

Figure F-5.--NON Repairable Gains Report.

2. Other Reconciliation Aids. The following aids are required for conducting audits in addition to those produced by R-Supply.

    a. Repairable Completed Transaction File (RCTF). See paragraph 4101.2 of this order.

    b. Listing of Pending and Actual Carcass Bills. Listing of NRFI carcasses the system indicates are owed and bills for which the system has no record of turn-in. This data is maintained by NAVSUP WSS, MALS may draw down their specific data via NITA.

    c. Unmatched Carcass Receipts (D6A). Carcasses for which the system indicates a receipt with no corresponding issue to you.

    d. Local Pack-up Listings. Signed listing of local pack-ups.

3. Organization and Control. The audit and reconciliation of inventory discrepancies requires a systemized effort to control the process and to ensure all discrepancies are thoroughly researched, documented and appropriate corrective action is taken. To accomplish this, a series of holding files will be established for the research sheets. These files are listed and described below:

    a. To Be Researched. This file will be established as a two part file; one part for potential gains and one for potential losses. Initially, all research sheets/packages will be placed in this file. As the sheets are pulled from the file and audited, they will be placed in one of the following files:

    b. Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is resolved. The sheets in this file are also those pending corrective transaction input to R-Supply and match to NALCOMIS.

    c. Unresolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is unresolved. These records are those pending inventory adjustment processing. They require additional review and documentation as described in the audit procedures.

    d. Audit and Reconciliation Complete. This file will be maintained in NIIN sequence. It is for records having all corrective transactions and adjustments processed and the NALCOMIS ACBAL has been adjusted to match the Stock Item Record Location Quantity. Completed reconciliation sheets will be retained as required by reference (w).

4. Audit Procedures. The RMD OIC/SNCOIC and/or their designated representatives are responsible for conducting causative research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Causative research requires review of all transactions within the designated look back period. The look back period will be to the last wall-to-wall inventory or 12 months, whichever is less. All transactions occurring during the look back period will be reviewed and/or

compared to manual files and source documents to determine the reason for the inventory discrepancy. The audit is considered complete when the reason for the discrepancy has been determined and documented or when it is considered un-resolvable after a thorough review of transactions within the look back period. All causative research for each discrepancy will be documented on the research sheet produced.

    e. Audit Steps for Both Gains and Losses. The following are the steps taken for the audit of both gains and losses.

        (1) Perform recount if formal recount was not performed.

        (2) Ensure all member stock numbers and the Family Group Code (FGC) are known.

        (3) Determine if the stock number being researched has superseded one or more previous ones. All stock numbers in the family must be checked in all audit steps.

        (4) The transaction ledgers of R-Supply and NALCOMIS will be compared to ensure all transactions which should have processed in one system has processed in the other.

    f. Audit of Gain Discrepancies. The following are the most common reasons for gain discrepancies, and appropriate corrective action.

        (1) Unprocessed Stock Receipts (DI X71). Material has been received for stock and an X71 has not successfully processed in R-Supply.

            (a) Check all stock dues of the discrepant record for overage shipping status or internal cancellation with no system cancellation. If proof of receipt can be established (i.e., hard copy receipt document in file, document number on gear in location or copy of receipt scanned into image retrieval system), then annotate the required information on the research sheet for receipt processing.

            (b) Check the Transaction Ledger data for receipt reversals. If receipt reversals are present, then attempt to confirm receipt. If confirmed, annotate the research sheet for re-input of the receipt.

        (2) DTO Material Diverted to Stock, no DI X75. Material requisitioned for DTO, received and no longer required and diverted to stock with no DI X75.

            (a) DTO's are good candidates for X75 providing proof of diverting to stock is present. Prior to processing X75s for gains, the owed carcasses and carcass bills listings will be checked to see if a carcass is owed to the system. If a carcass is owed and the stock posture is in excess, then pull the material for shipment. Do not process the X75. If the stock posture is deficient and the decision is made to retain the material, then process the DI X75. Keep in mind the carcass will be billed to your units OPTAR and the cancellation of a stock requisition may be required.

        (3) Erroneous MTIS (Offload) or OSO Transfer (DI X37/X34). Offload or OSO X37/X34 may have been processed but the material was never pulled and shipped.

(a) Compare X37/X34s on the Transledger and/or OSO Data to the hard copies in the RCTF and/or the image retrieval system database.

(b) For MTIS, if it can be confirmed the material was never shipped, then either pull it for shipment (if the record is still in an excess position) or reverse the X37/X34 if not.

(c) For possible erroneous OSO Transfer, if it can be confirmed the material was never shipped, prior to reversing the X37/X34 you must verify the receiving activity didn't receive the asset. Reversing X37/X34's can cause a SIT/MIT concern, if not received then reverse the DI X37/X34.

(4) Erroneous Survey (DI X43). Material may have been previously lost by inventory and or surveyed in error.

(a) Since the record is now a gain discrepancy, it is possible the material was never lost.

(b) If the above situation can be confirmed, then reverse the loss and survey if applicable. A Loss reversal greater than $2500 will require a DD200 survey to be completed prior to the actual reversal transaction unless the loss was posted during the current month.

(5) Erroneous Issue DI X31. Ensure all issue transactions are valid by confirming POSF hard copy. On occasion, transactions are processed inaccurately in NALCOMIS and a BCM is processed instead of an RFI. If this situation or other erroneous issue transactions can be confirmed, then reverse the X31 via SMTS trouble ticket to SPAWAR.

g. Audit of Loss Discrepancies. The following are the most common reasons for loss discrepancies, and appropriate corrective action:

(1) Unprocessed Issues (DI X31). Material has been BCM'd and an X31 has not successfully processed in R-Supply.

(a) Ensure all BCM's in the POSF/image retrieval system have a corresponding X31 in R-Supply. Pay particular attention to the possibility of rescreen issues. Processing a repairable rescreen correctly requires numerous work-around transactions and manual intervention in both R-Supply and NALCOMIS. Under normal circumstances one system or the other, and usually both, ends up with inaccurate or insufficient data. Rescreen issues are shown on the NALCOMIS Transaction Ledger.

(b) Ensure all DIFM Returns for SO BCM's recorded in the NALCOMIS Transaction Ledger have a corresponding X31 in R-Supply.

(2) Unprocessed OSO Transfer (DI X37/X34). Material may have been offloaded (MTIS) or transferred to another activity and no X37 was processed, or X37 input and then reversed and not re-input.

(a) Ensure all shipment documents in the RCTF for OSO transfers have the corresponding and appropriate OSO Transfer DI (i.e., X37/X34) in R-Supply.

(b) Process the appropriate OSO Transfer DI for any which were omitted and re-input any that were reversed erroneously.

(3) <u>Erroneously Processed Gain By Inventory</u>. Gains from a previous situation may be reversed if found to be in error. A gain reversal greater than $2500 will require a DD200 survey to be completed prior to the actual reversal transaction, unless the gain was posted during the current month.

(4) <u>Erroneous Material Turn-in (DI X75)</u>. All X75s should be reviewed and if it is determined the material was not diverted to stock, then the X75 should be reversed.

(5) <u>Erroneously Processed Stock Receipts (DI X71)</u>. The following situations involving X71s may represent reasons for an inventory discrepancy.

(a) Receipt for material lost in shipment may have been processed wrong. If so, reverse the receipt and re-input as a lost-in-shipment receipt as described in the R-Supply on-line help, key phrase "Receipt Processing" so the loss will process along with the receipt.

(b) Receipt may have been processed twice. If a receipt was erroneously processed twice, one should be reversed. Ensure it was not a valid multiple shipment.

5. <u>Corrective Actions</u>. Corrective actions are of two general types. Those transactions resolving a discrepancy without the need to post an adjustment and inventory adjustment transactions (DIs X13 gain and losses and X43 surveys). The RMD/RCB OIC or NCOIC will review and approve all corrective actions prior to processing in R-Supply or forwarding for adjustment authorization.

h. <u>Corrective Transaction Processing</u>. All approved corrective transactions will be processed in R-Supply. Ensure the interface between R-Supply and NALCOMIS is operational so that the transactions will also be recorded in NALCOMIS. NOTE: DI X13 and DI X43 will not interface to NALCOMIS, the quantity adjustment must be manually input into NALCOMIS via RFI/POH UPDATE. It is not necessary to wait until all discrepancies have been researched before starting corrective transaction processing. It should be started as soon as the first few audits are completed and approved. Assigned data entry personnel will process all transactions on the research sheet for each discrepancy and sign each sheet where indicated. To process the transactions, the inventory flag must first be cleared. This will be accomplished by posting the actual R-Supply <u>Location On Hand Quantity</u> to R-Supply via Inventory posting (Spot Inventory) so no adjustments are made. The corrective transactions will then be input to align the inventory balance. Once transactions are processed in R-Supply and the required interface records processed in NALCOMIS, data entry personnel will call up each record in NALCOMIS and determine whether or not the RFI Qty matches the Stock Item Record Location Quantity. If it does not, the RFI quantity will be adjusted using RFI/POH UPDATE in order to align NALCOMIS and R-Supply.

i. <u>Inventory Adjustment Processing</u>. For all unresolved discrepancies requiring adjustment, the RMD/RCB OIC or RMD SNCOIC will ensure another full audit is conducted before approving the adjustment. When all unresolved discrepancies have been thoroughly audited, the total dollar value of both gains and losses will be determined. Authority to post adjustments in excess of NAVSUP established threshold ($2500) will require the MALS Commanding Officer to sign a DD200 on each individual NIIN/FGC.

j.   NOTE: TYCOM goals for monthly inventory adjustment, DLR (BP 81, 85, & APA) GIA / BP81, 85, & APA SAL < +0.1%. TYCOM goals for monthly inventory adjustment, Consumable (BP 14, 15, 28, 34) GIA / BP14, 15, 28, 34 SAL < +0.1%. The monthly Gross Inventory Adjustment (GIA) threshold established by the TYCOM will not be exceeded without authorization. This threshold is cumulative and is the total adjustments of all gains and losses processed during a given month for repairables and consumables items. Losses and gains do not offset each other; it is the total of both values. If approval is given, the adjustments will be posted as described in paragraph 4501.16e and Appendix R of this order.

k.   NALCOMIS/R-Supply Reconciliation. Upon completion of input of the corrective transactions and inventory adjustments, a complete NALCOMIS/R-Supply reconciliation will be conducted as described in Appendix D of this order. The Quantities Discrepancy Report will be worked first to correct any ACBAL/stock item on-hand discrepancies that may have been missed.

l.   Post Inventory Reconciliation Actions. Upon completion of the reconciliation, the RMD/RCB OIC and NCOIC will ensure a post SAMMA/SAL is produced, validity sample is taken, the results of the inventory are reported to the AvnSupO and actions are taken to offload excesses, requisition deficiencies and cancel excess dues.

6. Inventory Validity Sampling. The SMD will perform an inventory validity sampling immediately after the reconciliation. Only those personnel who are highly experienced and knowledgeable about repairables processing will perform the validity sample. The sampling will be conducted in accordance with the procedures described in Appendix G of this order. If the validity percentage is less than 100%, actions will be taken to begin another wall-to-wall inventory reconciliation of repairables. Inventory reconciliation actions will continue until 100% validity is achieved.

7. Inventory Status and Reporting. The RMD/RCB OIC will submit a report containing the information described below to the AvnSupO within 10 working days after completion of the inventory reconciliation. Pre and post reconciliation SAMMA/SAL information as well as inventory reconciliation statistics from the R-Supply GIA Report will be required for the report.

m.   Pre-Inventory Reconciliation Repairables Account Status.

(1) Dollar value of DLR on-hand

(2) Redistributable Assets On Order (RAO)

(3) Redistributable Assets On Board (RAB)

(4) Deficiency to Requisitioning Objective (DEF/RO)

n.   Inventory Reconciliation Statistics.

(1) Number of line items inventoried

(2) Number of discrepant line items

(3) Percentage of discrepant records

(4) Pre-Inventory reconciliation validity

(5) Dollar value of pre-inventory reconciliation potential gains

(6) Dollar value of pre-inventory reconciliation potential losses

(7) Dollar value of pre-inventory reconciliation potential Gross Inventory Adjustment (GIA)

(8) Dollar value of resolved gains

(9) Dollar value of resolved losses

(10) Dollar value of gain adjustments posted

(11) Dollar value of loss adjustments posted

(12) GIA resulting from repairables inventory reconciliation

o. Post Inventory Reconciliation Repairables Account Status.

(1) Dollar value of DLR on-hand and percent change

(2) RAO and percent change

(3) RAB and percent change

(4) DEF/RO and percent change

(5) Inventory validity percentage (result of the SMD sampling)

8. Deficiency and Excess Processing. When inventory balances have been aligned as a result of the reconciliation, action will be taken to requisition stock deficiencies, offload excesses and cancel excess stock due. Requisitioning of stock deficiencies may be accomplished via automatic reorder of R-Supply. Offload of excess on-hand may be accomplished via R-Supply offload. Ensure any not carried material pulled from location during the location consolidation/reconciliation or count is researched before offloading it. It will be checked against the Pending, Actual and Investigation Listings in NAVSUP In Transit Accountability (NITA). If it is on the listing it will be returned to the system as such. If it is not owed and no other corrective transaction can be justified, then material will be gained by inventory and off loaded; the $2500 threshold applies on these gains. Cancellation of excess stock dues may be accomplished utilizing "Cancel Excess Stock Due" job within R-Supply. Each record will need to be reviewed within "Release Outgoing Transactions", Status in R-Supply and either released or cancelled.

Note: Each record will be reviewed and either cancelled or released. The Cancel Excess Stock Dues Job cannot be tailored down to just repairables or consumables. As such, only records identified as needing to be canceled should be released, all others should be cancelled. More detailed procedures for both deficiency and excess processing are described in paragraph 4501.15G of this order and in the R-Supply on-line help, key phrase 'Cancel Excess Stock Dues'.

Section II: Inventory Reconciliation - Consumables

A. General.

1. Information.

a. The required inventory validity for consumable material is 90%.
Anytime the quarterly validity sample reflects a validity percentage less
than 90%, complete inventory reconciliation is required within one quarter
following the month of the sample. Inventories will be retained for 18
months, refer to reference (n) 303.1.

b. This section describes the procedures for the organization and
execution of consumables inventory reconciliation. The inventory
reconciliation of consumables will be performed using the Integrated Barcode
System (IBS) and R-Supply. The processes and procedures for each system are
described in detail in this section.

2. Overview. The inventory reconciliation of consumable material will be
conducted in three phases. They are (1) PREPARAGRAPHTORY PHASE, (2) COUNT
PHASE and (3) AUDIT and RECONCILIATION PHASE. Each is described in
succeeding paragraphs of this section. Since a wall-to-wall inventory is not
always desirable, the inventory may be conducted in blocks. More than one
block may be conducted at a time.

B. Preparagraphtory Phase.

1. Planning.

a. During this phase, procedures will be established for file/database
clean-up and reconciliation, location consolidation/reconciliation, count,
causative research and corrective actions. Personnel requirements will be
determined and assigned at this point. The IBS Coordinator and an alternate
will be designated to operate IBS. If a wall-to-wall inventory is to be
conducted, a memorandum (see Figure F-6) to supported customers will be
published and distributed indicating the dates of the inventory and the
impact it will have on material support. This memorandum is not required for
small block style inventories.

b. The CMD OIC/SNCOIC will coordinate with SMD for system availability
and support requirements during the inventory process.

2. Preparation and Database Clean-up. The purpose of this phase is to
eliminate unnecessary audit of records which would have matched at the onset
had proper file/record clean-up been accomplished. The following are
preparagraphtory actions taken prior to the inventory:

a. Overage Dues (OADS). All stock requisitions for consumable material
with overage shipping status will be processed in accordance with paragraph
6401.10d of the order. DTO requisitions for consumable material with overage
shipping status are the responsibility of SRD. The SRD OIC/SNCOIC will
identify and coordinate the correction of these requisitions with the CMD
OIC/SNCOIC. All OAD requisitions for consumables (both stock and DTO) will
be corrected before proceeding.

From: Aviation Supply Officer, <u>MALS-XX</u>

To: Aviation Maintenance Officer, <u>MALS-XX</u>
       Aircraft Maintenance Officer,
       (List all supported squadrons)

Subj: Consumable Inventory

1. A physical inventory of consumables will be conducted during the period <u>(dates: i.e. 14-19 Jul 2012)</u>.

2. Both the OMA and the IMA requisitioner will retain access to NALCOMIS and should continue to process material requirements as usual.

                                    Signature

copy to:
SMDO
PCO

Figure F-6.--Sample Consumable Inventory Notification Memorandum.

       b. <u>Delayed Receipt Report/IBS Management Report</u>.

          (1) <u>Delayed Receipt Report</u>. This is an R-Supply receipt control report showing DI X72s (Receipt-in-Process (RIP)) processed with no corresponding DI X71 within the timeframe specified in report parameters. <u>ALL</u> transactions for consumables on the report will be cleared prior to inventory. The report will be obtained via R-Supply>Log>management>logistics reports>delay receipt listing.

          (2) <u>IBS Management Report</u>. The IBS management reports contain a list of receipts having not been completed within a specified number of days after Receipt-in-Process (RIP) processing. These transactions will be processed and corrected. The report will be obtained via IBS, refer to applicable IBS User Manual for detailed instructions.

c. <u>Suspended Transaction Report</u>. The Suspended Transaction Report contains a list of transactions not posted to R-Supply. All transactions on the report for consumables will be corrected prior to inventory. The report will be obtained via R-Supply>log>management>logistics reports>suspense listing.

d. <u>Issue Pending Listing</u>. The Issue Pending Listing shows material requirement transactions having been entered in R-Supply (i.e. MRI, MRE, Rescreens), but have no corresponding warehouse action processed. Any transactions for consumables will be researched and cleared from this report. The report will be obtained via R-Supply>log>management>logistics reports>issues listing.

e. <u>NALCOMIS-ISSIP Mailbox</u>. This mailbox shows requisitions having an LSC of ISSIP (Issue-in-Process). It shows pending issues of material not having a Proof-of-Delivery (POD) processed. Ideally, the report should always be negative since PODs should be performed as soon after delivery as possible. Any records on the report will be researched and action taken in accordance with paragraph 6201.2 of this order.

f. <u>NALCOMIS-INPRO Mailbox</u>. The In-Process (INPRO) Mailbox contains a list of requisitions entered into NALCOMIS and no action taken. The INPRO requisitions will be researched and either processed for issue, NIS or cancellation.

g. <u>Pack-up Reconciliation</u>. All pack-up quantities (including Fly-in-Support Package (FISP)) will be validated. All pack-up quantities (except FISP) will be substantiated by signed pack-up listings as described in paragraph 6401.3 of this Order. All discrepancies will be resolved and R-Supply records corrected prior to proceeding.

h. <u>Location Consolidation/Reconciliation</u>. The purpose of a location consolidation/reconciliation is two-fold. One is to consolidate like material into the minimum number of locations. The second is to ensure the physical location of material corresponds to the location recorded in R-Supply and NALCOMIS. To ensure location validity for the inventory is as accurate as possible, the location consolidation/reconciliation should be conducted as near the count as is feasible. In any case, the time between location consolidation/reconciliation completion and inventory count will not exceed three days. Appendix E of this order provides procedures which will be utilized to conduct the location consolidation/reconciliation. In addition to the location consolidation/reconciliation, measures will be taken at this time to identify any consumables in repairable material locations and vice versa. These conditions, if they exist, can be identified using an ADHOC query. Any mislocated material will be moved to an appropriate location and R-Supply location(s) updated via Maintain Storeroom Locations, which will interface to and update NALCOMIS.

i. <u>Inventory Flags</u>. Ensure all inventory flags (spot) have been cleared for the locations designated to be inventoried prior to setting the inventory flags.

3. <u>Final Preparation and Count Aids Production</u>. Actions must be taken to freeze the consumable account, ensure the required areas of NALCOMIS and R-Supply are clean, prepare for the physical count and produce count and reconciliation aids.

a. Terminate Receipt Processing. Terminate receipt processing until inventory is complete for affected locations.

b. Prepare for the Physical Count. The following actions will be taken to prepare for the physical count:

(1) Set-up the inventory control area and ensure appropriate administrative supplies are on hand.

(2) Conduct training brief for controllers, verifiers, count teams and research personnel.

(3) A Pre-SAMMA-SAL will be produced prior to commencing the inventory. This SAMMA-SAL will be used to produce the Inventory Status Report.

c. Produce Count Aids R-Supply/IBS. The CCB OIC/SNCOIC and the IBS coordinator will use R-Supply to schedule an inventory on the selected locations.   Directions for scheduling an inventory, setting inventory flags and producing counts can be found in the below paragraphs:

(1) R-Supply. The CMD OIC/SNCOIC or designated personnel will enter the Inventory Job via "Inventory Processing", selecting "Schedule Inventory", "Parameters", "Count/Recount" and "Location Range" or appropriate "Material Category". Write down the job number assigned and notify SMD to release the job. The inventory will be requested via R-Supply>inv>inventory management>inventory actions>Inventory processing.

(2) IBS. The CMD OIC/SNCOIC or designated personnel will enter the Inventory job via "Inventory Processing", selecting "Schedule Inventory", "Parameters", "Count/Recount" and "Location Range" or appropriate "Material Category". Write down the job number assigned and notify SMD to release the job. The inventory will be requested via R-Supply>inv>inventory management>inventory actions>inventory processing. A Batch Control Number is assigned to all of the records selected. The Batch Control Number is the same as the Job Batch Number as the listing. The Batch Control Number will be used to transfer R-Supply Data to the IBS PC. Running the inventory job in R-Supply is necessary for the following reasons: when executed, the process extracts Stock Item Data from R-Supply and stores it on the IBS PC allowing scanners to be loaded, material inventoried, count input to IBS, reports produced and results transferred back to R-Supply for batch processing. Refer to Applicable IBS User Manual for detailed instructions.

d. Load IBS Scanners. Refer to Applicable IBS User Manual for detailed instructions. Upon completion, forward the scanners to the control desk for accountability.

C. Count Phase.

1. General. During the count phase the following tasks will be accomplished: (1) Controlling the count, (2) Conducting the count, (3) Verifying the count and (4) Recording the count.

a. Controlling the Count.

(1) R-Supply. Personnel running the control desk are responsible for ensuring all locations are counted, the required verifications are

accomplished and all counts are recorded in R-Supply. The `Inventory Count Sheets' and `storage location template board' are the primary tools utilized to accomplish this. The distribution and recovery of inventory sheets will be tracked for count teams, verifiers and data entry. Figure F-3 shows a sample control board and how it is used to control the count phase. Other methods of control are acceptable so long as the desired results are the same.

(2) IBS. The control desk personnel will maintain a log record of all scanners received from the IBS Coordinator, scanners logged out to Count Teams and scanners returned to the IBS Coordinator. The control desk personnel will coordinate with the count team to distribute scanners.

b. Conducting the Count.

(1) R-Supply. Count teams will be composed of two people. Teams will receive count sheets from the control desk. The names of each member will be printed legibly on each sheet along with their team number. To perform the count, one person will remove all material (bulk excepted) from the location, segregate it by stock number and count the quantity of each stock number while returning it to location. The other person will record the count quantity on the inventory sheet. Any material in location with no corresponding stock number on the count sheet will be taken to the control desk for research. Any stock numbers on the sheet with no material in location will be annotated with a zero. Both team members will sign each count sheet and return them to the control desk upon completion.

(2) IBS. The count team will utilize the scanners provided by the control desk. The scanner will direct the counter to each location in sequence. Once at the location, the scanner will display the first NIIN in that location and ask for the count quantity to be entered. This process will continue until all NIINs for the location have been counted at which time the next location will be displayed. The counter must ensure before leaving a location all NIINs in the location have been counted on the IBS scanner by some identifiable means (i.e. stickers, check marks on labels, etc.). The counter will continue until all NIINs for all locations currently loaded to the scanner have a count recorded. Upon completion of counts, the count team will return the scanner to the control desk. NOTE: IF THESE PROCEDURES DO NOT COINCIDE, REFER TO THE APPLICABLE IBS MANUAL.

c. Verifying the Count. 10% of count quantities will be verified. To verify counts, verifiers will be provided count sheets from the control desk. The verifier's name will be printed legibly at the top of each sheet. Verifiers will count all material on each sheet given to them. Any discrepancy counts will be lined thru with a single line and the correct quantity annotated. Each correction will be initialed and each sheet signed. Any count team experiencing an error rate equal to or greater than five percent will be immediately provided with additional training until accuracy rate becomes acceptable. Although it is not mandatory, it is recommended that 50% of those sheets with quantities changed by verifiers be issued to a different verifier for double confirmation. Obviously, final quantity determination rests with the OIC.

d. Issue Control During the Count Phase.

(1) During the inventory count all issues will be processed through the control desk. When an issue is made, personnel operating the control

desk must determine whether or not the location from which the material was pulled has been inventoried. If it has not, then a copy of the requisition will be annotated `BEFORE COUNT' and placed in a holding file.  These quantities must be added to the shelf count prior to entry into R-Supply. If the location(s) from which issues are made have already been inventoried, then a copy of the requisition will be annotated `AFTER COUNT' and placed in a holding file for consideration during the recount. Do not add the quantity of `AFTER COUNT' issues to the initial shelf count.

2. <u>Mislocated/Misidentified/Unidentified Material</u>. Any material found in a location not on the scanners/inventory sheets will be taken to the control desk. For material too large or heavy, information such as stock number, location(s) and any other pertinent data will be recorded and taken to the control desk. Control desk personnel will research all material in these categories and determine proper disposition. Any material crossed to a carried stock number will be returned to its proper location. The quantity must be added to the shelf count with database adjustments made as required if the location has already been counted. Not carried material will be staged for research and excess processing (if required) after the inventory process is complete.

3. <u>Computing Inventory Quantities, Recount, and Production of Reconciliation Aids</u>. When all locations have been inventoried, the quantities will be entered in R-Supply via Inventory Posting ("Scheduled Inventory", "Initial Count" utilizing the "Batch Job Number"). Answer "yes" to the question "Is inventory complete?" If the count quantity matches the Stock Item Record Location Quantity then the record is cleared from the Physical Inventory Table and the inventory date is posted to the Stock Item Record.

    a. <u>Initial Match/Discrepancy Processing</u>.

       (1) The "Physical Inventory Table" must be checked to ensure there are no records still pending a count quantity. If there are records with no count quantity, these records will be counted and the appropriate quantities entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to the question "Is Inventory Complete?" Processing will not be continued until all records have an initial count quantity.

       (2) If the actual on-hand does not match the Stock Item Record Location, then the record remains in the Physical Inventory Table. All that now remains in the inventory file are inventory discrepant records.

    b. <u>Recount</u>. All records with inventory discrepancies will be recounted. Another Inventory Processing Job will be input selecting "Schedule Inventory", "Management Reports", sort by "LOC", "Potential Gains/Losses", "Supervisor Listing", "Storeroom Listing", "Pending Recount" and select "Batch Job Number". These records will be recounted and the count entered into R-Supply via "Inventory Posting", "Scheduled Inventory", "Initial Count" and "Batch Job Number". Answer "Yes" to the question "Is Inventory Complete?" If the count differs from the Stock Item Record Location Quantity a message will appear asking if you want to post the "gain or loss", CLICK CANCEL. It is important you do not post any gains or losses until after research has been accomplished on these discrepant NIINS. After clicking CANCEL you must click the right arrow on the tool bar to go to the next record, then the next NIIN in that location will appear. If the count quantity entered matches the Stock Item Record Location then the record is

cleared from the Physical Inventory Table and the inventoried date is posted to the Stock item record. Once all quantities have been entered, it will stop on the last record having a mismatch quantity and stay on that record. Just close the screen by clicking the "X" in the right hand corner or by clicking the close button.

4. Final Match/Discrepancy Processing and Production of Reconciliation Aids within R-Supply. The Inventory Reconciliation/Audit aids produced by R-Supply provides some of the data needed to perform causative research. RMD will request another Inventory Processing Job, selecting "Schedule Inventory", "Management Reports", and sort by "LOC", "Potential Gains/Losses", "Inv RECON Report", "Not Counted", "Pending Recount" and select "Batch Job Number".

    a. A management report "Potential Gain/Loss Report from Inventory Schedule" will be produced showing each stock number with an inventory discrepancy, the discrepant quantity, dollar value and the totals are summarized at the end of the report.

D. Audit and Reconciliation Phase.

1. Paragraph 6401.10d of this order requires causative research to be conducted and documented on inventory discrepancies prior to posting an adjustment. A description of these aids and procedures for their use are described in the following paragraphs.

    a. Support Package. Displays support pack-up data.

    b. Suspense Data.   Displays any records present on the suspense.

    c. Requisition Data. Displays outstanding requisitions.

    d. Issues Pending. Displays pending issue documents.

    e. Pending Transfers. Displays any pending transfer documents.

    f. Pending Offload. Displays any pending offload documents.

    g. Pending Receipts. Displays receipt in process documents.

    h. Pending Surveys. Displays all pending survey documents.

    i. Outgoing Interface Records. Displays any interface records pending transfer to Optimized NALCOMIS.

    j. Substitutes. Displays all substitutes associated with the record.

    k. R-Supply Transaction Ledgers. Displays the history of all transactions processed against the record in date sequence.

NOTE: The reconciliation aids, will produce a GIA report in NIIN Sequence, and the research sheets will print out in descending EMV order beginning with the gains and then the losses. Figures F-I-4 and F-I-5 show examples of the GIA Report and a research sheet.

2. Other Reconciliation Aids. The following aids are required for conducting audits in addition to those produced by R-Supply.

   a. Local Pack-up Listings. Signed listing of local pack-ups.

3. Organization and Control. The audit and reconciliation of inventory discrepancies require a systemized effort to control the process and to ensure all discrepancies are thoroughly researched, documented and appropriate corrective action is taken. To accomplish this, a series of holding files will be established for the research sheets. These files are listed and described below.

   a. To Be Researched. This file will be established as a two part file; one for potential gains and one for potential losses. Initially, all research sheets/packages will be placed in this file. As the sheets are pulled from the file and audited, they will be placed in one of the following files.

   b. Totally Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally resolved and pending final approval. The sheets in this file are also those pending corrective transaction input to R-Supply.

   c. Resolved Pending Approval. This file will be maintained in NIIN sequence and contain records awaiting review and approval from OIC/SNCOIC.

   d. Pending R-Supply Input. This file will be maintained in NIIN sequence and contain records, which have final approval and required some type of R-Supply input (i.e., X31, X71, X75, or reversals).

   e. Totally Unresolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is totally unresolved. These records are those pending inventory adjustment processing. They require additional review and documentation as described in the audit procedures.

   f. Partially Resolved. This file will be maintained in NIIN sequence. It is for those records whose discrepant quantity is partially resolved and the remaining part requires adjustment.

   g. Audit and Reconciliation Complete. This file will be maintained in NIIN sequence. It is for records having all corrective transactions and adjustments processed. Completed reconciliation sheets will be retained as required by reference (w).

4. Audit Procedures. The CMD OIC/SNCOIC and/or their designated representatives are responsible for conducting causative research on all inventory discrepancies (both potential gains and losses) and reconciling inventory balances. Causative research requires review of all transactions within the designated look back period. The look back period will be to the last scheduled inventory or 12 months, whichever is less. All transactions that occurred during the look back period will be reviewed and/or compared to manual files and source documents to determine the reason for the inventory discrepancy. The audit is considered complete when the reason for the discrepancy has been determined and documented or when it is considered un-resolvable after a thorough review of transactions within the look back period. All causative research for each discrepancy will be documented on the research sheet produced. It is not feasible to describe all the reasons

for inventory discrepancies in this appendix. However, the most common reasons and how to determine them are described in the following paragraphs:

    a. <u>Audit Steps for Both Gains and Losses</u>. Following are the steps taken for the audit of both gains and losses.

        (1) Perform recount if formal recount was not performed.

        (2) Ensure all substitute stock numbers are known.

        (3) Determine if the stock number being researched has superseded one or more previous ones. All related stock numbers must be checked in all audit steps.

    b. <u>Audit of Gain Discrepancies</u>. Following are the most common reasons for gain discrepancies, how to find them and appropriate corrective action.

        (1) <u>Unprocessed Stock Receipts (DI X71)</u>. Material has been received for stock and an X71 has not successfully processed in R-Supply.

            (a) Check all stock dues of the discrepant record for overage shipping status or internal cancellation with no system cancellation. If proof of receipt can be established (i.e., hard copy receipt document in file, document number on gear in location or copy of receipt scanned into image retrieval system), then annotate the required information on the research sheet for receipt processing.

            (b) Check the Transaction Ledger Data for receipt reversals. If receipt reversals are present, then attempt to confirm receipt and if confirmed, annotate the research sheet for re-input of the receipt.

        (2) <u>DTO Material Diverted to Stock, no DI X75</u>. Material requisitioned for DTO, received and no longer required, diverted to stock with no DI X75.

            (a) DTOs are good candidates for X75s providing proof of diverting to stock is present. If DTO documents are used for X75, the A0_/X71 must be in R-Supply. If it is not, then load the A0_ and process the X71.

        (3) <u>Erroneous MTIS (Offload) or OSO Transfer (DI X37/X34)</u>. Offload or OSO X37/X34 may have been processed but the material was never pulled and shipped.

            (a) Compare X37/X34s on the Transledger and/or OSO Data to the hard copies in the RCTF, or the Image Retrieval System Database.

            (b) For MTIS, if it can be confirmed material was never shipped, then either pull it for shipment (if the record is still in an excess position) or reverse the X37/X34 if not.

            (c) For possible erroneous OSO Transfer, if it can be confirmed material was never shipped, prior to reversing the X37/X34 you must verify the receiving activity didn't receive the asset. Reversing X37/X34s can cause a SIT/MIT concern, if not received then reverse the DI X37/X34.

        (4) <u>Erroneous Survey (DI X43)</u>. Material may have been previously lost by inventory and or surveyed in error.

(a) Since the record is now a gain discrepancy, it is possible the material was never lost. If the above situation can be confirmed, then reverse the loss and survey if applicable. A loss reversal greater than $2500 will require a DD200 survey to be completed prior to the actual reversal transaction unless the loss was posted during the current month.

(5) Erroneous Issue DI X31. Ensure all issue transactions are valid by confirming CTF hard copy.

c. Audit of Loss Discrepancies. The following are reasons for loss discrepancies, how to find them and appropriate corrective action. All corrective actions taken will be annotated on the research sheets.

(1) Unprocessed Issues (DI X31). Material has been issued and a DI X31 has not processed successfully in R-Supply. Verify all losses against the "Material Request Internal" (MRI) on the Suspense report.

(a) Ensure all issues represented by hard copy in the CTF or IMS have corresponding X31 in R-Supply.

(b) Pay particular attention to the possibility of rescreen issues.

(c) Match issues posted in NALCOMIS to the R-Supply MTL to ensure all have posted.

(2) Unprocessed OSO Transfer (DI X37/X38/X34/X35). Material may have been offloaded (MTIS) or transferred to another activity and no appropriate OSO Transfer DI was processed or the appropriate OSO Transfer DI was erroneously reversed.

(a) Ensure all shipment documents in the CTF or IMS for OSO transfers have the corresponding and appropriate OSO Transfer DI (i.e., X37/X38/X34/X35) in R-Supply.

(b) Process the appropriate OSO Transfer DI for any which were omitted and reprocess any that were reversed erroneously.

(3) Erroneously Processed Gain by Inventory (DI X13). Gains from a previous adjustment may be reversed if found to be in error. If the extended money value (EMV) exceeds $2500 the reversal will require a survey. Refer to Appendix R for survey procedures.

(4) Erroneous Material Turn-in (DI X75). All X75s should be reviewed and if it is determined the material was not diverted to stock, then the X75 should be reversed.

(5) Erroneously Processed Stock Receipts (DI X71). The following situations involving X71s may represent reasons for an inventory discrepancy.

(a) Receipt for material lost in shipment may have been processed wrong. If so, reverse the receipt and process as a lost in shipment receipt.

(b) Receipt may have been processed twice. If a receipt was processed twice in error, one should be reversed. Ensure it was not a valid multiple shipment.

4. <u>Corrective Actions</u>. Corrective actions are of two general types. Those transactions resolving a discrepancy without the need to post an adjustment and inventory adjustment transactions (DI X13, gain and loss). The CMD OIC/SNCOIC will review and approve all corrective actions prior to processing in R-Supply.

   a. <u>Corrective Transaction Processing</u>. All approved corrective transactions will be processed in R-Supply.

      (1) <u>R-Supply</u>. It is not necessary to wait until all discrepancies have been researched before starting corrective transaction processing. It should be started as soon as the first few audits are completed and approved. Assigned data entry personnel will process all transactions on the research sheet for each discrepancy and sign each sheet where indicated. To process the transactions, the inventory flag must first be cleared. This will be accomplished by posting the actual R-Supply <u>On Hand Quantity</u> to R-Supply via inventory posting (Spot Inventory) so no adjustments are made. The corrective transactions will then be input to align the inventory balance.

      (2) <u>IBS</u>. Upon completion of all inventory research, the control desk will forward the research sheets to the IBS Coordinator for updates to the IBS PC. After all updates have been made, the IBS Coordinator will process the inventory output from the IBS PC to R-Supply. Refer to applicable IBS manual for detailed instructions.

NOTE: ENSURE ALL INVENTORY FLAGS ARE CLEARED, THIS CAN BE DONE VIA R-SUPPLY, ADHOC.

   b. <u>Inventory Adjustment Processing</u>. For all unresolved discrepancies requiring adjustments, the CMD OIC or SNCOIC will ensure another full audit is conducted before approving the adjustment. When all unresolved discrepancies have been thoroughly audited, the total dollar value of both gains and losses will be determined. Authority to post adjustments in excess of NAVSUP established threshold ($2500) will require the MALS Commanding Officer to sign a DD200 on each individual NIIN.

NOTE: TYCOM goals for monthly inventory adjustment, DLR (BP 81, 85, & APA) GIA / BP81, 85, & APA SAL <u><</u> <u>+</u>0.1%. TYCOM goals for monthly inventory adjustment, Consumable (BP 14, 15, 28, 34) GIA / BP14, 15, 28, 34 SAL <u><</u> <u>+</u>0.1%. The monthly Gross Inventory Adjustment (GIA) threshold established by the TYCOM will not be exceeded without authorization. This threshold is cumulative and is the total adjustments of all gains and losses processed during a given month for repairables and consumables items. Gains and losses do not offset each other; it is the total of both values. If approval is given, the adjustments will be posted as described in paragraph 4501.16e and Appendix R of this order.

5. <u>Post Inventory Reconciliation Actions</u>. Upon completion of the reconciliation, a "post-SAMMAL-SAL" and a "Pending Survey" listing will be requested; a validity sample taken and results of the inventory reported to the AvnSupO. Ensure appropriate actions are taken to offload excesses, requisition deficiencies and cancel excess stock dues.

6. <u>Inventory Validity Sampling</u>. The SMD will perform an inventory validity sampling immediately after the reconciliation is complete and all corrective transactions/adjustments have been processed in R-Supply. The sampling will be conducted in accordance with the procedures described in Appendix G. If the validity percentage is less than 90%, actions will be taken to begin another wall-to-wall or block inventory reconciliation. Inventory reconciliation actions will continue until 90% validity is achieved. Required location validity is 98%.

7. <u>Inventory Status and Reporting</u>. The CMD OIC/SNCOIC will submit a report containing the information described below. This report will be submitted to the AvnSupO within 10 working days after completion of the inventory reconciliation. The Pre/Post SAMMA/SAL and inventory reconciliation statistics information will be required for the report being submitted to the AvnSupO.

    a. <u>Pre-Inventory Reconciliation Consumables Account Status</u>.

        (1) Dollar value of non-DLR NSA on-hand

        (2) Redistributable Assets On Order (RAO)

        (3) Redistributable Assets On Board (RAB)

        (4) Deficiency to Requisitioning Objective (DEF/RO)

    b. <u>Inventory Reconciliation Statistics</u>.

        (1) Number of line items inventoried

        (2) Number of discrepant line items

        (3) Percentage of discrepant records

        (4) Pre-inventory reconciliation validity

        (5) Dollar value of pre-inventory reconciliation potential gains

        (6) Dollar value of pre-inventory reconciliation potential losses

        (7) Dollar value of pre-inventory reconciliation potential Gross Inventory Adjustment (GIA)

        (8) Dollar value of resolved gains

        (9) Dollar value of resolved losses

        (10) Dollar value of gain adjustments posted

        (11) Dollar value of loss adjustments posted

        (12) GIA resulting from consumable inventory reconciliation

    c. <u>Post Inventory Reconciliation Consumables Account Status</u>.

        (1) Dollar value of non-DLR NSA on-hand and percent change

(2) RAO and percent change

(3) RAB and percent change

(4) DEF/RO and percent change

(5) Inventory validity percentage (result of the SMD sampling)

8. <u>Deficiency and Excess Processing</u>. When inventory balances have been aligned as a result of the reconciliation, action will be taken to requisition stock deficiencies, offload excesses and cancel excess stock due. Requisitioning of stock deficiencies may be accomplished with DI 081, Automatic Reorder. Offload of excess on-hand may be accomplished with DI 083. Ensure any not carried material pulled from location during the Location Consolidation/Reconciliation or count is researched before offloading.

Appendix G

Internal Audits

1. Purpose

    a. To provide procedures for conducting internal audits.

    b. To provide the frequency of audits.

    c. To provide inventory/requisition management acceptable percentages and actions to take if the percentages are unacceptable.

2. Information. This appendix provides a separate figure for each internal audit to be conducted by the Supply Management Division (SMD), Audit Branch (AB).

3. Internal Audits. The following is a list of audits and their figure numbers:

Location Audit

Reference: COMNAVAIRFORINST 4440.2_, Chapter 3 paragraph 300.2
              MCO 4400.177_, Chapter 4 paragraph 4501.16b
              MCO 4400.177_, Chapter 6 paragraph 6311.9

Frequency: Quarterly

Acceptable: 100% for Repairables
             98% for Consumables

Sample %:   100 repairable and 100 consumable items each way

Action: Location Audit Program (if less than above stated goals)

Formula: Validity % = # NIINs audited - # NIINs in error x 100
                               ‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
                                        # NIINs audited

Procedure: Location Audit Program consists of a two pronged approach.

            (1) Validating 100 NIINs from SIR to location.

            (2) Validating 100 NIINs from location to SIR.

1. SIR to Location:

   a. Produce a listing via ADHOC and tailor the listing to the range of
      locations to be audited. Obtain the total number of locations on the
      listing then select a random 100 of the total. This is the first half
      of the selection process known as SIR to Location Validation.

   b. The validation is conducted by taking the SIR to location items and
      physically checking the location to see if the NIIN is stocked in the
      location. If the location recorded on the SIR is not valid then the
      location is considered an error. If the NIIN on the material does not
      match the SIR it is considered an error. Prior to computing the
      validation percentage, AB will research all errors to see if
      transactions are pending which would eliminate the error. The Pending
      Data Entry File in CSB will be screened for pending location add/delete
      transactions and the Suspense Listing will be checked for the same type
      of transactions.

2. Location to SIR:

   a. Select 100 NIINs, at random, from the range of locations being audited.
      This is the second half of the selection process known as the Location
      to SIR Validation. The validation is conducted by randomly selecting a
      NIIN in the location to see if the NIIN and location is recorded in the
      SIR. If the NIIN on the material or location does not match the SIR it
      is considered an error. Prior to computing the validation percentage,
      AB will research all errors to see if transactions are pending which
      would eliminate the error. The Pending Data Entry File in CSB will be
      screened for pending location add/delete transactions and the Suspense
      Listing will be checked for the same type of transactions.

NIIN	SIR LOCATION	PHYSICAL LOCATION	PDEF YES	NO	DISCREPANCY YES	NO

LOCATION TO SIR (column header above table)

NIIN	SIR LOCATION	PHYSICAL LOCATION	PDEF YES	NO	DISCREPANCY YES	NO

SIR TO LOCATION (column header above second table)

Figure G-1.--Location Audit Worksheet Part 1.

Location Audit Worksheet Part 2

1.   Location Range: _____

2.   Number of Locations: _____

3.   Number SIR to Location: _____

4.   Number Location to SIR: _____

5.   Total Number Audited: _____ (#3+#4)

6.   Number Incorrect: _____

7.   Number Correct: _____ (#5-#6)

8.   Validity Percentage: _____ (#7 divided by #5)x100

Date: _____

Auditor:_____

Figure G-2.--Location Audit Worksheet Part 2.

Consumable Inventory Audit

Reference: COMNAVAIRFORINST 4440.2_, Chapter 3 paragraph 300 and
              MCO 4400.177_, Chapter 6 paragraph 6401.11

Frequency: Quarterly Acceptable: 90% (CMD Stock)
                     100% (FISP/MESP)

Sample: 200 items each way (CMD Stock)
                   200 items each way (FISP/MESP)

            Note: For FISP/MESP, sample will be drawn from the sum of all
            FISP/MESP allowances at the site.

Action: Physical Inventory (if less than 90% for CMD Stock or 100% for
            FISP/MESP).

Formula: Validity % = # NIINs counted - # NIINs with wrong count x
100

                                # NIINs counted

Procedure: Produce a listing via ADHOC and tailor the listing to the range
            of locations to be audited. Obtain a random sample of 200 NIINs
            from the total number of NIINs on the listing. This is the first
            half of the selection process known as SIR to Location Audit.
            The other 200 NIINs will be selected at random from the actual
            location. The AB will ensure units of issue other than 'EA' are
            audited as often as possible. This is known as Location to SIR
            Audit. The validation is conducted by taking the SIR to location
            items and physically counting all material in all locations
            recorded in R-Supply. Place the shelf count in column 4 of the
            consumable inventory audit work sheet. During the SIR to
            location, count the selected 200 NIINs for the location to SIR
            audit. Count these items and annotate the NIIN, U/I, location
            and shelf count quantity on the consumable inventory audit
            worksheet. After all items are counted, AB will query the SIR on
            each NIIN on the worksheet and annotate the SIR location on-hand
            quantity in column 5 of the Consumable Inventory Worksheet and
            verify the unit of issue and locations to SIR items. If
            additional locations are found, AB will physically inventory
            those locations and adjust the shelf count on the Consumable
            Inventory Worksheet. After all items are inventoried and SIR
            quantities are annotated, AB will subtract column 5 from column
            4. If the result is 0, AB will annotate 'YES' in column 11. If
            there are any items which are not matched, AB will research the
            Suspense Listing and Pending Data Entry Files for Pending Receipt
            and Issue Documents. Annotate pending issues or transfers in
            column 7, pending receipts in column 8 and deployed pack-up
            quantities in column 9.

            Add column 7 to column 4 and subtract columns 8 and 9 from the
            result and place this figure in column 10. If column 10 matches
            column 5 annotate 'Yes' in column 11. Annotate 'No' on all
            others. Transcribe the information to part 2 of the Consumable
            Inventory Worksheet and compute the Validity Percentage.

NOTE: During the physical count, the AB will pay particular attention to shelf life coded items. Any item with expired shelf-life will not be counted as on-hand and will be identified as a discrepancy.

Consumable Inventory Audit

1	2	3	4	5	6	7	8	9	10	11	
NIIN	U/I	Locations	Shelf Count	SIR o/h	Diff (#4-#5)	Pending Iss/Tran	Pending Receipts	Dep P/U	Adjusted Shelf Count (#4+#7) - (#8+#9)	Match Yes	No

Figure G-3.--Consumable Inventory Worksheet Part 1.

Consumable Inventory Audit Worksheet Part 2

1.   Location Range: _____

2.   Number of NIINs: _____

3.   Number SIR to Location: _____

4.   Number Location to SIR: _____

5.   Total Number Audited: _____ (#3+#4)

6.   Number Incorrect: _____

7.   Number Correct: _____ (#5-#6)

8.   Validity Percentage: _____ (#7 divided by #5)x100

Acceptable Percentage 90% (CMD Stock)
                       100% (FISP/MESP)

                                        Date: _____

                                        Auditor:_____

Figure G-4.--Consumable Inventory Audit Worksheet Part 2 Repairable

Inventory Audit

Reference: COMNAVAIRFORINST 4440.2_ Chapter 3 paragraph 300 and
             MCO 4400.177_ Chapter 4 paragraph 4501.16a

Frequency: Quarterly

Acceptable: 100%

Sample: 100 items each way (RMD Stock)
                 100 items each way (FISP/MESP)

              Note: For FISP/MESP, sample will be drawn from the sum of all
              FISP/MESP allowances at the site.

Action: Physical Inventory (if less than 100%)

Formula: Validity % = $\frac{\text{\# NIINs counted} - \text{\# NIINs with wrong count}}{\text{\# NIINs counted}} \times 100$

Procedure: Produce a listing via ADHOC and tailor the listing to the range
             of locations to be audited. Obtain a random sample of 100 NIINs
             from the total number of NIINs on the listing. This is the first
             half of the selection process known as SIR to Location Audit.
             The other 100 NIINs will be selected at random from the actual
             location. This is known as Location to SIR Audit. The audit is
             conducted by taking the SIR to location items and physically
             counting all material in all locations recorded in R-SUPPLY.
             Complete the inventory audit worksheet as described below:

Column Definitions/Procedures for Inventory Worksheet:

   Column   Definition

   1. NIIN   National Item Identification Number.

   2. LOC   Location: (where gear is assigned to be
                                   stocked).

   3. SHLF   Shelf Count: (enter physical count of)

   4. NALC RFI   NALCOMIS Ready For Issue: (enter
                                   number displayed in the 'RFI QTY' column on
                                   NALCOMIS Repairable Summary Screen.

   5. NALC DIFM   NALCOMIS Due In From Maintenance:
                                   (enter number of supply officer assets
                                   displayed in the `DIFM' column on NALCOMIS
                                   Repairable Summary Screen.

      NOTE: Care must be taken when entering the DIFM quantity on the
      worksheet. The number displayed in the DIFM column is inclusive of
      all material DUE IN from maintenance, including the ER and OWE
      quantities reflected on the Repairable Summary Screen. When
      reviewing the Repairable Summary Screen, subtract the "ER Qty" and
      the "OWE Qty" from the "DIFM Qty" and enter the difference on the
      inventory worksheet. This represents your Supply Officer (SO) Assts

in DIFM. (SO Assets in DIFM = DIFM – ER, -OW)

Figure G-3. Repairable Inventory Audit

6. NALC SUB   NALCOMIS SUBCUSTODY: (enter number
                                displayed in the `SUB QTY' column on the
                                NALCOMIS Repairable Summary Screen).

7. NALC SUS   NALCOMIS SUSPENSE: (enter number
                                displayed in the "SUS QTY" column on the
                                NALCOMIS Repairable Summary Screen).

    NOTE: Care must be taken when entering the suspense quantity on the
    worksheet. The number displayed in the suspense and DIFM column may
    not always be an SO Asset and therefore should not be counted as part
    of the total ACBAL.

    When reviewing Repairable Summary Screen and a suspense quantity is
    indicated, a more thorough review of the management code can be
    conducted by double clicking on the suspense quantity. This query
    will identify a specific management code and remarks with regards to
    the suspense quantity. SO Asset Management Codes include CR, MA, SO,
    RB, LS, WR and IN. All management codes of EI and CX will require
    further research with the RCB OIC/SNCOIC in determining whether they
    are SO Assets or system owed material.

8. NALC PKQTY   NALCOMIS Pack-Up Quantity: (enter
                                number displayed in the 'DEP PK' column on the
                                NALCOMIS Repairable Summary screen).

    Note: A separate inventory audit of the FISP/MESP repairables will
    be conducted to ensure the FISP/MESP inventory validity is maintained
    at 100%.

9. NALC SOIOU   NALCOMIS Supply Officer IOU: (enter
                                number displayed in the `SOIOU' column on the
                                NALCOMIS Repairable Summary screen).

10. NALC ACBAL   NALCOMIS Actual Balance: (enter
                                number displayed in the `ACBAL' column on the
                                NALCOMIS Repairable Summary screen).

11. STOCK ITEM RECORD   R-Supply 'TOTAL OH QTY': (enter number
                                displayed in the `TOTAL OH QTY' column of the
                                R-Supply SIR screen).

12. MATCH   MATCH Yes or No: (enter a check in
    the
                                appropriate box whether or not the accountable
                                assets match the system).

13. REMARKS   Remarks: (reserved for research or
                                additional comments).

Figure G-5.--Repairable Inventory Audit Continued.

1	2	3	4	5	6	7	8	9	10	11	12	13
NIIN	LOC	SHLF	NALC RFI	NALC DIFM	NALC SUB	NALC SUS	NALC Dep PK	NALC SOIOU	NALC ACBAL	SIR Total OH QTY	MATCH YES NO	REMARKS

Figure G-6.--Repairable Inventory Worksheet Part 1.

Repairable Inventory Audit Worksheet Part 2

1.   Location Range: _____

2.   Number of NIINs: _____

3.   Number SIR to Location: _____

4.   Number Location to SIR: _____

5.   Total Number Audited: _____ (#3+#4)

6.   Number Incorrect: _____

7.   Number Correct: _____ (#5-#6)

8.   Validity Percentage: _____ (#7 divided by #5)x100

Acceptable Percentage 100%

Date: _____

Auditor:_____

Figure G-7.--Repairable Inventory Audit Worksheet Part 2.

Classified Inventory Audit

Reference: COMNAVAIRFORINST 4440.2_ Chapter 3 paragraph 300 and
MCO 4400.177_

Frequency: Quarterly

Acceptable: 100%

Sample: 100%

Action: Physical Inventory (if less than 100% validity)

Formula: Any errors constitute less than 100% validity

Procedure: The Classified Inventory Audit is conducted using the same
            procedures as the Repairable/Consumable inventory audit
            depending upon whether or not the classified item is repairable
            or consumable.

Figure G-8.--Classified Inventory Audit.

Requisition Audit

Reference: COMNAVAIRFORINST 4440.2_ Chapter 7 and
             MCO 4400.177_

Frequency: Quarterly

Acceptable: IPG-I, Priorities 1-3, NMCS/PMCS: 100%
             IPG-I, Priorities 1-3, non-NMCS/PMCS: 98%
             IPG-II & III, Priorities 4-15, Routine: 90%

Sample: CMD Stock: 100 or all if total requisition count is less than
100.
            RMD Stock: 100 or all if total requisition count is less than 100.
            AWP IPG-I Non-NMCS/PMCS: 50 or all if total requisition count is
            less than 50.
            CMD PEB: 50 or all if total requisition count is less than 50.
            SRD IPG-I NMCS/PMCS: 50 or all if total requisition count is less
            than 50.
            SRD IPG-I Non-NMCS/PMCS: 50 or all if total requisition count is less
            than 50.
            SRD IPG-II & III: 50 or all if total requisition count is less
            than 50.
            SAD IPG-II & III: 50 or all if total requisition count is less
            than 50.
            SSD IPG-II & III: 50 or all if total requisition count is less
            than 50.
            SMD FISP/MESP: All requisitions.

Action: Complete reconciliation

Formula: Validity % = # reqns audited - # reqns in error X100
                       # requisitions audited

Procedure: The following steps will be used for Requisition Audit Process.

STEP 1. Obtain a list of the outstanding document numbers from R-Supply
         utilizing the Requisition Listing or ADHOC.

STEP 2. Select the appropriate number of records from the sample above and
         record the appropriate data (DDSN and Pri) on the Requisition Audit
         Worksheet.

STEP 3. Go into the Requisition Search Screen in R-Supply and record the
         appropriate entries.

STEP 4. If the current status is valid such as ESD is not past (See appendix
         S for details) the question "Is Status Valid" will be answered "Yes".
         If the current status is not valid such as a past ESD or BM status
         greater than three days then the question "Is Status Valid" will be
         answered "No".

STEP 5. If a follow-up has been sent the data from the last follow-up will be
         entered on the Requisition Audit Worksheet.

STEP 6. If the last follow-up sent is correct based on appendix S the

question "Correct Follow-up" will be answered "Yes" if not it will be answered "No".

Figure G-5. Requisition Audit

STEP 7. If the Requisition Audit is not for consumable stock then the question "Outstanding in NALCOMIS & R-SUPPLY" or "Outstanding in ASKITWEB" will be answered appropriately. Note: Use Figure G-11 for the Accounting Requisition Audit and Figure G-5-1A for all other requisition audits.

STEP 8. If either Step 4, 6 or 7 is answered "No" then the column "Discrepancy" will be answered "Yes" else it will be "No".

STEP 9: Once all requisitions are annotated and the worksheet is complete, utilize the worksheet contained in Figure G-12 of this publication and calculate the requisition validity.

Note: If there is a status discrepancy, other than a confirmed cancellation status, between R-SUPPLY and NALCOMIS and other conditions are met it will not constitute a discrepancy on this audit. If a confirmed cancellation status is posted in one database, but not in the other it will constitute a discrepancy.

Figure G-9.--Requisition Audit Continued.

DDSN	Pri	Current Status					Follow-up	Data From Last Follow-up					Outstanding In Optimized NALCOMIS & R-SUPPLY	Discrepancy	Remarks
		Sts Date	Sts Cd	RI From	ESD	Is Status Valid		Date Sent	Sent To	Sts Cd	ESD	Correct Follow-up			
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	
						Yes/No						Yes/No/NR	Yes/No	Yes/No	

Figure G-10.--Requisition Audit Worksheet Part 1.

DDSN	PRI	Current Status						Data From Last Follow-up							Outstanding in ASKIT/WEB	Discrepancy	Remarks
		STATUS DATE	STATUS CODE	RI FROM	ESD	IS STATUS VALID	FOLLOW-UP	DATE SENT	SENT TO	STATUS CODE	ESD	CORRECT FOLLOW-UP				
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	
						YES/NO						YES/NO/NR		YES/NO	YES/NO	

Figure G-11.--SAD Requisition Audit Worksheet Part 1.

Requisitions Audit Worksheet Part 2

1.   Number Requisitions Audited: _____

2.   Number of Discrepancies: _____

3.   Number Correct: _____ (1-2)

4.   Validity Percent: _____ (3 divided
by 1)x100

Date: _____

Auditor:_____

Figure G-12.--Requisitions Audit Worksheet Part 2.

Shelf Life Audit Procedures

Reference: COMNAVAIRFORINST 4440.2_ Chapter 5 and
             MCO 4400.177_

Frequency: Quarterly

Acceptable: 90%

Sample: 10%

Action: Acceptable percentage is 90% for each step of this audit.
If the
               validity is below the acceptable percentage for steps 2 and 3
               then it will require the appropriate division(s) to physically
               review all records and/or material on-hand and correct any
               discrepancies found.

Formula: # NIINs audited - # NIINs in error x 100
                               # NIINs audited

Procedures: Shelf-Life audit process consists of a three pronged approach.

               (1) Validating the SIR to ensure all NIINs have an SLC and SLAC
               established.

               (2) Validating the SIR to ensure valid SLC and SLAC are loaded.

               (3) Ensuring all material stocked as Shelf-Life is not in an
               expired, mislabeled or unidentified condition.

Step 1: Validate all NIINs have an SLC/SLAC loaded.

    1. Run an ADHOC for all NIINs on the SIR that DO NOT have a SLC/SLAC
        loaded.

    2. Any SIR recorded without an SLC and/or SLAC loaded will be identified
        as a discrepancy.

Step 2: Validate correct SLC/SLACs on the SIR

    1. Select 10% from the SIR.

    2. Annotate the NIIN and the SIR SLC and SLAC on the Shelf Life SIR
        Audit Worksheet.

    3. Validate the SIR SLC/SLAC by researching each NIIN through FEDLOG.

    4. SIR SLC/SLAC errors will be identified as a discrepancy.

Figure G-13.--Shelf Life Audit.

Step 3: Validation of Shelf Life Material

1. Run an ADHOC for all NIINs with an SLC/SLAC loaded to the SIR, excluding SLC 0. Sort the listing in location sequence and include the following fields:

   a. AT Code

   b. COG

   c. NIIN

   d. U/I

   e. O/H quantity

   f. RO

   g. RP

   h. SLC

   i. Location

   j. Nomenclature

2. Select 10% for audit.

3. Transcribe the selected NIINs to the Shelf Life Location Audit Worksheet.

4. The validation is conducted by physically going to the location and ensuring each NIIN selected has NO expired material in location.

   a. The following will constitute as an error during this validation:

      (1) Any NIIN which has expired material in location will be considered an error.

      (2) Any material labeled with incorrect expiration dates or extension dates will be considered an error.

      (3) Any material not labeled will be considered an error.

5. A copy of the audit worksheet will be provided to the appropriate division to correct any errors discovered by the Audit Branch.

Figure G-13.--Shelf Life Audit--
Continued

NIIN	LOCATION	ON HAND QUANTITY	NUMBER EXPIRED	MISLABELED OR NOT LABELED	DISCREPANCY YES / NO	REMARKS

Figure G-14.--Shelf Life Location Audit Worksheet Part 1.

NIIN	SIR SLC	SIR SLAC	FEDLOG SLC	FEDLOG SLAC	DISCREPANCY YES / NO

Figure G-15.--Shelf Life SIR Audit Worksheet Part 2.

Shelf Life Audit Worksheet Part 3

1. Number of NIINs on SIR with no SLC/SLAC loaded: _____

2. Number of SIR records: _____

3. Validity Percentage: (#1 divided by #2) x 100   _____

4. Number of NIINs audited: _____

5. Number of NIINs with expired/mislabeled/not labeled
    material on hand: _____

6. Number of SIR records with incorrect SLC/SLAC: _____

7. Total number of errors: (#5 + #6)   _____

8. Number of correct: (#4 - #7)   _____

9. Validity Percentage: (#8 divided by #4) x 100   _____

Acceptable Percentage is 90%

Date: _____

Auditor:_____

Figure G-16.--Shelf Life Audit Worksheet Part 3.

R-Supply/NALCOMIS User Role/User Tasks Audit

Reference: MCO 4400.177_, Chapter 3, paragraph 3301.2

Frequency: Quarterly

Acceptable: 100%

Sample: 100% of the below listed R-Supply/NALCOMIS database tables will
             be maintained:

             1. R-Supply User Role Table
             2. R-Supply Activity Organizational Table
             3. NALCOMIS User Access and Menu Tasks
             4. NALCOMIS Organizational Table
             5. NTCSS Applications User Registration Reports
             6. 100% Sample of all R-Supply/NALCOMIS User Access/Menu Roles

Action: R-Supply/NALCOMIS Tables Validation
                 R-Supply/NALCOMIS User Access/Menu Roles Validation

Formula: Any errors constitute less than 100% validity. Any
personnel
                 other than those designated by the SMD OIC/SNCOIC with access to
                 the above listed R-Supply/NALCOMIS Database tables will be
                 considered an error. Any personnel with access to NTCSS
                 applications who are no longer with the command or have
                 unauthorized access will be considered an error.

Procedures: This audit will be performed jointly by the AB and the SAA.
Utilize R-SUPPLY/NALCOMIS Organizational and User Role Tables to review
applicable databases. The SAA will utilize local ADHOC queries to validate
user registration and task assignment. This list will be printed and all
errors will be identified for correction by the SAA. These errors must be
corrected and verified by the AB prior to the completion of this audit. This
listing will be retained by the AB until the next quarterly R-Supply/NALCOMIS
Validation Tables Audit. The R-Supply/NALCOMIS User Role/User Task Audit
consists of a two pronged approach.

        (1) Validate access to R-Supply/NALCOMIS database tables with
            respective division OIC/SNCOICs.

        (2) Validate personnel with access.

Step 1:

             1. Run an ADHOC for all access tables.
             2. Validate with respective division OIC/SNOICs only authorized
                users have capabilities to update, delete and change database
                tables.

Step 2:

             1. Run an ADHOC for all user Access/Menu Roles in both R-Supply
                and NALCOMIS.
             2. Validate all users against a current copy of the morning
                report obtained from SPAD.

   3. Additional users who are not recorded on the morning report
      will be reviewed for authorized access.

Figure G-17.--R-Supply/NALCOMIS User Role/Users Tasks Audit.

Inventory Management Report Audits

Reference: COMNAVAIRFORINST 4440.2_ Chapter 3 and
            MCO 4400.177_

Frequency: Monthly prior to End of Month/End of Year processing

Acceptable: 100%

Sample: 100% of the Gains/Losses/Surveys Report

Action: Validation of all pending and completed
gains/losses/surveys

1.   REPORT TITLE: Gains/Losses/Surveys Report

A.   The Gains/Losses/Surveys Report is a listing of all gain and loss by
Inventory and Survey Transactions processed against the Inventory Expenditure
Table.

B.   Use the Gains/Losses/Surveys Report to substantiate pertinent inventory
adjustments.

ADJUSTMENT   AMOUNT

Gain by inventory: $_____

Loss by inventory: $_____

Survey: $_____

C.   Are DD-200s complete for all inventory gains and losses? A signed DD-200
must be collected within 30 days of processing the adjustment in R-Supply.

     ONE DD-200 FOR EACH ITEM $2500 OR MORE

      YES_____   NO_____ N/A _____

D.   Does any line item posted equal or exceed $100,000?

     YES _____   NO _____
     (If YES, must receive Wing approval prior to posting)

E.   Is the absolute value of "Total Inventory Adjustments", regardless of
whether it is a credit or debit, equal to or exceeds $500,000?

     YES _____   NO _____
     (If YES, must receive Wing/TYCOM approval prior to posting)

             Figure G-18.--Inventory Management Audit Sheets.

Procedure: The following R-Supply Financial Audit will be performed for each Pre-Daily Live/Pre-Live Financial Report. All necessary corrective action will be completed prior to processing the Monthly Live Financial Report. Ensure this audit is performed for each OPTAR managed by the OPTAR holder.

OPTAR: _____

1. Report Titles: Transmittal Report NAVCOMPT 2156 (Simulated)
                     Budget OPTAR Report NAVCOMPT 2157 (Simulated)

A. Match all Transmittal Numbers (TL#) and total dollar amounts on each OPTAR Document Transmittal Report NAVCOMPT 2156 (Simulated) to its corresponding Part III of the Budget OPTAR Report NAVCOMPT 2157 (Simulated). All amounts must be equal and TLs must be in the correct consecutive order.

CURRENT FY___

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

1ST PRIOR FY___

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

2ND PRIOR FY____

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)		BUDGET OPTAR REPORT, PART III NAVCOMPT 2157 (SIMULATED)		
TL#	AMOUNT	TL#	AMOUNT	DIFF

B. The value of Chargeable Obligations FYTD (Column 22) must equal the total of the Current Months Transmittals plus the value of Chargeable Obligations

(Column 22) reported on the previous months Budget OPTAR Report.

Figure G-19.--Financial Audit Sheets.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
A. PREV. MONTH COL. 22			
B. CUR. MONTH TL TOT.			
C. TOTAL			
D. CUR. MONTH COL. 22			
DIFFERENCE (C-D)			

C.   Prior to running the Daily Live TL, it must be audited by the AOMB and discrepancies reviewed by the SAD OIC/SNCOIC by performing the following:

(1) Review for valid fund codes.

(2) Verify the cog and fund code relationship is valid.

(3) Ensure FLTOPS OPTAR only uses 8X fund code for MARFORCOM units and FLTOPS OPTAR for MARFORPAC units must be blank.

(4) Review high dollar value requisitions to include quantity.

(5) Review the total DI: Z0As with a 5A Advice Code and ensure a DD Form200 is on file for each.

(6) The only authorized obligations for prior fiscal years are obligation adjustments to previous existing requisitions or an obligation generated from a repairable inducted during the prior year but BCM'd during the current year.

OPTAR DOCUMENT TRANSMITTAL REPORT NAVCOMPT 2156 (SIMULATED)			
	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
A. Are Fund Codes Valid?			
B. Are High Dollar Value Z0As Valid?			
C. What is Z0A total with 5A Advice Code?			
D. Are prior year obligations valid?	N/A		

D.   Review the current fiscal year BOR to ensure Miscellaneous TEC Cost does not exceed 5% of the total cost by fund code.

BUDGET OPTAR REPORT, PART ___ NAVCOMPT 2157 (SIMULATED)			
	BOR FC TOTAL	MISC TEC TOTAL	MISC TEC %
A. Fund Code 7L			
B. Fund Code 9S			

E. Analyze the current fiscal year BOR for any negative monthly values. If cost for a specific TEC and Fund Code shows a negative value when compared to the previous month then conduct research to determine the cause.

Figure G-19.--Financial Audit Sheets-- Continued

Fund Code	TEC	Prior Month Total	Current Month Total	Diff	Negative Value Verified?

BUDGET OPTAR REPORT, PART __
NAVCOMPT 2157 (SIMULATED)

F. Analyze the current fiscal year BOR for cost spikes. If the current month's FYTD cost for a specific TEC and Fund Code exceeds the previous month's FYTD cost by 15% then conduct research to determine the cause.

BUDGET OPTAR REPORT, PART __					
NAVCOMPT 2157 (SIMULATED)					
Fund Code	TEC	Prior Month Total	Current Month Total	% Increase	15% Verified?

G. The total of OPTAR GRANTS Fiscal Year to Date must match authorizations received from the MAW Comptroller's latest grant message.

Figure G-19.--Financial Audit Sheets--
Continued

	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
BOR			
AUTHORIZATION			
DIFFERENCES			

H. The value of Cumulative Differences on Part II of the Budget OPTAR Report must equal the value of the FYTD difference on the last posted Summary Filled Order Expenditure Difference Listing.

	CURRENT FY	1ST PRIOR FY	2ND PRIOR FY
BOR Col 23 Total			
SFOEDL FYTD DIFF			
DIFFERENCES			

I. Check for erroneous Budget OPTAR Reports (blank subheads, erroneous fiscal years, N/A BORS that should be negative reports, erroneous service identifier code, etc.). Enter the information on the table which follows for each erroneous BOR found.

LIST OF ERRONEOUS BUDGET OPTAR REPORTS					
FISCAL YEAR					
UIC					
SUBHEAD					
BUDGET OPTAR CODE					
FUND CODE & DOLLAR AMOUNT					
TYPE EQUIP CODE					
EXPENDITURES FYTD					
OBLIGATIONS FYTD					
CUMULATIVE DIFFERENCES					

2.   REPORT TITLE: DIVISION BUDGET REPORT

A.   The Division Budget Report contains all transactions for a work-center processed successfully through R-SUPPLY. AOMB will review the Division Budget Report weekly and at the end of the month by performing the following:

   (1) Review for valid fund codes.

   (2) Review each division on the Division Budget Report to ensure all requisitions are utilizing the proper TEC. Ensure requisitions can be tied to an aircraft and does not reflect miscellaneous TECs (i.e. GAAA, SAAA, YAAA). Documents with invalid TECS should be identified and reversed if possible.

Figure G-19.--Financial Audit Sheets--
Continued

B.   After detailed review of the weekly report, AOMB will provide a list of discrepancies to the appropriate division(s) for corrective action. The division(s) will attempt to correct the discrepancies before the weekly/monthly Live.

Note: The financial audits above, will be conducted by the SAD monthly and reviewed for completion and accuracy by the AB during the quarterly audit.

Figure G-9. Financial Audit Sheets Continued
Fuel Audit

Reference: CMC DTG 132113Z Jan 12

Frequency: Monthly

Acceptable: 100%

Sample: 50 Current FY Fuel Documents
                  50 Prior FY Fuel Documents

Action: Complete Reconciliation

Formula: Validity % = # docs audited - # docs in error X100
                                   # docs audited

Procedure: The following steps will be used for the Fuel Audit process:

STEP 1. Obtain a list of the completed fuel documents for each FY from
         ASKITWEB.

STEP 2. Randomly select 50 records from each list above and record the
         appropriate data on the Squadron Accounting Fuel Audit Worksheet.

STEP 3. Go into the CFF and retrieve supporting documentation (i.e. receipt,
         DD Form 1898) for each fuel document.

STEP 4. If a document is complete in ASKITWEB, but is still awaiting
         supporting documentation, then the ASKITWEB printout should be filed
         in the PCFF.

STEP 5. Ensure all information contained in the audit worksheet matches the
         correlating supporting documentation for each fuel transaction.
         Validate the accuracy of the information in columns 4 through 9.

STEP 6.   If there is a discrepancy on any information in columns 4 through 9
         then you will answer column 10 appropriately.

Step 7.   If there is a discrepancy in columns 2 through 9 and there has not
         been a challenge properly filed then column 11 will be answered
         "Yes".

Figure G-21.--Squadron Accounting Fuel Audit.

1	2	3	4	5	6	7	8	9	10	11	12
	ON STATION	OFF STATION									
DDSN	LOG FILE	FUEL RECEIPTS OR DD FORM 1898	CORRECT UIC	CORRECT FUND CODE	CORRECT BUNO	CURRENT BUNO	QTY ORDERED	TRANSACTION DATE	CHALLENGED	DISCREPANCY	REMARKS
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	
	Yes / No	Yes/No	Yes/No	Yes / No	Yes / No	Yes/No			Yes/No	Yes/No	

Figure G-22.--Squadron Accounting Fuel Audit Worksheet Part 1.

Consumable Post Inventory Audit

Reference: MCO 4400.177_

Frequency: Upon the completion of an Inventory

Acceptable: 98%

Sample: 5% of all NIINs inventoried

Action: If the first 5% sampling of the Post Inventory Audit
accuracy is
                less than 98%, another 5% sampling will be conducted. If this
                sampling also reveals less than 98% accuracy then the original
                inventory will be considered invalid and another complete
                inventory must be conducted.

Formula: Validity % = # NIINs counted - # NIINs with wrong count x
100
                                # NIINs counted

Procedure: Upon completion of the scheduled inventory, AB will select 5% of
                the total NIINs inventoried. Place the shelf count in column 4
                of the Consumable Post Inventory Audit Worksheet. After all
                items are counted, AB will query the SIR on each NIIN on the
                worksheet and annotate the SIR on-hand quantity in column 5 of
                the Consumable Post Inventory Audit Worksheet and verify the unit
                of issue and locations for those locations to SIR items. If
                additional locations are found, AB will physically inventory
                those locations and adjust the shelf count on the Consumable Post
                Inventory Worksheet. After all items are inventoried and SIR
                quantities are annotated, AB will subtract column 5 from column
                4. If the result is 0, AB will annotate 'YES' in column 11. If
                there are any items which are not matched, AB will research the
                Suspense Listing and Pending Data Entry Files for pending receipt
                and issue documents. Annotate pending issues or transfers in
                column 7, pending receipts in column 8 and deployed pack-up
                quantities in column 9. Add column 7 to column 4 and subtract
                columns 8 and 9 from the result and enter this figure in column
                10. If column 10 matches column 5 annotate 'Yes' in column 11.
                Annotate 'No' on all others. Transcribe the information to part
                2 of the Consumable Inventory Worksheet and compute the Validity
                Percentage.

Figure G-23.--Consumable Post Inventory Audit.

1	2	3	4	5	6	7	8	9	10	11															
NIIN	U/	Locations	Shelf Count	SIR O/H	Diff (#4-#5)	Pending Iss/Tran	Pending Receipts	Dep P/U	Adjusted Shelf Count (#4+#7) – (#8+#9)	Match Yes No															

Figure G-24.--Consumable Post Inventory Worksheet Part 1.

Consumable Post Inventory Audit Worksheet Part 2

1.   Number of NIINs: _____

2.   Number Incorrect: _____

3.   Number Correct: _____ (#1-#2)

4.   Validity Percentage: _____ (#3 divided by #1)x100

Acceptable Percentage 98%

Date: _____

Auditor:_____

Figure G-25.--Consumable Post Inventory Audit Worksheet Part 2.

Repairable Post Inventory Audit

Reference: COMNAVAIRFORINST 4440.2, Chapter 3 and
             MCO 4400.177_

Frequency: Upon completion of the Inventory

Acceptable: 100%

Sample: 5% of all NIINs inventoried

Action: If the first 5% sampling of the post inventory audit accuracy is
                 less than 100%, another 5% sampling will be conducted. If this
                 sampling also reveals less than 100% accuracy then the original
                 inventory will be considered invalid and another complete
                 inventory must be conducted.

Formula: Validity % = # NIINs counted - # NIINs with wrong count x 100

                                   # NIINs counted

Procedure: Upon completion of the scheduled inventory, AB will select 5% of
            the total NIINs inventoried. Obtain the total number of NIINs on
            the listing then select 5% of the total. The audit is conducted
            by taking the SIR to location items and physically counting all
            material in all locations recorded in R-Supply. Place the shelf
            count in column 4 of the Repairable Post Inventory Audit
            Worksheet. After all NIINs are counted, AB will query NALCOMIS
            using the Repairable Stock Summary then annotate the RFI Quantity
            in column 5 and the NALCOMIS ACBAL in column 7 of the Repairable
            Post Inventory Audit Worksheet Part 1. After all NALCOMIS
            annotations are made, AB will utilize the SIR Query to obtain the
            R-Supply O/H quantity and annotate it in column 8 of the
            Repairable Inventory Audit Worksheet Part 1. Next compute
            columns 6 and 9.

    1. If column 6 and 9 both equal zero:

        a. Annotate 'Yes' in column 11.

        b. No further action required.

    2. If column 6 equals zero and column 9 does not equal zero:

        a. Subtract all X31s and transfers on the R-Supply Suspense
            Listing from the R-Supply O/H and add any X71s on the
            Suspense Listing to the R-Supply O/H.

        b. Enter the adjusted R-Supply O/H in column 10. If column
            10 equals column 7 enter 'Yes' in column 11.

Figure G-26.--Repairable Post Inventory Audit.

3. If column 6 is not equal to zero and column 9 equals zero:

    a. Add any issue/subcustody/suspense/pack-up transactions
        pending entry to the NALCOMIS RFI. Subtract any RFI
        completed repair actions stocked in location but not yet
        processed thru Completed Repair Action (CRA). Enter the
        adjusted NALCOMIS RFI in column 5. If column 10 matches
        column 5 enter 'Yes' in column 11.

    b. If column 10 is not equal to column 5 enter 'No' in
        column 11.

4. If neither column 6 or 9 are zero, attempt to resolve the
    discrepancy as outlined in paragraphs 2 and 3 above. After
    column 11 is annotated for all items on the Repairable
    Inventory Audit Worksheet Part 1, annotate the items on the
    Repairable Inventory Audit Worksheet Part 2 and compute the
    validity percentage.

Figure G-26.--Repairable Post Inventory Audit--
                Continued

1	2	3	4	5	6	7	8	9	10	11
NIIN	U/	Locations	Shelf Count	NALC RFI	Diff (#4-	NALC ACBAL	R-Supply O/H	ACBAL DIFF #7-#8	Adjusted R-Supply O/H	Match Yes No

Figure G-27.--Repairable Post Inventory Worksheet Part 1.

Repairable Post Inventory Audit Worksheet Part 2

1.   Number of NIINs: _____

2.   Number Incorrect: _____

3.   Number Correct: _____ (#1-#2)

4.   Validity Percentage: _____ (#3 divided by #1)x100

Acceptable Percentage 100%

Date: _____

Auditor:_____

Figure G-28.--Repairable Post Inventory Audit Worksheet Part 2.

MILSTRIP/MVO Audit

Frequency: Quarterly

Acceptable: 100%

Sample: 50 random requisitions from external websites or all if total
              requisition count is less than 50

Action: RSUPPLY/ASKIT validation and physical search for proof of
              delivery for all completed requisitions.

Formula: # reqns audited - # reqns in error x 100
                        # reqns audited

Procedure: The following steps will be used for the MILSTRIP
              audit process.

STEP 1. Obtain a list of completed document numbers within the last quarter
         from all external websites used.

STEP 2. Select 50 requisitions at random to create your sample. At least one
         requisition from each website must be audited.

STEP 3. Query each document number to ensure it has been loaded into RSUPPLY
         or ASKIT and that the proper dollar amount has been obligated. Mark
         the "RSUP/ASKIT" column with either "RSUP" or "ASKIT" or "None".

STEP 4. Validate the fund code used for each requisition and enter it into
         the appropriate column on the worksheet. If an invalid fund code was
         utilized, mark it as a discrepancy in the DISCREPANCY column.

STEP 5. Attempt to find all requisitions not found in RSUPPLY on the
         SFOEDLs. Once found, indicate whether the charge was accepted or
         challenged by marking either "A" for accepted or "C" for challenged
         in the SFOEDL column.

STEP 6. Locate the Proof Of Delivery (POD) for each requisition being
         audited in either CMD's Completed Transaction File or the Image
         Retrieval System/FIMS database and annotate either "Y" or "N" in the
         POD ON FILE column. If a proof of delivery cannot be found in any of
         the supply department's filing systems, annotate that as a
         discrepancy in the DISCREPANCY column.

Step 7. Ensure the signature on the POD belongs to a customer or end user
         that is listed in CRB's Authorized Signature File. Annotate either
         "Y" or "N" in the AUTHORIZED SIGNATURE column. If the signature on
         the POD does not belong to an end user or customer listed in the
         Authorized Signature File, mark it as a discrepancy in the
         DISCREPANCY column.

STEP 8. If material is a TBA, MAMS, TBI or Flight Equipment item, check the
         master custody or sub custody cards for the proper update while
         ensuring that the signature matches that in the Authorized Signature
         File, and annotate either "Y" or "N" in the CUSTODY RECORD column.
         If the item does not meet the above criteria mark "NA". If the

material does meet the above criteria but no such custody record exists (and no DRMO or survey record can be found) mark it as a discrepancy in the DISCREPANCY column.

STEP 9. Compute the validity percentage and report all discrepancies to the appropriate section for corrective actions.

Document Number	U/I	RSUPPLY/ ASKIT	Fund Code	SFOEDL	POD on File	Authorized Signature	Custody Records	Valid Requisition	

Figure G-29.--MILSTRIP/MVO Requisition Worksheet.

MILSTRIP/MVO Requisition Audit Validation Worksheet

1.   Number of Document Numbers: _____

2.   Number Incorrect: _____

3.   Number Correct: _____

4.   Validity Percentage: _____

Acceptable Percentage 100%

Date: _____

Auditor:_____

Figure G-30.—-MVO Requisition Audit Validation Worksheet Example format e

Here.

Appendix H

Inspection Checklist

<u>Functional Assessment (FA) Objectives</u>

A. <u>General</u>: For a credible and accurate assessment of an individual's performance, the FA must accomplish the following objectives:

1. Assess the performance of assigned duties and responsibilities against an established set of tasks, conditions and standards; not against a personal set of precepts and unreasonable expectations.

2. Evaluate an individual's performance during a designated period of observation.

3. Report the finding of facts based on performance and Individual Training Standards.

4. Provide narrative portions of the assessment which are clear and free of personal opinions.

5. Provide fair and thorough evaluations utilizing the following assessment criteria:

    a. 1 Pt Question:

        0 - The assigned task was not accomplished.
        1 - The assigned task was accomplished.

    b. 2 Pt Question:

        0 - The assigned task was not accomplished.
        1 - The assigned task was accomplished with errors.
        2 - The assigned task was accomplished.

    c. 3 Pt Question:

        0 - The assigned task was not accomplished.
        1 - The assigned task was accomplished with major errors.
        2 - The assigned task was accomplished with minor errors.
        3 - The assigned task was accomplished.

6. Assign an overall grade which depicts the performance of each branch, division and the ASD as a whole:

    a. Appendix G and H:

        (1) On Track. No discrepancies. Demonstrated proper performance/procedures and achieved all tasks and/or stated goals, in accordance with NAVSUP/MCO/TYCOM/CNAF policies and guidelines.

        (2) On Track with Minor Discrepancies. Did not achieve all stated goal(s); however, unit personnel showcased both the ability and knowledge to rectify and correct noted discrepancy(ies). General adherence to NAVSUP/MCO/TYCOM/CNAF policies and guidelines was noted.

(3) Off Track. Major errors. Incorrectly demonstrated
procedures. Neither tasks nor stated goals were achieved
in accordance with NAVSUP/MCO/TYCOM/CNAF policies and
guidelines. Additional assistance is required.

Supply Personnel and Administrative Division (SPAD)

MALS_____   Date_____

SNCOIC_____

Inspector_____   SPAD Grade_____

                                  Assigned   Remarks

SNCOIC (6672): SSgt   _____   _____

Avn Supply Spec (6672): LCpl   _____   _____

Additional personnel assigned in excess of T/O Augments:

1.   _____

2.   _____

3.   _____

4.   _____

1. Does the SNCOIC have on hand a current and accurate turnover jacket, which outlines specific duties and responsibilities?   0   1

2. Does SPAD have a copy of the current edition of the USMC Aviation Supply Desktop Procedures?   0   1

1. Does SPAD have on hand a current copy of the MALS' and applicable squadron's Tables of Organization (T/O)? (paragraph 1002.1)
    0   1   2

    a. Task. Populate current MALS supply personnel numbers into Figure 1-2.

2. Is an ASD Personnel Board properly maintained? (paragraph 1002.2)
    0   1   2   3

3. Is an ASD Personnel File (manual and or mechanized) being properly maintained? (paragraph 1002.3c)   0   1

4. Is an ASD Recall Roster published and properly maintained? (paragraph 1002.3d)   0   1   2

5. Does SPAD maintain Correspondence Files in accordance with the ASDTP? (paragraph 1002.4,)   0   1   2

    a. Task. Correctly file ASD Correspondence.

        (1) Standard Subject Identification Code (SSIC) sequence _____

    b. Task. Demonstrate how to dispose of ASD Records.

        (1) Disposal Process   _____

6. Does SPAD maintain a Completed Message File? (paragraph 1002.5)
    0   1   2

    a. Task. Demonstrate the ability to maintain a Completed Message File.

        (1) Has Been Sent, Action and Information   _____

        (2) Timeframe   _____

        (3) File Type   _____

7. Does SPAD receive, consolidate and submit the ASD Morning Report to S-1 via Marine On Line (MOL) in the format/time required? (paragraph 1002.6)
    0   1   2

8. Does SPAD coordinate with the MALS S-1 to ensure leave papers, PCS, TAD, PTAD and FAP orders are processed and issued in a timely manner? (paragraph 1002.7)
    0   1

9. Does SPAD ensure all incoming personnel records reflect up-to-date division assignment? (paragraph 1002.8)   0   1

10. Does SPAD submit Training Reports/Schedules to the MALS S-3 as required? (paragraph 1002.9)   0   1

11. Is SPAD the central processing and distribution point for incoming correspondence, directives, manuals and associated directive changes, whether received manually or by mechanized means? (paragraph 1002.11)   0   1

12. Is a Master Directive File (original copy) of all applicable orders, instructions, notices, bulletins and manuals properly maintained? (paragraph 1002.11c)   0   1

13. Are current copies of all Command/Activity Directives Checklists (5215 series) or the mechanized program PLMS being used to ensure all applicable Directives/ Instructions/Bulletins are current, on hand or on order? (paragraph 1002.11e)   0   1

14. Are Directives/Bulletins/Notices reviewed quarterly for self cancellation dates and outdated material removed/reordered as necessary? (paragraph 1002.11e)   0   1

15. Is a Daily Message Board being properly maintained (manual or mechanized)? (paragraph 1002.12)   0   1   2

16. Is a centrally located ASD Distribution File maintained? (paragraph 1002.13)   0   1

17. Is an Administrative Reports Control System properly maintained? (paragraph 1002.14)   0   1

18. Does SPAD maintain and submit any/all ASD required reports/schedules? (paragraph 1002.15)   0   1   2

19. Does SPAD have the following letters/messages of authority/ appointments pertinent to ASD operations? (paragraph 1002.16, Reference (w), volume 1, paragraph 1188)   0   1   2   3

    a.   Current Letter of Acceptance   _____

    b.   Authorization to Expend Funds   _____

    c.   Authorization to Approve SERVMART Requests   _____

    d.   Authorization to Approve Open Purchase Requests   _____

    e.   Designation as Accountable Officer for Supply   _____
         System Stock Surveys

    f.   Authorization to Sign Official Correspondence   _____
         By Direction

20. Does SPAD maintain individual CPI Training Files? (paragraph 1002.17)   0   1

21. Does SPAD maintain direct liaison with the MALS CPI Office and coordinate ASD personnel assignemnts to CPI events or school seats? (paragraph 1002.18)   0   1

Supply Accounting Division (SAD)

MALS_____   Date_____

OIC_____   SNCOIC_____

Inspector_____   SAD Grade_____

SAB Grade_____   AOMB Grade_____

NWCFB Grade_____

A.   Assigned   Remarks

OIC (6602): 1stLt   _____   _____

SNCOIC (6672): GySgt   _____   _____

SAB NCOIC (6672): Sgt   _____   _____

AOMB NCOIC (6672): Sgt   _____   _____

NWCFB NCOIC (6672): Cpl   _____   _____

Avn Supply Spec (6672): LCpl   _____   _____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

OIC/SNCOIC

1. Does the OIC/SNCOIC have a current and accurate turnover jacket, which outlines specific duties and responsibilities?   0   1

2. Does the OIC/SNCOIC support the long term technical training plan of the AvnSupO? (paragraph 2001.2)   0   1   2

    a. Divisional Technical Training Program.

        (1) Task. Review the OIC/SNCOIC's Divisional Technical Training Program.

            (a) Execute Divisional Technical Training three times a month

            (b) Monthly Technical Training Schedule

            (c) Training subjects relevant to Aviation Logistics

            (d) Training period scheduled at minimum for one hour

            (e) Signed Lesson Plan

            (f) 10 Test Questions

            (g) Attendance Roster

    b. Departmental Technical Training Program.

        (1) Task. Ensure personnel are attending Departmental Technical Training once per month.

3. Can the OIC/SNCOIC audit and update the local form used to report the Status of Funds?   0   1

4. Does the OIC/SNCOIC ensure all financial reports are submitted per guidance from higher to the appropriate personnel/activities?   0   1

5. Does the OIC/SNCOIC monitor and control estimated and defueled transactions?   0   1

6. Does the SAD have a BOR discrepancy rate for administrative errors that does not exceed 5% of the original closeout BORs for the duration of a fiscal year?   0   1   2

Squadron Accounting Branch (SAB)

OPTAR Functional Category-01 (OFC-01)

1. Does SAB process non-fuel requisitions via ASKITWEB? (paragraph 2111.1)
    0   1   2

    a. Task: Process Flight Equipment requisitions for personal issues.
        (paragraph 2111.1a)

        (1) Validate NATOPS Jacket   _____

        (2) ASKITWEB input   _____

    b. Task: Process Flight Equipment requisitions for pool issues.
        (paragraph 2111.1b)

        (1) 1348-11 verification   _____

        (2) ASKITWEB input   _____

    c. Task: Receipt for Flight Equipment for personal issues. (paragraph
        2111.1a

        (1) ASKITWEB input   _____

        (2) NATOPS Jacket entry   _____

        (3) File receipt   _____

    d. Task: Receipt for Flight Equipment for pool issues. (paragraph
        2111.1b)

        (1) ASKITWEB input   _____

2. Does SAB reconcile non-fuel requisitions?   0   1   2

    a. Task: Reconcile non-fuel requisitions. (paragraph 2111.1c)

        (1) UFO Print Out   _____

        (2) Process status daily   _____

        (3) Send follow-ups monthly   _____

        (4) File maintenance   _____

3. Does SAB ensure signed 1348s for completed non-fuel requisitions are
    filed in the CTF daily? (paragraph 2111.1d)   0   1

4. Does SAB process Non-Standard Procurement Requests?   0   1   2

    a. Task: Process a Non-Standard Procurement request. (paragraph
        2111.2)

        (1) Ensure requested items are valid   _____

(2) Valid Fund Code _____

(3) Bearer Suspense File _____

(4) ASKITWEB input _____

(5) File maintenance _____

5. Does SAB establish a Block Funding Document?   0   1   2

    a. Task: Demonstrate how to create a Block Funding Document.
       (paragraph 2111.2a & Appendix K)

       (1) MVO requirements _____

       (2) ASKITWEB input _____

       (3) Under the Micro-Purchase Threshold _____

6. Is an individual non-fuel requisition established for each purchase made
    through contracting? (paragraph 2111.2a)   0   1

7. Are there sufficient funds being maintained on the block funding and
    individual non-fuel documents to ensure sufficient funds are available to
    capture all authorized purchase commitments? (paragraph 2111.2b &
    Appendix K)   0   1

8. Does SAB review and follow-up on requisitions in the Bearer Suspense File
    daily? (paragraph 2111.3)   0   1

9. Does SAB validate and download the fuel file from the Fuel Automated
    System (FAS)?   0   1   2   3

    a. Task: Demonstrate how to review, download and import (FES)
       documents. (paragraph 2111.4 & Appendix P)

       (1) Collect fuel receipts weekly _____

       (2) Log into the FES System _____

       (3) Validate fuel receipts with FAS documents _____

       (4) Create Download File _____

       (5) Import into ASKITWEB _____

       (6) File maintenance _____

       (7) Frequency _____

10. Are source document fuel receipts filed and maintained on an Image
    Retrieval System or hard-copy? (paragraph 2112.1h)   0   1

11. Does SAB process "Estimated" fuel documents?   0   1   2

    a. Task: Demonstrate how to process an "Estimated" Fuel Document.
       (paragraph 2112.1h(6))

    (1) Determine amount of fuel   _____

    (2) Local Control Form   _____

    (3) ASKITWEB input   _____

    (4) Defuel   _____

    (5) OIC/SNCOIC signatures   _____

    (6) File maintenance   _____

12. Does SAB prepare and submit the Transmittal Letter (TL)?   0   1   2   3

   a. Task: Demonstrate how to submit the TL. (paragraph 2111.7)

    (1) Frequency determined by TYCOM   _____

    (2) ASKITWEB extraction   _____

    (3) WEBSALTS (URL)   _____

    (4) SAD OIC/SNCOIC review   _____

    (5) File maintenance   _____

13. Does SAB enter squadron executed hours into ASKITWEB on a monthly basis?   0   1   2

   a. Task: Demonstrate how to enter flight hours into ASKITWEB and determine the fuel budget requirement. (paragraph 2111.10)

    (1) Hours received from MSHARP   _____

    (2) ASKITWEB input   _____

    (3) Calculate the fuel budget requirement   _____

    (4) Rollover hours   _____

    (5) File maintenance   _____

14. Is a status of funds prepared, validated, and submitted in accordance with higher headquarters direction?   0   1   2   3

   a. Task: Demonstrate how to prepare, validate and submit the Status of Funds (SOF). (paragraph 2111.8)

    (1) Prepare the SOF   _____

    (2) Validate the SOF   _____

    (3) Submit the SOF to the OIC/SNCOIC   _____

    (4) File maintenance   _____

15. Does SAB account for Flight Packet requirements?   0   1   2   3

    a.   Task: Conduct a Flight Packet Inventory. (paragraph 2111.9)

        (1) Count packets   _____

        (2) Weekly   _____

        (3) Contains all requirements   _____

16. Does SAB provide training to appropriate squadron personnel on their responsibilities for Flight Packet document utilization? (paragraph 2111.9g)   0   1   2

17. Does SAB receive and process the SFOEDL?
    0   1   2   3

    a.   Task: Demonstrate the process of processing a SFOEDL. (paragraph 2111.12b & Appendix O)

        (1) WEBSALTS download   _____

        (2) ASKITWEB import   _____

        (3) Validation of Un-Matched Expenditures   _____

        (4) Validate FYTD difference   _____

        (5) Annotations   _____

        (6) Submit Challenge File   _____

        (7) Correct codes   _____

        (8) SAD OIC/SNCOIC signature and date   _____

        (9) File maintenance   _____

18. Does SAB receive and process the UOL?
    0   1   2   3

    a.   Task: Demonstrate the process of processing a UOL. (paragraph 2111.12a & Appendix O)

        (1) WEBSALTS download   _____

        (2) Validate listing   _____

        (3) Submit UOL to TYCOM   _____

        (4) File maintenance   _____

19. Does SAB properly post OPTAR grants?   0   1   2

    a.   Task: Demonstrate how to post OPTAR grants. (paragraph 2111.14)

        (1) Review the Grant Message   _____

(2) Funding distribution to the squadron level   _____

(3) ASKITWEB input   _____

(4) Verify the Net Total OPTAR (NTO)   _____

(5) File maintenance   _____

20. Does SAB prepare and submit the Budget OPTAR Report?   0   1   2   3

    a. Task: Demonstrate how to submit the BOR.   (paragraph 2111.15 & Appendix Y)

        (1) Flight hours   _____

        (2) ASKITWEB input   _____

        (3) Audit   _____

        (4) Submit to OIC/SNCOIC for submission to higher   _____

        (5) BOR on file match the BOR in ASKITWEB   _____

21. Does SAB perform a quarterly Material Obligation Validation (MOV) for non-fuel requisitions? (paragraph 2111.16)   0   1   2

In-flight Refueling (IR) (KC-130J Activities)

1. Are all IR Logs delivered weekly to the SAD? (paragraph 2120.2b(2))
    0   1

2. Is there an IR Coordinator assigned by the SADO? (paragraph 2120.2d)
    0   1

3. Does the IR Branch maintain the following files? (paragraph 2120.2)
    0   1   2   3

    a. IR Log File   _____

    b. IR Billing File   _____

    c. IR Receipt File   _____

4. Are all files being maintained for the current and one prior fiscal year?
    (paragraph 2122)   0   1

5. Are Credit Cards/Air Cards/DD 1348 6PT requisitions citing Fund Code 7B
    provided to tanker aircraft as required? (paragraph 2121.8)   0   1

6. Does the IR Coordinator process charges for IR?   0   1   2

    a. Task: Demonstrate how to process an IR Charge. (paragraph 2120.2d)

        (1) Obtain Refueling Log   _____

        (2) Station Fuel Farm reconciliation   _____

        (3) Generate message   _____

        (4) ASKITWEB input   _____

        (5) FAS   _____

        (6) File maintenance   _____

7. Does the IR Coordinator notify the refueled receiving activity
    (MALS/SQD/UNIT) of the forthcoming bill via Naval Message/Email?
    (paragraph 2121.10)   0   1   2

8. Does the IR Coordinator reconcile IR Charges?   0   1   2

    a. Task: Demonstrate how to download FES files. (paragraph 2121.11)

        (1) FES website   _____

        (2) ASKITWEB Input   _____

    b. Task: Demonstrate how to reconcile IR Charges. (paragraph 2121.11)

        (1) Credits/debits reconciliation   _____

        (2) File maintenance   _____

Aviation Operations Maintenance Branch (AOMB)

OPTAR Functional Category-50 (OFC-50)

1. Does AOMB review the Stock Control Review Listing daily? (paragraph 2211.1)   0   1   2

2. Does AOMB establish a Block Funding Document?   0   1   2

    a. Task: Demonstrate how to create a Block Funding Document. (paragraph 2211.2a & Appendix K)

        (1) Funding available   _____

        (2) Proper Fund Code   _____

        (3) R-Supply input   _____

        (4) DD 1149 prepared and filed   _____

        (5) Micro-Purchase threshold   _____

        (6) File maintenance   _____

3. Is an individual requisition established for each purchase made through contracting? (paragraph 2211.2a)   0   1   2

4. Are there sufficient funds being maintained on the individual documents to ensure sufficient funds are available to capture all authorized purchase commitments? (paragraph 2211.2c & Appendix K)   0   1

5. Does AOMB review and follow-up on requisitions in the Bearer Suspense File daily? (paragraph 2211.3)   0   1   2

6. Does AOMB review and correct Trial Financial Reports?   0   1   2

    a. Task: Demonstrate how to request and audit Trial Financial Report. (Appendix G)

        (1) Grants   _____

        (2) SFOEDL Adjustments   _____

        (3) Obligation Adjustments   _____

        (4) Erroneous Obligations   _____

        (5) Transmittal Letter   _____

        (6) Audit Sheet Attached   _____

        (7) File Maintenance   _____

7. Is a Status of Funds prepared, validated and submitted in accordance with higher headquarters direction?   0   1   2

a. Task: Demonstrate how to prepare, validate, and submit the status of funds. (paragraph 2211.5)

    (1) Prepare the Status of Funds   _____

    (2) Validate the Status of Funds   _____

    (3) Submit the Status of Funds   _____

    (4) Frequency   _____

    (5) File maintenance   _____

8. Does AOMB prepare and submit the Transmittal Letter (TL)?   0   1   2

a. Task: Demonstrate how to submit the Transmittal Letters (TL). (paragraph 2211.6)

    (1) Frequency determined by TYCOM   _____

    (2) STARS.txt File   _____

    (3) WEBSALTS (URL)   _____

    (4) OIC/SNCOIC Review   _____

    (5) File maintenance   _____

9. Does AOMB receive, validate and process ground fuel charges from FAS? (paragraph 2211.7)   0   1   2

a. Task: Demonstrate how to process ground fuel charges.

    (1) Retrieve source documents from the Fuel Farm   _____

    (2) Validate FAS transactions   _____

    (3) R-Supply obligation input   _____

    (4) Post R-Supply receipt   _____

    (5) Frequency   _____

    (6) File maintenance   _____

10. Does AOMB properly post OPTAR grants?   0   1   2

a. Task: Demonstrate how to post OPTAR grants. (paragraph 2211.8)

    (1) Review the grant message   _____

    (2) R-Supply input   _____

    (3) Verify the NTO   _____

    (4) File maintenance   _____

11. Does AOMB receive and process the SFOEDL?   0   1   2   3

    a.   Task: Demonstrate how to receive and process a SFOEDL.   (paragraph 2211.9b & Appendix O)

        (1) SALTS website download   _____

        (2) R-Supply import via SMARTS   _____

        (3) Submit Challenge File   _____

        (4) Correct codes   _____

        (5) Report annotations   _____

        (6) OIC/SNCOIC review   _____

        (7) File maintenance   _____

12. Does AOMB receive and process the UOL?   0   1

a.   Task: Demonstrate how to receive and process a UOL. (paragraph 2211.9a & Appendix O)

        (1) SALTS website download   _____

        (2) Screen and review   _____

        (3) Submit UOL to TYCOM   _____

        (4) File maintenance   _____

13. Are SFOEDL Carcass Charges forwarded to and researched by RMD in the required time frame? (paragraph 2211.2b(1), 4101.20.e(3))
    0   1

14. Are Carcass tracking message(s) attached and annotations made to the SFOEDL Response Page for SFOEDL carcass charges listed? (paragraph 2211.2b)   0   1

15. Does AOMB prepare and submit the Budget OPTAR Report?   0   1   2   3

    a.   Task: Demonstrate how to submit the Budget OPTAR Report (BOR). (paragraph 2211.11 & Appendix Y)

        (1) Audit Pre-Live Trial   _____

        (2) Process R-Supply Live   _____

        (3) Live Audit   _____

        (4) Prepare BOR message   _____

        (5) Submit BOR to OIC/SNCOIC   _____

        (6) OIC/SNCOIC Submit BOR to higher   _____

(7) File maintenance   _____

16. Does AOMB have on hand and maintain the Bearer Suspense File? (paragraph 2212.2a)   0   1

17. Does AOMB validate MVO requisitions?   0   1

a. Task: Demonstrate how to validate MVO requisitions. (paragraph 2211.10b.(3).

        (1) Perform Appendix G SAD MVO requisition audit   _____

        (2) Frequency   _____

        (3) Submit results   _____

OPTAR Functional Category-09 (OFC-09)

Note: AOM financial reports and files from OFC-50 include OFC-09 funds. OFC-09 is audited in the same manner as AOMB OFC-50.

1. Are OFC-09 Funds managed by the Aviation Operations Maintenance Branch (AOMB)?   0   1

OPTAR Functional Category-10 (OFC-10)

Note: AOM financial reports and files from OFC-50 include OFC-10 funds. OFC-10 is audited in the same manner as AOMB OFC-50.

1. Are OFC-10 funds managed by the Aviation Operations Maintenance Branch (OFC-10)?   0   1

Navy Working Capital Fund Branch (NWCFB)

1. Does the NWCFB maintain the following Survey Files IAW ASDTP?
    0   1   2   3

        (1) Pending Survey File   _____

        (2) Survey Integrity Verification File   _____

        (3) Completed Survey Files   _____

2. Are Report Of Survey(s) (DD Form 200) properly prepared? (paragraph
    2311.3 & Appendix R)   0   1   2   3

3. Do the Report Of Survey(S) (DD FORM 200) match the records on the
    Inventory Adjustment Report? (paragraph 2311.4a)   0   1   2

AIR CARD

1. Are the following letters and/or certifications on file? (Appendix V)
    0   1

    a. Accountable Official Nomination Form   _____

    b. Certifying Official Card (DD FORM 577)   _____

    c. Prompt Payment Certification Form/WAWF   _____

    d. Certificates of training   _____

    e. Accountable Official Certification Course   _____

    f. Agency Program Coordinator Certification Course   _____

    g. Card User Certification Course   _____

2. Does the activity have access to the AIR CARD website/copies of the
    following publications/instructions on file within the division?
    (Appendix V)   0   1

    a. DESC AIR CARD Homepage   _____

    b. DOD 4140.25_M Fuel Management Regulations   _____

    c. DOD Financial Management Regulations 7000.14-R   _____

    d. FMR volume 5, chapter 33   _____

    e. AIR CARD Policy Notes (ACPNs)   _____

    f. AIR CARD Administrative Notices (ACANs)   _____

3. Are AIR CARD purchases in accordance with instructions? (Appendix V)
    0   1   2

4. Does the activity process the Prompt Payment Forms/payments through WAWF?
    (Appendix V)   0   1   2   3

    a. Task: Demonstrate how to process a Prompt Payment Form.

        (1) Receipt/invoice reconciliation   _____

        (2) Certify invoice   _____

        (3) Submit invoice   _____

        (4) File maintenance   _____

    b. Task: Demonstrate how to process disputes on AIR CARD charges.

        (1) ACO Notification on Discrepancies   _____

        (2) Duplicate billing   _____

        (3) Undisclosed aircraft transfers   _____

(4) Other erroneous billings _____

(5) Ensure tax exemption _____

5. Does the activity process AIR Card transfers? (Appendix V)   0   1   2

   a. Task: Demonstrate how to do an AIR Card transfer.

     (1) Receipt of Aircraft Transfer Letter of Aircraft Transfer
Order _____

     (2) Review Aircraft Inventory Readiness Reporting System
(AIRRS) _____

     (3) Losing and/or receiving squadron to provide details to the
Consolidated Card Program Management Division (CCPMD) _____

     (4) File maintenance _____

Supply Management Division (SMD)

MALS_____   Date_____

OIC_____   SNCOIC_____

Inspector_____ AB Grade_____

MSB Grade_____ DBAB Grade_____

                                     Assigned   Remarks

OIC (6604): CWO3   _____   _____

SNCOIC (6672): MSgt   _____   _____

Assistant SNCOIC (6672): SSgt   _____   _____

Audit Branch

SNCOIC (6672): SSgt   _____   _____

Avn Supply Spec (6672): Sgt   _____   _____

Avn Supply Spec (6672): Cpl   _____   _____

MALSP Support Branch

SNCOIC (6672): SSgt   _____   _____

Avn Supply Spec (6672): Cpl   _____   _____

Avn Supply Spec (6672): Cpl   _____   _____

Database Administration Branch

Supply Application Administrator (6672): Sgt   _____   _____

Additional personnel assigned in excess of T/O (Augments):

1.   _____

2.   _____

3.   _____

4.   _____

5.   _____

1. Does the OIC/SNCOIC have on hand a current and accurate Turnover Jacket, which outlines specific duties and responsibilities? (paragraph 3001.3)
    0   1

2. Does the OIC/SNCOIC support the Long Term Technical Training Plan of the AvnSupO? (paragraph 3001.2)   0   1   2   3

    a. Divisional Technical Training Program.

        (1) Task. Review the OIC/SNCOIC's Divisional Technical Training Program.

            (a)   Execute Divisional Technical Training three times a month.

            (b)   Monthly Technical Training Schedule.

            (c)   Training subjects relevant to Aviation Logistics.

            (d)   Training period scheduled at minimum for one hour.

            (e)   Signed Lesson Plan.

            (f)   10 Test Questions.

            (g)   Attendance Roster.

    b. Departmental Technical Training Program.

        (1) Task. Ensure personnel are attending Departmental Technical Training once per month.

Audit Branch (AB)

1. Does AB maintain a file of external inspection/assist visit reports containing inspection results and letter of corrective actions approved by the AvnSupO and submitted to the inspecting command for three years in date inspected sequence? (paragraph 3101.1)   0   1   2

2. Does AB maintain an internal audit file containing the current and prior year in date audit performed within division sequence for all internal audits/validations described in Appendix G and H? (paragraph 3101.2a)
   0   1   2   3

3. Does AB maintain an external audit file containing the current and prior year in date audit performed within division sequence for all external audits/validations, corrective actions and responses to auditing activities as required? (paragraph 3101.2b)   0   1   2   3

4. Does AB maintain an external reports file for reports identified in Appendix B and TYCOM/WING Orders in date reported sequence for current and prior fiscal year? (paragraph 3101.3 & Appendix B)   0   1

5. Does AB maintain a file for all ASDTP canges/corrections/deviations until the next ASDTP revision? (paragraph 3101.4)   0   1

6. Does AB maintain a library of all Departmental Technical Training Lesson Plans presented to the ASD? (paragraph 3101.5 & Appendix X)
   0   1

7. Does AB assist the divisions by validating the corrective action plans on all noted discrepancies/recommendations, submit a consolidated letter of all corrective action plans to the AvnSupO and forward it to the external activity within the required timeframe? (paragraph 3101.6)
   0   1

8. If actions to correct discrepancies take more than 30 days to accomplish, does AB provide a written synopsis monthly to the AvnSupO until the discrepancy has been resolved? (paragraph 3101.6d)   0   1

9. Does AB coordinate, publish and route a quarterly internal audit schedule through the ASD's divisions for comment prior to submitting it to the AvnSupO for approval? (paragraph 3101.7)   0   1

10. Quarterly, does AB utilize the audits contained in Appendix G and H to perform internal audits of all divisions? (paragraph 3101.7c)
    0   1

11. How effective is AB in conducting Internal Audits? (paragraph 3101.7)
    0   1   2   3

    a. Appendix G Internal Audit.

        (1) Task. Conduct internal audits on a single division using the below tools:

            (a) Run Location and Requisition ADHOCS   _____

            (b) Prepare Appendix G Worksheets   _____

      (c) Perform Appendix G Location to SIR Audit   _____

      (d) Perform Appendix G SIR to Location Audit   _____

      (e) Perform Appendix G Audit Worksheets   _____

Note: Ensure AHOCS are not repeating the same listing of NIINs from previous quarterly audits.

12. Upon completion of an internal audit, does AB submit an internal audit report to the AvnSupO noting positive/negative findings and report repeat discrepancies and general trends? (paragraph 3101.8)   0   1

13. Does AB submit and maintain external reports outilined in appendix B and other TYCOM/WING for the current and prior fiscal year? (paragraph 3101.9)
    0   1

14. Does AB forward all changes/corrections/deviations to the AvnSupO for approval with a cause and affect recommendation? (paragraph 3101.10)
    0   1

15. How effective is the Department Technical Training Program? (paragraph 3101.11 & Appendix X)   0   1   2   3

    a. Departmental Technical Training Program.

      (1) Task. Review AB's Technical Training Program to ensure completeness and currency for the requirements listed below:

         (a) Published Monthly Training Schedule   _____

         (b) Training Period Scheduled for 1 Hour (at a minimum)   _____

         (c) Written Lesson Plan In Accordance With Appendix X   _____

         (d) 10 Test Question (at a minimum)   _____

         (e) Maintain Departmental Attendance Roster   _____

         (f) Maintain Departmental Technical Training Library   _____

         (g) Perform Departmental Training once per month   _____
              (at a minimum)

         (h) Subject Matter Experts Provide Training   _____

16. Does AB produce and submit the Monthly Technical Training Report? (paragraph 3101.11d)   0   1

17. Does AB monitor and advise the AvnSupO/AAvnSupO on all External Supply Management Goals as established by higher authority, as well as Internal Goals directed by the AvnSupO? (paragraph 3101.13)
        0   1   2

18. Can AB personnel properly monitor/review and identify potential problem

areas for the Level Setting Process? (paragraph 3101.14) 0   1   2

    a.   Level Setting Process.

      (1) Task. Have AB personnel request/process a Trial Level Set in accordance with TYCOM/Wing Policy and identify potential problem areas.

        (a) Trial Level Set   _____

19. Can AB personnel produce the LMC/ARRC Letter? (paragraph 3101.15)
    0   1

    a.   LMC/ARRC Letter.

      (1) Task. Have AB personnel identify source of information to produce LMC/ARRC Letter.

        (a) LMC/AARC Letter   _____

MALSP Support Branch (MSB)

1. Are MALSP CSP/FISP/MESP/FOSP/TSA/Non-Aeronautical Material Allowances properly loaded using the standard naming convention on R-Supply and NALCOMIS? (paragraph 3200.3h(2))   0   1   2

2. Does MSB maintain the master copy of the current AVCAL and COSAL Allowance Lists? (paragraph 3201.1a)   0   1

3. When new AVCAL/COSAL Allowance Products (X05, X06, X10 and X24s) are received, are old products maintained until the new RE-AVCAL/COSAL Products have been loaded and verified? (paragraph 3201.1b)   0   1

4. Does MSB maintain a listing of all Pack-ups (MALSP/LOCAL) currently in process of being pulled/already deployed and maintain listings of returned support packages, Material Control Registers or SAMMS II Database Files for historical purposes for at least 12 months from the Support Package Return Date? (paragraph 3201.2a)   0   1   2

5. Does MSB review Material Control Registers for all NIS/NC demands generated during a deployment to determine possible adjustments to package allowances for future deployments? (paragraph 3201.2b)   0   1

6. Does MSB properly manage Deployed/Exercise Support Packages? (paragraph 3201.2)   0   1   2   3

    a. Deployed/Exercise Support Packages.

        (1) Task. Review and screen NIS' and NC's from a   _____
            Material Control Register/SAMMS II data.

7. Does MSB coordinate and monitor the AVCAL and COSAL MALSP packages milestone process and ensure all milestones are met? (paragraph 3201.4, Reference (o), Reference (ap))   0   1   2

8. Does MSB receive and validate all allowance aids in liaison with RMD prior to input into R-Supply and NALCOMIS? (paragraph 3201.5)   0   1   2

9. Does MSB ensure AVCAL and COSAL Allowances are properly loaded for the ASD? (paragraph 3201.5)   0   1   2   3

    a. MALSP Building Blocks

        (1) X05   _____

        (2) X05D   _____

        (3) X06   _____

        (4) X08 (AVCAL only)   _____

        (5) X09 (AVCAL only)   _____

        (6) X10   _____

(7) X24   _____

10. Does MSB submit Repairable FISP/MESP Allowance Change Requests-Fixed (ACR) for concurrence/nonconcurrence via Supply Officers maintaining the same T/M/S Aircraft? (paragraph 3201.6a(1))   0   1

11. Does MSB maintain a file with all Approved/Disapproved ACRs until the next allowance review? (paragraph 3201.6a(1))   0   1

12. Does MSB maintain the FISP/MESP in a deployment ready condition? (paragraph 3201.7a)   0   1   2   3

13. Is FISP/MESP material managed as protected stock and has the MSB established a Controlled Access Area for storage of FISP/MESP material that is separate from storage areas used for normal stock? (paragraph 3201.7a(1))   0   1   2

14. Is FISP/MESP material segregated by Standard Pack-up Serial Numbers? (paragraph 3201.7a(1))   0   1

15. Does MSB, working in conjunction with RMD, quarterly basis screen all FISP/MESP repairable assets with an RFI date older than 24 months and where possible rotate the stock as needed? (paragraph 3101.7a(2)(a))   0   1   2

16. Does MSB validate manufacturer hermetically sealed material quarterly and rotate as required? (paragraph 3201.7a(2)(a)   0   1

17. If RFI stock is not available, or if the AvnSupO stock asset's RFI dates exceed 21 months before the next review, does MSB induct the asset into the IMA and obtain the next available RFI asset? (paragraph 3201.7a(2)(a))   0   1   2

18. If RFI stock is not available and the assets SM&R Code is G, H, O or D with X1 Repair Capability, does MSB conduct a visual inspection? (paragraph 3101.7a(2)(a)1)   0   1

19. If assets require a visual inspection and are deemed undamaged, does MSB annotate his/her name and date on the RFI Tag (or attach a tag to the RFI Tag) and reinspect it quarterly? (paragraph 3101.7a(2)(a)1 a)   0   1

20. Does MSB inspect all shipping containers to ensure the integrity of the container is maintained to protect the FISP/MESP assets? (paragraph 3101.7a(2)(b))   0   1

21. Does MSB ensure all FISP/MESP assets are screened during the Quarterly Shelf Life Review Program? (paragraph 3101.7a(3) & Appendix L)   0   1

22. On a monthly basis, does MSB review the Change Notice Storeroom Action Listing (SAL) and take appropriate action? (paragraph 3101.7a(3))   0   1

23. Is the FISP/MESP Allowance Quantity (On Hand + On Order) properly maintained by T/M/S at 100%? (paragraph 3201.7a(4))   0   1   2

24. Are FISP/MESP pack-up records in R-Supply accurately updated and are repairable quantities in NALCOMIS verified by MSB to reflect the current on hand quantities? (paragraph 3201.7a(5))   0   1

25. Monthly, does MSB produce a report utilizing a combination of R-Supply Support Package Listings, SQLS or ADHOCS to identify FISP/MESP deficiencies that could be pulled from stock? (paragraph 3201.7a(6))   0   1   2

26. Are FISP/MESP deficiencies properly ordered and tracked citing ZB9 as the Project Code? (paragraph 3201.7a(7)   0   1

27. Are outstanding FISP/MESP ZB9 Deficiency Requisitions subjected to follow-up actions? (paragraph 3201.7a(7))   0   1

28. Are FISP/MESP Initial Issue Requirements ordered using the appropriate Fund Codes? (paragraph 3201.7a(8)(b)) & TABLE 3-7)   0   1

29. Are outstanding offline FISP/MESP requisitions with a Bureau Number of 111111 identified as pay back to the FISP/MESP? (paragraph 3201.7a(8)(c)1a)   0   1

30. Does MSB conduct a quarterly 100% inventory of repairable FISP/MESP assets, correct any discrepancies and retain a copy of the results? (paragraph 3201.7a(9))   0   1   2

31. Does MSB conduct an annual 100% inventory of consumable FISP/MESP assets, correct any discrepancies and retain a copy of the results? (paragraph 3201.7a(9))   0   1   2

32. Does MSB provide a letter citing the quarterly/annual FISP/MESP Inventory results to the AvnSupO? (paragraph 3201.7a(9))   0   1

33. Does MSB personnel properly manage the FISP/MESP? (paragraph 3201.7)

    0   1   2   3

    a. FISP/MESP Management

        (1) Task. Have MSB personnel perform the following functions:

            (a) Conduct a Consumable Inventory Audit in accordance
                with Appendix G.   _____

            (b) Conduct a Repairable Inventory Audit in accordance
                with Appendix G.   _____

            (c) Rotate repairable assets over 24 months old   _____

            (d) Conduct Shelf Life Audit   _____

            (e) Rotate Shelf Life Items   _____

            (f) Process an X24 to move an item to the FISP/MESP   _____

            (g) Process an X24 to move an item out of the FISP/MESP   _____

      (h) Determine FISP/MESP deficiencies   _____

      (i) Create FISP/MESP Inventory Results Letter   _____

34. Does MSB coordinate the validation/inventory of the COSAL Aids and ensure they are returned to NAVSUP-WSS by the required due date? (paragraph 3201.8a & Appendix T)   0   1

35. Does MSB validate the AUTO-MCMAR COSAL In Access (CIA) and ensure allowance increases/decreases are properly loaded? (paragraph 3201.8b AND Appendix T)   0   1

36. Does MSB properly receive, distribute, monitor and review all local pack-up requests? (paragraph 3201.9)   0   1

37. Does MSB conduct a 100% Repairable Inventory Validation with RCB and a 30% Consumable Inventory Validation with CMD once the deployment pack-up has completed the Data Entry Process? (paragraph 3201.9c)   0   1   2

38. Does MSB properly manage Deployed/Exercise Support Packages? (paragraph 3201.9)   0   1   2   3

      (1) Task. Have MSB personnel perform the below requirements:

          (a) Establish a Local Pack-up Serial Number   _____

          (b) Load an NSN to the newly established Pack-up   _____

          (c) Load a quantity of one to the newly established Pack-ups   _____

          (d) Print the newly established Pack-up Listing   _____

          (e) Remove the quantity from the newly established Pack-up   _____

          (f) Delete the NSN from the newly established Pack-up   _____

          (g) Delete the newly established Pack-up   _____

39. Does MSB provide a CD ROM/Copies of up to date publications listed in Appendix I of the ASDTP to the Responsible Officer for use during deployed operations? (paragraph 3201.10 & Appendix I)   0   1

40. Does MSB coordinate and submit supply reports concerning the UDP/MEU Deployment Program? (paragraph 3201.11)   0   1

41. Does MSB have a viable Global Communication System (GCS) Management Program? (paragraph 3201.12 and applicable Wing Instruction)   0   1

42. Is there a valid testing program for setting up and conducting voice/data transmissions? (paragraph 3201.12a)   0   1

43. Are Quarterly GCS Status Reports submitted in accordance with the ASDTP? (paragraph 3201.12b)   0   1

44. How effective is MSB at managing the GCS Program? (paragraph 3201.12)
    0   1   2

   a. GCS Management Program

       (1) Task. Have MSB personnel perform the following functions:

           (a) Set-up the GCS   _____

           (b) Conduct a voice test and check   _____

           (c) Send and receive a WEBSALTS transmission   _____

Database Administration Branch (DBAB)

1. Does the SAA maintain a software update file? (paragraph 3301.1a)
   0   1

2. Does the SAA maintain R-Supply/ NALCOMIS system security and access?
   (paragraph 3301.2)   0   1

3. Can the SAA perform system security and access validation?
   (paragraph 3301.2)   0   1   2   3

   a. R-Supply/ NALCOMIS and NTCSS system security and access

       (1) Task. Have the SAA add and delete User Roles in R-Supply and
           NALCOMIS

           (a) SAA will run R-Supply ADHOC User_Role   _____
               and review for additions or deletions

           (b) SAA will run NALCOMIS ADHOC DU05_PERSONNEL   _____
               /DU10_TASK TABLES and review for additions
               or deletions

4. Does the SAA assist supply users on the proper use of R-Supply, NALCOMIS
   and Stand-Alone Applications? (paragraph 3301.3, 3301.4)
   0   1

5. Does the SAA trouble shoot functional software problems and submit
   approved (by the SMD OIC/SNCOIC) TCs as required? (paragraph 3301.6)
   0   1

6. Does the SAA maintain separate files for each type of TC/TR/CP for each
   site's applicable NTCSS application and subdivided by Pending, Escalated
   and Completed? (paragraph 3301.7a)   0   1

7. Does the SAA maintain and update the status of all outstanding internally
   initiated TCs/TRs/CPs on a monthly basis? (paragraph 3301.7b)
   0   1

8. Does the SAA approve, prioritize and schedule all processing for R-
   Supply/NALCOMIS? (paragraph 3301.8)   0   1

9. Can the SAA schedule and approve Job Requests? (paragraph 3301.8)
   0   1   2

   a. Scheduling and approving jobs.

       (1) Task. Have the SAA request, schedule and approve a Job Request

           (a) Have the SAA request a Trial Financial in R-Supply   _____

           (b) Have the SAA approve the Trial Financial in
               R-Supply   _____

           (c) Have the SAA request an IMA IOU Report in NALCOMIS   _____

           (d) Have the SAA approve the IOU Report in NALCOMIS   _____

10. Does the SAA maintain R-Supply/NALCOMIS Configuration and Validation Tables, Files and Listings? (paragraph 3301.9)   0   1

11. Can the SAA maintain NALCOMIS and R-Supply Validation Tables? (paragraph 3301.9)   0   1   2   3

    a.   Validation Tables.

        (1)   Task.   The SAA will perform the following task involved with the Validation Tables in R-Supply/NALCOMIS.

            (a)   Demonstrate the ability to transfer a BUNO   _____
from one squadron to another squadron in NALCOMIS

            (b)   Demonstrate the ability to add a new ORG Code   _____
in NALCOMIS

            (c)   Demonstrate the ability to load an Other   _____
Activity in R-Supply

            (d)   Demonstrate the ability to add a Fund Code   _____
in R-Supply

12. Does the SAA maintain the following Application Configuration and Validation Reports in accordance with the ASDTP? (paragraph 3301.9)   0   1   2   3

    a.   R-Supply

        (1)   Aircraft Table (ADHOC)   _____

        (2)   Unit/Ship/Org Tables (ADHOC)   _____

        (3)   Engine TEC Table (ADHOC)   _____

        (4)   Fund Code Table (ADHOC)   _____

        (5)   Master Validation Report (JSS200)   _____

        (6)   Printer Location Table (ADHOC)   _____

        (7)   Supply User/Job Role/Menu Role/User Role (ADHOC)   _____

        (8)   Activity Control Info (Screen Dump 3 Tabs)   _____

        (9)   Customer Serial File Listing   _____

    b.   NALCOMIS

        (1)   DA01_Organizatn (ADHOC)   _____

        (2)   DA02 Project_Code (ADHOC)   _____

        (3)   DA03_Site (ADHOC)   _____

        (4)   DA05_Workcenter (ADHOC)   _____

(5) DA06 Fund_Code (ADHOC)   _____

(6) DF01_DDSN_Asgn (ADHOC)   _____

(7) DF05 CDA_Validation (ADHOC)   _____

(8) DF07_BUNOTABLE (ADHOC)   _____

(9) DF08 Stock Autoassign (ADHOC)   _____

(10) DF09_Broadarrow_Autoassign (ADHOC)   _____

(11) DF15_Suadps_Intf_Logon (ADHOC)   _____

(12) DF22_Cog_Mcc_Rep (ADHOC)   _____

(13) DF34_External_Fundcode (ADHOC)   _____

(14) DU05_Personnel (ADHOC)   _____

(15) DU10_Personnel_Tasks (ADHOC)   _____

(16) DV08_TEC (ADHOC)   _____

    c. Standalone Applications (IBS/SALTS)

      (1) Setup Configuration   _____

13. Can the SAA produce required validation reports and ADHOCS? (paragraph 3301.9)   0   1   2   3

    a. Tasks. Demonstrate the ability to run the Application Configuration and Validation ADHOCS.

      (1) Run and print five of the R-Supply Application   _____
           Configuration Validation and ADHOCS.

      (2) Run and print five of the NALCOMIS Application   _____
           Configuration and Validation ADHOCS.

14. Does the SAA maintain User Registration for R-Supply and NALCOMIS? (paragraph 3301.10)   0   1   2

15. Does the SAA direct and coordinate all ASD End of the Month/Fiscal Year Processing for R-Supply/NALCOMIS? (paragraph 3301.11)   0   1

16. Does the SAA maintain the operational capability of the Supply Department's Primary Salts Account? (paragraph 3301.12)   0   1

17. Does the SAA review and maintain the results of the Aviation Logistics Information Management System (ALIMS) File Management Branch's (FMB) Monthly Tape Library inventory? (paragraph 3301.13)   0   1

18. Does the SAA effectively manage and process all Outgoing/Incoming MILSTRIP transactions? (paragraph 3301.14)   0   1   2   3

a. Outgoing/Incoming MISTRIP transactions

(1) Task. Can the SAA receive, review, edit and process all Incoming MILSTRIP Transactions utilizing the tool below?

(a) Incoming MILSTRIP Transaction Status   _____

(2) Task. Can the SAA process, distribute, review, edit and send all Outgoing MISTRIP Transactions.

(a) Outgoing MILSTRIP Transaction Status   _____

19. Does the SAA properly execute and submit the daily Transaction Item Reporting (TIR)? (paragraph 3301.15)   0   1

20. Does the SAA coordinate and process the R-Supply Material Financial Control System Inventory (MFCS) Reconciliation? (paragraph 3301.16)   0   1

21. Does the SAA coordinate and process the R-Supply/NALCOMIS Database Reconciliation on a monthly basis? (paragraph 3301.17 & Appendix D)   0   1   2

22. Does the SAA receive, coordinate and respond to Quarterly MOV Files? (paragraph 3301.18)   0   1   2   3

23. Does the SAA notify all applicable ASD Branches AP_ Records have been written to R-Supply and must be worked prior to the last day of the MOV cycle? (paragraph 3301.18f(3)g)   0   1

24. Does the SAA process and return all DI AP_ Records and DI BMV Control Cards back to DAAS? (paragraph 3301.18h)   0   1

25. Does the SAA process the Post MOV ART Reconciliation? (paragraph 3301.18j)   0   1

26. Does the SAA maintain current and prior copies of all correspondence relating to the External MOV in the External MOV File? (paragraph 3301.18)   0   1

27. At the beginning of each Fiscal Year, does the SAA produce the Document Serial Number Assignment Letter and route it through the AvnSupO for the MALS CO'S signature? (paragraph 3301.19)   0   1

Repairables Management Division (RMD)

MALS_____   Date_____

OIC_____   SNCOIC_____

Inspector_____   RMD Grade_____

RCB Grade_____   RDB Grade_____

RSB Grade_____   AWPB Grade_____

SSB Grade_____

Part A: Assignments	Assigned	Remarks
OIC (6602): 1stLt	_____	_____
SNCOIC (6672): MSgt	_____	_____
Repairables Control Branch		
OIC (6604): CWO2	_____	_____
SNCOIC (6672): GySgt	_____	_____
RCB Asst SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Supply Shipping Branch		
SNCOIC (6672): SSgt	_____	_____
Packaging Specialist (3052): Sgt	_____	_____
Packaging Specialist (3052): Cpl	_____	_____
Packaging Specialist (3052): LCpl	_____	_____
REPAIRABLES STORAGE BRANCH		
NCOIC (6672): Sgt	_____	_____
Avn Supply Spec(6672): Cpl	_____	_____
Awaiting Parts Branch SNCOIC (6672): SSgt	_____	_____
Avn Supply Spec(6672): Sgt	_____	_____

Avn Supply Spec(6672): Cpl _____ _____

Repairables Delivery Branch

Avn Supply Spec(6672): Cpl _____ _____

Avn Supply Spec(6672): LCpl _____ _____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

1. Does the OIC/SNCOIC have on hand current and accurate turnover jacket, which outlines specific duties and responsibilities? (paragraph 4001.3)
   0   1

2. Does the OIC/SNCOIC support the long term technical training plan of the AvnSupO? (paragraph 4001.2)   0   1   2   3

   a. Divisional Technical Training Program.

       (1) Task. Review the OIC/SNCOIC's Divisional Technical Training Program.

           (a) Execute Divisional Technical Training three times a month

           (b) Monthly Technical Training Schedule

           (c) Training subjects relevant to Aviation Logistics

           (d) Training period scheduled at minimum for one hour

           (e) Signed Lesson Plan

           (f) 10 Test Questions

           (g) Attendance Roster

   b. Departmental Technical Training Program.

       (1) Task. Ensure personnel are attending Departmental Technical Training once per month.

Repairables Control Branch (RCB)

1. Can RCB personnel perform tasks associated with establishing, maintaining and procuring allowances for repairable material? (paragraph 4501.14)
    0   1   2   3

    a. Task. Have RCB personnel perform functions associated with establishing or changing an allowance for a repairable item. (paragraph 4501.14)

        (1) Screen applicable reports in R-Supply/NALCOMIS   _____
            or ADHOC tools to determine range/depth
            adds or changes. (paragraph 4501.14c)

        (2) Prepare an ACR for submission. (paragraph 4501.14e)   _____

2. Can RCB personnel perform tasks associated with processing receipts, requisitions and the inventory of repairable components? (paragraph 4501.16, 4501.19)   0   1   2   3

    a. Task. Have RCB personnel perform functions associated with receipt of repairable components. (paragraph 4501.19l)

        (1) Process a stock receipt   _____

        (2) Process a DTO receipt   _____

        (3) Process a stock receipt with exceptions   _____

        (4) Process a DTO receipt with exceptions   _____

    b. Task. Have RCB personnel process requisitions with the following conditions. (paragraph 4501.19)

        (1) Process requisition with OFFMP status   _____

        (2) Process requisition with 5A/53 advice code   _____

        (3) Process requisition with 5D advice code   _____

        (4) Process requisition with OFFAR status   _____

        (5) Process rescreen issue   _____

        (6) Rescreen issue, turn in still EXREP   _____

        (7) Rescreen issue, DTO outstanding   _____

        (8) Process a backfit requisition   _____

    c. Task. Have RCB personnel perform functions associated with conducting an inventory. (paragraph 4501.16, 4501.21d, Appendix E, Appendix F)

        (1) Perform spot inventory   _____

        (2) Demonstrate requesting scheduled inventories   _____

(3) Demonstrate requesting a location reconciliation _____

(4) Demonstrate a gain/loss inventory adjustment _____

(5) Demonstrate a DBAG17/DBAG21 _____

3. Can RCB personnel with authorized clearance perform tasks associated with the receipt, issue, storage, shipment and inventory of classified material? (reference (w), volume I, chapter 4, part E, section IV, paragraph 4656, reference (x), DOD 5200.1-R, paragraph 4501.9)
   0   1   2   3

   a. Task. Have RCB personnel perform following tasks.

      (1) Process receipt for classified component _____

      (2) Prepare stow tag for classified component _____

      (3) Access classified storage area _____

      (4) Stow classified component _____

      (5) Demonstrate chain of custody for issue/shipping _____
          procedures

4. Does RCB maintain the following files: (paragraph 4501.9)
   0   1   2

   a. Access list of persons authorized to access classified _____
      materials locker

   b. Standard Operating Procedures for classified materials signed _____
      by the ASO

5. Can RCB personnel perform tasks associated with the return of repairable components from the IMA? (paragraph 4501.20, 4501.18c,f,g)
   0   1   2   3

   a. Task. Have RCB personnel perform following tasks.

      (1) Process a RFI DIFM return _____

      (2) Process a BCM DIFM return _____

      (3) Process a AMSU discrepancy _____

      (4) Process a Test & Check _____

      (5) Process a Repair and Return _____

6. Can RCB personnel perform tasks associated with Pack-Up/Sub-Custody procedures? (paragraph 4501.18e)   0   1   2   3

   a. Task. Have RCB personnel perform following tasks.

      (1) Request a pack-up listing _____

(2) Input a pack-up quantity in R-Supply _____

(3) Return a pack-up quantity in R-Supply _____

(4) Compare sub-custody listing to NALCOMIS _____

(5) Input a sub-custody quantity in NALCOMIS _____

(6) Return a sub-custody quantity in NALCOMIS _____

7. Can RCB personnel perform tasks associated with stock replenishment? (paragraph 4501.15)   0   1   2   3

   a. Task. Have RCB personnel demonstrate the procedures for processing a Stock Replenishment.

     (1) Request a trial automatic re-order _____

     (2) Perform a manual re-order _____

     (3) Demonstrate how to release documents from automatic re-order _____

8. Can RCB personnel perform tasks associated with Carcass Tracking? (paragraph 4501.20e & Appendix U)   0   1   2   3

   a. Task. Have RCB demonstrate procedures for research and resolving Carcass Charges.

     (1) Access carcass reports via the NITA module in eRMS _____

     (2) Demonstrate steps in viewing NITA Pending and Actual Records. _____

     (3) Demonstrate causative research on an existing open carcass record, actual or pending. _____

     (4) Demonstrate how to validate proof of shipment in eRMS. _____

9. Does RCB research and correct the NAVICP Stock in Transit (SIT) discrepancies within NITA for Repairables? (Appendix U)
   0   1   2   3

10. Does the RCB maintain a 'Repairable Completed Transaction File' (RCTF)? (paragraph 4501.2)   0   1   2

11. Does the RCB properly maintain 'Pending' and 'Completed' Reports Of Survey (DD FORM 200) file? (paragraph 4501.3)   0   1

12. Does the RCB properly maintain a Supply Discrepancy Report (SDR) File? (paragraph 4501.6 & Appendix Z)   0   1   2

13. Does the RCB properly maintain files on 'Engineering Investigations' (E/Is) and 'Quality Deficiency Reports' (QDRs)? (paragraph 4501.4, 4501.5, Appendix Z, Reference (r))   0   1   2

14. Does the RCB properly maintain a 'Pending' and 'Completed' Allowance Change Request File (ACR)? (paragraph 4501.7, Reference (w), CHAP 2, paragraph 2105)   0   1

15. Does the RCB maintain a copy of the Pack-Ups and Sub-Custody Records on file until all items have been returned/accounted for? (paragraph 4501.8)   0   1

16. Does the RCB maintain a Repairable Item List (RIL) to Cross P/Ns to Stock Numbers in Part Number Sequence? (paragraph 4501.10)   0   1

17. Does the RCB maintain a copy of the current month's R-Supply Repairable 'Master Stock Status and Locator Listing' (MSSLL)? (paragraph 4501.11)   0   1

18. Does the RCB maintain listing(s) of all approved Local Management Codes (LMCs), Automatic Reorder Restriction Codes (ARRCs), "Limit Flags" and "No Drop Flags" used to manage repairable SIR records? (paragraph 4501.13, Reference (n), paragraphs 204.2d(3), (4), (5) AND (6))   0   1

19. Does the RCB properly review all repairable stock requisitions monthly for required follow-up action? (paragraph 4501.15c, Appendix S)   0   1   2   3

20. Are repairable stock requisitions with overage shipping status identified, researched and have proper corrective actions (i.e. SDR'S/ROD'S/Survey's) taken weekly? (paragraph 4501.15d)   0   1   2

21. Are repairable records reviewed, corrected and actions taken for the following conditions and within TYCOM Goals? (paragraph 4501.16g, Reference (n))   0   1   2

    a. RAO (<0.2% OF DLR (7R) SAL)   Percentage _____

    b. RAB (<0.5% OF DLR (7R) SAL)   Percentage _____

    c. DEF TO RO (0%)   Percentage _____

22. Does the RCB properly correct and process repairable transactions appearing on the R-Supply Suspended Transaction Ledger on a daily basis? (paragraph 4501.17b, Appendix C)   0   1   2   3

23. Are R-Supply and NALCOMIS Unprocessed Interface Records properly reviewed and corrected daily? (paragraph 4501.17c, Appendix C)   0   1   2   3

24. Does the RCB properly review all NALCOMIS Suspense Records daily to ensure corrections are made? (paragraph 4501.18d)   0   1   2   3

25. Is the Completed Repair Action Mailbox properly reviewed through-out the day with action being taken on components for which repair action has been completed? (paragraph 4501.20)   0   1   2   3

26. Does RCB maintain the following files/listings/letters in accordance with the ASDTP?   0   1   2

    a. Pending Data Entry File (paragraph 4501.1)   _____

b. SAMMA/SAL Listing (paragraph 4501.16g(1))   _____

c. Supply Effectiveness Report (paragraph 4501.16g(3))   _____

d. Stock Control Review Listing (paragraph 4501.17d)   _____

e. EXREP Status Report (Paragraph 4301.9a)   _____

f. DIFM Reconciliation Report/ADHOC Tools (paragraph 4501.18b) _____

g. Technical Directive (TD's) File (paragraph 4501.18i)   _____

h. R-Supply Change Notice Listings (paragraph 4501.21a)

    (1) Stock Control Decision Listing   _____

    (2) MCC Decision Listing   _____

    (3) Storeroom Action Listing   _____

i. NALCOMIS Change Notice Listing (paragraph 4501.21b)   _____

j. R-Supply/NALCOMIS Reconciliation Reports (paragraph 4501.22) _____

k. SIR Maintenance (paragraph 4501.21c)

    (1) No MCC   _____

    (2) RO does not Equal AVCAL   _____

    (3) No Limit Flags   _____

    (4) No Drop Flag Indicator   _____

    (5) DLR with No Net Unit Price or Net Unit Price Greater than Unit
        Price   _____

    (6) DBAG14   _____

Supply Shipping Branch (SSB)

1. Can SSB personnel perform tasks associated with the packaging and shipment of aeronautical related components and equipment? (paragraph 4401)   0   1   2   3

   a. Task. Demonstrate the process for shipping material. (paragraph 4401, Appendix U, reference (ad))

      (1) Screen and verify material for shipment   _____

      (2) Prepare/package material for shipment   _____

      (3) Process transactions in eRMS

         (a) Retrograde Shipment   _____

         (b) Repair and Return   _____

         (c) RFI Material Turn In Shore (MTIS) for Carcass   _____
             Exchange

         (d) Excess RFI Stock Material Offload   _____

         (e) Classified material   _____

2. Are copies of the Engineering Investigation/Quality Deficiency Report (EI/QDR), SDR disposition instructions and shipping document securely attached to the outside of the shipping container? (paragraph 4401.1c)   0   1

3. Are all proof of shipment entries been posted in eRMS in a timely manner? (4401.1b(4), eRMS Desk Guide, Appendix U)   0   1   2

4. Are all manifests, DD 1149 or DD1348-1 shipping documents signed by the Receiving Agent and maintained on file in the POSF? (paragraph 4401.2)   0   1

Repairables Storage Branch (RSB)

1. Can RSB personnel perform tasks associated with the receipt and storage of all repairable components? (paragraph 4100.1)   0   1   2   3

    a. Task. Have RSB personnel process repairable receipts. (paragraph 4101.8, 9 & 10)

        (1) Screen incoming receipts (paragraph 4101.8)

            (a) Screen for multipacks and damaged material   _____

            (b) Screen for Shelf Life Material   _____

            (c) Screen for Classified Material   _____

        (2) Process DTO Receipts (paragraph 4101.9)   _____

        (3) Process DTO Receipt with Exceptions (paragraph 4101.9b)   _____

        (4) Process a Stock Receipt (paragraph 4101.9c)   _____

        (5) Process a Stock Receipt with Exceptions
             paragraph 4101.9c)   _____

    b. Task. Have RSB personnel perform storage functions.
        (Paragraph 4101.10, 13 & 18)   _____

        (1) Prepare Stow Tag   _____

        (2) Stow material in proper location   _____

        (3) Perform location addition and deletion as required _____

        (4) Demonstrate procedures for pulling & staging a pack-up   _____

2. Can RSB personnel process and annotate reports required for the receipt and storage of repairable items.   0___1___2__

    a. Task. Have RSB personnel properly process and annotate required management listings. (paragraph 4101.3 & 5)

        (1) Delayed Receipt Listing   _____

        (2) Issue listing   _____

    b. Task. Have RSB personnel process a Storeroom Action Listing.
        (paragraph 4101.15)

        (1) NSN changes (paragraph 4101.15a)   _____

        (2) Unit of Issue change (paragraph 4101.15b)   _____

        (3) Security Code change (paragraph 4101.15c)   _____

(4) Shelf Life Codes/Shelf Life Action Codes
(Paragraph 4101.15d)   _____

(5) Exhausted, Deleted, Superseded or Condemned Stock   _____
(Paragraph 4101.15e)

3. Can all RSB personnel perform tasks associated with the issuing and
inventory of repairables. 0   1   2   3

    a. Task. Have RSB process a material requirement for issue. (paragraph
    4101.16 & 17)

        (1) In-Stock (ISSUE)   _____

        (2) Not-In-Stock (Warehouse Refusal)   _____

        (3) Demonstrate procedures for the Excess Program _____

    b. Task. Have RSB personnel perform inventory functions. (paragraph
    4101.11, 12, 14)

        (1) Conduct a Spot Inventory   _____

        (2) Conduct a Location Audit   _____

        (3) Produce Shelf Life Listing   _____

        (4) Demonstrate Shelf Life Review Process   _____

4. Can RSB personnel perform all tasks associated with the management of the
ESD Program. (paragraph 4101.19)   0   1   2

    a. Task. Have RSB personnel demonstrate Electrostatic Discharge (ESD)
    Procedures. (Paragraph 4101.19)

        (1) Conduct a functionality check of the ESD station   _____

        (2) Is protective material readily available for the handling _____
        of all ESD sensitive material? (paragraph 4101.19a(1)(c))

        (3) Are ESD work areas properly tested, certified and _____
        maintained? (paragraph 4101.19a(2)(f))

5. Does RSB maintain the following files/reports/letters?   0   1   2

    a. Pending Data Entry File (paragraph 4101.1)   _____

    b. Document Serial Number Assignment Order (Appendix A) _____

    c. Delayed Receipt Listing (Table 4-1)   _____

    d. Issues Listing (Table 4-1)   _____

    e. Not-In-Stock Research File (paragraph 4101.6)   _____

    f. Master Stock Status Locator Listing (paragraph 4101.7) _____

g. ESD Designation Letter (paragraph 4101.19a(1)(a))   _____

6. Does RSB forward all overages, wrong items and damaged material received
    to RCB with all related paperwork? (paragraph 4101.8c(2))   0   1

Awaiting Parts Branch (AWPB)

1. Can AWPB personnel perform tasks associated with storage and management of repairable components Awaiting Repair Parts? (paragraph 4304.1)
    0   1   2   3

    a. Task. Perform functions associated with storage of repairable components Awaiting Repair Parts. (paragraph 4301.3 & 8)

        (1) Demonstrate procedures for accepting components   _____
            Awaiting Repair Parts

        (2) Screen R-Supply/NALCOMIS to ensure bit/piece   _____
            parts are not available

        (3) Demonstrate proper storage procedures   _____

        (4) Conduct an inventory of all items in AWP   _____

    b. Task. Perform functions associated with the management of repairable components Awaiting Repair Parts. (paragraph 4301.2, 4, 5, 8, 9 & 10)

        (1) Demonstrate procedures for clearing the following:

            (a) DTO ROB Mailbox   _____

            (b) Material Contingency Mailbox   _____

            (c) Requisition Action Mailbox   _____

            (d) AWP Component Pending Release Mailbox   _____

        (2) Perform receipt processing for Bit/Piece Material   _____

        (3) Perform reconciliation on AWP Requisitions with   _____
            customer

        (4) Demonstrate the process for expediting bit/piece part   _____
            for expeditious repair

        (5) Conduct an AWP rescreen   _____

2. Does AWPB maintain the following files/listings/letters in accordance with the ASDTP?   0   1   2   3

    a. Pending Data Entry File (paragraph 4301.1)   _____

    b. DIFM Status Report/ADHOC Tools (paragraph 4301.3a)   _____

    c. Critical Level Status Report (paragraph 4301.3f)   _____

    d. Stock Control Review Listing (paragraph 4301.4b)   _____

    e. Requisition Listing (paragraph 4301.5a(1))   _____

    f. AWP Repair Parts Status Report (paragraph 4301.6a)   _____

g. AWP Component Overage Report (FGC) (paragraph 4301.6b)   _____

h. AWP Transpose/Cannibalization Report (paragraph 4301.7c)   _____

i. AWP Component Overage Report (LOC) (paragraph 4301.8)   _____

j. Squadron EXREP Status Report (paragraph 4301.9)   _____

k. DTO'S With Stock Onhand Report (paragraph 4301.10)   _____

l. NALCOMIS/R-Supply Monthly Reconciliation Reports
    (paragraph 4301.11)   _____

    (1) R-Supply Requisitions Not on NALCOMIS   _____

    (2) NALCOMIS Requisitions Not on R-Supply   _____

Repairables Delivery Branch (RDB)

1. Can RDB personnel perform task associated with the delivery of repairable components? (paragraph 4201)   0   1   2   3

    a. Task. Have RDB personnel deliver RFI components to the customer. (paragraph 4201.5)

        (1) Components in original shipping containers   _____
             or bubble-wrapped

        (2) Vehicle properly cushioned   _____

        (3) Printed name, signature, date and time of   _____
             delivery obtained

        (4) Post proof of delivery for ISSIP   _____

        (5) Post proof of delivery for DTO Receipt   _____

2. Can RDB personnel perform tasks associated with maintaining and reviewing the ISSIP and DTO Mailboxes? (paragraph) 0 1 2

    a. Task. Have RDB reconcile the following mailboxes. (paragraph)

        (1) ISSIP   _____

        (2) DTO   _____

3. Can RDB personnel perform tasks associated with the recovery of NRFI retrograde.   0   1   2

    a. Task. Have RDB personnel recover NRFI repairable components from customer. (paragraph 4201.5 & 4201.6c, d & e)

        (1) Properly packaged or bubble-wrapped   _____

        (2) Maintenance Action Form (MAF) screened for accuracy _____

        (3) Recover and verify log books and EHR/SRC Cards   _____
             (if applicable)

        (4) Deliver NRFI components to AMSU   _____

4. Can RDB personnel perform tasks associated with processing of a Customer Refusal?   0   1   2

    a. Task. Have RDB personnel perform a Customer Refusal. (paragraph 4201.5c)

        (1) Incorrect material ordered   _____

        (2) Incorrect material delivered   _____

        (3) Required turn-in not available   _____

       (4) Required documentation missing   _____

       (5) Material is NRFI   _____

5. Does RDB have a Pending Data Entry File (PDEF) to hold source documents during temporary system non-availability? (paragraph 4201.1)   0   1

6. Can RDB personnel properly process and annotate an IOU report.
   0   1   2   3

    a. Task. Have RDB personnel request, research and take appropriate action on NRFI material needing to be recovered from customers. (paragraph 4201.2)

       (1) Request IOU Report   _____

       (2) Validate each item record on the report with customers   _____

Supply Response Division (SRD)

MALS_____   Date_____

OIC_____ SNCOIC_____

Inspector_____ TRB Grade_____

ERB Grade_____

B.   Assigned   Remarks

OIC (6602): 1stLt   _____   _____

SNCOIC (6672): GySgt   _____   _____

Technical Research Branch

SNCOIC (6672): SSgt   _____   _____

Avn Supply Spec(6672): Sgt   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Expeditor Reconciliation Branch

NCOIC (6672): Sgt   _____   _____

Avn Supply Spec(6672): Cpl   _____   _____

Avn Supply Spec(6672): Cpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Additional personnel assigned in excess of T/O (Augments):

16. _____

17. _____

18. _____

19. _____

20. _____

1. Does the OIC/SNCOIC have a current and accurate turnover jacket, which
    outlines specific duties and responsibilities? (paragraph 5001.3)
    0   1

2. Does the OIC/SNCOIC support the long term technical training plan of the
    AvnSupO? (paragraph 5001.2)   0   1   2   3

    a. Divisional Technical Training Program.

        (1) Task. Review the OIC/SNCOIC's Divisional Technical Training
            Program.

            (a) Execute Divisional Technical Training three times a month.

            (b) Monthly Technical Training Schedule.

            (c) Training subjects relevant to Aviation Logistics.

            (d) Training period scheduled at minimum for one hour.

            (e) Signed Lesson Plan.

            (f) 10 Test Questions.

            (g) Attendance Roster.

    b. Departmental Technical Training Program.

        (1) Task. Ensure personnel are attending Departmental Technical
            Training once per month.

Technical Research Branch (TRB)

1. Does TRB have on hand a current and accurate Turnover Jacket, which outlines specific job responsibilities and provides step-by-step procedures (paragraph 5001.3)?   0   1   2

2. Does TRB maintain an up-to-date dispersed library of Maintenance and Supply Publications from the main library held by the Central Technical Publications Library (CTPL) of the Quality Assurance (QA) Division? (paragraph 5101.1)   0   1   2

    a. Maintenance/Supply Publications and Technical References.

        (1) Technical Publications.   _____

        (2) Supply Publications.   _____

        (3) Technical References.   _____

            (a) Coordinated Shipboard Allowance List (COSAL).

            (b) FED-LOG (CD-ROM/WEB).

            (c) Navy Logistics Library (NLL) of Publications and Forms (CD-ROM/WEB).

    b. Access to the following websites:

        (1) NAVSUP OneTouch.

        (2) DOD EMALL.

3. Are TRB's Maintenance and Supply Publications up to date, or, if outdated or missing, are the publications on order (paragraph 5101.1b(4))?
    0   1

4. Does TRB utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 5101.2)   0   1

5. Does TRB utilize a current MSSLL during temporary system non-availability? (paragraph 5101.3)   0   1

6. Do TRB personnel assign Local FGCs when establishing repairable NSNs and no FGC information is available? (paragraph 5101.4)   0   1   2   3

    a. Task. Have TRB personnel research and assign a Local FGC. (paragraph 5101.4)

        (1) Utilize NAVSUP OneTouch or other applicable system.   _____

        (2) Enter required entries into FGC Logbook.   _____

        (3) Maintain FGC Logbook.   _____

7. Can TRB personnel conduct technical research (paragraph 5101.5a)?
   0   1

   a. Task. Conduct technical research.

       (1) Validate part number with reference.   _ ____

       (2) Search part number in NALCOMIS.   _____

       (3) Utilize the websites and FedLog to search for a valid
           NSN/NICN.   _____

8. Can TRB personnel conduct technical research on requisitions which fall
   into the following exception categories (paragraph 5101.6)?
   0   1   2   3

   a. Task. Conduct technical research for the following:

       (1) Research an OFFTR requisition with valid NSN/NICN.   _____

       (2) Research an OFFTR requisition without a valid NSN/NICN. _____

       (3) Research an OFVAL requisition.   _____

       (4) Research a NIS/NC requisition.   _____

9. Can all TRB personnel load NSN/NICN/LICN to R-Supply and NALCOMIS
   (paragraph 5101.7)?   0   1   2

   a. Task. Load an NSN.

       (1) Load common data fields in R-Supply and NALCOMIS.   _____

       (2) Load NALCOMIS specific data fields.   _____

       (3) Load R-Supply specific data fields.   _____

   b. Task. Load a NICN.

       (1) Load common data fields in R-Supply and NALCOMIS.   _____

       (2) Load NALCOMIS specific data fields.   _____

       (3) Load R-Supply specific data fields.   _____

   c. Task. Load a LICN.

       (1) Load common data fields in R-Supply and NALCOMIS.   _____

       (2) Load NALCOMIS specific data fields.   _____

       (3) Load R-Supply specific data fields.   _____

10. Can TRB personnel research and take action to correct discrepancies in both R-Supply and NALCOMIS identified in the Monthly Reconciliation Report? (paragraph 5101.8a)   0   1   2

   a.   Reconciliation Report.

      (1) Task. Have TRB personnel take appropriate action as a result of the NSN analysis portion of the R-Supply/NALCOMIS Reconciliation Report for the below categories (paragraph 5101.8a, Appendix D):

         (a) COG/MCC not on NALCOMIS.   _____

         (b) Supply NIINs not on NALCOMIS   _____
             Repairable/Consumables.

         (c) Supply NIINs added to NALCOMIS   _____

         (d) NSN records with no COG Symbol,   _____
             Repairable COG/MCC, but no FGC assigned
             and COG/MCC not on NALCOMIS.

11. Can TRB review and refer DTO Requisitions (paragraph 5101.9)?
    0   1   2

   a.   Task.   Review and refer DTO requisitions.

      (1) NIS/NC requisitions.   _____

      (2) Requisitions for non-standard items.

         (a) Part Number Requisitions.   _____

         (b) Technical Directive Compliance Requisitions.   _____

12. Does TRB review and maintain the Stock Control Review Listing (paragraph 5101.10)?   0   1

   a.   Task.   Review and make appropriate updates as required.

      (1) Take appropriate actions on cancellation status received. _____

      (2) Annotate the report with actions taken.   _____

Expeditor Reconciliation Branch (ERB)

1. Does ERB have on hand a current and accurate Turnover Jacket, which outlines specific job responsibilities and provides step-by-step procedures (paragraphs 5001.3 and 5001.4)   0   1   2

2. Does ERB utilize the PDEF to hold source documents during temporary system non-availability? (paragraph 5201.1).   0   1

3. Does ERB properly maintain the Internal Completed Reconciliation File? (paragraphs 5201.2a, b, c.)   0   1   2   3

   a. Task. Review the Reconciliation Aids to ensure the following actions are accomplished for IPG I, II and III requisitions.

      (1) Frequency of reports being worked.   _____

      (2) Retention of reports being maintained.   _____

      (3) Customer Signature/Date.   _____

   b. Task. Review the External MOV File to ensure the following actions are accomplished.

      (1) Frequency of reports being worked.   _____

      (2) Retention of reports being maintained.   _____

   c. Task. Review the NMCS/PMCS High Priority Report to ensure the following actions are accomplished.

      (1) Frequency of reports being worked.   _____

      (2) Retention of reports being maintained.   _____

      (3) Customer Signature/Date.   _____

4. Does ERB maintain a Supply Assist File? (paragraph 5201.3)   0   1

5. Does ERB maintain a Pending and Completed SDR File and is this file maintained for the current and two prior fiscal years? (paragraph 5201.4)   0   1

6. Does ERB review and refer all High Priority DTO Requisitions? (paragraph 5201.5)   0   1   2   3

   a. Task. Have ERB personnel refer a High Priority Requisition.

      (1) Is Internal Requisition (A0_) on file in   _____
          NALCOMIS/R-Supply?

      (2) Refer the internal requisition.   _____

7. Does ERB properly maintain Offline Requisitions? (paragraphs 5201.5.b)
   0   1   2

   a. Task. Review the Offline Report for the following actions.

      (1) ORG Code/Offline BUNO utilized.   _____

      (2) YE1 loaded in R-Supply.   _____

      (3) Frequency of report being worked.   _____

8. Can ERB personnel properly conduct Internal Requisition Reconciliations?
   (paragraph 5201.6.)   0   1   2

   a. Task. Conduct an Internal Reconciliation with a supported customer.

      (1) Request appropriate Reconciliation Aid.   _____

      (2) Schedule a reconciliation with a customer.   _____

      (3) Ensure the Reconciliation Aid is annotated as required.   _____

      (4) Identify the timeframe for reconciliations by IPG. _____

9. Can ERB personnel research and take action to correct discrepancies in
   both R-Supply and NALCOMIS identified in the Monthly Reconciliation
   Report? (paragraph 5201.6d)   0   1   2

   a. Reconciliation Report.

      (1) Task. Have ERB personnel take appropriate action as a result of
          the NSN analysis portion of the R-Supply/NALCOMIS Reconciliation
          Report for the below categories (paragraph 5101.6a/b, Appendix
          D):

          (a) DTO REQNS not on NALCOMIS/DTO REQNS   _____
              not on Tape (J60680).

          (b) Other database reconciliations (ADHOC).   _____

10. Can ERB personnel properly review the status of outstanding requisitions
    and initiate appropriate follow-up action? (MCO P4400.177_ paragraph
    5201.7, Appendix S)   0   1   2   3

    a. Task. Upon completion of the Internal Reconciliation, have ERB
       personnel submit a proper follow-up based on current status and
       customer response as indicated below.

       (1) Material has been received.   _____

       (2) Material is NLR.   _____

       (3) Material is still required.   _____

11. Can ERB personnel interactively process Incoming Status in R-Supply/NALCOMIS? (paragraph 5201.7d2)   0   1   2

   a.   Task. Have ERB personnel process status in R-Supply/NALCOMIS

      (1) Status loaded in NALCOMIS.   _____

      (2) Status loaded in R-Supply.   _____

12. Can ERB personnel review and take actions on all DTO Requisitions with cancellation request (AC/AK)? (paragraph 5201.7.d.(3), Appendix S)   0   1   2

   a.   Task. Have ERB personnel review the AC/AK Requisition Listing.

      (1) Proper procedure for AC_ follow-up.   _____

      (2) Proper procedure for AK_ follow-up.   _____

      (3) Frequency/retention of report being worked.   _____

13. Can ERB personnel correct Consumable DTO Records appearing on the Daily Suspended Transaction Listing? (paragraph 5201.7e)   0   1   2   3

   a.   Task. Have ERB personnel process Suspended Transactions appearing on the Suspense Report.

      (1) Process DTO requisitions.   _____

      (2) Frequency/retention of reports being worked.   _____

14. Can ERB personnel review the Stock Control Review Listing? (paragraph 5201.7f)   0   1   2   3

   a.   Task. Have ERB personnel review and take action on transactions from the Stock Control Listing.

      (1) Review Cancelled in Suspense DTO Records.   _____

      (2) Review Canceled Incoming Status DTO Records.   _____

      (3) Frequency/retention of reports being worked.   _____

15. Can ERB personnel identify, research and process requisitions with Overaged Shipping Status? (paragraph 5201.7g)   0   1   2

   a.   Task. Have ERB personnel request a listing to identify requisitions with Overaged Shipping Status and take appropriate action.

      (1) Conduct research to determine whether or not   _____
          Material has been received.

      (2) CMD/RMD Coordination.   _____

      (3) SDR Processing.   _____

      (4) Repairable Survey coordination.   _____

16. Can ERB personnel identify and process requisitions with no Status in R-Supply? (paragraph 5201.7h)   0   1   2

   a. Task. Have ERB personnel request a listing to identify requisitions with no Status in R-Supply and take appropriate action as described below.

      (1) Request appropriate requisition listing.   _____

      (2) Submit appropriate follow-up.   _____

      (3) Frequency/retention of reports being worked.   _____

17. Does ERB process all DTO AP_ Records from the Quarterly External MOV and are they validated and returned within 10 days? (paragraph 5201.8)
   0   1   2

18. Can ERB personnel identify and process requisitions with material on hand? (paragraph 5201.9)   0   1

      (1) Request appropriate listing.   _____

      (2) Take appropriate action.   _____

      (3) RMD/CMD coordination.   _____

      (4) Frequency/retention of reports being worked.   _____

19. Does ERB update the supply information on the daily AMSRR? (paragraph 5201.10)   0   1

Consumables Management Division (CMD)

MALS_____   DATE_____

OIC_____   SNCOIC_____

Inspector_____   CMD Grade_____

SRB Grade_____   CCB Grade_____

CDB Grade_____   CSB Grade_____

CSS Grade_____   CIS Grade_____

PEB Grade_____   SNCOIC/OIC GRADE_____

                                     Assigned   Remarks

OIC (6604): CWO2   _____   _____

SNCOIC (6672): MSgt   _____   _____

Consumable Delivery Branch

NCOIC (6672): Sgt   _____   _____

Avn Supply Spec/Driver (6672): Cpl   _____   _____

Avn Supply Spec/Driver (6672): LCpl _____   _____

Avn Supply Spec/Driver (6672): LCpl _____   _____

Supply Receiving Branch

NCOIC (6672): Sgt   _____   _____

Avn Supply Spec(6672): Cpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Consumable Storage Branch

SNCOIC (6672): GySgt   _____   _____

Avn Supply Spec(6672): Sgt   _____   _____

Avn Supply Spec(6672): Cpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Pre-Expended Bins

NCOIC (6672): Cpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Consumable Control Branch

SNCOIC (6672): SSgt   _____   _____

Avn Supply Spec(6672): Sgt   _____   _____

Avn Supply Spec(6672): Cpl   _____   _____

Avn Supply Spec(6672): LCpl   _____   _____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

1. Does the OIC/SNCOIC have on hand current and accurate turnover jacket, which outlines specific duties and responsibilities?   0   1

2. Does the OIC/SNCOIC support the long term technical training plan of the AvnSupO? (paragraph 6001.2)   0   1   2   3

    a. Divisional Technical Training Program.

        (1) Task. Review the OIC/SNCOIC's Divisional Technical Training Program.

            (a) Execute Divisional Technical Training three times a month.

            (b) Monthly Technical Training Schedule.

            (c) Training subjects relevant to Aviation Logistics.

            (d) Training period scheduled at a minimum for one hour.

            (e) Signed Lesson Plan.

            (f) 10 Test Questions.

            (g) Attendance Roster.

    b. Departmental Technical Training Program.

        (1) Task. Ensure personnel are attending Departmental Technical Training once per month.

3. Does the OIC/SNCOIC retain a current copy of the Document Serial Number Assignment Order? (Appendix A)   0   1

4. Does the OIC/SNCOIC have a System Non-Availability Plan and are able perform tasks associated with it?   0   1   2

        (1) Task. Ensure personnel perform tasks associated with the System Non-Availability Plan.

            (a) Demonstrate the process for the PDEF.   _____

            (b) Demonstrate Contingency Back Fitting Procedures.   _____

            (c) Verify a current MSSLL is maintained.   _____

            (d) Verify a current Part Number Cross Reference Listing is maintained.   _____

Supply Receiving Branch (SRB)

1. Does SRB maintain a PDEF to hold source documents during temporary system
    non-availability? (paragraph 6101.1)   0   1

2. Does SRB personnel utilize the Document Serial Number Assignment Order to
    ensure proper distribution of receipted material? (paragraph 6101.2)
    0   1

3. Does SRB screen material received from external sources to ensure it is
    marked for the MALS or a supported unit? (paragraph 6101.3,)
    0   1   2   3

    a. Task. Demonstrate screening and segregation of incoming material for
        type, condition and quantity. (paragraph 6101.3a(1), (2), (3), (4),
        reference (w), volume I, chapter 4

        (1) Incoming Stock Material   _____

        (2) DTO Material   _____

        (3) Classified Material   _____

        (4) All other material   _____

        (5) Identify material requiring an SDR   _____

        (6) Identify/segregate incoming repairable items   _____

        (7) Process/inspect multi packs   _____

4. Does SRB adhere to procedures for the receipt of material? (paragraph
    6101.4, reference (w), volume I, chapter 4)   0   1   2   3

    a. Task. Demonstrate Receipt On Board processing in NALCOMIS.
        (paragraph 6101.4a)

        (1) DTO Material to be delivered to customer   _____

        (2) DTO Material diverted to stock   _____

        (3) DTO Material with no DDSN on file   _____

        (4) PEB DTO Material   _____

    b. Task. Demonstrate Consumables Receipt In Process. (paragraph
        6101.4b)

        (1) Stock Receipts using IBS   _____

        (2) Stock Receipts using R-Supply   _____

5. Does SRB personnel take appropriate action and process Other Special
Receipt Material as outlined within the ASDTP? (paragraph 6102.1, 6102.2,
6102.3, 6102.4, 6102.5)   0   1   2

a. Task. Demonstrate an understanding of Special Circumstances Receipt Processing.

(1) Receipt Quantity versus Actual Ready for Use Quantity   _____

(2) Suffix Coded Requisitions   _____

(3) Non availability of IBS   _____

(4) Frustrated Cargo   _____

(5) Handling Hazardous Cargo   _____

Consumable Delivery Branch (CDB)

1. Does CDB maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6201.1)   0   1

2. Does CDB personnel process transactions appearing in the NALCOMIS Mailboxes on a daily basis? (paragraph 6201.2, 6201.3)
    0   1   2   3

    a. Task. Demonstrate the ability to clear the following Mailboxes.

        (1) ISSIP DDSN   _____

        (2) DTO ROB   _____

3. Does CDB personnel obtain a printed name, signature, Julian date and time from the customer when material is delivered to the Squadron/Work Center; and successfully process PODs with the appropriate annotations?
    (paragraph 6201.4, 6201.5)   0   1   2

4. Can CDB personnel process a Proof Of Delivery (POD) in NALCOMIS for all customers except Awaiting Parts Branch (AWP)? (Paragraph 6201.4b, 6201.5b)
    0   1   2   3

    a. Task. Demonstrate the ability to process.

        (1) Proof Of Delivery (POD)   _____

Consumable Storage Section (CSS)

1. Does CSS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6311.1)   0   1

2. Does CSS personnel process the Delayed Receipt Report? (paragraph 6311.2)
    0   1   2

3. Does CSS personnel process IBS Management Reports? (paragraph 6311.3)
    0   1   2   3

    a. Task. When applicable, can CSS review and process IBS Management Reports on a daily basis and demonstrate the ability to operate IBS? (paragraph 6311.3a, b and c)

        (1) RIPs With No Matching Processed Receipts.   _____

        (2) Processed Receipts With No Matching RIPs.   _____

        (3) Overage and Shortages from Processed Receipts   _____
             and RIP quantities.

        (4) NIIN difference between processed Receipts and RIPs. _____

        (5) Export report sent to R-Supply for processing.   _____

        (6) Batch Receipt Processing Report (JSS205).   _____

4. Does CSS maintain all procedures, files and publications pertaining to the handling Hazardous Material in accordance with Appendix Q and Appendix L? (paragraph 6311.4, 6311.5 6311.13
    0   1   2

    a. Task. Demonstrate the ability to handle and manage Hazardous Material. (paragraph 6311.4, 6311.13,)

        (1) Maintain MSDS Sheets for all processed HAZMAT.   _____

        (2) Use of Hazardous Material Information Resource System
             (HMIRS), Hazardous Item List Microfiche Publication,
             CD ROM or http://www.dlis.dla.mil.hmirs.   _____

        (3) HAZMAT Material identified on the SIR with
             an HZ LMC.   _____

        (4) Appropriately assigned ARRC, No Drop and Limit Flags _____

        (5) Maintain publications identified within the ASDTP _____

5. Is the Hazardous Material Coordinator and Spill Response Team assigned in writing by the Commanding Officer? (paragraph 6311.5, 13)
    0   1   2

    a. Appointment Letters.   _____

        (1) HAZMAT/HAZWASTE Coordinator.   _____

      (2) Assistant HAZMAT/HAZWASTE Coordinator.   _____

      (3) Spill Response Team.   _____

   b. Are three years of appointment letters on file?   _____

      (1) HAZMAT/HAZWASTE Coordinator.   _____

      (2) Assistant HAZMAT/HAZWASTE Coordinator.   _____

      (3) Spill Response Team.   _____

6. Does CSS maintain a CTF in Julian date sequence? (paragraph 6311.6)
   0   1

7. Does CSS maintain a CTF for current and two prior fiscal years?
   (paragraph 6311.6) 0   1

8. Does CSS process Stows in R-Supply or IBS (when applicable) as outlined
   in ASDTP? (paragraph 6311.7)   0   1   2   3

   a. Task. Demonstrate the ability to process incoming receipts.
      (paragraph 6311.7)

      (1) Stowage procedures utilizing IBS   _____

      (2) Stowage procedures manually   _____

      (3) Forward receipts for inclusion to the CTF   _____

      (4) Accountability of the Barcode Scanners   _____

      (5) Receipt data download frequency (IBS only)   _____

9. Does CSS conduct Location Audit Program (LAP) annually? (paragraph
   6311.9, Appendix E)   0   1   2   3

      (1) Stock Number   _____

      (2) Location   _____

      (3) Unit of Issue   _____

      (4) Shelf Life expiration date   _____

      (5) Serviceable Label-Material Tag, DD Form 1574-1   _____

10. Does CSS utilize the R-Supply>Inv>Maintain Storeroom Location to perform
   Location Additions, Changes or Deletions? (paragraph 6311.10)
   0   1   2

   a. Task. Demonstrate the ability to update storeroom locations in R-
      Supply.

      (1) Additions   _____

(2) Changes _____

(3) Deletions _____

11. Does CSS process the Store Room Action Listing? (paragraph 6311.11)
    0   1

    a.   Task. Demonstrate the following:

       (1) NSN Changes _____

       (2) Unit of Issue Changes _____

       (3) Security Code Changes _____

       (4) SLC/SLAC Code Changes _____

       (5) Exhausted, Deleted, Superseded and Condemned Stock _____

12. Does CSS conduct a Shelf Life Review on a quarterly basis? (paragraph
    6311.12, Appendix L)   0   1   2   3

    a.   Task. Demonstrate a Shelf Life Review.

       (1) Validate Expiration Date _____

       (2) SLC _____

       (3) SLAC _____

       (4) Rotation on Material _____

13. Does CSS maintain an effective ESD Program? (paragraph 6311.14)
    0   1   2

    a.   Task. Demonstrate ESD responsibilities. (paragraph 6311.14),
       (Reference (ac), Ch 10) _____

       (1) ESD Material stored in ESD Protective Packaging _____

       (2) Work Station assigned with required ESD Material _____

       (3) Signs posted to identify ESD Work Station Area _____

       (4) Indoctrination and refresher training conducted for
           all personnel that handle, inspect, package and
           transport ESD material. _____

14. Does the CSS maintain the following files/reports/letters? (paragraph
    6311.13, reference (ac))   0   1   2

       (1) ESD Program/Coordinator Designation Assignment Letter _____

       (2) ESD Program File _____

       (3) Quality Assurance Quarterly Audits and Results _____

15. Does CSS personnel process Defective Material Summaries? (paragraph 6311.15)   0   1

16. Are all large (bulk) stock items maintained in a controlled environment, visibly marked, identifiable and protected in accordance with storage procedures? (reference (w), volume I, paragraph 4603)   0   1

Consumable Issue Section (CIS)

1. Does CIS maintain a PDEF to hold source documents during temporary system non-availability? (paragraph 6321.1)   0   1

2. Does CIS personnel properly process NALCOMIS Request Documents for consumable material? (paragraph 6321.5)   0   1

    a. Task. Demonstrate processing requests for Consumable Material.

        (1) Total Quantity Available   _____

        (2) Partial Quantity Available   _____

        (3) Total Quantity Not-In-Stock (NIS)   _____

        (4) Shelf Life Material   _____

3. Does CIS personnel properly maintain NALCOMIS Mailboxes? (paragraph 6321.3)   0   1

    a. Task. Exhibit the ability to process:

        (1) INPRO   _____

        (2) ISSIP   _____

        (3) Not In Stock   _____

        (4) Not Carried   _____

        (5) Cancellation   _____

4. Does CIS personnel properly maintain a Pending Issues Listing (JSL314)? (paragraph 6321.4).   0   1

    a. Task. Show the skill to process Pending Issues.

        (1) Material Request Internal   _____

        (2) Material Request External   _____

        (3) Annotations   _____

5. Can CIS personnel demonstrate the ability to conduct and initiate a Spot Inventory? (paragraph 6321.5c(3))   0   1   2

6. Does CIS personnel assist in the Consumable Excess Program? (paragraph 6321.6)   0   1   2

    a. Task. Show 1348-1A preparation for Off-Load.

        (1) Locate Off-Load Quantity   _____

        (2) 1348-1A Quantity Annotations   _____

Consumable Control Branch (CCB)

1. Does CCB maintain a PDEF to hold source documents during temporary system non-availability?   (paragraph 6401.1)   0   1

2. Does CCB personnel maintain a Survey File? (paragraph 6401.2, Appendix R)
    0   1   2

    a. Task. Review the Survey File for accuracy and completeness.

        (1) Pending Approval   _____

        (2) Completed Signed Survey   _____

        (3) Causative Adjustment Research   _____

        (4) NIIN Sequence   _____

        (5) Four Fiscal Years (current and three prior fiscal years)   _____

3. Does CCB personnel properly maintain a current signed Pack-up Listing for all deployed pack-ups? (paragraph 6401.3, 6401.16a, Appendix 'I')
    0   1   2

4. Demonstrate how Pack-up Replenishment Requisitions from deployed units are being processed. (paragraph 6401.16c, Appendix 'I')   0   1

5. Demonstrate how CCB reconciles with deployed squadrons in order to replenish PEB and Consumable Pack-ups. (paragraph 6401.16c, Appendix 'I')
    0   1

6. Demonstrate how CCB reconciles with deployed squadrons upon the return of PEB and Consumable Pack-ups. (paragraph 6401.16d, Appendix 'I')
    0   1

7. Demonstrate the CCB process for Pack-up return. (paragraph 6401.16d, Appendix 'I')   0   1

8. Does CCB maintain a Master Stock Status Locator Listing (MSSLL)? (paragraph 6401.04)   0   1

9. Does CCB maintain a Part Number File (PNF)? (paragraph 6401.5)
    0   1

10. Does CCB personnel properly maintain a Listing and Letter of Authorization of Special Management Codes/Flags used in the Stock Item Query? (paragraph 6401.6,6401.14f)   0   1   2   3

    a. Task. Review and file LMC, ARRC, Limit and No Drop Flag Letter and listing for accuracy and completeness.

        (1) Authorization Letter   _____

        (2) LMC   _____

        (3) ARRC   _____

(4) Limit Flag   _____

(5) No Drop Flag   _____

b. Task. Demonstrate how to extract the following:

(1) LMC   _____

(2) ARRC   _____

(3) Limit Flag   _____

(4) No Drop Flag   _____

11. Does CCB personnel properly maintain a Supply Discrepancy
    Report(SDR)/Transportation Discrepancy Report(TDR) File? (paragraph
    6401.8, Appendix Z, reference (Z))   0   1   2

a. Task. File a Supply Discrepancy Report.

(1) Original Request   _____

(2) Disposition Instructions   _____

(3) Maintained in NIIN sequence   _____

(4) Maintained for three years   _____

12. Does CCB personnel schedule and process Level Settings? (paragraph
    6401.9)   0   1   2   3

a. Task. Demonstrate the ability to identify Level Set Parameters and
    review the output.

(1) OST   _____

(2) Safety Level Factor   _____

(3) Demand Based Item Qualification Period   _____

(4) DBI Qualification Frequency   _____

(5) DBI Retention Determination Period   _____

(6) DBI Retention Frequency   _____

(7) Economic Retention   _____

(8) Trial (Part 1-10)   _____

13. Does CCB personnel review and file the Level Set/Demand History Reports?
    (paragraph 6401.9) 0   1   2   3

a. Trial/Live   _____

b. Annotations   _____

c. Retention timeframe   _____

   (1) Monthly (ATC 6-8)   _____

   (2) Quarterly (ATC 1-9)   _____

14. Does CCB personnel utilize an Automatic Reorder for Consumable Stock?
    (paragraph 6401.10b(1)(2))   0   1   2   3

   a. Task. Demonstrate the ability to process an Automatic Reorder.

      (1) Computations   _____

      (2) Trial   _____

      (3) Initial Review   _____

      (4) Live   _____

      (5) Final Review   _____

      (6) Release   _____

15. Does CCB personnel review and properly maintain consumable stock
    requisitions with No Status? (paragraph 6401.10c, Appendix S)
    0   1   2

   a. Task. Demonstrate the ability to request and review a No Status
    Report for Consumable Stock.

      (1) Action taken   _____

      (2) Frequency   _____

16. Does CCB personnel review and maintain consumable stock requisitions?
    (paragraph 6401.10d, Appendix S)   0   1   2   3

   a. Task. Demonstrate the ability to review stock requisitions
    follow-ups.

      (1) Cancellations   _____

      (2) Proper Annotations   _____

      (3) Frequency   _____

17. Does CCB personnel review, maintain and identify consumable stock
    requisitions with Overage Shipment Status and process Lost In Shipment?
    (paragraph 6401.10f, Appendix R, Appendix Z)   0   1   2

   a. Task. Demonstrate the processes for working Overage Shipment Status
    Requisitions with EMV less than $2,500.

      (1) CTF/IMS   _____

      (2) Location Validation   _____

      (3) System Validation   _____

      (4) Receipt Process   _____

      (5) DD Form 200 (bulk)   _____

  b. Task. Demonstrate the processes for working Overage shipping status requisitions with EMV greater than $2,500.

      (1) CTF/IMS   _____

      (2) Location Validation   _____

      (3) System Validation   _____

      (4) Receipt Process   _____

      (5) DD Form 200   _____

      (6) Supply Discrepancy Report   _____

      (7) YE1 submission   _____

18. Does CCB personnel review and maintain consumable stock requisitions that are excess on order and properly submit cancellation status? (paragraph 6401.10g, Appendix S)   0   1   2

  a. Task. Demonstrate the ability to request and review the report for consumable stock.

      (1) Action taken   _____

      (2) Frequency   _____

19. Does CCB personnel conduct Location Consolidation/Location Reconciliation for consumable material? (paragraph 6401.11b, Appendix E)
  0   1   2   3

  a. Task. Perform the following.

      (1) Location Consolidation

         (a) Supply Comparison Report   _____

         (b) Dual Locations   _____

      (2) Location Reconciliation

         (a) Stock Number   _____

         (b) Location   _____

         (c) Unit of Issue   _____

         (d) Shelf Life Expiration Date   _____

(e) Serviceable Label-Material Tag, DD Form 1574-1 _____

20. Does CCB personnel conduct scheduled inventories for consumable material? (paragraph 6401.11c, Appendix F)   0   1   2   3

    a.   Task.   Demonstrate the following.

        (1) Schedule _____

        (2) Counts _____

        (3) Causative Research _____

            (a) Gains _____

            (b) Losses _____

        (4) Inventory Status and Reporting _____

21. Does CCB personnel make inventory adjustments resulting from Spot Inventories? (Paragraph 6401.11e, 6401.11d(1)(2)(3), Appendix F) 0   1   2   3

    a.   Task.   Demonstrate the following.

        (1) Location validation _____

        (2) Conduct Causative Research _____

            (a) Gains _____

            (b) Losses _____

22. Does CCB identify and process Excess Off-Loads as required? (paragraph 6401.11f,)   0   1   2

23. Does CCB personnel correct, process and annotate corrective actions on each consumable transaction contained within the Suspended Transaction/Interface Summary Reports? (paragraph 6401.12b,c,d, appendix C)   0   1   2

24. Does CCB personnel review and maintain the Stock Control Review Listing? (paragraph 6401.12e)   0   1   2

25. Does CCB personnel process rescreens? (paragraph 6401.13b)   0   1

26. Does CCB personnel process frustrated cargo? (paragraph 6401.13d,6401.19)   0   1

27. Does CCB understand the No Longer Required Material Turn-in Process? (paragraph 6401.13e)   0   1

28. Does the CCB review and maintain the following reports? (paragraph 6401.14b,c,d TABLE 6-2)   0   1

    a.   SAMMA/SAL _____

b. AVCAL/COSAL Percentage Report   _____

c. Supply Effectiveness Report   _____

29. Does CCB personnel produce reports as a result of R-Supply Change Notice Processing worked in accordance with established procedures? (paragraph 6401.14e)   1   2

    a. Task. Exhibit a properly maintained file.

        (1) Store Room Action Listing (SAL)   _____

        (2) Stock Control Decision Listing (SCDL)   _____

        (3) Repairables MCC Decision Listing (RMDL) _____

        (4) Change Notice Error Report   _____

30. Does CCB personnel correct, process and annotate corrective actions on consumable transactions contained within the R-Supply/NALCOMIS Reconciliation Reports? (Paragraph 6401.15)   0   1

31. Does the CCB establish and maintain allowances for material required to support Technical Compliance Directives (TDCs)? (paragraph 6401.17)   0   1

32. Does the CCB review/submit ACRs for consumable items when required? (paragraph 6401.18)   0   1

33. Does CCB research and correct the NAVICP Stock in Transit (SIT) discrepancies within NITA for consumables? (paragraph 6401.19)   0   1   2   3

Pre-Expended Branch (PEB)

1. Does PEB personnel maintain and review the following files? (paragraph 6501.1, 6501.2, 6501.6c(4),6501.7,6501.11,6501.12b, table 6-3)
   0   1   2

   a. PEB High Dollar Value Letter   _____

   b. PEB Change Request File   _____

   c. PEB Candidate Listings   _____

   d. PEB Replenishment Review   _____

2. Does PEB personnel maintain, review and reconcile all Outstanding PEB DTO Requisitions? (paragraph 6501.9a(1)(2)(3)(4)(5), table 6-3)
   0   1   2

   a. PEB DTO No Status   _____

   b. PEB DTO Monthly Reconciliation   _____

   c. PEB DTO Overage   _____

   d. PEB DTO AC1/AK1 Cancellation   _____

   e. PEB DTO MOV   _____

3. Does PEB personnel maintain and review the following files? (paragraph 6501.9a(6)(7)(8)(9), table 6-3)   0   1

   a. Suspended Transaction Report   _____

   b. Interface Report   _____

   c. Stock Control Review Listing   _____

   d. PEB R-Supply/NALCOMIS Reconciliation   _____

4. Does PEB personnel review all PEB DTO rescreens? (paragraph 6501.10)
   0   1

5. Does PEB personnel establish sites in accordance with ASDTP Guidelines? (paragraph 6501.6b)   0   1   2   3

   a. Task. Explain the following steps:

       (1) SMD/SAA coordination   _____

       (2) Input NALCOMIS Data Sets   _____

       (3) NSN establishment   _____

6. Does PEB personnel maintain and replenish sites? (paragraph 6501.3, 6501.5, 6501.6c)   0   1   2   3

   a. Task. Describe procedures to process ISPEB Mailbox Actions.

(1) Full Quantity Issues _____

(2) Partial Quantity Issues _____

(3) Not-In-Stock (NIS) Actions _____

b. Task. Describe procedures to process PEB Replenishment.

(1) AWREL Action _____

(2) CXPEB Action _____

(3) Not-In-Stock (NIS) Actions _____

7. Does PEB personnel review and process PEB Change Requests? (paragraph 6501.7)   0   1   2

a. Task. Demonstrate the process of each requirement.

(1) Additions _____

(2) Deletions _____

(3) Changes _____

8. Does PEB personnel visit each Authorized OMA/IMA PEB Site on a quarterly basis to inspect/inventory locations? (paragraph 6501.5)
0   1   2   3

9. Are PEB Flags set for all Authorized PEB Items? (paragraph 6501.8)
0   1   2   3

10. Does PEB personnel request and review Automated Demand Frequency Report quarterly? (paragraph 6501.11)   0   1   2

a. Task. Demonstrate an understanding of each process listed.

(1) Loading of PEB Candidates _____

(2) PEB Candidates High Limit List _____

(3) PEB Inventory With No Matching PEB Candidate _____

(4) Range Adds Exclusions _____

(5) Range Adds Qualifying Demands _____

(6) Range Adds Qualifying Combined Demand _____

(7) Excess Range Report _____

(8) High Limit Adjustment Update _____

11. Does PEB personnel establish, assemble and maintain all Phase Maintenance Kits? (paragraph 6501.12)   0   1   2

Squadron Support Division (SSD)
_____

MALS_____   Date_____

OIC_____ SNCOIC_____

Inspector_____   CAB Grade_____

CRB Grade_____

A.   Assigned   Remarks

OIC (6602): 1stLt   _____ _____

SNCOIC (6672): GySgt   _____ _____

Custody Assistance Branch

NCOIC (6672): Sgt   _____ _____

Avn Supply Spec (6672): Cpl   _____ _____

Custody Records Branch

NCOIC (6672): Sgt   _____ _____

Avn Supply Spec (6672): LCpl   _____ _____

Additional personnel assigned in excess of T/O (Augments):

1. _____

2. _____

3. _____

4. _____

5. _____

OIC/SNCOIC

1. Does the OIC/SNCOIC have a current and accurate turnover jacket, which outlines specific duties and responsibilities?   0   1

2. Does the OIC/SNCOIC support the long term technical training plan of the AvnSupO? (paragraph 7001.2)   0   1   2   3

    a. Divisional Technical Training Program.

        (1) Task. Review the OIC/SNCOIC's Divisional Technical Training Program.

                (a) Execute Divisional Technical Training three times a month

                (b) Monthly Technical Training Schedule

                (c) Training subjects relevant to Aviation Logistics

                (d) Training period scheduled at minimum for one hour

                (e) Signed Lesson Plan

                (f) 10 Test Questions

                (g) Attendance Roster

    b. Departmental Technical Training Program.

        (1) Task. Ensure personnel are attending Departmental Technical Training once per month.

Customer Assistance Branch (CAB)

1. Does CAB maintain an Open Purchase/Contract/GCPC Request File documenting procurement of Non-Standard Material/Services from commercial activities/vendors? (paragraph 7101.1)   0   1   2   3

    a. Task: Demonstrate how to process a Non-JCN Request for Material and Services. (i.e., Open Purchase (OP), Contract and/or GCPC Transaction). (Appendix K)

        (1) Perform Technical Research   _____

        (2) Prepare the Requisition Form (GCPC)   _____

        (3) Prepare PRBuilder (OP/Contracts)   _____

        (4) Validate the Requisition Form   _____

        (5) Enter Requisition into R-SUPPLY   _____

2. Does CAB file the completed documents in the CTF? (paragraph 7101.1b)   0   1

3. Does CAB maintain a GCPC Program IAW with DON policies and procedures which includes maintaining control, accountability and overall card security as outlined in the provisions of the GCPC Program? (Reference (j) & Appendix K)   0   1   2   3

    a. Task: Demonstrate how to load the latest status for Block (Bulk) Funding Documents and purchase card requirements. (paragraph 7101.1c(4), 7101.7a, Appendix K)

        (1) Ensure Block Funding Documents are inputted by SAD   _____

        (2) Load YE1s on MVO documents in R-Supply   _____

        (3) Post X73   _____

    b. Task: Demonstrate how entries are made into the GCPC Purchase Log. (paragraph 7101.1c(5))

        (1) Date the item or service was ordered   _____

        (2) The Merchant's Name   _____

        (3) The dollar amount of the transaction   _____

        (4) A description of the item or service ordered   _____

        (5) Paid, but not received (paid and confirmed)   _____

        (6) Credit received   _____

        (7) Mandatory sources screened and properly annotated   _____

c. Task: Reconciliation/Validate GCPC Monthly Invoices.

    (1) Split purchases   _____

    (2) Purchase limits for GCPC   _____

    (3) Purchases for other than authorized US   _____
        Government purchases.

    (4) Charges incurred as they appear on the NAVCOMPT   _____
        2035 Statement.

4. Does CAB maintain an Authorized Signature File?
(paragraph 7101.2)   0   1   2

    a.   Task: Are the following letters maintained?

    (1) Open Purchase   ____

    (2) Servmart/DOD EMALL   ____

    (3) Flight Equipment   ____

    (4) Tool Control Program   ____

    (5) Removal and submission of property to/from DRMO   ____

5. Does CAB maintain a DRMO Material Program?
6. (paragraph 7101.3)   0   1   2   3

    a. Task: Maintain a DRMO Material Turn-in File. (paragraph 7101.3)

    (1) DD-1348-1/1A shipping documents for material turned-   _____
        in to DRMO.

    (2) Ensure DD-1348-1/1A is attached to (original)   _____
        turn-in request.

    (3) Julian date sequence   _____

    (4) Current and two prior fiscal years   _____

    b. Task: Assist supported units with turn-in of Non-Aeronautical
    Controlled Equipage.(paragraph 7101.6)

    (1) Turn-in of Non-Aeronautical Control Equipage   _____

    (2) Material requiring Inventory Manager Disposal   _____
        Authority

    (3) Material not requiring Inventory Manager   _____
        Disposal Authority

    (4) Scrap and Waste   _____

7. Does CAB reconcile outstanding requisitions processed through SSD?
    (paragraph 7101.7)   0   1   2   3

    a. Task: Submit follow-ups on outstanding requisitions.
        (paragraph 7101.7)

        (1) RECAID Annotation   _____

        (2) Current and Prior   _____

8. Does CAB properly maintain a Tool Control Purchasing Program?
    (paragraph 7101.8, IAW Local Procedures)   0   1   2   3

    a. Task: Demonstrate the process of the Tool Control Purchase
        Program.

            (a) Verify BTRs are with each tool turned-in   _____

            (b) Are naval messages attached with Initial Issue

                Requests   _____

            (c) Is there a turn-in with each Tool Request or a

                Missing Tool Report (MTR) for lost/missing tools _____

            (d) Is CAB reconciling on a weekly basis   _____

9. Does CAB maintain a SERVMART/DOD EMALL Program?
    (paragraph 7101.9)   0   1   2   3

    a. Task: Review and verify SERVMART/DOD EMALL requests.
        (paragraph 7101.9)

        (1) SERVMART/DOD EMALL Suspense File electronic/manual   _____

        (2) Approved Signatures   _____

        (3) Excessive Quantities   _____

        (4) Duplicate Items   _____

        (5) Unauthorized Purchases   _____

        (6) Tool Control   _____

        (7) Seperation of functions   _____

10. Does SSD process Suspended Transactions?
    (paragraph 7101.10)   0   1   2   3

    a. Task: Have CAB personnel demonstrate how to process Suspended
        Transactions for the below categories: (paragraph 7101.10)

        (1) DTO AO   _____

        (2) Incoming Status   _____

11. Does CAB review and validate the Stock Control Review Listing (SCRL) daily? (paragraph 7101.11)   0   1

12. Does CAB review and submit proper follow-ups on Overage Shipment Status? (paragraph 7101.14d)   0   1

13. Does CAB review and submit proper follow-ups on the No Status Report weekly? (paragraph 7101.14e)   0   1

14. Does CAB review and validate the External MOV on a quarterly basis? (paragraph 7101.15)   0   1

15. Can CAB personnel properly conduct Internal Requisition Reconciliations? (paragraph 7101.13 & 7101.14)   0   1   2

    a. Task. Conduct an Internal Reconciliation with a supported customer.

        (1) Request appropriate Reconciliation Aid   _____

        (2) Schedule reconciliation with customer   _____

        (3) Ensure Reconciliation Aid is annotated as required _____

        (4) Identify timeframe for reconciliation by IPG   _____

16. Can CAB personnel properly review the status of outstanding requisitions and initiate appropriate follow-up action? (paragraph 7101.13, 7101.14 & Appendix S)   0   1   2

    a. Task. Upon completion of the Internal Reconciliation, have CAB personnel submit a proper follow-up based on current status and customer response as indicated below.

        (1) Material has been received   _____

        (2) Material is no longer required   _____

        (3) Material is still required   _____

17. Can CAB personnel interactively process Incoming Status in R-Supply/NALCOMIS? (paragraph 7101.14c(2))   0   1   2   3

    a. Task. Have ERB personnel process status in R-Supply/NALCOMIS

        (1) Load status in NALCOMIS   _____

        (2) Load status in R-Supply   _____

18. Can CAB personnel identify, research and process requisitions with Overaged Shipping Status? (paragraph 7101.14d)   0   1   2

    a. Task. Have CAB personnel request a listing to identify requisitions with Overaged Shipping Status and take appropriate action as described below.

        (1) Conduct research to determine whether or not   _____

material has been received.

    (2) CMD/RMD coordination   _____

    (3) SDR/LIS processing   _____

    (4) Repairable Survey coordination   _____

19. Can CAB personnel identify and process requisitions with No Status in R-Supply? (paragraph 7101.14e)   0 1 2

    a. Task. Have CAB personnel request a listing to identify requisitions with No Status in R-Supply and take appropriate action as described below.

        (1) Request appropriate requisition listing   _____

        (2) Submit appropriate follow-up   _____

        (3) Identify frequency/retention of reports being worked _____

20. Does CAB process all DTO AP_ Records from the Quarterly External MOV and are they validated and returned within 10 days?
(paragraph 7101.15)   0 1 2

Custody Records Branch (CRB)

1. Does CRB maintain a manual or mechanized Custodial Records File, which consists of a Master and Sub Custody Sets for all Organizational Allowances? (paragraph 7201.1a)   0   1

2. Does CRB maintain an Assignment Letter File of all personnel designated as the Responsible Officer for all Organizational Allowance Material? (paragraph 7201.2)   0   1

3. Does CRB maintain a file of Pending/Completed Survey Forms (DD Form 200) for custodial material that has been surveyed? (paragraph 7201.3)   0   1

4. Are surveys being initiated, processed and completed in accordance with procedures outlined and as mandated by instructions provided to the Responsible Officers by SSD? (paragraph 7201.3, Appendix R)   0   1

5. Has CRB established a Custody Record History File (CRHF)? (paragraph 7201.4)   0   1

6. Is the CRHF in squadron then line number sequence and retained for a period of three years? (paragraph 7201.4)   0   1

7. Does CRB maintain a Budget File of the Mid-Year and Annual Budget submissions? (paragraph 7201.5)   0   1

8. Does CRB maintain the Budget File for current and two prior fiscal years? (paragraph 7201.5)   0   1

9. Does CRB maintain an Allowance Revision File for Pending, Approved and Disapproved Requests for Additions, Deletions or Changes to Authorized Allowances? (paragraph 7201.7)   0   1

10. Does CRB request and submit Additions/Deletions/Changes to the TBA in accordance with the ASDTP? (paragraph 7201.7)   0   1   2   3

    a. Task: Process a request for additions to the TBA.

        (1) Paper copy in Allowance Revision File   _____

    b. Task: Process a request for deletion to the TBA.

        (1) Paper copy in Allowance Revision File   _____

    c. Task: Process a request for changes to the TBA.

        (1) Paper copy in Allowance Revision File   _____

12. Does CRB maintain the following required SSD publications and instructions and are they current all changes incorporated? (paragraph 7201.8)   0   1

    a. OPNAVINST 10200.1_, Policy Governing Tool Control Procedures   _____

b. TM 3125-OI/1, Table of Basic Allowances for Fleet Marine
    Forces Aviation Units   _____

c. NAVAIR 00-35QH-2, Section H, NAVAIR Allowance List of
    Aviation Life Support System and Airborne Operational
    Equipment for Aircraft Squadrons Navy and Marine Corps   _____

d. COMNAVAIRFORINST 13650.3_, Aircraft Maintenance Material
    Readiness List (AMMRL) Program   _____

e. NAVSUPINST 4200.199_, DON Policies and Procedures for
    the Operation and Management of the Government Purchase
    Card Program.   _____

f. NAVICPINST 4441.170_, COSAL Use and Maintenance Manual   _____

g. NAVICPINST 4441.22_, Test Bench Installations (TBI);
    Policy and Procedures   _____

h. NAVICPINST 4790. 4_, Support Equipment/Airborne Avionics
    Maintenance Assist Modules (MAMs) Policy and Procedures _____

14. Is there an exchange/turn-in of unusable assets prior to any
    replenishment and/or reorder of QH-2 items?
    (paragraph 7201.9b)   0   1

15. Does CRB coordinate with SAD to ensure proper funds are available in
    support of Controlled Equipage Items? (paragraph 7201.9b)   0   1

16. Can CRB prepare Master and Sub Custody Cards for Organizational Allowance
    Material? (paragraph 7201.9d)   0   1   2   3

    a. Task: Demonstrate how to prepare a Manual Master and Sub custody
        Card. (paragraph 7201.9d(1))

        (1) Stamped Master   _____

        (2) Stamped Sub Custody   _____

        (3) Cross reference for substitutes   _____

    b. Task: Prepare an electronic print out of the Mechanized Master and
        Sub Custody Listing.

        (1) Stamped Master   _____

        (2) Stamped Sub Custody   _____

17. Does CRB have on file a letter or listing of all material deemed Not
    Mission Essential from the ROs? (paragraph 7201.9d(2)(d)   0   1

18. Does CRB prepare Master and Sub Custody Cards in accordance with MCO
    P4400.177_? (paragraph 7201.9d)   0   1

19. Does the SSD OIC/SNCOIC sign the mechanized/manual Master Custody Card as
    transactions occur and upon completion of inventories?
    (paragraph 7201.9d)   0   1

20. Does the Master Custody Card On-Hand Balance match the inventory record quantity on the reverse side of the card or does the Mechanized Master Custody Card match the electronic database?
(paragraph 7201.9d)   0   1

21. Are changes in the On-Hand Balance in manual records or deletion/additions on the mechanized copy supported by corresponding documents and/or documented entries? (paragraph 7201.9d)   0   1

22. Does the CRB maintain Sub Custody Cards separately from the Master Cards?
(paragraph 7201.9d)   0   1

23. When there is a change of RO, does the incoming RO sign the Sub Custody Card or mechanized copy to acknowledge custody of the inventory?
(paragraph 7201.9d)   0   1

24. When there is a change of Commanding Officer, but no change in RO, does the RO sign the Sub Custody Card or mechanized copy to acknowledge the inventory? (paragraph 7201.9d)   0   1

25. When an annual inventory is conducted, does the RO sign the Sub Custody Card or mechanized copy to acknowledge the inventory?
(paragraph 7201.9d)   0   1

26. When there is an expenditure or receipt of custodial material, does the RO sign the Sub Custody Card or mechanized copy to acknowledge custody change and acknowledging the change in the inventory balance or addition/deletion on the mechanized copy?
(paragraph 7201.9d)   0   1

27. Does CRB maintain custodial control on all Organizational Material (except for IMRL)? (paragraph 7201.9)   0   1   2   3

    a. Task: Maintain custodial control of Organizational Material.
        (paragraph 7201.9)

        (1) Table of Basic Allowance   _____

        (2) NAVAIR 00-35QH Series   _____

        (3) Maintenance Assist Modules (MAM)   _____

        (4) Test Bench Installations (TBI)   _____

28. Are all MAMs/TBIs established, inventoried and supported by SSD through NAVICP? (paragraph 7201.9c)   0   1   2

29. Does CRB work with the IMA and validate all MAMs/TBIs in conjunction with the FOSP review? (paragraph 7201.9c)   0   1   2

30. Is the information furnished by the following reports and aids generated by the Local Asset Management System (LAMS) or any database/spreadsheet program authorized by the AvnSupO for review and validation?
(paragraph 7201.10)   0   1   2

    a. Requisition Report (paragraph 7201.10a)   _____

NOTE: The Requisition Report provides a listing of all outstanding requisitions, both initial outfitting and replacements. A Master and Individual Squadron Listing can be printed in part number or document number sequence.

b. Deficiency Report (paragraph 7201.10b)   _____

NOTE: The Deficiency Report is a listing of items below the authorized allowance requiring budgeting and/or requisitioning in UIC sequence. The listing must be printed in part number or NIIN sequence every 30 days until all deficiencies have been requisitioned.

c. Budgets (paragraph 7201.10c)   _____

NOTE: Ensure when producing this list special attention is given to validate Mission Essential Material and not Push Material is budgeted.

31. Are all known deficiencies for custodial material properly identified, prioritized and funding requested on the Mid-Year and/or Annual Budget Submissions? (paragraph 7201.10c)   0   1

32. Does CRB conduct inventories of all Organizational Allowance Material in accordance with the ASDTP? (paragraph 7201.11)   0   1   2   3

   a.   Task: Inventory Process

      (1) Quarterly Inventory of Flight Equipment Pool   _____

      (2) Semi-annual inventory of MAMs, TBIs and TBA Accounts   _____

      (3) Post inventory actions   _____

      (4) Completion Letter from RO to the CO   _____

   b.   Task: Conduct an inventory of Controlled Equipage.
           (paragraph 7201.11)

      (1) Inventory of Flight Equipment Pool   _____

      (2) Inventory of MAMs, TBIs and TBA Accounts   _____

33. Are those items approved on submitted budgets, once funding is provided, procured and are the document numbers recorded on the Custody Record as required? (paragraph 7201.12)   0   1

34. Is a Mid-Year Budget Review Input Request Letter submitted to the supported squadrons/work centers at the beginning of November? (paragraph 7201.12)   0   1

35. Does CRB provide SMD a list of identified Custodial Material Deficiencies prior to a unit's deployment? (7201.11h)   0   1

36. Are all requisitions for custodial allowance material properly submitted in accordance with the ASDTP? (paragraph 7201.12)   0   1

37. Does CRB route all Open Purchase Requests for ADP equipment through ALIMS for concurrence/non-concurrence prior to any purchases? (paragraph 7201.11h)   0   1

38.   Does CRB ensure, prior to placing any IMRL material on order, the IMRL Manager provides a copy of the Negative Redistribution Results Paperwork (e.g. Naval Message, E-mail)? (paragraph 7201.13)   0   1

Does CRB coordinate with SAD, prior to placing any initial issue IMRL material and/or initial issue/replacement TBA material, to ensure sufficient 8X Funds? (paragraph 7201.13)   0   1

Appendix I

Deployed Operations

1. Purpose. This appendix provides procedural guidance for preparing and managing support assets during deployments ashore.

2. Background. Marine Corps units are frequently called upon to deploy to remote operating sites and perform operations without immediate access to supply officer's stores. During these operations, aviation supply support is provided in the form of a pack-up (i.e. Contingency Support Package (CSP), Local Support Package (LSP), etc.), the size of which is determined by the expected duration of the deployment and the number of aircraft involved. Preparagraphtory actions are numerous; management procedures are complex and are set forth in the following paragraphs.

3. Pre-Deployment Preparation.

    a. General. Upon notification aviation supply support will be required to support a deployment, the AvnSupO will appoint personnel to deploy and serve as the Supply Logistics Marines for the designated squadron. SMD will provide input and coordinate in conjunction with the appropriate division(s) the publishing of Standard Operating Procedures (SOP) in the form of a Group Order for Deployment Pack-up Operations. Additionally, SMD will act as monitor to ensure the procedures established therein are accomplished.

    b. Procedures.

        (1) Requesting/Receiving Pack-up. The deploying squadron will submit a Logistics Support Request (LSR) to the MALS S-3 (Operations). The Pack-up Serial Number (PSN) to be pulled will be determined by the aircraft Type/Model/Series (T/M/S), number of aircraft involved and the duration of the deployment. Having determined the PSN required, the designated deployment OIC/SNCOIC will (in conjunction with SMD) initiate the following:

            (a) Request (from the SAA) a computer generated listing (by PSN) of the material required to support the deployment. Several options are available (i.e., Support Package Listing, ADHOC, etc.) to accomplish this. This listing (see Figure I-1) will be printed in two parts, Part I lists Consumables and Part II lists Repairables. This listing will be provided with the Part Number Cross Reference Option to assist the deploying squadron with recommended changes. At a minimum, the following data will be displayed:

                1.   Material Control Code (MCC)

                2.   National Stock Number (NSN)

                3.   Unit of Issue (UI)

                4.   Pack-up Allowance

                5.   Part Number

                6.   On-hand (OH) Quantity

                7.   Pack-up Location

8.   Warehouse Location

9.   Nomenclature

INDIVIDUAL SUPPORT PACKAGE LISTING

Batch Rqst Nbr: JSI2412086221

26 Mar 2012

Report I.D.: SI2485MR

11:22:55

User I.D.: bqc6

Page 1 of 1

UIC: V09131 MARINE AVN LOG SQDN 31

NIIN Sequence

Parent UIC: 09131   Serial Number: 118A36

COG	MCC	FSC	NIIN	Nomenclature	UI	STS	Stk Item Allow	Storeroom Location	Cosal Type	Stm Qty	INV CD	SPkg Allow	SPkg Location	Cosal Type	SPkg Qty	INV CD
7R	E	5840	001101019	RECEIVER,RADAR	EA	0	3	RMD097		2		0				
9B		5331	001651942	PACKING,PR	EA	0	100	PBC201		65		10	PBC201		10	
7R	H	2620	001654043	MAIN WHEEL (RUBBER)	EA	0	222	RTIRE1		201		0				
9B		5331	001661041	PACKING,PREFORMED	EA	0	34	CEN208		20		5	AEP031	A	5	
7R	E	5998	010868829	CIRCUIT CARD ASSEMB	EA	0	0	RMD006		1		0				
9B		5330	011318481	SEAL,PLAIN ENCASED	EA	0	20	C8R400		10		3	GGG004	A	3	
9B		5342	011802630	COUPLING	EA	0	7	CDL501		1		2	CMD001		1	
7R	H	1270	012405410	ENCODER-DECODER,COM	EA	0	2	RMD131		2		0				
7R	H	1630	012653659	MAIN WHEEL (BUILT)	EA	0	125	RTIRE1		71		0				
7R	E	5998	012821604	CIRCUIT CARD ASSEMB	EA	0	1	RMD134		2		0				
7R	E	5998	012879861	CIRCUIT CARD ASSEMB	EA	0	3	RMD108		0		0				
7R	H	5840	012883188	RECEIVER,RADAR	EA	0	3	RMD097		3		0				
7R	E	5998	012958991	CIRCUIT CARD ASSEMB	EA	0	4	RMD068		1		0				

	Record Count	Gross Weight	Gross Cube
Field Level Repairables	0	0.00	0.00
Repairables	9	0.00	0.00
Non-Repairables	4	0.00	0.00
TOTALS	13	0.00	0.00

Figure I-1.--Sample Pack-Up Listing.

(b) MSB will make any necessary changes to the pack-up allowances upon receiving the listing from the deploying squadron. MSB will submit the repairable listing to RMD and the consumable listing to CMD for staging of pack-up assets for incorporation into the deployable pack-up. MSB will clearly identify to the appropriate division the date the material will be required.

(2) Pack-up Preparation. Upon receipt of a pack-up request, RMD and CMD will pull and stage available assets on or before the requested date. Each Division will ensure all components are adequately packaged to prevent damage in transit, and each asset is clearly labeled with a stock number. For those repairable assets with a zero RFI OH quantity and NRFI asset in the repair cycle, RMD will initiate action to upgrade the In Work Assets to a Work Priority One status ensuring maximum pack-up material availability by the time the package is ready for deployment. CMD/RMD will post the pack-up quantities being pulled in R-Supply. For those deployments utilizing mechanized support, the Marine Corps standard is the web-based Stand-Alone Material Management System-II (SAMMS-II Web). Operating procedures are provided in the SAMMS-II Help File which is downloadable from http://usmc. govapps.com/samms-iiweb/Login.aspx.

(3) Pack-up Acceptance. The designated deployment OIC/SNCOIC will conduct a joint inventory of pack-up assets with RMD/CMD/SMD personnel and then will indicate acceptance of the inventory quantity by signing and dating the pack-up listing. All discrepancies will be resolved prior to pack-up acceptance.

(4) Listings/CD-ROMs. The following tools are available to assist in the support of the deployed unit. Additionally, the pack-up custodian will obtain the items listed below from MSB. MSB is responsible for keeping up-to-date publication on-hand for use during deployment.

(a) Complete Master Stock Status Locator Listing (MSSLL). To identify those assets which are carried by the parent MALS to aid in research of requisitions.

(b) Part Number File (PNF). This file provides users with the ability to cross part numbers to stock numbers or stock numbers to part numbers and can be obtained using an ADHOC.

(c) FEDLOG (or equivalent i.e. WebFLIS, One Touch, Navy ERP).

(d) NAVSUP P700. Provides mandated packaging requirements for all Navy activities, contractors & trans shippers performing packaging, handling, storage and transportation functions for DLRs. The P700 can be accessed by CD or by utilizing the following URL: https://tarp.navsisa. navy.mil/

(e) ICRL (Individual Component Repair List). The ICRL is designed to advise users of the IMA repair capability for repairable components being screened.

(f) CRIPL (Consolidated Remain-in-Place List). This listing identifies those repairable components which have been designated as RIP. This list is pushed by the respective ICP and can also be accessed in the Navy ERP website via Display Material/MM03).

(g) Repairable Item List (RIL). This listing identifies all repairable components on the NALCOMIS Database. To obtain this listing the user needs to use the ADHOC Function.

(5) Replenishment Pipeline. The designated deployment OIC/SNCOIC will coordinate with RMD, CMD and SRD to establish/identify the logistical support pipeline to be utilized for replenishment of depleted pack-up assets and delivery of DTO requirements. In some instances, deployments of exceptionally short duration (deployments to remote sites, etc.), pack-up replenishment may not be an option. Identify those areas where material is to be staged for pick-up and delivery on both ends of the pipeline.

(6) Points of Contact. The designated deployment OIC/SNCOIC will coordinate with RMD, CMD and SRD to identify points of contact and applicable phone numbers (both commercial and DSN) and e-mail addresses. Ensure a point of contact is established for both consumable and repairable requisitions, as well as the Deployed Support Unit (DSU) of the parent MALS.

(7) Document Serial Numbers. Coordinate with the deploying squadron to identify document serial numbers and deployable ORG Code to be utilized for DTO and for pack-up replenishment requisitions.

(8) Phase Kit Requirements. Identify all potential phase kit requirements and ensure sufficient phase kits are on-hand to satisfy all phase commitments during the deployment. Coordinate with the PEB Unit.

(9) High Time Components. Identify high time components (Project Code ZA9) and ensure adequate material is on-hand in the pack-up to allow change out of these high time assets. Coordinate with the squadron to determine feasibility of changing out components prior to unit deployment or in concert with an aircraft phase inspection.

(10) Flight Packets. Ensure flight packets are inventoried by SAD and updated for the appropriate BUNO(s) that are scheduled to deploy.

(11) Flight Equipment. Coordinate with squadron personnel to ensure they procure flight equipment deficiencies PRIOR to deployment.

(12) Petroleum, Oils and Lubricants (POLs). Coordinate with squadron personnel to ensure sufficient POL assets are provided to support deployment operational and maintenance needs.

4. Communications. During deployed operations, the primary method of communications with the home guard will be via phoncon or email. When unable to communicate via telephone, satellite communications may be established via Global Communications System (GCS) such as INMARSAT and Iridium Phones. Deploying units should refer to the appropriate operator's manual for setup and operational procedures for the GCS system being deployed.

5. Deployment Procedures.

a. Pack-up Accountability/Storage. During deployment operations, pack-up accountability will be maintained by the designated deployment OIC/SNCOIC. Material will be stored in a facility/container which provides adequate protection from the elements and pilferage.

b. Requisitioning Procedures.

(1) While operating in a deployed scenario, aviation supply personnel will perform as the squadron material section. As such, they become the point of entry for all aviation supply support. Material requirements will be identified by submission of a properly prepared VIDS/MAF by the maintenance control division to the squadron material section. This VIDS/MAF

Figure I-2.--Sample Repairable VIDS MAF.

No. FUY1138　　COPY 1

WORK CENTER REGISTER, CONTROL AND PROCESSING COPY

VIDS/MAF　OPNAV 4790/60 (REV. 5-86) S/N 0107-LF-002-5900

5 PART FORM
USE BALL-POINT PEN PRESS HARD

ENTRIES REQUIRED SIGNATURE
NONE LOGS REC
☐ ☐ ☐

LOCAL USE		ACCUMULATED WORK HOURS					ACCUMULATED AWM HOURS			
		NAME/SHIFT	TOOL BOX	DATE	MAN HOURS	ELAPSED M/T	DATE	TIME	REASON	HOURS
REFERENCE										

79 INDEX	08 F/P	09 AWP	10 A/T	11 MAL	14 MFGR	(H-Z) FAILED/REQUIRED MATERIAL 19 PART NUMBER	34 REF SYMBOL	41 QTY	PROJ	43 PRI	45 DATE ORD	49 REQ NO	53 DATE REC
H	☐	☐		97942	522-9563-1			2	AKO03	9321	6601		
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											
	☐	☐											

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TECHNICAL DIRECTIVE IDENTIFICATION

A22 WORK UNIT CODE	A30 ACTION ORG	A52 TRANS	A54 MAINT/L	A76 ACT TAKEN	A38 MAL CODE	A39 ITEMS/P	A61 MAN HOURS	A65 ELAPSED M/T	P56 INTRAM	F09 CODE	F11 BASIC NO	F15 PV	F16 AM	F17 PART	F18 INT
-67151.00									☐						

				A62 FM	A65 SAFETY/EL 52H	A65 METER	SE MFGR	074	INVENTORY F22 PERM UNIT CODE	F25
AMAF	163241	H	D							

REPAIR CYCLE				REMOVED/OLD ITEM		INSTALLED/NEW ITEM		
	DATE	TIME	EOC	E08 MFGR	E12 SERIAL NUMBER	G08 MFGR	G13 SERIAL NUMBER	
RECEIVED	B08	B12	B16					
IN WORK	B19	B23	B27	E23 PART NUMBER	E28 DATE REMOVED	G23 PART NUMBER		
COMPLETED	B30	B34		E42 TIME/CYCLES	E43 TIME/CYCLES	E43 TIME/CYCLES	G38 TIME/CYCLES	G43 TIME/CYCLES	G48 TIME/CYCLES

AWAITING MAINTENANCE			
B38	B39 HOURS	B43	B44 HOURS	B48	B49 HOURS

DISCREPANCY

MAINTENANCE/SUPPLY RECORD			
JOB STATUS	DATE	TIME	EOC
B53	B54	B58	B62
B65	B66	B70	B74
C08	C09	C13	C17
C20	C21	C25	C29
C32	C33	C37	C41
C44	C45	C49	C53
C56	C57	C61	C66
D08	D09	D13	D17

RADIO WILL NOT TRANSMIT ON FREQ 141.2

PILOT/INITIATOR

CORRECTIVE ACTION

CF REQ ☐ QA REQ ☐

JOB CONTROL NUMBER				A19 WORK CENTER
A08 WAR NO.	A11 JULIAN	A16 SERIAL	A19 SUK	
OA8	321	101		

		MODEX	PRI	TD/EO DOCUMENT	SYSTEM/REASON	MCN
CORRECTED BY	INSPECTED BY				SUPERVISOR	MAINT CONTROL
↑ ↓						

Figure I-3.--Sample Consumable VIDS MAF.

(a) Work Unit Code (WUC) - Block A22

(b) Type Equipment Code (TEC) - Block A48

(c) Bureau Serial Number (BUNO) - Block A52

(d) When Discovered Code - Block A58

(e) Type Maintenance Code - Block A59

(f) Manufacturer's Code (FSCM) - Block E08

(g) Serial Number (See Note 1) - Block E13

(h) Part Number (See Note 2) - Block E23

(i) Date Removed - Block E38

(j) Time Cycles - Block E42

(k) Organization Code - Block A08

(l) Julian Date of JCN - Block A11

(m) Serial Number of JCN - Block A14

(n) Turn-in Document Number (repairables only)

(o) Manufacturer's Code (consumables) - Block 14

(p) Part Number (consumables) - Block 19

(q) Aircraft Status (up or down)

(r) Quantity (Qty) (consumables) - Block 41

(s) Reference

NOTE: (REPAIRABLES ONLY) Ensure serial numbers on components match serial numbers on MAFs and ensure part numbers on NRFI Carcasses match part numbers on MAFs.

(2) Enter the following data (at a minimum) on the Material Control Register or equivalent (figure I-4):

(a) JCN

(b) WUC

(c) TEC

(d) P/N

(e) FSCM

(f) BUNO/Ser

(g) QTY

(h) Project Code

(i) Priority

(j) Delivery Point

JCN	BUNO/ SER	TEC	WUC	COG/MCC/NSN FSCM/PART NBR	QTY	DATE DOC NBR	PROJ PRI	ADVICE CODE	DELIVERY POINT	COMPLETED DATE/TIME

Figure I-4.--Sample Material Control Register.

(k) Advice Code - mandatory for repairables

(l) Document Number

(m) MCN

(3) Utilizing the research aids at your disposal (FED LOG, Part Number File, RIL, etc.) attempting to cross the part number provided to an NSN. If an NSN is available, proceed to paragraph 5b(3)(a). If an NSN is not available, proceed to paragraph 5b(3)(b).

(a) <u>Stock Number Available</u>. Having obtained an NSN, check the pack-up listing to determine if the material is carried. <u>If the material is carried</u>, pull the asset(s) from stock, annotate the Material Control Register <u>Issue</u> and obtain a signature from the squadron representative. If the component is a repairable, ensure a carcass is turned-in and verify the data on the VIDS/MAF (see note). If a pack-up replenishment is required, call the requirement into the parent MALS and enter the requirement in the Pack-up Replenishment Logbook as shown in figure I-5. Post the Replenishment Document Number to the Material Control Register. Ensure the repairable carcass (if applicable) is properly packaged to prevent damage in transit.

<u>NOTE</u>: When a repairable component is delivered, the defective component must be available for simultaneous exchange. In some instances it is not feasible or advisable to remove a repairable component until a replacement is in hand. These items are identified in the CRIPL. Those items designated as RIP will be available for turn-in within 24 hours after the issue of an RFI replacement.

DATE	DOC NBR	NSN	U/I	QTY	DATE BCM SHIP	DATE REC'D	REMARKS

Figure I-5.--Sample Pack-Up Replenishment Log.

            (b) Stock Number is Not Available. Refer to the maintenance
publication to identify possible alternate part numbers and Next Higher
Assembly (NHA). If an alternate part number is identified, which can be tied
to a NSN, refer to paragraph 5b(3); if not, attempt to issue the NHA. If
none of these actions are feasible, refer the requisition to the parent MALS.

6. Post Deployment Procedures. Upon completion of deployment operations,
action must be taken to effect smooth transitioning of assets back to the
parent MALS as indicated below:

    a. Deliver consumable pack-ups to CMD, repairable pack-ups to RMD and
conduct a joint inventory with each division. Pack-ups (repairable = NRFI +
RFI) (consumable = on-hand + issues) must match exactly. Components not
accounted for will be surveyed as outlined in chapter 4 for repairables and
chapter 6 for consumables.

    b. Decrease sipack-up quantities to zero.

c. All consumable issues will be entered into NALCOMIS Contingency Direct Support Material Requirement Function.

d. RMD will backfit all NRFI retrograde via NALCOMIS Contingency Direct Support Material Requirement Function.

e. Deliver the Material Control Register and all applicable files to MSB.

Appendix J

Manual Contingency Operations

1. <u>General</u>.

a. <u>Purpose</u>. To standardize the procedures and administrative instructions for the operation and management of the initiation, processing, induction, repair, return and completion of all aviation material requirements received by personnel within the ASD during periods of system non-availability.

b. <u>Background</u>. Manual contingency operations are defined as those procedures necessary to enable a MALS' ASD to continue daily operations in conjunction with Organizational Maintenance Activities (OMA) and Intermediate Maintenance Activities (IMA), but without use of R-Supply and/or NALCOMIS.

c. <u>Scope</u>. System non-availability for customers should not interrupt daily operations. At the discretion of the AvnSupO, specific Project Codes will be accepted depending on the duration of the system non-availability. As a rule, IPG-I Critical Requisitions will be accepted immediately upon interruption of R-Supply/NALCOMIS Databases. If system availability is anticipated to be more than 48 hours, the AvnSupO will publish a Letter of Memorandum (Fig J-1) identifying specific guidance for all customers affected. The following paragraphs will delineate actions for all divisions within the ASD, depending on which databases are currently up and running.

2. <u>Both NALCOMIS and R-Supply Systems down</u>. When both systems are down and supply assets are required by the customer, a combination of procedures outlined in paragraph 3 and paragraph 4 will be used. The ASD will apply those procedures as necessary to provide customer service while maintaining inventory and financial integrity during the system non-availability.

3. <u>R-Supply available and NALCOMIS down</u>.

a. <u>SRD Procedures</u>. SRD will perform the following steps for all requirements received during NALCOMIS system non-availability.

(1) SRD will be the single POE for all requirements. SRD will utilize the Contingency Operations Form (COF) Figure J-2, a 1348-6 or a form equivalent when transcribing phone passed requirements. The expeditor will either hand deliver any of the above mentioned forms to SRD or the expeditor may FAX the COF (or equivalent) to the ASD.

(2) Upon receipt of a requisition, TRB will verify the following mandatory data was provided.

(a) BUNO.

(b) JCN.

(c) MCN.

(d) WC.

(e) WUC.

(f) Advice Code.

(g) TEC.

(h) DDSN.

(i) Proj/Pri.

(j) Qty/UI.

(k) Cage.

(l) Part No.

(m) Nomen.

```
+---------------------------------------------------------------------+
|                    CONTINGENCY OPERATIONS FORM                      |
|                                                                     |
|  P/N: _____    Cage: _____   |
|                                                                     |
|  NOMENCLATURE: _____  UI: _____  Qty: _____ |
|                                                                     |
|  DDSN: _____    Proj Code: _____      Pri: _____   |
|                                                                     |
|  Org Code: _____    W/C: _____    Advice:       |
|  _____                                                         |
|                                                                     |
|  MCN: _____    JCN: _____     BUNO:         |
|  _____                                                        |
|                                                                     |
|  TEC: _____    WUC: _____                   |
|  NSN: _____    COG: _____                      |
|                                                                     |
|  Substitutes:                                                       |
|  _____  |
|                                                                     |
|  Locations:                                                         |
|  _____  |
|                                                                     |
|  Reference:                                                         |
|  _____  |
|                                                                     |
|  Order Date: _____     Order Time: _____                  |
|                                                                     |
|  Status Date: _____    Status Time: _____                 |
|                                                                     |
|  Current Status: _____           |
|                                                                     |
|  Ordered By: _____   Received By:           |
|  _____                                          |
|                                                                     |
|  (This form should be used to fill material requirements during periods of |
|  system non-availability.)                                          |
+---------------------------------------------------------------------+
```

Figure J-1.—Sample Contigency Operations Form

(3) After the mandatory data has been verified, the requirement will be logged into the Manual Contingency Logbook (Figure J-3). The Manual

Contingency Logbook will be maintained in TRB. This will be the
Master Logbook for all incoming requirements during system non-
availability.

        (4) TRB will perform technical research as described in Chapter 5 of
this Order. After the technical research is completed, TRB will forward the
requisition to the appropriate division for action.

        (5) Consumable items with a valid NSN and location will be forwarded
to CMD for processing. TRB will provide CMD with either a 1348-6, a COF or
an equivalent requisition form. CMD will sign in the Manual Contingency
Logbook in the appropriate block indicating receipt of the requisition.

        (6) CMD will provide requisition status to TRB immediately. If the
requirement is NIS, CMD will return the original requisition form to TRB.

        (7) If the requisition is an N/C consumable or CMD returns an NIS,
the requisition will be passed by ERB to the appropriate POE and the Manual
Contingency Logbook will be updated to the current status of the requisition.

                                                          4400
                                                          SUP/hhl
                                                          1 Mar 12

MEMORANDUM

From: Aviation Supply Officer
To: Distribution List

Subj: MANUAL CONTINGENCY OPERATIONS FOR NALCOMIS/R-SUPPLY DOWNTIME

Ref: (a) ASDTP MCO 4400.177_

Encl: (1) Example Requisition Form

1. **Do to unscheduled/scheduled system downtime, manual contingency operation**
   procedures have now been implemented. These procedures will remain in
   force until further notice.

2. **During manual contingency operations, material requirements with IPG-1**
   Critical Project Codes may be ordered. Requisitioning will be
   accomplished via phone, FAX (encl 1) or person to person.

3. **The point of entry for all requisitions will be the Aviation Supply**
   Department's Supply Response Division.

   a. **Phone Number_____**
   b. **Fax_____**
   c. **E-mail Account_____**

                            H. HERNANDEZLARA

Copy to: DISTRIBUTION

Figure J-2.—-Manual Contingency Operations Requision Request Example Format

(8) ERB will utilize Contingency Code AI (for NC requisitions) or AJ (for NIS requisitions) for all consumable requisitions when NALCOMIS is available. Additionally, ERB will ensure the latest status is loaded.

Note: AWPB will be solely responsible for backfitting IMA consumable requisitions.

(9) When TRB receives a requirement for a repairable, TRB will forward the requirement to RCB. RCB will sign the appropriate block in the Manual Contingency Logbook indicating receipt of the requisition. RCB will provide TRB with status immediately. If the requisition is determined to be BCM or RIP, RCB will notify ERB the requisition must be referred. Once ERB is notified the requisition must be referred, ERB will pass the requisition to the appropriate POE and update the Manual Contingency Logbook.

(10) SRD will utilize the daily AMSRR, the Manual Contingency Logbook and if necessary a computer based NMCS/PMCS Hi-Pri Report to reconcile all requirements prior to and during system non-availability.

DOC NBR	TIME/DATE RECEIVE	PART NBR	QTY	NSN	TO RMD / CMD	FROM RMD /	INTERNAL STATUS	ERB MARINE REFFERING DTO	EXTERNAL STATUS	DTO RECEIPT DATE

Figure J-3.--Sample Manual Contingency Log Book.

(11) All 1348-6s, COFs and/or equivalent forms will be maintained in the ERB PDEF. Upon system availability, all DTO Consumable Requisitions will be back-fitted utilizing the Manual Contingency Logbook. All repairable requirements will be back fitted by RMD and CMD will backfit all consumable issues occurring during the system non-availability period.

b. <u>CMD Procedures</u>. CMD will perform the following steps for all requirements received during NALCOMIS System non-availability.

(1) <u>SRB</u>.

(a) Upon receipt of incoming material, SRB will segregate material into the following four categories:

<u>1</u>   IPG-I Critical.

<u>2</u>   Repairable Material DTO and Stock.

<u>3</u>   Consumable DTO.

<u>4</u>   Consumable Stock.

(b) SRB will process all consumable DTO ROBs (except AWP) through R-Supply if the requisition is on file. Requisitions not in R-Supply will be placed in the PDEF awaiting backfitting of the requisition by SRD into NALCOMIS. Stock Consumable Receipts will be processed in accordance with normal IBS or R-Supply processing. When the system becomes available, SRB will process all Consumable DTO Receipts (except AWP) utilizing Receipt Processing in NALCOMIS as referenced in Chapter 6 of this Order.

(c) SRB will provide ROB Status to SRD for all NMCS/PMCS/ANMCS/TBOS Requisitions. SRB will then forward the remaining copies and material to CDB for delivery to the customer.

(d) SRB will forward all consumable stock to CSB for proper stowing.

(2) <u>CSB</u>.

(a) CSB will continue normal receipt processing identified in Chapter 6 of this Order.

(b) If a location change or new location is required, a 1348-1A with the location change/addition will be maintained in the PDEF. Upon system availability, CSB will utilize the PDEF to ensure both databases reflect the appropriate location changes.

(3) <u>CIS</u>.

(a) CIS will receive all new requirements from TRB during system non-availability. After receipt of material requirements, CIS will determine whether an issue can be made.

(b) If the issue can be made from stock, the material will be pulled from the location. The requisition (1348-6, COF or equivalent) and the material will be forwarded to CDB for delivery. CIS will provide TRB with the current status for all IPG-I Critical Requirements.

(c) If the issue cannot be made from stock, the requisition will be returned to TRB for appropriate action.

(4) <u>CDB</u>.

(a) Upon delivery of DTOs, a signed copy of the 1348-1A will be utilized to process the receipt in R-Supply. After the receipt has been processed, the 1348-1A will be placed in the PDEF for entry into NALCOMIS when available. When the system becomes available, CDB will process all DTO Receipts utilizing Receipt Processing in R-Supply as referenced in Chapter 6 of this Order. Upon completion of NALCOMIS Receipts, the signed 1348-1A will be forwarded to SAD for inclusion in the CTF.

(b) CDB will receive new requirements from CIS. If the reprinted 1348-1A is utilized, CDB will reproduce an additional copy for the customer. The signed copy of the 1348-6 or the reprinted 1348-1A (manual issue) will be forwarded to CCB for MRI processing.

(5) <u>CCB</u>.

(a) CCB will ensure all material requirements are processed. All new issue requirements generated during the system non-availability will be processed utilizing R-Supply. CCB will utilize Contingency Code AG for all consumable requisitions issued from the warehouse when NALCOMIS is available.

Note: AWPB will be solely responsible for backfitting IMA Consumable Requisitions.

(b) CCB will be the focal point for any problems within CMD during system non-availability.

(6) <u>PEB</u>. All supported units will utilize their PEB assets until exhausted. Once the PEB bins have been exhausted, all manual contingency operation requirements (NMCS/PMCS) will be submitted through SRD for processing.

c. <u>RMD</u>. RMD will perform the following steps for all requirements received during NALCOMIS system non-availability.

(1) <u>RCB</u>.

(a) RCB will process all repairable material requirements. Once material availability/non-availability has been determined, the actual steps taken will differ depending on whether there is a NRFI repairable ready for turn-in or not. If the material will be issued/EXREP'd, RCB will immediately notify TRB with the status.

(b) If the material requirement is available for issue, RCB will forward the document to RSB for issue. If the material requirement is available for issue and the document indicates a Non-exchange Advice Code of 5A or 5D, RCB will validate the requirement by confirming the Survey and/or Initial Issue. If these conditions have been met, RCB will forward the document to RSB for issue. If these conditions have not been met, RCB will take appropriate action to cancel the requisition. RCB will maintain a copy of the requisition in the PDEF indicating an issue is in process. Once RDB returns the signed copy from the customer and/or AMSU, RCB will replace the

pending issue copy of the requisition with the signed copy. This signed copy will be utilized for proper backfitting upon system availability.

(c) If the material is either NIS or N/C and the requisition has an Exchange Advice Code (except RIP), the requisition is EXREP. RCB will forward the document to RDB for pick-up and induction of the NRFI retrograde. RCB will maintain a copy of the requisition in the Pending EXREP Induction File as described in paragraph 4201.6b. Once RDB returns the signed copy from AMSU confirming induction, RCB will replace the Pending EXREP Induction File Copy of the requisition with the signed copy in the PDEF. This signed copy will be utilized for proper tracking/backfitting upon system availability.

(d) When the material is returned from PC, RCB will screen the material and separate it into the following categories and determine whether the material was inducted prior to the system non-availability or during the system non-availability. RCB will maintain the appropriate PDEF entries for the conditions mentioned below.

PRIOR TO DOWN TIME	AFTER DOWN TIME
EXREP RFI/BCM	EXREP RFI/BCM
SO Assets RFI/BCM	SO Assets RFI/BCM

(e) EXREP RFI Returns loaded prior to and during NALCOMIS System non-availability will be forwarded to RDB for delivery to the customer. RCB will notify TRB of EXREP issues as they occur. Upon system availability RCB will coordinate with PC for appropriate backfitting/DIFM Return.

(f) RCB will notify TRB of all EXREP BCMs and DTO requirements. Upon system availability, RCB will coordinate with PC for appropriate backfitting.

(g) RCB will receive all signed DTO receipts from RDB and notify TRB of their delivery. RCB will place the signed DTO receipt into the PDEF for reconciling when NALCOMIS becomes available.

(h) SO Assets RFI Returns loaded prior to and during NALCOMIS System non-availability will be forwarded to RSB for stowage. Upon system availability, RCB will coordinate with PC for appropriate backfitting/DIFM return.

(i) SO Assets BCMs loaded prior to and during NALCOMIS System non-availability will be forwarded to SSB for proper shipping. Upon system availability, RCB will coordinate with PC for appropriate backfitting/DIFM Return. If stock replenishment is required, it will be initiated in R-Supply via Initiate Requisition.

Note: Upon system availability, the stock requisition must be backfitted into NALCOMIS using Contingency Code BS prior to processing the DIFM Return.

(2) RSB.

(a) Upon receipt of a material requirement, RSB will pull material from the location and verify the P/N and RFI Tag ensuring it reflects the same data as the item being requested by the customer. RSB will forward the material and the requisition to RDB for delivery to the customer.

(b) RSB will process stock material as outlined in Chapter 4, Section 1; but will place the DD1348-1a in the PDEF for reconciling when NALCOMIS becomes available.

(3) RDB.

(a) Upon notification a delivery is required, RDB will transport the material to the customer and pick-up the NRFI component if required along with the appropriate VIDS MAF/record. RDB will ensure the customer signs and dates the requisition. RDB will transport the NRFI component and MAF to AMSU for induction into the IMA. RDB will have AMSU sign and date the requisition indicating the induction process has been initiated. RDB will return the requisition to RCB to be placed in the appropriate PDEF.

(b) Upon notification of an EXREP requirement, RDB will pick-up the retrograde and the MAF from the customer. RDB will transport the NRFI component and MAF to AMSU for induction as an EXREP. RDB will have AMSU sign and date the requisition indicating the induction process has been initiated. RDB will return the requisition to RCB to be placed in the appropriate PDEF.

(c) Upon notification, RDB will pick up all RFI/BCM material from AMSU and return the material to RCB for disposition.

(d) RDB will deliver all DTOs and return the signed receipts to RCB.

(4) AWPB.

(a) Once PC has identified a WRA (EXREP or SO Asset) has resulted in an NIS or N/C Bit and Piece Requirement, the W/C will bring the WRA component to AWPB with a MAF. AWPB will make a Component Locator Card for the VIDS Board. AWPB will maintain a PDEF for new requisitions and coordinate with PC for the appropriate backfit upon system availability.

(b) Upon receipt of AWP material from CMD/RMD, AWPB will call the customer to pick-up their material. AWPB will obtain a legible signature, time of issue and date from the W/C Expediter receiving the gear. This POD will be filed by AWPB in the PDEF. If the WRA was inducted prior to the system non-availability, AWPB will use this PDEF copy to move the asset from WQ. This copy will also serve as a source document for AWPB to reconcile completed requisitions once NALCOMIS becomes available.

(c) AWPB will reconcile all requirements with the W/C weekly.

(5) SAA. During NALCOMIS downtime, the SAA will continue to process status in R-Supply.

(6) SSD/SAD. Neither division is affected by NALCOMIS non-availability.

4. NALCOMIS available and R-Supply down.

a. SRD Procedures. SRD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) Requirements for NALCOMIS customers will continue to be processed as normal through NALCOMIS. Once R-Supply is available those transactions will interface into R-Supply.

b. CMD Procedures. CMD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) SRB.

(a) Upon receipt of incoming material, SRB will segregate into four separate categories:

1 IPG-I Critical.

2 Repairable Material DTO and Stock.

3 Consumable Stock.

4 Consumable DTO.

(b) Consumable Stock Receipts will be placed in the PDEF for entry into the R-Supply when available. Stock Receipts will be filed in NIIN sequence within the PDEF.

(c) Notify CSB on material to be stocked.

(2) CSB.

(a) Upon receipt of stock material, items will be segregated by location and placed in the appropriate location.

(b) All material will be annotated with the MSSLL location prior to the item being stocked. Material with locations not listed in the MSSLL, will be placed in the No Location Bin, which will be annotated on the stock receipt. CSB will utilize the Supply Subsystem>MRF> Maintenance> Material>Cross Reference Data to load the new/change location as required in NALCOMIS.

(c) A copy of the 1348-1A will be placed in CSB's PDEF for entry into R-Supply.

(3) CIS. CIS will follow normal NALCOMIS procedures.

(4) CCB.

(a) CCB will maintain a current MSSLL on hand to ensure proper annotations on 1348s and requisition flow is maintained during system non-availability.

(b) CCB will be responsible for all processes during CMD's system non-availability.

(5) PEB. PEB material will be handled through normal processing.

c. RMD. RMD will perform the following steps for all requirements received during R-Supply System non-availability.

(1)   RMD will continue to utilize normal NALCOMIS processing procedures for all types of transactions.

(2) Upon receipt of material for stock, RSB will stow the material and process the stock receipt utilizing Receipt Processing in NALCOMIS.

d.   SAA.

(1) The SAA will notify the chain of command that TIR processing has been temporarily suspended until R-Supply availability.

(2) The SAA will continue to download status via RSMS and hold for processing until R-Supply is available.

e.   SSD. SSD will have no material requirement responsibilities during R-Supply System non-availability.

f.   SAD. SAD will perform the following steps for all requirements received during R-Supply System non-availability.

(1) SAD will follow normal ASKIT procedures as directed in Chapter 2 of this Order.

(2) If R-Supply will not be available for normal End of the Month Processing, SAD will request an extension via the chain of command and may be required to submit estimated AFM 50 BORs.

Appendix K

Open Purchase/Contract Transactions via PRBuilder and Government Commercial
Purchase Card (GCPC) Procedures

1. General. The processing of open purchase/contract transactions involves
seven steps:

    a. Determine if the requirement is for material or service.

    b. Preparing the PRBuilder Package.

    c. Forwarding and receiving approval via the PRBuilder Workflow.

    d. Input the document into R-Supply.

    e. Input the receipt into R-Supply.

    f. Adjusting obligations for services.

    g. Using the GCPC for Micro-purchases.

2. Material or service determination. Make a determination whether a
requirement is for material or a service. This can be determined by asking
the question "Can I touch or hold what is being ordered?"

    a. If the answer is yes, then the request is for material.

    b. If the answer is no, then the request is for a service.

3. Requisition Preparation.

    a. The requesting unit or division will submit a Request for Non-
Standard Procurement (Figure K-1) with a justification of purchase, signed by
the proper authority, to SSD. SSD will then screen and perform a technical
review of the request and ensure all information required for procurement is
provided.

        (1) If the requested material is cross referenced to an NSN, the
requirement will be canceled and returned to the originator with directions
to submit via normal supply channels.

    b. Once the determination to procure the requested item is made, a
determination of using an open purchase via the local contracting office or
GCPC purchase will be made.

        (1) If the purchase is over the $3,000.00 threshold, it will be
purchased using PRBuilder, www.prbuilder.navy.mil, via the local contracting
office.

        (2) If the requested item is under the $3000.00 threshold, it will be
purchased using the GCPC.

    c. Service requirements must be identified as a One-time Service or a
Continuing Service:

        (1) Continuing Services are services in which invoices will be
forwarded for payment on some type of scheduled or regular basis, normally

monthly. Examples of continuing services are copier repair, electric/gas vehicle preventive maintenance and repair agreements.

REQUEST FOR NON-STANDARD PROCUREMENT

Date:_____

From: Commanding Officer, Requesting Unit
To: Aviation Supply Officer, Supporting MALS
Via: (1) Squadron Support Division, Supporting MALS

Subj: REQUEST FOR NON-STANDARD PROCUREMENT

1. It is requested that the following non-standard item be procured. Attempts to locate
    material within normal supply channels have been negative.

NSN:_____ MFG:_____ P/N_____
ALTERNATE P/N(S):_____
NOMEN:_____ UI:____ QTY:____ SOURCE CODE:_____
REFERENCE:_____
JUSTIFICATION:_____
_____
REMARKS:_____
_____
HAS PART BEEN PREVIOUSLY ORDERED? YES:_____ NO:_____
IF YES, PROVIDE DOCUMENT NUMBER:_____
SUGGESTED SOURCE OF SUPPLY:_____
PHONE NUMBER (INCLUDE AREA CODE):_____ POINT OF CONTACT:_____
ESTIMATED PRICE:_____ QUOTED PRICE:_____

                     _____
                     (SIGNATURE/RANK/TITLE/PHONE NUMBER)

FIRST ENDORSEMENT

From: Squadron Support Division
To : Aviation Supply Officer

P/N:_____ NSN ASSIGNED: YES:___ NO:___ COG:___ NSN:_____
ALT NSN:_____
WHSE LOCATION(S):_____ _____ _____ _____ ON HAND QTY:_____ UI:_____
UNIT PRICE:_____ NET PRICE:_____ SOURCE CODE:_____ LMC:_____
INVENTORY CONTROL POINT (ICP):_____ MATERIAL AVAILABILITY IN SUPPLY SYSTEM:_____
NEXT HIGHER ASSEMBLY (NHA):_____
FSCM:_____ P/N:_____ NSN:_____ COG:_____
ALT NSN(S):_____
NHA CARRIED: YES:___ NO:_____ WHSE LOCATION(S):_____

APPROVED:_____ DISAPPROVED:_____ REASON FOR DISAPPROVAL (IF APPLICABLE):_____
_____
VENDOR POC:_____ PRICE QUOTE:_____ EMV:_____
REMARKS:_____
ACCOUNTING DATA:_____ DOCUMENT NUMBER:_____ FUND CODE:_____
PROJECT CODE:_____ PRIORITY:_____

                     _____
                     (SIGNATURE SSD OIC/NCOIC)

        Figure K-1.--Request for Non-Standard Procurement.

(a) Continuing Services Requests will cite a unit of issue of each (EA), quantity of C9999 and a COG of 99.

(b) The unit price will equal the Extended Money Value (EMV).

(2) A One-time Service is one where an invoice will be forwarded for payment at the completion of the service requested. An example of a One-time Service may include electric/gas cart repair and copier repair. One-time service requests will cite a Unit of Issue of EA, a Quantity of 00001 and a COG of 99.

d. Ensure the Line Item Description Section in PRBuilder is completed with all technical or descriptive data which will assist the supply source in the identification and procurement of the required item.

4. <u>Forwarding for approval/disapproval</u>. Once all information has been prepared in PRBuilder, it will be forwarded via the proper workflow to the individuals authorized to approve the specific type of requisition. Once approved via PRBuilder, it will be returned to SSD, who will submit the PRBuilder to the local contracting office via the appropriate workflow.

a. If disapproved, SSD will notify the requesting squadron/IMA work center the request has been disapproved and the reason for disapproval. Requests that are disapproved will not be input into R-Supply. The original copy and the squadron/IMA request form will be attached together and filed in the SSD CTF.

b. Once the request via PRBuilder has been approved, the entire package, with the PR Form (K-2), will be printed and filed in the Pending Open Purchase/Contract File.

c. Upon receipt of the items requested, the customer will sign for and receive the material. The outstanding copy will be pulled from the Open Purchase Pending File, attached to the receipt document and filed in the SSD CTF.

5. <u>Prepare the document for input into R-Supply</u>.

a. Open purchase requisitions will be input into R-Supply using the Initiate Requisitions Option. This option allows the user to validate key information that identifies the requisitioner and the material.

(1) To access the Initiate Requisition Option in R-Supply, select the Logistics (Log) Option from the R-Supply Main Menu Screen and select the Initiate Requisitions Option from the Logistics Submenu.

(a) Select the down arrow appearing to the right of the UIC, Department (Dept) and Division (Div) Data Blocks. Select the applicable UIC, Department and Division from the list.

(b) When completing the Initiate Requisition Screen for the Open purchase transaction, select the MVO Process Data Block. When the MVO Process Data Block is selected, the Type of Transaction Group Box will appear with the following options: NALCOMIS, and R-Supply (which includes flight operations – Dept Code 8). Select the NALCOMIS Option. Each option allows the user to select the applicable UIC, Department and Division from drop down lists.

(c) If the requested material possesses an NSN, but has meet all Open Purchase Exception Rule requirements for items with an NSN; enter the NIIN in the MVO Description Block. If there is no NSN for the Open Purchase requisition, site Open Purchase and a description of the material in the MVO Description Block.

Figure K-2.—Iniate Requistion Input Screen

(d) When completing the Initiate Requisition Input Screen, manually enter the Open Purchase Document Number in the Document Number Field. Select the Ok Option to complete this process. The system will validate key data elements identifying the requisitioner and default to the Build Requisition Input Screen.

(2) The Build Requisition Screen provides the capability to create the following types of MVO requisition: Material, SERVMART, One-time Service and Continuing Service.

(a) In the Build Requisition Screen, select the MOV Type: Material Option. This Option allows the user to procure materials from commercial sources.

b. Contract transactions will be input into R-Supply, using the Initiate Requisitions Option. This option allows the user to validate key information identifying the requisitioner and the material the requisitioner requires.

(1) To access the Initiate Requisition Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen and select the Initiate Requisitions Option from the Logistics Submenu.

(a) Select the down arrow appearing to the right of the UIC, Department and Division Data Blocks. Select the applicable UIC, Department and Division from the list.

(b) When completing the Initiate Requisition Screen for the open purchase transaction, select the MVO Process Data Block. When the MVO Process Data Block is selected, the Type of Transaction Group Box will appear with the following options: NALCOMIS, and R-Supply (which includes flight operations – Dept Code 8). Select the NALCOMIS Option. Each option allows the user to select the applicable UIC, department and division from drop down lists.

(c) Enter the Continuing Service or One-time Service nomenclature in the MVO Description Block.

(d) When completing the Initiate Requisition Input Screen, manually enter the Contract or One-time Service document number in the Document Number Field. Select the Ok Option to complete this process. The system will validate key data elements identifying the requisitioner and default to the Build Requisition Input Screen.

(e) The initiate requisition function automatically provides the COG as 99 when the Services Option is selected. The Fund Code is based on the entry the User's Logon Fund Type Authorization and the Fund Code entry for that OFC in the COG to Fund Code Table.

(2) The Build Requisition Screen provides the capability to create the following types of MVO requisition: Material, SERVMART, One-time Service and Continuing Service.

(a) In the Build Requisition Screen, select the MOV Type: One-time Service or Continuing Service Option. This option allows the user to procure a one-time service or continuing service from a commercial source.

(b) In the Total Cost Data Block, site the total cost of the One-time Service or Continuing Service.

6. Preparing the document to record receipt. Open purchase and contract transactions will be completed using the Receipt Processing Option. This option allows the user to process incoming receipts for material and services for DTOs. The system completes MVO requisitions for services, SERVMART and material in receipt processing when the amount of expended money is equal to or greater than the amount of obligated money. The system also completes MVO requisitions for material when the quantity you received is equal to or greater than the quantity you ordered. Recorded receipt transactions for MVO documents will post as DI X73 transactions to the MVO Receipts Table.

    a. To access the Receipt Option in R-Supply, select the Logistics (Log) Option from the Relational Supply Main Menu Screen and select the Receipts Option from the Logistics Submenu. When completing the Receipt Option, attention must be given to whether or not the entire shipment has been received (for open purchase requirements) or if this is the final invoice against the contract. If this is not the case, the receipt transaction must be input with a suffix code.

    b. On the Receipt - Search Screen, enter the service designator, UIC, Julian date, serial number and suffix code if applicable. If the user enters a suffix-coded document number to the search screen and there is no matching suffix-coded requisition, the system will process the suffix-coded receipt and create a matching suffix-coded requisition.

    c. On the Receipt – Processing Screen, the data for the document the user selected appears on the screen. Review the data and enter the appropriate values for the quantity and RI from Data Blocks.

    d. Enter data from the actual receipt document to the Receipt Document Entries Group Box.

    e. To finalize the receipt process, select the Apply Option from the Icon Menu.

7. Adjusting obligations for open purchase/contracts. On occasion, the money value obligated will not cover the total invoice for an open purchase or contract. When this occurs, the additional cost must be obligated. In those instances where an over obligation has been processed, an adjustment transaction must be processed in the Financial Reconciliation Option to recoup the over obligation prior to posting the receipt (care must be given to ensure sufficient funds are obligated to cover the cost of the bill to be received by DFAS). All pertinent information will be provided to SAD for the input of a DI X78.

    a. To access the Reconciliation Option in R-Supply, select the Financial (Fin) Option from the Relational Supply Main Menu Screen and select the Reconciliation Option from the Financial Submenu.

        (1) On the Reconciliation – Search Screen, select the down arrow next to the Options Data Block and then select the Obligation Adjustment Option.

    b. The Obligation Adjustment Option allows the user to make financial adjustments to requisitions. Use this function to increase (debit) or decrease (credit) the obligation of funds, which were set aside to pay for the requisition of materials or services.

(1) In the Obligation Adjustment Option, enter the appropriate values to the Document Number (Doc. Nbr.) Data Block.

(2) Select the Ok Option to continue.

(3) On the Obligation Adjustment Screen, enter the value of the adjustment in the Difference Data Block. Select the Debit Adjustment or Credit Adjustment Option. The selection of a debit (+) adjustment will increase the money value obligated on to invoice for an open purchase or contract. The selection of a credit (-) adjustment will decrease the money value obligated to invoice for an open purchase or contract.

(4) Select the Apply Option from the Icon Menu Bar to finalize this process.

8. Upon completing the open purchase in R-Supply, CAB personnel will notify SAD and authorized personnel will go into the WAWF web site **https://wawf.eb.mil** and certify the contract for the item.

9. GCPC. The GCPC is used to order micro purchases (under $3,000.00) which allows the AvnSupO greater flexibility. This method of procurement (known as a micro-purchase) streamlines the process, expedites both the receipt of material and payments to the vendors plus reduces administrative (paperwork) burdens. Although this is a GCPC purchase, proper approval is still required.

10. Control and accountability of the GCPC.   The AO shall have complete control and accountability of GCPC cards within the guidelines and instructions governing its use from NAVSUP/TYCOM, the Contracting Division Bank Card System Reference of their respective Purchasing & Contracting (P&C) unit and other directives and instructions as provided for the control and use of the GCPC.

   a. AO. AOs are nominated by their activities and appointed in writing by the APC. The AOs should be the SAD OIC, unless otherwise specified and approved by the AvnSupO and will be the AO for all cardholders within the applicable MALS and subordinate units.

   b. Cardholder (CH). The CH uses the GCPC to acquire authorized supplies or services per their delegated authority. When making a purchase, the CH must comply with statutory, contractual, administrative and locally applicable requirements.

NOTE: At no time will an AO be a CH.

11. Card Security. The GCPC will not be used for personal purchases. It shall be used for the official United States Government, mission essential purchases only. It is the CH's responsibility to safeguard the credit card and account number at all times while in his/her possession. The CH must not allow anyone to use his/her card or account number. Intentional mis-use of the GCPC for other than official government business or goods will be considered fraud against the U.S. Government. This will result in immediate cancellation of an individual's purchase card and subject the CH/AO to financial and criminal liability. Cards which are held in the cognizance area of the AO, will be secured at all times and a control register or log will be used to record the issuing and return of the card from CHs when not in use. An inventory of the GCPCs by the AO or alternate AO will be conducted monthly to ensure safeguarding and accountability of the card.

12. <u>Monthly Reconciliation</u>. Within five working days of receipt of each statement, reconciliation/verification of the CH's statement and certification of the AO invoice for payment on the Citibank website (https://home.cards.citidirect.com) must be performed. Once performed, ensure it is submitted to the APC. If after five working days the certification is not performed, the AO must submit the Summary of Accounting Data via Form 2035. Validation <u>will include</u> at a minimum, reviewing Basic Requisition Files (BRF) prior to submission of the 2035 Form. Any document listed on a 2035 which does not contain sufficient funds to cover the cost of the individual charge will hold the entire 2035 from being paid; therefore, it is imperative units perform this validation. Any document found in this condition will be immediately funded accordingly (obligation adjustment increase) to cover the cost of Estimated Cost Chargeable. Failure to do so will cause the GCPC to become delinquent, thus causing suspension of card using privileges as defined by the APC. If for some reason the CH does not have documentation of the transaction to send to the AO, he/she must attach an explanation which includes a description of the item, the date purchased, the merchants name and why there is no supporting documentation.

13. <u>Bulk Funding Document</u>. Bulk funding represents an advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions. Bulk funding will streamline the purchase request routing, approval and most importantly, the payment system. As the government pays a fee for each line of appropriation submitted to DFAS, the bulk funding document will serve to effectively reduce those costs. Additionally, when payments are not made on a timely manner, interest payments are incurred which comes off the top of all funding allotments to be made available to OPTAR holders.

        a. To effectively ensure the Bulk Funding occurs, each AO will use the document number series assigned for open purchases. A single new obligation document will be input to R-Supply/ASKIT at the beginning of each new fiscal year or as needed by the SAD: one document number for each open purchase Fund Code per aircraft TEC and miscellaneous TECs as required.

        b. The Bulk Funded Obligation Document processed will be funded sufficiently enough to cover the period of three months (Quarterly). Bulk funding will be monitored with a financial ledger (recommend maintain on shared drive as well as a hard copy). Each transaction will be input into the ledger by SSD as they occur and monitored by SAD.

        c. These documents will be monitored closely by the AO during each monthly billing period review to ensure sufficient funds are allocated to cover expenditures incurred during the reporting period.

        d. When necessary, these Bulk Funding Documents will be adjusted to ensure sufficient funds are obligated to cover the billing period.

14. <u>Funding documents greater than $3,000.00</u>. Open purchase requirements which exceed the $3,000.00 threshold will be submitted via normal procedures as discussed above. Validation of sufficient funds obligated is critical as the APC agent will normally utilize the GCPC to contract for these types of purchases. Failing to obligate sufficient funds will hold their GCPC cards in a delinquent status thus causing the suspension of use until the 2035 billing is paid in full.

15. <u>Receipt and acceptance procedures for GCPC purchases</u>. MALS purchase CHs are responsible for verifying receipt of all transactions. Where the purchase CH is billed, but does not receive the supplies or services at the time of the receipt of the official invoice; the CH must fully certify the invoice with the anticipation the confirmation of receipt will occur within the next billing cycle. If the supplies or services are not received within the next billing cycle, the CH must dispute the item using established dispute procedures. The CH must also certify the quantity and quality of the items furnished are in accordance with the agreement with the vendor. The CH must save all receipt documentation in order to properly reconcile the purchase card statement at the end of billing cycle. If receipt documentation is not available, the CH must contact the end user, central receiving department or other person/persons responsible for receipt to obtain verification the supplies have been received. The Purchase Card Log or Purchase File must be documented to indicate proper receipt and acceptance has been accomplished.

16. <u>Preparing the document to record receipt</u>. Open purchase/contract and GCPC transactions will be completed using the Receipt Processing Option. This option allows the user to process incoming receipts for material and services for DTOs. The system completes MVO requisitions for services, EMALL and material in receipt processing when the amount of expended money is equal to or greater than the amount of obligated money. The system also completes MVO requisitions for material when the quantity you received is equal to or greater than the quantity you ordered. Recorded receipt transactions for MVO documents will post as a DI X73 to the MVO Receipts Table.

    a. To access the Receipt Option in R-Supply, select the Logistics (Log) Option from the R-Supply Main Menu Screen and select the Receipts Option from the Logistics Submenu. When completing the document, attention must be given to whether or not the entire shipment has been received (for open purchase requirements) or if this is the final invoice against the contract. If this is not the case, the receipt transaction must be input with a suffix code.

    b. On the Receipt - Search Screen, enter the service designator, UIC, Julian date, serial number and suffix code if applicable. If the user enters a suffix-coded document number to the search screen, and there is no matching suffix-coded requisition, the system will process the suffix-coded receipt and create a matching suffix-coded requisition.

    c. On the Receipt – Processing Screen, the data for the document the user selected appears on the screen. Review the data and enter the appropriate values to the Quantity and RI From Data Blocks.

    d. Enter data from the actual receipt document to the Receipt Document Entries Group Box.

    e. To finalize the receipt process, select the Apply Option from the Icon Menu.

    f. Once the open purchase is completed, the signed receipt will be stapled to the complete GCPC purchase request. The completed GCPC purchase request will be filed in the respective CH Completed Purchase Binder and maintained for six years and three months.

Appendix L

Shelf-Life Program

1. <u>General</u>. The Shelf Life Program is a means to identify those items having a limited life expectancy or require periodic inspections for serviceability of both consumable and repairable material. The program will also reduce financial losses within the ASD incident to non-use of deteriorative items prior to their shelf life expiration dates. Material monitoring must begin at the receipt of material and will continue until the item is issued or the shelf life expectancy has expired and it is disposed of.

    a. All assets carried in the Supply System are assigned a Shelf Life Action Code (SLAC) used to identify the type of inspection, test or restorative action to be taken when the item has reached its storage shelf life. The SLAC also specifies the extension of shelf life time period after the restorative action has been completed. The SLAC is a two-digit code and is detailed in reference (w), Appendix 9, Part R.

    b. Shelf Life Codes (SLC) are single digit alpha or numeric codes. They denote the shelf life span of material from date of manufacture to the date the material can no longer be used and should be disposed of or tested in accordance with the Inventory Manager's instructions in order to extend the shelf life. SLCs are detailed in reference (w), Appendix 9, Part S. SLCs are further broken down into the following categories:

      (1) <u>Type I</u> - Material whose life expectancy is not extendable beyond the expiration date. These items are identifiable by an alphabetic character.

      (2) <u>Type II</u> - Material whose life expectancy is extendible for a limited period of time beyond the original expiration date and is identifiable by a numeric character.

    c. <u>Determining the shelf life period</u>. Normally the material will be stamped by the manufacturer with the Manufactured Date, Shelf Life Type, Expiration Date and Inspection/Test Date. Calendar year dates will be shown as month/year (i.e. 12/06) or as a quarter/year (i.e. 4Q/06). The shelf life period begins with the date of manufacture. The SLC will identify the shelf life period while the SLAC identifies the length of time the shelf life can be extended. For further instructions refer to reference (az) and (n).

<u>Example 1 (Type I)</u>	<u>Example 2 (Type II)</u>	<u>Example 3 (Type II)</u>
MFD Date: 10/91	Assembled Date: 10/92	Cured Date: 4Q92
Exp Date: 10/93	Insp/Test Date: 10/93	Insp/Test Date: 4Q93

2. <u>Receipt Processing</u>. All incoming material will be inspected to ensure the shelf Life will not expire within 90 days, has the required number of months/quarters of shelf life remaining upon receipt by the government and may not be extended via the DOD Automated Program for Shelf Life Extensions (DAPSE) (See paragraph 5). The receipt will be processed through the appropriate system in accordance with established receipt procedures. If the material is expired then the receipt paperwork will be annotated as "Expired Shelf Life Material" and forwarded with the material to the respective control branch for processing. If the requisition is a DTO, the respective

control branch will process a Material Turn-in. The expired shelf life
material will be transferred off the SIR and turned-in or disposed of in
accordance with local policies. For DTOs, the respective control branch will
notify the customer to submit a new requisition for the material. If expired
material is received and is valued in excess of $100 per line item, an
electronic SDR will be submitted per reference (w) Chapter 4, Paragraph 4269,
3e.

    a. DTO Receipts. SRB is responsible for screening all consumable DTO
receipts and forwarding all expired shelf life material to CCB for
processing. RSB is responsible for screening all repairable DTO receipts and
forwarding all expired shelf life material to RCB for processing. Corrective
action to be taken is dependent on the type of shelf life material:

        (1) Expired Type I material (or if there is uncertainty as to the
SLC) will not be issued to the customer. The receipt will be processed
through NALCOMIS in accordance with established receipt procedures. The
receipt paperwork will be annotated with "Expired Shelf-Life Material" and,
along with the material, forwarded to the respective control branch for
processing.

        (2) Expired Type II material will be inspected and the shelf life
extended in accordance with the SLAC, if it is within the local IMA's
capability or based on the DAPSE instructions; it will then be issued to the
customer. A label will be attached to the packaging citing the new Shelf
Life Expiration Date. Material requiring inspection by an external
maintenance activity to the local MALS will not be issued to the customer and
will be processed the same as Type I material.

    b. Stock Receipts. Storage sections will screen all incoming material
prior to placing in location for expired or close to expired shelf life. A
label will be attached to the material, if not already on the material,
identifying it as Type I or Type II. Material must be stored in such a
manner as to facilitate the issuing of the oldest stock first, commonly
referred to as stock rotation. If the material is expired and may not be
extended, or there is uncertainty as to condition, the material will not be
placed in stock. The receipt paperwork will be annotated "Expired Shelf Life
Material" and forwarded with the material to CCB or RCB for receipt
processing. If the shelf life can be extended in accordance with the SLAC,
then the material will be extended before placing it in stock. If the shelf
life cannot be extended, the material will be received but stored in a
separate location from the RFI material. The expired material will be
expended from R-Supply and turned-in/disposed of in accordance with local
policies. Material received with an expired shelf life which cannot be
extended or material where there is some uncertainty as the shelf life, will
not be stocked in the same locations as RFI material. It is recommended a
number of locations be set aside for the temporary storage of material
pending disposal. Since the R-Supply On-Hand Balance is not decremented
until this material is off-loaded, to avoid a possible erroneous loss by
inventory adjustment, a Storeroom Location Change must be input into R-Supply
and the expired material quantity updated to the new location in R-Supply.

    c. Inspection Frequency. At a minimum, shelf life material will be
inspected on a quarterly basis for consumables and monthly for repairables.
All expired material will be extended if possible or disposed of. During
this inspection, the material will be rotated within the location to
facilitate the issue of the oldest material first. Shelf life material can

be identified by using R-Supply ADHOC selectors. Divisions will maintain a current and prior annotated/worked Shelf Life Listing.

    d. Expired Stock Material. Expired Type I material will be removed from stock and disposed of through the local DRMO office. Expired Type II material will be restored (when within the local ASD or IMA's capability) in accordance with SLAC in FEDLOG, HAYSTACK, R-Supply, DAPSE Program or the cognizant Inventory Manager's instructions. The new expiration date will be annotated on the label. Material requiring inspection by an external maintenance activity will be removed from the location and forwarded to CSB for processing.

    e. Repairable. Some repairable assets require inspection to ensure components installed are still in working order. These items will be inducted into the local IMA for test and check in accordance with established NALCOMIS procedures. The MAF will indicate "Test and Check, Expired Shelf Life" in the discrepancy area. For items beyond the local IMA's capability, the asset will be BCM'd and returned to the designated overhaul point; or in some cases may be sent to Customer Services at the NADEP supporting the particular aircraft on the Repair and Return Program.

    f. Expired PEB Shelf-Life Material. Expired Type I Shelf Life material will be removed from the PEB site and disposed of in accordance with local procedures/policies. Type II material will have the shelf life extended in accordance with subparagraph d above and returned to the PEB location. Expired material will be decremented from the PEB site utilizing NALCOMIS, Update PEB/Pack-up Inventory Record Option and then returned to the ASD and disposed of. The Supply PEB Manager will generate a PEB replenishment document in accordance with established procedures. Additionally, the PEB Manager will obtain a turn-in document number from the squadron/IMA work center and generate a turn-in DD1348-1 annotated with "Expired Shelf Life Material." The material and DD1348-1 will then be forwarded to CSB for processing/disposal in accordance with local procedures.

    g. Shelf-Life Uncertain. Those items not marked with a date from which shelf life can be determined will be researched using the DAPSE Program. If unable to verify Lot/Batch Number or information in the DAPSE Program is inconclusive then contact the cognizant item manager by the E-mail Function located under the POC's Tab and request disposition instructions. For each item list the COG/NSN or part number, item description, estimated date of receipt and supply source. These items will be removed from the location and forwarded to the CSB for processing.

    h. Blank SLACs. SIT Records with a blank SLC will be identified and researched to determine the appropriate SLAC and SLC. After the SLAC and SLC have been identified, they will be loaded to R-Supply by selecting Inventory>Stock Item>Maintain Stock Item. These records should be reviewed on a monthly basis and can be identified by using R-Supply ADHOC tailored to select only those NSNs with a blank SLAC. Divisions will maintain a current and prior annotated/worked Listing.

    i. Disposal of Expired Shelf Life Material. Extreme care must be exercised to ensure expired shelf life material is not returned into the supply system. Normally, expired shelf life material will be turned-in to the nearest DRMO; however, local directives must be followed for proper disposal. Some installations have a reutilization center where all hazardous materials are turned-in. Regardless of where the material is turned-in,

transfer must be processed to decrement the Stock Item Record on hand quantity and a DD1348-1A must be prepared for shipping of the material. The DD1348-1A must be clearly marked with the remarks "Expired Shelf Life Material" and cite the SLC, SLAC and condition code of F.

NOTE: Reference (w), paragraph 4664.4.d states "Expired Type I shelf life items normally will be disposed of by removal from stock and destroyed unless the overaged items can be utilized safely for secondary purposes not requiring material in ready for issue condition.

3. Storage. To ensure proper screening and management of shelf life material, all Type I and Type II shelf life coded items will be segregated from other Supply Officer Stores and managed separately. If shelf life material meets other storage criteria such as PEB and Security Cage then it should be segregated from other like items and maintained within those areas. Furthermore, the shelf life material should be segregated to shelf life locations within these other storage areas.

4. Storeroom Action Listing. The Storeroom Action Listing is produced from Change Notice Processing in R-Supply. Refer to chapter 6, paragraph 6311.11 for processing instructions.

5. DAPSE (Former M204 Program). The DAPSE is an online database accessible through the DOD Shelf Life Program Home Page at https://headquarters.dla.mil/ j-3/shelflife/default.aspx. It consists of two parts, Materiel Quality Control Storage Standards (MQCSS) Data and Quality Status List (QSL) Data (Figure L-1). Storage standards provide instructions on whether an item is subject to inspection or test and if it is subject to inspection provides the inspection criteria necessary to extend the materiel. QSL provides the results of tests conducted by Physical Science Laboratories and is used to either extend the test date or condemn and dispose of the property on hand. Reference (ba), Materiel Quality Control Storage Standards (MQCSS), prescribes the criteria for extending material.

   a. MQCSS. The objective of MQCSS is to provide the capability for use of the automated, online, real-time application for developing and maintaining current storage standards for the DOD, the FAA, the GSA and the Coast Guard (CG) managed Type II Shelf-life Items.

      (1) Reference (az) requires all SOSs develop and maintain storage standards for the Type II Shelf-life Items under their management. These standards are used by storage activities in performing storage surveillance and they also provide inspection and test criteria for material procured, managed, received, maintained, shipped and stored by the government. The DAPSE Program is designed to provide current storage standards for the DOD, GSA and CG managed items and make storage data more accessible to SOSs/Depots to help reduce the dollar value of shelf-life disposals caused by limited inspection/testing of Type II Shelf-life Items.

      (2) The MQCSS database is NSN driven and interfaces with the Hazardous Material Information Resource System (HMIRS). If HMIRS NSNs are not present in the MQCSS file, the system will automatically update the MQCSS Database and add the HMIRS Hazardous Code. If multiple codes apply to an NSN in the HMIRS file, an IX Code will be applied to the MQCSS file. The Hazardous Characteristic Code will be displayed whenever the file is displayed.

Figure L-1.--MQCSS and QSL Data Search Page.
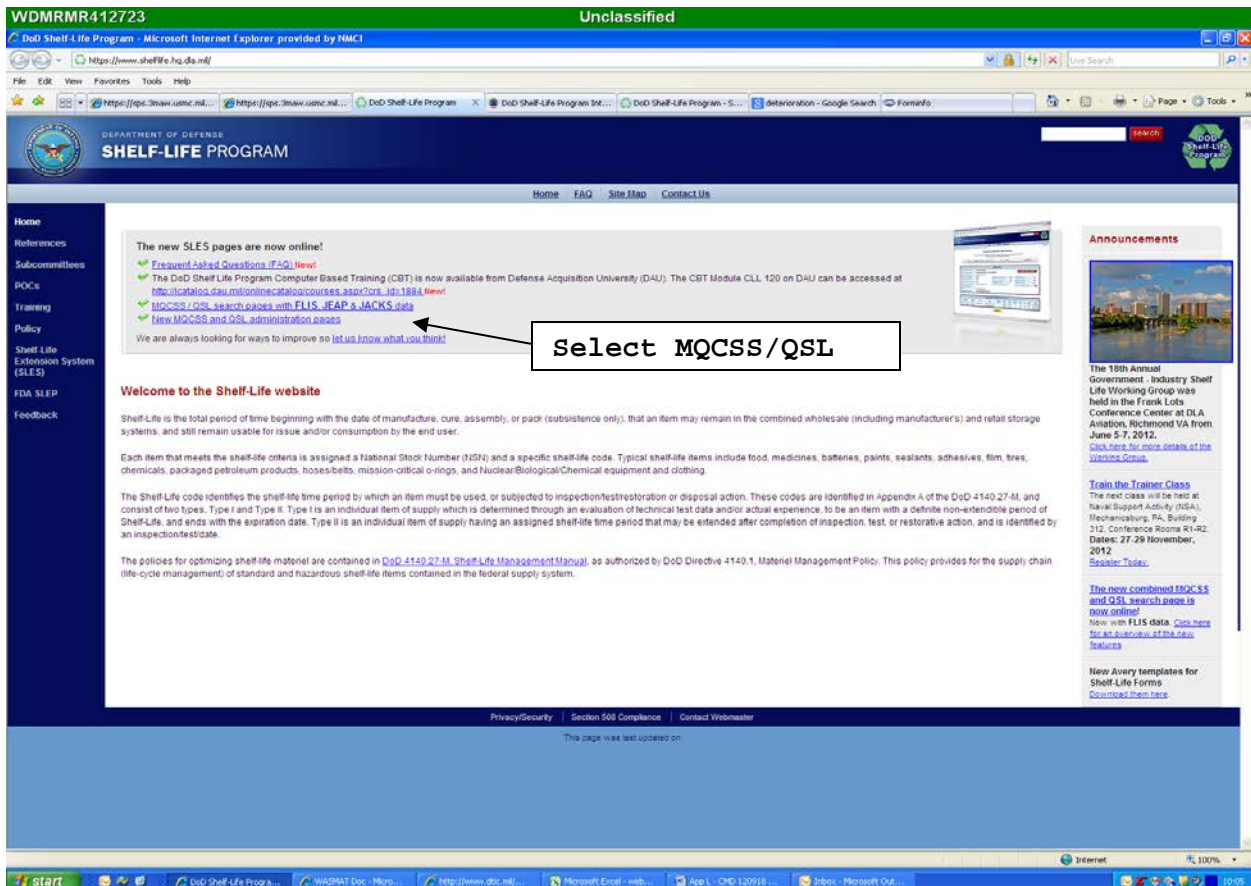
Figure L-1.—MQCSS and QSL Data Search Page Continued
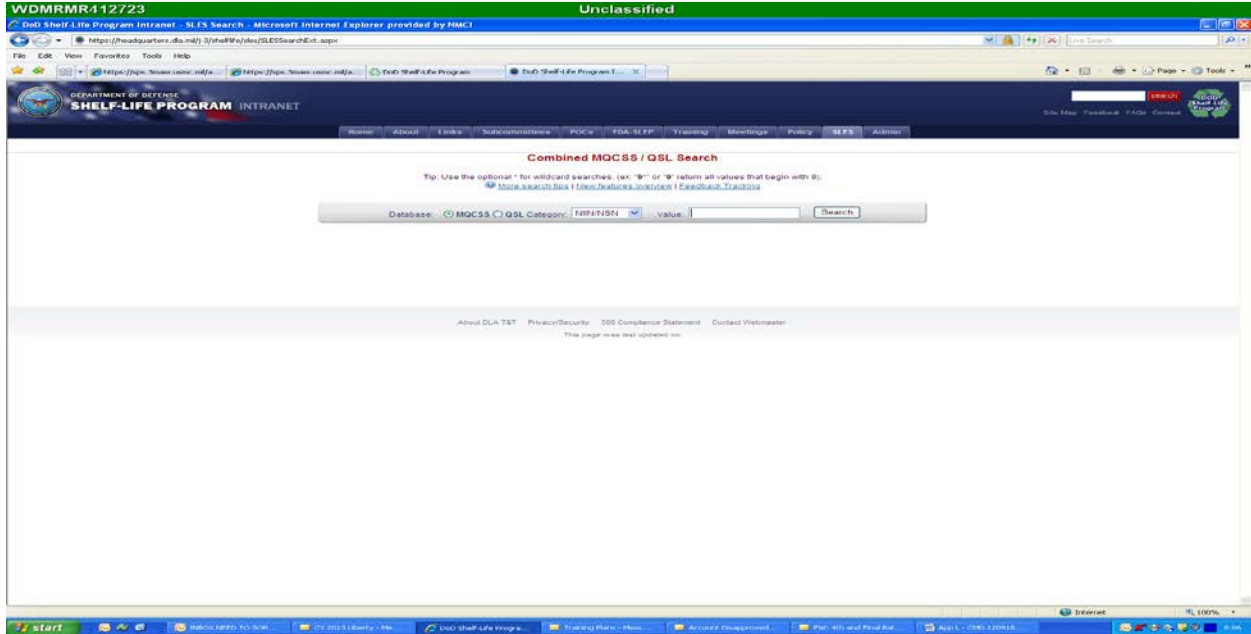
Figure L-1.--MQCSS and QSL Data Search Page Continued.

(3) Data Element Definitions.

(a) NSN - The 13-digit stock number consisting of the 4-digit FSC and the 9-digit NIIN.

(b) Source of Supply (SOS) Code - SOS/RIC is a three-position, alphanumeric, standardized code identifying the ICP responsible for the preparation, maintenance and update of the specific storage standard. The SOS Code is maintained in the FLIS NSN Master Record and utilizes the RICs contained in reference (bb).

(c) Approved Item Name - The official FLIS designation for an item of supply, which establishes a basic concept to which the item belongs, as listed in Defense Logistics Information Service Cataloging Handbook H6.

(d) Inspection Level Code - A two-position standardized code used within the SLES and selected from ASQ Z1.4. It determines the relationship between the lot or batch size and the sample size. The inspection level to be used for any peculiar requirements will be prescribed by the responsible authority. Three inspection levels (G1, G2 and G3) are given for general use. Four additional special levels (S1, S2, S3 and S4) are also available and may be used where relatively small sample sizes are necessary and large sampling risks can or must be tolerated. In the designation of inspection levels S1 through S4, care must be exercised to avoid Acceptable Quality Levels (AQL) inconsistent with these inspection levels.

(e) Inspection Type Code - A one-position, standardized code used within the SLES to specify whether a visual examination (code V), certified laboratory testing (code L), restorative action (code R), machine testing (code M) or any combination of these is necessary for accurate assessment of materiel serviceability at the end of its shelf-life period.

(f) <u>Criticality Code</u> - A code which indicates when an item is technically critical by reason of tolerance, fit restrictions, nuclear hardness properties or other characteristics which affects identification of the item.

(g) <u>First Inspection Month</u> - A multi-position numeric field used within the SLES to identify the time (in months and computed from the date of manufacture, cure, assembly or pack) when the first inspection of a type II Shelf-life Item is due. It will be derived from the NSN's SLC and the Inspection Type Code. The First Inspection Month will be nine months less than the total shelf-life months for items requiring laboratory testing, and six months less than the total shelf-life months for items requiring visual inspections.

(h) <u>Shelf-Life Months</u> - The total period of time in months beginning with the date of manufacture, cure, assembly or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration or disposal action (Inspect/Test Date).

(i) <u>Shelf-Life Code</u> - A one-position code, defined in reference (az) and (bc), volume 10, Table 50 assigned to an NSN to identify the period of time beginning with the date of manufacture, cure, assembly or pack and terminated by the date by which an item must be used (expiration date) or subjected to inspection, test, restoration or disposal action. Appendix F of reference (az) provides a complete listing of SLCs cross referencing to the period of allowed storage time expressed in months/quarters and years.

<u>1</u> <u>Code 0 (Zero)</u> - NSN/NIIN is not a shelf-life item.

<u>2</u> <u>Code Alpha Character (except Code "X")</u> - TYPE I non-extendible item.

<u>3</u> <u>Code Numeric Character (plus Code "X")</u> - TYPE II extendible item.

(j) <u>Shelf-life Item Type</u> - An item of supply possessing deteriorative or unstable characteristics to the degree a storage time period must be assigned to ensure it will perform satisfactorily in service. All shelf-life items are classified as one of the following two types:

<u>1</u> <u>TYPE I</u> - An individual item of supply, which is determined through an evaluation of technical test data and/or actual experience, to be an item with a definite non-extendible period of shelf life. One exception is Type I Medical Shelf-life Items (FSC 6505), which may be extended if they have been accepted into and passed testing for extension through the DOD/FDA SLEP.

<u>2</u> <u>TYPE II</u> - An individual item of supply having an assigned shelf-life time period that may be extended after completion of visual inspection/certified laboratory test and/or restorative action.

(k) <u>Re-inspection Months</u> - A multi-position numeric field used within the SLES to identify the time (in months and computed from the date of the last inspection or test) when an item is scheduled for re-inspection.

Note: The actual re-inspection or retest date will be derived from the last inspection or test date and the Inspection Type Code. Optimally it will be

nine months less than the re-inspection months for items requiring laboratory testing, and six months less than the re-inspection months for items requiring visual inspections.

        (l) Re-inspection Limit - A one-position numeric field used within the SLES to depict the number of re-inspections, in addition to the first inspection, permitted as governed by item criticality and storage environment (e.g., the number 1 indicates one re-inspection, 2 indicates two re-inspections, 0 indicates no re-inspections and the letter U indicates unlimited re-inspections).

        (m) HAZMAT Indicator Code - A code used within the SLES identifying an item of supply consisting of materiel, because of its quantity, concentration or physical/chemical/infectious characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious, irreversible or incapacitating reversible illness. It may also pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. Codes are Y = Yes, N = No, P = Potential and D = Dangerous.

        (n) Hazardous Characteristic Code (HCC) - A code used primarily for storage purposes to assure incompatible hazards are not stored next to one another. The HCC visible in FLIS pertains to the latest formulation of this item. The user needs to be aware additional information may reside in the HMIS for a different formulation of the same CAGE/Part Number.

        (o) Technical Publications - A multi-position field used within the SLES which specifies applicable publications which outline additional procedures not identified in the storage standard coding structure (e.g., Military/Federal Specification, Technical Order (TO), Supply Bulletin (SB), Technical Instruction (TI), Technical Manual (TM), Maintenance Instruction (MI), Supply Instruction (SI), etc.).

        (p) Remarks - Additional remarks on storage procedure not contained within the storage standard.

        (q) Specification - A detailed description of design criteria for a particular item.

        (r) Acceptable Quality Level (AQL) - The maximum percentage or proportion of variant units in a lot or batch that, for the purposes of acceptance sampling, can be considered satisfactory as a process average.

        (s) Characteristics Code - A code used within SLES to alert personnel of item characteristics requiring special attention, and to establish the elements to be visually examined for the purpose of determining the serviceability of materiel. Inspection Type Code V indicates only a visual inspection is required. Inspection Type Code L and V items shall be visually inspected by way of the Characteristics Code prior to applicable and subsequent laboratory or machine testing.

        (t) Item Type Storage Code: - A one-position alphabetic code identifying the required item storage environment.

(u) <u>Record Last Updated</u> - Date the record was created or last updated.

b. <u>QSL</u>. The QSL contains the result of tests by DOD/GSA/Commercial Physical Science Laboratories on Type II Shelf-life Material. These tests determine whether or not the unstable characteristics of the material have experienced any deterioration, which may render it unusable. The results are used by SOS/depots and their customers to either extend the shelf life or transfer it to disposal. In order for the test results on one unit of material to be applied to other units in storage worldwide, the material must share the same unique identifiers of NSN, contract and/or lot/batch.

(1) The QSL contains the results of tests by laboratories on Type II Material and is designed to provide an automated online, real-time, mainframe application for developing, maintaining and utilizing current test data DOD wide.

(2) <u>Inquiry (Current)</u>. The Inquiry (Current) Record contains the most recent test data which can be used to extend the shelf life of material on hand. There are two ways to access record(s) for inquiry purposes.

(a) <u>NSN</u>. If the system is queried by NSN only, multiple records may be extracted. This is due to more than one contract and/or lot/batch per NSN. A Shelf-life Extension Notice can be displayed for any of the records retrieved by entering the record number at the cursor prompt.

(b) <u>NSN, Contract and/or Lot/Batch</u>. If the system is queried by all three fields then only one record is retrieved.

(3) <u>Inquiry (History)</u>. The Inquiry (History) File provides a historical database for use in evaluation of the appropriateness of the shelf-life type or shelf life period for a specific NSN or specification. Records may be accessed by either NSN or specification. If accessed by NSN, the file is indexed on Contract, Lot/Batch and Last Test. If accessed by specification, the criteria for indexing include NSN, Contract, Lot/Batch and Last Test.

(4) <u>Purging</u>. At the end of each month, records are purged and transferred from the Active File to the History File when either the Test Due Date is passed (the existing record is replaced with a record with a later Test Due Date) or the material has been in Condition Code H for six months past the Last Test Date.

(5) QSL Data Elements:

(a) Contract Number - Air Force retail stock is annotated by "AF Retail Stk" and the date of manufacture and results may only be used by the Air Force.

(b) Lot/ Batch - A definitive quantity of an item accumulated under conditions considered uniform for sampling purposes.

(c) Noun - A 32-character name. It may be a basic noun or noun-phrase followed by those modifiers necessary to differentiate between item concepts for items having the same basic noun.

(d) Specification - A document prepared to support an acquisition describing essential technical requirements for materiel and the criteria for determining whether those requirements are met.

(e) Date Manufactured - The date an item, materiel or commodity was fabricated, processed, produced or formed for use. For drugs, chemicals and biological materials; the date of manufacture for products submitted to the Food and Drug Administration (FDA) for certification prior to release is the date of the official certification notice. For products manufactured under license of the Agricultural Research Service (ARS), the date of manufacture conforms to the definitions established by ARS. The date of manufacture shall not be shown for medical items having expiration dates.

(f) Last Test – The month and year of the most recent test on the item (MMYYYY).

(g) Test Due – The month and year of the next test date on the item (MMYYYY).

(h) Condition Code:

1 A - Usable for all services/Agencies.

2 C - Usable only by those Services/Agencies listed in the "Issue To" Column.

3 H - Material is not usable (condemned) and must be disposed of in accordance with the existing regulations.

(i) Issue To - Identifies who may use the Condition Code C material.

(j) Source of Supply – Identifies the IMM for the NSN.

(k) Lab Code - A three-position, standardized code used within the SLES to specify name of a certified laboratory designated to perform Shelf-life Extension Testing.

(l) Last Update – The date the record was created or last modified.

6. Assistance in the extension of shelf-life period. CMD/RMD will coordinate with the MALS QA Division to determine the capability of the local IMA in inspecting or correcting any discrepancies for the extension of shelf-life.

Additionally, the MALS QA can assist in the identification of those maintenance activities external to the MALS who can assist in the extension of the shelf-life for those items beyond the local MALS capability.

Appendix M

Change/Correction/Deviation Requests to the ASDTP

1. General. All changes to the ASDTP are approved or disapproved by the
Commandant of the Marine Corps after they have been reviewed and evaluated by
the chain of command and the Commanding Officer, Marine Corps Detachment,
Naval Station Newport, RI. Deviations may be approved by the appropriate
MAW.

2. Definitions.

    a. Change. A modification to the content of the ASDTP involving a
revision of, addition to, or deletion of existing policies or procedures.

    b. Deviation. A departure from policies, procedures and/or
responsibilities contained in the ASDTP. Deviations are granted by the
appropriate MAW for a specific situation or set of circumstances which does
not require a revision, addition or deletion to the ASDTP. A deviation is
authorized for any MALS designated to prototype/implement a new/updated
system in the areas affected by the new processes. When deviations are
submitted, a Standard Operating Procedure (SOP) must be developed detailing
how the process will be managed, to include revisions to appendix H.

    c. Correction. A modification in punctuation, grammar, capitalization,
spelling, tense, typographical errors, word omissions or ambiguities not
affecting established policies or procedures.

3. Submission of Requested Changes. Requests for changes to the ASDTP will
be submitted to the Commandant of the Marine Corps via the chain of command
and provide a copy to the Commanding Officer, Marine Corps Detachment, Naval
Station Newport, RI as shown in figure M-1.

4. Submission of Deviation Requests. Requests for deviation will be
submitted to the appropriate MAW via the chain of command as shown in figure
M-2. Disposition of deviation requests will be provided to CMC, MARFOR,
SPAWARSYSCEN and Commanding Officer, Marine Corps Detachment, Naval Station
Newport, RI by the MAW regardless of approval/disapproval determination.

5. Submission of Corrections. Requests for corrections will be submitted to
the USMC Detachment, Naval Station Newport, RI via the appropriate Wing as
shown in figure M-3.

UNITED STATES MARINE CORPS
Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

4400
CO
22 DEC 11

From: (Activity Submitting Change Request)
To: Commandant of the Marine Corps (ASL-31), Washington D.C. 20380

Via: Chain of Command
       Commanding Officer, Marine Corps Detachment, 1112 Kollmeyer Street
       Navy Supply Corps School, Naval Station Newport, 02841

Subj: SUBMISSION OF CHANGE REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1.   Recommended change(s) to reference (a) is/are submitted as follows:

       a.   Chapter, page, figure, paragraph, line, etc., to be changed.

             (1)   Use this line to identify how the text to be changed currently reads.

             (2)   Use this line to write the revised text as it should read. Use the words "Revise/Add/Delete" as
applicable to indicate the requested change(s). Be detailed and include required changes to the applicable
appendices and or references. Please note to include App H and its tasks.

             (3)   Additional references, information and comments to substantiate requested change.

       b.   Next Recommendation.

2.   Name, Grade and Telephone Number (DSN and Commercial) of point of contact at submitting activity.

                                         I. B. Marine
                                         By Direction

Copy to: (as applicable)
CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSYSCEN ATLANTIC VA. (CODE 50)
SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MARDET Naval Station Newport, RI
CO MATSG MERIDIAN MS

                    Figure M-1.--Sample ASDTP Change Request.

UNITED STATES MARINE CORPS
Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

                                                    4400
                                                    CO
                                                 22 DEC 11

From: (Activity Submitting Deviation Request)
To: Commanding General Marine Aircraft Wing (ALD)

Via: Chain of Command

Subj: SUBMISSION OF DEVIATION REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1. Request authorization to deviate from the reference as described below:

    a. Chapter, page, figure, paragraph, line, etc., to be deviated from.

        (1) Use this line to identify how the text to be changed currently reads.

        (2) Use this line to write **the** revised text as it should read. Be detailed and include required deviations to the applicable appendices and or references. Please note to include App H and its tasks.

        (3) Justification to include additional references, information and comments to substantiate requested deviation.

2.   Name, Grade and Telephone Number (DSN and commercial) of point of contact at submitting activity.

                                    I. B. Marine
                                    By Direction

Copy to: (as applicable)
CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)

                Figure M-2.--Sample ASDTP Deviation Request.

UNITED STATES MARINE CORPS
Appropriate MALS Letterhead
Goes here
POSTAL SERVICE CENTER BOX XXXX
CHERRY POINT, NC XXXXX-XXXX

4400
CO
22 DEC 11

From: (Activity Submitting Correction Request)
To: Commanding Officer, Marine Corps Detachment, 1112 Kollmeyer Street
       Naval Station Newport, RI 02841

Via: Chain of Command

Subj: SUBMISSION OF CORRECTION REQUEST TO MCO 4400.177_

Ref: (a) MCO 4400.177_

1. Recommended correction(s) to reference (a) is/are submitted as follow:

    a. Chapter, page, figure, paragraph, line, etc., to be corrected.

        (1) Use this line to identify how the text to be changed currently
reads.

        (2) Use this line to write **the** revised text as it should read. Be
detailed and include required corrections to the applicable appendices and or
references.

        (3) Identify additional references, information and comments to
substantiate the requested correction.

    b. Next Correction.

2. Name, Grade and Telephone Number (DSN and Commercial) of point of
contact at submitting activity.

                                    I. B. Marine
                                    By Direction

Copy to: (as applicable)
CG MARFORCOM (ALD)
CG MARFORPAC (ALD)
CG FIRST MAW (ALD)
CG SECOND MAW (ALD)
CG THIRD MAW (ALD)
CG FOURTH MAW (ALD)
SPAWARSYSCEN CHESAPEAKE VA. (CODE 50)
SPAWARSYSCEN DETPAC SAN DIEGO CA. (CODE 60)
CO MARDET Naval Station Newport, RI
CO MATSG MERIDIAN, MS

            Figure M-3.--Sample ASDTP Correction Request.

Appendix N

Standard Terms, Abbreviations and Acronyms

Part 1 - Abbreviations And Acronyms

AAA   Authorization Accounting Activity
AAC   Activity Address Code or Acquisition Advice Code
AAP   Allowance Appendix Page
AB   Supply Management - Audit Branch
ACC   Aircraft Controlling Custodian
ACE   Aviation Combat Element
ACL   Allowance Components List
ACN   Activity Control Number or Advance Change Notice
ACR   Allowance Change Request
ADCANC   Administrative Cancellation
ADD   Automatic Data Distribution
ADMRL   Application Data for Material Readiness List
ADPE   Automatic Data Processing Equipment
ADS   Automated Data System
ADLV   Additional Demand Listing Unit
AE   Ammunition Ship
AEL   Allowance Equipage List
AERP   Advance Equipment Repair Program
AESR   Aeronautical Equipment Service Record
AFAO   Approved Force Acquisition Objective
AFC   Airframes Change
AFLC   Air Force Logistics CommandAFM   Aviation Fleet
Maintenance
AFMC   Air Force Material Command
AFR   Air Force Regulation
AFRTS   Armed Forces Radio and Television Service
AIMD   Aviation Intermediate Maintenance Department
AINAC   Application Identification Number Activity Code
AIRS   Aircraft Inventory Reporting System
AIS   Automated Information System
AISAD   Administrative Division of the AISD
AISD   Aviation Information Systems Department
AIT   Automatic Identification Technology
ALC   Air Logistics Center
ALSS   Aviation Life Support System
AMARC   Aerospace Maintenance and Regeneration Center
AMC   Air Mobility Command (formerly MAC) or Army Material
               Command
AMCL   Approved MILSTRIP Change Letter
AMD   Average Monthly Demand
AMF   Average Monthly Frequency
AMMRL   Aviation Maintenance Material Readiness List
AMO   Aviation Maintenance Officer
AMRR   Aircraft Material Readiness Report
AMSU   Aeronautical Material Screening Unit
ANC   Allowance Note Code
AOM   Aviation Operation Maintenance
APA   Appropriation Purchase Account
APADE   Automation of Procurement and Accounting Data Entry

APL	Allowance Parts List
APN	Appropriation
APO	Army/Air Force Post Office
APOD	Aerial Port Of Debarkation/Discharge
APOE	Aerial Port Of Embarkation
AR	Authorized Retention
ARR	Allowance Requirements Register
ARRC	Automatic Reorder Restriction Code
ASC	Allowance Support Code
ASCII	American Standard Code for Information Interchange
ASD	Aviation Supply Department
ASE	Armament Support Equipment or Aviation Support Equipment
ASKIT	Aviation Storekeeper Information Tracking System (OFC_01)
ASG	Afloat Shopping Guide
ATAC	Advance Traceability And Control
ATC	Allowance Type Code
AUOL	Aged Unfilled Order Listing (replaced by UOL)
AUTO-MCMAR	Automated Monthly Coordinated Shipboard Allowance List Maintenance Action Report
AVCAL	Aviation Consolidated Allowance List
AVCARD	Aviation Fuel Card
AVDLR	Aviation Depot Level Repairable
AVORD	Aviation Ordnance
AVNSUPCHF	Aviation Supply Chief
AVNSUPO	Aviation Supply Officer.
AV-3M	Aviation Maintenance Material Management
AWDUE	Awaiting Due (NALCOMIS)
AWM	Awaiting Maintenance
AWP	Awaiting Parts
AWPB	Repairable Management - Awaiting Parts Branch
B/L	Bill of Lading
BCM	Beyond Capability of Maintenance
BCN	Bureau Control Number
BIC	Billet Identification Code
BOR	Budget OPTAR Report
BP	Budget Project
BPA	Blanket Purchase Agreement
BSF	Bearer Suspense File
BUNO	Bureau Number
CAB	Centralized Accounting and Billing
CAB	Squadron Support - Customer Assistance Branch
CAGE	Commercial And Government Entity (formerly FSCM)
CASCAN	Casualty Canceled
CASCOR	Casualty Corrected
CASREP	Casualty Report
CBL	Commercial Bill Of Lading
CBT	Computer Based Training
CC	Card Column
CCA	Circuit Card Assembly
CCB	Consumables Management - Consumables Control Branch
CCBL	Commercial Collect Bill of Lading
CCF	Configuration Change Form
CCR	Configuration Change Report
CDA	Central Design Activity
CDB	Consumables Management – Consumables Delivery Branch
CDI	Collateral Duty Inspector
CFE	Contractor Furnished Equipment

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CFF               Completed Fuel File
CFM               Contractor Furnished Material
CGFMFLANT         Commanding General, Fleet Marine Force, Atlantic Fleet
CGFMFPAC          Commanding General, Fleet Marine Force, Pacific Fleet
CHIL              Consolidated Hazardous Item List
CHRIMP            Consolidated Hazardous Material Reutilization and Inventory
                  Management Program
CIIC              Controlled Inventory Item Code
CJCS              Chairman, Joint Chiefs of Staff
CMC               Commandant Of The Marine Corps
CMD               Consumables Management Division
CNAL              Commander, Naval Air Force, Atlantic Fleet
CNAP              Commander, Naval Air Force, Pacific Fleet
CNET              Chief, Naval Education And Training
CNO               Chief of Naval Operations
COB               Close of Business
COG               Cognizance Symbol
COMLANTFLT        Commander, U.S. Atlantic Fleet (2nd Fleet)
COMMARFORLANT     Commander, Marine Forces, Atlantic
COMMARFORPAC      Commander, Marine Forces, Pacific
COMNAVAIRFOR      Commander, Naval Air Forces
COMNAVAIRLANT     Commander Naval Air Force, Atlantic Fleet
COMNAVAIRPAC      Commander Naval Air Force, Pacific Fleet
COMNAVRESFOR      Commander Naval Reserve Force
COMNAVSURFLANT    Commander Naval Surface Force, Atlantic Fleet
COMNAVSURFPAC     Commander Naval Surface Force, Pacific Fleet
COMPACFLT         Commander, U.S. Pacific Fleet (3rd and 7th Fleets)
COMSEC            Communications Security
COMSUBLANT        Commander Submarine Force, Atlantic Fleet
COMSUBPAC         Commander Submarine Force, Pacific Fleet
COMUSNAVEUR       Commander, U.S. Naval Forces Europe
CONEX             Containerized Transfer of Container Express
CONUS             Continental United States
COSAL             Coordinated Shipboard Allowance List
CP                Change Proposal
CRB               Squadron Support - Custody Records Branch
CRHF              Custody Record History File
CRIPL             Consolidated Remain-In-Place Listing
CRL               Cross Reference Listing
CSB               Consumables Management - Consumables Storage Branch
CSD               Customer Support Division
CSP               Contingency Support Package
CTPL              Central Technical Publication Library
DAAS              Defense Automatic Addressing System
DAASC             Defense Automatic Addressing System Center
DAASO             Defense Automatic Addressing System Office
DAR               Defense Acquisition Regulation
DBI               Demand Based Item
DBIR              Demand Based Item Retention
DCSC              Formerly Defense Construction Supply Center, Columbus, OH
                  (merged with DESC to form DSCC)
DD Form 200       Financial Liability Investigation of Property Loss
DD Form 1149      Requisition and Invoice/Shipping Document
DD Form 1348-1A   DOD Single Line Item Release/Receipt Document
DDSN              Date Document and Serial Number
DEF to RO         Stock deficiency to requisitioning objective
DEMIL             Demilitarization
```

DESC	Defense Energy Supply Center (formerly DFSC)
DESC	Formerly Defense Electronics Supply Center, Dayton, Ohio (merged with DCSC to form DSCC)
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service (formerly FAADC)
DFR	Defense Fuel Region
DI	Document Identifier
DIA	Defense Intelligence Agency
DIE	Date Item Established
DIFM	Due-In From Maintenance
DISC	Defense Industrial Supply Center, Philadelphia PA
DISCON	Discrepancy In Shipment Confirmation (SF 363)
DISREP	Discrepancy In Transportation Shipment Report (SF 361)
DLA	Defense Logistics Agency
DLAPS	Defense Logistics Agency Publishing System
DLAR	Defense Logistics Agency Regulation
DLIS	Defense Logistics Information Service (formerly DLSC)
DLMS	Defense Logistics Management System
DLMSO	Defense Logistics Management Standards Office
DLP	Date Last Processed
DLR	Depot Level Repairable
DLSS	Defense Logistics Standard Systems
DLSSD	Defense Logistics Standard Systems Division
DLUP	Decimal Locator for Unit Price
DMISA	Depot Maintenance Inter-Service Support Agreement
DMR	Date Material Required
DOCID	Document Identifier Code
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAD	Department of Defense Activity Address Directory
DODAAF	Department of Defense Activity Address File
DODAC	Department of Defense Ammunition Code (E.G., 1305-A250)
DODD	Department of Defense Directive
DODDS	Department of Defense Dependent Schools
DODFMR	Department of Defense Financial Management Regulation
DODI	Depart Of Defense Instruction
DODIC	Department of Defense Identification Code (E.G., A250)
DOE	Department Of Energy
DON	Department of the Navy
DOP	Designated Overhaul Point
DOT	Department Of Transportation
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DSC	Defense Supply Center
DSCC	Defense Supply Center Columbus, OH (formerly DESC and DCSC)
DSCP	Defense Supply Center Philadelphia (formerly DPSC)
DSCR	Defense Supply Center Richmond VA (formerly DGSC)
DSF	Data Services Facility
DSN	Document Serial Number or Defense Switched Network
DSP	Designated Support Point
DTG	Date Time Group
DTID	Disposal Turn-In Document
DTMR	Defense Traffic Management Regulation
DTO	Direct Turnover
DTS	Defense Transportation System
DUSD(L)	Deputy Under Secretary of Defense (Logistics)
DVD	Direct Vendor Delivery/Digital Versatile DiscEAS

	Expiration of Active Service
ECP	Engineering Change Proposal
EDD	Estimated Delivery Date
EDI	Electronic Data Interchange
EDSCS	Exhaust, Delete, Supersede, or Condemn Stock
EI	Engineering Investigation
EIC	Equipment Identification Code
EMV	Extended Money Value
EOA	End of Availability
EOB	Expense Operating Budget
EOD	Explosive Ordnance Disposal
ER	Economic Retention
ERB	Supply Response - Expeditor Reconciliation Branch
ESD	Electrostatic Discharge
ESD	Estimated Shipping Date
ETA	Estimated Time of Arrival
EUB	Supply Accounting - End-Use Branch
EXREP/ER	Expeditious Repair
FAD	Force/Activity Designator
FACTS	Fleet Automated Control Tracking System
FAP	Fleet Assistance Program
FAQ	Fixed Allowance Quantity
FAR	Federal Acquisition Regulations
FAS	Fuel Accounting System
	Fuel Automated Server
	Fuels Automated System
FASO	Field Aviation Supply Office
FC	Fund Code
FCFBR	Fleet COSAL Feedback Report
FEDLOG	Federal Logistics Data
FFSF	Fleet Financial Support Facility
FGC	Family Group Code
FHF	Financial Holding File
FILL	Fleet Issue Load List
FIMARS	Force Inventory Management Analysis Reporting System
FIMS	Fleet Image Management System
FISP	Fly in Support Package
FITS	Fleet Inventory Transmission System
FISC	Fleet and Industrial Supply Center (formerly NSC, NSD)
FITS	Force Inventory Transmission System
FLIPL	Financial Liability Investigation of Property Loss (DD Form 200)
FLIS	Federal Logistics Information System
FLR	Field Level Repairable
FLTOPS	Flight Operations
FMC	Full Mission Capable
FMB	AISD - File Management Branch
FMF	Fleet Marine Force
FOD	Foreign Object Damage
FOFF	Financial Outstanding Fuel File
FPO	Fleet Post Office
FRAA	Fleet Repairables Assistance Agent
FSC	Federal Supply Classification
FSG	Federal Supply Group
FY	Fiscal Year
FYTD	Fiscal Year to Date
F/W	Fixed-Wing.
GAO	Gross Adjusted Obligation

GBI	Gain By Inventory
GBL	Government Bill Of Lading
GCS	Global Communication System
GFM	Government Furnished Material
GIA	Gross Inventory Adjustment
GMT	Greenwich Mean Time or General Military Training
GPETE	General Purpose Electronic Test Equipment
GSA	General Services Administration
GSE	Ground Support Equipment
GUCL	General Use Consumables List
HAZMAT	Hazardous Material
HICS	Hazardous Inventory Control System
HIPRI	High Priority
HM	Hazardous Material
HMC&M	Hazardous Material Control and Management Program
HMIS	Hazardous Material Information Systems
HMR	Hazardous Material Report
HW	Hazardous Waste
ICP	Inventory Control Point
IBS	Integrated Barcode System
ICRL	Individual Component Repair List
ICSS	Interim Contractor Supply Support
ID	Identification
IL	Identification List
ILR	Integrated Logistics Review
ILS	Integrated Logistics Support
ILSMT	Integrated Logistics Support Management Team
ILSP	Integrated Logistics Support Plan
IM	Item Manager or Inventory Manager
IMA	Intermediate Maintenance Activity
IMRL	Individual Material Readiness List
INFO	Information
INMARSAT	International Maritime Satellite
INV	Inventory
IOL	Initial Outfitting List
IPAL	Interim Publications Applicability List
IPB	Illustrated Parts Breakdown
IPD	Issue Priority Designator
IPF	Issue Pending File
IPG	Issue Priority Group
IPL	Interim Parts List
IRC	Issue Restriction Code
IRIM	Intensive Repairable Item Management
IRRC	Issue, Repair and Requisition Restriction Code
IRRD	Issue Release/Receipt Document
ISSIP	Issue in Process (NALCOMIS)
JASMMM	Joint Aviation Supply and Maintenance Material Management
JCN	Job Control Number
JCS	Joint Chiefs of Staff
JON	Job Order Number
JTR	Joint Travel Regulation
LAMS	Local Asset Management System
LBI	Loss By Inventory
LICN	Local Item Control Number
LIPS	Logistics Information Processing System
LIRSH	List of Items Requiring Special Handling
LMC	Local Management Code

```
LOGMARS        Logistics Marking and Reading Symbols
LRCA           Local Repair Cycle Asset
M & S          Media and Status Code
MAF            Maintenance Action Form
MAG            Marine Aircraft Group
MAGTF          Marine Air-Ground Task Force.
MALS           Marine Aviation Logistics Squadron
MALSP          Marine Aviation Logistics Support Program
MAM            Maintenance Assist Module
               Maintenance Applications Manager
MATCS          Marine Air Traffic Control Squadron
MAW            Marine Aircraft Wing
MC             Mission Capable
MCAS           Marine Corps Air Station
MCC            Material Control Code or Mission Criticality Code
MCMAR          Monthly COSAL Maintenance Auto Report
MCN            MAF Control Number
MCO            Marine Corps Order
MCR            Material Control Register
MCRL           Master Cross Reference List
MDP            Material Delivery Point
               Market Demand Pull (pg W-4)
MDS            Maintenance Data System
MEB            Marine Expeditionary Brigade
MEC            Military Essentially Code
MEF            Marine Expeditionary Force
MEU            Marine Expeditionary Unit
MFCS           Material Financial Control System
MFG            Manufacturer
MILSBILLS      Military Standard Billing System
MILSPEC        Military Specification
MILSTAMP       Military Standard Transportation And Movement Procedures
MILSTD         Military Standard
MILSTEP        Military Supply And Transportation Evaluation Procedures
MILSTRAP       Military Standard Transaction Reporting And Accounting
               Procedures
MILSTRIP       Military Standard Requisitioning And Issue Procedures
MIPR           Military Interdepartmental Purchase Request
MIT            Material In Transit
MLSR           Missing, Lost, Stolen or Recovered
MMF            Mobile Maintenance Facility
MOS            Military Occupational Specialty
MOV            Material Obligation Validation
MPD            Movement Priority Designator
MPS            Maritime Pre-positioned Ships
MPSRON         Maritime Pre-positioning Squadron
MRE            Material Requirement External
               Material Request External
MRI            Material Requirement Internal/Material Request Internal
MRIL           Master Repairable Item List
MRL            Master Repairable List
MSB            Supply Management - MALSP Support Branch
MSD            Maintenance Support Division
MSD            Material Support Date
MSDS           Material Safety Data Sheet
MSP            Maintenance Support Package
MSSLL          Master Stock Status and Locator Listing
```

MTIS	Material Turned Into Store
	Material Turn-ins
MTR	Mandatory Turn-In Repairable
MVO	Money Value Only
NAD	Network Administration Division
NADEP	Naval Aviation Depot
NALCOMIS	Naval Aviation Logistics Command Management Information System
NALDA	Naval Aviation Logistics Data Analysis
NAMDRP	Naval Aviation Maintenance Discrepancy Reporting Program
NAMP	Naval Aviation Maintenance Program OPNAV 4790.2_
NAMSO	Navy Maintenance Support Office (Mechanicsburg, PA)
NARSUP	Navy Acquisition Regulation Supplement
NAVAIRSYSCOM	Naval Air Systems Command, Washington, Dc
NAVAVNLOGCEN	Naval Aviation Logistics Center
NAVCOMPT	Navy Comptroller
NAVICP-M	Naval Inventory Control Point Mechanicsburg, PA.
NAVICP-P	Naval Inventory Control Point, Philadelphia, PA.
NAVSEA	Naval Sea Systems Command, Washington, Dc
NAVSISA	Navy Supply Information Systems Activity
NAVSUPSYSCOM	Naval Supply Systems Command, Mechanicsburg PA
NAVTRANS	Naval Transportation Support Center (formerly NAVMTO)
NC	Not Carried
NCB	National Codification Bureau Code
NCOIC	Non-Commissioned Officer-in-Charge.
NHA	Next Higher Assembly
NICN	Navy Item Control Number
NIIN	National Item Identification Number
NIS	Not In Stock
NLL	Navy Logistics Library
NLT	Not Later Than
NMC	Not Mission Capable
NMCM	Not Mission Capable Maintenance
NMCS	Not Mission Capable-Supply
NORS	Not Operationally Ready-Supply
NPFD	Naval Publications and Forms Directorate (formerly NPFC)
NPPS	Navy Publication and Printing Service
NRFC	Navy Regional Finance Center
NRFI	Not Ready For Issue
NSN	National Stock Number
NTCSS	Navy Tactical Command Support System
NTDS	Navy Tactical Data System
NTO	Net Total OPTAR
NUP	Net Unit Price
NWCF	Navy Working Capitol Fund (formerly NSF or DBOF)
O/H	On Hand
O&M,N	Operation and Maintenance, Navy (appropriation)
OCONUS	Outside Continental United States
OFC	OPTAR Functional Category
OFFAR	Off-line for Alternate NIIN Review (NALCOMIS)
OFFMP	Off-line for Manual Processing (NALCOMIS)
OFFTR	Off-line for Technical Research (NALCOMIS)
OFISS	Off-line for Issue (NALCOMIS)
OFROB	Off-line when Receipt on Board
OFVAL	Offline for Validation (NALCOMIS)
OHF	OPTAR History File

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OIC          Officer-in-Charge
OL           Operating Level
OLM          Operating Level Multiplier
OMA          Organizational Maintenance Activity
OMEPS        Obligation Material In Transit Expenditure Processing
             System Program
OMMS         Organizational Maintenance Management System
OPLOC        Operating Location
OPN          Other Procurement Navy
OPNAV        Office of Chief of Naval Operations
OPTAR        Operating Target
ORD          Ordnance
ORG          Organization Code
OSD          Office of the Secretary of Defense
ORF          Outstanding Requisition File
OSCD         Over-Seas Control Date
OSI          Operating Space Item
OSL          Order and Shipping Level
OSO          Other Supply Officer (relates to transfer of material)
OST          Order and Shipping Time
P-NICN       Permanent-Navy Item Control Number
P/N          Part Number
PC           Production Control
PCF          Pending Credit File
PCS          Permanent Change of Station
PD           Priority Designator
PDD          Priority Delivery Date
PDEF         Pending Data Entry File
PEB          Consumables Management - Pre-Expended Branch
PEB          Pre-Expended Bin
PICA         Primary Inventory Control Activity
PII          Personally Identifiable Information
PM           Preventive Maintenance
PMC          Partial Mission Capable
PMCM         Partial Mission Capable, Maintenance
PMCS         Partial Mission Capable, Supply
PMI          Precious Metal Indicator
PMIC         Precious Metal Indicator Code
PNF          Part Number File
PO           Purchase Order
POA&M        Plan of Action and Milestone
POD          Proof of Delivery
POE          Point of Entry.
POL          Petroleum, Oils And Lubricants
POS          Peacetime Operating Stock or Proof of Shipment
PRI          Priority
PSIND        Primary/Secondary Indicator
PUF          Pack-up File
PUI          Pack-up Item File
Q COSAL      Nuclear Reactor Plant COSAL
QA           Quality Assurance
QDR          Quality Deficiency Report
QTY          Quantity
QUP          Quantity Per Unit Pack
RAB          Redistributable Assets Onboard
RAMAT        Reconciliation and Management Assistance Team
RAO          Redistributable Assets On Order
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RC	Reject Reason Code or Recoverability Code
RCB	Repairable Management - Repairables Control Branch
RCTF	Repairable Completed Transaction File
RDB	Repairable Management - Repairables Delivery Branch
RDD	Required Delivery Date
RECON	Reconciliation
RFI	Ready For Issue
RIC	Routing Identification Code or Repairable Item Code
RIL	Repairable Item List
RIP	Receipt In Process or Remain In Place
RMD	Repairable Management Division
RO	Requisitioning Objective
ROB	Receipt On Board
ROD	Report Of Discrepancy (Standard Form 364)
RP	Reorder Point
RQN	Requisition
RRTMIS	Requisition Response Time Management Information System
RSB	Repairable Management - Repairables Storage Branch
RTAT	Repair Turn-Around-Time
RTF	Repairable Tracking File
R/W	Rotary-Wing. Refers to Helicopter Groups/Squadrons
SAA	Supply Applications Administrator
SAC	Special Accounting Class
SAD	Supply Accounting Division
SAF	Support Action Form
SAL	Storeroom Action Listing
SAL	Ship Authorized Levels
SALTS	Streamline Automated Logistics Transmission System
SAMMA/SAL	Stores Account Material Management Afloat/Ship Authorized Levels
S/C	Source Code
S&E	Supplies and Equipage OPTAR
SAL	Shipboard Authorized Levels
SALTS	Streamline Automated Logistics Transmission System
SAMMS	Stand-Alone Material Management System
SAVAST	Ship's AVCAL Asset Demand Tape
SCDL	Stock Control Decision Listing
SDD	Standard Delivery Date
SDE	Stock Asset Dollar Value Extension
SDLM	Schedule Depot Level Maintenance
SDR	Supply Discrepancy Report
SE	Support Equipment
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SERMIS	Support Equipment Resources Management Information System
SERVMART	Service Market
SF	Standard Form
SFB	Supply Accounting - Stock Fund Branch
SFF	Safety Footwear File
SFOEDL	Summary Filled Order/Expenditure Difference Listing
SGL	Standard General Ledger
SHORCAL	Shore Consolidated Allowance List
SIR	Stock Item Record
SIT	Stock In Transit
	Stock Item Table
SIVF	Survey Integrity Verification File
SL	Safety Level

SLAC	Shelf Life Action Code
SLC	Shelf Life Code
SLEP	Service Life Extension Program
SMCC	Special Material Content Code
SM&R	Source, Maintenance and Recoverability Code
SMARTS	Ships and MALS Automated Reconciliation Tracking System
SMD	Supply Management Division
SME	Subject Matter Expert
SMIC	Special Material Identification Code
SMQ	Special Maintenance Qualification
SMTS	Software and Maintenance Tracking System
SNAP	Shipboard Non-tactical ADP Program
SNDL	Standard Navy Distribution List
SNSL	Stock Number Sequence List
SOB	AISD- Systems Operations Branch
SOS	Source of Supply
SPD	Systems Processing Division
SPAD	Supply Personnel and Administrative Division.
SPAWARSYSCEN	Space And Naval Warfare Systems Center (formerly NAVMASSO and NISE)
SPAWARSYSCOM	Space And Naval Warfare Systems Command, Washington, Dc
SRA	Shop Replaceable Assembly
SRB	Consumables Management - Supply Receiving Branch
SRC	Scheduled Removal Component
SRD	Supply Response Division
SSAN	Social Security Account Number
SSB	Repairable Management - Supply Shipping Branch
SSC	Supply Support Center
SSD	Squadron Support Division
SSIC	Standard Subject Identification Code
STARS-FL	Standard Accounting and Reporting System - Fleet Level
STKDUE	Stock Due
SUPADD	Supplementary Address(ee)
T-NICN	Temporary-Navy Item Control Number
T/M/S	Type/Model/Series
T/L	Transmittal Listing (OPTAR Obligations)
T/O	Table of Organization
TAD	Temporary Additional Duty
TAT	Turnaround Time
TAV	Total Asset Visibility or Tender Availability
TBA	Table Of Basic Allowances
TBI	Test Bench Installed
TBOS	Test Bench Out of Service
TCMD	Transportation Control And Movement Document
TCN	Transportation Control Number
TCP	Tool Control Plan
TD	Technical Directive
TDC	Technical Compliance Directive
TDR	Transportation Discrepancy Report
TE	Table of Equipment or Test Equipment
TEC	Type Equipment Code
TECH PUB	Technical Publication
TIR	Transaction Item Reporting or Total Item Record
TOA	Table Of Allowance
TPL	Technical Publications Library
TR	Transaction Report
TR	Trouble Report

TRB	Supply Response - Technical Research Branch
TSA	Training Squadron Allowance
TSC	Type of Storage Code
TYCOM	Type Commander
UCMJ	Uniform Code Of Military Justice
UI	Unit of Issue
UIC	Unit Identification Code
ULS	Unauthorized Long Supply
UMMIPS	Uniform Material Movement And Issue Priority System
UMR	Unmatched Receipt Report
UND	Urgency Of Need Designator
UOL	Unfilled Order Listing
UP	Unit Price
UPC	Unit Price Code
URB	Unreconciled Balance
USID	Uniform System Identification Code
USMC	United States Marine Corps
USN	United States Navy
USPS	United States Postal Service
VIDS	Visual Information Display System
VIDS/MAF	Visual Information Display system/Maintenance Action Form
VMA	(Marine) Attack Squadron
VMAAW	(Marine) Attack (All Weather) Squadron
VMAQ	(Marine) Electronic Warfare Squadron
VMFA	(Marine) Fighter-Attack Squadron
VMFP	(Marine) Photo Reconnaissance Squadron
VMGR	(Marine) Refueller-Transport Squadron
VMO	(Marine) Observation Squadron
WC	Work Center
WCC	Work Center Code
WESTPAC	Western Pacific
WINSALTS	Windows version of the SALTS program
WIP	Work In Process
WISSA	Wholesale Inter-Service Supply Support Agreement
WRA	Weapon Replaceable Assembly
WSDC	Weapon System Designator Code
WSE	Weapons Support Equipment
WSF	Weapon System File
WUC	Work Unit Code
3M	Maintenance and Material Management

Part 2 – Standard Terms

-A-

Abstract   Copy of a payment voucher for material purchased
                            from a commercial source. DFAS uses abstracts as
                            expenditure documents to match against FIR Code A1
                            (receipts).

Accountability   The obligation which is imposed upon any person
                            authorized to have public property in custody or
                            possession, or to produce the property, or evidence
                            of its authorized disposition when directed by
                            proper authority or upon proper occasion. A final
                            conclusion on any question of accountability
                            generally depends upon the facts involved in that
                            particular case.

Accountable Activity   Activities which will receive and issue material in
                            and out of a stores account (Navy Stock Account or
                            Appropriation Purchases Account), e.g., special
                            accounting class 207 ships.

Accountable Officer   An individual appointed by proper authority who
                            maintains inventory or financial records or both in
                            connection with government property, irrespective
                            of whether the property is in that individuals
                            possession for use or storage or in the possession
                            of others to whom it has been officially entrusted
                            for use or care and safekeeping. An accountable
                            officer may incur financial liability for failure
                            to exercise assigned obligations. For supply
                            system stocks held in SAC 207, the supply officer
                            is normally assigned this responsibility.

Accounting Period   A definite period of time, the beginning of which
                            is fixed either by law or by administrative action,
                            for assembling, recording, or reporting accounting
                            data.

Acquisition Advice Codes   A one character alphabetic code which indicates how
(AAC)   and under what restrictions an item of supply will
                            be acquired (NAVSUP P485, volume II, appendix 23).

Activity Address Code   A six character code, consisting of the service
(AAC)   code ("N", "R", or "V") and the unit identification
                            code (UIC), which identifies a specific activity
                            and translates to a clear text address (NAVCOMPT
                            Manual volume II, chapter 5).

Activity Control Number   The activity service designator code and UIC.
(ACN)   Address A data storage location that can be
                            referred to in a program.

Administrative   Used in processing financial difference listings to
Cancellation (ADCANC)   identify below threshold services received but not
                            billed at DFAS, more than 60 days prior to the cut-
                            off date of the listing. Also used as the

financial cancellation of an unfilled order by the OPTAR holder with DFAS without reference to or action by the supply system.

Advance Traceability and Control	System used to monitor movement of DLR carcasses through the transportation system.
Advice Code	Used by the requisitioner to provide special instructions to the supply source, such as "Do not substitute," "Do not backorder," "Furnish exact quantity" etc. (NAVSUP P485, volume II, appendix 1.)
Adhoc	Adhoc is a utility in the NTCSS environment that enables you to create customized queries to meet the application's requirements. This Ad Hoc utility assists maintenance managers in asset management and helps reduce man-hours expended in the manual processing of available data.
Aeronautical Equipment	Aircraft, support equipment, aviators equipment, and other similar devices.
Aeronautical Material	All the material used in the operation and maintenance of aircraft.
Afloat Shopping Guide (ASG)	Designed to assist fleet personnel in identifying the NSN items most frequently requested by the ships. It includes a detailed description of each item, a specific code to designate items carried by Combat Logistic Force ships and, when applicable, stock numbers of substitute items.
Aged Unfilled Order Listing (AUOL)	A listing of all unfilled orders in the DFAS files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions for which no matching bill has been processed for 120 days and DFAS holds the requisition outstanding.
Aircraft Controlling Custodian (ACC)	Air commands and Naval Air Systems Command (NAVAIR) who exercise administrative control of assignment, employment, and logistics support of certain aircraft and aircraft engines as specified by the CNO.
Aircraft Equipment Configuration List	Listing of the avionics components installed in aircraft, cross-referenced to applicable allowance requirements registers, that contain the support requirements for outfitting purposes.
Aircraft Intermediate Maintenance Department (AIMD)	The department responsible for the check, test, repair, or manufacture of aeronautical components and support equipment for the supported aircraft.
Aircraft Maintenance Material Readiness List (AMMRL)	The title for the overall program which provides the data required for effective management of ground support equipment at the organizational and intermediate levels of aircraft maintenance.
Airframe Accessories	Items of equipment that are required for operation

of the aircraft and that cannot be considered an integral part of the airframe or engine, such as wheels, brakes, hydraulic equipment, fuel systems, de-icing equipment, anti-icing equipment, and other items regardless of whether attached to the engine or airframe.

Allocation	Action taken by the Comptroller of the Navy granting obligational authority.
Allotment	Method utilized by project managers for granting obligational authority to accountable activities within the overall limits of its allocation. The last 3 digits of the bureau control number is the allotment number which designates the activity receiving the allotment.
Allowance Change Request (ACR)	(NAVSUP Form 1220-2) Utilized for requesting item additions/deletions or quantity increases/ decreases in all published allowance lists (item may be an equipment/component, repair part, or equipage).
Allowance Components List (ACL)	A system validation aid prepared for variable installations of electronic weapons systems. It also links together large systems supported by more than one APL. The ACL contains a list of components with APL numbers as well as components not supported by an APL but it does not provide COSAL support.
Allowance Equipage List (AEL)	An allowance document prepared by NAVICP MECH for various categories of equipage for mechanical, electrical, or ordnance systems. When used for systems, the AELs include the items required for the operation of the systems and/or the repair parts to support it. Items listed on an AEL generally are Operating Space Items (OSI) n the custody of various shipboard departments.
Allowance Items	Items which appear in authorized allowance documents (e.g., COSAL, AVCAL, and ISL) with an allowed quantity.
Allowance Note Code (ANC)	A code used in Part II, Sections A and C and Part III of the COSAL. A list of these codes can be found in NAVICPMECHINST 4441.170 Appendix C.
Allowance Parts List (APL)	A document prepared for each equipment or major component onboard a ship which lists repair parts and characteristics/descriptive data.
Allowance Parts List File (APL)	Contains APL records which identify the APL numbers associated with a specific stock number.
Allowance Requirements Registers (ARR)	A list of 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.

Allowance Support Code (ASC)	A five-digit alphabetic code listed in Part 1, Sections A and B of the COSAL. The first digit indicates the technical cognizance code. The second and third digits indicate the application or identification number activity and the fourth and fifth digits represent the logistic support status of equipment or components.
Allowance Type Code (ATC)	A one character number used to identify the basis for stocking/demand recording and the item's relationship to the ship. These codes are found in the NAVSUP P485, volume II, appendix 9.
Allowed Items	Allowance items and non-allowance items which qualify for local stocking or which are authorized to be procured as DTO material for immediate or planned use.
Alternate Number	A type of reference number. Identification to an NSN is made normally by use of a primary reference number. Additional numbers that can be used to determine an NSN, such as manufactures part numbers, drawing and piece numbers, are referred to as alternate numbers.
American Standard Code for Information Interchange (ASCII)	This code is used by various computer systems, including Honeywell, to translate machine language into readable English language.
Application Data for Material Readiness Lists (ADMRL)	A master list of GSE required to support selected ranges of aircraft, engines, and systems at any Navy organizational or intermediate maintenance level activity.
Application Identification Number Activity Code (AINAC)	The second and third character of the allowance support code established to identify equipment/component from equipage (NAVICPMECHINST 4441.170).
Appointing Official	An individual designated in writing by the approving official. The approving official may act as the appointing official. If authorized by the approving official, the appointing official approves or disapproves Reports of Survey only when there is no evidence of negligence or abuse. The appointing official is normally senior to the responsible officer, accountable officer, and survey officer. For supply system stocks held in SAC 207, the appointing official will normally be the Supply Officer. The appointing official may act as the survey officer.
Appropriation (APN)	An authorization by an Act of Congress to incur obligations for specified purposes to make payments out of the treasury to liquidate those obligations. Both the incurring of obligations and the making of payments are restricted by time and monetary limitations.

Appropriation File (APP)   Contains a record for each line of accounting data used by various activities to which issues can be made.

Appropriation Purchase   Material which has been purchased by a bureau or
Account (APA)   command and already charged to appropriated funds. Material is available for issue to end-users without charge to operating funds (OPTAR). APA material is assigned an even COG (i.e., 6A, 8P, 8X) and must cite a Y6 fund code on all internal and external requisitions.

Approving Official   The approving official approves or disapproves the Report of Officer Survey and makes a determination to relieve all concerned from responsibility and/or accountability or to approve assessment of financial liability. The approving official appoints the survey officer in writing. When evidence of personal responsibility is suspect or the adjustment involves a classified or sensitive item or arms, ammunition, and explosives, the approving officials responsibility cannot be delegated and must remain with the Commanding Officer.

Assembly   A number or parts or subassemblies or any combination thereof joined together to perform a specific function (e.g., power shovel front, fan assembly, audio frequency amplifier). The distinction between an assembly and a subassembly is not always exact; an assembly in one instance may be a subassembly in another (i.e., when it forms a portion of an assembly).

Assets   Funds, material and personnel available to an activity.

Attachment   A part, assembly, or subassembly, designed for use in conjunction with another assembly, unit, or set, contributing to the effectiveness thereof by extending or varying the basic function of the assembly, unit, or set (e.g., hoisting attachment on a truck, milling attachment for a lathe).

Audit   A periodic evaluation of detailed plans, policies, procedures, products, directives, and records as applied to a Quality Assurance (QA) Program.

Augment   An additional allowance, usually an increase in OPTAR funds.

Authorization Accounting   Performs operating budget or allotment accounting.
Activity (AAA)   Maintenance of operating target (OPTAR) records is not to be considered as "Operating budget" or "Allotment accounting". Authorization accounting activities are those activities which render accounting reports required by the Comptroller of the Navy (e.g., DFAS OPLOC Norfolk, VA and San

Diego, CA).

Authorized Retention	All long-supply assets which are authorized for retention.
Automated Data Processing (ADP)	Data processing performed by a system of electronic or electrical machines interconnected to reduce the need for human assistance or intervention.
Automated Data Processing Equipment (ADPE)	A one-character numeric identification code indicating an item of ADPE or containing ADPE regardless of assigned FSC (NAVSUP P485, volume II, appendix 8).
Automated Voice Network (AUTOVON)	A voice communications network under control of the Department of Defense.
Automatic Digital Network (AUTODIN)	Interpreted to include all electrical transmissions including teletypewriters, since these circuits are connected to the AUTODIN system.
Automatic Identification Technology (AIT)	Allows for automated data collection and data transmission to Automated Information Systems (AIS).
Automatic Reorder Restriction Code (ARRC)	A code assigned to stock records to identify items for additional screening prior to reordering under automated supply systems.
Availability Cost Report (ACR)	Provides obligations and expenditure data for ROV funds for current month and fiscal year to date.
Availability Period	A specific period of time established by the type commander for the accomplishment of approved maintenance by a Naval Shipyard.
Average Endurance Level	The quantity of material normally required to be on hand to sustain operations for a stated period without augmentation; it is the median between the safety level and stockage objective (i.e., the safety level plus one half the operating level).
Average Monthly Demand (AMD)	The sum of the demand experienced for an item during a selected period divided by the total months in that period.
Average Monthly Frequency (AMF)	The sum of the frequency experienced for an item during a selected period divided by the total months in that period. Aviation Capable Ship A non-aviation ship that can be used as an aviation operating platform.
Aviation Consolidated Allowance List (AVCAL)	A document that lists the items and quantities of aeronautical material authorized to be stocked by an aircraft carrier/MALS to support the maintenance and operations of assigned or embarked aircraft. It is tailored for each aircraft carrier/MALS; LPH/LHA and the items listed are selected for all ARRs/ALs that apply to the assigned or embarked aircraft.
Aviation Depot Level	NAVICP PHIL managed items which are identified by

Repairables (AVDLR)	the cognizance symbol 7R and MCC of E, H, or X; or for interim support items COG 1R and MCC of E, H, or X (see DLR for additional information).
Aviation Fleet Maintenance (AFM)	OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Aviation Fleet Maintenance (AFM)	Budget/OPTAR Summarizes maintenance costs for supported squadrons or ship's VT aircraft (AV 207 only).
Aviation Life Support System (ALSS)	The items of equipment and clothing needed to allow aircrew members and aircraft passengers to function within all parameters of the flight environment, safely egress from disabled aircraft and descend to the surface, and survive on land and water until the arrival of rescue forces.
Aviation Operation Maintenance (AOM)	OPTAR funds issued by the TYCOM to buy parts and material used by the AIMD/IMA and supported squadrons to repair aircraft and aircraft components.
Awaiting Induction	The condition that exists when an item has been received by a supply activity but has not been inducted into the maintenance cycle for test/check/repair. Precedes an in work/awaiting maintenance status.
Awaiting Parts Unit (AWP)	The condition that exists when materials required to complete a maintenance action are not available on station/ship or in the MALS.

–B–

Backorder	A requisition that cannot be filled by an off ship supply activity from current stock and is being held until additional stock is received.
Backorder Reconciliation Response	Reply to a reconciliation request advising the supplier to either hold the backorder until supplied or cancel the backorder.
Backup	The process of duplicating transaction files as protection should destruction of original data occurs.
Bar Code	A method of labeling material which provides for automated data collection for processing and storing received items, issuing transactions, and inventorying and auditing stowed materials. The labels consist of a series of vertical lines and spaces that provide coded information. They are read and interpreted by special scanning equipment.
Batch Processing	Allows the system user to process large amounts

of transactions without the need for interactive processing of each transaction.

Beyond Capability of Maintenance (BCM)	A piece of equipment which cannot be repaired by the AIMD/IMA.
Bill To	For all inter-service transactions and intra-Navy cash sales "Bill to" means to prepare and forward the proper billings to the activity designated. For other intra-Navy use, the "Bill to" activity is the activity to be charged or summarized for the transaction.
Billback	End-use transactions appearing on the SFOEDL that have been challenged by the accounting activity or by the activity whose OPTAR funds have been charged.
Billings	Invoices forwarded to DFAS from DLA activities, the GSA, or some DOD activities for which the activity must report a corresponding receipt.
Blanket Purchase Agreement (BPA)	An agreement established with a vendor to furnish designated categories of material for a specific period of time.
Broad Arrow	An urgently required aviation test bench item (See NAVSUPINST 5442.2).
Budget Activity	A major program of the appropriation structure under which costs are collected.
Budget OPTAR Report (BOR)(NAVCOMPT Form 2157)	Monthly financial report (by fiscal year) of expended funds.
Budget Project	A five-digit number which defines the item manager and centrally managed allotment for NWCF material. It is used to identify material assets and expenditures on various financial reports.
Bureau Control Number (BCN)	The UIC of the activity in receipt of the operating budget. Operating budgets are distributed to TYCOMs.
Bureau Number	A unique six-digit number assigned to a specific aircraft, usually by the manufacturer.

-C-

Cancellation	Total or partial discontinuance of supply action requested of and confirmed by the supplier.
Cannibalize	Removal of serviceable parts from one component for installation on another.
Capitalization	The absorption of the financial value of material into the NWCF.
Caption Code	Used by DFAS to identify different types of transactions which appear on an unmatched

listing:

    A Receipt Invoices

    C Unmatched OSO summaries

    G Unmatched Inspection Reports

    H Unmatched Public Vouchers (DOV) and Interdepartmental Billings

    J Unmatched Carcass Billing.

Carcass	A not-ready-for-issue (NRFI) repairable component which requires turn-in to a repair facility or designated overhaul point (DOP).
Carcass Value	The value of the repairable NRFI carcass; equal to the standard price minus the net price (e.g., standard price of $10,000 net price of $3,000 = carcass value of $7,000).
Carried Items	Items that are stocked (e.g., items for which the ASD is required to maintain on board).
Cash Sale	A transaction used to record the sale of material to other government departments, the Coast Guard, foreign governments, or merchant ships whether or not cash actually changes hands.
Casualty Report (CASREP)	Requisitions for emergency replacement parts for equipment/components out of commission that are essential to the ship's mission. Requisitions submitted for a CASREP requirement are identified by a W in the first position of the serial number of the document number.
Causative Research	An in-depth investigation of specific physical inventory discrepancies to determine why they occurred, so corrective action can be taken. This consists of a complete review of all transactions (to include receipts, issues, change notice action listings (e.g., quantity per unit pack), location updates, previous adjustments, and suspended or erroneous documentation) within the allowable look- back period. This review begins with the analysis of transactions posted to the master stock record and concludes with the validation of source or supporting documentation. Causative research ends when the cause of the discrepancy has been discovered or when, after review of all existing records, an unresolved discrepancy exists. Supporting documentation generated during causative research will be retained for a three year period.
Central Design Activity (CDA)	The activity responsible for the overall design and implementation of a system. The CDA for R-Supply and Optimized NALCOMIS is SPAWARSYSCEN.
Change Notice Action (CNA)	Generated either locally or by an ICP and provides updated information to the Basic Material File (e.g., COG and UI changes, substitute/interchangeable data) or the Basic

Requisition File (i.e., substitute data).

Chargeable Activity — The activity for which expenditures represent a cost of operation regardless of funds used, the activity administering the funds, the activity performing the accounting, or the activity preparing the requisition.

Code 3 of 9 — A bar code consisting of various arrangements of 5 bars and 4 spaces (hence the 9) of which 3 are wide (hence the 3) to represent any of 43 different characters. The digits 0-9, letters A-Z, 6 special characters (/ + % $), and a blank space can be encoded by the 3-of-9. This code is read by electronic devices called scanners.

Cognizance Symbol — 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 manage in an NSA stores account, an APA stores account, or a non stores account (NAVSUP P485, volume II, appendix 18).

Commercial and Government Entity (CAGE) code — A five-digit code assigned to manufacturers which have or are currently producing items used by the federal government (formerly federal supply code for manufacturers (FSCM)).

Commercial Bill of Lading (CBL) — A bill for transportation charges received from a commercial carrier.

Common Item — An item of standard design, application, and specification normally procurable from several manufacturers or suppliers, or available from only one manufacturer but with wide usage, or an item of such design that multiple applicability is apparent.

Condition Code — One-character alphabetic codes which classifies material in terms of readiness for issue and use or identifies action underway to change the status of material.

Configuration Change Form (CCF) OPNAV 4790/CK. — Used to report the installation, removal, relocation, or modification of any system equipment, component, or unit.

Configuration Control — The systematic evaluation, coordination, approval or disapproval of proposed changes and the implementation of all approved changes to the configuration of an item.

Confirmed Cancellation — Official notification by the supply system that supply action will not be taken on a requisition and that the requisition is canceled.

Consignee — The recipient (unit, depot or person) to whom cargo is addressed or consigned for final delivery.

Consignor — The person or activity that is the supplier or

shipper of a product.

Consolidated Remain-ln-Place Listing (CRIPL)	A listing of all authorized remain-in-place items published by NAVICP PHIL and approved by TYCOMs and NAVAIR.
Consumables	Administrative and housekeeping items, common tools, paints, cognizance symbol II forms, or any other items not specifically defined as equipage or repair parts. Materials such as general purpose hardware, metals, lumber, and lubricating oil also are considered to be consumables in procurement transactions, but will be treated as repair parts in shipboard issue transactions when the material is to be used for accomplishing maintenance actions.
Continuing Services	A service in which invoices will be forwarded for payment on some type of scheduled or regular basis, usually monthly. Copier rental, telephone, and garbage removal services are all examples of continuing services requirements (identified by C9999 in the requisition quantity field and 99 in the COG field).
Contracting Management Review (CMR)	Performed by Naval Regional Contracting Centers (NRCCs), Fleet and Industrial Supply Centers (FISCs) with regional contracting management responsibilities in accordance with NAVSUP Instruction 4200.85 series.
Contractor Furnished Equipment (CFE)	Items manufactured or purchased by the contractor for inclusion in or for the support of an aeronautical system.
Contractor Support Programs	Maintenance programs associated with commercial derivative Navy aircraft where Navy personnel perform the Organization (0) level maintenance with limited Intermediate (I) level effort. The contractor issues ready-for-issue (RFI) components and provides limited diagnostic assistance.
Coordinated Shipboard Allowance List (COSAL)	A basic and unique guide for determining the items and quantities which should be stocked by the Supply Department to support the equipment installed onboard. This list can also be used to define the basis for which an item is stocked by the ship. It also contains nomenclature, nameplate data on equipment and identification data for repair parts.
Corrective Action (QDR)	Those actions taken to correct the defective items reported and/or actions taken to correct systemic conditions that allow defects to go undetected.
Cost Center	A subdivision of a responsibility center for which identification of costs is desirable and capable of being easily controlled. A ship, aircraft squadron, or other operating unit having

a UIC and incurring costs against an operating budget is classified as a cost center.

Cost Code
Consists of a twelve-position field used to further classify accounting transactions by providing the eight-position Julian date and serial number from a requisition number and a two position fund code. The cost code is always preceded by two zeros on accounting data entries.

Credit Transaction
Transaction which increases the OPTAR balance.

Credit Unfilled Order
Receipt of an unfilled order cancellation by DFAS for which no related unfilled order is on file or if the unfilled order cancellation is for an amount greater than the related unfilled order (excessive cancellation).

Critical Equipment
Systems, equipment, and components essential to the activity's ability to perform its mission.

Critical Item
An item that is essential to the operational readiness of an aircraft and is in short supply in system stocks (or is expected to be in short supply for an extended period of time). Lists of critical items, with appropriate material control and/or inventory reporting instructions, are distributed periodically by certain inventory managers (NAVICP's MECH and PHIL) to specifically designated ashore and afloat activities. The term "critical items" also may be used afloat to refer to high usage, bulky consumables (e.g., "never out" items such as rags, toilet paper, etc.) which, because of space constraints, must be replenished at every opportunity.

Custodial Record
A record maintained by the storage activity reflecting standard catalog data; owner/manager identification code; and may include lot/serial number and/or on hand quantity by supply condition code; for controlling assets in storage and aiding in inventory.

Custodial Responsibility
A storage activity, depot, or agent responsibility to maintain proper custody, care safekeeping, receipt, issue, and balance data for stored DOD wholesale material.

Custody
The responsibility for proper care, stowage, use, and record keeping of government material.

–D–

Data Base Management
A systematic approach to storing, updating, and retrieving of System information stored as data items, usually in the form of records in a file where many users access common data banks.

Data Protection	Measures to safeguard data from undesired occurrences that intentionally or unintentionally lead to modification, destruction, or disclosure of data.
Date Time Group (DTG)	An identifying number, assigned to communications, composed of the date, time, month, and year.
Date Shipped - Government Bill Of Lading (GBL) or Commercial Bill Of Lading (CBL) (modes A, B, C, D, K, L, M, P, Q, R, S, T, W)	Date carrier accepts custody of material as recorded on the bill of lading.
Date Shipped - Local Delivery (mode 9)	Actual date of delivery, or actual date packed plus a hold time factor of IPG I- 0 days, IPG II - 1 day and IPG III - 3 days will be shown as the supply status "date shipped" for local deliveries to shore based activities and fleet units. The hold time factor is the estimated time between date packed and date delivered. The shipping activity may establish a factor in keeping with locally realistic circumstances as periodically verified through the quality control program. Activities will use the actual date delivered when feasible. The use of AUTOPOD (a system covering Automatic Proof of Delivery to update RSF) for "date shipped" is limited to issues made to local shore based activities.
Date Shipped - Organic or Contract Transport to Air/Water Terminal (modes I, F N, O, U, Z, 2, 3)	Date conveyance departs from shipping activities for air/water terminal. The mode to be shown on AS_ transactions will be the mode used for movement or delivery to the POE. Mode I may be used only when required for traceability between shipping activities and adjacent POEs.)
Date Shipped – SEAVAN	Actual date carrier accepts custody of the van will be used when practical. Otherwise, use date TCMD is completed or container is offered to the carrier, which ever is the later date.
Date Shipped - Small Parcel Carrier (SPC) (modes E, 4, 5, 7)	Actual date carrier accepts custody of material.
Date Shipped - U.S. Postal Service (USPS) (modes G, H, 6)	Date material is dropped in mail bag/tub or turned over to a USPS unit.
Debit Transaction	Transaction which results in the reduction of the OPTAR balance.
Decapitalization	Action involving the transfer of the financial value of material out of the NWCF.
Defect (QDR)	Any nonconformance of a characteristic with

specified requirements. In accordance with the Federal Acquisition Regulation, defects are classified as follows:

Critical - A nonconformance that judgment and experience indicate is likely to result in hazardous or unsafe conditions to individuals or prevent performance of a vital mission.

Major - A nonconformance, other than critical, that is likely to result in failure, or to materially reduce the usability of the item for it's intended purpose.

Minor - A nonconformance that is not likely to materially reduce the usability of the item(s) for their intended purpose, or is a departure from established standards having little bearing on the effective use or operation.

Defense Automatic Addressing System (DAAS)	A real time random access digital computer system which utilizes electronic communications networks to receive and automatically retransmit MILSTRIP messages to the proper addresses.
Defense Finance Accounting Service (DFAS)	Operating Locations (OPLOC) Norfolk and San Diego receive, audit, and prepare consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives.
Defense Logistics Agency (DLA)	A supply support organization assigned management responsibility and control of items in common use by all military services. About 60% of the line items in the integrated Navy Supply System are managed by DLA. These items are identified by a 9 in the first position of the cognizance symbol.
Defense Reutilization and Marketing Service (DRMS)	This activity will match the receipt reported by the DRMO with the shipment status card (DI AS3), reported by the shipping activity.
Demand	A request for material which will be procured or an issued from stock.
Demand Based Item (DBI)	Those items which have a comparatively high issue rate (also referred to as POS). Normally an item which experiences two frequencies of demand in a period of six months and continues to have at least one demand every six months thereafter.
Demand Code	A single alphabetic character entered by the initiator of the requisition to indicate to the management element of a distribution system whether the demand is recurring or non recurring (NAVSUP P485, volume II, appendix 8).
Department of Defense Activity Address Code (DODAAC)	A six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position is the Service Designator

Code, the last 5 positions are normally the UIC.

Department of Defense (DOD)	Component Registry Military Department or Agency that maintains visibility of all small arms serial numbers within that Component and provides the DOD Central Registry with small arms status.
Department of Defense (DOD) Working Capital Funds	Established on January 1, 1997 and formerly referred to as Defense Business Operating Fund (DBOF). Consists of the Army Working Capital Fund, Navy Working Capital Fund, Air Force Working Capital Fund, and Defense-Wide Working Capital Fund. Revolving industrial fund concept for a large number of defense support functions. Utilizes business-like cost accounting to determine total cost of business activity.
Depth	The quantity of a specific NSN carried. To increase the stock depth is to increase the quantity on hand.
Depot Level Repairables (DLR)	Repairables that are repaired and condemned at the Depot maintenance level in accordance with the repair maintenance and recoverability codes specified in FEDLOG.
Designated Overhaul Point (DOP)	Depot level rework facility assigned technical and overhaul responsibility for designated equipment.
Designated Rework Point (DRP)	A depot-level rework facility assigned the technical and rework responsibility for designated equipment.
Designated Support Point (DSP)	An activity assigned to provide supply support to a designated overhaul point (DOP).
Difference	Adjustment value required to cause the value of unfilled orders to agree with the value of related expenditures as a result of the reconciliation process by DFAS.
Direct Charge	Process by which DFAS charges certain designated expenditure documents, regardless of the amount, to the accounting data cited therein without the requirement of matching unfilled orders.
Direct Turnover (DTO)	Any consumable, repair part, or equipage ordered from sources external to the ship for direct issue to the using department. Such material is required for immediate or planned use.
Discrepancy	Overages, shortages, damages, incorrect material received, or Non-receipt of material and/or material received which cannot be used for its intended purpose because it does not meet the form, fit, or function requirements.
Disposal Authority Code	A code entered on disposal related documents to indicate that the item being transferred to DRMO is authorized to be transferred due to IMM/ICP instructions relayed through the MRP or other

proper authority (NAVSUP P485, volume II, appendix 8).

Disposition   The proper destruction or transfer of material which is in excess or no longer of any value for its intended purpose.

Distribution Code/Field   The first position indicates the distribution code which, in conjunction with the service designator code, indicates a monitoring activity that will receive 100% supply and shipment status on the requisition. The second and third positions indicate the cognizance symbol which is significant only to the service originating the requisition. The distribution code (assigned by the requisitioner) and the cognizance symbol will be perpetuated on all subsequent documentation. (NAVSUP P485, volume II, appendix 3.)

Document Identifier   A three character code which identifies the purpose of the document (e.g., requisition, referral order, supply status, follow-up, cancellation request). The document identifier is a mandatory entry in all MILSTRIP documents (NAVSUP P485, volume II, appendix 4).

Document Number   A 14 digit non duplicative number constructed to identify the military service, requisitioner, Julian date, and serial number.

Download   The action of moving a specific set of data files from the data base of the Host computer to the remote processing system (RPS).

Due-In From Maintenance (DIFM)   DLR assets which are inducted into AIMD/IMA and are expected to be placed in stock upon completion of repair.

Dump   To transfer all of the information contained in a record into another storage medium or listing. Usually, however, dump refers to copying from an internal storage device to an extended storage device for a specific purpose such as to allow other use of the storage, as a safeguard against faults or errors or in connection with debugging.

-E-

Economic Retention (ER) Level   Long supply material that may be retained until the next overhaul if the computed long supply total value is less than $20 or other money value entered in parameters. All AT Code 7 items are by definition economic retention material regardless of extended money value.

Electronic Repairable Management System   Web based system used to track the turn-in of retrograde, engine movements in the

transportation channels, SIT/MIT, etc.

End Item	A combination of products, component parts, and/or materials which is ready for its final intended use. It is equipment or one of its major subdivisions.
End Use	The accounting for material after it is issued from a stores account and charged to an operating fund.
Endurance	The period of time required for a ship to use a definite quantity of supplies
Engine Type Equipment Code (ETC)	A cross-reference between all maintenance type equipment codes and aircraft type equipment codes under which OPTAR obligations and expenditures will be accumulated (see OPNAVINST 4790.2).
Engineering Investigation (EI)	If a component fails under suspicious conditions or prematurely, the user may request that an engineering investigation be performed to determine the cause of failure.
Equipage	Those items which require management control afloat due to any one or a combination of high unit cost, vulnerability to pilferage, and/or are essential to the ship's mission. Equipage does not encompass installed mechanical, electrical, ordnance, or electronic equipment's (less personal computers), components, or systems. Equipage items generally are identifiable to end use applications aboard ships to the extent that an allowed quantity of the item can be and is determined on an individual ship basis. Chargeable items of equipage are identified in procurement, receipt, and consumption documents by the letter "E" in the second position of the applicable fund code.

Equipage and Equipment Categorization and Custody (EEC) Code	One character alphabetic code (E, R, C, or S) used with BMF records. Codes are defined as follows:
	    E Equipage Item.
	    R Repair parts and equipment-related consumables.
	    C General-use consumables.
	    S Signature required.

Equipment	Any functional unit of hull, mechanical, electrical, ordnance, or electronic type material which is operated singly or as a component of a system or subsystem and which is identified by a Component Identification Number (CID), Numerical Control Code (NCC), Allowance Parts List (APL), or similar designation.
Equipment Applicability	Part II of the Naval Aeronautical Publications

Index   Index. A listing of aircraft and equipment,
                             arranged in alphabetical order, with applicable
                             manuals shown by their publication number.

Equipment Identification   A seven-character alphabetic- numeric code that
Code (EIC)   identifies a specific hardware item from the
                             highest to lowest level (i.e., system to
                             component/subassembly level).

Equipment Maintenance   All repair parts including Non-AVDLRs and
Related Material (EMRM)   equipment related consumables required to
                             accomplish specific maintenance actions which are
                             within the capability of the ship's force to
                             perform.

Equipment Validation   The procedure of ensuring that the equipment
                             descriptions shown on the allowance lists agree
                             with the nameplate data on the equipment
                             installed.

Equivalent Item   An item that is similar to another item to the
                             extent that its characteristics are in strict
                             accordance with drawings, specifications,
                             standards, performance qualification test, within
                             limits, or tolerances and compounds specified
                             therein. Repairable assemblies are equivalent
                             only if their "purchased repair parts" and
                             performance also are equivalent. "Purchased
                             repair parts" are limited to those items of a
                             design peculiar to the repairable assembly
                             concerned.

Error File (ERR)   Contains a 5-position message number, a narrative
                             description, the elements that caused the error,
                             and additional error information. It is used to
                             identify suspense or error conditions and provide
                             messages to the use.

Estimated Shipping Date   The estimated date on which material will be
(ESD)   released by the supply source.

Exception Status   Any supply action taken by the supply system on a
                             requisition other than issue of material in the
                             quantity requested.

Excess Material   The quantity of material, on hand or on order,
                             above the requisitioning objective.

Exhibit (QDR)   The item reported as being deficient, or a sample
                             item which represents the reported deficient
                             condition, which can be analyzed to determine the
                             possible cause of the defect.

Expeditious Repair   The removal of a component from an
(EXREP)   aircraft/equipment, expedited delivery, and
                             immediate induction for repair with the goal of
                             the earliest return to the customer. Used when a
                             replacement from stock is not available.

Expenditure   Use of material or funds by issue, transfer,
                             sale, or loss. Also a disbursement or payment of

appropriated funds.

Expenditure Invoice Number	A document number assigned to a transaction which expends material or funds.
Expense Authority	Budgeted amount within an operating budget approved for incurring expenses.
Expense Element	A classification of expenses for cost accounting and reporting. The Navy wide assigned fund codes identify specific expense elements or subdivisions of expense elements.
Expense Limitation	Financial authority issued by a major claimant (Fleet Commander) to an intermediate level command (Type Commander). Amounts therein are available for further issuance of operating budgets.
Expenses	Costs of material, services, labor or other resources that have been consumed or applied.
Expired Appropriation	An appropriation which is no longer available for obligation but is still available for disbursements to liquidate existing obligations.
Extended Money Value (EMV)	A five-digit field which indicates the total value of a transaction.
External Record Release (ZOC)	The process used in RSupply to review requisitions and status records before releasing and transmitting them to the supply system.

-F-

Failure Rate	The number of failures of an item per unit measure of life (i.e., cycles, time, miles, events, etc., as applicable for the item).
Family Group Code (FGC)	A code assigned by NAVICP-P to identify those repairable items which are interchangeable by form, fit, and function.
Federal Acquisition Regulations (FAR)	Used in conjunction with NAVSUP Instruction 4200.85 series to provide policy and procedures for the acquisition of supplies and services via contracting.
Federal Catalog System	The cataloging system under which all items carried under centralized inventory control by the DOD and civil agencies of the U.S. Government are named, described, classified, and numbered.
Federal Logistics Data (FEDLOG)	A CD-ROM cross reference of all material used by the Navy.
Federal Supply	The first four digits of the NSN which indicate

Classification (FSC)	the group and class of a particular material. The first two digits indicate the group or major division of commodities; the last two digits indicate the class or subdivision of commodities within a group.
Field Level Repairables (FLR)	Repairables that are repaired and condemned at either the organizational maintenance level or the intermediate maintenance level in accordance with the FEDLOG repair maintenance and recoverability codes (NAVSUP P485, volume I, par. 3262).
File Maintenance	The activity of keeping a file up to date by adding, changing, or deleting data.
Filled Order	An obligation that has matched with an expenditure during reconciliation by DFAS.
Financial Holding File (FHF)	Contains all the detailed records for financial processing.
Financial Integrity Verification File (FIVF)	A file utilized to reconcile transactions to financial reports to verify processing.
Financially Outstanding Fuel File (FOFF)	Contains a copy of all fuel documents that have not appeared, by document number, on a SFOEDL.
First In, First Out (FIFO)	A method based on shelf-life expiration of shelf-life material rather than on date of material's receipt.
Fiscal Year (FY)	A continuous accounting year beginning 1 October and ending 30 September of the following year (e.g., FY95 begins on 1 October 94 and ends on 30 September 95).
Fleet Automated Control Tracking System (FACTS)	Facilitates the turn-in of retrograde material and provides visibility from the point of turn-in by the end user through receipt into the ATAC system.
Fleet and Industrial Supply Center (FISC)	Command organizations which furnish supply support to fleet units, shore activities, and overseas bases established in their mission. They are under the management of NAVSUP.
Fleet COSAL Feedback Report (FCFBR) NAVSUP Form 1371.	Used to call attention to and seek correction of any technical deficiencies found on APLs/AELs. It is not used to report configuration changes or request a change in allowance for repair parts or equipage.
Fleet Financial Support Facility (FFSF)	Receives, audits, and prepares consolidated reports of monthly NSA Financial Inventory Returns in accordance with current manuals and directives. Mailing addresses are as follows: Commander Naval Base Norfolk (FFSF) 1682 Piersey Street Norfolk, VA 23511-2797

Fleet Financial Support Facility
4181 Ruffin Road
San Diego, CA 92132-1819

Fleet Image Management System (FIMS)	Is designated to provide electronic storage and retrieval of Issue Release and Receipt Document (IRRD) within a Windows operating environment.
Fleet Inventory Transmission System (FITS)	Is a software program and procedures which provide for generation and SALTS transmission of an automated Asset Visibility Report (AVR) by an afloat unit to a central site. FITS software and procedures are available for installation/use on SNAP I and II sites.
Fleet Issue Load List (FILL)	Consolidated listing of material to be carried onboard combat stores ships for the support of operating afloat forces to ensure maximum fleet readiness. It is based on actual past demands of those items most commonly requested by the fleet units.
Fleet Marine Force (FMF)	A force comprising land, air, and surface elements of the U.S. Marine Corps. It is an integral part of the Fleet and has the status of an operational TYCOM.
Flight Operations (FLTOPS)	OPTAR Funds assigned to support (non-maintenance) costs for supported squadrons or ship's VT aircraft (AV 207 only) (e.g., fuel consumed in flight, flight crew clothing, and administrative material for support of the squadron).
Flight Packets	Flight Packets are used to support requirements for material and services when aircraft are away from the supporting unit. Flight packets will contain documents necessary to procure parts, fuel, lodging, and meals from both military and civilian sources as outlined in cognizant Wing/Brigade/TYCOM instructions.
Follow-Up	An inquiry as to the action taken on a requisition previously submitted
Follow-up Reply	A reply to a requisitioner's follow-up or to a request for cancellation.
Force/Activity Designator (F/AD)	A Roman numeral designator established by each military service or the Joint Chiefs of Staff which relates to the military mission of the force or activity.
Force Inventory Management Analysis Reporting System (FIMARS)	Is utilized with FITS, which together provide the capability for establishing Afloat Asset Visibility and facilitating centralized management of inventory retail assets held by a MALS or force of afloat ships.
Foreign Object Damage (FOD)	Damage of aeronautical equipment (e.g., aircraft, engines, missiles, drones, support equipment) caused by an object that is external to that

equipment.

Frequency Of Demand	The number of requests (i.e., "hits") that an item experiences within a given time frame, regardless of the quantities requested or issued.
Frustrated Cargo	Material which is received without shipping documentation and the document number is not known.
Fund	A segregated sum of money or other resource to be expended or used for specified purposes.
Fund Code	A two character code which is used to cite accounting data on Navy requisitions.
Future Years Defense Plan (FYDP)	Lists all Department of Defense program elements of the major programs.

-G-

Gain By Inventory (GBI)	Required when the validated inventory figure is greater than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (GBI) will be posted as an increase to the on-hand quantity.
General Purpose Electronics Test Equipment (GPETE)	Non-APL related material required for support of onboard equipment.
General Services Administration (GSA)	Responsible for the cataloging and inventory control of 9Q cognizance material or nonmilitary items in general use by both military and civilian agencies within the U.S. Government.
General Use Consumable List (GUCL)	A list of generally used non equipment-related consumable items for initial outfitting of a ship's operating spaces and storerooms. It is prepared at NAVICP MECH only for new construction, major conversion, modernization, or reactivated ships.
Government Bill of Lading (GBL)	Serves as a transportation contract between a commercial carrier and the U. S. Government. The Standard Form 1103 provides delivery instructions to the carrier while the Standard Form 1103B serves as a receipt document for the consignee. Detailed procedures for using the GBL are in the Military Traffic Management Regulation (MTMR) NAVSUPINST 4600.70.
Government Furnished Equipment (GFE)	Equipment that has been selected and is to be furnished by the government to a contractor or government activity for installation in, use with, or in support of the aeronautical system during production, conversion, or modification.
Government Furnished	Material in the possession of, or acquired by the

Material (GFM)	Government, and later delivered or otherwise made available to a contractor. GFM is property that may be incorporated into or attached to a deliverable end item, or that may be consumed or expended in performing a contract. GFM includes assemblies, components, parts, raw and processed materials, small tools, and supplies that are consumed in performing a contract.
Grants	An allocation of funds which the TYCOM issues to individual units to cover costs they incur while
	performing day-to-day operating maintenance and administration activities.
Gross Adjusted Obligation	Obligation plus the year-to-date expenditures.

-H-

Hard Copy	Machine output in a permanent visually readable form (e.g., printed reports, listings, documents, and summaries).
Hazardous Inventory Control System (HICS)	System used for the management of hazardous material inventories.
Hazardous Materials Information System (HMIS)	Provides accurate, complete information to both fleet personnel on the procurement, use, transportation, handling, storage, and disposal of hazardous materials. Information may be obtained via request to the Navy Environmental Health Center (Navy HMIS focal point).
Hazardous Material Information System (HMIS) Code	Code A two-character alphabetic code that identifies an item that is subject to the more stringent regulatory controls imposed by safety, health, transportation and/or environmental considerations which are required to assure proper handling, storage, use, transportation and disposal of hazardous materials.
High Limit	The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by the operating level, the safety level, and order and shipping time (equivalent to "requisitioning objective").
Holding Files	There are two Financial Holding Files. These files contain documents that support entries to the Estimated Cost Chargeable and Difference columns of the Requisition/OPTAR Log (blocks 10-17). Holding File #1 - This file contains all obligations and advanced debit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words copies of those documents

that decrease the OPTAR balance.

Holding File #2 - This file contains a copy of all cancellations and advanced credit adjustment documents (NAVSO P3013-2 paragraph 4104.6). In other words, copies of those documents that increase the OPTAR balance.

Hub	A specific, designated activity within a geographic area which provides NRFI DLR processing services. Hub activities provide full technical screening, packaging, preservation, transaction reporting, and transshipment services for all NRFI DLR's except the following:

1. All Inter-Intermediate Maintenance Activity (IMA) transfers.

2. Fleet Ballistic Missile (FBM) components.

3. Classified Items.

-I-

Identification List (IL)	Developed and published by the Defense Logistics Information Service (DLIS) to provide approved national item description and related identification data. ILs include supply items used by all services. ILs have three sections which are an Index, a Descriptive Data Section, and a Reference Data Section.
Illustrated Parts Breakdown (IPB)	Prepared, when requested by NAVAIR, by the manufacturer for each model aircraft, engine, accessory, or other aeronautical equipment enabling quick and positive identification of each component and detail-part comprising the assembly.
Imprest Fund	Formerly a simple, economic purchase method used for small purchases not to exceed $150 ($300 under emergency conditions). The imprest fund has been discontinued.
Integrated Barcode System (IBS(	This is a receipt processing and inventory management system used to record incoming transactions by scanning bar codes and physically accounting for material stowed in warehouse locations.
Integrated Logistics Overhaul (ILO)	The concerted efforts of assigned shipboard personnel, under the supervision of ashore based ILO team members, to refine shipboard inventories of repair parts; to update related stock records criteria; and to identify material deficiencies and/or excesses. An ILO, which is designed to improve the supply readiness of the ship, entails

the off load, identification, and inventory of shipboard stocks of repair parts disposition of excesses, requisitioning of deficiencies, and the reload and storage of allowed items in authorized quantities. ILOs are performed (usually during a shipyard overhaul) in ships designated and scheduled by the type commander.

Integrated Logistic Support (ILS)	A composite of all the support considerations necessary to ensure the effective and economical support of a system for its life cycle. It is an integral part of all other aspects of system acquisition and operation.
Integrated Logistics Support Plan (ILSP)	The total comprehensive plan, prepared by the contractor, for management and execution of the Integrated Logistics Support (ILS) program requirements. The ILSP is the consolidation of all individual logistics support-element plans into an interrelated, interfaced, and phased program to provide effective and timely logistics support for a designated weapon system/subsystem/component.
Integrated Stock List (ISL)	A list in NIIN/NICN sequence of all repair parts required to support onboard equipment after the ship has undergone a shipyard overhaul. It is prepared as part of the Integrated Logistics Overhaul (ILO). It is the SNSL of storeroom items updated to integrate modified allowances incident to configuration changes accomplished during the overhaul.
Interim Repair Parts (IRP)	A contractor-provided parts support kit to be used until an APL is developed and allowances of parts are determined. The Supply Officer should manage these repair parts according to inventory control procedures, ensure that usage data is recorded, and replacement parts are ordered in a timely manner. When the APL is received, allowances will be compared against the parts kit and allowed items are taken up as AT Code 1 and non-allowed as AT Code 5.
Intermediate Maintenance Activity (IMA)	Technical Stores Supply department stocks of repetitively demanded repair parts and equipment related consumables which are stored in other departmental spaces for ready availability in accomplishing IMA functions. To qualify for inclusion in "IMA technical stores", an item must be used by only one shop (or one group of contiguous shops), and must meet the frequency of demand criteria specified by the type commander. The quantity of each item in the custody of another department, plus the on hand quantity of any "backup" stock in supply department storerooms, must not exceed the ship's prescribed

stockage objective (see par. 6003). IMA technical stores will not include DLR items, critical items, or PEB items (see par. 6171); nor will they include bulkhead mounted spares or bulky consumables which are otherwise authorized to be stored in other departmental spaces (NAVSUP P485, volume I, paragraph 6009).

Intra-Service | The exchange of material, inventory control documentation, and other management data within or between the distribution systems or a single

military service or within the Defense Logistics Agency.

Inventory | The quantity of stocks on hand for which stock records (cards/listings/tape) are maintained, or to the function whereby the material on hand is physically inspected and counted, and stock records reconciled accordingly.

Inventory Adjustment | A gain or loss by inventory processed in conjunction with inventory reconciliation. Causative research will be conducted either before or after posting the adjustment to the stock record. Inventory adjustments may not be taken as a result of certain automated file maintenance actions (unmatched expenditure/ receipt processing, suspended/error list processing, MOV processing) without first performing the requisite preliminary and causative research.

Inventory Control Point (ICP) | The organizational element within a distribution system which is assigned responsibility for system-wide control of material. In a centralized inventory control system, the inventory control point also may perform the functions of a stock control activity.

Inventory File | A temporary file used in the inventory process for both Spot and Scheduled inventories. A record is written to this file for each stock record location. The count quantities by location are then reported and collected through this file. Upon the completion of the inventory action, the count quantities are accumulated, on-hand/financial adjustments made, and inventory records are deleted from the Inventory File.

Inventory Manager | Inventory control points under the primary support of the Naval Supply Systems Command, or bureaus. Systems commands, and offices which exercise inventory control over material.

Invoice | A vendor's bill for goods provided or services rendered.

Issue | Expenditure of material from the Supply Officer's

custody to the requisitioner for its intended use.

Issue Pending File (IPF)	Contains records of requisitioned items for which a response from storeroom personnel has not been received indicating physical issue of material
Issue Priority Group (IPG)	Determines the need and processing time of the requirement.
Issue Restriction Codes (IRC)	One-position alphabetic or numeric codes locally devised to flag any item desired for local issue restrictions.

-J-

Job Control Number (JCN)	A unique identifier for maintenance actions consisting of a unit identification code (UIC), work center code (WCC), and job sequence number (JSN).
Job Sequence Number (JSN)	A sequential control number assigned to each maintenance action submitted by a work center to identify it uniquely and link it to associated supply transactions.
Julian Date	Consists of two elements; the last digit of the calendar year and the numeric consecutive day of the calendar year, e.g., 9245 represents 2 September 1989. The numeric consecutive day of the year may be found on government issue calendar pads.

-L-

Lapsed Appropriation	Appropriation which is no longer available for obligation. Formal allotment ledgers are discontinued at the field level and no further accounting will be performed for this allotment.
List of Items Requiring Special Handling (LIRSH)	A reference to identify items in the supply system which requires special handling.
Local Asset Management System (LAMS)	An automated MIS which provides standardized local management of IMRL assets through the use of bar code technology. It provides for an accurate wall to wall inventory, which can be accomplished by unit personnel, resulting in significant reductions of manpower expenditures and operational disruptions.
Local Item Control Number (LICN)	Commonly called Local Stock Number, may be assigned to stocked consumable items not identified by an NSN or navy item control number (NICN). An LICN will only be used locally not in

MILSTRIP documents.

Local Management Code (LMC)	A two-position alphabetic or numeric code devised locally and assigned by management to provide special attention to a stock number or group of stock numbers.
Local Purchase	The function of acquiring a decentralized item of supply from sources outside the DOD.
Location	The storeroom location is the place where material is stored. Each storeroom or warehouse is assigned an alphabetic-numeric identifier code.

Logistics   The planning and carrying out of the movement and maintenance of forces. The military operations that deal with:

1. design and development, acquisition, storage, movement, distribution, maintenance, evaluation, and disposition of material;

2. movement, evaluation, and hospital inspection of personnel;

3. acquisition or construction, maintenance, operation, and disposition of facilities;

4. acquisition or furnishing of services.

Logistics Support Status Code (LSSC)	The 4th and 5th position of the Allowance Support Code found in the COSAL Part I, Sections A and B. It indicates the type and degree of support required as well as the method of support rendered (NAVICPMECHINST 4441.170).
Long Supply	The level of stock on hand (assets onboard) equal to the sum of the ship's authorized levels (SAL) and the authorized retention (AR).
Look Back Period	The period of time in the past history of the item being researched during which transactions may be considered relevant for processing or correction. In SAC 207 activities, the look-back period goes back to the last major inventory change or load adjustment in the current operating cycle (i.e., Re-Aviation Consolidated Allowance List (Re-AVCAL), Integrated Logistics Overhaul (ILO), Integrated Logistics Repair (ILR), Tender and Repair Ship Load List (TARSLL)). This look-back period recognizes the fact that most activities conduct major inventory reconciliation events in relation to operating cycles rather than by fiscal or calendar year. The entire operating cycle should be considered for identification of changes or corrections that would resolve apparent inventory imbalances during the reconciliation process. However, if the operating cycle has recently commenced, a minimum look-back period of twelve (12) months is

appropriate. Thus, the look-back period extends to the date of the last inventory change or load adjustment in the current operating cycle or twelve months, whichever is longer.

Loss By Inventory (LBI)   Required when the validated inventory figure is less than the verified stock record balance (after all transactions affecting the balance have been posted). The difference (LBI) will be posted in the Stock Record to adjust the balance.

Low Limit   The stock position which signals the need to initiate replenishment action. It includes the sum of stocks represented by the safety level and

                           the order and shipping time. Equivalent to "reorder point".

                               –M–

Maintenance   The act of testing, measuring, replacing, adjusting, repairing, and updating that is intended to keep equipment, data, management systems, and computer programs in satisfactory working order.

Maintenance and Material   A maintenance tracking system that ties in supply
Management System (3M)   with maintenance. It tracks the repairs needed and coordinates preventative maintenance and repairs with supplies. It also sets up schedules for preventive maintenance and needed repairs.

Maintenance Assistance   Replaceable assemblies (modules) required to
Modules (MAMs)   execute an approved maintenance plan which calls for identifying the fault of a failed module through progressive and/or selective module substitution. MAMs appear in the COSAL Part III, Section CF of the SNSL with Allowance Note Code "N".

Maintenance Code   Two-position codes with the first position indicating the lowest maintenance echelon authorized to remove, replace, and use the support item. The second position indicates the maintenance echelon with the capability to perform complete repair. MCs are designated as Organizational, Shipboard, Intermediate, or Depot Level. The various codes are listed in NAVICPMECHINST 4441.170, Appendix C.

Maintenance Data   Provides a method of accumulating data on labor
Collection System (MDCS)   and material used in equipment maintenance.

Maintenance Data System   A basic element of the 3M program designed to
(MDS)   provide a means of recording maintenance actions in substantial detail, so that a great variety of information may be retrieved concerning

maintenance requirements and equipment performance. In addition to recording maintenance actions performed, the system provides data concerning the initial discovery of the malfunction, how equipment malfunctioned, how many man-hours were expended, which equipment was involved, what repair parts and materials were used, what delays were incurred, the reasons for delay, and the technical specialty or rating which performed the maintenance.

Maintenance Requirement Card (MRC)	Provides the procedures and lists the parts and tools needed to perform PMS.
Maintenance Source Code	A numeric code which identifies the source of parts or other materials obtained from other than normal supply channels, and, when applicable, is entered in data block 18 of NAVSUP Form 1250-1 (or in data block V of DD Forms 1348) prepared to document and report usage only. The maintenance source codes to be used are as follows:

1. Part or material used was cannibalized from another equipment.

2. Part or material used was drawn from salvage, or was obtained by stripping a ship.

3. Parts used were manufactured by the tender or another activity.

4. Parts or material used were furnished by ship being tended or by another activity.

Maintenance Support Package (MSP)	Small, low-cost items included in the AVCAL allowance designated for specialized storage near the activity's aircraft maintenance department.
Major Claimant	Bureau, office or command (e.g. COMLANTFLT, COMPACFLT) designated as administering office under operation and maintenance appropriations which receive operating budgets directly from the CNO.
Major Component	An item that is supported by an APL but which is used in a larger item, such as an equipment. For example, the meat slicer in the enlisted dining facility is an equipment which is supported by an APL, and contains two components, the drive motor and the starter motor, both supported by individual APLs.
Major Unit Or Component	A particular component or segment of an equipment (i.e. a radar set may have several major units, among them an amplifier, tuner, antenna pedestal, etc).
Management Control Activity (MCA)	DOD component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for Government Furnished Material (GFM). GFM would

be supplied from the wholesale supply system.

Mandatory Turn-ln Repairable (MTR)	An item that is required to be turned in to a collection point or DOP for repair when a replacement part is ordered. The repair part is then returned to the supply stock system.
Marine Aviation Logistics Support Program (MALSP)	MALSP provides the conceptual framework within which a number of programs have been developed to enable the Marine Corps to rapidly task organize aviation logistics support for combat operations anywhere in the world. The MALSP defines, in broad terms, the logistics elements (i.e., spare parts, support equipment, mobile facilities, and personnel) that are combined to form a variety of different allowance support packages.
Master Index of APLs/AELs (MIAPL)	An index of HMEO&E, nuclear, and mobile equipment's, components, and systems cataloged by NAVICP MECH. Its various cross-reference lists, which relate equipment/components of system nomenclatures and identification numbers to applicable technical manuals and/or allowance documents (and vice versa), are especially useful guides for determining APL/AEL availability and validity of onboard equipment and requesting/reporting configuration changes.
Master Repairable Item List (MRIL)	A catalog of selected Navy managed items which, when serviceable and not locally repairable, are required to be turned in to a collection point or to a DOP for repair and return to stock.
Master Validation Table (MVT)	Used by the computer to validate data elements of input documents to prevent erroneous data from entering the system. It also contains certain elements of information used in other file maintenance programs which are passed to the proper program as a part of the record in the transaction tape.
Material	Supplies, repair parts, equipment, and equipage used in the Navy/Marine Corps.
Material Control Code (MCC)	A single-alphabetic character assigned by an inventory manager to separate items into more manageable groupings (fast, medium, or slow movers) or to relate to the special reporting and/or control requirements (i.e., MTRs) of field activities. MCCs are listed in NAVSUP P485, volume II, appendix 9.
Material Control Code Decision Listing	By-product of change notice processing, contains a listing of stock numbers that have had a change to or from material control code (MCC), D, E, G, H, Q, and X. Utilized to relocate the material from one storeroom to another.
Material Financial Control System (MFCS)	This is an account for the value of assets carried in the NWCF Account for NAVICP-M/NAVICP-P

material.

Material In Transit (MIT)	This includes bills from non-OSO activities (i.e., GSA, DLA and DOV).
Material Obligation	That unfilled quantity of a requisition that is not immediately available for issue, but is recorded by the inventory manager or stock point as a commitment for future issue. Material Obligations are normally assigned status code BB, BC, BD, BP, or BV.
Material Obligation Validation (MOV)	Used to verify the unfilled quantity of a requisition which is recorded as a commitment against existing or prospective stock dues or direct deliveries from vendors.
Material Obligation Validation (MOV) Request	Request from an inventory manager or stock point to a requisitioner for a validation of the requirement of unfilled requisitions held as material obligations with outstanding requisitions held by the requisitioner.
Material Obligation Validation (MOV) Response	Reply by a requisitioner to an MOV request advising the requisition holder to continue action to fill material obligation or to cancel all or a portion of material obligation.
Material Receipt Acknowledgment (MRA)	A transaction used to advise that material has been received and posted and/or to indicate that a discrepancy affects the receipt posting/acknowledgment process.
Material Requirement External (MRE)	The function of processing material requirements from other than the user's own activity, supported units, or embarked aircraft squadrons.
Material Requirement Internal (MRI)	The function of processing material requirements from the user's own activity, supported units, or non-supported embarked squadrons.
Media And Status Code (M&S)	A single character code that indicates the type of status required, who is to receive status, and how status is to be furnished, i.e., by what communications media (NAVSUP P485, vol II, appendix 16).
Military Essentiality Code (MEC)/Mission Criticality Code (MCC)	MECs/MCCs give a quantitative rating to the impact of the loss of the equipment, component, or part on the ship's mission and safety. Equipment/component MECs appears in the COSAL Parts IA and B under EQUIP/COMP MEC and in Part ID under MCC. Part MECs appears in COSAL Part IIA. MIL ESS (Military Essentiality) appears in COSAL Part IIIA and includes EQUIP/COMP MEC/MCC from Part I and Part MEC from Part II. Equipment/Component MECs and Part MECs are listed in NAVICPMECHINST 4441.170 Appendix C.
Military Standard Requisitioning and Issue Procedures (MILSTRIP)	Used for ordering commodities from the naval supply system, other military installations, Defense Logistics Agency, and General Services

Administration.

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	Enlarges upon MILSTRIP by extending uniform communicating procedures, codes, forms, and formats for the transmission of items and financial data between the management, stock control, and storage elements of the military services and DLA distribution systems.
Military Standard Transportation and Movement Procedures (MILSTAMP)	Provides standard procedures, forms, and language to be used by all military services and other agencies using the DOD transportation system.
Military Standards (MILSTD)	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).
Missing, Lost, Stolen, or Recovered (MLSR)	A program which requires the reporting of MLSR property valued at over $500.00, serialized items valued at over $100.00, and all losses of arms, ammunition, and explosives coded as sensitive in OD 12067/NAVAIR 11-1-116 (Catalog of Navy Ammunition Stock).
Mode Of Shipment Code	A one character alphabetic or numeric character which identifies the initial method of movement by the shipper (NAVSUP P485, volume II, appendix 5).
Money Value Only (MVO)	Identifies a receipt posted to expend money obligated for material not assigned an NSN or services from an outside vendor.

-N-

National Codification Bureau (NCB)	Code A two digit code which is included as the fifth and sixth digits of a national stock number (NSN) or a NATO stock number. In an NSN, it identifies the United States as the country that assigned the stock number. In a NATO stock number, it identifies the NATO country that assigned the stock number, or it indicates that the stock number is used by two or more countries.
National Item Identification Number (NIIN)	A nine-digit number consisting of two elements utilized to identify an item. The first element is a two-digit NCB code and the second element is a seven-digit non-significant item identification number assigned by the appropriate inventory manager.
National Stock Number	A 13 digit stock number assigned by the Defense

(NSN)	Logistics Information Service (DLIS), Battle Creek, MI, to identify an item of material in the supply distribution system of the United States. It consists of a four digit federal supply class (FSC), and a nine digit national item identification number (NIIN) which includes an NCB code as the first two digits.
Naval Supply Systems Command (NAVSUPSYSCOM)	Provides for and meets those material support requirements of the Department of the Navy within the assigned material support responsibility of the Naval Supply Systems Command. They provide supply management with policies, methods, and staff assistance to the Assistant Secretary of the Navy.
Naval Inventory Control Point, Mechanicsburg, PA. (NAVICP-M)	The Inventory Control Point for Cogs 0J, 0M, 0O, 0S, 0U, 1H, 2B, 2E, 2Q, 2T, 3H, 4E, 4T, 4Y, 6A, 6B, 6C, 6D, 6H, 6L, 6M, 6X, 6Y, 7E, 7G, 7H, 7N, 7Z, 8A, 8S, and 8U.
Naval Inventory Control Point, Philadelphia, PA. (NAVICP-P)	The Inventory Control Point for all `_R' Cog material plus Cogs 0Q, 4Z, 6K, and 8N.
Navy Item Control Number (NICN)	A 13 character identification number which is assigned by an ICP or other Navy item manager to control an item which has not yet been (or will not be) assigned a national stock number (NSN).
Navy Regional Contracting Center (NRCC)	Responsible for centralized buying and other purchase-related functions assigned by the Naval Supply Systems Command.
Navy Regional Finance Center (NRFC)	Located in Washington, DC and Great Lakes, IL is primarily responsible for the payment of dealer invoices as directed on contractual documents (i.e., DD Form 1155) provided by the requisitioner.
Navy Regional Finance Center Codes	A single-numeric code assigned for identification purposes of the Navy Regional Finance Centers.
Navy Retail Office (NRO)	Items Those items for which integrated military supply management responsibility is vested in the Defense Logistics Agency (DLA). The NRO is assigned Navy retail management responsibility for the items; it will fund and control stockage within the Navy retail system.
Navy Supply Information Systems Activity (NAVSISA)	Located in Mechanicsburg, PA, NAVSISA is responsible for maintaining demand data and load list changes, performing Inventory Control Point (ICP) functions, and designing shore-based inventory control systems.
Navy Working Capital Fund (NWCF)	Formerly Navy Stock Fund or Defense Business Operating Fund. A revolving fund which is used to buy material and hold it in inventory until requisitioned for end-use.

Net Unit Price (NUP)	Price charged for a DLR when the carcass will be turned in. Net Unit Price includes repair cost, attention (replacement fee when item is Beyond Capability/Maintenance (BCM)), and surcharges.
Node	A DLR collection, consolidation and transshipment point (validation of drawing/part number to NSN is not performed). It may be operated by a freight agent or government personnel.
Nomenclature	The descriptive name of an item.
Non-Allowance Items	Items which do not appear in authorized allowance documents or, if listed, appear without an allowed quantity.
Non-Demand Based Items (Non-DBI)	Items in the Basic Material File carried in stock as allowed (COSAL, AVCAL, etc.) type items vice being carried based on customer demand. The RO is equal to the allowance/load quantity of the item.
Non-Recurring Demand	A demand made on a one time basis, normally, to provide initial stockage allowances, meet planned programmed requirements, and to meet one time project or maintenance requirements.
Non-Reorder Depot Level Repairable Carcass File (NDC)	Holds turn-in document numbers for carcass tracking.
Non-Standard Material	Material that is procured through open purchase with no stock number assigned, thus requiring exception data.
Not Carried (NC) Items	Items that are not stocked (i.e., items for which the supply department does not maintain stock records showing current on hand stock balances).
Not In Stock (NIS)	Items not on board when demand occurs.
Not Mission Capable Supply (NMCS)	Material condition of an aircraft that is not capable of performing any of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Not Ready for Issue (NRFI)	Term applied to items that are not in a condition to satisfy the purpose for which intended due to failure or damage.

-O-

Obligation	Funds allocated for procurement of material/services not yet received.
Obligational Authority	Budgeted amount for incurring obligations within an operating budget. Obligational Ceiling Maximum amount of funds which can be legally

obligated.

Off-Line	A particular document that has been temporarily removed from the automated process for special attention (NALCOMIS).

OFFAR Off-line for Alternate NIIN Review (NALCOMIS).

OFFMP Off-line for Manual Processing (NALCOMIS).

OFFTR Off-line for Technical Research (NALCOMIS). All material requirements (entered through NALCOMIS Phase II) where the FSCM/PN cannot be crossed to a National Stock Number will automatically be assigned a LSC of OFFTR and the document will print in TRB.

OFISS Off-line when the Proof of Delivery (POD) quantity differs from the issue quantity (NALCOMIS).

OFROB Off-line when Receipt on Board quantity differs from POD quantity (NALCOMIS).

OFVAL Offline for Validation (NALCOMIS). All material requirements (that have an excessive quantity or price based on parameters established in NALCOMIS will automatically be assigned a Local Status Code of OFVAL and the document will print in TRB.

Off-load	Term applied to material turned in ashore (i.e., to FISCs, Property Disposal Office, or salvage).
Operating Budget	Annual budget and financial authority granted to an activity or command to perform it's mission. Type Commanders subdivide their expense limitations into various operating budgets.
Operating Level	The terms "operating level" is the quantity of material (exclusive of safety level) required to sustain operations during the interval between successive requisitions; normally, it is the difference in the quantity between the requisitioning objective (high limit) and the reorder point (low limit).
Operating Level Multiplier (OLM)	A mathematical factor relating to the economic order quantity formula in the levels computation (derived by NAVSISA).
Operating Space Items (OSI)	Items required in shipboard operating spaces (e.g., shipfitter shop, electrical shop, laundry, etc.). Such items are not recorded in stock records and are not under control of the supply officer. Management of operating space items is

vested in the department heads that control the operating spaces in which the items are located. Section B of Part III of the COSAL (SNSL of Operating Space Items) is a consolidated list of operating space items for the guidance of department heads. Section B items generally are equipage type items or specific equipment related consumables maintained under individual department head custody. However, Section IIIB of the nuclear weapons COSAL also includes general use consumables for which back up material may be stocked by the supply department when supply department stowage space is adequate.

Operating Target (OPTAR)	An estimate of the money required by an operating ship, staff, squadron, or other unit to perform the task and function assigned.
Order and Shipping Level (OSL)	Quantity of material which may reasonably be expected to be used between the time the item is ordered and the date the material is received.
Order and Shipping Time (OST)	Time between the submittal of a requisition and receipt of the material requisitioned (equivalent to procurement lead time).
Organization Code	Code which identifies the reporting and processing activity associated with maintenance and operational data.
Organizational Issue Material (OIM)	Any Navy property that is issued to an individual on a loan basis for use in the performance of official duties. This material will be returned when the individual no longer requires it, transfers to another command, or is separated (e.g., flight clothing, and foul weather gear).
Other Procurement Navy (OPN)	Funds which can be used only for investment-type items.
Other Supply Officer (OSO)	Transfer A transfer of material between two accountable officers within the Navy Working Capital Fund.
Outstanding Requisition	A requisition for which requested material has not been received.
Overage	The quantity received is greater than that ordered or shown on the shipping document. A shipping type overage is not evident on delivery but is discovered when the article of freight as described on the transportation document is opened and the contents are checked.
Override Code	Codes which enable the computer to process transactions that would otherwise error out or that have already errored out.

-P-

Pack Up	Selected supply officer's assets considered mission critical or high usage that are deployed with Marine aviation units to enhance on-site mission support.
Pack-up File (PUF)	Contains a record for each defined pack-up item. Applicable to USID C and M activities.
Pack-up Item File (PUI)	Contains a record for each stock number within each pack-up. Applicable to USID C and M activities.
Packaging	The cleaning, preserving, packaging, packing, and marking required to protect items during every phase of shipment, handling, and storage.
Part	One piece or two or more pieces joined together which are not normally subject to disassembly without destruction of the designed use (e.g., outer front wheel bearing of ¾ ton truck, electron tube, composition resistor, screw, gear, mica capacitor, audio transformer).
Part Number (P/N)	Identification number assigned to an item by the manufacturer. When used with a CAGE code it identifies the item. It is used along with other technical data (e.g., model, series, manufacturer of next higher unit, end-use application, etc.) to requisition an item when no stock number is assigned.
Partial Mission Capable Supply (PMCS)	Material condition of an aircraft that can perform at least one but not all of its missions because maintenance required to correct the discrepancy cannot continue due to a supply shortage.
Passing Action	Forwarding of material demands from one supply source to another supply source.
Passing Order	An order used to pass an erroneously routed requisition to the appropriate depot or distribution point, and to pass a requisition from one distribution system to another.
Peacetime Operating Stock (POS)	Items which have a relatively high issue rate, normally, two or more demands in a period of six months and continue to have at least one demand every six months thereafter (equivalent to criteria for SIM items in non automated ships). The POS quantity of a POS item is that portion of the requisitioning objective which supplements the allowance and/or load list quantity; if a POS item is not an allowance or load list item, the entire quantity of the requisitioning objective is considered to be POS. Semiannual review of stock records for POS items is required for

recomputation of requisitioning objectives. POS
is synonymous with DBI.

Pending Credit File (PCF)   A cumulative report as part of the DI 100 which
reflects issue reversals. Credit listed on the
report will be shown on a subsequent SFOEDL
received by the MALS.

Pending Data Entry File   A file established for the placement of supply
(PDEF)   documentation during those periods when computer
access is not possible.

Percentage Report   Produces an Aviation Consolidation Allowance List
AVCAL/COSAL   (AVCAL) or Coordinated Shipboard Allowance List
(COSAL) percentage or analysis report (but not
both at the same time).   These reports help to
determine fleet material requirements and
additive levels of supply, distribution of fleet
material assets, and shipboard endurance levels.

Permanent Navy Item   Assigned by ICPs or other Navy item managers to
Control Number (PNICN)   identify and monitor certain non-NSN items which
are not expected to produce enough demand to
qualify for assignment of an NIIN. It is a 13-
character alphabetic numeric designation with an
LL in the fifth and sixth positions and FSC other
than 0099 or the actual FSC.

Piece Parts   Piece parts required for 2M repairs have been
formalized into APLs for each ship class (either
as I-Level or as O-Level) having 2M repair
capability. NAVSEASYSCOM has funded piece parts
and Fleet deployment of an assembled 2M piece
part cabinet (OSI) for I-Level only, O-Level
support is provided via the ASI process for items
to be coded as SRI allowances. 2M support AEL
piece parts will be taken up as shipboard allowed
items on allowance documents and stock records.
Additionally augmented APLs have been developed
as more gold disks have become available.
Currently these APLs are supported via the ASI
process and will continue to be updated via the
ASI process as the number of gold disks continues
to increase. All of the allowances from the
augmented APLs are coded as SRI for both levels
(I and O) of maintenance

Pilferable Items   Material especially vulnerable to theft due to
its' ready resale value or application for
personal use.

Pipeline   A full pipeline is defined as a sufficient
quantity of assets, on hand or on order, to meet
forecasted demands through a period equal to the
procurement lead time plus the safety level and
protectable mobilization reserve assets of the
LIM, if applicable.

Plan Of Action and   A document that identifies actions or tasks in
Milestone (POA&M)   the specific order needed to accomplish an

objective. This document assigns to each action the office responsible and the start and completion date for each action.

Planned Maintenance System (PMS)

Identifies planned maintenance to be performed on equipment, procedures to be followed, and tools, parts, materials, and test equipment required to perform planned maintenance.

Planned Maintenance System Feed Back Report (PMSFBR)

Used by fleet personnel to notify the Naval Sea Support Centers or TYCOM, on discrepancies relating to PMS.

Pre-expended Bin (PEB) File

Used to record pre-expended bin high and low limits for each PEB item within each established PEB site. Also a cross-reference for PEB item number to stock number.

Pre-Expended Bin (PEB)

A self service storage area stocked with low cost, high usage, maintenance related items which have been expended from stock to department work centers. The criteria for determining PEB items are listed in NAVSUP P485, volume I, paragraph 6171.

Pre-Positioned War Reserve Stock (PWRS)

The term "PWRS", as defined in the Dictionary of United States Military Terms for Joint Usage, Joint Chiefs of Staff (JCS) Pub. 1, is the quantity of an item acquired and positioned against a pre-positioned war reserve requirement, i.e., material which strategic plans dictate be positioned prior to hostilities at or near the point of planned use or issue to the user, to ensure timely support of a specific project or designated force during the initial phase of war, pending arrival of replenishment shipments.

Precious Metals Indicator (PMI)

A one-position alphabetic-numeric code identifying the type and content value of precious metal contained in a certain item. These codes are listed in NAVSUP P485, volume II, appendix 8.

Preliminary Research

An investigation of potential discrepancies or pre-adjustment research which involves the consideration of recent transactions, unposted or rejected documentation, search of adjacent or temporary location areas, and verification of cataloging data to determine the correct balance. Preliminary research ends when the physical balance has been verified and the physical inventory adjustment quantity determined.

Preventive Maintenance (PM)

The care and servicing needed to maintain equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of failures either before they occur or before they develop into major defects.

Primary/Secondary

Indicates the level of substitute compatibility.

Indicator (PSIND)	(i.e., P = primary, S = secondary, I = interchangeable, N = not carried).
Priority Designator (PD)	The priority designator (01-15) expresses the relationship between the requisitioners assigned force/activity designator and his selected urgency of need designator, and determines the time frame within which the requisition will be processed (NAVSUP P485, volume I, paragraph 3048).
Procurement	The act of obtaining materials or services either through the supply system or via open purchase.
Procurement Item Identification Number (PIIN)	A 13-position number used by the ICP to identify contracts for procurement items (e.g., N00612-87-Y-0001).
Procurement Lead-time	The interval in months between the initiation of procurement action and receipt into the supply system of a production model, excluding prototypes, purchased as the result of such actions.
Product Quality Deficiency	A defect or non-conforming condition detected on new or newly reworked products, premature equipment failures, and products in use that do not fulfill their intended use, operation, or service due to deficiencies in design, specification, material, manufacturing, and workmanship.
Progressive Depot Level Repairables (PDLR)	DLRs that are repaired or tested and checked at the intermediate maintenance level in accordance with the FEDLOG repair maintenance code, but that must be repaired and condemned at the depot maintenance level in accordance with the FEDLOG recoverability code if they cannot be repaired at the intermediate level.
Project Code	A three character code assigned to identify projects of a special program nature for recognition throughout any distribution system. General usage project codes (group 1), which comprise most of the project codes normally used by Navy ships, identify the type of activity or weapons system and the purpose for which the material is being procured (NAVSUP P485, volume II, appendix 6).
Proof of Delivery (POD)	Documentation which has been signed by the requisitioner is commonly referred to as the "Proof of Delivery" copy.
Provision Item File (PIF)	A cross-reference record used to relate the provision item number to the National Item Identification Number (NIIN).
Provisioning	The process of:
(1) accomplishing technical planning necessary

to establish item support plan, piece by piece, assembly by assembly;

(2) establishing the minimum levels responsible for repair;

(3) identifying the kind and type of support equipment requirements, handbooks, manuals, and other maintenance publications;

(4) determining the basic factory and field training requirements and;

(5) providing for the establishment of inventory management records.

Purpose Code	Provides the owner of material with a means of identifying the purpose or reason for which an inventory balance is reserved.

-Q-

Quality Assurance (QA)	A planned, systematic pattern of all actions necessary to provide adequate confidence that the item or product conforms to established technical requirements.
Quantity Deficiency Report (QDR)	Used to report quality deficient material to activities responsible for the design, development, purchasing, supply, maintenance, and contract administration so that the cause of the deficiency can be determined, deficiencies can be corrected, and action to prevent recurrence can be initiated.
Quarterly Asset Report	Produced through the batch processing method. The computer reads various data elements on all BMF records for the user's USID except those having local stock numbers and COGs 9 for retail stock, 01 and 1I forms and printed matter, and 1Q ship's store and commissary stock; then, it generates a status report. AT Code 2 items are included in this report. The computer program formats the extracted information and writes the record to tape.
Query	A query allows a user to see specific records in a particular file without changing the records.
Quicktrans	A scheduled cargo airlift system utilizing commercial air carriers under contract to the U.S. Navy.

-R-

Random (Statistical) Sampling Inventory in Automated Ships | An acceptable method of determining the current inventory accuracy level and whether or not there is a need for a total item count. It is considered to be part of the annual scheduled inventory program and a measure of the stock record accuracy for a segment of material based on the physical count of a specified number of randomly selected items within the segment.

Range | The number of different line items stocked. To increase the stock range is to add new line items to stock.

Ready For Issue (RFI) | Material or equipment which does not require any rework, replacement of overage parts, or other than routine installation condition verification prior to use. RFI items are not necessarily new or like new, but are functionally reliable and meet applicable performance specifications.

Ready Service Spares (RSS) | Formerly repair parts and spares which were designated by Hardware Systems Commands (HSCs) during Maintenance Engineering Analysis (MEA) to be stored in or near certain equipment's for troubleshooting and for effecting rapid equipment/ system repairs. RSS, as an additional layer of shipboard inventory, has been eliminated. However, RSS is identified on the APL (Allowance Note Code 6) and will be included as a Storeroom Item (SRI) if the NSN has a valid storeroom allowance

Real Time | As related to SUADPS-RT, a system that provides electronic exchange of data with NALCOMIS.

Receipt | Documented acknowledgment of physical receipt/stowage of material onboard.

Receipt-in-Process (RIP) | Used to prepost stock receipt documents. This DI will not complete the outstanding requisition record, perform any financial functions, or post any quantity to the BMF on-hand quantity. However, if the receipt is not processed within XX days, the computer will generate a follow-up listing for research based upon the parameters set by the user in the Delayed Receipt Report.

Reconciliation (RECON) | An effort between two or more activities, units, or work centers to bring a common file into agreement, such as a PMO RECON where outstanding requisitions are validated between the tender and PMOLANT, Charleston or Report 21 RECONs where manual OPTAR logs are balanced against the SUADPS financial statements (Report 21).

Record Identification Number (RIN) | A machine-assigned number to identify a specific entry in the APL/AEL record in the Weapons System File (WSF). It is used by WSF programs to store, retrieve, and report automated information.

Recoverability Code (RC) | The RC is the third position of the maintenance

code, indicating the lowest level authorized to condemn and dispose of an item. The various RCs are listed in NAVSUP P719, chapter 5.

Recurring Demand	A demand to replenish material utilized on a day to day basis.
Redistributable Assets on Order (RAO)	All on order assets above the Requisitioning Objective (RO), when total assets (which include dues) have caused an item to be in a Redistributable-assets-on-board position. Previously known as Unauthorized On Order (UOO).
Redistributable Assets Onboard (RAB)	The level of stock on hand which exceeds the sum of the Ships Authorized Levels (SAL) and the Authorized Retention (AR). AT Code 6 assets are by definition RAB. Also known as Unauthorized Long Supply (ULS).
Redistribution	The act of effecting transfer in control, use, or location of material between units or activities within or among the military services and other federal agencies.
Refer	Requisition has been referred to another supply activity.
Reference Number	Any number other than the current stock number, or circuit symbol in electronic equipment's, that is used to identify a part. The most important reference numbers are manufacturer's part numbers. Superseded stock numbers are also a type of reference number. Reference numbers are used in FEDLOG and COSAL to determine the NSN.
Referral Order	An order used between depots, supply centers, inventory managers, or other managers in an established supply distribution system for the purpose of passing correctly routed requisitions for continued supply action when the initial activity cannot fill the demand. When a not carried item is referred to another Navy source (including bounce backs of ICP referrals/redistribution orders) the referring activity will insert an "N" in cc 77 in addition to structuring the referral in the normal manner. This will permit proper demand recording and creation of audit trails.
Regular Allotment	A method used by project managers to grant obligational authority to accountable authorities. These three digit numbers are assigned by NAVSUP and used as the last three digits of the Bureau Control Number.
Reimbursable OPTAR	Separate OPTAR granted to an activity specifically to perform work or provide services.
Reject Reason or Reason	A code used in the DLR carcass tracking system to

Codes (RC)	relay messages between the ICP and user activities about the disposition of NRFI carcasses. These codes will appear on document identifiers BK1, BK2, and BK3.
Reliability	The probability that an item will perform its intended function for a specific interval under stated conditions.
Remote Expeditionary Support Package	Deployment support package containing the FISP plus selected I level repair capabilities and associated support items.
Remain-in-Place (RIP).	An MTR item that cannot be removed from the equipment in which it is installed until the new item is received. Removal of the old item earlier will cause a system failure.
Reorder Point (RP)	The stock position which signals the need to initiate replenishment action; it includes the sum of stocks represented by the safety level and the order and shipping time. (Equivalent to "low limit").
Repair Part	Any item, including modules and consumable type materials, which has an equipment application and appears in an APL, SNSL, ISL, AVCAL, Naval Ship Systems Command drawing, or a manufacturer's handbook. Section A of Part III of the COSAL (SNSL of Storeroom Items) lists repair parts and equipment related consumables normally stocked by the supply department. Any item in Section A is considered, by definition, a repair part.
Repairable	A component, module, assembly, subassembly or equipment determined by the inventory manager to be economically repairable when it becomes unserviceable. A repairable is identified as a MTR which consists of AVDLAR, DLR, PDLR or as FLR. A MTR is identified by Material Control Codes (MCC) E, G, H, Q, or X. An FLR is identified by MCC D. A repairable is sent to a DSP/DOP indicated in FEDLOG for repair or disposed of in accordance with FEDLOG when it cannot be repaired locally.
Repairable Identification Code (RIC)	A numeric code (APL, AEL, or field change numbers) for electronic material similar to APLs and AELs for hull, mechanical, electrical, and ordnance items.
Repairable Item Code (RIC)	File Cross-reference of repairable identification code numbers to corresponding stock numbers.
Repairables Tracking File (RTF)	Contains records of items that are to be carcass tracked. Records will stay on file for 2 years after completion date.
Replacement Item	A different item supplied as a spare or repair part in place of the originally used part. Replacement items are not necessarily

interchangeable with the items they replace; they may be of better quality or may have greater capacity than the items replaced. Replacement items are not substitutes because they are supplied on a continuing basis.

Report Of Discrepancy (ROD) Standard Form 364.	Used to report shipping or packaging discrepancies attributable to or the responsibility of the shipper (including contractors, manufacturers, or vendors). This form is prepared by the receiving activity.
Reporting Activity	A service activity which has reported material to an ICP/IMM.
Request For Improvement In Estimated Shipping Date (ESD)	A follow-up inquiry requesting supply action to improve the estimated shipping date contained in previously furnished supply status documents.
Required Delivery Date (RDD)	The specific Julian date (other than the priority delivery date) when the material is required by the requisitioner.
Requirement	A request for material or services submitted to the supply department for supply action. A requirement is also prepared by the supply department for stock replenishment.
Requisition	The document submitted to a supply source to obtain material. Requisitions may be transmitted by message, telephone, or radio when time is of the essence. Such requisitions will be relayed in exactly the same coded format as that specified for message requisitions. Written confirmation of receipt of these requisitions is not required and will not be forwarded.
Requisitioner	Any Navy activity, afloat or ashore, with a unit identification code assigned in the Navy Comptroller Manual, volume 2, chapter 5, requisitioning material from a supply source.
Requisitioning Objective (RO)	The maximum quantity of material to be maintained on hand and on order to sustain current operations; it includes the sum of stocks represented by operating level, safety level, and order and shipping time (equivalent to "high limit").
Rescreen	The act of checking stock on hand posture for NSN's of requisitions previously declared Not-in-Stock. This is normally accomplished by use of a DI 071 (DTO Dues With Material On Hand) listing generated by R-Supply upon request. It can also be accomplished by use of spot inventories.
Resolved Discrepancy	If through preliminary or causative research, it is determined that a discrepancy is due to a transaction error or omission, the proper accounting adjustment will be made to correct the stock or custody records. No survey action (DD

Form 200) is required.

Responsibility Center	Command designated to receive and administer an operating budget. A Type Commander is designated as a responsibility center.
Responsible Officer	An individual appointed by proper authority to exercise custody, care, and safekeeping of property entrusted to that individual's possession or supervision. This may include financial liability for losses occurring because of failure to exercise this obligation. For supply system stock held in SAC 207, the Supply Officer is normally assigned this responsibility.
Retention Limit	The maximum quantity of an item authorized to be retained on board. The retention limit consists of the allowance and/or load list quantity (or the requisitioning objective for demand based items), plus the economic retention quantity as authorized in COMLANTFLTINST 4440.5 (series) or COMPACFLTINST 4440.3 (series).
Retrograde	Any movement of material from the forward theater which is being returned to rear supply or maintenance echelons.
Reversal	The act of backing out or adjusting a previous transaction that was processed erroneously.
Revolving Fund	A fund established to carry out a cycle of operations. Such a fund is replenished by earnings or is reimbursed by collections or by charges to other appropriations for such items as commodities furnished or services rendered. The NWCF is a revolving fund.
Reworked Material	Material which has been overhauled, repaired, rebuilt, reworked or modified by a commercial or Government facility and proven during actual system operation. Such material will be considered newly repaired until it has been proven during actual system operation.
Routing Identifier	A three character code used to identify the intended recipient of a supply document. Also, it may indicate the originator of status or the actual consignor of material when used in upper line print positions 4-6 or in lower line print positions 8-10 respectively of status documents (NAVSUP P485, volume II, appendix 7).

-S-

Safety Level	The quantity of material, in addition to the operating level, required to be on hand to permit

continuous operations in the event of interruption of normal replenishment or unpredictable fluctuations in issue demand.

Scheduled — Periodic prescribed inspection/servicing of equipment, done on a Maintenance calendar, mileage, or hours of operation basis.

Security — The protection against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

Sensitive Items — Material that requires a high degree of protection and control due to statutory requirements or regulations, such as: narcotics and drug abuse items; precious metals; items that are of high value, highly technical or of a hazardous nature; and small arms, ammunition, explosives and demolition material.

Service Application Code (SAC) — A variable 5-10 digit code used by NAVICP MECH to enter into the WSF, the service application of an equipment/component.

Service Designator Code — A single character code that identifies a service or element of a service. The letters R, V, and N have been established to provide identification of naval requisitioning activities. (e.g., R-Pacific Fleet, V-Atlantic Fleet, N-activities other than Pacific and Atlantic Fleet).

Service Life — The time period during which the item can be maintained in service without replacement.

Service Life Extension Program (SLEP) — The restoration/replacement of a primary aircraft/ship structure which has reached its life limit. SLEP is performed for the express purpose of establishing an increased service life.

Serviceable — The condition of an end-item in which all requirements for repair, bench check, overhaul, or modification, as applicable, have been accomplished, making it capable of performing the function or requirements for which originally designed. When appearance is not a primary consideration, and the condition of the item meets all safety and performance requirements, it will be processed as serviceable.

Services — Non-material requirements such as equipment rental, commercial telephone, ferry tickets, or similar services authorized by proper authority.

SERVMART — A self-service store which is operated by an ashore supply activity to provide a ready supply of relatively low-cost items frequently required by customers in the area.

Shelf-Life Action Code (SLAC) — A two-character code assigned to a shelf-life item to indicate specific inspections, tests, or restorative actions to be taken when the item

reaches its storage shelf-life and the extension time of the shelf-life following such action (NAVSUP P485, volume II, appendix 9).

Shelf-Life Code (SLC) A one-character alphabetic or numeric code which identifies the shelf-life of material. Alphabetic codes (Type I) apply to items whose shelf life cannot be extended. Numeric codes (Type II) apply to items whose shelf life can be extended (NAVSUP P485, volume II, appendix 9).

Shelf Life Item An item possessing deteriorative or unstable characteristics to the degree that a storage time period must be assigned to assure that it will perform satisfactorily in service.

Ship Authorized Levels (SAL) The maximum value of stock authorized for an activity. For a non POS, the SAL is equal to the Requisitioning Objective (RO); for a POS, the SAL is computed by multiplying the Requisitioning Objective (RO) minus the Order and Shipping Time (OST) quantity by the unit price of the material.

Ship Equipment Configuration Accounting System (SECAS) The recording and reporting of the information that is needed to manage configuration identification and the status of changes to configuration. It is the central authority within the Navy for integrated ship configuration in addition to a wide range of installed shore equipment.

Shipboard Non-Tactical ADP Program (SNAP) A system designed to replace manual efforts, through automation, in the areas of supply, OPTAR accounting, maintenance management, and administration. SNAP I is the Honeywell DPS-6 computer equipment normally installed on large ships, SIMA's, and Marine Aircraft Groups. SNAP II is general purpose, commercial equipment normally installed on small surface ships and submarines.

Shipment Status Consists of advice of shipment, including the estimated shipment date or the date shipped, the transportation control number (TCN) or bill of lading number, parcel post registration number, when applicable, the mode of shipment, and the port of embarkation (overseas) or date available for shipment in the United States excluding Alaska and Hawaii.

Shipping Activity A service/agency activity that originates shipments and plans, assembles, consolidates, documents, and arranges for movement of material.

Ships and MALS Automated Reconciliation Tracking System (SMARTS) The purpose of SMARTS is to automate the processing of SFOEDL and the UOL.

Ship's Configuration and Logistic Support Index (SCLSI) Designed to provide the ship's crew and other users with a convenient index of the ship's

equipment.

Shortage	When the quantity received is less than that ordered or shown on the shipping document. A shipping-type shortage is not evident on delivery but is received but is discovered when the item of freight as described on the transportation document is opened and checked.
Signal Code	Designates the fields (card columns) which contain the intended consignee (ship to) and the activity (bill to) to receive the bills and effect payment, when applicable. The "Bill to" activity for intra-Navy transactions also may indicate the chargeable or accountable activity. All requisitions and documents resulting there from will contain the appropriate signal code (NAVSUP P485, volume II, appendix 8).
Source Code	These codes appear on APLs/AELs. See NAVSUP P719, chapter 5 for a complete listing of source codes. Source codes consist of two digits which indicate the source of an item required for the maintenance, repair, or overhaul of an equipment. Specifically, the code indicates whether the part is to be procured and carried in the supply system; not to be carried in the supply system but to be procured on demand; to be manufactured; to be obtained from salvage; to be assembled using component parts; not to be replaced since installation of next higher assembly is more practicable; or not to be replaced due to impracticality of replacement in that the failure or damage of part indicates a requirement for a complete overhaul or scrapping of the assembly or equipment.
Source Document	An original document which is used to enter data into a computer system.
Space and Naval Warfare Systems Center (SPAWARSYSCEN) Formerly NAVMASSO.	The Central Design Agency (CDA) for the design, development, integration, implementation, and maintenance of fleet maintenance, supply, and financial information systems consistent with Navy policies. The development and maintenance of non-tactical automated data processing systems for Navy and MALS operating forces are their primary missions.
Special Accounting Class (SAC) 207	A segment of the Navy Stock Account (NSA) which identifies material carried onboard tenders, repair ships, combat stores ships, aircraft carriers, amphibious assault ships, and at Marine Aviation Logistics Squadrons (MALS).
Special Maintenance Qualification (SMQ)	A security code that indicates authorization to use a particular conversation. SMQ's are assigned to individual personnel in NALCOMIS. For example, a CDI has an SMQ that allows him to

perform the CDI approval conversation.

Special Material Content Code (SMCC)	A single-digit alphabetic code which indicates that an item must be specially handled and/or safeguarded (NAVSUP P485, volume II, appendix 9).
Special Material Identification Code (SMIC)	A two-position alphabetic or alphabetic-numeric code assigned by NAVSUP to certain items which require a source of quality control; technical design or configuration control; and special controls for procurement, receipt, inspection, test, or storage.
Standard Delivery Date (SDD)	The latest date by which the supply system normally is expected to process a requisition and to affect delivery of material to a requisitioner.
Standard Form 364 (Report of Discrepancy)	Item and packaging discrepancies will be reported on a Standard Form 364.
Standard Item	Material, parts, components, subassemblies, or equipment identified or described in military or approved federal and industry standards.
Standard Unit Price	The price a customer is charged for a DLR when there is no NRFI turn-in.
Status Codes	Two character alphabetic-alphabetic or alphabetic-numeric codes which are used by inventory managers or supply sources to advise the requisitioner, consignee, or designated monitoring activity of the status of requisitions (NAVSUP P485, volume II, appendix 2).
Stock	Any consumable or repair part, which is stored in a storeroom or space under the control and responsibility of the Supply Officer.
Stock Control Activity (SCA)	The organization that is assigned responsibility for maintaining inventory data on the quantity, ownership/purpose, condition, and location of material due in, on hand, and backordered, to determine availability of material for issue and to facilitate distribution and management of material.
Stock In Transit (SIT)	Navy-owned material transferred between two custodial units.
Stock Unit	The smallest quantity of a stock item that can be issued.
Stockage Objective	The maximum quantity of material to be maintained on hand to sustain current operations; it includes the sum of stocks represented by the operating level and the safety level.
Storage Activity	The organization that is assigned responsibility for the physical handling of material, incident to receipt storage, selection, and shipment.
Storeroom	A secure stowage space of various sizes, shapes,

or locations designed to store all stock material carried on the BMF.

Storeroom Action Listing (SAL)	A five part listing produced as a result of change notice processing. This listing reflects NSN changes, Unit of Issue changes, Shelf Life Action code changes, and Exhaust/ Delete/Supersede/Condemned Stock. Also, output as part of the Delayed Receipt Report (DI 094). This listing displays all receipts in process (DI X72) without a corresponding DI X71.
Stores Account Material Management Afloat/Shipboard Authorized Levels (SAMMA/SAL)	Designed to provide management personnel at the shipboard and TYCOM levels with summary and dollar value information regarding a ship's total inventory.
Stow	The act of physically storing material properly so that it is protected from loss or damage, as well as ensuring it will not cause any hazard to storeroom personnel.
Streamlined Automated Logistics Tool Set (SALTS)	A program used for passing information from one activity to another.
Subassembly	Two or more parts which form a portion of an assembly or a unit replaceable as a whole, but having a part or parts which are individually replaceable (e.g., gun mount stand, window sash, recoil mechanism, floating piston, terminal board with mounted parts).
Subcategory (SCAT) (electronics)	A four-digit numeric code used to identify a range of measurement requirements by functional category for Portable Electrical/Electronic Test Equipment (PEETE).
Substitute	Item An item authorized for one time use in place of another item, based on a specific application and request. Equivalent or interchangeable items are not included in the term "substitute items". No substitute will be used that might adversely affect any one of the following:

      a. safety of flight (considering all primary structure and equipment);

      b. efficient functioning of performance of any aircraft, engine, accessory, or equipment;

      c. manufacturer's guarantee or warranty;

      d. delicate, sensitive, or critical assemblies, or those subject to environmental condition, high speed, or high loads.

The authority for a substitute is automatically canceled as soon as a substitution is made. Any additional request for the same substitute item must be considered separately and entirely on

merits which justify its preference.

Supply Applications Administrator (SAA)	The SSA is an R-Supply/Optimized NALCOMIS knowledgeable person who controls system access and report generations for the Supply Department. Refer to the MCO P4400.177 for a list of all responsibilities.
Suffix Code	A single character code that relates and identifies supply transactions for partial quantities to the original requisition or transaction without duplicating or causing loss of identity of the original document number (NAVSUP P485, volume II, appendix 8).
Summaries	Expenditure documents sent by other supply activities to DFAS to match against the ship's receipts reported as FIR Codes F4 and F5.
Summary	A bill for material transferred to an activity that performs NWCF accounting such as an OSO activity or Fleet and Industrial Supply Center.
Summary Filled Order/Expenditure Difference Listing	Received from DFAS, it contains the result of the monthly reconciliations performed since the last SFOEDL was distributed. The financial records keeper must prepare adjustment documents for each difference shown and review the listings and annotate invalid transactions with applicable rejection codes,
Summary of Effective APLs/AELs (SOEAPL)	A numerical sequence listing, by identification number of APLs/AELs that have repair part support and ACLs with accessories.
Supply Assist	When follow-ups do not render adequate status from the supply system, a supply assist can be submitted via Naval Message to the activity/item manager.
Supplementary Address	Used by the requisitioner to designate another activity by its unit identification code for such purposes as "Ship to" or "Bill to" if either shipment or billing is to other than the requisitioner. When a UIC is not required in this field, the requisitioner may use it for local information by entering the letter Y in card column 45.
Supply Source Code	An alphabetic code which identifies the basis or means of material availability at the time an item is requested, or a numeric code which identifies previously issued material that is returned to the supply department in RFI condition (NAVSUP P485, volume II, appendix 9).
Support Equipment	Equipment such as test equipment, fixtures, hand tools, etc., required for the maintenance, assembly, disassembly, overhaul, repair, and test or check of the end item.

Support Equipment Resources Management Information System (SERMIS)	A collection of technical and cataloging data identifying support equipment end items required for O, I and D level aircraft maintenance.
Supported Unit	Any unit whose financial records are maintained on the same R-Supply database as the host MALS.
Survey	A procedure for determining the cause of gains, losses, or damage to Navy property, establishing personal responsibility (if any), and documenting necessary inventory adjustments to stock records.
Survey Integrity Verification File (SIVF)	This file contains a copy of all surveys pending verification of processing against the Report 34. EUB will ensure that the total money value on Report 34 matches the total money value of all surveys in the SIVF.
Survey Officer	An individual who is appointed in writing by the approving official to conduct a survey when personal responsibility is suspected for lost government property. Individuals so appointed will not be accountable or responsible for or in anyway directly interested in the property being surveyed. The individual must be a commissioned officer, a warrant officer, an enlisted member in grades E-7, E-8, or E-9, or a civilian employee GS-09 or above. The appointing official may act as the survey officer. The Commanding Officer will appoint the survey officer on all adjustments of classified or sensitive items, as well as on all cases where personal responsibility is evident.

-T-

Table of Basic Allowance (TBA)	Lists the shop equipment's and maintenance materials required for the performance of specific missions. They also include allowances of tools and materials required for use by such activities as Fleet Marine Force squadrons, and Navy Tactical Control squadrons.
Tailored Outfitting List (TOL)	An automatic test equipment (ATE) user allowance list, which is tailored for each aviation training activity and intermediate and depot (D) level maintenance activity.
Technical Data	Data required for the accomplishment of logistics and engineering processes in support of the end-item. Includes drawings, operating and maintenance instructions, provisioning information, specifications, inspection and test procedures, instruction cards, equipment placards, engineering and support analysis data,

etc.

Technical Documents	The blueprints, technical manuals, and maintenance procedures which facilitate the accomplishment of maintenance.
Technical Manual	A publication containing a description of equipment, weapons, or weapon systems with instructions for effective use (e.g., instructions covering initial preparation for use, operational instruction procedures, parts lists or parts breakdown, and related technical information or procedures, exclusive of those of an administrative nature).
Technical Manual Identification Number System (TMINS)	A plan developed to encourage standardization and modernization in classifying, indexing, and numbering Navy technical manuals.
Temporary Navy Item Control Number (TNICN)	NICNs with LL in the fifth and sixth positions and a pseudo FSC 0099 or actual FSC are assigned by NAVICP MECH for temporary identification and control of selected non-NSN items pending assignment of NSNs by the DLIS, Battle Creek, MI.
Test Bench Installation. (TBI)	Repairable components which are authorized in the Individual Material Readiness as test bench standards. These components are not part of the MALS AVCAL.
Traceable Shipment	All modes of shipment with the exception of parcel post, mail (registered/certified mail is traceable), and local delivery are considered traceable when a specific shipment number (GBL, CBL, TCN, etc.) is assigned and posted.
Transaction Item Report (TIR)	Required for repairable material (MCC of E, G, H, Q, X) with cognizance symbol 2P, 8P, 8X, and 2S with a special material identification code X1 (FBM submarine tenders only).
Transaction Ledger	A detailed list of all transactions which have processed successfully.
Transfer	An action which shifts custody and responsibility for material from one supply officer to another supply officer or another activity.
Transportation Control Number (TCN)	The TCN is the basic element in the MILSTRAP system. A number is assigned to each shipment unit as the shipment control from origin to destination.
Transposition	This is the act of swapping two requisitions (one completed, the other still outstanding) between MCN's. Transposition may be recommended by the IMA but it is accomplished by AWPB.
Transshipment	A transfer of material from one place to another for further shipment or delivery.
Turnaround Time (TAT)	The interval between the time a repairable item

is removed from use and the time it is available for reissue in a serviceable condition.

Type/Model/Series (T/M/S)   Refers to the Type/Model/Series of aircraft.

Type Equipment Code (TEC)   A four-character code which uniquely identifies type, model, and series for an aircraft and the major system for some type of ground support equipment (OPNAVINST 4790.2).

Type Equipment Code (TEC)   File Contains supply type equipment codes and type equipment code indicators. This table contains the valid TECs for which the user might issue material.

-U-

Unfilled Order Listing (UOL)   A listing of all unfilled orders (COG 99 transactions only) in the FFSF files over 120 days old which have not matched related expenditure documents and which have not been canceled. It also consists of end-use transactions (i.e., COG 99/services) for which no matching bill has been processed for 120 days and FFSF holds the requisition outstanding.

Uniform Material Movement and Issue Priority System (UMMIPS)   A performance report which indicates the number and percentage of requisitions introduced into the Supply System by Urgency of Need Designator (UND) since the last report. Its purpose is to show what percentage of an activity's requirements is high priority versus routine.

Uniform System Identification Code (USID)   Used to identify a particular type of activity:

        A = AFS/T-AFS

        C = CV/CVN/LPH/LHA/LHD

        M = MALS Units

        T = AD/AR/AS/SIMA

Unit   An assembly or any combination of parts, subassemblies, and assemblies mounted together, normally capable of independent operation in a variety of situations (e.g., hydraulic jack, electric motor, electronic power supply, internal combustion engine, electric generator, radio receiver). The size of an item is a consideration in some cases. An electric motor for a clock may be considered as a unit, inasmuch as it is not normally subject to disassembly.

Unit Identification Code (UIC)   A five digit code assigned by the Navy Accounting and Finance Center (NAFC-624), Washington, DC, to identify a specific Navy activity for supply and accounting purposes. Unit identification codes and related information are listed in the Navy Comptroller Manual, volume 2, chapter 5. The

unit identification code is normally preceded by a one digit service designator code R, V, or N, as appropriate.

Unit of Issue (UI)
A two-digit abbreviation used throughout the Navy for requesting, issuing, and recording all material in the Navy Supply System. The plural of the abbreviation will be the same as the singular (NAVSUP P485, volume II, appendix 19).

Unit Price (UP)
The cost of an item per unit of issue.

Unmatched Expenditure
Expenditures of material by public voucher, OSO transfer, or billing for which the unit has not reported receipt to DFAS.

Unmatched Expenditure Processing Program (UNMEX)
Monthly, DFAS will forward an unmatched expenditure tape to an activity. A tape record for each unmatched and partially matched expenditure document on file is provided for the ship and supported units, if applicable. The UNMEX programs compare the DFAS unmatched expenditure tape against the current BRF/RSF/RHF and output listings and skeletonized documents to help resolve differences and/or post adjustments.

Unmatched Receipt
Receipt reported by the unit for which a billing or summary has not been received by DFAS.

Unresolved Discrepancy
An unresolved discrepancy exists when an imbalance still exists between the BMF or MRF record and the physical status of materials in storage after preliminary and causative research are completed, and no evidence of erroneous or omitted transactions is found. Records must be reconciled to agree with on-hand balances.

Urgency of Need Designator (UND)
Provides specific information to all levels of management as to the importance of the requirement for material requisitioned in the supply system. This requirement is assigned a priority depending on the urgency of the requirement.

Usage Data
Past usage figures showing the rate of issue for specific items of stock.

Utility Program
A specialized program performing a frequently required everyday task (e.g., sorting, report generation, file updating, file dump, and backup).

-V-

Vendor
A company that supplies material or services.

-W-

Warehouse Refusal	When there is not enough material available to fill a customer's requisition although the stock record shows the material is on hand.
Wash Through	The process of an immediate receipt and transaction offsetting expenditure processing through SAC 207 accounts to OPTAR accounts when a DTO receipt is processed.
Weapons System Designator Code	A code identifying the type and model of aircraft (NAVSUP P485, volume II, appendix 24).
Weapons System File (WSF)	A computerized data base maintained by NAVICP MECH which contains configuration data as well as piece parts data for Navy systems.
Work Center Code (WCC)	A code used to identify an organizational subdivision (OPNAVINST 4790.4).

Appendix O

Financial Support Listings

1. General

    a. Information. Monthly, a STARS-FL Report is sent to each OPTAR Holder listing (among other things) the itemized differences between unfilled orders submitted by the OPTAR Holder and expenditures submitted by the issuing activities.

    b. Overview. Monthly, the TYCOM produces two listings for each activity. These listings, Summary Filled Order Expenditure Difference Listing (SFOEDL) and Unfilled Order Listing (UOL) are described in reference (f).

        (1) SFOEDL. The SFOEDL is produced monthly for the 1st through the 24th report month and then as needed thereafter through the 33rd month. In certain circumstances, a SFOEDL may be produced beyond the 33rd month. These charges should be reviewed to see if they have gone against the wrong Fiscal Year.

        (2) UOL. This listing contains financial outstanding documents the Naval Supply System has for the activity. The UOL is produced on the same frequency as the SFOEDL.

    c. Obtaining Listings. The Financial Support Listings are produced on approximately the 10th of the month following the month being reported on (i.e., listings based on October 31 TLs and BORs will be available approximately 10 November). They are forwarded to SALTS Central where they are stored on a Webpage for download.

2. Processing Procedures.

    a. UOL Processing Procedures. The UOL is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. Processing of the UOL is performed in a mechanized environment utilizing the ship's and MALS' Automated Reconciliation Tracking System (SMARTS) within R-Supply for OFC-50 Accounts; and the Aviation StoreKeeper Information Tracking Web (ASKITWEB) System for OFC-01 Accounts.

        (1) UOLs are downloaded from SALTS Central and processed as prescribed by CNAF.

        (2) UOLs provide the unit with a list of obligations processed by TYCOM from the unit's TL.

        (3) The UOL contains records which have not been billed or have been partially billed.

        (4) It represents a portion of the obligation still outstanding from the originally submitted Z0A record.

        (5) Financial clerks should screen and review this listing for any record which has been completed, and initiate the appropriate cancellation action to recoup possible duplicate expenditures or excess obligations.

(a) Determining duplicate expenditures requires the clerk to use the SFOEDL while conducting this type of causative research.

(b) Records which contain a date in the POE/SUM Date Field of the UOL represents some type of payment action has been taken by DFAS. The value which is listed on the UOL represents the portion of the unit's obligated funds not yet expended and are considered to be Unfilled Orders or Partially Established Orders.

(c) Clerks can use the date posted in the POE/SUM Date Field to determine which SFOEDL financial processing has occurred. This will assist the clerk in determining the billing cost and how to make the necessary adjustment.

(d) Causative research is required when determining whether or not the clerk may recoup those funds listed on the UOL. It must be understood funds may not be recouped when material has been received (regardless of whether it has processed on a SFOEDL or not). Only the portion of funds which will not be expended may be recouped. An exception to this rule is when it can be proven the TL was received after the processing of the SFOEDL and a duplicate obligation/expenditure now exists (Unmatched Expenditure on the SFOEDL and an obligation is resident on the UOL matching the expenditure). Examples are as follows:

<u>1</u> <u>Example #1</u>: An AO_ processed for a quantity of 8 for $800.00. Status received indicates AE1/BJ Status Code for a quantity of 5 for a bill of $500.00.

<u>a</u> Review of the SFOEDL shows the obligation for $800.00.

<u>b</u> The expenditure document is posted for $500.00.

<u>c</u> Because the quantities are now different, the $300.00 difference will post as a Partial Order Established (POE) Record.

<u>d</u> Only the $300.00 may be recouped in this scenario as the status indicated (and a receipt is on file) only 5 would be received. Since the unit failed to internally cancel the remaining 3, the clerk must initiate action to cancel the remaining quantity which will generate a DI X0A. The DI XOA will provide an immediate credit to your OPTAR. This X0A will be processed by the TYCOM during the next TL submission.

<u>2</u> <u>Example #2</u>: An initial obligation is processed for a quantity of 5 with a unit price of $125.00 for a total obligation of $625.00.

<u>a</u> The expenditure is received by DFAS as a multiple shipment (quantity of 3 and quantity of 2) and posts against the SFOEDL for an expenditure price of $360.00 and $240.00. The SFOEDL shows a POE value of $25.00 and the UOL shows the document for a quantity of 5 for a dollar value of $25.00.

<u>b</u> Review of the requisition indicates the original obligation price was based on a unit price of $125.00 each. Additionally, the BRF Status shows the requirement to have been suffix coded and receipt (DI X71) was posted for each; however, the expenditure price received by DFAS is $120.00 each.

          <u>c</u>   The remaining balance of $25.00 is available for recoupment and should be taken by the clerk and processed back into the OPTAR.

          <u>d</u>   The financial clerk will process a UOL adjustment in R-Supply or ADCANC in ASKIT for an amount equal to the unfilled amount listed on the UOL (which in this example would be $25.00). This action will create the adjustment to the OPTAR and generate a DI X0A for $25.00 to be submitted on the next TL.

      (e) It should be noted these two examples are only a small portion of the various conditions which occur during the financial process conducted by DFAS. The financial clerk must ensure sufficient funds are obligated to cover the cost of those charges which are to be received by DFAS. Thorough research is required to be performed prior to any Administrative Cancellation (ADCANC) or financial adjustment processed by the clerk. Ensure copies are filed and retained for the current and four prior fiscal years.

      (f) Specific processing instructions regarding SMARTS and ASKITWEB processing shall be in accordance with specific training guides and instructions related to each independent operating system.

   b.   <u>SFOEDL Processing Procedures</u>

     (1) <u>General</u>. TYCOM personnel perform official accounting of every operating target granted to an activity functioning within the Standard Accounting and Reporting System - Fleet Level (STARS-FL). They provide a listing of all DTO documents that have not cleared the matching cycle at DFAS Operating Locations (OPLOC). They also provide a means for each activity to draw down these files through SALTS. SFOEDL processing procedures have not changed from those described in reference (h) and in current TYCOM directive, reference (n) paragraphs 1016.

     (2) <u>Processing</u>. The SFOEDL is produced and distributed monthly for the 1st through the 24th report months and then as needed through the 33rd report month. As part of the accounting process, TYCOM personnel match unfilled order documents transmitted by the OPTAR Holder with corresponding expenditure documents received from supply activities. The SFOEDL contains the results of the reconciliation performed by TYCOM personnel since distribution of the last SFOEDL to the activity (OPTAR Holder). These listings are forwarded to the OPTAR holder for review and processing. The activity must annotate action taken adjacent to each record. The system generated Challenge Response Page detailing each challenge will be forwarded to TYCOM. The unfilled order, followed by the matched expenditure and then the difference will appear on the report for each matched transaction grouping. All related matched expenditures will appear on the report whenever multiple expenditures apply to a single unfilled order.

     (3) <u>Transaction Types</u>. The most common types of transactions appearing on the SFOEDL are as follows:

      (a) <u>Difference</u>. These transactions are the result of a disparity between the money value of an unfilled order submitted by the OPTAR Holder (obligation) and the matching expenditure submitted by the supplying or paying activity. It is important for the financial clerk to post accurately all SFOEDL differences. Failing to do so will cause the

Over/Understating of obligations on official accounting records. Processing differences are required within 10 days of receipt of the SFOEDL.

(b) <u>Correction</u>. This term refers to a type of transaction originating at the TYCOM, and is a correction/reversal of a previous transaction the OPTAR Holder rejected.

(c) <u>Administrative Cancellation</u>. The term AD CANC refers to the adjusted value of an above-threshold unfilled order when the value of a confirmed or administrative cancellation exceeds the value of the original unfilled order. This also may indicate the original unfilled order may not be on file at the TYCOM.

(d) <u>No Unfilled Order (No UNF ORD)</u>. The term No UNF ORD refers to threshold charges for items which there are no obligation on file. A No UNF ORD transaction is a below-threshold expenditure that did not match to an unfilled order in two monthly reconciliation attempts. The system charges or credits the OPTAR Holder for an amount equal to the difference between the expenditure and the unfilled order (this procedure does not apply to transactions for a reimbursable OPTAR). The term Difference and the applicable money value will appear on the first line of the listing following the line on which the expenditure appears.

(e) <u>Partial Order Established (Part Ord Est)</u>. The term Part Ord Est refers to the issue of a quantity of material less than the quantity on the original obligation. A requisition using a quantity of C9999 usually generates this type of coding. It indicates the establishment of a partial order when an above threshold unfilled order and expenditure match, except the expended quantity is less than the unfilled-order quantity. The money value of the partial order will be for the amount remaining outstanding on the unfilled order after the reconciliation. A Part Ord Est Record is also generated when a Z0A document reflects a dollar value greater than the billing being processed by DFAS. When the document number and quantity match, but the bill is less than the Z0A; the remaining funds which would represent a credit to the OPTAR will establish a POE Record. To receive the remaining funds, a DI X0A must be processed to receive a SFOEDL Credit Difference.

<u>Validated</u>. This term refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise the charge is valid. OPTAR holders will not reject these transactions when they process the listing. The term Difference and the applicable money value will be on the line immediately following the line on which the expenditure appears. This type of transaction applies to all of the following types of expenditures:

<u>1</u>.   Rejected by the OPTAR Holder or the TYCOM.

<u>2</u>.   Billed back to the issuing supply activity by the TYCOM.

<u>3</u>.   Investigated by the issuing supply activity and found to be valid.

<u>4</u>.   Re-billed by the issuing activity with the required documentation supporting the validity of the charges.

(f) <u>Unmatched Expenditure (UNMATCH Exp)</u>. The term UNMATCH Exp refers to the difference caused by a second attempt to match an expenditure to an unfilled order at your TYCOM. An unmatched expenditure is an expenditure (debit or credit) for O&M,N material or service not matching with an unfilled order in two monthly reconciliation attempts (this does not include transactions from a reimbursable OPTAR). Another possibility is the unfilled order was found; however, insufficient funds existed due to a cancellation processing against the unfilled order prior to the expenditure posting or a second expenditure may have hit against a previously completed requisition. In all cases, the OPTAR Holder must ensure receipt of material or service prior to accepting charge. The system processes a threshold charge to the OPTAR Holder for the same amount as the difference of these transactions. If the amount of the difference is greater than $3,000.00, personnel at your TYCOM will research the transaction to verify its validity before including it on the listing. The term Difference and the applicable money value will appear on the line immediately following the line on which the expenditure appears.

(g) <u>Carcass</u>. This term refers to a debit or credit for DLR material. It can be the result of a price change or the absence of a turn-in. The term Carcass will appear above the term No UNF ORD or Difference when there is a charge or a reversal credit. This is because unit personnel have not turned in a DLR.

(h) <u>Matched Expenditure (Matched Expend)</u>. The term Matched Expend refers to the total money value of the following types of expenditures:

<u>1</u>. Those matching to corresponding unfilled orders.

<u>2</u>. Those that are direct-charge and threshold-charged for the period covered by the listing.

c. <u>Required Action</u>

(1) <u>Processing the SFOEDL</u>. Upon receipt of this report, accomplish the following actions:

(a) <u>Post Differences</u>. The Monthly SFOEDL Difference will post once it is electronically read into ASKITWEB/SMARTS. Refer to the appropriate system user guide for steps on electronically reading the SFOEDL.

<u>1</u>. Verify the FYTD Difference (Column 23 total) of the OPTAR is matching the FYTD Difference from the last SFOEDL posted.

<u>2</u>. Annotate the term Processed and Posted next to the difference total on the SFOEDL Report.

(b) <u>Review the SFOEDL Report</u>. The following procedures apply to non-fuel transactions on the listing:

<u>1</u>. Retrieve the list of challenge codes with definitions maintained in your SFOEDL Folder.

<u>2</u>. For OFC-50 SFOEDLS, forward all Carcass Differences to RMD. They have five days to research and return a response to SAD whether to challenge or accept the charge. Then review all line items on the listing and conduct the necessary research to verify the validity of the

transactions.

(c) <u>Files to check during review</u>. The financial clerk must research each above threshold unfilled order appearing on the SFOEDL to determine whether or not the difference is valid. Check the applicable document in the DTO or MVO Requisition Query or the Material/Financial Transaction Ledger in R-Supply. In ASKIT Web, select the record and click the History Option.

(d) <u>Researching Above Threshold Expenditures</u>. All transactions, regardless of money value, now appear on the SFOEDL. Investigate all Above Threshold Expenditures (these are transactions with a value of $250.01 and above or as established by TYCOM). Annotate any invalid expenditure and return the Challenge Response Page to TYCOM indicating the actions you took. Adjust OPTAR financial records to reflect all differences appearing on the SFOEDL even if they are invalid. Personnel at TYCOM will investigate the OPTAR Holder's comments and either give credit for the difference or let the transaction stand as a valid difference.

(e) <u>Factors to consider</u>. Consider the following factors in reviewing the validity of all other transactions:

<u>1</u>. A DI A0_ transaction was never input or was input too late to allow the corresponding DI Z0A transaction to reach TYCOM in time for processing.

<u>2</u>. Check for a transposed document number. If an item is received with a transposed document number, you may process a DI X76 transaction and annotate the proper document number and TL number (Challenge Code C) to the SFOEDL. Personnel at TYCOM will process the returned SFOEDL and a credit difference will appear on a subsequent SFOEDL.

<u>3</u>. Accept the charges as valid (not over- or under-stated) unless you already received the material. Non-receipt of material will be subject to regular follow-up with the supply activity and is not a valid reason for annotating (rejecting) the transaction.

<u>4</u>. Accept the charges for receipt of substitute and duplicate shipments as valid.

<u>5</u>. Check the unit prices and additional cost data on receipt documents before posting challenges to the Response Sheet.

NOTE: Personnel at supply activities bill according to data on the latest Price Change Notice. Review unit prices for material issues from Army, Air Force, DLA activities (coded FA in the DOC ID Column), GSA (coded FA, FN or GA) and from commercial sources (coded FX). These prices may vary considerably from unit prices in the Navy Stock Account. Packing, transportation, postage and price discounts will result in price variances for receipts from GSA or commercial purchases. Check unit prices and additional cost data on receipt documents before annotating the related matched expenditures (GSA expenditures coded FN represent a surcharge for overseas packaging and must be accepted without challenge).

<u>6</u>. Check to verify whether you have already made advance adjustments to any of the items on the list.

<u>7</u>. Consider whether cancellation action was valid, at a

value in excess of the original unfilled order (obligation) or both. Consider as well adjustments of Above Threshold Cancellations for which no unfilled order is on file at the TYCOM. Also, consider cancellations whose values exceed those on the unfilled orders.

        <u>8</u>. Ensure you investigate transactions with a value in excess of $3,000.00 carefully before you challenge them. Remember, TYCOM has already performed the initial validation prior to sending to you.

        <u>9</u>. Check to verify whether you have already made advance adjustments to any of the items on the list.

        <u>10</u>. Check to verify whether a cancellation action was valid. Also, check whether the cancellation processed for a value in excess of the value of the original unfilled order.

NOTE: A credit unfilled order is the result of one of the following: (1) The adjustment of a cancellation with an Above Threshold value for which TYCOM has no unfilled order on file, (2) A cancellation exceeding the available value of the unfilled order on file. TYCOM personnel will administratively cancel the invalid or excessive cancellation transaction and process a charge for the debit difference to the OPTAR Holder. This will offset the amount by which the OPTAR holder previously increased the OPTAR balance.

        <u>11</u>. Challenge all invalid differences using the appropriate challenge code from your list. OPTAR Holders must accept and process DI X76 transactions for all differences shown on the SFOEDL. When a transaction has been determined to be invalid, perform the following steps to advise the TYCOM of the required correction action:

        (f) <u>Coding invalid transactions</u>. The OPTAR Holder is not authorized to process an adjustment for any transaction on the Challenge Response Page until after it is corrected by TYCOM personnel. TYCOM will reverse valid rejections with a correction transaction. The transaction will appear on a subsequent SFOEDL (refer to NAVSO P3013 for Challenge Codes).

        (g) <u>Other Considerations</u>. Keep the following in mind:

        <u>1</u>. Ensure you provide all the information required for each challenge code.

        <u>2</u>. Use a challenge code of J only when no other code applies. Do not forget to provide a brief and concise description of the problem and, when possible, copies of the documents pertaining to the transaction.

        <u>3</u>. Attach a copy of the receipt document with the response sheet whenever you use a Challenge Code of B.

        <u>4</u>. Provide the appropriate Fund Code and the complete line of accounting data on the response sheet whenever you use a Challenge Code of D.

NOTE: Below Threshold Expenditures (currently $250.00 or less or as established by TYCOM) are listed for information only and are not subject to rejection challenging.

    d. Process Fuel Transactions on the SFOEDL. The following procedures
apply to Fuel Transactions on the SFOEDL.

        (1) Understand detailed fuel obligations are not reported via TLs.
Instead, the obligation (column 22) from the OFC 01 BOR is loaded into STARS
to cover the expenditures posted to STARS on the 2nd day on the month.
Therefore, DFAS does not conduct a matching process for fuel. As long as
sufficient funds exist on your monthly OFC 01 BOR the fuel expenditure will
liquidate. This can be seen on the SFOEDL, with the first record being the
monthly obligation followed by the expenditures. This will result in
establishing a POE Amount which reflects the balance of the obligation amount
minus the expenditure amount.

        (2) Compare each Fuel Charge appearing on the SFOEDL to documents in
the FOFF. If found in the FOFF, match it to the appropriate SFOEDL document.
This will complete the fuel transaction and move it to the CFF. If not found
in the FOFF then check the CFF. If found in the CFF the possibility exists
you have received a duplicate charge. If not found in the CFF then check FAS
and the squadron for the hard copy fuel chit.

NOTE: Remember fuel documents may be matched by any combination of document
number, quantity and price. Review FOFF for potential matching documents.

    e. Report Format. Ensure the differences are coded Processed and Posted
and the listing is properly signed.

        (1) Timing and distribution. Complete the processing, review and
validation within 10 days following receipt of the SFOEDL. Challenge
Response Pages will be forwarded to TYCOM. File a copy of the SFOEDL Listing
and the Challenge Response Report.

        (2) STARS-FL SFOEDL Report. Figure O-1 is an example of a SFOEDL.

```
              SUMMARY FILLED ORDER/EXPENDITURE DIFFERENCE LISTING FOR  10-97              PAGE   508

        21247 570120 96 1804 60AE


FY 96  APPN 1804  SBHD 60AE  OB 57012  SX 0  C-UIC 21247  OFC 50  RCC            PROCESSED 11-06-97
  (1)       (2)      (3)       (4)    (5)     (6)    (7)        (8)       (9)        (10) (11)  (12)   (13)        (14)
DOCUMENT NO   ACRN   JOB ORDER  TEC   TL NO   ID   BILL/VO NO   COG   STOCK NUMBER   DOC  UI   QTY    AMT        REMARKS
                       FC             ISS ACT                         FSC    NIIN    ID
V212476114DK71 ZZ     9S000            N32   117   Q1152               013520601    EXP        1    2,472.57CR   CARCASS
                                                                                                   2,472.57CR   DIFFERENCE
```

                  Figure O-1.--Sample SFOEDL Report.

        (3) STARS-FL SFOEDL Layout

    COLUMN   TITLE   DESCRIPTION

    1   DOCUMENT NUMBER   No change.

    2   ACRN   For obligations, an ACRN of AA is
                                      assigned unless a requisition number has a
                                      suffix code in the 15th position.

    3   JOB ORDER FC   Fund Code with zeroes at end.

    4   TEC   Type Equipment Code related to AIRPAC or

AIRLANT obligation documents.

5   TL NO/ISS ACT   For obligations, it is the ISS ACT transmittal number which established or updated this document number. For aviation MVO transactions, a generated MVO charge through the BOR will be identified by a TL number of AVF. For expenditures, the RTG-ID, FIPC or register number will be shown.

6   ID   Issue date. This will be the voucher date (MMY).

7   BILL/VO   The bill number for Interfund bills NO. and the voucher number for public voucher payments.

8   COG   The cognizance symbol of the material.

9   STOCK NUMBER   NSN.

10   DOC ID   OBL=Obligation, EXP=Expenditure, ETR=TR portion of travel.

11   UI   Unit of Issue.

12   QTY   Specific quantity no longer drives POE. Not to exceed codes are assigned as obligations are processed in STARS-FL.

13   AMT   Amount.

14   REMARKS   Refer to next subparagraph.

    (4) <u>Amended comments for the Remarks Block</u>.

TITLE   EXPLANATION.

DIFFERENCE   Amount by which the OPTAR Holder adjusts when the SFOEDL is processed.

CORRECTION   Type of transaction, originating at the TYCOM, that is a correction/reversal of a previous transaction the OPTAR Holder rejected.

AD CANC   Adjusted value of an unfilled order when the value of the administrative cancellation submitted by the OPTAR Holder exceeds the value of the original unfilled order or is not in STARS-FL. Will show on the SFOEDL as a charge back to the OPTAR Holder. If the AD CANC exceeds the value of the original unfilled order, the entire amount of the AD CANC appears on the SFOEDL as a charge. AD CANC with no match suspends prior to posting to SFOEDL. Credit back to unit pending on change to system.

PT ORD EST   The amount of the document re-established when the matching expenditure is coded as a partial expenditure and is less than the amount of the matching obligation.

VALIDATED   This refers to the reversal of a credit to the unit. It is the result of a credit from the TYCOM to a unit based on a challenge. Subsequently, personnel at the billing activity advise the charge is valid. OPTAR Holders will not reject these transactions when they process the listing.

UNMTCH EXP   An expenditure record does not match an obligation in STARS-FL. Same as current logic without threshold concept.

CARCASS   Refers to a debit or credit for DLR material. It can be the result of a price change or the absence of a turn-in. SAC-207 unit personnel cannot challenge these transactions at the TYCOM.

    (5) <u>Additional Comments for the Remarks Block</u>.

TITLE   EXPLANATION

MATCHED EXP   An expenditure record matches an obligation, but the amount does not agree. A POE will be established. SFOEDLs will not show expenditures matching documents and values reflecting differences of zero.

COST TRANSFER   This is a two sided entry entered online through the COST TRANSFER Screen moving charges from one job to another as an expenditure.

LABOR EXP   This remark is assigned for all Expended Labor Records.

APADE CHG   Assigned when a record comes in from APADE and matches a record on the DOC Table established from the TL process. If there is a difference between the two, the difference will be shown under remarks.

TL MATCH APADE   When a new TL obligation matches an obligation that has already been established by APADE. The difference should be accepted.

PEND 1 PAY   Invoice and obligation difference of less than 100 must be accepted.

    f. <u>Transaction Processing</u>. An explanation along with an example for each type of remark or transaction appears below:

      (1) <u>Difference</u>. This is the amount by which an OPTAR Holder needs to adjust the OPTAR. The usual transaction resulting in a difference occurs when there is a difference between the money value of an unfilled order (obligation) submitted by the OPTAR Holder and the matching expenditure submitted by the supplying or paying activity. Figure O-2 is an example of how this type of transaction would appear on the report.

```
V2124762136101  AA DC000   019    9H  6850012761905   OBL  BX    68 11,492.00CR AD CANC
                                                                   11,492.00   DIFFERENCE
V2124762351965  ZZ DB00    N35   117  S1758010954179   EXP          1 27,070.00  CARCASS
                                                                   27,070.00   DIFFERENCE
V212476275C703  AA DS000   010        99  OBL                 0    1,057.48
V212476275C703  AA DS000   E36   097  6E097    99 EXP 0           20,165.71 MATCHED EXP

                                                                   19,108.23   DIFFERENCE
```

Figure O-2.--Sample Difference Transaction.

     (2) <u>Correction</u>. This is when TYCOM corrects or reverses a previous transaction rejected by the OPTAR Holder. Figure O-3 is an example of how this type of transaction would appear on the report.

```
Qty                                      Amt
      Remarks
Unfilled Order                       1           100.00CR
      CORRECTION
Expenditure                          1           300.00CR
```

Figure O-3.--Sample Correction Transaction.

     (3) <u>Administrative Cancellation</u>. This is the adjusted value of an unfilled order when the value of a regular (supply activity confirmed) or administrative (submitted by the OPTAR Holder) cancellation exceeds the value of the original unfilled order or if it is not in STARS-FL. This will show on the SFOEDL as a charge back to the OPTAR Holder. If the Ad Canc exceeds the value of the original unfilled order, the entire amount of the Ad Canc will appear on the SFOEDL as a charge. Ad Canc transactions with no matching document on file currently will suspend prior to posting on the SFOEDL. Figure O-4 is an example of how this type of transaction would appear on the report.

```
V2124762136101  AA DC000   019    6850012761905  OBL  BX   68      11,492.00CR AD CANC
                                                                   11,492.00   DIFFERENCE
```

Figure O-4.--Sample Administrative Cancellation Transaction.

     (4) <u>No Unfilled Order</u>. These Below Threshold Expenditures will post as Unmatched Exp. The term Difference and the applicable money value will appear on the next line of the listing following the expenditure. There is no longer a SFOEDL concept of greater than and less than threshold reporting. This remark no longer appears on the SFOEDL. Figure O-5 is an example of how this type of transaction would appear on the report.

```
QTY                AMT
      REMARKS
Expenditure    1        95.00                    NO UNF
ORDER
                      95.00
```

Figure O-5.--Sample Administrative Cancellation Transaction.

(5) <u>Partial Order Established</u>. This is the amount (Part Ord Estab or POE) of the document re-established when the matching expenditure is coded as a partial expenditure and is less than the amount of the matching obligation. If it is determined after research a POE can be canceled, mark the SFOEDL appropriately. POE is the code indicating the establishment of a partial order when an unfilled order and expenditure match, but the expended quantity is less than the unfilled order quantity. A partial order is established for the remaining unfilled order quantity at the unfilled order money value remaining. Figure O-6 is an example of how this type of transaction would appear on the report.

```
V212476275C704  AA DS000       012        99  MAILBOX MSG      OBL  EA   0  629.53
V212476275C704  AA DS000  E36 097  6E087  99  MAILBOX MSG      EXP  EA   0  202.02
                                                                        MATCHED EXP
                                                                    .00 DIFFERENCE
                                                                 427.51 PT ORD EST
```

Figure O-6.--Sample Partial Order Established Transaction.

(6) <u>Validated</u>. This phrase will be applied to expenditures matching the following criteria:

(a) Rejected by the OPTAR Holder (or TYCOM).

(b) Billed back to the issuing supply activity by TYCOM.

(c) Investigated by the issuing supply activity and found to be valid charges.

(d) Re-billed by the issuing activity with the required documentation supporting the validity of the charges. OPTAR Holders must not reject these transactions when processing the listing. The term Difference and the applicable money value will appear on the next line of the listing following the expenditure. Figure O-7 is an example of how this type of transaction would appear on the report.

```
                 Qty          Amt          Remarks
Expenditure       2        200.00 VALIDATED
                           200.00    DIFFERENCE
```

Figure O-7.--Sample Validated Transaction.

(7) <u>Unmatched Expenditures</u>. These are expenditures that do not match with obligations in STARS-FL (no threshold concept). The term Difference and the applicable money value will appear on the next line of the listing following the expenditure (or expenditures if there are more than one with the same document number). Figure O-8 is an example of how this type of transaction would appear on the report.

```
                 Qty          Amt          Remarks
Expenditure       1        110.00 UNMATCH EXP
                           110.00    DIFFERENCE
```

Figure O-8.--Sample Unmatched Expenditure Transaction.

(8) Carcass. This remark is printed on a line with an expenditure document when a carcass is being charged to the OPTAR. This happens after NAVSUP WSS-M or NAVSUP WSS-P carcass-tracking system indicates the OPTAR Holder has not turned-in the carcass applicable to the requisition within the prescribed time frame. The three general categories of transactions having mandatory turn-in repairables (MTR) are as follows:

        (a) Non-AVDLRs.

        (b) AVDLRs.

        (c) General Purpose Electronic Test Equipment (GPETE).

(9) Credit Expenditure. These are carcass charge reversals being credited to the OPTAR. The phrase Difference appears in the Remarks Column on the line below the expenditure with the Carcass Remark. Figure O-9 is an example of how this type of transaction would appear on the report.

V212476173TA44	ZZ	DB000	N35	117	S1758	011645070	EXP	1	672.00	CARCASS
									672.00	DIFFERENCE
V212476173TA58	ZZ	DB000	N35	117	Q2088	013328628	EXP	1	6,799.00CR	CARCASS
									6,799.00CR	DIFFERENCE

Figure O-9.--Sample Credit Expenditure Transaction.

g. Checkoff List for SFOEDL Processing

(1) Review each line item on the listing.

(2) Ensure each listing is processed, signed and posted.

(3) Ensure copies are filed and retained for the current and four prior fiscal years.

(4) Verify there is proper Fund Code assignment (end-use for DTO and SAC-207 for consumable stock replenishment).

(5) Post Fund Code Differences to the OPTAR.

(6) Ensure DI X76 Transactions processed.

(7) Ensure carcass charges are provided to the DLR Manager for research.

(8) Ensure challenges are coded properly.

(9) Ensure a manual record is kept (for challenges).

(10) Ensure the figure on the manual log matched column 23 of the NAVCOMPT 2157 (BOR).

(11) Ensure a SFOEDL Response Page is sent to TYCOM.

(12) Ensure the correct quantity is assigned (C9999 for Continuing Services and 00001 for One-time Services).

Appendix P

Fuel Processing Procedures

Section I: Aviation Fuel Receipt Collection

A. General

    1. Fuel Farm Responsibilities.

    2. Squadron Responsibilities.

    3. MALS SAD Responsibilities.

    4. Marine Expeditionary Unit (MEU).

    5. Aircraft Carriers (CVN).

    6. In-flight Refueling.

    7. Unit Deployment Program (UDP).

    8. Contingency Operations.

Section II: Aviation Storekeeper Information Tracking System Web (ASKITWEB) Aviation Fuel Processing Procedures.

A. General

B. Procedures

    1. ASKITWEB Manual Processing Procedures.

    2. ASKITWEB Processing of FAS Enterprise Server (FES) Fuel Documents

Section III: Aviation FES Fuel Verification.

A. General

B. Procedures

    1. FES Login Procedures

    2. Review and Verification of FES Transactions

    3. SFOEDL Fuel Processing
Section IV: AOMB Ground Fuel Processing

A. General

B. Procedures

    1. FES Fuel Validation Procedures.

    2. Preparing Data for Entry Into R-SUPPLY.

    3. R-SUPPLY Processing of FES Fuel Documents.

4. Filing of Ground Fuel Transactions.

Section I: Aviation Fuel Receipt Collection

A. <u>General</u>. The collection of fuel receipts is essential for accurate reporting and accountability for fuel. This responsibility is shared by all activities who participate in fuel transactions. It is critical for personnel who dispense, receive or account for fuel understand the fuel process and their role.

1. <u>Fuel Farm Responsibilities</u>

    a. Accept updated aircraft custody records from the MALS.

    b. Charges must be allocated to the proper Fund Code (FC). FC 7B is for aviation sales charged to the receiving squadron's Unit Identification Code (UIC) under program type A. FC 7L is for ground support sales (test cells included) and must be charged to the parent MALS' UIC under Program Type G.

2. <u>Squadron Responsibilities</u>

    a. Commanders of flying squadrons will appoint a Responsible Officer (RO) in writing using the Responsible Officer Assignment Letter (Figure P-1). He/she will be charged with the collection of fuel receipts upon return of aircrews from daily missions and will maintain source documents for MALS SAD for weekly submission.

    b. Aircrews are required to obtain a fuel receipt for every refuel and turn it into the Squadron RO upon return of the aircraft to base. Fuel receipts must be legible and accurately annotated. The fueling receipt/DD Form 1898 are the only substantiating documents accepted for validation of fuel charges.

    c. The designated Squadron RO will validate and verify the accuracy of the daily refueling charges. The RO will ensure all fuel receipts (DD Form 1898s and commercial receipts) are collected from the aircrew. Any missing DD Form 1898s will be acquired by the RO from the fuel issuing activity. The RO will maintain custody of verified fuel receipts until collected by the MALS SAD representative. When the MALS SAD representative submits a request for missing fuel receipts, they will provide the Squadron RO with all of the necessary information (date of issue, location, quantity, BUNO, etc.) in order to assist in obtaining the requisite documentation. The RO will use this information to collect the receipts from the fuel source and provide them to the MALS SAD within five working days from the date of the request.

    d. The Squadron RO will return all flight packet and supporting documentation not on their official custody record to MALS SAD when an aircraft is transferred out of the squadron. The only exception is the AIRCARD assigned to each aircraft. It will accompany the aircraft when transferred.

United States Marine Corps
Marine Fighter Attack Squadron 451
Marine Aircraft Group 31
2D Marine Aircraft Wing, Marine Forces Atlantic
MCAS Beaufort, South Carolina 29904

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                                          CO
                                          12 Mar 12
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From: Commanding Officer, Marine Fighter Attack Squadron 451
To: Captain J. R. Ewing, 6789/7523 USMC

Subj: APPOINTMENT AS RESPONSIBLE OFFICER FOR FUEL RECEIPTS FOR
      SQUADRON XXX

5. **You are hereby appointed as the Responsible Officer (RO) for all Fuel Transactions/Receipts for this squadron in relief of Captain J. W. Robertson. As the RO, you are directed to exercise custody, care and safekeeping of the documentation entrusted to your supervision.**

6. **MALS-31 Supply Accounting Division (SAD) personnel will collect all receipts weekly for validation of Fuel Charges obligated in ASKIT-Web.**

7. **This appointment remains in effect until you are relieved in writing. You will inform the Executive Officer of the requirement to appoint a relief 30 days prior to your departure to allow adequate time for the appointment of your relief and a joint inventory to be conducted.**

                              B. MARTIN

Figure P-1.--RO Assignment Letter.

3. <u>MALS SAD Responsibilities</u>

   a. Provide updated aircraft custody records to the fuel farm as required. This is especially important during aircraft transfers and MEU deployments.

   b. At least weekly, SAD will collect fuel receipts from the Squadron RO.

c.   Weekly, all fuel charges in the OFF and PCFF will be reconciled with the Squadron RO to obtain source documentation to validate transactions. The Squadron RO will have five working days upon receipt of request to provide documentation. In the case supporting documentation was unable to be obtained, the Squadron RO will submit a Missing Fuel Transaction Documentation Letter (Figure P-2). MALS SAD will establish local command procedures (i.e. logbook, e-mail, message) in order to document the formal notification of missing fuel transaction(s) documentation.

<div style="border:1px solid black; padding:10px;">

United States Marine Corps
Marine Fighter Attack Squadron 451
Marine Aircraft Group 31
2D Marine Aircraft Wing, Marine Forces Atlantic
MCAS Beaufort, South Carolina 29904

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                                                 4400
                                                 MMCO
                                                 12 Mar 12
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From: Squadron XXX Responsible Officer
To: Marine Aviation Logistics Squadron-XX, Aviation Supply

Subj: MISSING FUEL TRANSACTION DOCUMENTATION LETTER

1.   **I have been notified Squadron XXX is currently missing supporting documentation for the following fuel transaction(s):**

    a. (DATE OF ISSUE, LOCATION, QUANTITY, BUNO)

    b. (DATE OF ISSUE, LOCATION, QUANTITY, BUNO)

2.   **After causative research, I was unsuccessful in obtaining the supporting documentation for the above listed fuel transactions.**

                        B. MARTIN

</div>

Figure P-2.--Missing Fuel Transaction Documentation Letter.

4.   <u>Marine Expeditionary Unit (MEU)</u>.

a.   Receipt of fuel data from the MEU AvnSupO should be received on or by the 10th and 25th of every month. This data will be used as source documentation to validate FES transactions.

b.   Prior to completing any Budget Operating Target Report (BOR), an estimated fuel document must be entered into ASKITWEB for fuel appearing on the MEU AvnSupO's listing, but has not yet appeared in FES. This estimated fuel will be defueled when the charges appear in FES.

c.   When outgoing communication with the MEU is temporarily suspended, estimated docs will be entered immediately when communication resumes (if still necessary). Relevant remarks will be required on the following month's BOR.

d.   Validation of MEU fuel charges appearing on the SFOEDL will require communication with Material Financial Control System (MFCS) and the MEU AvnSupO.

e.   The MEU AvnSupO, representative of the parent MALS, will be the critical element for accurate fuel reporting for aircraft onboard a MEU. Prior to embarkation of the MEU, the MEU AvnSupO will coordinate with the ship's Boatswain, V4, the Parent MALS' SAD and MFCS (Comm: (757)444-8242, DSN: 312-564-8242) to ensure all requirements are understood.

NOTE: All parties should clearly understand fuel charges will be reported under the UIC of the MEU Aviation Combat Element (ACE), but must be separated by T/M/S. Financial reporting responsibilities rest with the parent MALS for the squadron aboard the MEU ACE.

f.   The MEU AvnSupO will ensure the ship has established a document number series for each T/M/S and all fuel is loaded to the correct series (i.e. AHAX, AYLF, AHRH, AHAP, AHXD, etc.). These serial numbers along with the Reinforced (REIN) Squadron's Department of Defense Activity Address Code (DODAAC) and the Routing Identifier Code (RIC) of the ship will be relayed to MFCS.

g.   All documents and the resulting Military Standard Requisitioning & Issue Procedures (MILSTRIP) for fuel charges must have the T/M/S of the aircraft receiving the fuel entered into the Supplementary Address Field on the MILSTRIP. This entry will act as a code for MFCS to use when processing fuel charges for input into FES.

h.   The MEU AvnSupO will generate and maintain a local form for all fuel charges. This local form will indicate gallons, price and T/M/S. The total amount for all three categories will be reconciled with the Ship's Fuel Ledger on a weekly basis. The MEU AvnSupO will ensure the parent MALS SAD of the REIN squadron receives a current copy of this local form on the 10th and 25th day of every month.

5. Aircraft Carriers (CVN)

a.   The Squadron RO will coordinate with the ship's Boatswain, the parent MALS and MFCS in the same manner as described in paragraph 4 of this appendix. All reporting guidance contained in the MEU section will apply to Marine Corps fuel transactions on aircraft carriers.

b.   The Squadron RO will ensure the correct UIC is being used when the carrier's fuel farm uploads the fuel charges into R-SUPPLY. The correct UIC will be the flying squadron's UIC (i.e. R/V/XXXXX), not the parent MALS' UIC.

6. In-Flight Refueling

a.   SAD will obtain all fuel logs on a daily basis from each relevant squadron.

b.   SAD will provide a copy of all fuel logs on a daily basis to the fuel farm that originally charged the KC-130J squadron.

c.   The appropriate fuel farm will credit the KC-130J squadron in FES with all fuel off-loaded to the other T/M/S. The fuel farm will also charge the receiving squadrons FES account using the accurate BUNO and UIC.

d.   SAD will provide an email to pre-established contacts at each squadron receiving in-flight refueling. This email will contain an official naval message listing all in-flight refueling transactions from the previous week. This will occur on a weekly basis.

e.   In the event an in-flight refueling was issued to a squadron from a different Marine Aircraft Group (MAG) or Marine Aircraft Wing (MAW), the naval message format will be sent to the appropriate MALS SAD for use in reconciliation.

f.   When in-flight refueling is received from the Army, Navy or Air Force, source documentation will be obtained through the BSM-E Helpdesk.

g.   SAD will reconcile all fuel log activity in FES on a weekly basis and initiate corrective action on any outstanding credits and debits.

7.   Unit Deployment Program (UDP)

a.   The Squadron RO will maintain all hard copy fuel receipts and mail them to the parent MALS SAD twice a month.

b.   The parent MALS holds the reporting responsibility for fuel charges on all squadrons participating in the UDP, it is crucial the parent MALS receives accurate listings of all fuel charges in order to reconcile the charges in FES.

8.   Contingency Operations

a.   The parent MALS will provide an accounting representative for every deployment involving a squadron supported by the parent MALS. In the event manpower limitations prohibit this allocation, the parent MALS will closely coordinate with the detachment or permanent MALS in the host country to ensure policies are adhered to. The accounting representatives will collect and transmit all fuel charges and in-flight refueling logs via email weekly.

NOTE: During FY11, fuel consumed by Marine Corps aviation elements participating in OEF was not being uploaded into FES. This created the need for the parent MALS to enter estimated fuel into ASKITWEB based on executed monthly flight hours and historical fuel consumption rates. Fixed wing squadrons were estimating fuel using a Chargeable Fuel Option in ASKITWEB, rotary wing squadrons were estimating fuel using the Free Fuel Option. These estimated fuel documents allowed the Marine Corps to account for current consumption rates which are the critical element for budget formulation in future periods.

b.   The accounting representative will maintain all hard copy fuel receipts and mail them to the parent MALS SAD twice a month.

c. The processes used during FY11 are anticipated to continue through FY12. The normal process of all fuel charges being uploaded into FES should appear during FY13 and will eliminate the need for estimated fuel.

d. During contingency operations, all financial activities should work closely with their respective Wing Comptroller (G-8) to ensure current policies are understood.

Section II: ASKITWEB Aviation Fuel Processing Procedures

A. General. Aviation fuel transactions are entered into ASKITWEB manually (obligations from Non-FES Fuel activities or fuel chits that have not been entered/validated in FES by the end of the month) or by uploading the fuel obligations downloaded from the FES Website. The following paragraphs will discuss in detail the process to upload FES transactions, ASKITWEB validation and SFOEDL processing procedures.

B. Procedures

1. ASKITWEB Manual Processing Procedures. The following procedures are used to manually input fuel transactions from non-FES activities or estimated fuel documents. Detailed procedures on the proper use of estimated fuel documents are contained in paragraph 2112.6.

    a. From the Documents Menu select the Fuel Option.

    b. ASKITWEB will display the Select Fiscal Year below the UIC.

NOTE: ASKITWEB will default to the current fiscal year.

    c. From the Fuel Screen click on the Add Button to enter a new fuel document.

    d. ASKITWEB will display the Fuel Screen again, enter the required information and select the Save Button at the bottom of the screen.

2. ASKITWEB Processing Of FES Fuel Documents. Successful verification of FES fuel charges requires the fuel receipt (DD Form 1898 or AIRCARD receipt), current BUNO listings (historical BUNO listings if needed) and ASKITWEB 1348.

    a. Uploading FES transactions into ASKITWEB. To verify FES fuel transactions, the ASKITWEB 1348 is needed.

        (1) Log into the FES System.

        (2) Select the ASKIT Button (Figure P-3). FES will display the ASKIT Menu Screen (Figure P-3).

Figure P-3.--FES ASKIT Menu.

        (3) Click on Create ASKIT File. The system will create a file and place the extraction in a directory.

(4) Click on the underlined ASKIT Directory and then click on the underlined text (Figure P-4). The file will be copied to your storage media for importing into ASKITWEB. Viewing your ASKIT Archive or downloading an ASKIT Archive File can be accomplished by clicking on the View ASKIT Archive. Find the file you want and the system will download your selected file. You may have to select a location to download to or a viewer to open it.
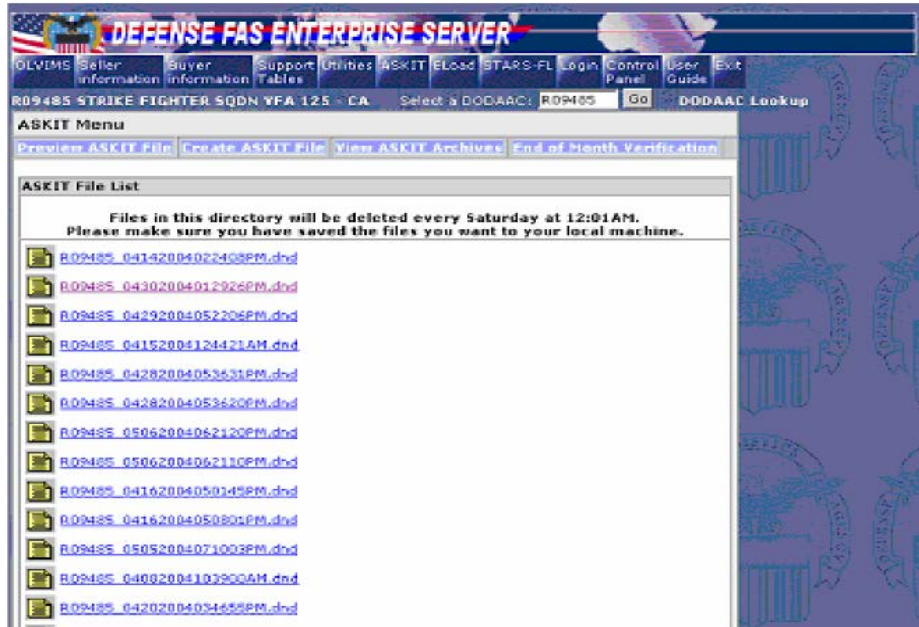
Figure P-4.--ASKIT File List.

(5) Login to ASKITWEB. Select New FES File from the FES Obligations Option under the Processes Menu.

(6) Select the Downloaded FES File in the Select FES File Window.

(7) Documents will be verified for such things as appropriate UIC, document number, TEC, etc. Some verifications may result in exceptions or warnings.

(8) Once the file is accepted in ASKITWEB, the individual documents will display with the validation results along with the following option buttons now activated:

       (a) VIEW/PRINT EXCEPTION/WARNING LEGEND.

       (b) PRINT FILE.

       (c) ADD TO FUEL.

       (d) RETURN TO LIST.

(9) If the documents fail validation, a list of warning and exception codes with descriptions will display with the code listed to the left side of the document number. Make note of any exceptions and make necessary corrections in ASKITWEB if possible (i.e. correct invalid

TECs by selecting the Dropdown Button). Initiate all necessary challenges with the FES Helpdesk for exceptions. Uncorrected exceptions will not be added to the OPTAR when the Add to Fuel Option is selected. Select Add to Fuel then click on OK to print 1348s.

Section III: FES Fuel Verification

A. General. Successful verification of FES fuel charges requires the supporting document(s) (DD Form 1898 or AIRCARD receipt), current BUNO listings (historical BUNO listings if needed) and ASKITWEB 1348. To obtain the ASKITWEB 1348, download the FES Fuel File and upload it to ASKITWEB. Print all 1348s from the FES download then log into FES and verify each fuel charge by matching the date, quantity, BUNO and purchase location in FES to the fuel receipt. FES uses a rolled-up document number assignment which means aircraft with the same BUNO consuming the same fuel type on the same day will use the same document number. Therefore it is possible when verifying the itemized charges to have only received a partial quantity of fuel receipts which match to the ASKITWEB 1348 with the rolled-up document number. The following matching process will be followed.

B. Procedures

1. FES Login Process. Fuel processing via the FES Fuels System is accomplished by accessing the FES Website. To login to the FES System perform the following procedures:

    a. When the Fuels System Initial Screen is displayed (Figure P-5), the user can select the Login Button or click on the Fuels Customer & Inventory link.

    b. The next two screens displayed are the Rules of Behavior and User Information Screens (Figure P-6). Review the user information screen for site updates such as when the billing period will occur.

    c. After a successful login, the next screen displayed will allow the user to enter the unit's DoDAAC and click the Go Button (Figure P-7). The screen will reappear with the unit's name in the upper left corner (Figure P-8) for verification of the DoDAAC.

Figure P-5.--Fuels System Initial Screen.

Figure P-6.--Rules of Behavior and User Information Screen.

Figure P-7.--Select DODAAC.

Figure P-8.--DODAAC Verification.

2. Review and Verification of FES Transactions

   a. After verification of the DoDAAC, click on the Buyer Information Button; FES will display the Fiscal Year Account Report (Figure P-9). Default settings for displaying information on this report are:
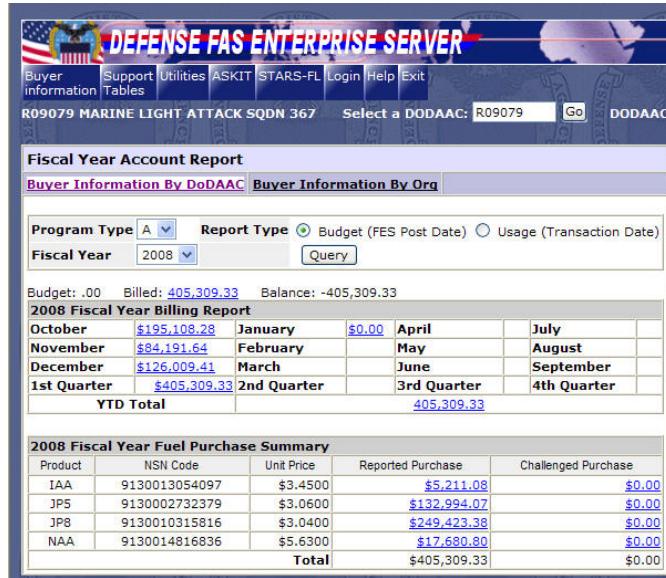
Figure P-9.--Fiscal Year Account Report.

   (1) Buyer Information by DoDAAC.

   (2) Program Type – A: Aviation, G: Ground and N: Navy.

   (3) Report Type – Budget (FES Post Date).

   (4) Fiscal Year – Current Fiscal Year.

   b. To verify the monthly billing, click on the underlined number next to appropriate month in the table entitled (FY) Fiscal Year Billing Report. FES will display the Account Budget Report (Figure P-10) for the selected month.

      (1) In the Monthly Account Summary of Valid Transactions Table, fuel charges are divided into three categories.

         (a) DoD Purchases - Purchases at DOD locations by the squadron.

         (b) Credits – Credits or defuels at DOD locations reporting through the FES server.

         (c) Non-DoD Purchases – Squadron purchases at commercial locations, both INTO Plane Contract and non-contract locations.

      (2) Within these categories charges are broken out by:

         (a) Billed (Blue) – Total Dollar value of all fuel charges month to date.

(b) Valid (Black) – Dollar value of all transactions having passed all error checking mechanisms in FES.

Figure P-10.--Account Budget Report.

(c) Challenged (Red) – Dollar value of all challenged transactions.

NOTE: Any purchases, credits or non-DOD purchases which do not count towards your total will be displayed in green.

c. To view detailed information on processed transactions, click on the underlined dollar value. The next screen displayed will be the Account Purchase Transaction Report.

d. Match supporting documentation to transactions displayed on this screen, verifying location bought, fuel quantity, Julian date, BUNO and other information. This matching process will result in one of the following scenarios:

(1) Full Match. A Full Match is when each itemized charge of the rolled-up FES document number has a corresponding fuel receipt (Figure P-11). Attach matching fuel receipts to the ASKITWEB 1348 and file in the OFF (Figure P-12) pending SFOEDL reconciliation. Check the review box next to the transaction and at the bottom of the web page once the FES transaction is verified. This acts as a bookmark so the clerk knows which transactions have already been verified.

Figure P-11.--FES Verification Example.

Figure P-12.--Outstanding Fuel File Example.

(2) <u>Partial or No Match</u>. A Partial Match is when all fuel receipts were not received to match to the itemized FES fuel charges (Figure

P-13). Record the information required to locate the missing fuel receipt;
quantity, date, BUNO and location. The lack of a fuel receipt does not
warrant immediate challenge. Conduct verification of FES fuel charges and
attach those fuel receipts (if any) to the ASKITWEB 1348 then file in the
PCFF (Figure P-14). Weekly, all missing fuel receipts will be reconciled
with the Squadron RO to obtain source documentation. If the Squadron RO does
not provide the receipt within five working days then coordinate contacting
the fueling location with the Squadron RO to obtain the fuel receipt. Once
all fuel receipts are received, attach to the ASKITWEB 1348 and move to the
OFF, pending SFOEDL reconciliation.

Figure P-13.--Partial Match Example.
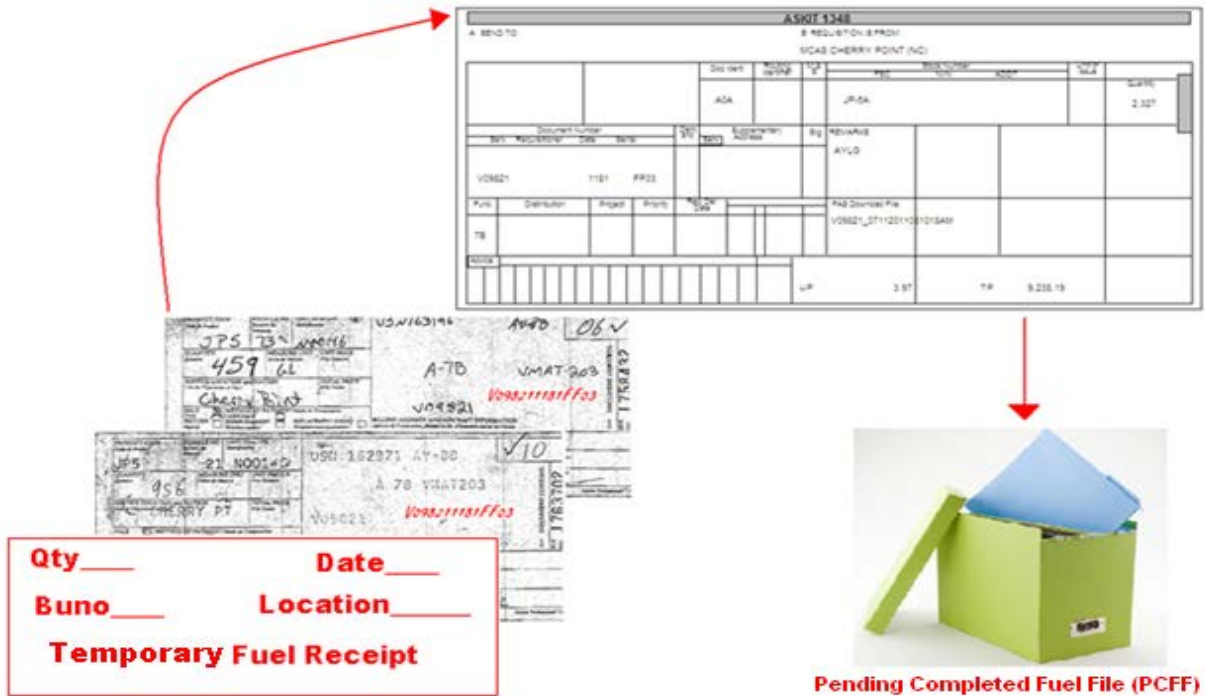
Figure P-14.--Pending Completed Fuel File.

(2) <u>Fuel receipt with no corresponding FES document</u>. If the attempt to match the receipt by location bought, fuel quantity, Julian date, and BUNO fails (Figure P-15) then it is possible the fuel receipt was collected too late for an event which happened during a previous billing period. Review the PCFF to determine if the ASKITWEB 1348 has been filed there along with the missing fuel receipt information. If so, replace the temporary fuel receipt with the actual and take appropriate filing action. If not found in the PCFF, take note of the issue date and adjust the search criteria in FES to continue searching for the match. An ADHOC can be performed in FES by selecting Utilities>Account Explorer (Figure P-16). Enter the criteria as appropriate to locate the matching FES document to the fuel receipt (i.e. Figure P-17 shows an example of criteria for the ADHOC) then select Query. Review the results of the query and attempt to match the fuel receipt. If a match is successful, research ASKITWEB to locate the 1348. If found, print out and attach to the fuel receipt and file appropriately. If a match is not successful in FES then it is possible the FES entry has been delayed. Prior to generating the monthly BOR, charges which have not yet been entered into FES, but have been validated by the squadron with a fuel receipt on hand will be manually entered into ASKITWEB. These receipts will be entered as an estimated fuel requisition under the appropriate squadron and TEC. Additionally, contact the FES Helpdesk and provide the fuel receipt details to determine the delay of FES entry. This estimated fuel will be defueled upon download of the actual charge.

Figure P-15.--FES Verification Fail.

Figure P-16.--FES ADHOC.

Figure P-17.--FES ADHOC Criteria.

e. Challenge Invalid Transactions

(1) The lack of a fuel receipt in itself does not warrant an immediate challenge until causative research has been accomplished and corrective action is deemed appropriate.

(2) All challenged fuel charges will be maintained in the Challenged Fuel File. The Challenged Fuel File will contain the ASKITWEB 1348, date of challenge, type of action requested, BSM-E Help Desk Ticket Number, point of contact information at the BSM-E Help Desk, follow-up/completion dates and any appropriate remarks. Help Desk Tickets will not be closed until final resolution is achieved.

(3) The BSM-E and Defense Logistics Agency (DLA) Help Desks are the primary avenue for all fuel charge challenges and can be contacted at 1-800-446-4950 or bsme.helpdesk@dla.mil.

(4) The FES sends all invoices to the Defense Finance and Accounting Service (DFES) on the 27th day of every month. FES fuel challenges should use the following procedures.

(a) Once the FES Fuel File has been downloaded and processed in ASKITWEB, begin verifying fuel transactions in FES. For those transactions which will be challenged, email the Help Desk and request corrective action.

(b) Print the ASKITWEB 1348, annotate the challenge details on the 1348 (date of challenge, type of action requested, BSM-E Help Desk,

follow-up/completion dates and any appropriate remarks) then file in the Challenge Fuel File.

        (c) If the challenge is resolved before the end of month then download the corrected fuel charge or credit from FES and process into ASKITWEB. Print the ASKITWEB 1348 for the corrected fuel charge, attach to the original 1348 and annotate the completion date.

        (d) If the challenge is not resolved before the end of the month then the transaction will appear on the SFOEDL. Process the transaction when it appears on the SFOEDL.

        (e) Follow-up with the Help Desk if necessary.

        (f) Download the corrected fuel charge or credit from FES. Proceed with the FES download and upload the transaction into ASKITWEB. Print the ASKITWEB 1348 for the corrected fuel charge, attach to the original 1348 and annotate the completion date.

        (g) Process the corrected transaction on the SFOEDL.

3. <u>SFOEDL Fuel Processing</u>

    a. Fuel obligations are not posted to STARS-FL by individual document number. Instead, the TYCOM posts a pseudo obligation on one bulk funding document (i.e. V99999-2001-7B00) in STARS-FL for fuel each month. Fuel bills show as matched expenditures on the SFOEDL and process against this bulk funding document. The clerk must verify these fuel expenditures on the SFOEDL by matching the fuel receipts and ASKITWEB 1348s in the OFF. Move the ASKITWEB 1348s and source documents for each matched expenditure to the CFF for each match. Procedures for loading the SFOEDL into ASKITWEB are contained in the ASKITWEB Users Manual.

    b. The SFOEDL is the secondary means to challenge fuel charges and should never be used to supplement an existing request with the BSM-E Help Desk. Prior to any SFOEDL challenge, SAD should contact the fuel source for verification. Fuel charges originating on a naval vessel will not be challenged on the SFOEDL. SAD will need to contact the vessel and request a reverse/post of the erroneous charges. Challenge response pages will be forwarded to the TYCOM and a hard-copy attached to the SFOEDL and filed.

    c. <u>SFOEDL Aid for Processing Fuel Transactions</u>. The following tables and paragraphs are provided as an aid in processing fuel transactions appearing on a SFOEDL. To use the table, the financial clerk must match the condition found with a particular charge to those listed in the table, then refer to the instructions below the table.

        (1) <u>ASKITWEB 1348 and SFOEDL charge match</u>

        (a) If the document exists in ASKITWEB as an exact match, ASKITWEB will automatically enter verified in the Code Block (see ASKITWEB Users Manual, SFOEDL Processing Option). The clerk will annotate V for verified match on the SFOEDL hard copy.

        (b) The fuel document in ASKITWEB will be updated to complete.

(c) Move the ASKITWEB 1348 and fuel receipt(s) from the OFF to the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
Yes	No	No	No

(2) <u>ASKITWEB 1348 and SFOEDL charge match, but filed in the PCFF</u>

(a) If the document exists in ASKITWEB as an exact match, ASKITWEB will automatically enter verified in the Code Block (see ASKITWEB Users Manual, SFOEDL Processing Option). The clerk will annotate V for verified match on the SFOEDL hard copy.

(b) The fuel document in ASKITWEB will be updated to complete.

(c) Continue to follow-up with the Squadron RO to obtain the fuel receipts. Once all receipts are obtained, move the ASKITWEB 1348 and fuel receipt(s) from the PCFF to the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	Yes	No

(3) <u>ASKITWEB 1348 in CFF, SFOEDL charge identical</u>

(a) If the ASKITWEB 1348 and fuel receipts are already in the CFF, it should mean the fuel was matched on a previous SFOEDL. The difference column in ASKITWEB will show the full SFOEDL quantity and the Code Column will be blank. Review the history to determine which SFOEDL month the charge was previously matched. This expenditure will be challenged as a duplicate charge by entering Challenge Code A in the Code Column.

(b) Once the challenge code is entered, the Billing Information and Remarks Data Input Window will be displayed. Enter the bill source and voucher number from the SFOEDL you are working. In the Remarks Block enter the bill/voucher number and month/year of the previously matched SFOEDL. Indicate this is a duplicate charge.

(c) The fuel requisition will be updated to the Challenge File in ASKITWEB.

(d) Annotate the hard copy SFOEDL with Challenge Code A when a duplicate charge exists.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	Yes	No	No

(4) <u>Summary charge on SFOEDL, no fuel chits/no record in ASKITWEB</u>

(a) This condition indicates the possibility of an unmatched expenditure or a first time fuel charge. Research the document in question.

(b) If the SFOEDL charge has a FES document series (FF, FC, and FA) it should be found in FES. Once identified in FES, contact the Squadron RO and coordinate fuel receipt collection with the fuel source.

(c) Determine if the charge is valid or requires challenging. If the SFOEDL charge has a non-FES document series, determine if the fuel was received from a naval vessel. If the squadron was operating from a naval vessel, the fuel purchase information should be found in FES under the N Program Type. Coordinate collection of the fuel receipt with the Squadron RO and AvnSupO supporting the squadron. Determine if the charge is valid or requires challenging. Fuel charges originating on a naval vessel will not be challenged on the SFOEDL. SAD will contact the vessel and request a reverse/post in R-Supply if the charge is erroneous. If the SFOEDL charge has a non-FES document series and was not issued from a naval vessel then the transaction most likely occurred at a commercial location not accepting the AIRCARD. Contact the squadron operations section and inquire as whether or not an aircraft could have procured the fuel using another payment method such as a SF44. Work with the Squadron RO to locate the fuel receipt to determine validity of the charge.

(c) When research indicates the squadron purchased the fuel select Accept Charge in ASKITWEB. If fuel receipts were collected, print the 1348 from ASKITWEB, attach the fuel receipts and file in the CFF. If fuel receipts were not collected, print the 1348 from ASKITWEB and file in the PCFF. Annotate the hard copy SFOEDL with FTC (First Time Charge).

(d) If research indicates an erroneous charge, the financial clerk will select Challenge Code G (Material not Requisitioned) in the Code Block of ASKITWEB. Enter the bill source/voucher number from the SFOEDL, add additional remarks indicating no receipt was on file and request a voucher copy from DFES for validation. Annotate the hard copy SFOEDL with Challenge Code G.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	No	No

Figure P21.- ASKIT hard copy challenge notice example for erroneous charges

(5) Summary charge on SFOEDL, previously challenged

(a) Should this condition arise, the financial clerk should take the action described in the paragraph above and also prepare a correspondence memo alerting DFES this erroneous charge has now appeared twice. Any additional information provided should help speed credit.

(b) If this is a credit from a previously challenged charge, the document will be annotated in ASKITWEB with the SFOEDL month/amount and ASKITWEB will file it in the CFF.

ASKITWEB 1348 in OFF?	ASKITWEB 1348 in CFF?	ASKITWEB 1348 in PCFF?	ASKITWEB 1348 in the Challenge File?
No	No	No	Yes

Figure P22.- ASKIT hard copy challenge notice example format for previous charge

Section IV: AOMB FES Fuel Processing

A. <u>General</u>. Fuel used in support of maintenance is charged to the AFM, Fund Code 7L. AOMB will obtain a user ID and password to gain access to FES for reviewing and obligating ground fuel transactions from all Program Types (A, G and N) at least weekly. AOMB will coordinate with the local fuel farm to arrange pick up of ground fuel receipts or logs.

B. <u>Procedures</u>

1. <u>FES Fuel Validation Procedures</u>. Log into FES and perform the following procedures.

    a. After the Login Screen, choose Select a DoDAAC from the DoDAAC Lookup Menu or enter the DoDAAC (UIC) and click on Go.

    b. After the DoDAAC Screen appears, verify the proper DoDAAC information was entered.

    c. Click on the Buyer Information Button.

    d. Click on Buyer Information by DoDAAC.

    e. Ensure the Program Type is G (Ground).

NOTE: After verifying and downloading the ground fuel transactions, the other program types to include N and A must be checked as well. It is possible aviation fuel is used in support of a test cell. This is still considered fuel in support of maintenance. Ensure there is no fuel used in support of flight operations charged to the MALS' DoDAAC.

    f. To verify the monthly billing, click on the underlined number next to appropriate month in the table entitled (<u>FYXX</u>) Fiscal Year Billing Report.

    g. The Budget (Processing Date) default under Fiscal Year Account Report, Report Type should already be checked. If not, click on Budget.

        (1) Transactions are broken down into three categories: Billed, Valid and Challenged.

        (2) Color-coding is used to help make a data display easier to understand.

        (3) Items Billed are blue, Valid Items are black and Challenged Items are red.

        (4) There are three main divisions of account data on the report: DOD Purchase, Credit and Non-DOD Purchase.

        (5) DOD purchase contains all purchases at DOD locations by your unit.

        (6) Credit contains all credits or defuels at DOD locations by your unit reporting through the FES Server.

        (7) Non-DoD Purchase contains all purchases at commercial locations by your unit from non-contract locations.

(8) Click on an underlined value under the DoD Purchase Heading to view detailed information about a particular transaction.

(9) Validate each record by checking for things such as vehicle type, fuel type, gallons and Fund Code in order to match with fuel receipts/logs received from the fuel farm. Annotate the FES fuel document number on the fuel receipt/log. Place a check mark in the review box next to each validated record. This acts as a book mark.

(10) If a transaction is considered invalid, it can be challenged by contacting the BSM-E and Defense Logistics Agency (DLA) Help Desks at 1-800-446-4950 or bsme.helpdesk@dla.mil.

(11) Select the Review Button at the bottom of the page prior to moving on to the next page. This will save the data you have already reviewed. Failure to do so will require you to review them again.

2. Preparing data for entry into R-Supply. Prepare a FES Fuel Log and enter data as described below.

a. After reviewing each document, write down the appropriate information for valid documents required to create the obligation in R-SUPPLY.

b. Columns of the Log should include Document Number, Fuel Type, Unit Price, Gallons, Total Price and Fund Code.

Note: Individual transactions may have the same document number. These must be added up to get the total amount.

3. R-SUPPLY processing of FES fuel documents. AOMB will review FES and post obligations to R-SUPPLY at least weekly to prevent unmatched disbursements. Utilize the following procedures to obligate ground fuel transactions into R-SUPPLY.

a. Enter R-SUPPLY and select Initiate Requisitions Option under the Logistics menu.

b. Place a check mark in MVO Process. Change the Type of Transaction to NALCOMIS. Change the Division to FF. Enter the MVO Description (FES Fuel). Enter the document number which was verified and logged from FES and select Ok.

c. Select MATERIAL, enter the quantity and unit price. The total price will automatically calculate and verify this amount with the Log. Enter required data (Ex. RI: PTZ, UI: GL, DC: N, Pri: 13, FC: 7L, Cog: 9X, Prj Cd: AP5, TEC: GAAA). The TEC should be GAAA for Diesel or MoGas consumed by GSE equipment and the appropriate aircraft TEC for aviation fuel used by the Test Cell Division. Select Apply.

d. Once the document is obligated it must be received to ensure it does not get cancelled during MOV processing.

e. Select Receipts>Receipt Processing from the Logistics Menu.

f. Enter the document number and select Ok.

g. Enter the appropriate quantity and unit price then select Apply.

4. <u>Filing of Ground Fuel Transactions</u>. After the FES Fuel document number is annotated on the fuel receipt/log and the obligation has been added into R-SUPPLY, file the receipt/log in the CTF.

Appendix Q

Hazardous Material (HAZMAT) Management

1. <u>General</u>. The purpose of this appendix is to provide general information and procedures regarding establishment and management of the HAZMAT Inventory Management Program within the ASD. This appendix will be used in conjunction with Appendix L (Shelf-Life Program) of this Order. Due to the diversity of state regulations, Air Station Orders and local DRMO Turn-in Policies, this appendix must be used with those directives. Hazardous Material Management Procedures only apply to those ASDs which physically receive/store and issue HAZMAT. It is understood numerous MALS have different local HAZMAT operating procedures and the ASDTP does not cover all of them. HAZMAT handling, storage and inventory procedures are retained in the ASDTP in the event the ASD must assume full HAZMAT responsibilities in a deployed environment.

2. <u>Publications</u>. The following list of publications will be on-hand and maintained in support of the ASD's HAZMAT Program:

   a. R-Supply Support Procedures User's Manual.

   b. NAVSUP P-485 volume I, Afloat Supply Procedures.

   c. COMNAVAIRFORINST 4440.2_, Supply Operations Manual.

   d. NAVSUP P-722, Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Manual.

   e. Hazardous Material Information Resource System (HMIRS) on CD-ROM (Distributed Annually) or http://172.16.16.6:28154/Sup/default.aspx.

   f. OPNAVINST 5100.23_, Navy Occupational Safety and Health (NAVOSH) Program Manual.

   g. DOD Publication 4140.27M, Shelf Life Item Management Manual.

   h. DOD 4160.21-M, Defense Disposal Manual.

   i. OPNAVINST 5090.1_, Environmental and Natural Resources Program Manual.

   j. MCO 5090.2_, Environmental Compliance and Protection Manual.

   k. Emergency Planning and Community Right to Know Act of 1986.

   l. OPNAVINST 5100.19_, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat, Vol. I/II/III.

   m. OPNAVINST 5102.1, Mishap Investigation and Reporting.

   n. AirStaO_, Handling, Transfer and Disposal of Hazardous Materials HAZMAT (HAZMAT) and Hazardous Waste HAZWASTE (HAZWASTE).

   o. DLAD 4155.37, Material Quality Control Storage Standards Policy for Shelf-life Materiel.

3. <u>Background</u>. CNO Message 011810Z May 95 directed all Naval activities to implement the Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) no later than 31 May 98. The intent of this

program is to reduce the amount of HAZMAT and HAZWASTE sites within an activity through consolidation. The ability for reutilization needs to be recognized. Excess/turned-in assets need to be redistributed among users at no cost. Through effective consolidation and reutilization of HAZMAT, a significant reduction in overall inventory levels and HAZWASTE (due to NRFI turn-in to DRMO) is recognized, thus improving HAZMAT management and reducing funds being expended in support of HAZMAT. The following definitions apply:

   a. HAZMAT. Defined as a material, which, because of its quantity, concentration or physical, chemical or infectious characteristics may pose a substantial hazard to human health or the environment when released or spilled. Such materials include ammunition, explosives and explosive-actuated devices, propellants, pyrotechnics, chemical and biological warfare materials, medical and pharmaceutical materials, medical waste and infectious materials, bulk fuels, radioactive materials and other materials such as asbestos and mercury. These materials should be considered hazardous as exposure may occur during storage, use and demilitarization.

   b. HAZWASTE. Defined as any discarded material (liquid, solid or gaseous) because of quantity, concentration or physical or chemical characteristics, may either cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed. HAZWASTEs are specific, listed products, certain mixtures of listed products and/or other wastes exhibiting any of the characteristics of ignitability, corrosive, react able or toxicity. In general, any container containing more than one inch of hazardous residue is also considered to be a HAZWASTE and is subject to HAZWASTE regulations. Additionally, any petroleum or oil based product; such as grease, lubrication oil or motor oil; exceeding the maximum allowable concentration of 1000 mg/1 of chlorinated organic is considered to be HAZWASTE.

   c. Hazardous Substance. Based on regulations, implies HAZMAT or HAZWASTE which has been discharged from its packaging, in a specific "reportable quantity", into the environment and which may have an impact on the environment or human health.

   d. Authorized Use List (AUL). A document used to identify all HAZMAT a specified activity is authorized to use and have on-hand. The AUL is updated by the customer. An updated copy must be provided to the HAZMAT/HAZWASTE Coordinator and the ASD.

   e. HAZMAT/HAZWASTE/POL Operating File. Consists of all orders and directives necessary for daily operation and control of HAZWASTE/HAZMAT management within the ASD. It will consist of, at a minimum the following:

      (1) Local Orders/Directives.

      (2) Authorized Use Lists.

      (3) Current inventory of all HAZMAT/HAZWASTE under control of the ASD.

      (4) The ASD generated DD1348-1As for HAZMAT/HAZWASTE.

      (5) Local Air Station Inspection Check Lists.

    (6) Completed Weekly Stock Inspection Checklists.

    (7) Spill Contingency Plans.

    (8) Current Assignment Letters.

    (9) Master copy of all MSDSs of material on-hand.

4. <u>ASD HAZMAT/HAZWASTE Program</u>. The ASD HAZMAT/HAZWASATE Coordinator, appointed by the AvnSupO is responsible for the daily administration, operation and management of the program within the ASD. The HAZMAT/HAZWASTE Coordinator, normally the CMD OIC, will have an assistant HAZMAT/HAZWASTE Coordinator and HAZMAT/HAZWASTE Handlers assigned. The HAZMAT/HAZWASTE Coordinator will maintain all required files and references pertaining to HAZMAT/HAZWASTE. The required files and references include, but are not limited to, HAZMAT/HAZWASTE Operating File, MSDS for all HAZMAT in stock, HAZMAT/HAZWASTE Coordinator Appointment Letters, HMIRS access and all applicable publications listed in paragraph 2 of this appendix. Additionally, CCB will ensure the proper Type Storage Code (TSC) of "H" is recorded for each HAZMAT NIIN on the Stock Item Record (SIR) per reference (w), Appendix 27. CCB will also assign a Local Management Code of "HZ" to all HAZMAT NIINs in the SIR.

   a. The following duties apply only to those ASDs physically stocking Hazardous Material.

    (1) <u>HAZMAT/HAZWASTE Coordinator Daily Duties</u>. The HAZMAT/HAZWASTE Coordinator or assistant will conduct walk through inspections of the supply HAZMAT inventory locations during normal working hours. Special attention will be directed towards evidence of leaks, leaking containers, open containers and improper labeling. The daily inspections will be documented into the HAZMAT Daily Walk-thru Checklist see Fig Q-1, noting all observations. The HAZMAT Coordinator will not assume the duties of the Unit or Maintenance HAZMAT Coordinator. The function of the Unit/Maintenance HAZMAT Coordinator is to ensure proper management of work center HAZMAT sites controlled by the Aviation Maintenance Officer.

    (2) <u>HAZMAT/HAZWASTE Coordinator Weekly Duties</u>. The HAZMAT/HAZWASTE Coordinator or assistant will conduct a comprehensive weekly inspection of supply stock utilizing an inspection checklist provided by local directives. These inspection checklists will be maintained in the Operating File for three years and are subject to review by the Environmental Affairs Department as well as federal and state officials.

   b. <u>MSDS</u>. MSDS must accompany all HAZMAT. An MSDS will be on file and quickly accessible for all stocked/issued HAZMAT. The MSDS is used for chemical storage compatibility, personal protective equipment (PPE) and emergency procedures in case of spill, contact on unprotected skin, inhalation or ingestion. MSDS are also used in the identification of chemical composition for HAZWASTE reporting and disposal. If an MSDS is unavailable, an MSDS may be obtained using the Hazardous Material Information Resource System (HMIRS) CD-ROM or https://hmirsmsds.logisticsinformationservice.dla.mil/hmirs/login.asp. Ensure current MSDS are on hand for all HAZMAT and HAZWASTE in the ASD.

			HAZMAT DAILY WALK THRU LOG		
Date	Time	Inspector	Observation	Corrective Action	Corr Act Date
5/10/2012	0730	Sgt Smith	Leak in loc HMA01	Remove & waste	5/10/2012
5/11/2012	0730	Sgt Smith	Material in aisle	Place in location	5/11/2012
5/12/2012	0730	Sgt Smith	Waste barrels not labeled	Properly label barrel	5/12/2012

Figure Q-1.--HAZMAT Daily Walk-thru Log.

   c. HAZWASTE Management. Ensure procedures for collection, segregation, containerization, labeling, transportation and disposals of expired HAZMAT inventory are in accordance with current directives. Ensure all HAZWASTE containers are properly marked and the DD Form 1348-1A is properly prepared for turn-in. A copy of the DD1348-1A will be maintained in the Operating File for a period of three years.

   d. Material Turned-in to Store (MTIS). Ensure all excess material is properly labeled and processed for MTIS.

   e. Spill Contingency Plan. The Supply HAZMAT/HAZWASTE Coordinator will develop a Spill Contingency Plan and will assign Spill Response Coordinators as part of a Spill Response Team in accordance with current directives. The Spill Response Team will initiate first response containment in the event of a spill and will contact emergency responders if required. The spill contingency plan will maintain at a minimum:

      (1) Procedures for reporting spills during and after working hours.

      (2) Procedures for containment of spills.

      (3) Clean-up of spills, including equipment and staffing.

      (4) First aid measures.

      (5) Evacuation Plan.

   f. Spill History File. A Spill History File will be developed and included as part of the HAZMAT/HAZWASTE Operating File.

g. <u>PPE</u>. Ensure adequate and serviceable PPE is located within close proximity (100 ft) of HAZMAT/HAZWASTE locations.

h. <u>Assistant HAZMAT/HAZWASTE Coordinator</u>. The Assistant HAZMAT/HAZWASTE Coordinator will perform all duties of the HAZMAT/HAZWASTE Coordinator when he/she is not available. Additionally, the assistant will perform all tasks assigned by the coordinator as pertaining to HAZMAT/HAZWASTE.

i. <u>HAZMAT/HAZWASTE Handler</u>. The HAZMAT/HAZWASTE handler will assist in the handling, collection and transfer of inventory HAZMAT/HAZWASTE in accordance with local policies and procedures.

5. <u>Inventory Management</u>. If applicable, HAZMAT inventory will be managed via R-Supply. CCB, in coordination with the HAZMAT/HAZWASTE Coordinator, will manage stocking levels, turn-ins, shelf life management, inventory validity and reorders.

a. <u>Stocking Levels</u>. Allowance lists, demand history and AULs constitute the basic stocking authority for MALS activities. The two major allowance lists used by the MALS are the Aviation Consolidated Allowance List (AVCAL) and the Coordinated Shipboard Allowance List (COSAL). Demand History Processing/Level Setting is the actual driver of stocking levels for HAZMAT.

b. <u>Reviewing Stocking Levels</u>. Stocking levels should be reviewed on a quarterly basis, at a minimum, after Demand History Processing (DI 073) is accomplished. Special consideration must be given to Requisitioning Objectives (RO) due to inflated demand, shelf life and available storage. If the stocking level is too high, then the RO and Reorder Point (RP) may be adjusted using the R-Supply Maintain Stock Item Screen. If the decision is made to adjust the RO, ensure there is adequate stock on-hand to support the units while in garrison and on upcoming deployments. To prevent the RO from adjusting automatically, establish a "Limit Flag" on the item. To assist in making decisions on stocking levels, consider the following:

(1) Will the new RO support operations in garrison and be sufficient for upcoming deployments?

(2) Is the RO inflated due to erroneous or inflated demand?

(3) What is the current availability of assets in the Supply System?

(4) What is the Time to Reliably Replenish the material from the Supply System?

(5) What special/sufficient/proper storage is required (i.e. refrigeration)?

(6) Is the item seasonal?

(7) Will material be within shelf life limitations at time of issue?

(8) Is the item authorized for use?

(9) Is special handling required?

c. <u>Inventory of HAZMAT</u>. All HAZMAT will be inventoried annually in accordance with chapter 6 paragraph 6401.11, DOD HMIRS Procedures. A Report

of Inventory will be prepared and retained by the HAZMAT/HAZWASTE coordinator. Additionally, installation commanders may incorporate a HAZMAT tracking program or system to abide by state and federal regulations. If so, the HAZMAT/HAZWASTE Coordinator will ensure strict adherence to implemented control program.

6. Shelf-Life Management. The Shelf Life Program is a means to identify those items having a limited life expectancy or require periodic inspections. This monitoring must begin at the time of receipt and will continue until the item is issued, or the life expectancy has expired and cannot be extended and it is properly disposed. Items with a shelf life must be inspected on a regular basis to ensure only RFI assets are stocked. For detailed instructions for Shelf Life Procedures, refer to Appendix L.

7. Storage. When HAZMAT is received from SRB, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is not damaged/leaking, it is properly labeled, a complete MSDS is on file and it is ultimately stored in an approved HAZMAT storage location. Care must be taken to ensure only compatible materials are stored with or near each other (i.e. don't store acids or corrosives with paints or oils). Stock rotation should occur at this time; paying close attention to the SLC, SLAC and manufacture date. Place the newest material in the rear of the location and the oldest to the front. This will assist in ensuring stock rotation is accomplished and only RFI material is issued. Refer to local procedures for marking inspections, re-inspections and expiration dates on the material.

8. Issue of HAZMAT. All HAZMAT requirements will be screened against the customers AUL. If local policy dictates, the requirement will be screened against "free issue" before an item is pulled from the AvnSupO's Shelf. If a requirement is not available in "free issue", the HAZMAT/HAZWASTE Coordinator will ensure to issue only the allotted amount on the customers AUL and any remaining material will be moved to "free issue". When HAZMAT is issued, the HAZMAT/HAZWASTE Coordinator or Assistant will ensure it is properly labeled, not damaged or leaking and an MSDS is made available. HAZMAT not issued to the customer, in order to conform to the customer's AUL, will be placed in "free issue". The HAZMAT/HAZWASTE Coordinator will adhere to local policies or Station Orders pertaining to tracking of HAZMAT aboard station.

9. Storeroom Action Listing (SAL). The SAL is produced from Change Notice Processing in R-Supply. CCB will coordinate with the HAZMAT/HAZWASTE Coordinator in the event any physical HAZMAT inventory changes are required due to Change Notice Processing. The SAL contains five sections:

   a. NSN Changes. Whenever an NSN changes, a report is generated. The HAZMAT/HAZWASTE Coordinator or Assistant will check each item in stock and completely mark through the old NSN and clearly mark the new NSN and julian date on the material. All boxes will be opened to verify they are not a multi-pack and the new NSN is on all the material.

   b. Unit of Issue Changes. Whenever a unit of issue change occurs, a report is generated. The HAZMAT/HAZWASTE Coordinator or Assistant must check each item in stock and repackage it to conform to the new unit of issue. This may pose problems when dealing with HAZMAT due to containerization. Assistance from the QA Division and possibly Fleet Readiness Center may be required for proper packaging. After material is repackaged to conform to the new U/I, the new package will be clearly marked with the NSN and quantity.

   c. Security Code Changes. It is highly unlikely this will ever occur to HAZMAT; however, if it does, the material must be relocated to a designated area for classified/sensitive material.

   d. Shelf Life Code/Shelf Life Action Code Changes. Changes appearing are a result of Monthly Change Notice Processing. The HAZMAT/HAZWASTE Coordinator or Assistant will check the Manufactured Date on each item in stock and take the required action in accordance with the appropriate SLC and SLAC.

   e. Exhaust, Delete, Superseded or Condemned Stock. The following actions will be taken on this section:

      (1) Exhaust. The HAZMAT/HAZWASTE Coordinator or Assistant will locate all material identified on the report and mark it with the words "USE UNTIL EXHAUSTED".

      (2) Delete. When an NSN is to be deleted, the HAZMAT/HAZWASTE Coordinator or Assistant will screen all locations assigned, remove the material and place it in the Pending Offload Area. A DD1348-1A will be prepared by CCB and the material disposed of in accordance with current directives.

      (3) Superseded. The HAZMAT/HAZWASTE Coordinator or Assistant will locate all material and change the NSN to the new NSN.

      (4) Condemned Stock. When an NSN is condemned, the HAZMAT/HAZWASTE Coordinator or Assistant will screen all locations assigned, remove the material and place it in the Pending Off-load Area. A DD1348-1A will be prepared by CCB and the material disposed of in accordance with current directives.

10. Air Station or Shared Site Commercial Hazardous Material Site Considerations

   a. General. When HAZMAT responsibilities are either shared with or managed by external agencies (either commercial or governmental), special considerations must be taken to ensure adequate surge/deployment material exists.

   b. Background. As a customer service provider, the ASD must retain the ability to execute HAZMAT management in a deployed, stand-alone environment.

   c. Considerations.

      (1) Demand Recording. If Demand Process/Level Setting is not managed by the ASD, it must ensure timely receipt of demand data on a quarterly basis from the external agency to ascertain HAZMAT requirements for deployed operations.

      (2) Initial Inventory Depth and Deployment Response Time Requirements. Surge/deployment timeframes will be dictated by established MALSP doctrine.

      (3) Currency in HAZMAT handling. The ASD will ensure adequate personnel are available and maintain requirements, in accordance with OSHA Standards and Chapter 6 of this Order.

(4) <u>Surge Deployment Capabilities</u>. Ensure the external agency maintains the capability to provide range and depth of HAZMAT to support MALSP doctrine.

(5) <u>Reconciliation to ensure currency of stocked material</u>. Provide additions/changes or deletions to the AULs to support operations in a deployed environment.

APPENDIX R

Preparation of Financial Liability Investigation Of
Property Loss, DD Form 200

1. General. This appendix provides guidance for the preparation of the
Financial Liability Investigation of Property Loss (FLIPL), DD Form 200. For
the purpose of this appendix, the term Supply System Stock applies to those
assets previously referred to as Supply Officer's Stores (those items stocked
in the ASD).

2. Survey Criteria. For unresolved discrepancies which do not meet the
criteria requiring a FLIPL, adjustment of the Stock/Custody Record to the
inventory on hand will be accomplished by means of a physical inventory
adjustment. The stock record will be adjusted with a physical inventory gain
or loss when the discrepancy cannot be resolved after preliminary research.
The following defines the categories of material requiring the submission of
a FLIPL (DD Form 200) to substantiate the gain or loss.

   a. Supply System Stock

       (1) Sensitive items (e.g., narcotics and drug abuse items, precious
metals with the appropriate Indicator Code, items which are highly technical
or a hazardous nature (ethyl alcohol) when any discrepancy exists, regardless
of dollar value involved.

NOTE: Not all Precious Metal Indicators (PMI) require surveys, verify this
thru your local WASMAT.

       (2) Classified material, regardless of dollar value involved.

       (3) Arms, ammunition, explosives and demolition material regardless
of dollar value involved.

NOTE: A Missing, Lost, Stolen and Recovered (MLSR) Report is required for
any gain or loss of the above listed material. Detailed procedures for
submission of the MLSR are provided in reference (w), chapter 5, paragraph
5134 and reference (be).

       (4) Pilferable, valuable and attractive items that are easily
converted to personal use (i.e., hand tools, individual clothing, office
machines, photographic equipment, etc.) when the extended money value exceeds
$750.00.

       (5) Bulk petroleum products when the extended money value exceeds
$500.00 (aviation fuel will not be surveyed; all losses will be obligated to
the applicable tanker squadron's FLTOPS OPTAR).

       (6) Noncontrolled items, when the extended dollar value of a line
item's physical inventory adjustment is equal to or greater than the
causative research thresholds of $2500 (this includes Consumable/DLR/FLR
assets).

       (7) Any discrepancy or repetitive loss when there is an indication or
suspicion of fraud, theft or negligence.

       (8) Depot Level Repairables (DLR) regardless of money value

b. <u>Criteria for Property Book Material</u>. This category consists of all accountable government property other than Supply System Stock. It includes Military Real Property, Military Personal Property, Inventories held in Industrial Funds, Weapons and other Military Equipment in Use, Plant Equipment and GPETE. When Property Book Material is lost, the Commanding Officer will determine if a FLIPL (DD Form 200) is required to assign responsibility, to adjust records for such property and to provide relief from accountability. As a rule, all items are subject to survey procedures, with the following exceptions:

(1) Items of nominal value and extended dollar value not exceeding $750, per incident, unless there is suspicion of fraud, theft or personal negligence.

(2) Motor vehicle accident investigation reports may be used instead of the DD Form 200 when the investigation clearly indicates there is no negligence, no personal injury and there is no claim against the government,

(3) <u>Property lost during combat operations</u>. These losses are accounted for in other regulations and are not subject to the FLIPL.

(4) Discrepancies in quantities transferred to DRMO, provided the value of the loss is less than $300 per line item and does not involve sensitive items. A pattern of shortages may trigger an investigation to identify theft or intentional losses of items to avoid preparing turn-in documents.

(5) Special Tooling and Special Test Equipment Reporting Procedures will be provided by the cognizant laboratory or hardware systems command.

3. <u>Additional Reports</u>. In addition to the above procedures, reference (w), volume 1, chapter 5, part A, section III, paragraph 5134 and reference (be) should be consulted with respect to the policy of MLSR reports. An initial MLSR message report is required for the loss of high risk arms, ammunition and explosives. A FLIPL (DD Form 200) is required as a final report if a sensitive item is in inventory. A Report of Discrepancy (SF-364) also requires a final report if material is damaged in shipment, and for the Discrepancy in Transportation (SF-361) a final report will also be submitted for material damaged in transit.

4. <u>Survey approval authority for Supply System Stock</u>. The MALS Commanding Officer is the only individual authorized to approve surveys for Supply System Stock (consumable and repairable), as established in reference (w), volume I, chapter 5, part A, section III. This authority will not be delegated to the AvnSupO as it would create a conflict of interest. For all other types of material, the Commanding Officer of the squadron having custody of the material or to whom the material was to be delivered will retain survey approval authority.

5. <u>Lost In Shipment (LIS) survey approval authority</u>. The MALS AvnSupO may approve surveys for all DTO repairable requisitions LIS and Stock Replenishment Requisitions (consumable and repairable) LIS regardless of dollar value, as established in reference (n), chapter 3, paragraph 307.g. A bulk FLIPL (DD Form 200) summarizing all LIS transactions will be generated at the end of each month for consumables and individual FLIPLs for repairable and DTO requisitions as required and submitted to the AvnSupO for signature (physical/digital).

6. FLIPL (DD Form 200) for Supply System Stock

    a. Survey action for Supply System Stock will consist of the following steps:

        (1) Identification of the inventory discrepancy (gain or loss).

        (2) Conduct preliminary research to verify the gain or loss of the material. Preliminary research is a review of all transactions and verification of physical counts to ascertain that a discrepancy actually exists. An audit of the storerooms and workspaces will be conducted and all records reviewed for accuracy. Review transaction ledgers, source documents, suspense listings, pending issues and any unprocessed transactions to reconcile the differences. Preliminary research is complete when the difference is reconciled or when the difference in quantities (on hand versus recorded) is verified as correct.

        (3) Conduct causative research to document the circumstances surrounding the gain or loss of the material. Causative research consists of a detailed, in-depth review of the inventory discrepancy to determine why it occurred and required corrective action. It includes the review of all transactions (receipts, issues, change notice action listings, location updates, any previous adjustments, suspended and/or erroneous transactions) within the allowable Look-back Period. Causative research is completed when the reason for the discrepancy is determined or when the review of records fails to resolve the discrepancy. The Look-back Period is defined as the period of time in the history of the item being reviewed during which transactions may be considered relevant for processing or correction. This Look-back period goes back to the last completed inventory, last location reconciliation or within one year (whichever occurs first). All documentation generated during this process will be attached to the FLIPL (DD Form 200).

        (4) A formal investigation into the loss will be conducted when the preliminary/causative research reveals grounds for suspicion of fraud, theft, negligence or other personal involvement and/or directed by the Commanding Officer. All classified, sensitive, arms, ammunition and explosives will be the subject of a formal investigation prior to being surveyed. The FLIPL (DD Form 200) will not be submitted until the completion of the formal investigation. A copy of the results of the formal investigation will be attached to the FLIPL (DD Form 200).

        (5) The original copy of the FLIPL (DD Form 200) and all preliminary and causative research documentation will be forwarded to SAD who will screen it and forward it to the AvnSupO for submission to the MALS Commanding Officer for approval. A copy of the FLIPL (DD Form 200) and all supporting paperwork will be retained in a Pending Survey File by the initiating and accounting divisions.

        (6) After the FLIPL (DD Form 200) has been approved by the MALS Commanding Officer, the original copy of the DD Form 200 will be filed in the Completed Survey File maintained by SAD. SAD will notify the initiating division to remove their copy from the Pending Survey File and place it in the Completed Survey File.

        (7) Inventory adjustments of $100,000 or greater per line item.
Prior to the adjustment, these items must be reported in writing to the cognizant MAW ALD-C detailing the circumstances of the adjustment. The absolute value of Total Inventory Adjustments regardless of the sign (+ or -

/gain or loss), in excess of $500,000 for any given month will not be posted without prior approval by the cognizant MAW. A copy of the approval will be attached to the FLIPL and filed in the Completed Survey File.

7.   Preparation of the FLIPL (DD Form 200) (Figures R-1 through R-4)

Figure R-1.--Sample FLIPL (DD Form 200), Inventory Gain.

15. FINANCIAL LIABILITY OFFICER		
a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*		

.

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY		d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*		g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYYYMMDD)*		i. DATE APPOINTED *(YYYYMMDD)*
	j. SIGNATURE		k. DATE SIGNED

16. INDIVIDUAL CHARGED		
a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)* ☐ Submit the attached statement of objection. ☐ Do not intend to make such a statement.		
b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.		
c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

17. ACCOUNTABLE OFFICER		
a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD		
b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* AVIATION SUPPLY OFFICER	c. TYPED NAME *(Last, First, Middle Initial)*	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-1.--Sample FLIPL (DD Form 200), Inventory Gain--
Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYYYMMDD) 1999/05/14	2. INQUIRY/INVESTIGATION NUMBER N/A			3. DATE LOSS DISCOVERED (YYYYMMDD) 1999/05/10

4. NATIONAL STOCK NO. 7RE1430-01-201-1430	5. ITEM DESCRIPTION ANTENNA, RADAR	6. QUANTITY 1	7. UNIT COST $73,901.00	8. TOTAL COST $73,901.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)   [X] LOST   [ ] DAMAGED   [ ] DESTROYED

Item discovered missing during Scheduled Repairable Inventory. A through search of RMD and IMA workspaces was conducted with negative results. All transactions processed since the last scheduled inventory (03/99) have been reviewed against the CTL and transaction listings. No suspended, erroneous, or missing transactions, and no previous gains by inventory were identified.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)

Tech training has been conducted for all RMD personnel with emphasis on proper receipt, storage, of DLR items in accordance with current directives and instructions.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code)	b. TYPED NAME (Last, First, Middle Initial)	c. DSN NUMBER
	d. SIGNATURE	e. DATE SIGNED

12. (X one)   [ ] RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)   [ ] REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) [ ] YES [ ] NO	b. COMMENTS/RECOMMENDATIONS	
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION OFFICER IN CHARGE	d. TYPED NAME (Last, First, Middle Initial)	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one) [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) [ ] YES [ ] NO
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) MALS COMMANDING OFFICER	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

14. APPROVING AUTHORITY

a. RECOMMENDATION (X one) [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) [ ] YES [ ] NO [ ] N/A
d. ORGANIZATIONAL ADDRESS (Unit Designation, MALS COMMANDING OFFICER	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

DD FORM 200, OCT 1999   PREVIOUS EDITION IS OBSOLETE.

Figure R-2.--Sample FLIPL (DD Form 200), Inventory Loss.

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

.

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*		g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYYYMMDD)*		i. DATE APPOINTED *(YYYYMMDD)*
	j. SIGNATURE		k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

☐ Submit the attached statement of objection.   ☐ Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	c. TYPED NAME *(Last, First, Middle Initial)*	d. DSN NUMBER
AVIATION SUPPLY OFFICER	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-2.--Sample FLIPL (DD Form 200), Inventory Loss--
Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS		

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED (YYYYMMDD) 2005/02/03	2. INQUIRY/INVESTIGATION NUMBER Not Applicable		3. DATE LOSS DISCOVERED (YYYYMMDD) 2005/02/01	
4. NATIONAL STOCK NO. See Attached List	5. ITEM DESCRIPTION See Attached List	6. QUANTITY	7. UNIT COST	8. TOTAL COST 0.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS (X one) (Attach additional pages as necessary)   **[X] LOST**   [ ] DAMAGED   [ ] DESTROYED

Review of outstanding reqns, items were identified as having Overaged Shipping Status. A through search of storage and receiving areas was conducted with negative results. All transactions processed since date of shipment were reviewed and compared to Transaction Listings. No suspended, erroneous, Gain by Inventory transactions or unsubstantiated Material Turn-ins were found.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES (Attach additional pages as necessary)

Tech training has been conducted for all RMD personnel with emphasis on proper requisition management and receipt/storage procedures of DLR items in accordance with current directives and instructions.

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION NCOIC	b. TYPED NAME (Last, First, Middle Initial)	c. DSN NUMBER
	d. SIGNATURE	e. DATE SIGNED

12. (X one) [ ] **RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS)**   [ ] **REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)**

a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED (X one) [ ] YES [ ] NO	b. COMMENTS/RECOMMENDATIONS	
c. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) DIVISION OIC	d. TYPED NAME (Last, First, Middle Initial)	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION (X one) [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED (X one) [ ] YES [ ] NO
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) N/A	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

14. APPROVING AUTHORITY

a. RECOMMENDATION (X one) [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED (X one) [ ] YES [ ] NO [ ] N/A
d. ORGANIZATIONAL ADDRESS (Unit Designation, Office Symbol, Base, State/Country, Zip Code) AVIATION SUPPLY OFFICER	e. TYPED NAME (Last, First, Middle Initial)	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

DD FORM 200, OCT 1999   PREVIOUS EDITION IS OBSOLETE.

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment.

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY		d. RECOMMENDED FINANCIAL LIABILITY
e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*		g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYYYMMDD)*		i. DATE APPOINTED *(YYYYMMDD)*
	j. SIGNATURE		k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

☐ Submit the attached statement of objection. ☐ Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	c. TYPED NAME *(Last, First, Middle Initial)*	d. DSN NUMBER
N/A	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment--
Continued

NATIONAL STOCK NUMBER	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	REQN DOCUMENT NUMBER	SURVEY DOCUMENT NUMBER
7RH1630-00-159-2647MF	WHEEL ASSY, LANDING CAGE: 13587 P/N: 631T093G1 UNCLASSIFIED	01 EA	$2430.00	$2430.00	R90999-8245-1861	R90999-8245-1861
7RE1430-00-601-2412GF	ANTENNA, RADAR CAGE: 97942 P/N: 312013-15 UNCLASSIFIED	01 EA	$87,146.00	$87,146.00	R90999-8021-1923	R90999-8021-1923
7RH5865-01-231-0938PF	RADIO SET, UHF CAGE: 13499 P/N: 142-1882-001 UNCLASSIFIED	01 EA	$53,189.00	$53,189.00	R90999-9064-1972	R90999-9026-1972
			TOTAL DOLLAR VALUE	$142,765.00		

Figure R-3.--Sample FLIPL (DD Form 200), Lost In Shipment--
Continued

FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 2775; DoD Directive 7200.11; EO 9397.

ROUTINE USE(S): None.

PRINCIPAL PURPOSE(S): To officially report the facts and circumstances supporting the assessment of financial charges for the loss, damage, or destruction of DoD-controlled property. The purpose of soliciting the SSN is for positive identification.

DISCLOSURE: Voluntary; however, refusal to explain the circumstances under which the property was lost, damaged, or destroyed may be considered with other factors in determining if an individual will be held financially liable.

1. DATE INITIATED *(YYYYMMDD)* 1999/05/30	2. INQUIRY/INVESTIGATION NUMBER N/A		3. DATE LOSS DISCOVERED *(YYYYMMDD)* 1999/05/28
4. NATIONAL STOCK NO. 7RH1630-00-159-2647	5. ITEM DESCRIPTION WHEEL ASSY, LANDING	6. QUANTITY 1	7. UNIT COST $2,430.00	8. TOTAL COST $2,430.00

9. CIRCUMSTANCES UNDER WHICH PROPERTY WAS *(X one)* (Attach additional pages as necessary) — [ ] LOST [ ] DAMAGED [ ] DESTROYED

Requisition R0999-8245-1861 was surveyed as Lost In Shipment on 1999/03/28 in accordance with NAVSUP P485. Material was received on 1999/05/28.

10. ACTIONS TAKEN TO CORRECT CIRCUMSTANCES REPORTED IN BLOCK 9 AND PREVENT FUTURE OCCURRENCES *(Attach additional pages as necessary)*

11. INDIVIDUAL COMPLETING BLOCKS 1 THROUGH 10

a. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	b. TYPED NAME *(Last, First, Middle Initial)*	c. DSN NUMBER
	d. SIGNATURE	e. DATE SIGNED

12. *(X one)* [ ] RESPONSIBLE OFFICER (PROPERTY RECORD ITEMS) [ ] REVIEWING AUTHORITY (SUPPLY SYSTEM STOCKS)

a. NEGLIGENCE OR ABUSE EVIDENT/ SUSPECTED *(X one)* [ ] YES [ ] NO	b. COMMENTS/RECOMMENDATIONS

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* DIVISION OFFICER IN CHARGE	d. TYPED NAME *(Last, First, Middle Initial)*	e. DSN NUMBER
	f. SIGNATURE	g. DATE SIGNED

13. APPOINTING AUTHORITY

a. RECOMMENDATION *(X one)* [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. FINANCIAL LIABILITY OFFICER APPOINTED *(X one)* [ ] YES [ ] NO
d. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* MALS COMMANDING OFFICER	e. TYPED NAME *(Last, First, Middle Initial)*	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

14. APPROVING AUTHORITY

a. RECOMMENDATION *(X one)* [ ] APPROVE [ ] DISAPPROVE	b. COMMENTS/RATIONALE	c. LEGAL REVIEW COMPLETED IF REQUIRED *(X one)* [ ] YES [ ] NO [ ] N/A
d. ORGANIZATIONAL ADDRESS *(Unit Designation,* MALS COMMANDING OFFICER	e. TYPED NAME *(Last, First, Middle Initial)*	f. DSN NUMBER
	g. SIGNATURE	h. DATE SIGNED

DD FORM 200, OCT 1999   PREVIOUS EDITION IS OBSOLETE.

Figure R-4.--Sample FLIPL (DD Form 200), Survey Reversal.

15. FINANCIAL LIABILITY OFFICER

a. FINDINGS AND RECOMMENDATIONS *(Attach additional pages as necessary)*

.

b. DOLLAR AMOUNT OF LOSS	c. MONTHLY BASIC PAY	d. RECOMMENDED FINANCIAL LIABILITY

e. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	f. TYPED NAME *(Last, First, Middle Initial)*	g. DSN NUMBER
	h. DATE REPORT SUBMITTED TO APPOINTING AUTHORITY *(YYYYMMDD)*	i. DATE APPOINTED *(YYYYMMDD)*
	j. SIGNATURE	k. DATE SIGNED

16. INDIVIDUAL CHARGED

a. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE FINANCIAL LIABILITY OFFICER AND *(X one)*

☐ Submit the attached statement of objection.　☐ Do not intend to make such a statement.

b. I HAVE BEEN INFORMED OF MY RIGHT TO LEGAL ADVICE. MY SIGNATURE IS NOT AN ADMISSION OF LIABILITY.

c. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)*	d. TYPED NAME *(Last, First, Middle Initial)*	e. SOCIAL SECURITY NUMBER
f. DSN NUMBER	g. SIGNATURE	h. DATE SIGNED

17. ACCOUNTABLE OFFICER

a. DOCUMENT NUMBER(S) USED TO ADJUST PROPERTY RECORD

b. ORGANIZATIONAL ADDRESS *(Unit Designation, Office Symbol, Base, State/Country, Zip Code)* AVIATION SUPPLY OFFICER	c. TYPED NAME *(Last, First, Middle Initial)*	d. DSN NUMBER
	e. SIGNATURE	f. DATE SIGNED

DD FORM 200 (BACK), OCT 1999

Figure R-4.--Sample DD Form 200, DI X43 Reversal--
Continued

NOTE: All information entered on the FLIPL (DD Form 200) will be typed and error free. Whiteout is not permitted and the only authorized block that can contain an ink entry is block 17a due to the document number utilized to adjust property record is not assigned until the survey is completed. A

separate FLIPL (DD Form 200) will be generated for each DLR or item being surveyed (gain or loss) above the threshold of $2500.

a. Block 1: Date the FLIPL (DD Form 200) is prepared.

b. Block 2: Inquiry/Investigation Number - For Supply System Stock and DTO Requisitions, the original document number will be entered in Block 2. For all Bulk Consumable Stock LIS Surveys under the threshold of $2500 will be entered as "Not Applicable". If an investigation is required, the investigation number provided will be entered.

(1) For controlled equipage the survey document number will be assigned by SSD. The first six digits will be the UIC of the squadron initiating the survey, followed by the julian date and then assigned requisition number (i.e., V09389-1743-2001).

c. Block 3: Enter the date the loss was discovered.

d. Block 4: Enter the NSN or CAGE/Part Number of the item or, for multiple line items, enter "See attached list."

e. Block 5: Enter nomenclature, serial number (if known), security codes and model number. For multiple line items enter "See attached list."

f. Block 6: Enter the quantity and unit of issue or, for multiple line items, enter "See attached list."

g. Block 7: Enter the unit price or, for multiple line items, enter "See attached list."

NOTE: a FLIPL DD-200 is not required when the EMV for a consumable item is less than $2500 or the standard price of a repairable item is less than $2500. A survey will be required from the OMA/IMA for all lost repairable components regardless of dollar value.

h. Block 8: Enter the EMV or, for multiple line items, enter "See attached list" validating the EMV does not exceed $100,000.

i. Block 9: Check the appropriate box. Provide a complete, brief and concise Statement of Facts. Attach additional sheets if required. This statement must answer the five basic questions of who, what, when, where and how.

j. Block 10: Enter the corrective action and measures taken to prevent future occurrences.

k. Block 11: The Causative Research Validation Block will contain the typed name and signature (manual or digital) of the NCOIC of the individual(s) performing the research documented in block 9 and 10.

l. Block 12: The Responsible Officer will identify the individual appointed by proper authority to exercise custody, care and safekeeping of the Property Book Material. The Reviewing Authority will identify the individual designated in writing by the approving authority to review and analyze the results of Supply System Stock research.

m. Block 13: The Appointing Authority will identify the individual designated in writing by the Approving Authority. The Approving Authority

may act as the Appointing Authority. The Appointing Authority appoints Financial Liability Officers, if required; approves or disapproves the recommendations of the Responsible Officer, Reviewing Authority or Financial Liability Officers and recommends actions to the Approving Authority. The Appointing Authority is normally senior to the Responsible Officer, Reviewing Authority, Accountable Officer and Financial Liability Officer.

n. <u>Block 14</u>: The Approving Authority makes determination to either relieve involved individuals from responsibility and/or accountability or approve assessment of financial liability. The Approving Authority may act as the Appointing Authority or designate an Appointing Authority in writing. The Approving Authority is normally senior to the Appointing Authority. The Approving Authority will be the Commanding Officer, except as specified in NAVSUP P485, volume I, par. 5127-6.

o. <u>Block 15</u>: The Financial Liability Officer Block will be completed only if the survey was the subject of a formal investigation. If a formal investigation was conducted, enter "See attached copy of results of investigation."

p. <u>Block 16</u>: The Individual Charged Block will be completed only when it was determined personal responsibility is evident. If the individual charged refuses to sign this block, the refusal should be noted.

q. <u>Block 17</u>: The Accountable Officer is an individual appointed by proper authority who maintains item and/or financial records in connection with government property, (irrespective of whether the property is in his/her own possession for use or storage, or is in the possession of others to whom it has been officially entrusted for use or care and safekeeping) and may entail financial liability for failure to exercise his/her obligation.

(1) Since Block 17 has no space for comments by the Accountable Officer and considering Survey Files are maintained for current and four prior fiscal years, the AvnSupO has the option to attach a "Memorandum for the Record" to provide additional comments from the Accountable Officer's perspective. This may provide additional relevant information to an audit team or newly assigned personnel reviewing the Completed Survey Files. A situation such as the AvnSupO recommending an investigation into the circumstances of a property loss and the Commanding Officer deciding an investigation is not required and may fall into this category. The Accountable Officer is subject to financial liability for failing to exercise his/her obligations as the Accountable Officer. A Memorandum for the Record citing the fact an investigation was recommended and the Commanding Officer's subsequent disapproval may be considered pertinent information is a survey later becomes the subject of an audit or review by an outside agency.

r. <u>Block 17a</u>: Record Document Number(s) used to adjust property and financial records.

NOTE: For SSD controlled equipage material, CRB will record the Replenishment Requisition Number used to correct the survey adjustment, if still required.

s. <u>Block 17c and e</u>: The typed name and signature (manual or digital) of the AvnSupO.

8. <u>Division Responsibilities/Procedures</u>. Each Division within the ASD performs different functions as they apply to survey action. These responsibilities and procedures are outlined within each division's chapter.

Appendix S

Reconciliation Aids Processing

1. General. Reconciliation Aids (RECAIDS) are tools utilized to validate outstanding stock and DTO requisitions to ensure they are active in the Supply System. DTO requisitions are further validated during a reconciliation process with the customer to ensure a need for the requested material still exists. These aids provide both the customer and ASD with a complete requisition status history. Based on this information, the ASD representative can determine the appropriate follow-up action.

2. Requesting RECAIDS. The following programs are recommended for requesting requisition reconciliation aids:

    a. R-Supply

        (1) Requisition Listing (JSL311). The user can request the JSL311 by selecting the Log>Management drop down selection in R-Supply. This action will bring up the Logistics Reports Option. The user will now select the Requisition Monitoring>Requisition Listing Option. This action will bring up the Requisition Listing Option Box. The user will select the parameters according to the type of report they require. The user will coordinate with the SAA when running the JSL311.

        (2) ADHOC Query. Use File Option>Select Utilities>ADHOC Query.

    b. Optimized NALCOMIS.

        (1) Outstanding Material Requirement Report (J62500). The user can access this report from the Reports Submenu>Supply>Outstanding Material Requirement Drop Down Selection Box. This action will bring up the Outstanding Material Requirement Report Screen. The user will select the parameters according to the type of report they require.

        (2) ADHOC Query. The user will utilize the Reports Submenu>ADHOC>Expert Drop Down Selection Box to access the ADHOC Expert Query.

3. Frequency of processing RECAIDS. All outstanding DTO and stock requisitions will be reviewed, and appropriate expediting action taken as outlined in the following schedule:

    a. Issue Group I Critical (priorities 01-03) - daily.

    b. Issue Group I (priorities 01-03) - weekly.

    c. Issue Group II & III (priorities 04-15) - monthly.

4. Annotating RECAIDS. Annotate, next to the document history, the type of follow-up DI utilized and the Routing Identifier Code (RIC) of the receiving activity along with additional comments. The individual responsible for the review and subsequent input of appropriate follow-up action will print, sign and date the front page of the RECAID.

5. Review of the requisition and status records

    a. The first step of ensuring appropriate follow-up action is accomplished, is to review all status and follow-up records already recorded against a requisition. In order to understand how to read AE_ status, you must understand the four elements which comprise status. These elements are as follows:

240/BB/N32/0275

ESTIMATED SHIPPING DATE
ROUTING IDENTIFIER LAST HOLDING ACTIVITY
STATUS CODE
STATUS DATE
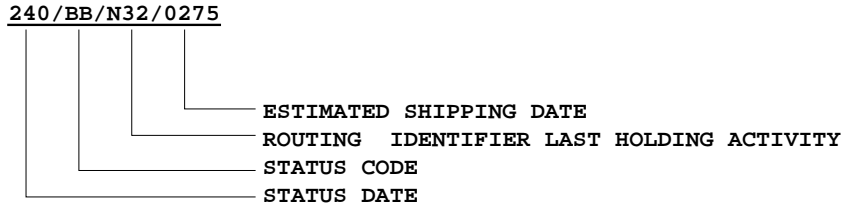
        (1) Status Date. Position 62-64, is the date the status was prepared by the activity who's RIC appears in position 4-6.

        (2) Status Code. Position 65-66, iinforms the requestor what is happening to the requisition.

        (3) RIC. Position 67-69, in most cases this RIC is the activity holding your requisition. However, with certain status codes (BM, NG, NK and NZ) this field shows the RIC of the activity which your requisition was passed. In either case, the RIC in this field is referred to as the RI-LHA (Routing Identifier-Last Holding Activity). It is also commonly referred to as the Last Known Holder. All requisition actions will cite this RIC.

        (4) Estimated Shipping Date (ESD). Position 70-73, represents the date the LHA expects material to be available for shipment to satisfy your requisition.

        (5) Together the above data elements (date/status code/RI-LHA/ESD) provides a picture of what is happening to each requisition. The definition of all status codes must be understood to properly interpret status and initiate the appropriate requisition action.

        (6) The current status of a requisition is normally determined by the most recent status date; however, a requisition may be subjected to more than one status update on a single day. The Status Code and RI-LHA must also be taken into consideration when more than one line of status has the same status date. The most common occurrence shows the Point of Entry (POE) passing a requisition to an Inventory Control Point (ICP), the ICP passes it to a Navy Supply Center (NSC) and the NSC passes it back to the ICP who gives the requisition Backorder Status. The status would be recorded as follows:

        AE1/PEZ/239/BM/NRP   - Status from POE.

        AE1/NRP/239/BM/N0Z   - Status from ICP.

        AE1/NOZ/239/BM/NRP   - Status from NSC.

        AE1/NRP/239/BB/NRP/0360 - Status from ICP.

In this situation 239/BB/NRP/0360 is the most current status.
When reviewing requisition status records, care must be taken to avoid the submission of follow-up action to the wrong activity. It is very easy to

confuse the date of the last status, especially for requisitions having been outstanding for longer than 365 days. Additionally, some requisitions may display multiple status records with the same julian date (i.e., 100/BM/NRP, 100/BM/NDZ and 100/BD/NDZ). The submission of follow-up action to the wrong activity could result in the receipt of BF Status (no record of requisition). This will cause unnecessary delays in the shipment of, what could be, urgently required material.

6. <u>Submission of Follow-up Action</u>. The type of follow-up action depends on the status received from the Supply System. Additionally, it lists the recommended follow-up DI for each Status Code.

   a. DTO and stock requisitions with a Status Code of BZ/BB/BV/NM or a status of AB1, with future ESDs are not required to have an AFC follow-up submitted. The most effective measures of expediting material is either phonecon, email or expeditors conducting aggressive and detailed research. When this is accomplished, the individual working the reconciliation aid will ensure a YE1 is loaded giving the details identifying what action has taken place. This will suffice in lieu of a follow-up being submitted. If the information contained in the YE1 is sufficient, no further expediting action is required. This does not preclude submission of an AFC to request an improved ESD.

   b. Requisitions with a Status Code of BD or a past ESD will still require an AF1 to be submitted.

      (1) <u>Follow-up Document Identifiers</u>.

<u>DI</u>   <u>Definitions</u>

AF_   This DI is used only to request current status of requisitions from
          a LHA.

          Note: To avoid the risk of receiving BF status, do not submit an
          AF_ follow-up on BM status.

AFC   Used to request improvement of the ESD, when the date indicated in
          cc 70-73 of the status record is considered unsatisfactory.

AFT   Request for shipment tracer action for material shipped via
          Registered, Insured, Certified Parcel Post, and/or TCN or GBL
          assigned.

AM_   Used to request modification of the Required Delivery Date (RDD),
          Project Code, Media and Status Code, Supplementary Address,
          Distribution Code, Signal Code, Fund Code, Advice Code and Priority.

AT_   Used to request current status of a requisition. In addition, if
          the supply source has no record of the submitted requisition this
          follow-up will be processed as the requisition.

          Table S-1.--Types of Follow-up Document Identifiers.

(2) <u>Inter-Service Status Codes</u>.

Status
 Code   Definition/Follow-up DI

BA   Item being processed for release and shipment.

           AF1 - If BA status is greater than five days with no further updates.

BB   Item backordered against a due-in to stock. The ESD for release of material to the customer is contained in CC 70-73.

           AF1 – If the ESD is past the current julian date.

BC   Item or original requisition containing this document number has been back ordered. Long delay is anticipated and ESD is in CC 70-73. Item identified in the stock number or remarks field can be furnished, but it is not an automatic substitute. The price of the substitute item is in cc 74-80. If desired, submit a new requisition for the substitute and submit a cancellation for the original requisition.

           AFC - If substitute offered is unacceptable.
           AC1 - If substitute offered is acceptable.

BD   Requisition is delayed due to need to verify requirements pertaining to:

           1. Authorized Application.
           2. Item Identification.
           3. Technical Data.
           4. Intent to procure for Direct Delivery (when known). When the requirement is placed on Direct Delivery, the ESD will be entered in cc 70-73. Additional status will be provided to indicate action taken upon completion, review or procurement.

           AF1

BF   No record of your document for which your follow-up or cancellation request was submitted.

           1. If received in response to a cancellation request, future requisitions or other documents will be returned by the supply source with BF Status. Funds are de-obligated and, if the item is still required, a requisition will be submitted with a new document number.
           2. If received in response to an erroneous follow-up request, if still required, submit AT_ follow-up to the appropriate activity.

           Table S-2.--Inter-Service Status Codes.

Status Code	Definition/Follow-up DI

BG   One or more of the following fields in the stock number have been changed (as the result of a formal catalog change):
1. The requisitioned NSN has been replaced by or consolidated with the NSN in the Stock Number Field.
2. The NSN is assigned to a part number that was requisitioned.
3. The FSC has changed, but the NIIN remains the same as originally requisitioned. Review the NSN (FSC & NIIN) to ensure the requisition under process is for the desired item. If not, submit cancellation request to SOS.

AC1 - If substitute is unacceptable.
AF1 - If substitute is acceptable.

BH   Service approved substitute/interchangeable item, identified in the stock number field will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.

AFC - If ESD is established.
AF1 - If ESD is not established.

BJ   Quantity changes to conform to unit pack, adjust the Due in Records accordingly. Unit of issue is not changed.

AFC - If ESD is established.
AF1 - If ESD is not established.

BK   Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.

AF1 - If ESD is not established.

BL   Notice of availability was forwarded to the country representative or freight was forwarded on date indicated in CC 70-73.

AF1

BM   Your document was forwarded to the activity indicated in CC 67-69. Forward all future transactions for this document number to the activity indicated.

AT_ - If no status has been received from LHA.

BN   Requisition being processed as a free issue. Signal and Fund Code field corrected as noted. Adjust local fund obligated records.

AF1 - If ESD is not established.

Table S-2.--Inter-Service Status Codes--
Continued

Status
 Code   Definition/Follow-up DI

BQ   CANCELED. Results from receipt of cancellation request from
         requisitioner, consignee, manager or other authorized activity.
         Also results from deletion of an activity from the DODAAD. De-
         obligate funds, if applicable. No Follow-up action to be performed,
         submit new requisition if still required.

BR   CANCELED. Processing Point authorizes cancellation after receipt of
         requisitioner's response to MOV request.   No Follow-up action to
         be performed, submit new requisition if still required.

BS   CANCELED. Requisitioning Activity failed to respond to MOV
         furnished by Processing Point. BS Status Records are initially held
         in RSMS for validation and possible reinstatement by the SAA.

BU   Item being supplied from Foreign Military Case Designator indicated
         in CC 48-50 or Grant Aid Program Record Control Number indicated in
         CC 46-50. This document represents a duplicate of the requisition
         prepared by the U.S. Military Service.

BV   Item procured and on contract for direct shipment to consignee. The
         contract shipment date is entered in CC 70-73. No Follow-up action
         to be performed, expedite via phonecon or email to ICP.

BW   FMS/Grant Aid Requisition containing this document number has been
         received by the ILCO and submitted to the Supply System. A current
         ESD is not presently available, but will be provided by future
         status transaction (may be used by ILCO in acknowledging requisition
         receipt or in reply to follow-up when ESD is not available).

         Note: All requisitions citing BW status will be subjected to AF1
         follow-up action.

BZ   Requisition delayed due to processing for Direct Delivery
         Procurement. Upon completion of procurement action, additional
         status will be provided. The ESD is indicated in CC 70-73.
         No Follow-up action to be performed, expedite via phonecon or email
         to ICP.

B5   Activity identified by the code in CC 4-6 in receipt of
         requisitioner's follow-up request. Action to determine current
         status and/or improve the ESD being attempted. Further status will
         be furnished.

         AF1 – If status received is greater than five days.

B7   Unit price change. The latest unit price for the item identified by
         the stock number or part number in CC 8-22 is shown in CC 74-80.

         AF1 – If ESD is not established.
         AFC – If ESD is established.

                    Table S-2.--Inter-Service Status Codes--
                            Continued

Status
 Code   Definition/Follow-up DI

B8   Quantity requested for cancellation or diversion not accomplished.
         No follow-up action to be performed. Expedite cancelation via
         phonecon or email to ICP.

B9   The activity identified by the code in CC 4-6 is in receipt of
         submitted cancellation request. Action to cancel the demand or
         divert the applicable shipment is being attempted. Do not de-
         obligate funds or delete due-in. Advice of final action will be
         furnished in future status transaction. No follow-up action to be
         performed, expedite cancelation via phonecon or email to ICP.

                 Table S-2.--Inter-Service Status Codes--
                             Continued

       (3) Intra-Navy Status Codes. N and R Series Status Codes may be
assigned only for intra-Navy transactions. These codes will not be assigned
on status cards to be forwarded to any foreign government, agency or other
military service.

STATUS
 CODE   DEFINITION/FOLLOW-UP DI

NM   Requirement has been validated and is being held by the NAVSEA OPN
         Outfitting Account Allotment Holder (FISCPS) pending funding
         authorization.   No follow-up action to be performed, expedite
         via phonecon or email to NAVSUP-WSS IWST.

NU   Requisition being processed. Stores account has been changed to
         Navy Stock Account/Defense Stock Fund. Establish a fund obligation
         or take action to cancel. Requisition forwarded to activity
         indicated in CC 67-69 for action.

         AF1 – If status received is greater than five days.

N7   Item has been referred for Direct Delivery against an existing
         Commercial Repair Contract.   No follow-up action to be
         performed, expedite via phonecon or email to ICP.

                 Table S-3.--Intra-Navy Status Codes

     c. Requested status not received. When requested status is not
received, a follow-up on requisitions may be submitted after three days have
elapsed from requisition submittal date, the previous status transaction date
(if no ESD established) or the last follow-up date.

     d. Follow-up on Cancellation Requests. Follow-up action on requisitions
which have been subjected to a Request for Cancellation (AC/AK) should not
contradict the cancellation request (e.g., do not submit AF_ or AT_ follow-
ups on requisitions when cancellation has been requested). A careful review
of status records to identify suffixed requisitions, partial cancellations,
etc., should prevent this from happening.

e. Suffixed Requisitions. In those cases where a requisition is suffixed and referred to more than one activity, a follow-up must be submitted to each activity.

7. Input of Follow-up Action. Follow-up action is initiated through the Logistics Subsystem>Status>Supply. Enter the document number and suffix (if applicable). Select the follow-up action (AC_, AF_, AK_, AM_ or AT_) from the list and select OK to continue. On the Supply Status Screen, enter data into the appropriate data blocks (RIC, transaction date, etc.). Enter any necessary information appearing in the Enabled Data Blocks of the Status Entry Group Box. Enter any additional comments into the Remarks Data Block and click Apply. Select the New Request Option to process another record or the Close Screen Option to exit from this process.

8. Processing requisitions no longer required by the customer. Requisitions identified by the customer during the validation process as No Longer Required (NLR) will have a cancellation request submitted. Requesting cancellation of a requisition is a two-step process. First submit a cancellation request (AC_). If, after 10 days from date of transmittal, no response is received confirming cancellation, submit a follow-up on cancellation request (AK1). If the holding activity responds back stating the cancellation of the requisition cannot be carried through for any reason, no further action to cancel the requisition will be taken.

  a. AC1 Sent within the Last 10 Days. No action required.

  b. AC1 Sent More than 10 Days ago. Submit AK1 to RI-LHA.

  c. AK1 Sent within Last 30 Days. No action required.

  d. If cancelation status or denial of the cancelation request has not been received after 10 days of an AK1 being sent, a phonecon or email will be sent to the ICP requesting cancelation. A YE1 information message will be entered stating the cancelation is being transmitted or the requisition will not be canceled. If it has been confirmed by the Section NCOIC and/or the External Supply System the requisition is inactive or considered dead, an internal cancellation (AE1/RX) can be processed in R-Supply.

Note: Loading an RX without ensuring the requisition is dead may cause future SIT/MIT/SFOEDL problems.

9. Processing requisitions outstanding in R-Supply/NALCOMIS; however, the customer has no record. Records will be subjected to a cancellation request for any requisitions outstanding in the Supply System for which the customer has no record. See procedures in Paragraph 8.

10. Processing requisitions the customer shows outstanding with no matching supply record. Any record identified by the customer during the validation process which is not on the reconciliation listing will require research. This research will consist of a review of NALCOMIS and R-Supply to determine if the requirement was previously completed (i.e., canceled, received, etc.). If the requirement is not in NALCOMIS or R-Supply, the customer will have to reorder the requisition if still required.

11. Processing requisitions with no status. If status is not received within three days from date of initial transmittal of the requisition, send a requisition follow-up (AT_) to the POE. If status is not received within three days after transmission of the requisition follow-up (AT_), the requisition will be passed via electronic means (i.e. WebReq or OneTouch).

12. Processing requisitions with shipping status.

    a. Follow-up action will not be processed on a requisition receiving shipment status. Traceable shipments will be tracked via web based tracking tools (i.e.; MRO Tracker, GTN, FedEx, DHL, UPS, etc.). For overage requisition processing, refer to the applicable division's chapter in the ASDTP for appropriate procedures.

    b. Open BA Status. If the latest status on the requisition listing is BA (not overage) submit an AF_. If the BA is overage refer to the applicable division's chapter in the ASDTP for appropriate procedures.

13. Modification of outstanding requisitions. On occasion, it is necessary to modify an outstanding requisition. In these cases, submit a document modifier (AM_). The only fields modifiable on a requisition are as follows:

    a. Required Delivery Date (RDD).

    b. Project Code.

    c. Media and Status Code.

    d. Supplementary Address.

    e. Distribution Code.

    f. Signal Code.

    g. Fund Code.

    h. Priority.

    i. Advice Code.

14. Processing requisitions with total or partial quantity cancellation status. When cancellation status is received from the Supply System, determine the reason for the cancellation (i.e., CJ-Rejected, item coded obsolete or inactive). Notify the customer of the cancellation and the reason for it. If the material is still required, the customer must submit a new requisition. When the new requisition is submitted, include any additional information which would prevent repeat cancellation. For partial quantity cancellations, after determining the reasoning for it, inform the customer of the cancellation. The customer is required to submit a new requisition for the canceled quantity if material is still required. When performing follow-ups on the requisition, follow-up only on the outstanding quantity.

15. Submission of a Supply Assist Request (SAR). A SAR is generated to request assistance from the ICP to expedite NSN/NICN material when the ESD is considered unacceptable.

    a. Requesting DLA supply assistance. For DLA managed material (i.e. 9B, 3B cognizance), each MALS is assigned a Customer Account Specialist (CAS). The CAS is responsible for expediting material for their designated MALS. Requests will be submitted via the DLA Call Center or DOD EMALL SAR Automated Process and a ticket will be assigned and forwarded to the CAS for action.

Note: If stock has been identified at a commercial vendor site, the MALS will forward the SAR and a request for an Emergency Acquisition Buy to the DSCR USMC Aviation Cell and include the following information:

    (1) <u>Priority Designator</u>.

    (2) <u>RDD</u>.

    (3) <u>Project Code</u>.

    (4) <u>Requisition status with unacceptable ESD</u>.

    (5) <u>Material/Component availability via Surplus Distributor, Retail Vendor or OEM (request for quote, copy of original material packaging label(s) with DOD contract number and a copy of material certifications)</u>.

    b. <u>Requesting NAVSUP-WSS assistance</u>. For NAVSUP-WSS managed material, (i.e. 1R, 7R cognizance) each NIIN is assigned an Item Manager (IM). Each T/M/S is also assigned a Inventory Weapons Systems Team (IWST). The Item Manager and IWST are responsible for expediting material for their designated NIIN and/or T/M/S. The IM name and telephone number can be obtained via OneTouch along with item notes and stock posture.

    c. <u>Requesting NAVSUP-WSS part number assistance</u>. For non-stocked (i.e. LICN/NICN) material, NAVSUP-WSS has assigned a Part Number Branch responsible for expediting Part Number Requisitions. The Part Number Branch is broken down into sections by T/M/S, weapon system and support equipment. POCs and telephone numbers to the Part Number Branch can be obtained via the NAVSUP-WSS Global Distance Support Center (GDSC).

16. <u>External MOV</u>. In order to validate requisitions on the Backorder Files, ICPs generate MOV requests. The ICP provides each customer with a document identifier AN1 Record for each requisition qualifying for an MOV validation. Material obligations are considered to be overaged for validation purposes when priority 01-08 requisitions have been outstanding more than 30 days past the requisition date; or when priority 09-15 requisitions have been outstanding more than 75 days past the requisition date. ANls are received through SALTS, batched by UIC.

    a. <u>Total Quantity Outstanding</u>. R-Supply will not generate any response for these requisitions. These requisitions have the same quantity outstanding on R-Supply the ICP has on backorder. When the DI BMV is returned to DAAS, an AP_ for the same quantity as the AN_ will be returned to the ICP. No AP_ will be sent by the SAA and nothing is written to the Status Output File.

    b. <u>Partial Quantity Outstanding</u>. The requisition quantity outstanding in R-Supply is less than the quantity on backorder at the ICP; or the requisition quantity outstanding minus the cancellation request quantity is less than the back-ordered quantity. R-Supply will write a DI AP_ to the Status Output File and a card image will be produced in both cases. If the requisition quantity outstanding in R-SUPPLY is greater than the quantity on backorder at the ICP, No AP_ response will be transmitted to DAAS. In this situation, the respective division will research the requisition to verify why the over quantity is not outstanding at the ICP. If the over quantity is no longer outstanding due to shipment, the respective division will search for the receipt and POD. If the receipt and POD are not found, the section

will process a LIS in accordance with the ASDTP. If the over quantity is no longer outstanding due to cancellation, the respective division will contact the ICP and receive the Cancellation Code and enter it into R-Supply.

    c. <u>No quantity outstanding</u>. Requisitions with the completion date set or the quantity outstanding minus the cancellation request quantity equal to zero will produce an AP_ with a quantity of 00000. These AP_s are written to the Status Output File.

    d. <u>Requisitions not on R-Supply</u>. When R-Supply processes a DI AN_ and the requisition is not in the Requisition Table, a DI AP_ is not written to an output file with a quantity of 00000. The division will research, and if needed, backfit the requisition into the system. If the document is NLR, a manual AP_ with a quantity of 00000 will be created and sent to DAAS.

    e. <u>Processing R-Supply MOV Records</u>. DI AP_ Response Records will be processed by the branch responsible for each specific type of requisition. Specific branch responsibilities are:

        (1) Repairable Stock – RCB

        (2) Consumable Stock – CCB

        (3) FISP Replenishments - MSB

        (4) Pre-expended Bin – PEB

        (5) IMRL/TBA Requisitions – CRB

        (6) FLTOPS – EUB

        (7) DTO Requisitions – ERB

        (8) Awaiting Parts Branch – AWPB

For control purposes, the SAA will notify the responsible branches the AP_ Records have been written to R-Supply and must be worked prior to the last day of the MOV Cycle. Local policy will dictate how the branches are notified. The branches can access the AP_ Records by utilizing the R-Supply Log>Status>Supply Screen. In the Status Supply Screen, the branch will select the MOV Option Box under Type. This will display all the AP_ Records that have not been processed. If there are no records to be processed, R-Supply will state "No AN1 Records Found Requiring Response."

NOTE: With ALL the AP_ Records displayed in one screen, the branch must be extra cautious when processing multiple records in R-Supply to ensure they do not clear a record they are not responsible for.

    f. <u>Returning MOV Responses</u>. The final step to the MOV process is to return DI AP_ responses to the SAA.

Appendix T

COSAL Allowance Procedures

1. <u>COSAL Validation Process</u>

    a. All COSAL allowances are managed by NAVSUP WSS-Mechanicsburg (NAVSUP WSS-M). Allowances for COSAL items will be reviewed on a three year cycle. During the interim two years, NAVSUP WSS-M will distribute COSAL In Access (CIA) CD-ROMs. NAVSUP WSS-M initiates the allowance process by forwarding validation packages to the appropriate MALS AvnSupO.

    b. The MSB is responsible for coordinating the Validation Inventory of the COSAL Aids.

    c. The MSB will ensure the results of this validation are returned to NAVSUP WSS-M by the due date.

    d. Validation packages will consist of copies of Equipment/ Component Validation Aid Cards for each piece of equipment currently reflected in the configuration database at NAVSUP WSS-M. Products will include:

        (1) Master Validation Package and copies of each ship type and hull number/package ID.

        (2) COSAL instructions.

        (3) COSAL addition work sheet.

        (4) Instructions for conducting the validation.

        (5) COSAL Letter.

    e. MSB will provide copies of NAVSUP WSS-M Validation Aids to the appropriate activities and provide assistance. MSB will separate the working copies by customer needing to conduct the validation and provide necessary training on how to annotate the sheets. During the validation, any NAVSUP WSS-M controlled item found with no validation aid will have an add-on sheet submitted. Add-on sheets will be provided by NAVSUP WSS-M.

    f. Inventory all NAVSUP WSS-M controlled equipment within the MAG. This includes all squadrons and units to which supply support is provided (IMA, IMRL, EAF, Weather Vans, MATCS, etc.). NAVSUP WSS-M controlled equipment can be identified by Cogs 1H, 2B, 2E, 2T, 4E, 4O, 4T, 6A, 6B, 6C, 6D, 6H, 6M, 6X, 7E, 7H, 7N, 7Z, 8H and 8U or by commodity group (i.e., Aviation Ordnance, ALIMS, Cryogenics, Calibration Equipment, GPETE, MF Vans, Meteorological Equipment, EAF Equipment or Air Traffic Control Equipment).

    g. Once the respective customers return the <u>signed</u> and validated packages back to MSB, MSB will transpose all information onto the Master COSAL Validation Copy and sign the sheets. After all changes have been made, the Master Copy along with any add-on sheets will be

forwarded back to NAVSUP WSS-M. Original validated copies will be maintained in MSB.

Note: The validated copies MUST be signed by the individual who conducted the validation for reference purposes.

    h.   MSB is required to run the SAVAST ADHOC and provide output to the POC listed on the instructions received from NAVSUP WSS-M.

2.   <u>COSAL Allowance Products</u>. New COSAL products will be provided to the MALS after NAVSUP WSS-M reconciles the recommended changes and updates their database.

    a.   NAVSUP WSS-M will provide via email the following files:

        (1) X05 - Loads new allowances

        (2) X05D - Deletes allowances no longer valid

        (3) X06 - Loads part number cross reference data

        (4) X10 - Loads Allowance Parts List (APL), Allowance Equipage List (AEL) Data

        (5) X24 - Loads new allowances quantities

Note: These files are located under the SUADPS Directory on the CIA CD-ROMs and must be maintained by MSB until the next COSAL three year cycle is completed.

    b.   <u>MSB will receive and validate all allowance aids received from NAVSUP WSS-M</u>.

        (1) MSB will review the printed listing/data files, containing X05s, X06s, X10s and X24s for integrity of all data elements. Every X05 record must have at least one corresponding X06, X10 and X24 record. Basic dataset formats are contained in the R-Supply On-line Help System. Additional mandatory data elements not reflected in cited references are: CIIC Code, SLC, SLAC and FGC.

        (2) MSB will run a SAMMA/SAL before and after new allowances are posted, and in order to have a record of changes in Requisitioning Objective and Total SAL Dollar Value.

        (3) MSB will review the following listings/data files for excessive differences prior to processing the allowance data files into R-Supply/ NALCOMIS.

            (a) Review new allowance NIINs not on R-Supply Stock Item Table.

            (b) Review allowance quantities greater than the R-Supply COSAL List Table Allowance Quantity with difference quantities multiplied by the R-Supply Item Table Unit Price.

NOTE: R-Supply COSAL List Table contains allowance quantities for all allowances including AVCAL, COSAL and DBI.

(c)   Review allowance quantities less than the R-Supply COSAL List Table Allowance Quantities with difference quantities multiplied by the R-Supply Item Table Unit Price.

(4) MSB will coordinate the loading of all repairable and consumable X05s, X06s, X10s and X24s with the RCB/CCB to ensure both databases (R-Supply/NALCOMIS) are updated properly. Prior to loading any new X05 files (repairable or consumable), MSB will have the SAA verify all Non-recurring quantities on the Stock Item Table are set to zero. MSB will also ensure the RCB/CCB does not request an Automated Stock Reorder until all X05 processing is completed and new VO Fund Code requisitions are released into the supply system.

Note: Detailed procedures to load allowances into R-Supply are contained within the Allowance Validation and Load Procedures Section of Appendix T.

3.   COSAL In Access (CIA) CD-ROMS. Normally four copies of each package ID and four copies of the Master COSAL will be mailed. The titles of the CDs are labeled CIA Coordinated Shipboard Allowance List (COSAL) In ACCESS. A complete set should be provided to SRD and SSD. SMD will provide copies of the CDs to the appropriate maintenance customer (i.e. IMRL, EAF, WEATHER, etc.). MSB will retain a copy of all CDs and label them Master Copy and retain until the next completed COSAL Review.

a.   Detailed instructions for navigating the CIA are contained within each CD. Utilize the CD by following prompts as they appear on the screen.

b.   The "Select Tables to Download" Menu (Figure T-1) provides the ability to download files meeting certain criteria that may be necessary to research APLs/AELs.

c.   CRB will review the Master COSAL once received from the MSB to ensure all Controlled Equipage Material (CE) is identified and custody records are established and signed.

(1) CE items will appear on the CE Table. CE items can also be identified on the Stock Number Sequence Listing (SNSL) Table underneath the "Cust" column. The following definitions will be used to identify the categories of CE:

Code	Definition
S	CE, signature required
C	Consumables
E	Equipage, control not required
R	Repair part or MAM
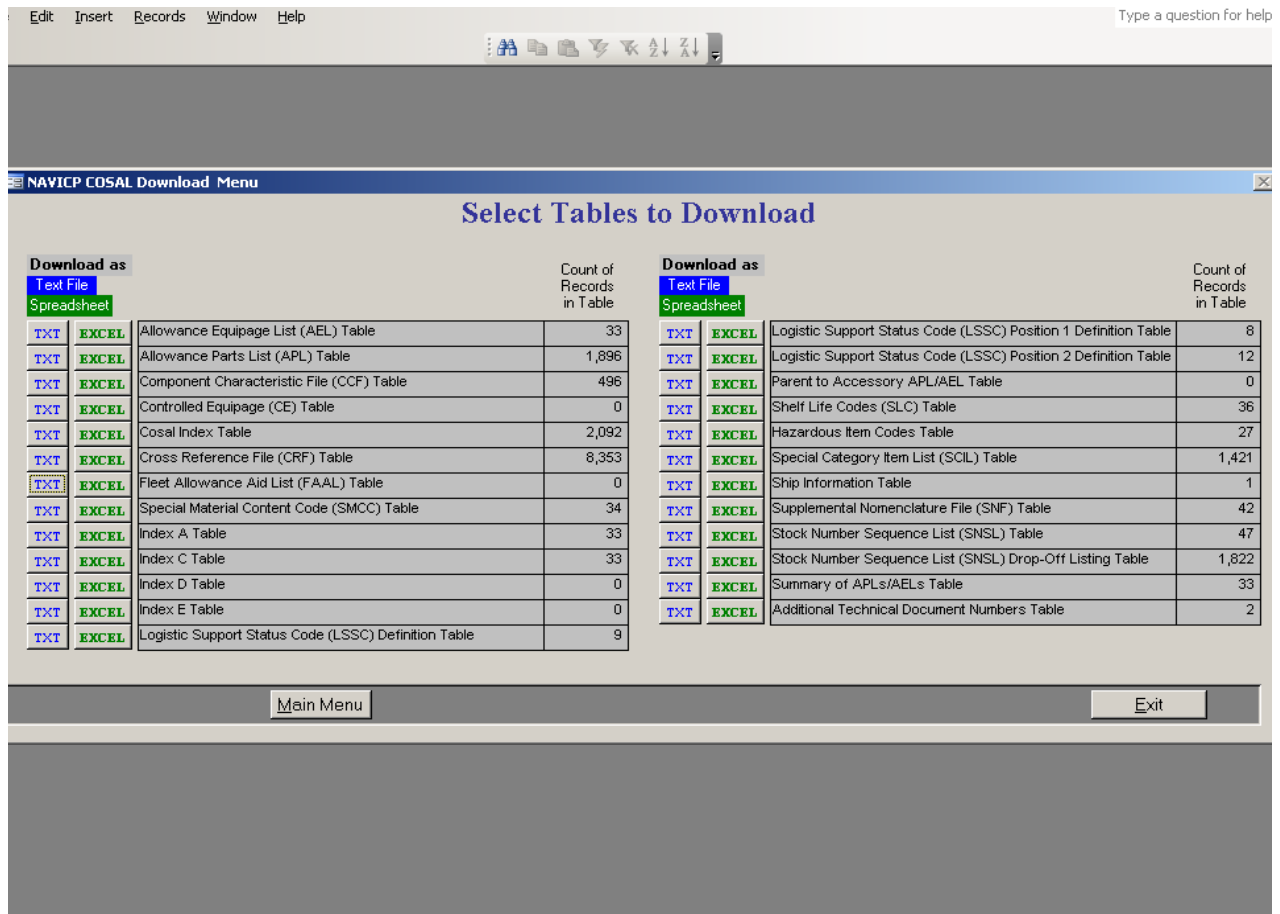
Figure T-1.--Tables Download Menu.

d. TRB will maintain a copy of the CDs to validate requisition requirements when APL/AEL are used as the reference for any Aviation Ordnance, ALIMS, Cryogenics, Calibration Equipment, GPETE, MF Vans, Meteorological Equipment, EAF Equipment or Air Traffic Control Equipment. TRB will also review the OSI Tab and process all NIIN superseding information.

e. MSB is required to maintain the Master COSAL Copy of each package ID. Additionally, the MSB will ensure the allowance aids are properly processed (after the allowances are loaded) and the MALSP Branch will inform RMD and CMD new allowances have been loaded.

4. COSAL In Access (AUTO-MCMAR). Although NAVSUP WSS-M validates the MAG's entire COSAL every three years, the validation is a continuous process. NAVSUP WSS-M provides interim changes (configuration changes, adds and deletions) via COSAL IN ACCESS (Auto MCMAR Section). The Auto-MCMAR section of the CIA is the primary vehicle for disseminating allowance updates to registered users of the APL/AELs. The CIA AUTO-MCMAR consolidates all Changes, New/Revised APLs/AELs, range adds and quantity changes into a single CD tailored to your specific maintenance actions.

a. CIA (AUTO-MCMAR) CDs are provided by NAVSUP WSS-M on an annual basis. Contact NAVSUP WSS-M to determine your annual cycle.

b. SMD will distribute one copy to each of the following divisions: SRD, SSD and the applicable external customers. SMD will label one copy "Master" and maintain with the Master COSAL CDs.

c. CIA AUTO-MCMAR Processing Procedures. The Main Menu is the focal point for navigating throughout the COSAL Database. There are eight options to choose from:

    (1) COSAL Data for an APL/AEL. This option displays information for the APL/AEL entered.

    (2) COSAL Data by Searching. Similar to the above option, but should be used when the APL/AEL is unknown.

    (3) COSAL Data for all APLs/AELs. Provides a menu listing for all of the COSAL Data types available.

    (4) Download Database Tables. Displays a list of all of the database tables used in this application and provides the ability to download each of them into a text file or an Excel spreadsheet.

    (5) Ships Information. This option displays Ships Information.

    (6) COSAL Introduction. This option displays an On-line COSAL Introduction PDF File.

    (7) User Manual. This option displays the On-line COSAL User Manual (Word Document File).

    (8) Exit. This option exits the application.

d. To determine if any action is required, the following tabs must be reviewed. To access the below tabs enter into COSAL Data for all APLs/AELs, Fleet Aid Allowance List (FAAL) (See Figure T-2).

        (a) OSI adds. Operating Storeroom Items New Allowances.

        (b) OSI increases. Operating Storeroom Items Increases.

        (c) OSI decrease. Operating Storeroom Items Decreases.

        (d) OSI deletes. Operating Storeroom Items Deletes.

        (e) Controlled Equipage. Signature and Control Required.

e. MSB will verify the CD AUTO-MCMAR for allowance increases or decreases. Allowance aids are not contained on the CIA AUTO-MCMAR and have to be interactively created and loaded to R-Supply. If allowance changes are found in any OSI Tab of the different packages, MSB must refer to the original Master COSAL to determine new allowance products quantities. MSB must ensure the Hull, Mechanical, Electrical (HME) Allowance is changed and not the AVCAL Allowance.
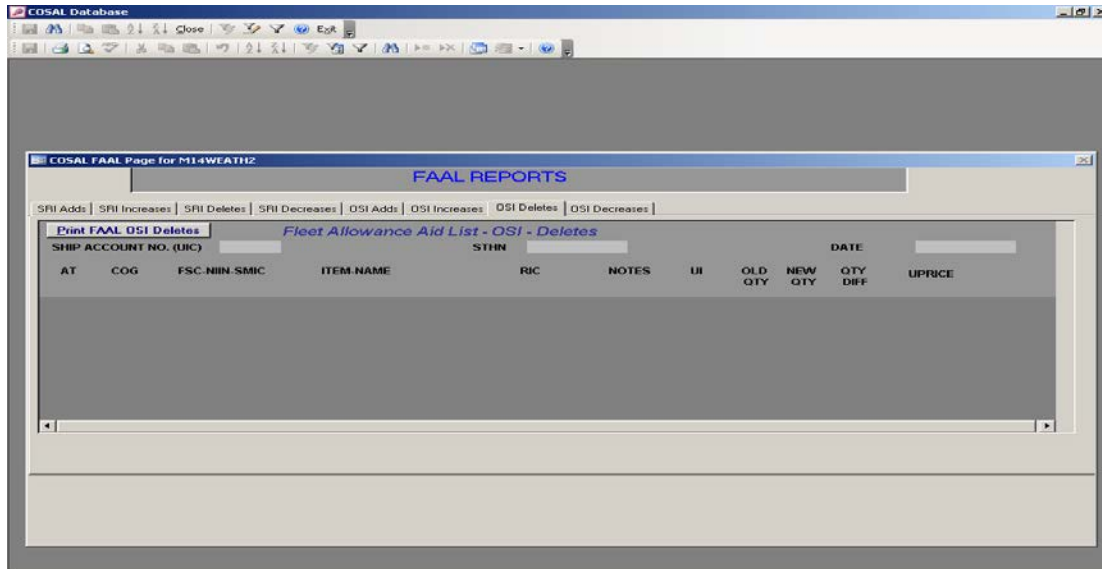
Figure T-2.--Fleet Aid Allowance List (FAAL).

5. Allowance Product Validation. After the allowance development is completed and allowance quantities negotiated, the final COSAL aids will be provided by NAVSUP WSS-M. Once SMD receives the final allowance aids, each DI will be validated by the MSB to ensure the files are in the proper format, the aids reflect the negotiated allowance quantities and the MALSP Support Package Serial Number Assignment is correct. These listings will be maintained on file until the next allowance review. If problems are encountered, the responsible ICP must be notified for corrective action. The following steps will assist MSB in validating the allowance aids.

    a. Data Integrity. When allowance aids are received, the SAA will review the printed listings/data files for integrity of all data elements. Basic Dataset Formats are contained in the R-Supply On-line Help Menu, Keyword Job Options/Definitions. There will be four different DIs received in the final aids.

NOTE: Every X05 must have at least one corresponding X06, X10 and X24 record.

        (1) X05. The DI X05 is used to establish, change or delete the AVCAL or COSAL allowance for an item. The allowance indicator of 'A' for AVCAL or 'C' for COSAL determines the type of allowance established. The Allowance Quantity Indicator (AQI) determines how to process the allowance. When processing allowance aids, the X05s must be processed into R-Supply first to establish the record if none exists; thus precluding the chance of the remaining aids suspending. Ensure R-Supply Suspense is verified for any suspended transactions.

NOTE: If the X05 is a deletion, the X24 deletion must be run prior to the X05 for the deletion to take place.

        (2) DI X06.   The DI X06 is used to add or delete part numbers on the Part Number Table. Many transactions taking place in R-Supply

and NALCOMIS automatically refer to and obtain information from this cross-reference.

      (3) <u>DI X10</u>. The DI X10 is used to add or delete information on the Allowance Parts List (APL) and Repairable Item Code (RIC) Files. An APL may be up to 11 positions long and is used to identify a COSAL item to its End Item. A RIC is normally a 4 position code, but may be up to 10 positions and is used to identify a COSAL item to its End Item. The DI X10 also establishes the Source, Maintenance and Recoverability Code (SMRC or SM&R) for an item.

      (4) <u>DI X24</u>. The DI X24 is used to add, change or delete package records from the Support Package Allowance Table. The X24 will establish allowances for the CSP as identified by the Support Package Type Indicator and the Support Package Serial Number. When validating the X24, ensure each item is being placed in the correct CSP and the allowance quantity for each CSP is equal to the negotiated quantity. If the sum of the total package allowances exceeds the combined COSAL allowance, the transaction will not process until the erroneous allowance is corrected.

  b. <u>Loading Allowances</u>

      (1) Prior to loading any new X05 Files (repairable or consumable), MSB will have the SAA set all Non-recurring Quantities (NRQTY) on the Stock Item Table to zero. The SAA will utilize the Stock Item Maintenance screens (INVENTORY>MANAGEMENT>INVENTORY ACTIONS>STOCK ITEM MAINTENANCE).

      (2) In the Stock Item Maintenance Window (see Figure T-3), the SAA will select the NRQTY Option under the Clear Flags/Indicators Group Box. When this option is selected, the SAA will select the Apply Button located at the top of the window. When the apply button is selected it will request the Batch Job to set the NRQTY in the Stock Item Table to zero.
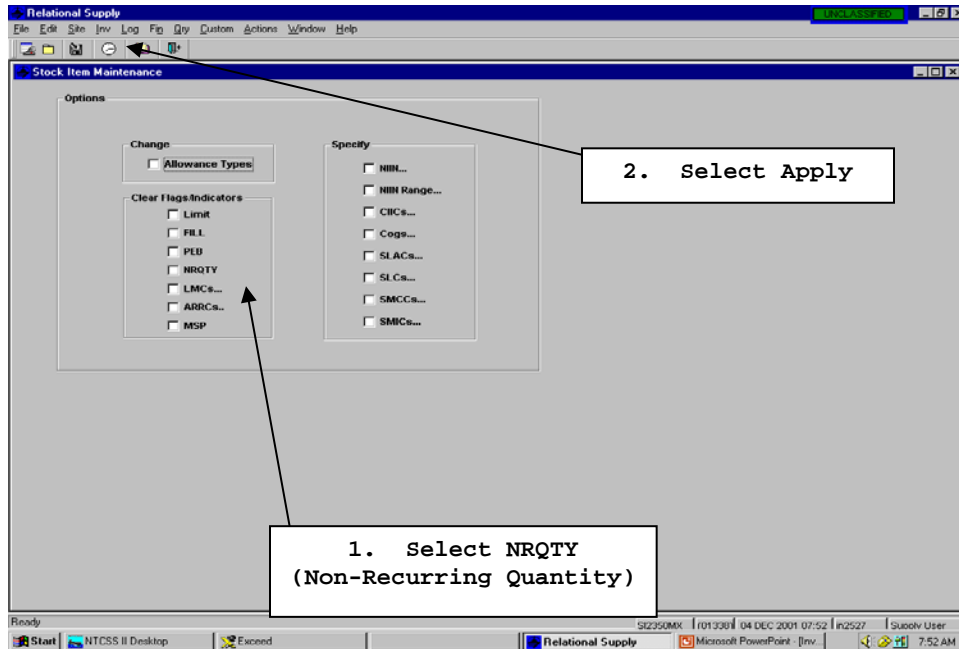
Figure T-3.--Stock Item Maintenance Screen.

NOTE: Depending on whether or not the approval required check box is set, the job may need to be released for processing after the request has been made.

(3) When the allowances have been received and validated, the MSB must load the new allowances into R-Supply. The following tables illustrate the various jobs the SMD will run to load the new allowances into R-Supply:

Job Options	Batch Job Nbr	Definitions
Allowance/Stock Build	JSS115	Used to process allowances and load list information received from inventory managers and various other sources. The X05 format information is used to establish new Item/Stock Item Table Records and establish, modify or delete allowance quantities (separate from job options).
Part Number Cross References	JSS190	Used to process part numbers received from inventory managers and various other sources. The X06 format information is used to establish or delete part number data for a Stock Item.
Repairable Item Codes	JSS210	Used to process RIC data received from inventory managers and various other sources. The X10 format information is used to establish or delete RIC records.

Allowance Parts Lists	JSS120	Used to process APL data received from inventory managers and various other sources. This data, which is in DI X10 format, can be received via SALTS, disk, or other means of transmission. The X10 format information is used to establish or delete APL records.
Support Package Allowance Build	JSS271	Used to establish MALSP SPKG allowances provided by NAVSUP WSS-M. The X24 format information is used to establish, modify or delete package allowance quantities.

(4) The following outlines the job order SMD will run when loading new allowances into R-Supply.

(a) Allowance/Stock Build, JSS115

1. X05 Format.

Data Position	Data Element
1-3	X05
4	Allowance Quantity Indicator
5	Allowance Indicator
6	Record Type Code
7-10	FSC
11-19	NIIN
20-21	SMIC
22-23	UI
24-28	Allowance Quantity
29-52	Nomen
53-54	Cog
55	MCC
56-64	Unit Price
65-73	Repair Net Price
74	FRC
75-78	FGC
79-83	UIC
84	Blank
85-89	FILL Item Number
90	CIIC
91	SLC
92-93	SLAC
94	Demilitarization Code
95	SMCC
96	Special Handling Code

97-101	Net Unit Cube
102-104	Case Weight
105-107	Case Quantity
108	Type Storage Code
109	Material Indicator Code
110	Maintenance Support Package Ind
111	Non Recurring Quantity Indicator
112	Batch Load Process Indicator
113-114	Local Management Code
115	X05 E15WB1 Indicator
116-144	Blank

Note 1: X24 deletions (JSS271 job) must first be processed in R-Supply before processing corresponding X05 deletions (JSS115 job).

Note 2: Not all data fields are mandatory; however, when you receive the aids from NAVSUP WSS-M they will provide all data required.

Note 3: Fields (such as the SLC, SLAC, DEMIL Code, SMCC, Special Handling Code, etc.) must contain data if the NIIN already exists in R-Supply.

    2. <u>Allowance Quantity Indicators</u>.

Indicator	Definition
A	Add the Input Allowance Quantity to the Existing Allowance Quantity
D	Delete the Existing Allowance Quantity
G	Replace the Current Allowance Quantity if the Input Allowance Quantity is greater
I	Interchangeable
S	Substitute
V	Verify the Current Allowance Quantity equals the Input Allowance Quantity
Blank	Replace the Current Allowance Quantity with the Input Allowance Quantity

    3. <u>Allowance Indicators</u>

Indicator	Definition
A	AVCAL
B	Boat COSAL
C	COSAL
F	FILL
M	MLOAD
N	NWCOS
Q	QCOSAL
T	TARSLL

        4. Non-Recurring Quantity Indicators.

        Indicator   Definition

        1   Push Item
        Blank   Not a Push Item

        5. Batch Load Process Indicator.

        Indicator   Definition

        F   Full Load
        S   Supplemental/Splinter

        6. Record Type Code Indicator.

        Indicator   Definition

        1   NSN
        2   Part Number

NOTE: If Record Type Code equals 2, then positions 7-21 equals CAGE
and Reference number instead of NSN and SMIC.

        (b) Part Number Cross References, JSS190

            1. X06 Format.

            Data Position   Data Element

            1-3   X06
            7   Record Type Code
            8-22   NSN
            23-27   CAGE
            28-59   Reference Number
            60-62   Add/Delete Record Indicator
            63-90   Blank

            2. Add/Delete Record Indicator Values.

            ADD   Adding a Part Number Record
            DEL   Deleting a Part Number Record

    (c) Repairable Item Codes, JSS210.

        1. X10 Format

        Data Position   Data Element

        1-3   X10
        4   RIC Indicator
        5   Part Number Indicator

6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	RIC1
45-55	RIC2
56-66	RIC3
67-77	RIC4
78-88	RIC5
89-99	RIC6
100-110	RIC7
111-121	RIC8
122-132	RIC9
133-143	RIC10
144	Blank

2. RIC Indicators

Indicator	Definition
1	Indicates AVCAL RIC
Blank	Indicates COSAL APL

3. QCOSAL Indicators

Indicator	Definition
Q	COSAL APL
Blank	Non-QCOSAL APL/AEL

4. Add/Delete Indicators

Indicator	Definition
A	Add
D	Delete
Blank	Add

(d) Allowance Parts Lists, JSS120

1. X10 Format

Data Position	Data Element
1-3	X10
4	RIC Indicator
5	Part Number Indicator

6	QCOSAL Indicator
7	Add or Delete Indicator
8-22	NSN
23-24	Source Codes
25	Maintenance Code (Use)
26	Maintenance Code (Repair)
27	Recoverability Code
28	Supplemental Code
29-33	Unit Identification Code
34-44	APL/AEL1
45-55	APL/AEL2
56-66	APL/AEL3
67-77	APL/AEL4
78-88	APL/AEL5
89-99	APL/AEL6
100-110	APL/AEL7
111-121	APL/AEL8
122-132	APL/AEL9
133-143	APL/AEL10
144	Blank

2. RIC Indicators

Indicator	Definition
1	Indicates AVCAL RIC
Blank	Indicates COSAL APL

3. QCOSAL Indicators

Indicator	Definition
Q	QCOSAL APL
Blank	Non-QCOSAL APL/AEL

4. Add/Delete Indicators

Indicator	Definition
A	Add
D	Delete
Blank	Add

(e) SPkg Allowance Build, JSS271

1. X24 Format

Data Position	Data Element
1-3	X24
4	Establish, Change, Delete indicator or Process code
5	Support Package Type

7	Record Type Code R-Supply
8-22	NSN/ Part Number
23-24	Unit of Issue
25-29	Support Package Quantity
33-37	Parent UIC
38-43	Packup Serial
45-49	Packup Allowance
50-61	Packup Locations
66-68	Net Cube
69-71	Case Weight
72-74	Case Quantity
75	Allowance Indicator

2. Establish, Change, Delete Indicator or Process Code

Indicator	Definition
E	Establish
C	Change
D	Delete

3. Support Package Type

Indicator	Definition
F	FISP
1, 2, etc.	PCSP
C	CCSP
I	FOSP
T	TSA

4. Allowance Indicators

Indicator	Definition
A	AVCAL
B	Boat COSAL
C	COSAL
F	FILL
M	MLOAD
N	NWCOS
Q	QCOSAL
T	TARSLL

NOTE: If you have X24 and X05 deletions, you must first process the X24 deletions (JSS271) in R-Supply before processing X05 deletions (JSS115).

     (5) Batch File Transfer X05 Data. The SAA will FTP the X05 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER). The MSB will select the Transfer to Server Option (Figure T-4). When the Transfer to Server Option is selected, the MSB will click on the drop down arrow under Process and select the JSS115 Predefined Job Parameter. When the Predefined Job Parameter is selected, the user will enter the path where the X05 Data

Input File is located. When completed, the MSB will select the Apply
Button located at the top of the window. When apply is selected, the
X05 data will be placed in the /h/data/local/SUP1BT/tape_in directory
for future use.

        (6) Run the Predefined Parameters. Now that the X05 data has
been uploaded to R-Supply, the MSB will run the predefined parameter
job to update the R-Supply Database. The MSB will access the
Predefined Parameters screen (Site>Management>Site Internal>Batch Job
Scheduling>Predefined Parameters) (Figure T-5). The MSB will select
the predefined parameter JSS115. When this option is selected, the MSB
will click on the Apply Key located at the top of the window. This job
will run automatically only if the Approval Required Block is
unchecked. This process will update the R-Supply Database with the X05
data transferred above. Process any suspended records in R-Supply
Suspense.
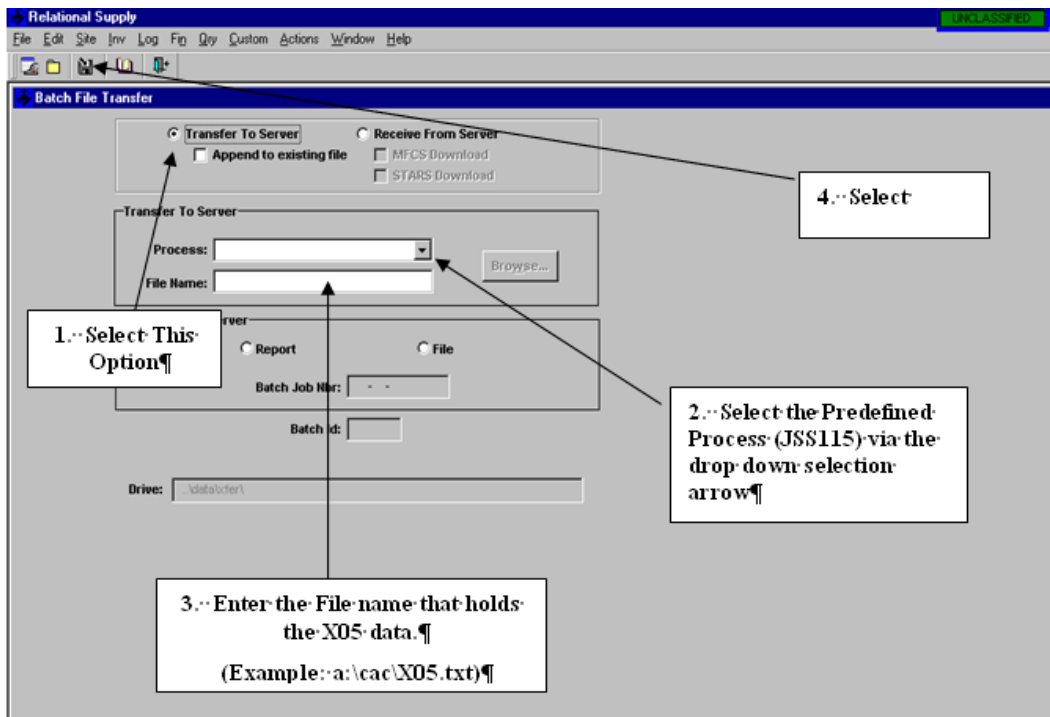
Figure T-4.--Batch File Transfer Screen X05 Data.
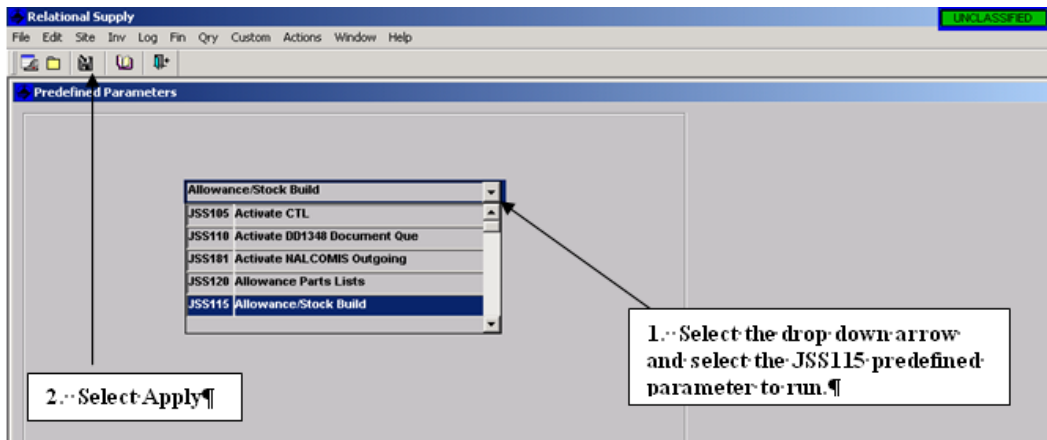
Figure T-5.--Predefined Parameters Screen X05 Data.

c. Batch File Transfer X06 Data. The MSB will FTP the X06 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-6).

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, the MSB will click on the drop down arrow under Process and select the JSS190 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X06 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X06 data will be placed in the /h/data/local/SUP1BT/tape_in Directory for future use.
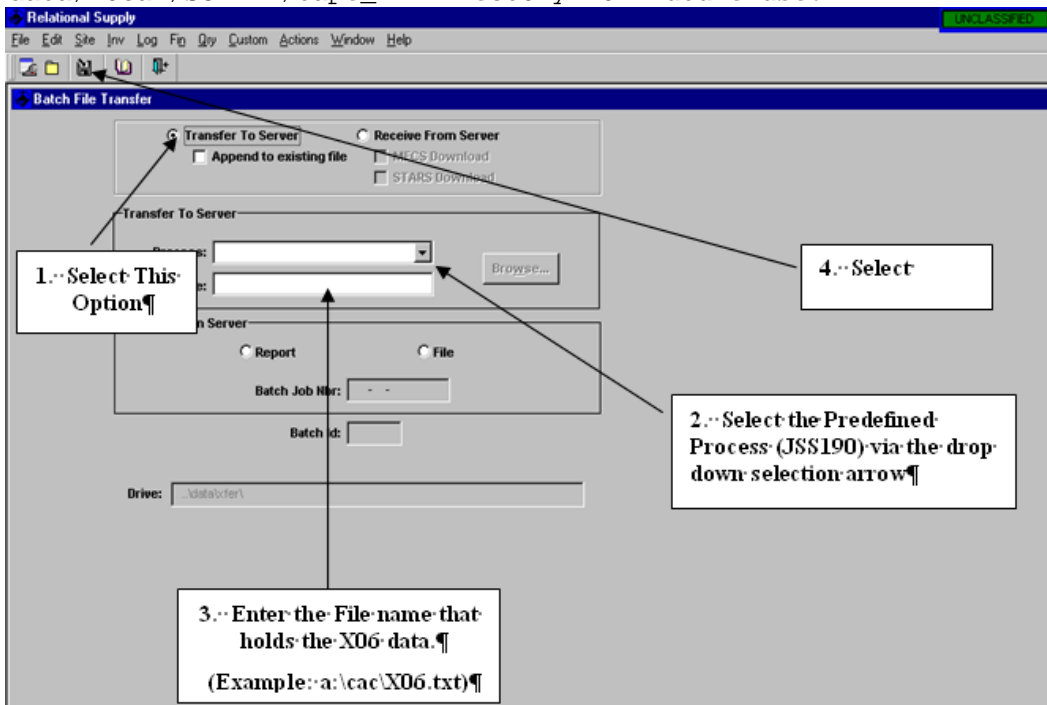
Figure T-6.--Batch File Transfer X06 Data.

(2) Step 2A: Run the predefined parameters. Now that the X06 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-7).
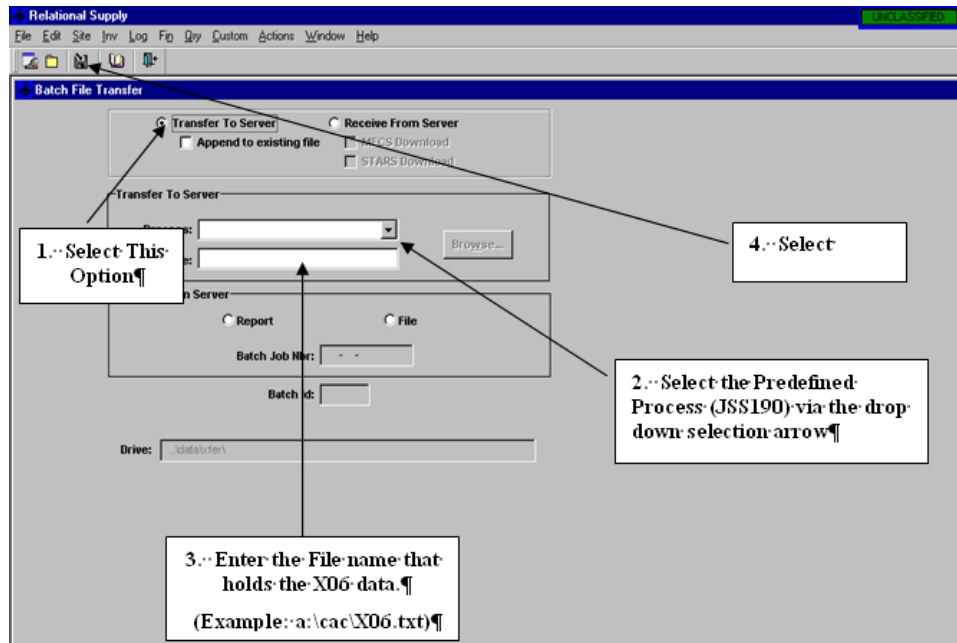
Figure T-7.--Predefined Parameters Screen X06 Data.

(3) MSB will select the Predefined Parameter JSS190. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X06 data transferred in Step 2.

d. Step 3: Batch File Transfer X10 Data (RIC). MSB will FTP the X10 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-8).

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS210 Predefined Job Parameter. When the Predefined Job Parameter is selected, the user will enter the path where the X10 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X10 data will be placed in the /h/data/local/SUP1BT/tape_in Directory for future use.

(2) Step 3A: Run the predefined parameters. Now that the X10 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-9).
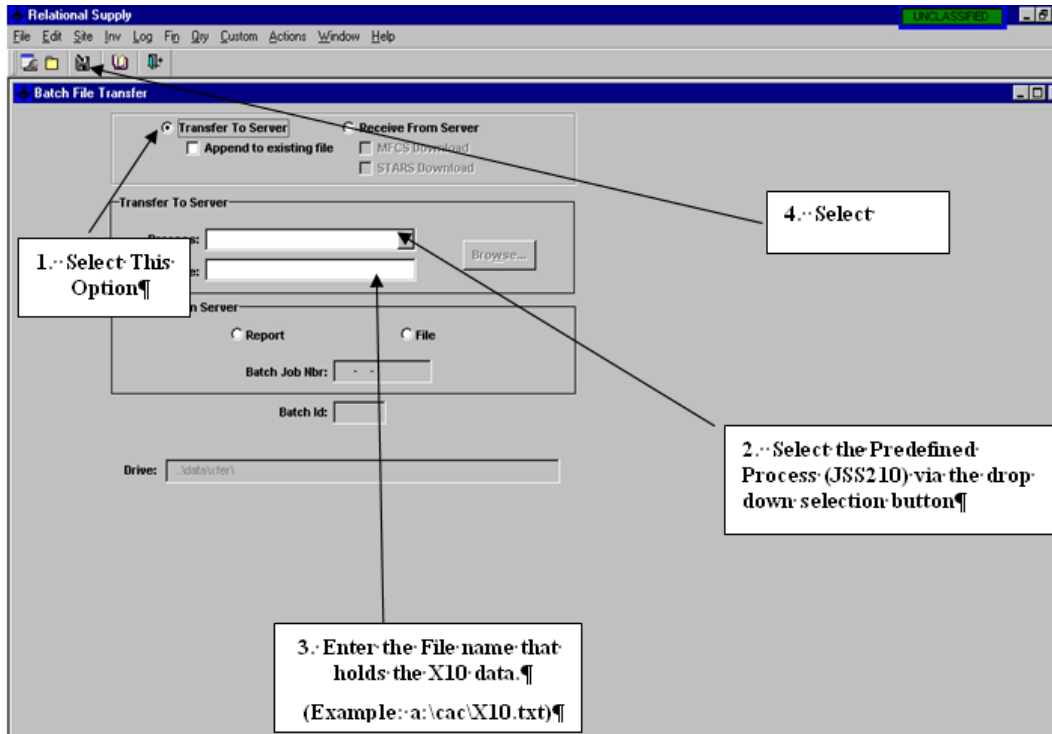
Figure T-8.--Batch File Transfer X10 Data, RIC.

(3) MSB will select the Predefined Parameter JSS210. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X10 data transferred in Step 3.
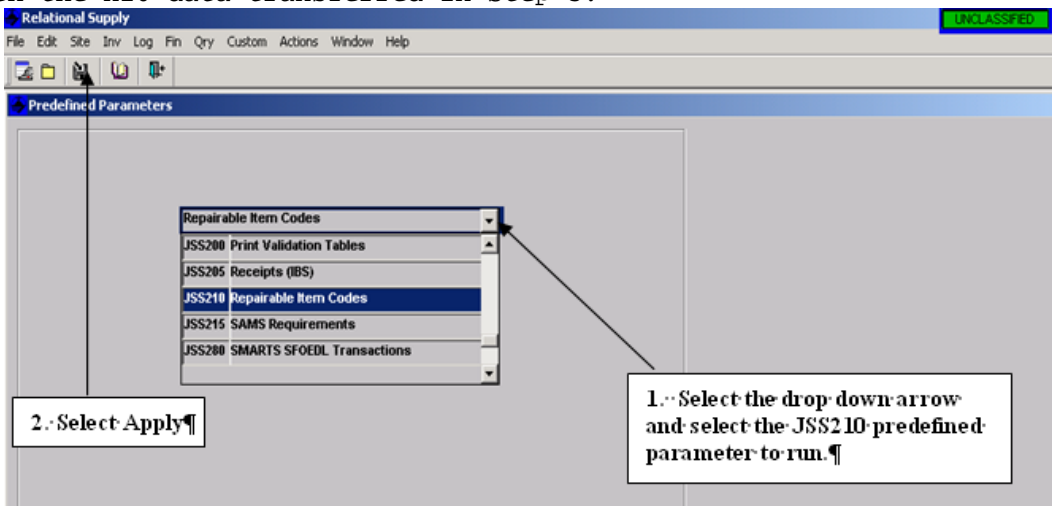
Figure T-9.--Predefined Parameters Screen X10 Data, RIC.

e.   Step 4: Batch File Transfer X10 Data (Allowance Parts List (APL). MSB will FTP the X10 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-10).
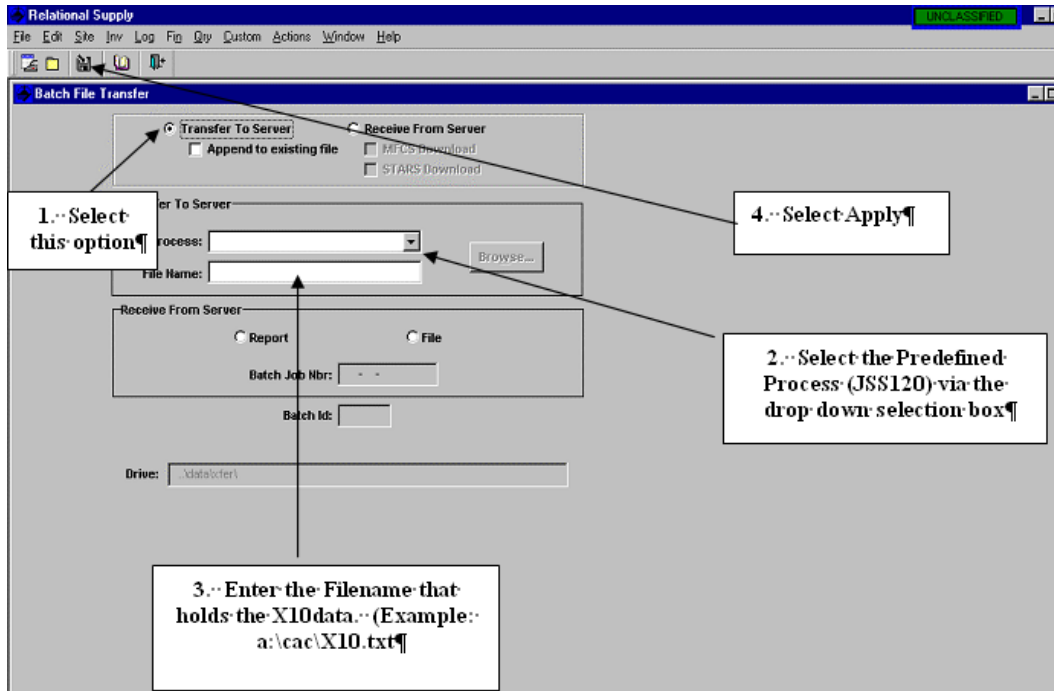
Figure T-10.--Batch File Transfer X10 Data, Allowance Parts List.

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS120 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X10 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X10 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

(2) Step 4A: Run the Predefined Parameters. Now that the X10 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-11).

(3) MSB will select the Predefined Parameter JSS120. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X10 data transferred in Step 4.
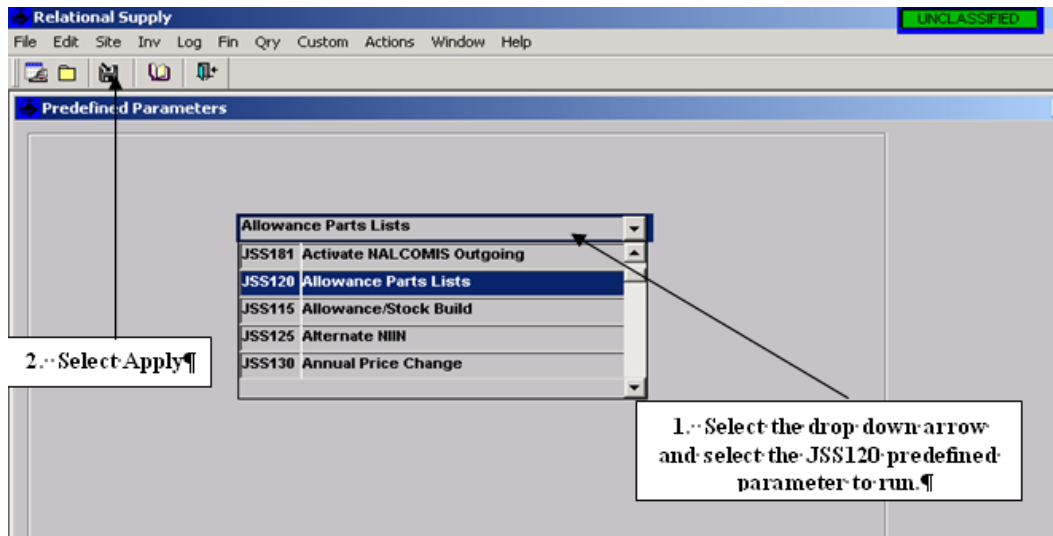
Figure T-11.--Predefined Parameters Screen X10 Data, Allowance
Parts List.

f. <u>Step 5: Ensure Support Package Serial Number Loaded.</u> The SAA must ensure the Support Package Serial Number has been loaded to R-Supply before processing the X24s. This is found under Site>Activity Controls>Support Package Serials (Figure T-12). If the serial number is not there, the SAA must insert a row and enter the support package information. Process any suspended records in R-Supply.

g. <u>Step 6: Batch File Transfer X24 Data.</u> MSB will FTP the X24 data to R-Supply via Batch File Transfer (FILE>UTILITIES>FILE TRANSFER>BATCH FILE TRANSFER) (Figure T-13).

NOTE: The X24 will determine which Support Package the new allowance will be placed in.

(1) MSB will select the Transfer to Server Option. When the Transfer to Server Option is selected, MSB will click on the drop down arrow under Process and select the JSS271 Predefined Job Parameter. When the predefined job parameter is selected, the user will enter the path where the X24 data input file is located. When completed, MSB will select the Apply Key located at the top of the window. When Apply is selected, the X24 data will be placed in the /h/data/local/SUP1BT/tape_in directory for future use.

Figure T-12.--Support Package Serials.

Figure T-13.--Batch File Transfer X24 Data.
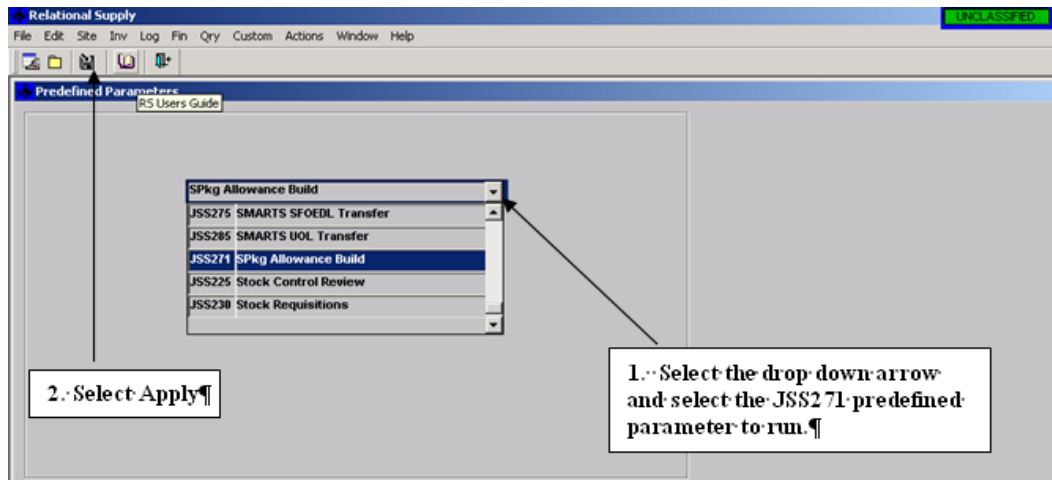
Figure T-14.--Predefined Parameters screen, X24.

        (2) Step 6A: Run the Predefined Parameters. Now that the X24 data has been uploaded to R-Supply, MSB will run the predefined parameters job to update R-Supply. MSB will access the Predefined Parameters Screen (Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters) (Figure T-14).

        (3) MSB will select the Predefined Parameter JSS271. When this option is selected, MSB will click on the Apply Key located at the top of the window. NOTE: This job will run automatically only if the approval required box is unchecked. This process will update R-Supply with the X24 data transferred in Step 6.

    h. Step 7: Monitor Corrections. MSB will monitor the warehouse functions which must be accomplished by CMD and RMD to reflect the changes made to the R-Supply/NALCOMIS Databases.

        (1) Process all suspended records in R-Supply.

        (2) Ensure excess material is properly offloaded IAW Wing/TYCOM Procedures.

        (3) Ensure new stock material is placed on order for storeroom or support package.

        (4) Ensure new FISP/MESP material is properly stored in appropriate package location.

        (5) Remove support package material no longer required.

6. Initial Buy Procedures

    a. COSAL Repairables. NAVSEA OPN Outfitting Account Funds will be used to procure initial or increases in COSAL Repairable Allowances. Requisitions will cite an RI of NUV, Media Status Code U, R-Supply will auto assign the applicable Service Code, Demand Code N, Supplementary Address of N48096, Signal Code C, Fund Code VO and Advice Code 5D. All repairable VO Fund Code requisitions are transmitted to FISC, Puget Sound (Code 70), Bremerton, WA 98314. RI NUV via

electronic MILSTRIP submission (SALTS). NAVSEA OPN Outfitting Account Allotment Holder is a centralized operation concept. Individual units submit COSAL initial outfitting requisitions citing NAVSEA OPN Funds directly to FISC Puget Sound in accordance with reference (w). These funds will only be used to requisition COSAL initial outfitting for DLR material. Funding of consumable COSAL requirements will cite normal NWCF Fund Codes.

     (1) MSB will receive the CIA Report from NAVSUP WSS-M on an annual basis and whenever an OPNAV 4790/CK configuration change is submitted. MSB will verify the AUTO-MCMAR for allowance increases or decreases and will ensure the allowance aids are properly processed. Once allowance changes are processed, the AUTO-MCMAR will be forwarded to TRB of SRD and SSD for review and filing. Reference (ap) provides detailed instructions on how to properly process the CIA (AUTO-MCMAR Section).

Appendix U

Carcass Tracking / Stock In Transit (SIT)Procedures

1. Definitions

   a. A two-tier pricing system exists for Depot Level Repairable (DLR) material.

      (1) Unit Price: Full value of the DLR.

      (2) Net Unit Price: Cost of repairing the DLR and is the price obligated when an NRFI item has been or will be turned in.

NOTE: Carcass Value: Unit Price – Net Unit Price: Represents the value of the NRFI asset.

   b. Carcass Tracking: The DLR Carcass Tracking System is the Navy's program that provides inventory managers with the means to monitor the flow of NRFI repairables from end-users through the Retrograde Pipeline and repair cycle and subsequent return to the supply system stock. When activities have requisitioned DLR items using exchange advice codes they are required to turn a NRFI carcass in to the supply system. When the ICP receives notice that a DLR was issued, an outstanding carcass record is created. Until a Transaction Item Report (TIR) is received indicating carcass receipt, the ICP keeps the file open and continues searching for the asset. Lack of a valid Proof Of Shipment (POS) may result in carcass charges.

   c. Stock In Transit: All material movements between Naval Working Capital Fund activities are recorded in NAVSUP WSS information systems as SIT. When an ICP reports Issue of material (not applicable for End Use), a SIT record is created. Until a TIR is received indicating receipt of material (receipt must pass SIT closing criteria), or the Issue transaction is reversed, the SIT record remains open. (Figure U-1) SIT records are accessible via the NITA Module in eRMS.

Figure U-1.—Fleet Stock In Transit Legs

2. Electronic Retrograde Management System (eRMS): eRMS provides asset visibility during the entire retrograde turn-in process. When a turn-in (DD1348-1A) document (Document ID D6A, D6K, BC2, BGJ, BEI, BQD) is created, manifested, and POS posted, an eRMS transaction is generated providing Proof of Custody Transfer (POCT). POCT relieves the activity of carcass responsibility. TIRing for DLRs takes place within the Advance Traceability and Control (ATAC) system, or the ultimate destination. In addition, eRMS provides non-TIRing capability for USMC Secondary Repairables (SECREPs), Repair and Return (R&R), and Pack-Up Kit (PUK) movements. The web Shipping Discrepancy Reporting (SDR) system is then used to follow-up on any transaction where SIT was initiated and no subsequent POS/Proof of Delivery (POD) was provided. Carcass tracking remains open for items requisitioned where no turn-in was made.

Note: The Desk Guide and training manuals for the Electronic Retrograde System (eRMS) are available for download at https://mril.navsisa.navy.mil/eRMS/submenu.asp

    a. eRMS is a management program designed specifically for users to:

        (1) Identify retrograde material.

        (2) Print a bar-coded DD1348-1 turn-in shipping document reflecting the Designated Overhaul Point (DOP)/Depot Supply Point (DSP) and other critical information such as Carcass Express, HAZMAT, CLASSIFIED, ATAC Exclusions, Defense Reutilization Material Office (DRMO), etc.

        (3) Create bar-coded turn-in/shipping documents (DD1348-1s).

(4) Create shipping manifests and Military Shipping Labels (DD1387s).

(5) Post POS providing POCT.

(6) Capture POD.

(7) Create Engineering Investigation (EI) turn-in/shipping documents, Quality Discrepancy Report (QDR) turn-in/shipping documents, and aircraft engine shipping and tracking documentation.

(8) Create shipping documentation for Repair & Return assets.

(9) Identify other retrograde DLR requirements such as logbooks, Scheduled Replacement Component (SRC) cards, or Equipment History Cards (EHCs).

(10) Identify appropriate shipping containers and Crown Jewel assets.

(11) Access a "hot link" to the P700-Common Naval Packaging (CNP).

(12) Access to historical data by document, NIIN, Part Number or Serial Number.

(13) Identify the cognizant Inventory Manager.

Requesting Access

First time eRMS users need to request access by selecting the 'New User' option on the User Management Access screen on the eRMS website (https://mril.navsisa.navy.mil/erms). Users are also required to fill out and fax a System Access Authorization Request (SAAR) form to the NAVSUP help desk to gain system access (only required once.) Section III of the SAAR is required to be completed and signed by the site Security Officer, but a Security Clearance is not required by the user. To use the eRMS system, all users are required to obtain a DoD PKI (Public Key Infrastructure) Certificate. An access request (see below) must be initiated on line at the activity where the individual is currently assigned.

To access eRMS, follow these steps:

Step 1. Users must insert their CAC into the CAC reader.

Step 2. Open your Internet Browser to:
https://mril.navsisa.navy.mil/erms

Step 3. If you have one UserID, click on 'Continue to eRMS'.

If you have more than one UserID, click the 'Select User Account' drop down menu and select the appropriate account to complete transactions within eRMS.
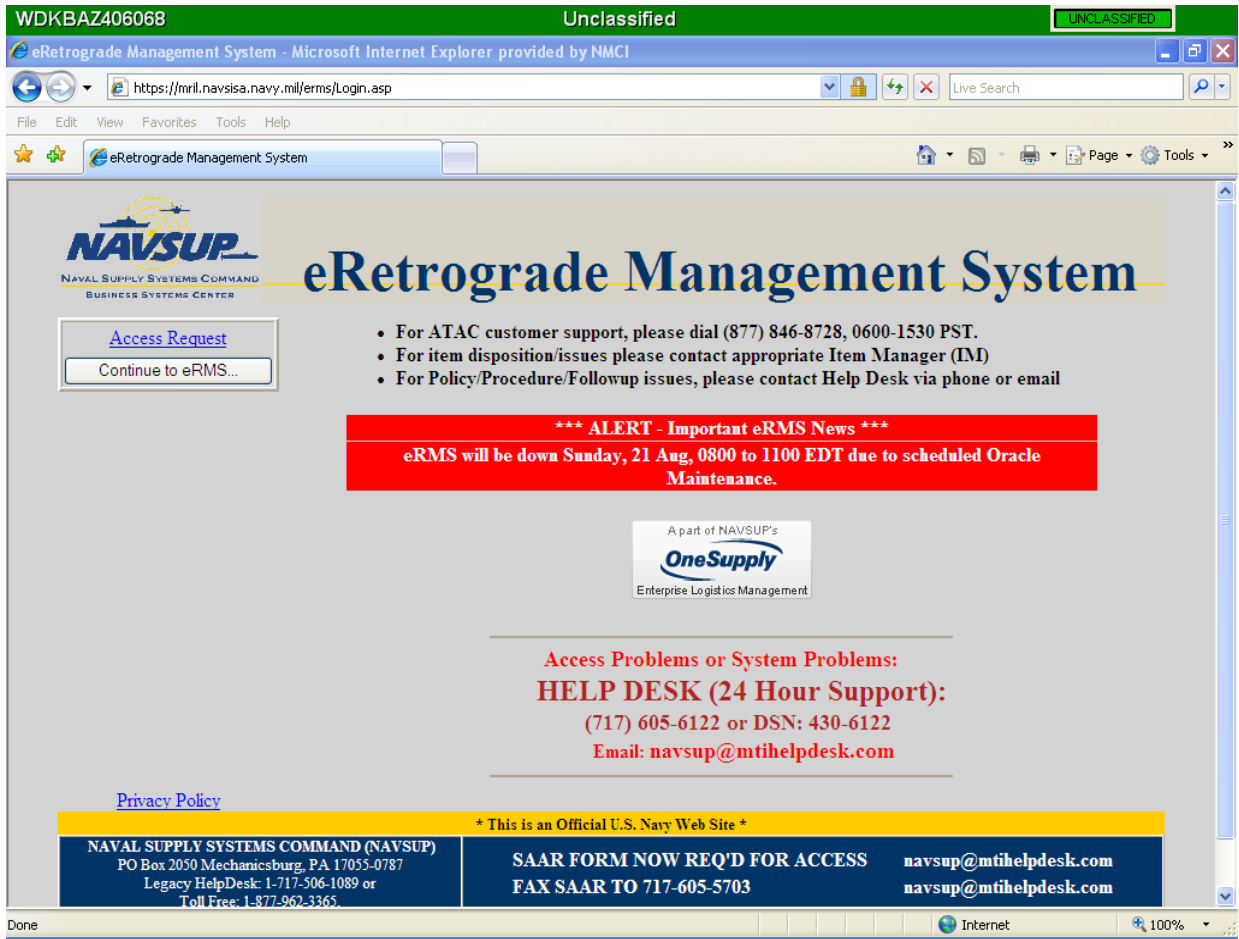
Figure U-2.- eRetrograde Management System Logon Page

NOTE: The website home page displays the HELP DESK e-mail address and telephone numbers for problems related to site access or system issues.

<u>eRMS Modules</u>

<u>Main Menu</u>: This is the main menu that all sites are offered to use. (Figure U-3)
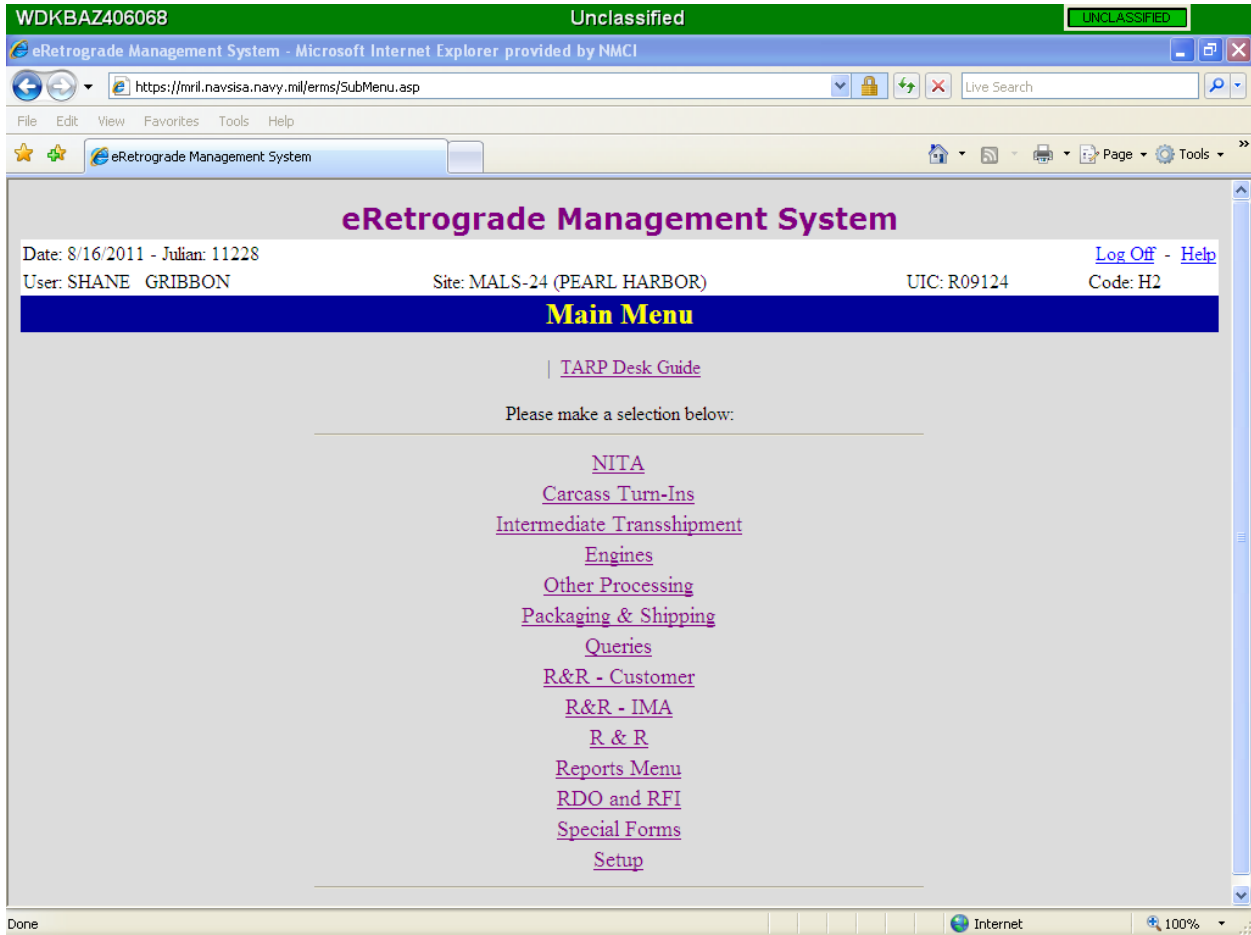
Figure U-3.--eRMS Main Menu.

a. <u>NAVSUP WSS In-Transit Accountability (NITA) Module</u>: This module incorporates NAVSUP's Carcass Tracking and SIT programs into eRMS.

b. <u>Carcass Turn-in Module</u>: The Carcass Turn-in module is the "standard" module all sites (with a few exceptions) are trained to use. The standard module may come with one or more of the other modules.

c. <u>Aircraft Engine Module</u>: This module provides for processing, movement, and tracking visibility of aircraft engines. This is not a TIRing module.

d. <u>Other Processing Module</u>: This module is not ICRL or MRIL driven. TIRing is not required and the repair site selection is via a drop down menu.

e. <u>Packaging and Shipping Module</u>: This module allows the user to correctly pack, document and ship DLRs/SECREPs. The P700-CNP

(Common Naval Packaging) provides detailed packing guidance in order to ensure proper protection for DLRs. In addition, the user must provide required documentation that supplements and accompanies the DD1348-1A, such as Scheduled Replacement Component (SRC) cards, aviation engine logbooks, Equipment History Records (EHRs), Assembly Service Records (ASRs), and Material Safety Data Sheets (MSDSs).

f. Queries: eRMS permits the user access to document/shipping history and item information searches such as NIIN to Item Manager, NIIN to Part Number, Part Number to NIIN, MRIL Ship Address, Search for MRIL Notes, P700-CNP Packaging Requirements and ICRL Query.

g. Repair and Return (R&R) Modules: This module permits the user to ship a repairable asset to/from a repair site. This module does not TIR. It is ICRL driven, and repair site selection is determined by the ICRL with limited Intermediate Maintenance Activity (IMA) exception override. ICRL maintenance is critical for this module.

   (1) Customer Sub-Module: Designed to provide ITV/Accountability for those sites that send NRFI assets to other Navy repair sites to be fixed and returned.

   (2) IMA Sub-Module: Frequently works with the R&R Customer sub-module, but is primarily designed to receive, repair and return Navy owned assets to the sending unit, and does provide ITV/Accountability.

h. Reports: eRMS permits the user to access a variety of reports to include, but not limited to, Open Proof of Shipment, Open Proof of Delivery, Automated Report of ATAC Discrepancies (ARAD), etc.

i. Redistribution Order (RDO) and Ready for Issue (RFI) Offload Module: Developed to provide ITV and accountability for offloads. This module TIRs and tracks "A" condition assets to the Designated Storage Point (DSP) via ATAC. TARP is used to verify asset condition and document accuracy so that the DSP will not open and subsequently bill the services.

3. NITA Procedures

a. Carcass Tracking: RCB is responsible for accessing and working Carcass Tracking in the NAVSUP WSS In-transit Accountability (NITA) module within eRMS. A selection of the Carcass Tracking reports available in NITA are as follows:

   (1) Pending Carcass Charges: Carcass records will appear on the Pending Carcass Charges Query when an exchange transaction (AO_ or X31/D7_) posts. When DLRs are requisitioned with an exchange Advice Code, the Net price is obligated and the ICP will track the carcass to ensure that it is returned to the system for repair. These records can be viewed and worked from the first day the exchange

transaction posts. Communication with NAVSUP WSS/TYCOM to resolve carcass charges is conducted via "Comments" function within NITA.

NOTE: When DLRs are requisitioned with a non-exchange Advice Code, the standard price is obligated and there is no carcass tracking since no turn-in exists.

(2) Actual Carcass Bills: Carcass Bills will be automatically generated at day forty-five (45) for Pending Carcass charges unless POCT is posted. Customers can automatically request/receive a thirty (30) day extension (bill date moved to day seventy-five (75)). Additional requests for time/record suspension must be approved by NAVSUP WSS. Communication with NAVSUP WSS/TYCOM to resolve carcass charges is conducted via "Comments" function within NITA.

(3) Investigation Report: Carcass records which have a POS posted with no record of receipt will result in the document being on the Investigation Report. A copy of the signed POCT is required to relinquish the activity's responsibility. NAVSUP WSS will use the POCT in their System Loss Investigation.

(4) System Loss Report: Carcass records accepted as system losses after completion of the investigation by NAVSUP WSS.

(5) Reversed Carcass Bills: Contains records where Carcass Bills have been reversed.

b. SIT: RCB and CCB are responsible for working open SIT. The following situations create open SIT records:

(1) Material issued (D7_) to receiving activity with no receipt (D6_) processed.

(2) Quantity received differs from quantity shipped.

(3) RIC received differs from RIC shipped.

(4) Duplicate shipments with one receipt processed.

(5) Receiving activity has not TIR'd receipt of offloaded material.

(6) Receiving activity TIR'd receipt quantity is different from shipping activity quantity.

(7) MALSP Transfers

SIT is closed only when:

    (1) The SIT issue (D7_) is reversed.
    -or-
    (2) A SIT receipt (D6_) is posted
    -and-
    The document number matches
    -and-
    Issue quantity = Receipt quantity
    -and-
                        (2 out of 3 rule)
    Issue and Receipt NIIN are identical
    Issue and Receipt Condition Code are identical (**automatic at R-Supply sites**)
    Issue and Receipt receiver plant identical **(automatic at R-Supply sites)**

Generally, SIT records will resolve themselves through regular business. Users will review open SIT records which qualify as overaged (15 Days CONUS and 45 Days OCONUS for repairables) and (30 Days CONUS and 60 Days OCONUS for consumables) utilizing the SIT Reports/Workload module within NITA. Communication with NAVSUP WSS to resolve problematic SIT records is conducted via "Comments" function within NITA.

NOTE: SIT Reports may be maintained as either electronic or hard copy files as long as the overaged records are annotated appropriately.

4. NADSUPP WSS Extranet: There are also several useful presentations within the NAVSUP WSS Extranet at the following website: https://www.navsup.navy.mil/navsupwss-extranet/carcass_tracking_sit/training. (Figure U-4)
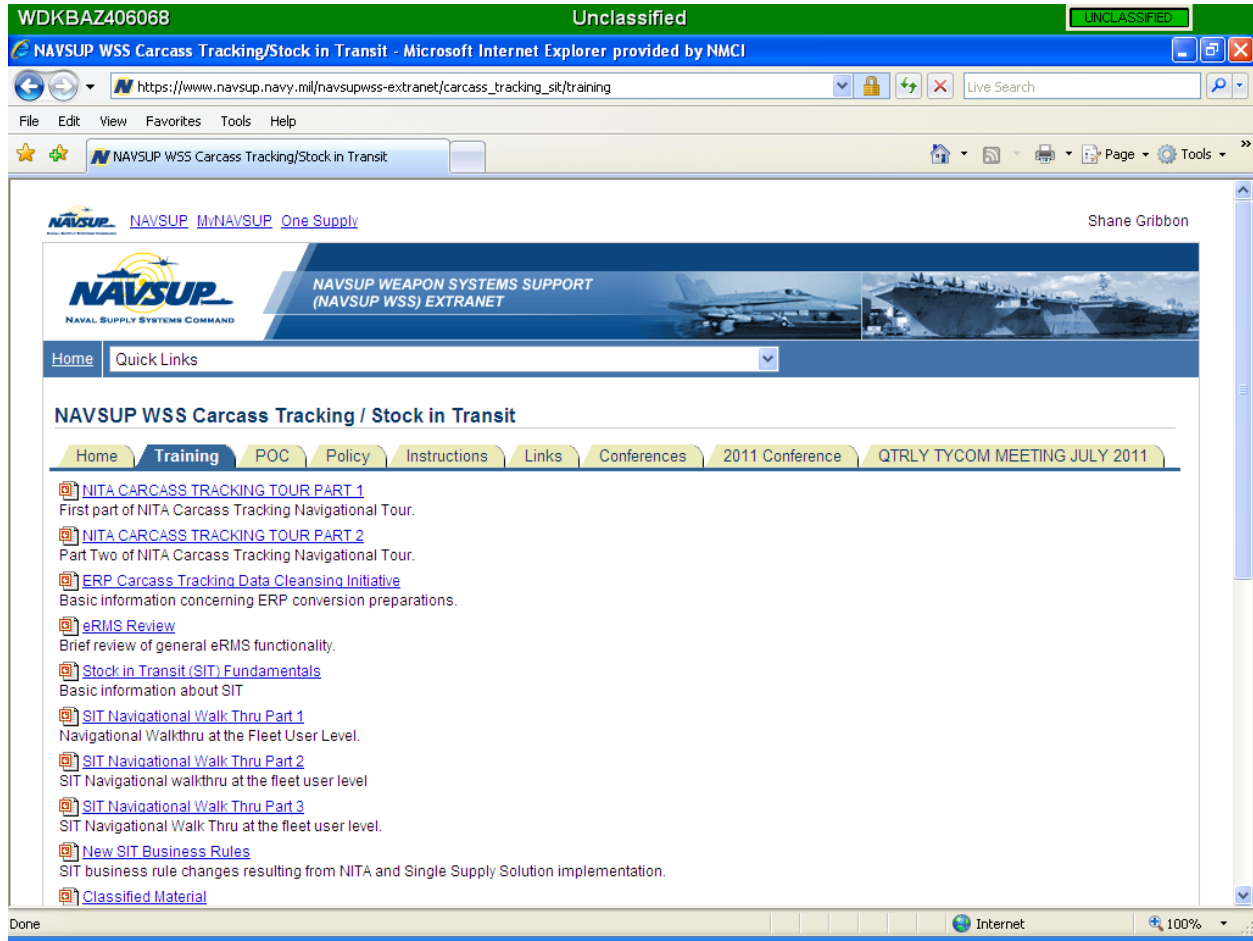
Figure U-4.--NAVSUP WSS Extranet.

Appendix V

Air Card / Wide Area WorkFlow Procedures

Section I: Air Card

1. <u>General</u>. The Naval Supply Systems (NAVSUP) Command Consolidated Card Program Management Division (CCPMD) is the Department of Navy (DON) Consolidated Program Manger (CPM) for the Aircraft INTO-Plane Reimbursable (AIR) Card program. They are responsible for providing oversight and management for all DON activities.

    a. The Air Card serves as an identification, order/purchase instrument and payment mechanism. The Air Card provides a commercially accepted, effective and convenient method to procure aviation fuel and related ground services and supplies for DON owned aircraft.

    b. The Air Card is the only card with which DON personnel are authorized to purchase aviation fuel, fuel related supplies and ground services for DON owned aircraft from Defense Energy Support Center (DLA) Into-Plane contract sites and non-contract locations. Its use is mandatory at all DLA Into-Plane contract locations that accepts the Air Card to procure aviation fuel replacing the Identaplate (DD Form 1896) and at DOD installations where Automated Data Capture Equipment is used. Only DON military and civilian personnel are authorized users of the Air Card.

    c. To establish an Air Card account, an email must be sent to DON CCPMD (SUP 34) along with a completed Accountable Official Nomination Form which is located online at https://www.navsup.navy.mil/ccpmd on the Air Card Policies Page. All requests for aircraft transfers, new cards and cancellations must also be sent via email to AIR_card@navy.mil.

2. <u>Policies and Regulations</u>. The following instructions outline the policies and procedures for operation and management of the Air Card Program.

    a. NAVSUPINST 4200.97_, Navy Policies and Procedures for the Operation and Management of the Aircraft Into-Plane Reimbursement (Air) Card Program.

    b. SECNAVINST 5430.7N.

    c. DOD Manual 4140.25-M, DOD Management of Bulk Petroleum Products, Natural Gas and Coal Acquisition and Technology.

    d. DESC-P-8 Government Fuel Card Program Roles, Responsibilities and Accountability, 10 Jan 06.

    e. DESC-T-I-31 Purchase of Aviation Fuel and Services at Commercial Locations.

    f. DESC-I-26, Ordering of Forms and Equipment Used for Documentation of Fuel Sales and Credit Transactions, 7 Dec 05.

    g. OMB Circular A-123, Appendix B Improving the Management of Government Charge Card Programs, 9 Aug 05.

    h. OPNAVINST 5442.2G.

    i. Federal Acquisition Regulation (FAR) Subpart 32.9 and 5 CFR 1315.

j. DOD Financial Management Regulation (FMR) 7000.14R, Volume 5, Chapter 33.

k. NAVSUP Publication 485, Volume I, Chapter 3, Part C, Section V.

l. USD Memo, Government Charge Card Disciplinary Guide for Civilian Employees of 29 Dec 03.

m. USD Memo, Disciplinary Guidelines for Misuse of Government Charge Cards by Military Personnel of 10 Jun 03.

n. ASD Memo, Suspension of Access to Classified Information Due to Abuse or Misuse of Government Charge Cards of 4 Nov 02.

3. <u>Types of Air Cards</u>.

a. <u>An Air Card is issued for each aircraft BUNO assigned to the squadron</u>. In the event the aircraft is transferred to another squadron, the Air Card must accompany the aircraft. The Approving Official (AO) will coordinate the change of the card's UIC to the receiving squadron's UIC with DON CPM.

b. <u>Any Aircraft (ANY ACFT) Cards</u>. Cards may also be assigned to specific flying squadrons rather than aircraft and are labeled as "ANY ACFT" cards which stands for Any Aircraft. This allows any aircraft to refuel using the card. It is a designation on certain Air Cards that identifies the unit to be charged for fuel in situations where the charge card assigned to the tail number is not the incurring unit. These cards must stay in the unit/squadron's possession at all times. A maximum of three ANY ACFT Cards may be assigned to a squadron to be used as spare cards until BUNO specific cards are requested.

4. <u>Program Hierarchy</u>. The structure for the Navy Air Card Program is:

a. Hierarchy Level 1: DOD Program Management Office (DESC).

b. Hierarchy level 2: Component Program Manager (DON CCPMD).

c. Hierarchy Level 3: Major Commands (i.e., USMC, MARFORs).

d. Hierarchy Level 4: Subordinate Commands (i.e., Wing, MAG).

e. Hierarchy Level 5: Squadron (MALS, flying squadron).

5. <u>Program Roles</u>. Only DON military or civilian members (excluding contractor personnel) may be appointed as the Agency Program Coordinator, Approving Official, Certifying Officer and Card User. A sample of all appointment letters for these individuals is also available on the NAVSUP Website (https://www.navsup.navy.mil/ccpmd) Policies Tab. Upon assignment, these individuals are required to complete the appropriate DON role based training located on the NAVSUP Website Training Tab. After the initial training, individuals will be required to take refresher training every two years.

a. <u>Commanding Officer</u>. Each Squadron Commanding Officer (excluding the MALS) is responsible for assigning in writing (appointing) a representative as the command's Agency Program Manger (APC) who will provide support and

oversight to all participants (pilots and or crew members) within their command. This letter, once signed is retained at the unit.

b. APC. The APC is responsible for the implementation and execution of the local Air Card Program per DON regulations. They are the primary liaison responsible for program implementation and operation of the Air Card Program. Different levels of APC responsibilities exist for the Air Card Program.

c. AO. The AO (AvnSupO or his designated representative) is responsible for providing source information, data or service to a Certifying Officer in support of the payment process. The AO is the program's first line of defense against fraud, misuse and abuse. AOs are responsible for ensuring proper use of the Air Card through approval of fuel purchases for transactions within their purview and may be held liable for erroneous payments resulting from their negligent actions. To ensure the proper separagraphtion of functions, the AO cannot perform the duties or assignments of an APC, but may perform the functions of a Certifying Officer. The combination of AO and Certifying Officer will be referred to as the ACO for the DON Air Card Program. Any change in AO Officer assignment must be accompanied with a new AO Nomination Form and DD577 to AIR_card@navy.mil.

d. Certifying Officer. The SAD OIC/NCOIC will be assigned as the Certifying Officer. For the DON Air Card Program, there are two areas where certification is required.

(1) Fuel purchases are certified by DLA-RRF. DLA-RRF is the Certifying Officer responsible for fuel payments and sending the inter-fund bills to DFAS for reimbursement from the responsible activities.

(2) Non-fuel purchases are certified by the Certifying Officer or ACO located at the unit/squadron. The appointee must complete a DD Form 577, Appointment/Termination Record – Authorized Signature (only required if the AO and Certifying Officer are different individuals). The appointment letter and signature card shall specifically identify the types of payments to be certified. The activity's Certifying Officer is responsible for the validation, certification and payment of all non-fuel purchases made with the Air Card within their purview. They are pecuniary liable for erroneous payments resulting from their negligent actions. To ensure the proper separagraphtion of functions, the Certifying Officer cannot perform the duties or assignments of an APC. Any change in Certifying Officer assignment must be accompanied with a new AO Nomination Form and DD577 to AIR_card@navy.mil.

e. Card Users. Card users consist of pilots, flight commanders, aircraft commanders and crew chiefs. These users are all authorized to place orders against Into-Plane Contracts procuring authorized fuel, fueling related services and ground services for Government-owned aircraft for their specific account. Additionally, card users must sign a Statement of Understanding (SOU) and complete the DON Role Based Training and Certification Test prior to receipt of an Air Card. Card users will be held liable to the Government for any transaction not made for official Government use or does not meet DON guidelines.

6. Authorized Air Card purchases. Authorized Air Card fuel and fuel related product purchase include:

a. Aviation Fuel.

b. Flowage Fees.

c. Fuel Additives.

d. Taxes.

(1) Federal Excise Tax. Effective 1 October 2005, DON military aircraft are exempt from paying Federal Excise Tax (FET) at the point of sale on aviation fuel. A Tax Exempt Form must be included in the Flight Packets and presented at the time of purchase. The unit must pay the transactions in full and request any refund from the appropriate governmental agency. The taxes incurred for services will be included in the amount of the prompt payment.

(2) State Excise Tax. Many states also provide a State Excise Tax (SET) exemption for federal Government purchase of aviation or jet fuel. State information concerning SET exemptions may be viewed online at www.desc.dla.mil/DCM/DCMPage.asp?pageid=644.

e. An authorized list of ground and ramp services can be found at https://www.navsup.navy.mil/ccpmd/air_card/policies/Authorized%20Ground%20Service%20Memo.pdf and can include:

(1) Aircraft Housekeeping (i.e. trash collection, lavatory servicing, potable water, vacuuming, etc.).

(2) Aviation Landing Fees.

(3) Aviator Breathing Oxygen.

(4) Callout Fees.

(5) De-Icing Service.

(6) Defuel and Refuel Service Fees.

(7) Ground Equipment Service (i.e. GPU, baggage conveyer belt, electrical grounding hook-up, stairs, start carts, etc).

(8) Hydraulic Fluids.

(9) Lubricants and Oils.

(10) Overtime Charges.

(11) Parking Fees.

(12) Ramp Fees.

(13) Rapid/Hot Refueling Fees.

(14) Security Services for the aircraft at the airport or airfield.

(15) Slot Time Fees.

(16) Supplies (maps, navigational aids, etc.).

(17) Catering, food and non-alcoholic beverages for non-per diem personnel.

(18) Custom fees, except those paid on fuel (if paid by refueling vendor).

7. <u>Unauthorized Air Card purchases</u>. Unauthorized charges are as follows:

a. Transactions conducted outside official DON business.

b. Transactions for unauthorized fuel products and ground services.

c. Transactions for fuel quantities exceeding the aircraft's capacity.

d. Transactions for meals, food, beverages, tobacco and alcohol.

e. Taxi or shuttle service.

f. Transactions other than those authorized in paragraph 4.a above.

8. <u>Priority of Resources</u>.

a. The Air Card User is responsible to be aware of authorized vendors in their area of operations prior to commencement of flight. A list of DLA Into-Plane contract locations and accepting non-contract airports worldwide is available at www.desc.dla.mil/DCM/DCMPage.asp?LinkID=IntoPlane. The following is the order of priority for refueling.

Permissible Source	Payment Method	Cost to Unit
Military Installations	Identaplate/ Air Card	Standard Price
DLA Into-Plane Contracts	Air Card	Into-Plane Contract; Standard Price
Non-Contracted FBO Local Purchase	Air Card	Non-contract; Standard Price

b. When fueling must occur at non-DLA contracted locations and an Air Card accepting merchant is not available, the aircrew is authorized to use the following:

(1) U.S. Government Purchase Order - Invoice - Voucher Standard Form 44 (SF44); however, the threshold for these purchases is limited to $25,000.00 (Figure V-1).

(2) Use the following procedures whenever the Air Card or the SF 44 is not an acceptable means of purchasing fuel and services at remote locations.

(a) First, the Air Card FBO locator (Worldwide Merchant Directory) must be checked at www.airseacard.com/cgi/bin/airsea_website/fbo_locator.cgi which will provide both fuel and service locations that accept the Air Card for payment. The website will show both DLA Into-Plane Vendors as well as Multi Service Merchant Agreements.

Enclosure (3)

(b) If the location has no DLA Contract in place, the Aircrew must contact their AO.

(c) The AO will contact Multi Service and verify there is no DLA Contract or Multi Service Agreement in place.

(d) After verification and if the aircraft is outside of 48 hours of the mission refueling stop, the AO will fill out the Online Pre-Arrangement Fuel Form (same web location as above).

(e) Multi Service will establish an agreement with the fuel provider and make a direct payment to them. DLA will then make payment to Multi Service and bill the DoDAAC attached to the Air Card.

(f) If the fuel/services are required inside 48 hours and the location does not accept the Air Card, the aircrew must contact Multi Service by phone at 866-308-3811 or 913-344-6536 to make arrangements.

9. Using the Air Card. When the aircraft lands at a commercial airport with a request for fuel or ground service support, the aircrew will simply present the Air Card to the supplier. The supplier records any sales (fuel and non fuel charges) onto a Commercial Delivery Ticket. The aircrew signs for the purchase and retains a copy of the signed contract (this is turned-in to SAD upon completion of the mission).

a. DLA initially pays for all fuel related products through a process called split billing. Split billing is the means of centrally billing the fuel portion of your invoice. For the fuel portion, DLA San Antonio acts as the Certifying Office and DFAS Columbus is the Paying Office. DFAS will post these charges (fuel, flowage fees and fuel additives) to the squadrons SFOEDL. DLA will be reimbursed at the negotiated standard price for fuel purchases.

b. Authorized ground and ramp services are considered non-fuel purchases and will be billed directly from the card contractor to each incurring unit through Wide Area WorkFlow (WAWF). The Certifying Officer will login to WAWF to review and certify non-fuel purchases as the Local Process Office (LPO).

10. Responsibilities of the SAB. SAB clerks will pick-up receipts from the squadron at a minimum of weekly. All receipts will be reviewed by the SAB clerk immediately to identify any inappropriate charges. The following procedures will be used to process all transactions charged to the Air Card.

a. Fuel charges will be electronically entered into ASKITWEB as outlined in paragraph 2111.6a when the Air Card is used at a Non Into-Plane contract location. The fuel receipts received from the squadron will be used to reconcile these charges. Fuel received from an Into-Plane contract location is not available on the FAS Enterprise Server (FES). These charges will be manually entered into ASKITWEB as outlined in paragraph 2111.6b. Additionally, the clerk will download all Non-FES transactions from the DLA Fuels Automated System (FAS) website for validation at a minimum of monthly. After downloading, the clerk will compare the receipt document (fuel only) to the Non-FES transaction. If there is a discrepancy between the receipt document and the downloaded transaction it must be resolved via the SFOEDL challenge processing.

b. SAB will establish in ASKITWEB a non-fuel requisition document for each separate Air Card Invoice (non-fuel charges). The document will have a

specific document series (serial number will match the last four digits of the billing reference number). The Julian date will reflect the date the service was incurred. Upon receipt of a non-fuel transaction, the clerk will file the document in a PDEF until receipt of a Multi Service Invoice. The Multi Service Invoice will only contain non-fuel charges for the current billing cycle. The SAB clerk will validate the invoice charges with the original transaction(s) to ensure all charges are authorized.

    c. After the validation of the charges, the SAB clerk will prepare a prompt payment certification for submission to the ACO for payment of the bill.

NOTE: In cases where there is a difference between the Air Card Invoice and the receipt document or the bill contains unauthorized charges, the SAB clerk will immediately notify the ACO that there is a discrepancy.

11. <u>Disputing Air Card Charges</u>.

    a. This paragraph delineates the Air Card Dispute Procedures for situations occurring before and after MILSBILLS processes occur. In addition to contacting Multi Service, all questionable charges must be submitted through the DESC Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737/6738 or email <u>helpdesk@desc.dla.mil</u>. Required information submitted to the Help Desk is:

        (1) Invoice Number.

        (2) DoDAAC.

        (3) Transaction Date.

        (4) Tail Number.

        (5) Explanation of Dispute.

        (6) MILSTRIP Document Number if available.

    b. Frequent situations and resolutions such as duplicate billing and aircraft transfers are outlined below.

        (1) <u>Duplicate Billing of Fuel Purchase</u>: Upon receipt of the Help Desk Notification and required information, DLA in coordination with the ACC reviews the transaction details and verifies duplicate billing occurred. DLA and the ACC will correct billing discrepancies with credit/debit actions to reconcile the account appropriately.

        (2) <u>Erroneous fuel and non-fuel billings due To undisclosed aircraft transfers</u>:

            (a) <u>Fuel purchases at contract locations</u>. The losing and gaining aircraft units coordinate between themselves the transfer of funds through the use of Voucher and Schedule of Withdrawal and Credits, Standard Form 1081 (SF 1081) or the Voucher and Schedule to Effect Correction of Errors Standard Form 1097 (SF 1097) between each unit's financial office.

            (b) <u>Non-fuel/ancillary ground services at contract and non-contract locations</u>. The losing and gaining aircraft units coordinate the

transfer of funds through the SF 1081 or SF 1097 correction process between each unit's financial office.

(3) Erroneous billing other than duplicate billing or aircraft transfers.

(a) Incorrect data/information on invoice. There are instances where an invoice cites an incorrect card number, quantity, unit or related data. When this occurs and the AO contacts the DESC Help Desk, DLA will pull the invoice data and contact the ACC. The vendor/merchant will be contacted to determine errors and issue corrected invoice with revised applicable billing.

(b) Non-fuel payment procedures. Customer contacts the ACC and identifies what charges are being disputed. The ACC will contact the specific merchant for reconciliation. If erroneous billing is determined, the merchant will credit the account through the ACC for unauthorized charges.

(4) Tax Issues. DLA cannot file for recovery of taxes from the Internal Revenue Service (IRS). Neither DLA nor the ACC can retrieve/refund taxes included at the time of purchase. The units must pay the transactions in full and request any refund from the appropriate governmental agency.

12. Lost or stolen Air Cards

a. In the event an Air Card is lost or suspected of being stolen, it is the responsibility of the aircrew to immediately notify the squadron APC. The squadron APC will then immediately notify the ACO of the situation. Upon notification, the ACO who will contact the next level APC and the Air Card Contractor and provide the following information:

(1) Home station DoDAAC.

(2) Aircraft tail number/BUNO number.

(3) Unit/Wing/Squadron Name.

(4) Air Card account number(s).

(5) Indicate whether a replacement Air Card is required.

b. Additionally, the card user who had custody of the Air Card when it was lost or stolen will be required to prepare a FLIPL, DD Form 200. The DD Form 200 will be submitted through the chain of command to the ACO. A copy of the approved FLIPL will be filed and maintained for a period of six years and three months. The DD Form 200 will be completed IAW appendix (R).

13. Abuse or misuse of Air Cards. The ACO shall immediately investigate and report any suspected Air Card misuse to the appropriate squadron APC, Commanding Officer, DON CCPMD and DLA Government Fuel Card Program Manager. Misuse includes any Air Card use at establishments or for purposes inconsistent with DOD Official Business, applicable governing regulations, and 5 CFR part 2635, Standards of Ethical Conduct for Employees of the Executive Branch. Specific examples of fraud include, but are not limited to the following:

a. Any Air Card transaction by an unauthorized user.

b.   Air Card fuel and ground service charges billed for a date when and/or at a location where the aircraft was not deployed.

c.   Air Card transactions for fuel quantities in excess of what was actually serviced to the aircraft.

d.   Air Card transactions for fuel quantities exceeding the aircraft's capacity.

e.   Air Card transactions for unauthorized fuel products and ground services.

f.   Duplicate billings for identical fuel products and/or ground services to an aircraft.

g.   Offers to or acceptance by aircrew members of illegal gratuities from merchants.

h.   Any Air Card transaction not performed as official DOD business.

14. <u>Responsibilities of the ACO</u>. The appointment of ACO will be limited to the SAD OIC or SNCOIC. The following is a list of the ACO's responsibilities.

a.   In cases of discrepancies in billing, the ACO will contact the Air Card Contractor and DLA Help Desk, 1-800-446-4950, DSN 697-6733/6736/6737 /6738 or email helpdesk@desc.dla.mil to resolve the discrepancy. The amount in dispute will not be certified for payment until the discrepancy is resolved.

b.   After the invoice has been certified for payment, the Air Card Invoice, Prompt Payment Certification and receipt document(s) will be maintained for six years and three months.

c.   Ensure detailed knowledge and understanding of all policies and procedures for the program.

d.   Maintain communication throughout the chain including with the card contractor as required.

e.   Serve as primary focal point for receipt, review and approval of all invoices.

f.   Ensure valid billable DoDAAC, Fund Code, Signal Code and SUPAAC Code are reviewed as needed for accuracy and reported to the APC.

g.   Ensure all receipts are matched to each invoice.

h.   Advise the activity's APC and CPM of aircraft transfers (except Any Aircraft specified cards) to ensure gaining DoDAAC billing information is updated.

i.   Provide source information, data or service to support the payment process (where DLA is the paying office).

j.   Ensure accurate and prompt financial payments/reporting.

k. Ensure certification of non-fuel statements in a timely manner to appropriate paying office.

l. Ensure reviews are performed and documented for misuse, disputes, delinquency and erroneous charges.

m. Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

n. Utilize DLA-contract locations wherever available. These refueling contractors accept the Air Card worldwide and offer favorable negotiated prices and military standard quality fuel.

o. Inform the CPM in the event of lost/stolen cards, card cancellations, deployments and disestablishment of units.

p. When an ACO is no longer involved in the Air Card Program, the transferring ACO shall ensure their access to relevant systems is removed and their replacement receives access.

q. Sign up for the DON CCPMD Email Subscription Service in order to receive policy and administrative notices.

r. ACOs must obtain access to applicable electronic systems provided by the issuing bank and DLA in order to load obligations into the financial accounting system. The Business System Modernization (BSM) – FAS provides visibility of bulk fuel assets and transactions to services, commanders, vendors and DLA. The FES, also referred to as the Purple Hub, is a web-based environment that collects, routes and reports transactions among bases, contractors, DLA, DFAS and other entities. This database can be used when posting obligations.

s. Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at https://www.navsup.navy.mil/ccpmd, select Air Card Training).

15. <u>Responsibilities of the APC</u>. The following is a list of the APC's responsibilities.

a. <u>HL3 and HL4 APCs</u>.

(1) Establish and ensure execution of the local program following DOD's and DON's policies.

(2) Ensure detailed knowledge and understanding of all policies and procedures for the program.

(3) Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at https://www.navsup.navy.mil/ccpmd, select Air Card Training).

(4) Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

(5) Maintain communication throughout the chain including with the card contractor as required.

(6) Sign up for the DON CCPMD Email Subscription Service in order to receive policy and administrative notices.

(7) Attend the DON APC Conference held annually.

a. <u>HL5 APCs</u>.

(1) Establish and ensure execution of the local program per DOD's and DON's policies.

(2) Develop Local Internal Operating Procedures (IOPs) specific to command mission. Sample Local IOP is available online at https://www.navsup.navy.mil/ccpmd, under the Air Card Policies Page.

(3) Ensure detailed knowledge and understanding of all policies and procedures for the program.

(4) Ensure program personnel involved with the use, management and payment process of the Air Card are properly appointed, trained and are capable of performing their respective duties.

(5) Ensure DON's Role Based Training (initial and bi-annual refresher) compliance and systems access are achieved within 30 days from appointment (located online at https://www.navsup.navy.mil/ccpmd, select Air Card Training).

(6) Document any action taken which reveals non-compliance, misuse and/or abuse and report up the hierarchy chain and to the CPM.

(7) Maintain communication throughout the chain including with the card contractor as required.

(8) Ensure all flight packet documentation is provided to the appropriate personnel. Detailed flight packet information is provided in Reference (w), Volume I, Chapter 3, Part C, Section V.

(9) Ensure accountability for each card assigned to the command so its possession at the point of sale can be audited.

(10) Ensure account maintenance is performed to include setup, check-in/out, closure, suspension, transfers and contact updates as required.

(11) Ensure account profiles (reviewed by ACO) contain valid billable DoDAAC, Fund Code, Signal Code, Supplemental Activity Address Code (SUPAAC) and are reported to the CPM as necessary.

(12) Ensure cards are maintained in the flight packets.

(13) Establish an individual file for each program participant. The file shall be retained for the duration the employee serves in this capacity and for three years beyond to include:

(a) Appointment documentation.

(b) Initial and all refresher training documentation.

<u>Section II: Wide Area WorkFlow (WAWF) Processing Procedures</u>

Enclosure (3)

1. <u>General</u>. Non-Fuel Air Card Invoices are processed through WAWF as a Miscellaneous Pay Voucher (Misc Pay) by the Air Card Mangers. Once the Misc Pay Voucher is submitted through WAWF, the SAB clerk's primary functions are the role of Government Acceptor and Government Local Processing Office (LPO). Within WAWF the SAB clerk will certify Non-fuel Air Card Invoices prior to forwarding to DFAS.

2. All SAB clerks are required to obtain a user ID and password to gain access to WAWF. To obtain access to this site, a DD Form 2875 (Figure V-1) is required.

Figure V-1.--Sample DD Form 287.

     a. <u>WAWF Registration Process</u>. Before processing Non-fuel Air Card Invoices, SAB will have to register as the Government Acceptor and the Government LPO for each organizational squadron within the MAG. The WAWF Website can be accessed at https://wawf.eb.mil. Perform the following steps:

          (1) When the WAWF initial screen is displayed, the User will select the Accept Button.

(2) The next screen displayed is the Login/Registration Screen (Figure V-2) where the SAB clerk will click on Registration under New User.

Figure V-2.—- Wide Area Workflow Logon Screen 1

(3) The next screen displayed will allow the User to select a User ID/Password or Common Access Card (CAC). Ensure the user selects the Government Role.

Figure V-3.—- Wide Area Workflow Logon Screen 2

(4) In order to build your WAWF profile, click edit in User Profile>User Authentication>User Security Questions and enter all required information. The User will select Add in the Government User Roles.

Wide Area Workflow 5.2

Home

Registration

User Authentication Type >> Data Capture >> Registration Success

* Asterisk indicates required entry.

User Profile * [Edit]

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade

User Authentication * (Edit)

User ID

User Security Questions * (Edit)

Security Question

Government User Roles * (Add)

Administrative User Roles * (Add)

By clicking the "Register" button below, you agree to the Information System User Agreement.

Register   Previous   Help

Figure V-4.—– Wide Area Workflow Registration Screen

      (5)Click on the drop down box under Role to select the Acceptor, enter the DoDAAC you need to register in order to process the Air Card Invoice and click on Save.

Wide Area Workflow 5.2

Home

Registration - Add Government Role

* Asterisk indicates required entry.

Role *
Acceptor

Location Code Type *
DoDAAC

Location Code *
R57081

Extension

Save   Cancel   Help

Figure V-5.—– Wide Area Workflow Registration Screen 2

      (6)Click the Government User Roles again to add a new role

Figure V-6.—- Wide Area Workflow Registration Screen 3

(7) Click on the drop down box under Role to select the Local Processing Office, enter the DoDAAC you need to register to process the Air Card Invoice and click Save.

Figure V-7.—- Wide Area Workflow Registration Screen 4

(8) Click register once the User builds their profile and selects the Government Role.

Figure V-8.—- Wide Area Workflow Registration Screen 4

b. Processing as the WAWF Government Acceptor

    (1) Click Government>Acceptor>Acceptance Folder.

Figure V-9.—- Wide Area Workflow Acceptor Screen 1

    (1) Select the appropriate DoDAAC

Figure V-10.—- Wide Area Workflow Acceptor Screen 2

(2) Select the appropriate Shipment Number to view the Air Card Invoice.

Figure V-11.—- Wide Area Workflow Acceptor Screen 3

(3) Review the Voucher to ensure it matches the Air Card Invoice.

Figure V-12.—- Wide Area Workflow Acceptor Screen 4

(4) Once the invoice is verified and all charges match the AIR Card Invoice, click on Accepted, enter the date you received the invoice and date you signed as the Acceptor.

Figure V-13.—- Wide Area Workflow Acceptor Payment Screen 1

c. Processing WAWF Invoices as the LPO.

(1) Click Government<Local Processing Office<Certification Folder.

Figure V-14.—- Wide Area Workflow Processing Office Screen 1

(2) Select the appropriate DoDAAC for the squadron you are certifying.

Figure V-15.—- Wide Area Workflow Certification Folder Screen 1

(3) Click on the Shipment Number to view the Air Card Invoice

Figure V-16.—- Wide Area Workflow Certification Screen 2

(4) Review the voucher

Figure V-17.—- Wide Area Workflow Local Office Misc Payment Screen 1

(5) Click on the LLA Tab to enter required info plus the Cost Code. Once the Air Card Invoice is obligated in ASKITWEB:

Enclosure (3)

(a) Enter the document number in the Document Reference ID.

(b) Enter the Agency Accounting ID (i.e. 060957 MFP, 06XXXX MFL).

(c) For ACRN enter AA.

(d) The Cost Code will be comprised of: 00, DDSN and Fund Code.

Figure V-18.—- Wide Area Workflow Local Office Misc Payment Screen 2

(6) Go back to the Voucher Tab and check the Document Certified Block and enter the appropriate date in the Signature Date. Click Signature to submit the invoice to DFAS.

Figure V-19.—- Wide Area Workflow Local Office Misc Payment Screen 3

Appendix W

Continuous Process Improvement

1. <u>General</u>. The ASDs will be standardized across the Marine Corps in the conduct of aviation supply operations and use of continuous process improvement (CPI) tools. Continued focus on AIRSpeed initiatives will improve an Aviation Supply Department's ability to provide aviation logistics support and increase aircraft readiness.

    b. CPI will be recognized as the primary methodology by which we conduct and continually improve the way we do business. CPI will be the key enabler to reduce cost, improve program performance. Utilization of all CPI tools reports and capitalizes upon the standard legacy metrics and enhances capabilities and aircraft availabity.

Appendix X

Technical Training Program

1. <u>Purpose</u>. This appendix provides guidance for developing a lesson plan and communication techniques for conducting technical training within the ASD.

2. <u>Background</u>. Technical training is critical to the ASD's ability to conduct supply operations both in garrison and while deployed. The individual instructor is required to properly prepare a lesson plan and use sound communication techniques to ensure the highest quality training is conducted. The instructor must also use the best available instructional method to enhance the technical training.

3. <u>Instructional Methods</u>. An instructional method is the approach used to present instruction or lessons. A delivery system may employ more than one instructional method. The instructor must choose the best instructional method to meet the objectives of the training within the available resources.

   a. <u>Lecture</u>. Lectures utilize one or more instructors to present information to a group of students usually in a classroom setting. They are typically used to teach large amounts of information in a relatively short period of time. Lectures are an example of a single-sensory instructional method, appealing only to the student's sense of hearing and provide little feedback from the students. In other words, the instructor cannot be sure if all of the students understand the information until they take the test. He can get some visual feedback (if he sees some students with a lost look on their faces) and some verbal feedback (by asking questions), but other forms of instruction provide more feedback. Lectures take relatively little time to prepare.

   b. <u>Demonstration</u>. A demonstration can be extremely effective when used in conjunction with a lecture. A demonstration is a learning experience in which students observe a sequence of events designed to teach a procedure, technique or operation the instructor presents verbally while demonstrating it. Demonstrations tap into the student's sense of hearing and sight. Demonstrations may include presentations of models, films, videos, maps, diagrams or a live demonstration. A demonstration presents an example, one which a student can observe directly in the classroom without having to rely on previous learning or experience.

   c. <u>Seminar/Guided Discussion</u>. Seminars/guided discussions are instructor led interactions which involve participation by all class members. Seminars/guided discussions bring students together to discuss, analyze, explore or debate a topic or problem. This method of instruction is typically used to encourage student participation in exchange of ideas, values or attitudes. It is good for tapping into the wealth of experience in classes where the students are seasoned Marines. The amount of information taught is typically far less than in other methods.

   d. <u>Practical Application</u>. Practical application involves students applying previously learned knowledge or skills under controlled

conditions with close instructor supervision. Practical application
provides students with realistic experience in performing those tasks
performed on the job, often with the same equipment or resources used
on the job. Practical application can involve all five of the
student's senses and therefore, has the highest degree of transfer of
learning. Because the instructor can see the students performing each
required task, there is a great deal of feedback. It takes a lot of
preparation, more resources, more time to perform and more instructor
supervision than other types of instruction.

    e. Paper Based and Computer Based, Self-paced Instruction. Unlike
other instructional methods, self-paced instruction delivers
standardized instruction because it does not rely on the delivery by an
instructor and every student receives the same materials. Self-paced
instruction permits the student to progress through a course of
instruction at the student's own rate of learning. Self-paced
instruction is used to guide the student through a controlled path of
study and specific job tasks with a minimum amount of supervision.
Feedback from the students is usually low. If a student has questions,
he may have to communicate with the instructor over long distances.

        (1) Paper Based, Self-paced Instruction. Paper Based, Self-
paced Instruction contains a series of lessons with self-test questions
allowing the instructor to monitor the student's progress. It can be
used to supplement other instructional methods and material presented,
and is effective for correspondence courses.

        (2) Computer Based, Self-paced Instruction. Computer Based,
Self-paced Instruction presents information via a computer and requires
student interaction to proceed through the instruction. The student
makes selections by using an input device (e.g., keyboard, touch
screen) and the computer program advances according to a predetermined
plan based on student responses.

    f. Simulators. Simulators duplicate job performance in a
controlled environment on a mock-up of the equipment or, in some cases,
the actual equipment. Simulators are particularly effective for
instruction on psychomotor tasks that are very costly, and tasks which
are hazardous to perform, such as clearing a minefield or
decontaminating NBC equipment. Simulators often can give detailed
feedback to the instructor throughout the entire evolution, such as
weapons firing simulators showing the location of the front sight post
while the student is aiming and firing. Simulators remove safety
hazards and minimize pressures for productivity. Like practical
application, simulators involve most of the student's senses.

    g. Video-Telecommunications Instruction. Video-telecommunications
instruction is a method of instruction using a satellite communications
link or a telephone line to simultaneously distribute instruction to
students at multiple sites throughout the country or world. This type
of instruction is commonly presented via lecture and is effective for
disseminating information which must be delivered to many students at
the same time in a standardized format. The instructor presents the
information from a single site while the satellite link transmits the
lecture to monitors at all field sites.

4. <u>Lesson Plan</u>. The lesson plan consists of a subject, references, learning objectives, required teaching aids, classroom information and test questions. A sample lesson plan format is shown in Figure X-1.

    a. <u>Subject</u>. The instructor shall properly annotate the subject on the lesson plan.

LESSON PLAN		
SUBJECT:		
REFERENCES	(a)	(b)
	(c)	(d)
LEARNING OBJECTIVES	(1)	(2)
	(3)	(4)
TEACHING AIDS REQUIRED	(1)	(2)
	(3)	(4)
	(5)	(6)
CLASSROOM INFORMATION		
TEST QUESTIONS		
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		

Figure X-1.--Sample Lesson Plan Format.

    b. <u>References</u>. The instructor shall properly annotate all references used to develop the classroom material on the lesson plan.

    c. <u>Learning Objectives</u>. Learning objectives are clearly worded action statements describing the planned outcome of the instruction (what the students will be able to do at the end of the class). Learning objectives are sometimes called behavioral objectives. They describe a task the students must be able to complete. For example, "Properly process correct follow-ups" is a task all Aviation Supply Specialists are expected to be able to perform. Do not confuse a step within a task for the task itself for example, "Processing an AFC". Sometimes, there are steps within steps; for example, "Reading a status line" is a sub-step of processing an AFC. Further, do not confuse a job description for a task within the job description. For example, "Execute duties of an Aviation Supply Specialist assigned to the

Expeditor Reconciliation Branch" is a job description for someone who must be able to perform many tasks, such as processing correct follow-ups. Sometimes the lines are blurry between what a task is and what steps within a task are. The best way to look at it is to ask if the behavior is ever performed "of and by itself." If so, then it is probably a task. For example, do you ever just "read status" or do you always read status in conjunction with doing something else, such as working a reconciliation aid?

      (3) The following are examples of jobs:

      (a) Execute the duties of the Expeditor Reconciliation Branch NCOIC.

      (b) Execute the duties of an Aviation Supply Specialist.

      (4) The following are examples of tasks:

      (a) Correctly process follow-ups.

      (b) Deliver repairable components.

      (c) Process transactions from OFFTR mailbox.

      (5) The following are examples of steps:

      (a) Read a line of supply status.

      (b) Verify retrograde part number matches the part number on the Maintenance Action Form (MAF).

      (c) Cross part number to an NSN.

      (6) <u>Behavior</u>. Learning objectives specify the behavior that is to take place. It identifies an observable and measurable action which takes place. For example, you cannot see a student understand something, but you can see or hear them identify something. The learning objective specifies what the student must do to show he/she can apply the knowledge gained, accomplish the skills taught or demonstrate the attitudes presented during the period of instruction. It should always have only one action verb and only one object so they do not create confusion. For example: "Process a transaction from the Completed Repair Action mailbox." "Process" is the action verb and "item from the Completed Repair Action mailbox" is the object.

    d. <u>Required Teaching Aids</u>. Teaching aids are forms of media which enhance learning by presenting instruction appealing to many senses, while contributing to the smooth flow of information to the students. A visual medium can increase the meaningfulness of the material to the student and stimulate student interest. The media selected are developed to complement the target audience's comprehension level while maintaining relevance to the learning objectives and instruction presented. General Considerations, information presented visually should be developed using standard guidelines, principles or conventions.

(1) Regardless of the type of media, the following considerations apply:

(a) <u>Necessary</u>. Use only the media needed to enhance or support instruction. Too many or unnecessary media can be distracting.

(b) <u>Appropriate</u>. Media must be relevant to the learning objectives and the student target population.

(c) <u>Simple</u>. Each medium or visual aid used should convey only one thought, idea, concept or topic.

(d) <u>Accurate</u>. All media must be accurate in content, grammar, spelling and format.

(e) <u>Portable/Durable</u>. The media should be as easy to use, move, store and maintain.

(f) <u>Attractive/Neat</u>. Professional, neat and appealing media enhance the credibility of the instructor and the instruction.

(g) <u>Colors</u>. Many colors have universal meanings. For example, red means stop and yellow means caution. These conventions should be followed when possible. Contrasting colors should be used to convey distinctions between objects, while similar colors are best to convey similarity between objects. Colors can provide visual interest, but too many colors appearing in one visual aid can create a cluttered appearance. The same colors representing particular objects or titles should be used throughout a lesson plan or a course.

(h) <u>Amount of Information</u>. A visual aid should not be overloaded with too much information. Visual or text screens should contain 8-10 words per line and four lines of text per paragraph with paragraphs separated by at least one blank line. No more than 10 lines of text should appear on the visual aid at one time. Concise bullet statements are generally easier to read and comprehend than wordy paragraphs.

(i) <u>Typeface</u>. A type size and typeface should be used that can easily be read from any part of the instructional area. If a title is to appear on the medium, the type size used for the title should be larger than any other text used on the medium so the title can be distinguished easily. Typeface should be clear, uncluttered, centered and neatly displayed.

(j) <u>Display of the Media</u>. The media should be clearly visible to all students. Display the media only when you are referring to it. Put it away when it is not in use so you do not distract your students.

(2) <u>Different Types of Media</u>. There are many different types of media that can be used to support your period of instruction. The above mentioned guidelines should be adhered to in order for them to be effective. Of these types of media, the only ones you will be permitted (but not required) to use are chalkboards, flip charts and the actual objects; since these are the only things you might

reasonably have access to on the spur of the moment. Some of the most common types of media are:

  (a) <u>Chalkboards</u>. Although chalkboards are created and revised as instruction progresses, the instructor should plan the display in advance. The instructor may want to write material on the chalkboard prior to conducting the class. Advance planning will ensure all visual material is presented and all details are included in the visual aid.

  (b) <u>Flip Charts</u>. These may be prepared well in advance of the class or written on during the class (if you are writing down input from the students during a guided discussion, for example). These can be used to develop ideas in stages.

  (c) <u>Slides</u>. Prior to using slides in a presentation, the instructor should ensure the slides are in the proper sequence and right-side up. The instructor should review the slides to be sure they can be projected clearly and sharply in the classroom environment.

  (d) <u>Overhead Transparencies</u>. This is an excellent device for displaying ideas and maintaining eye contact with the students at the same time. Prior to using overhead transparencies in a presentation, the instructor should ensure they are in proper sequence and right-side up. Should the instructor need to mark on the transparencies during instruction, the instructor should briefly practice to ensure the marks are legible and fit within the structured parameters of the transparencies.

  (e) <u>Videotapes, Audio-Tapes and Films</u>. These are media which normally do not require any preparation. However, the instructor should review them as a final check to ensure they are operational and appropriate to the period of instruction.

  (f) <u>Actual Objects</u>. If it is practical, this is the best way to show something, such as a class on how to process an item from the Suspense in R-Supply.

  (g) <u>Models</u>. A model is used in place of an actual object. Remember, it must be simple, visible and appropriate. Always consider the possibility of using an assistant. If the model has moving parts, make sure they work properly.

 e. <u>Classroom Information</u>. The classroom information is the actual material you are going to present the class. It should be appropriately detailed to meet the learning objectives. Instructors are highly encouraged to make use of screen snapshots to clearly indicate database transactions. The classroom information should also flow logically from one topic to the next. The manner in which the classroom information is conveyed will greatly determine the effectiveness of the class.

  (1) Oral communication skills can influence a student's comprehension and retention of material and how much information students will retain. Oral communication skills include volume, pitch, speed, pauses, clarity and vocabulary. The key to using these skills effectively lies with a natural presentation.

(a) <u>Volume</u>. The volume of the instructor's voice should be sufficient for all listeners to hear without undue strain. If necessary, the instructor may use a public address system during outdoor instruction or when addressing a large audience.

(b) <u>Pitch</u>. The pitch of an instructor's voice should be natural, as in normal conversation. Variations in pitch may be used to produce emphasis or to convey expression. For instance, the instructor may stress important words and subordinate less important words. Do not talk in a monotone pitch.

(c) <u>Speed</u>. The speed of delivery should permit clear enunciation and should not exceed that of a normal conversation. Changes in speed of delivery are useful for creating emphasis and variety. Important topics can be presented more slowly than normal to ensure all students grasp the topic. Faulty applications of speed are:

<u>1</u> <u>Slow and Ponderous Speaking</u>. This causes the students to become disinterested in the subject matter and shows a lack of rehearsal.

<u>2</u> <u>Fast Speaking</u>. This is an abrupt, machine-gun type.

<u>3</u> <u>Choppy and Halting</u>. This is mainly caused from nervousness due to lack of rehearsal.

<u>4</u> <u>Poor Phrasing</u>. This is breaking up a complete sentence into unnatural phrases.

(d) <u>Pauses</u>. Pauses are useful for gaining the student's attention or for stressing the importance of a particular point. Pauses allow students to ask questions when necessary and stimulate student participation.

(e) <u>Clarity</u>. The instructor should speak with clarity to remove any chance of being misinterpreted.

(f) <u>Vocabulary</u>. The instructor should use vocabulary easily understood by the students and appropriate to the subject matter. The vocabulary should be natural to the instructor and sound natural to the students. If the instructor's vocabulary or choice of words is patronizing, the students will feel the instructor thinks they are not capable of grasping the material. The use of profanity is unprofessional and may alienate a portion of your class.

(2) <u>Supporting Mannerisms</u>. Supporting mannerisms or non-verbal communication skills, consist of any movement or gesture the instructor uses to influence reaction and retention of instruction. Again, much of the effectiveness of these skills lies in a natural presentation.

(a) <u>Appearance</u>. Every Marine today has been programmed to expect good military appearance. The first evaluation an instructor must face with his students is appearance.

(b) <u>Gestures</u>. The biggest problem many instructors have is determining what to do with their hands. The best advice is to

forget them. The whole key is being natural. Remember, nothing is bad unless used to excess. Some of the common distracters the instructor will experience are:

     <u>1</u>   <u>Limited</u> - Frozen speaker.

     <u>2</u>   <u>Forced</u> - Robot, jerky.

     <u>3</u>   <u>Punching</u> - Two fisted.

     <u>4</u>   <u>One Handed</u> - Wounded Marine.

     <u>5</u>   <u>Hands Clasped</u>.

     <u>6</u>   <u>Rubbing</u> - Shows nervousness.

     (c) <u>Body Movement</u>. Instructors should avoid standing in one spot for more than a few minutes because this will appear unnatural and distract the students. Do not create a barrier between the instructor and student by being elevated on a platform or by standing behind a podium. Natural movement around the classroom among the students is an important technique for maintaining student interest. Every time the instructor moves to a different area in the classroom, closer contact with a different segment of the classroom is established. Although natural movement is important during presentation, the instructor must understand when movement should be restricted. For instance, when the instructor is trying to direct student attention to a model, a demonstration or a wall chart; unnecessary movement can distract this attention.

     (d) <u>Eye Contact</u>. The instructor should keep his eyes moving through the group, focusing on individuals in the class. Eye contact gives the instructor immediate feedback from the students, a perceptive instructor can sense whether or not a student understands a concept. Eye contact also provides individual contact with each student. Ensure you maintain eye contact while using media. As a sign of nervousness, some instructors talk to their media instead of making solid eye contact with the students.

     (e) <u>Facial Expressions</u>. Show what you are feeling and thinking on your face and avoid a lack of expression.

     (3) <u>Instructor Attitude</u>. An instructor's attitude toward instruction, the school, the course topics and the students can significantly influence student motivation towards learning. A relaxed, confident, natural delivery with close attention to student perception and reaction is most effective for learning. No one thing can make or break an instructor faster than the way they feel about themselves. Some key elements are:

     (a) <u>Sincerity</u>. Unless instructors really care about their students and the subject matter, they cannot be completely successful. Any subject will prove more interesting after a bit of outside research is done.

     (b) <u>Enthusiasm</u>. Nothing is more valuable to a course of instruction than an enthusiastic instructor. An instructor cannot

pretend true enthusiasm for a subject for long. Enthusiasm breathes life into a subject, makes ideas real, establishes rapport and motivates students.

            (c) <u>Rapport</u>. Rapport needs to be established during the outset of the technical training and maintained throughout the class. Rapport is best described as developing an atmosphere of mutual trust and respect. The classic DI method makes students uncomfortable and less likely to participate in the class.

     f. <u>Test Questions</u>. The instructor is required to administer and grade a test to assess the transfer of learning. The test will have a minimum of ten questions and the passing grade for the test is 70%. Each question should directly relate to at least one learning objective. Multiple questions can pertain to a single learning objective. The following types of questions can be used:

        (1) True/false.

        (2) Fill in the blank.

        (3) Multiple choice.

Appendix Y

Budget OPTAR Report (BOR) Format Instructions

1. General. The BOR lists the OPTAR Holder's obligations, differences and gross adjusted obligations (obligations plus or minus the differences) for each Fund Code and Type Equipment Code (TEC). The report also contains a recap of all Transmittal Letters (TLs) submitted by the OPTAR holder during the month, the value of the OPTAR grant to date, information concerning the most recent financial listings processed by the OPTAR Holder and contains a space to report other specific financial information requested by the TYCOM. When the BOR is received, the total gross obligations for each Fund Code are compared to the total of funds obligated by the detailed obligations recorded in STARS-FL. Any difference between the obligations recorded in STARS-FL and those reported on the BOR is adjusted in STARS-FL by a Pseudo Obligation to bring the STARS-FL Detailed Obligations into agreement with the BOR, which is currently considered to be the authoritative status of obligations. The Pseudo Obligations are immediately reversed after the monthly reporting cycle closes. The amount of the Pseudo Obligation is listed on the unit's Unfilled Order Listing (UOL) as a BOR Adjustment.

    a.   The OFC-01 BOR is the Squadron Commander's official financial record of obligations and the execution of flight hours for assigned aircraft. The fuel charges (identified as 7B Fund Code) and flight equipment charges (identified as 7F Fund Code) are summarized on the OFC-01 BOR by T/M/S.

    b.   The OFC-50 BOR is a monthly summary report of direct maintenance costs for consumables parts (identified as 7L Fund Code) and repairable spares (identified as 9S Fund Code). The OFC-50 BOR provides the monthly and cumulative obligations for the direct support of assigned aircraft by TEC.

    c.   BORs will be submitted by Naval Message to the appropriate DFAS Activity, TYCOM, MARFORCOM/MARFORPAC and applicable Marine Aircraft Wing (MAW). Additionally, the TYCOM provides detailed guidance via naval message regarding BOR reporting requirements, due dates, changes and additions to the required information to be reported by the OPTAR Holder.

2. BOR Message Format. The below provides a shell for the BOR message format used to identify areas where the information is to be entered by the individual activity. To ensure accurate and timely reporting, the following is a line-by-line explanation of the BOR Message (see Figure Y-1):

    a.   From Line. Your activity's Plain Language Address (PLA).

    b.   To Line. The PLA for COMNAVAIRFOR San Diego, CA or the applicable TYCOM.

    c.   Info Line. CG MARFORPAC/MARFORCOM and applicable Air TYCOMs and functional MAWs.

    d.   Classification Line. Identifies the appropriate security classification.

    e.   Subject Line. This line identifies to the program the incoming data is for BOR input. Any deviation from this line will result in an error and a computer rejection of the message.

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FM MALS FIFTY SIX//AVNSUPO/SA//
TO COMNAVAIRFOR SAN DIEGO CA//N01FE//
INFO COMNAVAIRFOR NORFOLK VA//N413/FILE//
COMLANTFLT NORFOLK VA//N02F1//
COMMARFORCOM//COMPT//
CG II MEF//COMPT//
CG SECOND MAW//COMPT//
MAG FIFTY SIX//FISO//
MALS FIFTY SIX//AVNSUPO/SA//
VMAQ THIRTEEN//CO/S3//
BT
UNCLAS//N07300//
MSGID/GENADMIN/MALS FIFTY SIX//
SUBJ/FY08 FLTOPS BUDGET OPTAR REPORT//
RMKS/1. DEC/V62741/60AA/00060/FY08/OFC01/RCC (IF APPLICABLE)
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Figure Y-1.--Sample BOR Addressal.

f. Remarks Line. The following states the information required to construct this line.

(1) Each time the system encounters the word Paragraph, a new BOR Record is created. Both Air TYCOMs currently restrict the number of BORs to one per naval message.

(2) All BORs have a total of six data fields, except BORs prepared for Reimbursable Funds which have seven. The seventh field requires a Reimbursable Control Code (RCC). Entry into all data fields is mandatory and must be separated by a slash (/). The following statements explain how to enter the proper data for accurate activity identification:

(a) MMM: Enter the first three letters of the month (i.e., "JUL" for the month of July).

(b) UIC: The use of the service designator R or V is optional. The next five characters for the UIC are numeric and are mandatory; R57082 or 57082 is acceptable.

(c) Appropriation Subhead: This is composed of four characters. The first two are numeric followed by two alphabetic characters (i.e. 70AE, 60AE).

(d) Operating Budget Holder UIC: Five numeric characters for Operating Budget Holder (i.e. 57025, 57012).

(e) Fiscal Year: Four alpha-numeric characters (i.e., FY97, FY00).

(f) OPTAR Functional Category: A five character field requiring the first three to be alphabetic followed by two numeric characters. This field will designate the type funds reported by the BOR.

(g) Reimbursable Control Code: Assigned by the Fleet or TYCOM to each reimbursable order to identify the customer and work order number for subsequent billing. Consists of two alpha-numeric characters and will be structured as follows (unless otherwise directed by the TYCOM). The first position will be an alpha (A through F) or numeric (1 through 9) character.

The second position will be a numeric (1 through 9) or alpha character (A through Z). The alpha characters I and O should not be used.

NOTE: A separate BOR will be prepared for each reimbursable OPTAR maintained.

     g. BOR Body. The automated system is key-sensitive. The number 0 and letter O are not interchangeable. Dollar amounts will be displayed with two decimal spaces and no dollar sign (i.e. 1000.00), the use of commas is optional. The system drops non-dollar quantity amounts reported after the decimal; therefore, all activities should round off non-dollar quantity amounts (i.e., flight hours, gallons) to the nearest whole number prior to submission. When reporting credit or negative amounts, a negative sign (-) should be placed at the beginning of the number being credited vice CR or parentheses. A credited dollar figure should be typed as -1,000.00 or -1000.00. Summation values from the columns will be computed by the program and compared to the total line provided by the activity on the BOR.

        (1) The main BOR body is composed of a varying number of lines, depending on the financial data being reported. Columns are used to summarize existing data for the reporting month and are characterized by numbers enclosed by parentheses. For data concerning OFC 01 Funds, activities will report using columns (21) through (28) (See Figure Y-2). Data for OFC 50 Funds will be reported using columns (21) through (25) (See Figure Y-3). Report all other OFCs using columns (21) through (24). Messages without parentheses for the appropriate columns will be rejected by the system causing a delay in reporting. If there is no information to be reported by the activity, the column should be left blank. Fund Code Lines reflecting no change to the current month should reflect the previous month's data. Empty lines will result in the data being read into the incorrect fields and cause system error messages.

        (2) Each line and column of the BOR body is important for accurate reporting of Budget OPTARs. A description of each line and column follows:

        (a) Column (21). A two character field for the Fund Codes applicable to the funds being reported (i.e. 7B, 7F, 9S, 2F, 9E, 8X, 7L).

        (b) Column (22). A numeric field used to display the cumulative net totals with two decimal spaces. This dollar amount is taken from the ASKITWEB or R-Supply NC2157 report generated for the squadron being reported on.

        (c) Column (23). The SFOEDL Field is for the cumulative net total taken from the difference section of the Requisition/OPTAR Log (i.e., ASKITWEB or R-Supply). The difference section contains only amounts taken from the SFOEDLs received from COMNAVAIRFOR. This dollar amount must be displayed with two decimal spaces.

        (d) Column (24). This column is the row total for dollars in column (22) (FYTD gross obligated amount), column (23) (SFOEDL difference) by Fund Code and for OFC 01/09/10/50 by TEC.

(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
7B	3,774,613.20	0.00	3,774,613.20	AYLF	17	272.3	1,139.9
7F	16,185.53	0.00	16,185.53	AYLF	0	0.0	0.0
TTL	3,790,798.73	0.00	3,790,798.73			272.3	1,139.9

Figure Y-2.--Sample OFC-01 BOR Body Contd.

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29.  FUND CODE RECAP
     7B    3,774,613.20


     7F       16,185.53
30.  LEDGER SUMMARY
          TL 13/2          TL 14/2          TL 15/2          TL 16/2
            0.00             0.00         3,536.81             0.00
          7B VALUE       MONTH TOTAL
        887,899.94        891,436.75


31.  FYTD OPTARS:        7B DOLLARS       7F DOLLARS        FLT HOURS
     GRANT              3,916,553.00        27,500.00         3,129.20
     BALANCE              141,939.80        11,314.47         1,989.30
32.  DEC 2011
33.  DEC 2011
34.  TEC    FUEL TYPE      MO GLNS         FYTD GLNS
     AYLF   COMMFAS             0            23,535
     AYLF   INTO            5,424           106,623
     AYLF   INTO-A          2,843             2,843
     AYLF   JP-5          -96,558            55,743
     AYLF   JP-5A         232,918           232,918
     AYLF   JP-8                0           432,404
     AYLF   JP-8A          88,998            88,998

     AYLF   TOTAL         233,625           943,064
35.  N/A
36.  N/A
37.  SSGT IM, MARINE  (XXX)XXX-XXXX,  IM.MARINE@USMC.MIL
MALS-XX SUPPLY ACCOUNTING DIVISION (XXX)XXX-XXXX (ASKIT8.0)
38.  REMARKS:
     EMBARK DATA:    START MONTH   END MONTH    DEPLOYMENT CODE
                       UNKOWN       UNKNOWN         UNKNOWN
                       MONTHLY       FYTD
     CONUS HOURS:       272.3       1139.9
     UNKNOWN HOURS:       0.0          0.0
     TOTAL:             272.3       1139.9
                         GRANT            OBLIG          HOURS
     7B SQDN  AYLF  3,916,553.00     3,774,613.20      1,139.9
              TOTAL 3,916,553.00     3,774,613.20      1,139.9
         TOTAL      3,916,553.00     3,774,613.20      1,139.9
     7F SQDN  AYLF     27,500.00        16,185.53          0.0
              TOTAL    27,500.00        16,185.53          0.0
         TOTAL         27,500.00        16,185.53          0.0
                       MONTHLY           FYTD
                       GALLONS           GALLONS
      SQDN  AYLF  COMMFAS      0           23535
                  INTO      5424          106623
                  INTO-A    2843            2843
                  JP-5    -96558           55743
                  JP-5A   232918          232918
                  JP-8         0          432404
                  JP-8A    88998           88998
                  TOTAL   233625          943064
     TOTAL               233625          943064
     TOTAL GALLONS       233625          943064
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Figure Y-2.--Sample OFC-01 BOR Body Contd.

39A. CONSUMPTION RATES:

	TEC	BUD GPH	MO GPH	MO VAR	FYTD GPH	FYTD VAR
SQDN	AYLF	840.0	858.0	2%	827.3	-2%

39B. FYTD CPG RECONCILIATION:

	TEC	CALCULATED	DELTA	COMM
SQDN	AYLF	3,774,613.20	0.00	N/A

39C. COST PER HOUR:

	TEC	MONTH	FYTD
SQDN	AYLF	3,260.74	3,311.35

40. REIMBURSABLE/SPECIAL INTEREST HOURS:
   A. REIMBURSABLE
   NONE
   B. SPECIAL INTEREST

NAME	TEC	MONTH	FYTD
T & R	AYLF	272.3	1,139.9//

BT

Figure Y-2.--Sample OFC-01 BOR Body Contd.

     (e) Column (25). The TEC is an alphabetic field to report aircraft types by OFC 01 and OFC 50 reporting activities only. The TECs are verified by the OIC/SNCOIC for accuracy. Once a TEC is reported on a BOR, it must continue to be reported throughout the fiscal year, regardless of its status.

     (f) Column (26). A numeric field used to display the number of aircraft assigned and in readiness reportable status A and B, as of 2400 hours on the last day of the month being reported on. This field is to be used by activities reporting OFC 01 Funds only.

     (g) Column (27). The Monthly Flight Hour's Field is a numeric field reporting the actual flight hours flown for the month. This field is to be used by activities reporting OFC 01 Funds only.

     (h) Column (28). The FYTD Flight Hours is a numeric field for the actual cumulative flight hours flown to date. Activities reporting OFC 01 Funds will report the actual cumulative flight hours flown to date related to each aircraft TEC in this column. Corrections/adjustments to the prior month's flight hours should be reflected in the column (27) cumulative total, with remarks in column 38 labeled Rollover Hours by month and TEC.

     (i) Total line for columns (22) through (27), except column (25). This row displays the totals of all dollars, monthly flight hours and FYTD flight hours reported. The OIC/SNCOIC will screen the BOR totals for accuracy and process only those BORs that are error free. BORs flagged for errors are not to be released until the errors are corrected. All BORs not validated will generate a computer error message requiring manual corrections by CNAF.

A. OBLIGATION DATA:

(21)	(22)	(23)	(24)	(25)
7L	17,396.39	0.00	17,396.39	AXXA
7L	6,906,623.62	48,491.26	6,955,114.88	AYLF
7L	63,026.76	2,737.31	65,764.07	DAAA

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7L          423,236.12         9,390.09        432,626.21  GAAA


               Figure Y-2.--Sample OFC-01 BOR Body Contd.
7L           79,075.24           950.79         80,026.03  SAAA
7L        1,390,898.04         8,504.98      1,399,403.02  YAAA
7L            5,882.77            24.24          5,907.01  ZAAA
9S          144,420.00             0.00        144,420.00  AHAZ
9S       19,751,082.00       -67,090.58     19,683,991.42  AYLF
9S           29,382.00             0.00         29,382.00  DAAA
9S          201,663.00        20,255.00        221,918.00  GAAA
9S           21,889.00             0.00         21,889.00  SAAA
9S           74,570.00       198,369.00        272,939.00  YAAA
TOTAL    29,109,144.94       221,632.09     29,330,777.03
26.   TL/013            TL/014           TL/015           TL/016
    1,141,850.96    1,823,012.12    1,568,924.95      1,340,283.82
         TOTAL
      5,874,071.85
28.  FUND CODE RECAP:
                COL 22                  COL 23                  COL 24
7L         8,886,138.94            70,098.67          8,956,237.61
9S        20,223,006.00           151,533.42         20,374,539.42
TOTAL     29,109,144.94           221,632.09         29,330,777.03
29.  OPTAR GRANT FYTD:
7L         USMC TACAIR        10,500,000.00
9S         USMC TACAIR        22,174,040.00
TOTAL                         32,674,040.00
30.  LAST SFOEDL RECEIVED:     DEC 2011
31.  LAST SFOEDL PROCESSED:    DEC 2011
32.  LAST UOL RECEIVED:        DEC 2011
33.  REIMBURSABLE COSTS:
 A.  USMC LANT
               A.              B.              C.
7L          16,366.51         0.00          16,366.51  AYLF  FB9  VMA-231
7L         141,362.80         0.00         141,362.80  AYLF  FCG  VMM-263
9S       1,474,725.00         0.00       1,474,725.00  AYLF  FCG  VMM-263
9S       1,312,473.00         0.00       1,312,473.00  AYLF  FFF  VMA-223
 B.  NAVAIR VMU
               A.              B.              C.
7L          11,675.98         0.00          11,675.98  AXXA  GEF  VMU-1
7L           5,720.41         0.00           5,720.41  AXXA  GEG  VMU-3
 REIMBURSABLE TOTAL:
               A.              B.              C.
          157,729.31          0.00         157,729.31  7L  TTL  A.  USMC LANT
           17,396.39          0.00          17,396.39  7L  TTL  B.  NAVAIR VMU
          175,125.70          0.00         175,125.70  TOTAL
        2,787,198.00          0.00       2,787,198.00  9S  TTL  A.  USMC LANT
        2,787,198.00          0.00       2,787,198.00  TOTAL
        2,962,323.70          0.00       2,962,323.70  TOTAL
35.  AUDITABLE PERSON: 2NDLT MARTINEZ, RICHARD SAD OIC 269-2412
36.  POC: SSGT WOODY, TAMARA, D SAD DSN: 269-2412
37.  ALL PARAGRAPH (1) OBL DISTRIBUTED BY FUND SOURCE:
A.  USMC TACAIR
               A.              B.              C.
7L     6,748,894.31       48,491.26      6,797,385.57  AYLF
7L        63,026.76        2,737.31         65,764.07  DAAA
7L       423,236.12        9,390.09        432,626.21  GAAA
7L        79,075.24          950.79         80,026.03  SAAA
7L     1,390,898.04        8,504.98      1,399,403.02  YAAA
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7L          5,882.77        24.24        5,907.01   ZAAA
TOTAL   8,711,013.24    70,098.67     8,781,111.91
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Figure Y-2.--Sample OFC-01 BOR Body contd.

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9S    16,963,884.00   -67,090.58   16,896,793.42   AYLF
9S        29,382.00        0.00       29,382.00    DAAA
9S       201,663.00    20,255.00      221,918.00   GAAA
9S        21,889.00        0.00       21,889.00    SAAA
9S        74,570.00   198,369.00      272,939.00   YAAA
TOTAL 17,291,388.00   151,533.42   17,442,921.42
38.  REMARKS://
BT
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Figure Y-3.--Sample OFC-50 BOR Body.

(j) <u>Line 29 of the OFC 01 and line 28 of the OFC 50 BORs</u>. The Fund Code Recap line summarizes the total dollar amounts reported for each individual Fund Code in column (24) on the OFC 01 BOR and reports column (22), column (23) and column (24) recap on the OFC 50 BOR. The Fund Code recap is required on all BORs reporting OFC 01, OFC 09, OFC 10 and OFC 50 Funds. The total of the Fund Code dollars in this field must equal the total lines for column (24).

(k) <u>Line 30 of the OFC 01 BOR and OFC 21 BOR</u>. The title line for TL lists the applicable number for each TL submitted during month, with the last entry on this line being the word Month Total. Directly under the TL number(s), insert the dollar value applicable to the TL. The total dollar amount transmitted during the current month must be inserted under the word Total. Add the TL amounts for the month together with the total 7B dollar amount and enter the total (TL + TL + TL 7B = TOTAL). The 7B dollar amount is determined by multiplying JP4, JP5 or JP8 and commercial fuel monthly gallons by individual cost per gallon. COMNAVAIRFOR publishes yearly a naval message governing the preparation and submission of TLs. submission are firm.

(l) <u>Line 31 of the OFC 01, OFC 09, OFC 10, OFC 21 and OFC 23; and Line 29 of the OFC-50 BOR</u>. This line is composed of the FYTD/OPTAR grant information. OPTAR grants are issued to all OFC by individual Fund Codes. Cite the Fund Codes with the corresponding grant amount and a total line summarizing all the funds reported. OFC 50 grant amounts are issued by Fund Code and should be reported under the same. OFC 01 BOR includes flight hour allocation in line 31, this is the squadron's Sortie Based Training Plan (SBTP) projected before the new fiscal year begins via Marine Sierra Hotel Aviation Readiness Program (M-SHARP). Fiscal year flight hour allocation grants will be entered and maintained in ASKITWEB.

(m) <u>Line 32 (Line 30 for OFC 50)</u>. Enter the month and year shown on the last SFOEDL received from COMNAVAIRFOR.

(n) <u>Line 33 (Line 31 for OFC 50)</u>. Enter the month and year shown on the last SFOEDL processed and posted to ASKITWEB.

(o) <u>Line 34</u>. The fuel consumption line is only applicable to OFC 01 BORs. This line consists of four columns. All reported data will correspond with the applicable TECs. The first column will be labeled TEC and will list the individual TEC for each aircraft. The second column will be labeled A and will contain the type of fuel reported (i.e. JP4, JP5, JP8, Commercial, Free and INTO). The third column will be labeled B and will contain the gallons consumed for the month for each TEC. The fourth and last

column will be labeled C and contains the FYTD gallons for each TEC. Lines displaying zeros will be omitted by the system when the BOR is received by CNAF.

(p) <u>Line 35 (Line 32 for OFC 50)</u>. Enter the month and year shown on the last UOL processed and returned to COMNAVAIRFOR.

(q) <u>Line 36 (OFC 01 only)</u>. This line is to list challenges from the SFOEDL found by the activity. The challenges should include the requisition number, bill, and source of supply, bill voucher number, the amount of the bill, the challenge code, SFOEDL date and TL number. If there are no challenges, omit this line (not currently used).

(r) <u>Line 37 (36 for OFC 50)</u>. This line provides the point of contact (POC) of the reporting activity. Provide the name, grade, title of the POC, Defense Switched Network (DSN)/Commercial telephone number and indicate if the activity is in a deployed status. The POC will be the individual assigned financial responsibility or a designated representative.

(s) <u>Line 38</u>. This paragraph should be used for any narrative remarks to communicate concerns, explanations or other report related comments from the activity. The remarks are mandatory on the OFC 01 Line 39A is off 10% (plus or minus).

(t) <u>Line 39</u>. Activities holding OFC 01 Funds and reporting consumption cost data will use this block. This block will be broken down into three subsections.

1 <u>39A. Consumption Rates</u>
<u>a</u> BUD GPH = Budgeted Gallons Per Hour. This is the target that execution will be compared against. It is based on the fleet average for squadrons operating the same T/M/S within a specific community. This rate is subject to change at the TYCOM's discretion should the need arise.

<u>b</u> MO GPH = Monthly Gallons Per Hour. This is the monthly consumption rate executed and reported by the squadron for the period. Its value is derived from the monthly gallons reported in block 34 divided by the monthly hours reported in block 27.

<u>c</u> MO VAR = Monthly Variance. This is the variance of the monthly consumption rate from the budgeted consumption rate. Its value is derived from MO GPH divided by BUD GPH minus one, displayed as a whole percentage. Example from below: (128.0 / 133.7) – 1 = -4%.

<u>d</u> FYTD GPH = Fiscal Year to Date Gallons Per Hour. This is the cumulative consumption rate executed and reported by the squadron for the period. Its value is derived from the FYTD gallons reported in Block 34 divided by the FYTD hours reported in block 28.

<u>e</u> FYTD VAR = Fiscal Year To Date Variance. This is the variance of the cumulative consumption rate from the budgeted consumption rate. Its value is derived from FYTD GPH divided by BUD GPH minus one, displayed as a whole percentage. Example: (138.1 / 133.7) – 1 = 3%.

2 <u>FYTD CPG Reconciliation</u>

<u>a</u>   CALCULATED = FYTD should cost based by the gallons reported by fuel type. Its value is derived from the sum of each fuel type's FYTD quantity multiplied by the CPG for that fuel type, excluding COMM fuel.

<u>b</u>   Delta = The difference between column 22 and the calculated cost. When COMM is reported, this field is no longer relevant and N/A will be displayed.

<u>c</u>   COMM = Cost Per COMM Gallon Reported. This will only be displayed when COMM gallons are reported and delta equals N/A. Its value is derived from the 7B dollars in column 22 minus the calculated dollars in block 39B divided by the FYTD COMM gallons reported in block 34.

<u>3</u>   <u>Cost Per Hour (CPH)</u>

<u>a</u>   Monthly obligations divided by monthly flight hours and FYTD obligations divided by FYTD flight hours. The CPH execution rates will continue to be reported for informational purposes.

(u) <u>Line 40 (Line 33 for OFC 50)</u>. Special/reimbursable programs should be cited by the OFC 01 and OFC 50 OPTAR Holder on this line. The first column lists the purpose of the flight operation for OFC 01 and aviation maintenance for OFC 50. Strike, FMS, Staff, Drug and MEU are examples of purpose titles for OFC 01 Funds. Aircraft TEC is the title of the next column, both funds label the columns the same. Columns A and B contain different values depending on which fund is reporting the data. OFC 01 reports current month hours under column A and FYTD hours under column B. OFC 50 reports the FYTD dollar amount for 7L Fund Code in column A and column B contains the 9S FYTD dollar amount. For activities providing an OFC 21 BOR, this line is used to report transportation costs, number of trips, per diem/miscellaneous costs and per diem/miscellaneous days. Under the heading Transportation Costs, the first column lists the applicable Fund Codes. The second, third and fourth columns will show associated costs under column labels O, E and C to separate costs incurred by officers, enlisted and civilian personnel. Each column will be totaled. Data for number of trips, per diem/miscellaneous costs and per diem/miscellaneous days will be reported using the same format and column labels under the appropriate heading.

3. <u>Budget OPTAR Report Audit Procedures</u>.

a. <u>OFC-01</u>. The following audit will be conducted by FHPB-01 personnel whenever an OFC-01 BOR is prepared and before transmission to the TYCOM. If the answer to any of the questions is No, FHPB-01 will notify the SAD OIC/SNCOIC and make the necessary corrections.

(1) Is the PLAD correct?

(2) Does the Subject line reflect the correct month, UIC, Appropriation and Fiscal Year?

(3) Do all columns have parentheses around them?

(4) Does column 21 reflect the correct Fund Codes (7B, 7F, etc.)?

(5) Is the math correct (Col (22)+(23)=(24))?

(6) Is there continuity between the prior month's BOR column (22) and current month's column (22) (prior (22) + Total TLs = current column 22)?.

(7) Does the column 23 difference for each Fund Code match the FYTD difference on the SFOEDL received from DFES?

(8) Are columns (22), (23) and (24) totals correct?

(9) Does column (25) have the correct TECs?

(10) Does column (26) show the correct number of aircraft assigned to the squadron?

(11) Do the monthly hours in column (27) match the MSHARP, MAG S-3 and Squadron S-3 Report?

(12) Do the flight hours have continuity? Do last month's FYTD hours column (28) + this month's hours column (27) + late hours equal this month's FYTD hours column (28)?

(13) Does the Fund Code summary from column (22) add up?

(14) Is TL number(s) correct and in sequential order from previous month's BOR?

(15) Are the 7B and 7F grants correct?

(16) Does the 7B grant exceed total 7B obligations?

(17) Does the 7F grant exceed total 7F obligations?

(18) Is the previous month's SFOEDL/UOL correctly identified as posted and processed.

(19) Is the POC listed in block 36? Is there continuity within the fuel consumption? For each TEC and fuel type, does previous month's FYTD fuel consumption column (C) plus the current months fuel consumption column (B) equal the current months FYTD fuel consumption column (C)? If not remarks are required.

(20) Does the CPH meet TYCOM goals? If not remarks required.

(21) Does the combined total of all squadron's grants for 7B and 7F match what was authorized by the appropriate MAW Comptroller and cited in the Allocation File (FYTD)?

(22) Is the 7F grant total less than 2% of the 7L grant total?

    b. <u>OFC-50</u>. The following audit will be conducted by AOMB-50 personnel whenever an OFC-50 BOR is prepared and before transmission to the TYCOM. If the answer to any of the questions is No, AOMB-50 will notify the SAD OIC/SNCOIC and make the necessary corrections.

(1) Do the columns add up correctly?

(2) Is there continuity with the obligations of the previous months BOR (previous months (22) + current months total TL amount = Current months column 22)?

(3) Does the column 23 difference match the FYTD difference on the last SFOEDL posted to WebSALTS?

(4) Ensure all TEC are valid.

(5) Is the TL number correct and in sequential order from the previous month's BOR?

(6) Is the TL total correct?

(7) Are the grants correct and do they exceed the total obligations by Fund Code?

(8) Are all non-supported unit's charges broken out in column 33?

(a) Is there a TEC in column 37 not normally supported by the MALS?

(b) Is there an abnormally large increase in obligations for a specific TEC?

<u>1</u> If the increase is valid, are the documents responsible for the increase listed in the column 38?

<u>2</u> If the increase is invalid, are the documents responsible for the increase listed in column 38 and explained (i.e. wrong ORG code used when ordered)?

4. <u>Due Dates</u>. The BOR is provided to COMNAVAIRFOR, with an information copy to the applicable MARFORs and the operational MAW Comptroller as directed. The BOR is due to COMNAVAIRFOR on the date prescribed in the Fiscal Year Guidance Message for day of the month following the reported month. Activities should release/transmit the BOR message with sufficient time to ensure it is received on or before the established due date.

5. <u>Report Frequency</u>

a. OPTAR Holders are accountable for all funds granted for a 36 month period for MARFORCOM and 24 months for MARFORPAC. The BOR is submitted monthly for the current fiscal year and for the first six months following the close of the fiscal year; thereafter, BORs are to be submitted for the remaining 18 months of the accounting cycle only when there has been a change to the Gross Adjusted Obligation (block 24 of the BOR). A separate report is generated for each fiscal year (i.e., current, first prior and second prior).

b. Appropriation data is established and authorized during the current fiscal year. The first and second prior years are reported to maintain accountability of the funds. For example, if current fiscal year OPTAR is 2011, the first and second prior years are 2010 and 2009, respectively.

Appendix Z

Quality Deficiency Reporting Procedures

A. General

1. Engineering Investigations (EI). The purpose for an Engineering Investigation (EI) is to provide an investigation process to determine cause and depth of fleet-reported material failures. EIs also support investigations of material associated with aircraft mishaps, lightning strikes, electromagnetic interference and stray voltage problems.

 a. Identifying an Engineering Investigation (EI). Reference (ac) identifies the criteria for submission of an EI. Additionally, one or more of the following conditions must occur:

 (1) Safety is involved. This includes EI requests prepared in conjunction with aircraft mishaps and Hazardous Material Reports (HMR) when unsafe conditions exist.

 (2) Additional technical or engineering information is required to complete an aircraft mishap investigation.

 (3) Aircraft readiness is seriously impaired due to poor material reliability (including SE).

 (4) A component is rejected through Navy Oil Analysis Program (NOAP) after all authorized repairs are attempted.

 (5) Environmental issues force material or process changes conflicting with existing publications or TDs.

 (6) Directed by higher authority.

NOTE: Component failures that are identified during initial test or initial flight does not warrant an EI. The unit will submit a Product Quality Deficiency Report (PQDR).

2. Product Quality Deficiency Report (PQDR). The purpose for a PQDR is to report deficiencies in new or newly reworked material which may indicate non-conformance with contractual or specification requirements or substandard workmanship.

 a. Identifying a PQDR. Reference (ac) identifies the criteria for submission of a PQDR. Additionally, one or more of the following conditions must occur:

 (1) PQDRs are targeted toward reporting possible deficiencies in QA during the manufacturing or rework process.

 (2) Failures occurring at zero operating time, during initial installation, operation, test, check, turn-up, or first flight.

 (3) Discrepancies discovered after initial use do not qualify for PQDR reporting and shall be reported as EIs or HMR (as appropriate).

 b. The goal is to improve the quality of work done by Fleet Readiness Centers (FRC), contractors, and subcontractors. References (aw) and (ax)

provide overall Navy PQDR policy. The two different types of categories for PQDRs are:

(1) Category I PQDRs are used for all quality deficiencies which may cause death, injury, or severe occupational illness; would cause loss of or major damage to a weapons system; critically restricts the combat readiness capabilities of the using organization; or would result in a production line stoppage.

(2) Category II PQDRs are used for quality deficiencies assessed to have significant and widespread material or human resource impact but do not affect safety of personnel or impair combat efficiency.

3. <u>Supply Discrepancy Report (SDR)</u>. The SDR applies to the identification, reporting and resolution of discrepant shipments of material occurring in the Department of Defense (DOD) Logistics System when the shipping (item) and packaging discrepancies are attributable to a shipper (issuer) error.

Shipments of new production material and reworked material are included in this system. Also included are discrepancies on material received from contractors, other supply officer (OSO, Navy to Navy) transfers, material turned into stores (MTIS) and to Defense Redistribution and Marketing Service (DRMO) and discrepancies involving shipments to or from Security Assistance, Grant Aid, and Military Assistance Program customers.

All elements of the U.S. Navy receiving or shipping (issuing) material through the U.S. Navy Supply System, the DOD, or General Services Administration (GSA) Supply Systems shall process SDRs as prescribed in reference (z).

a. Discrepancies that are reportable as SDRs occur before the material is placed into the Transportation System. Discrepancies that occur while the shipment is in-transit (i.e., are the fault of the carrier) are reportable on a Transportation Discrepancy Report (TDR), SF 361, in accordance with reference (aa).

b. Shipping (Item) discrepancies are variations in the quantity or condition of goods from that shown on the shipping document (i.e., DD/GSA Form 1348-1, purchase order, contract, DD-250) due to:

(1) Receipt of material for canceled requisitions.

(2) Condition misrepresented.

(3) Documentation errors.

(4) Duplicate shipment.

(5) Expired shelf life.

(6) Incorrect item.

(7) Misdirected shipment.

(8) Missing part.

(9) Overage/Shortage.

(1) Technical data missing or erroneous.

(2) Total non-receipt of material.

(3) U.S. Postal Service shipment not received or damaged.

(4) Unauthorized customer returns.

(5) No advance record of shipment.

(6) Lumber discrepancies.

(7) Repetitive shipping discrepancies.

(8) Other discrepancies not described unless specifically excluded by this publication.

    c. Packaging discrepancies are those deficiencies in packaging that cause material to be vulnerable to loss, damage or delay, due to:

(1) Improper packaging.

(2) Improper customer returned material.

(3) Improper packing.

(4) Improper preservation.

(5) Improper marking.

(6) Improper unitization.

(7) Mission or life endangering.

(8) Hazardous material.

(9) Excessive packaging.

(9) Personal property packaging discrepancies.

(10) Discrepancies causing delay or additional cost.

(11) Latent packaging discrepancies.

(12) Repetitive packaging discrepancies.

    d. Discrepancies excluded from SDR reporting:

(1) Shipping discrepancies found while material is in storage with the exception of short shipment and wrong item discrepancies discovered upon opening a sealed vendor's pack (exception applicable to U.S. Government only).

(2) Discrepancies involving local base or station deliveries to or return from internal or satellite activities. However, this exclusion is not applicable to on-site Defense Distribution Depot shipments or Fleet and Industrial Supply Center (FISC)/FISC partner activity shipments.

(3) Discrepancies involving shipments on requisitions or purchase orders from personnel services activities that cite non appropriated funds.

(4) Transportation discrepancies to the extent covered by DOD 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement, except as specifically permitted under Security Assistance procedures.

(5) Product quality deficiencies to the extent covered by references (ax) and (ay), except as specifically permitted under Security Assistance procedures.

(6) Shipping discrepancies involving personal property shipments with the exception of packaging discrepancies.

B. Processing an Engineering Investigation (EI) and Product Quality Deficiency Report (PQDR).

1. The following steps identify the processing procedures for an EI or PQDR:

    a. Step 1 – Component will be identified as an EI or PQDR by the maintenance activity.

    b. Step 2 – Squadron will order material.

    c. Step 3 – Maintenance Control will process the required paperwork (MAF), Quality Assurance (QA) will enter the report into the Joint Deficiency Reporting System (JDRS) website http://www.jdrs.mil (Figure Z-1).

Figure Z-1.--Joint Deficiency Reporting System (JDRS) Website.

    d. Step 4 – Material and paperwork will be clearly marked in three inch red letters EI or PQDR.

e.   Step 5 - RDB will deliver RFI material to the squadron and ensure all the paperwork is correct.

f.   Step 6 – NRFI component (EI or PQDR exhibit) will be inducted into Production Control (PC).

g.   Step 7 – PC will annotate the Report Control Number in the MAF Discrepancy block and BCM 8 (Administrative) the induction MAF indicating EI or PQDR. NOTE: Consumables will be processed in the same manner as a DLR.

h.   Step 8 – Once the material is returned to RMD for processing, RCB personnel need to ensure all of the appropriate paperwork is attached to the EI/PQDR exhibit.

    (1) Once all accompanying paperwork has been verified, RCB will process the DIFM return through the Completed Repair Action Mailbox.

        (a) RCB personnel will select the Material Control Number (MCN) for the EI/PQDR exhibit. At the DIFM return screen, verify the EI box is checked (If the Box is not checked reject MAF back to PC) and press the save button. This will move the DIFM quantity to suspense, and an EI management code will be assigned to the record. The RCB clerk needs to make copies of all paperwork and create a folder in the "Pending" section of the EI/PQDR file.

        (b) RCB personnel will then place the EI/PQDR exhibit in the EI or PQDR storage location awaiting disposition.

i.   Step 9 – Once shipping disposition is received from the JDRS website via email notification, the EI or PQDR exhibit will be pulled from the storage location and shipped to the appropriate destination utilizing the premium shipping tool on the JDRS web site. All shipments will be documented on the JDRS web site, regardless of the method of shipment. RCB will first return the suspense quantity by indicating the UIC the material is going to be shipped to. Next, RCB personnel will process the shipment information via the JDRS website. Once the EI or PQDR exhibit has been shipped through FEDEX, the shipping data needs to be entered into the Electronic Retrograde Management System (eRMS) to close the carcass tracking at the Inventory Control Point (ICP). This is accomplished by entering the information in the EI or QDR module of eRMS.

j.   Step 10 – RCB personnel should check all outstanding EIs/PQDRs at least weekly to ensure no updates have been missed. If no disposition is received within the first twenty days of submission, send a Technical Dialog via the JDRS web site requesting the ISSC or Quality Team provide disposition instructions. If no disposition instructions are received and the requisition is about to incur an actual carcass bill, ship the carcass through normal channels. Submit a Technical Dialog to inform investigation team of the action taken.

C.   Processing a Supply Discrepancy Report (SDR)

1. Control Branches will process the required paperwork for Supply Discrepancy Reporting into the Product Data Reporting and Evaluation Program (PDREP) website https://www.pdrep.csd.disa.mil/ (Figure Z-2).
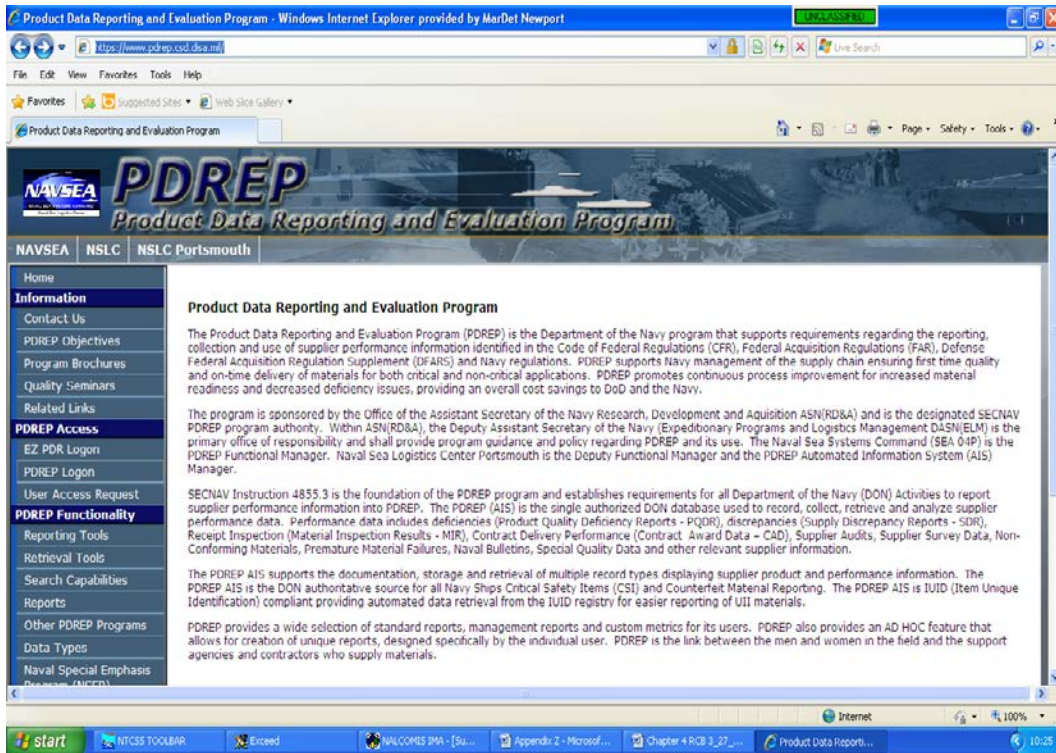
Figure Z-2--Product Data Reporting and Evaluation Program (PDREP) Website.

2. Use Figure Z-3 arrow 1 to access the PDREP user manual and arrow 2 to enter the Supply Discrepancy Report Module.
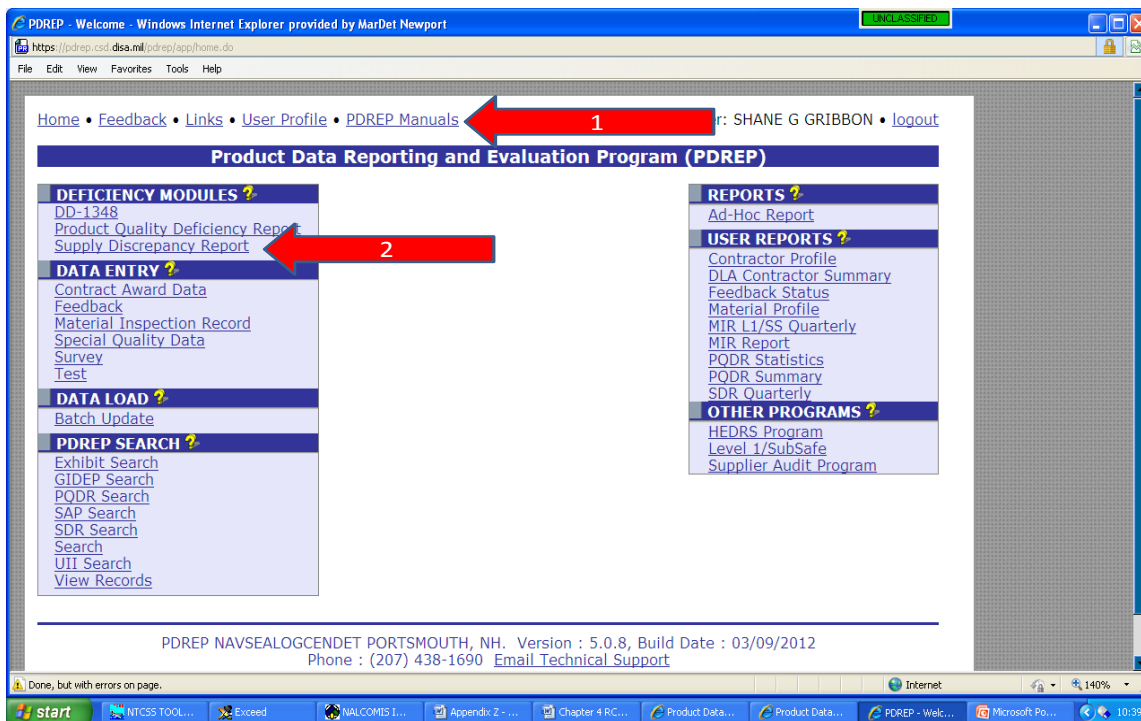

Figure Z-3--Product Data Reporting and Evaluation Program (PDREP) Website.

3. Identifying an SDR. Receiving personnel are required to screen all incoming material received from off station sources. During this screening process, all discrepancies need to be identified and forwarded to the division's control branch for research and processing. Control branch personnel will determine if a SDR is required for the material received. Some examples of SDR scenarios are:

   a. Material is Lost in Shipment (LIS) - If proof of receipt cannot be established, the inventory is not in excess and there are no erroneous or other unprocessed transactions, then the material ordered on the requisition in question is considered lost in shipment. In this situation the following actions will be taken:

     (1) RCB/CCB will prepare a Supply Discrepancy Report (SDR) and submit it to the issuing activity for each individual requisition for which the material is lost in shipment. The Discrepancy Code sited in Block 10 will be 'S' – "Shortage or Non-receipt". The Action Code cited in block 11 of the SDR will be '1G' – "Reshipment not Required. Item to be Re-Requisitioned" and '1Z' – "Other Action Requested (See Remarks)". Ensure your remarks state an issue reversal is being requested due to non-receipt of material.

     (2) The issuing activity has 45 days to respond. Each possible response and actions to take are described in the following paragraphs:

       (a) If the issuing activity provides "traceable proof of shipment data" or "delivery signature(s)" indicating the material was delivered to your activity, then no further action is required other than filing the response with the originally submitted SDRs as a closed case.

       (b) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)", NAVSUP policy requires that they grant credit providing SDR(s) were received within the required time frames. The issuing activity grants credit by processing an issue reversal.The response to the SDR will be filed with the originally submitted SDR.

       (c) If the issuing activity does not provide "traceable proof of shipment data" or "delivery signature(s)" but indicates on the response to the SDR that the issue will not be reversed, close the SDR. No further action is required since the previously processed Lost in Shipment Receipt has closed SIT.

       (d) If the issuing activity does not respond to the SDR(s) within the required time frame as outlined in reference (z) (within thirty (30) days of receipt of SDR for Navy activities and sixty (60) days from receipt of SDR for non-Navy activities), close the SDR as per Appendix Z. No further action is required since the previously processed Lost in Shipment Receipt has closed SIT.

       (e) If the issuing activity subsequently responds to a closed SDR, then they will be notified, in writing, that the response was not received within the required time-frame and that the SDR has been closed and credit taken.

b. Incorrect Material Received

(1) STOCK – When the incorrect material is received for stock replenishment, the following steps will be taken:

(a) The receipt will be processed for the actual NIIN received in R-Supply.

(b) Determination will be made as to the disposition of the material (ie. retain or offload at your convenience to the nearest DDC).

(c) Submit an informational SDR to the shipping activity informing them of the actual item received, and that no further action is required. The Discrepancy Code cited in block 10 of the SDR will be 'W1' – "Incorrect

(d) Item Received". The Action Code cited in block 11 of the SDR will be '1H' – "No Action Required. Information Only".

(2) Consumable DTO

(a) The receipt will be processed for the actual NIIN received in NALCOMIS, verifying interface to R-Supply.

(b) Process MTIS turn-in (X75).

(c) Determination will be made as to the disposition of the material (ie. retain or offload at your convenience to nearest DDC).

(d) Submit an informational SDR to the shipping activity informing them of the actual item received, and that no further action is required. The Discrepancy Code cited in block 10 of the SDR will be 'W1' – "Incorrect Item Received". The Action Code cited in block 11 of the SDR will be '1H' – "No Action Required. Information Only".

(f) Inform customer to submit a new requisition to order material.

(3) Repairable DTO

(a) The receipt will be processed for the actual NIIN received in NALCOMIS, verifying interface to R-Supply.

(b) Submit an SDR to the issuing activity identifying both the wrong part received and the original part requested. The Discrepancy Code cited in block 10 of the SDR will be 'W1' – "Incorrect Item Received". The Action Code cited in block 11 of the SDR will be '2A' – "Disposition of Material and Financial Adjustment (Credit) Requested" and '1Z' – "Other Action Requested (See Remarks)". Ensure your remarks state that an issue reversal is being requested due to receipt of incorrect material, and the wrong part received will be retained awaiting disposition instructions.

(c) Stage material received in SDR staging area while awaiting disposition.

(d) Inform customer to submit a new requisition to order material.

(e) When the shipping activity responds with shipping disposition for the wrong part received, ship via fastest traceable means to the address they provide.

(f) Upon confirming reversal of issue by the shipping activity, utilize NITA to close any existing carcass tracking.

4. Closing SDR's:

a. <u>Closing an SDR in PDREP</u> - Closing an SDR is done by entering the Closed Date. Generally, when the Originator is satisfied that the response received from the Action Point adequately addresses the issue that was reported, the SDR should be closed.

b. <u>Close Out Due to Non-Response</u> - If for any reason a record is closed because the Action Point did not respond or could not be located, the Closed Out Due to Non-Response indicator should be set to YES.

Appendix AA

References

1. This appendix lists the publications pertinent to the management of material, financial management and operation of the Aviation Supply Department. Instructions for obtaining electronic copies of these documents are contained in paragraph 2.

Reference	Title	Applicable Division
DOD 4000.25-6-M	DOD ACTIVITY ADDRESS DIRECTORY (DODAAD) PART I	
DOD 4160.21-M	DEFENSE MATERIEL DISPOSITION MANUAL	CMD, RMD, SAD, SMD, SSD
SECNAVINST 4855.3_	INVENTORY CONTROL OF DEPOT LEVEL REPAIRABLE MATERIAL UNDERGOING AN ENGINEERING INVESTIGATION/QUALITY DEFICIENCY REPORT	RMD, SMD
SECNAVINST 5216.5_	NAVAL CORRESPONDENCE MANUAL	SPAD
SECNAVINST M-5210.1_	RECORDS MANAGEMENT MANUAL	SPAD
SECNAVINST M-5210.2_	STANDARD SUBJECT IDENTIFICATION CODES (SSIC)	SPAD
OPNAVINST 4400.9_	DEPOT LEVEL REPAIRABLE ITEM MANAGEMENT	RMD, SMD
OPNAVINST 4410.2_	JOINT REGULATION GOVERNING THE USE OF UNIFORM SOURCE MAINTENANCE AND RECOVERABILITY CODES	
OPNAVINST 4440.25_	CONSOLIDATED REMAIN-IN-PLACE LIST (CRIPL) FOR AVIATION MATERIAL	RMD, SMD, SRD
OPNAVINST 4441.12_	RETAIL SUPPLY SUPPORT OF NAVAL ACTIVITIES AND OPERATING FORCES	
OPNAVINST 4442.5_	READINESS BASED SPARING	
OPNAVINST 4520.1_	DEMILITARIZATION (DEMIL) OF NAVY EXCESS ASSETS	CMD, RMD, SAD, SMD, SSD
OPNAVINST 4614.1_	UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)	
OPNAVINST 5090.1	ENVIRONMENTAL AND NATURAL RESOURCES PROGRAM MANUAL.	HAZMAT COORDINATOR
OPNAVINST 5100.19_	NAVY SAFETY PRECAUTIONS FOR FORCES AFLOAT	HAZMAT COORDINATOR
OPNAVINST 5102.1	MISHAP INVESTIGATION AND REPORTING	
OPNAVINST 10126.4_	MANAGEMENT AND CONTROL OF LEATHER FLIGHT JACKETS	SAD, SSD
MCO 4400.177_	MARINE CORPS AVIATION SUPPLY	ALL DIVISIONS

Reference	Title	Applicable Division
	DESKTOP PROCEDURES	
MCO 4450.12_	STORAGE AND HANDLING OF HAZARDOUS MATERIAL	CMD, RMD
NAVCOMPT MANUAL Vol II	ACCOUNTING CLASSIFICATION (NAVSO P-1000-25)	SAD
NAVSO P3013-1	FINANCIAL MANAGEMENT OF RESOURCES, FUND ADMINISTRATION	SAD
NAVSO P3013-2	FINANCIAL MANAGEMENT OF RESOURCES, OPERATING PROCEDURES (OPERATING FORCES)	SAD
NAVAIR 00-35QH-2	ALLOWANCE LIST OF AVIATION SUPPORT SYSTEM AND AIRBORNE OPERATIONAL EQUIPMENT FOR AIRCRAFT SQUADRONS NAVY AND MARINE CORPS	SAD, SRD, SSD
NAVAIR 00-500 A & C	NAVY AERONAUTICAL PART NUMBER TECHNICAL INDEX MANUAL	SRD
NAVAIR 01-1A-23	STANDARD MAINTENANCE PRACTICES MINIATURE/MICROMINIATURE (2M) ELECTRONIC ASSEMBLY REPAIR	CMD, RMD
NAVAIR 17-600-193-6-2	PRC-2000-2M SYSTEM MAINTENANCE REQUIREMENT CARDS	CMD, RMD
NAVAIRINST 13670.1_	NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY (MF) PROGRAM	
NAVSUP P485	NAVAL SUPPLY PROCEDURES VOLUME I – AFLOAT SUPPLY VOLUME II – SUPPLY APPENDICES VOLUME III – ASHORE SUPPLY	ALL
NAVSUP P719	GUIDE FOR THE ASSIGNMENT, APPLICATION AND USE OF SOURCE, MAINTENANCE AND RECOVERABILITY CODES	CMD, SMD, SRD, RMD
NAVSUP P723	NAVY INVENTORY INTEGRITY PROCEDURES	CMD, RMD
NAVSUPINST 4030.28_	PACKAGING OF MATERIAL	RMD
NAVSUPINST 4200.97_	AVIATION INTO-PLANE REIMBURSEMENT (AIR) CARD PROGRAM	SAD
NAVSUPINST 4200.99_	DON POLICIES AND PROCEDURES FOR THE OPERATION AND MANAGEMENT OF THE GOVERNMENT PURCHASE CARD PROGRAM.	SAD, SSD
NAVSUPINST 4400.91_	MANAGEMENT OF SUSPENDED MATERIAL (MILSTRAP CONDITION CODES J, K, AND L); POLICY AND PROCEDURES FOR	
NAVSUPINST 4400.93_	INTERIM CONTRACT SUPPLY SUPPORT POLICY	

Reference	Title	Applicable Division
NAVSUPINST 4420.35_	DEFENSE LOGISTICS AGENCY (DLA) WEAPON SYSTEMS SUPPORT PROGRAM (WSSP)	
NAVSUPINST 4423.29_	NAVY UNIFORM SOURCE, MAINTENANCE AND RECOVERABILITY (SMR) CODES	RMD, SRD, SMD
NAVSUPINST 4440.157_	MATERIAL TURNED INTO STORE (MTIS)	CMD, RMD, SMD
NAVSUPINST 4440.182_	REMAIN-IN-PLACE LIST FOR SPCC-MANAGED DEPOT LEVEL REPAIRABLES (DLRS)	RMD, SMD
NAVSUPINST 4800.6_	DIMINISHING MANUFACTURING SOURCES AND MATERIAL SHORTAGES (DMSMS) PROGRAM	SRD
NAVICP ARR-100	ALLOWANCE REQUIREMENT REGISTER.	SMD, SRD, RMD
NAVICPINST 4000.7_	PROCEDURES CONCERNING FLEET CONTROLLED MATERIAL	RMD
NAVICPINST 4010.6_	NAVICP RECLAMATION PROGRAM	
NAVICPINST 4105.4_	GUIDELINES AND PROCEDURES FOR IMPLEMENTATION OF INTERIM SUPPLY SUPPORT	
NAVICPINST 4235.36_	SUBMISSION AND PROCESSING OF PART NUMBER REQUISITIONS AND FOLLOW-UPS TO NAVICP-P	SRD
NAVICPINST 4400.15_	POLICIES, PROCEDURES, AND RESPONSIBLILITES PERTAINING TO FLEET IMPLEMENTATION OF INTERIM SUPPLY SUPPORT (ISS)	
NAVICPINST 4400.18_	INTERMIN SUPPLY SUPPORT FOR AVIATION WEAPONS SYSTEMS AND SUPPORT EQUIPMENT	
NAVICPINST 4400.75_	POLICY AND ASSIGN RESPONSIBILITIES FOR THE SUPPORT EQUIPMENT QUICK ENGINE CHANGE PROGRAM	
NAVICPINST 4440.450_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DLR (DEPOT LEVEL REPAIRABLES) CONTAINED IN NAVICP GENERATED ALLOWANCE LISTS	RMD, SMD
NAVICPINST 4440.79_,	CONSOLIDATED REMAIN-IN-PLACE LIST (RIPL) FOR AVIATION MATERIAL; INFORMATION AND USES AT NAVICP-P	RMD
NAVSUPWSS 4440.80_	PROCEDURES FOR THE REPORTING OF REPORTS OF DISCREPANCY (ROD)	CMD, RMD, SSD
NAVICPINST 4441.1_	MARINE AVIATION LOGISTIC SUPPORT PROGRAM (MALSP) ALLOWANCE LEVEL	CMD, RMD, SMD

Reference	Title	Applicable Division
	DEVELOPMENT	
NAVICPINST 4441.165_	POLICIES AND INFORMATION CONCERNING THE DEVELOPMENT, DISTRIBUTION, AND FORMAT OF THE GENERAL USE CONSUMABLES LIST (GUCL)	
NAVICPINST 4441.170_	COSAL USE AND MAINTENANCE MANUAL	RMD, SMD, SRD, SSD
NAVICPINST 4441.22_	PROCEDURES AND RESPONSIBILITIES FOR THE AUTHORIZATION AND MAINTAINING OF TEST BENCH INSTALLATION ITEMS (TBI'S)	SMD, SSD
NAVICPINST 4441.8_	POLICY, PRESCRIBE GUIDELINES, QUALITY ASSURANCE (QA) AND PROCEDURES CONCERNING MAINTENANCE ACTIONS TO EXISTING ALLOWANCE DOCUMENTS FOR COSAL AND SNAP SHIPS/SHORE ACTIVITIES	CMD, RMD, SMD, SSD,
NAVICPINST 4442.1_	RESPONSIBILITY BY DOCUMENT IDENTIFIER (DOCID) AND IDENTIFIES APPLICABLE INSTRUCTIONS USED AS GUIDELINES FOR ESTABLISHING AND MAINTAINING PLANNED PROGRAM REQUIREMENTS (PPRS)	
NAVICPINST 4570.1_	POLICY AND PROCESSING PROCEDURES CONCERNING DISPOSAL OF EXCESS WHOLESALE MATERIAL	
NAVICPINST 4790.4_	SUPPORT EQUIPMENT AIRBORNE AVIONICS MAINTENANCE ASSIST MODULES (MAMS), POLICY AND PROCEDURES	RMD, SMD, SSD
NAVICPINST 4812.1_	EMERGENCY REMOVAL OF AERONAUTICAL MATERIAL FROM AIRCRAFT STORED IN INVIOLATE STATUS	
SPCCINST 4440.451_	ESTABLISHMENT OF AUTHORIZED FIXED ALLOWANCES FOR ALL DEPOT LEVEL REPAIRABLES CONTAINED IN SPCC GENERATED ALLOWANCE LISTS	SMD, RMD
COMNAVAIRFORINST 4440.2_	SUPPLY OPERATIONS MANUAL (SOM)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 4790.2_	THE NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)	CMD, RMD, SAD, SMD, SRD, SSD
COMNAVAIRFORINST 5442.1_	AIRCRAFT MATERIAL CONDITION REPORTING	CMD, RMD, SMD, SRD
		SAD
COMNAVAIRFORINST 13650.3_	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL) PROGRAM	SSD

Reference	Title	Applicable Division
COMNAVAIRPACINST 4200.4_	COMNAVAIRPAC COMMERCIAL PURCHASE CARD PROGRAM (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRPACINST 4235.6_	SUPPLY PROCEDURES AND POLICIES RELATING TO CASUALTY REPORTS (CAREPS) (NOTE: CNAP ACTIVITIES ONLY)	CMD, RMD, SRD, SSD
COMNAVAIRPACINST 4421.1_	NMCS/PMCS/AWP REQUISITION VALIDATION (NOTE: CNAP ACTIVITIES ONLY)	RMD, SRD
COMNAVAIRPACINST 4421.2_	ADVANCED TRACEABILITY AND CONTROL (ATAC) RETROGRADE DEPOT LEVEL REPAIRABLE (DLR) PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 4423.12_	AIRCRAFT EQUIPMENT CONFIGURATION LIST (AECL) VALIDATION AND REVIEW PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	SMD
COMNAVAIRPACINST 4423.8_	AVIATION SUPPORT PROCEDURES (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4441.13_	AIRCRAFT EXTERNAL AUXILIARY FUEL TANKS (NOTE: CNAP ACTIVITIES ONLY)	
COMNAVAIRPACINST 4710.10_	PROTECTION, HANDLING, AND SHIPPING OF MANDATORY TURN-IN REPAIRABLE (MTR) COMPONENTS AND AIRCRAFT ENGINES (NOTE: CNAP ACTIVITIES ONLY)	RMD
COMNAVAIRPACINST 7000.1_	USE OF GOVERNMENT ISSUED NATIONS BANK VISA GOVERNMENT CREDIT CARD (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7300.3_	FLYING HOUR COST REPORTING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7305.1_	INSTRUCTION CONCERNING AIRCRAFT OPERATIONS AND MAINTENANCE FUNDS (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.1_	FINANCIAL PROCEDURES FOR AVIATION FUEL PROCESSING (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 7310.2_	ADMINISTRATIVE AND ACCOUNTING PROCEDURES FOR FLIGHT ADMINISTRATIVE FUNDS OFC-01/7F (NOTE: CNAP ACTIVITIES ONLY)	SAD
COMNAVAIRPACINST 10126.2_	EXTREME COLD WEATHER CLOTHING (ECWC) POOL (NOTE: CNAP ACTIVITIES ONLY)	SAD, SSD
COMNAVAIRLANTINST 7310.5_	FINANCIAL REGULATIONS CONCERNING MANAGEMENT OF AIRCRAFT OPERATIONS MAINTENANCE (AOM) FUNDS (NOTE: CNAL	SAD

Reference	Title	Applicable Division
	ACTIVITIES ONLY)	
COMNAVAIRLANT/ COMNAVAIRPACINST 4470.2_	PROCEDURES GOVERNING FLEET RATIONING CONTROL OF AERONAUTICAL MATERIAL	SMD, RMD
COMNAVAIRLANT/ COMNAVAIRPACINST 4790.20_,/4790.21_	FLEET MARINE FORCE (FMF) UNIT DEPLOYMENT PROGRAM (UDP) PRE-DEPLOYMENT AVIATION LOGISTICS READINESS PLAN (ALRP)	SMD
FEDERAL STANDARD NO. 313B	MATERIAL SAFETY DATA SHEET (MSDS), PREPARATION AND SUBMISSION OF	CMD
MIL-HDBK-263B	ELECTROSTATIC DISCHARGE CONTROL HANDBOOK FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES) (METRIC)	CMD, RMD
MIL-HDBK-773	ELECTROSTATIC DISCHARGE PROTECTIVE PACKAGING	CMD, RMD
MIL-STD-1686	ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT (EXCLUDING ELECTRICALLY INITIATED EXPLOSIVE DEVICES)	CMD, RMD
TM 3125-OI/1	TABLE OF BASIC ALLOWANCES FOR FLEET MARINE FORCES AVIATION UNITS	SSD

2. <u>Internet download of instructions</u>. Electronic copies of the above instructions and other required instruction may be downloaded from the below listed websites. Most of these web sites require the user to have a CAC card, PKI certificate and/or require the user to register to gain access to the site. Majority of these websites have listed these documents by the Standard Subject Identification Codes (SSIC) that stands for the subject of a document. For a definition of the thirteen major subject groups refer to SECNAVINST M-5210.2_. Additionally, some of these documents may be in Adobe PDF format and require Adobe Reader to be installed in order to view and print. NOTE: Classified publication and instructions are not available on these web sites.

    a. Department of Defense (DOD) instructions and publications are located at URL, http://www.dtic.mil/whs/directives/index.html. Select the type of document (instruction or publication) required from the menu and then scroll down until you find the applicable instruction. The document may then be saved to your computer or printed as required.

    b. Secretary of Navy (SECNAV) and Chief of Naval Operations (OPNAV) instructions are located at URL, http://doni.daps.dla.mil/default.aspx. Select the type of document and then the issuing authority. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

    c. Naval Supply Command (NAVSUP) instructions and publications are located at URL, https://nll1.ahf.nmci.navy.mil/. Select the Pubs/Products/Tools link and from the next screen displayed select NAVSUP Digital Documents, then NAVSUP Instructions and Publications and from the next screen type in the publication or instruction number or use the default of all and then click the search button. On the next screen scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

    d. Naval Air Systems Command (NAVAIR) instructions and publications are located at URL, http://logistics.navair.navy.mil/. From the menu bar select the Library link and on the NAVAIR Instructions and Notices link on the next page. On the next screen select the NAVAIR Instruction link and the system will display all instruction by their SSIC document number. Scroll through the listing by selecting the Next button until you find the applicable document. The document may then be saved to your computer or printed as required.

    e. Naval Inventory Control Point (NAVICP) (including FASO and SPCC) instructions are located at URL, https://wwwa.nko.navy.mil/portal/splash/index.jsp. After completing the logon process select the NKO Library link at the top of the screen. On the next screen in the Search and Subscribe block click the down button and scroll down to NAVSUP and then click the View button. From the next screen select NAVICP Instructions and then the type of issuance (ASOINST, ALMECHINST, NAVICPINST, etc.). On the next screen scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

    f. Commander Naval Air Forces (CNAF) instructions are located at URL, https://extra.cnaf.navy.mil/. After the initial logon screen, select the link for N004 Flag Administration, and then Directives on the next screen.

On the Directives screen select the applicable issuing activity, COMNAVAIRPAC, COMNAVAIRFOR, COMPACFLT, COMNAVSURFPAC. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

For COMNAVAIRLANT directives, after the initial logon screen, select the AIRLANT link from the menu bar. On the next screen select the link for N004 Flag Administration, and then the COMNAVAIRLANT directives link. The next screen will display the general SSIC category, select the appropriate category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.

    g. Marine Corps orders and directives are located at URL, http://www.usmc.mil/news/publications/Pages/orders.aspx. Select the appropriate SSIC category and then scroll down until you find the applicable document. The document may then be saved to your computer or printed as required.